



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at ***wvOASIS.gov***. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at ***WVPurchasing.gov*** with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.



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Welcome, Alisha S Pettit

Procurement

Budgeting

Accounts Receivable

Accounts Payable

Solicitation Response(SR)

Dept: 0613

ID: ESR01091800000003001

Ver.: 1

Function: New

Phase: Final

Modified by batch , 01/09/2018

Header 2

List View

General Information

Contact

Default Values

Discount

Document Information

Procurement Folder: 403006

SO Doc Code: CRFQ

Procurement Type: Central Master Agreement

SO Dept: 0613

Vendor ID: 000000184288

SO Doc ID: VNF1800000010

Legal Name: MCKESSON MEDICAL SURGICAL MINNESOTA SUPPLY INC

Published Date: 12/18/17

Alias/DBA:

Close Date: 1/9/18

Total Bid: \$46,118.20

Close Time: 13:30

Response Date: 01/09/2018

Status: Closed

Response Time: 9:19

Solicitation Description: DIETARY SUPPLEMENTS

Total of Header Attachments: 2

Total of All Attachments: 2



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

State of West Virginia  
Solicitation Response

Proc Folder : 403006

Solicitation Description : DIETARY SUPPLEMENTS

Proc Type : Central Master Agreement

Date issued	Solicitation Closes	Solicitation Response	Version
	2018-01-09 13:30:00	SR 0613 ESR01091800000003001	1

**VENDOR**

000000184288

MCKESSON MEDICAL SURGICAL MINNESOTA SUPPLY INC

Solicitation Number: CRFQ 0613 VNF1800000010

Total Bid : \$46,118.20

Response Date: 2018-01-09

Response Time: 09:19:01

Comments: Please see McKesson's two uploaded attachments for detailed submission information. Please contact Government.Bids@McKesson.com with any questions. Thank you for this opportunity!

**FOR INFORMATION CONTACT THE BUYER**

Crystal Rink  
(304) 558-2402  
crystal.g.rink@wv.gov

Signature on File

FEIN #

DATE

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	THICKENED NECTAR TEA	300.00000	CASE	\$11.930000	\$3,579.00

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description :	PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	THICKENED NECTAR ORANGE	200.00000	CASE	\$13.640000	\$2,728.00

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description :	PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	THICKENED NECTAR WATER	300.00000	CASE	\$10.520000	\$3,156.00

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description :	PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
4	THICKENED NECTAR CRANBERRY	300.00000	CASE	\$11.930000	\$3,579.00

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description :	PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
5	THICKENED NECTAR APPLE	300.00000	CASE	\$11.940000	\$3,582.00

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description :	PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
6	THICKENED NECTAR PEACH MANGO	300.00000	CASE	\$11.880000	\$3,564.00

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description :	PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
7	THICKENED HONEY TEA	150.00000	CASE	\$12.060000	\$1,809.00

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description :	PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
8	THICKENED HONEY ORANGE	100.00000	CASE	\$13.810000	\$1,381.00

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description :	PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
9	THICKENED HONEY WATER	150.00000	CASE	\$10.520000	\$1,578.00

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description :	PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
10	THICKENED HONEY CRANBERRY	150.00000	CASE	\$12.060000	\$1,809.00

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description :	PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
11	THICKENED HONEY APPLE	150.00000	CASE	\$12.060000	\$1,809.00

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description :	PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
12	THICKENED HONEY PEACH MANGO	150.00000	CASE	\$12.010000	\$1,801.50

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description :	PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
13	MED PASS OR EQUAL VANILLA FLAVORED	100.00000	CASE	\$4.810000	\$481.00

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description : PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

**Comments:** Sell price UOM is the EACH (32oz)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
14	MED PASS OR EQUAL BUTTER PECAL FLAVOR	50.00000	CASE	\$4.810000	\$240.50

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description : PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

**Comments:** Sell price UOM is the EACH (32oz)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
15	MED PASS OR EQUAL FRUIT BERRY FLAVOR	50.00000	CASE	\$4.810000	\$240.50

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description : PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

**Comments:** Sell price UOM is the EACH (32oz)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
16	MED PASS OR EQUAL SUGAR FREE VANILLA	75.00000	CASE	\$5.220000	\$391.50

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description : PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

**Comments:** Sell price UOM is the EACH (32oz)

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
17	ENSURE CLEAR OR EQUAL APPLE FLAVOR	100.00000	CASE	\$18.210000	\$1,821.00

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description : PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
18	ENSURE CLEAR OR EQUAL BERRY FLAVORED	100.00000	CASE	\$18.210000	\$1,821.00

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description : PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
19	ENSURE CLEAR OR EQUAL PEACH FLAVOR	100.00000	CASE		

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description : PLEASE SEE ATTACHED SPECS FOR MORE DETAILS



Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
20	ENSURE CLEAR OR EQUAL POMEGRANATE FLAVOR	100.00000	CASE		

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description :	PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
21	ENSURE ORIGINAL OR EQUAL VANILLA FLAVOR	30.00000	CASE	\$10.800000	\$324.00

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description :	PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
22	ENSURE ORIGINAL OR EQUAL CHOCOLATE FLAVOR	30.00000	CASE	\$22.210000	\$666.30

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description :	PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
23	ENSURE ORIGINAL OR EQUAL BUTTER PECAN FLAVOR	30.00000	CASE	\$10.800000	\$324.00

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description :	PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
24	CARNATION INSTANT BREAKFAST DRINK MIX OR EQUAL FRENCH	25.00000	CASE	\$28.560000	\$714.00

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description : PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
25	CARNATION INSTANT BREAKFAST DRINK MIX OR EQUAL	25.00000	CASE	\$37.890000	\$947.25

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description : PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
26	CARNATION INSTANT BREAKFAST DRINK MIX OR EQUAL VANILLA	25.00000	CASE		

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description : PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
27	CARNATION INSTANT BREAKFAST DRINK MIX OR EQUAL	25.00000	CASE	\$28.560000	\$714.00

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description : PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
28	CARNATION INSTANT BREAKFAST DRINK MIX OR EQUAL S/F	25.00000	CASE	\$37.890000	\$947.25

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description : PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
29	SUGAR FREE MAGIC CUPS OR EQUAL VANILLA	300.00000	CASE		

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description : PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
30	SUGAR FREE MAGIC CUPS OR EQUAL CHOCOLATE	300.00000	CASE		

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description : PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
31	SUGAR FREE MAGIC CUPS OR EQUAL STRAWBERRY	300.00000	CASE		

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description : PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
32	THICKENED DAIRY IN NECTAR	40.00000	CASE	\$25.880000	\$1,035.20

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description :	PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
33	THICKENED DAIRY IN HONEY	40.00000	CASE	\$26.300000	\$1,052.00

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description :	PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
34	PRO SOURCE OR EQUAL BERRY PUNCH	40.00000	CASE	\$100.580000	\$4,023.20

Comm Code	Manufacturer	Specification	Model #
50500000			

Extended Description :	PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

January 8, 2018

**Via Electronic Submission wvOASIS**

Crystal Rink  
State of WV Purchasing Division  
2019 Washington St E  
Charleston, WV 25305

**RE: State of West Virginia RFQ #VNF1800000010 – Dietary Supplements**

Dear Ms. Rink:

McKesson Medical-Surgical Minnesota Supply Inc. (“McKesson”) is pleased to submit the following response to the State of West Virginia (the “State”) for Dietary Supplements.

Please note that the products being submitted for Section 3.1.3 (Med Pass or Equal) are 32oz containers and the UOM per Sell Price is the EACH.

Per Section 39 (“Additional Agency and Local Government Use”) of the Instructions to Vendors, McKesson would like to note that, if awarded, the contract would be available for Veterans Nursing Facility locations only. Per Section 5.1 (“Ordering”) of the Specifications, McKesson would like to note that SupplyManager<sup>SM</sup>, our web-based ordering platform, is available to those who prefer an online ordering option. SupplyManager provides real-time information on the availability of products, as well as, order status information. SupplyManager includes features, such as, creating custom order lists, determining product usage, tracking 12-month trends and the ability to access reports with a click of a button. When using SupplyManager to place orders, the system will indicate if a product is in stock, on backorder, has limited quantities in stock or if the product is shipping from another distribution center. If a product is on backorder, the individual placing the order will be asked if they would like to order a recommended substitute (if McKesson has been made aware of a substitute) or leave the item on back order. This satisfies the requirement in Section 6.2 (“Late Delivery”) of the Specifications.

If I can answer any questions that you may have, please feel free to contact me directly. Thank you for this opportunity and we look forward to doing business with you!

Sincerely,

*Kimberly R. Zabriskie*

Kimberly R. Zabriskie  
Proposal Specialist  
(800) 328-8111  
[Government.Bids@McKesson.com](mailto:Government.Bids@McKesson.com)

McKesson Medical-Surgical Minnesota Supply Inc.  
8121 10<sup>th</sup> Avenue North  
Golden Valley, MN 55427

[www.mckesson.com](http://www.mckesson.com)

ACTION BY UNANIMOUS WRITTEN CONSENT OF  
THE REMAINING BOARD OF DIRECTORS OF  
MCKESSON MEDICAL-SURGICAL MINNESOTA SUPPLY INC.

The undersigned, being the remaining directors of McKesson Medical-Surgical Minnesota Supply Inc., a Minnesota corporation (the “Corporation”), acting without a meeting pursuant to Section 302A.239 Subd. (1) of the Minnesota Business Corporation Act, and in accordance with the By-Laws of the Corporation, hereby adopts, by this written consent, the following resolutions, as if they had been unanimously adopted at a duly convened meeting and that such resolutions be filed with the minutes of the proceedings of the Board of Directors of the Corporation:

**Signature Authority**

RESOLVED, that the persons named below, acting in accord with their job titles and the requirements set forth in the McKesson Corporation Delegation of Authority policy, are hereby authorized to execute in the name and on behalf of the Corporation, any bid, proposal, contract, agreement and amendment, renewal or bond required in connection with for the sale or rental of products or the performance of services provided by the Corporation, with any department of the United States government and any state, city, county, local government or subdivision thereof:

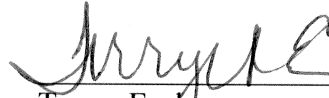
<b><u>Name</u></b>	<b><u>Title</u></b>
Amanda Johnson	Contract Administration Manager
Anne McCann	VP Sales Administration
Kim Zabriskie	Contract Administration Manager

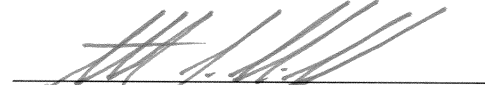
RESOLVED FURTHER, that Amanda Johnson, Anne McCann and Kim Zabriskie are hereby authorized and directed to execute and deliver such other documents and take such other actions in the name and on behalf of the Corporation as they deem are required or are necessary or appropriate to give effect to the intent of the foregoing resolution.

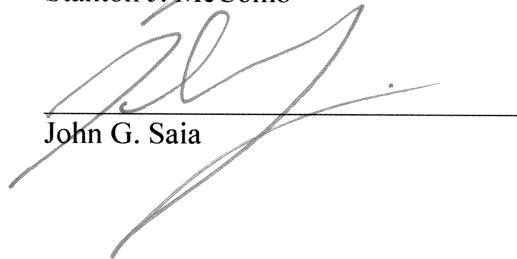
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[SIGNATURE PAGE FOLLOWS]

EXECUTED as of the 2<sup>nd</sup> day of Jan, 2016.

  
Terrye Enslow

  
Stanton J. McComb

  
John G. Saia



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

State of West Virginia  
Request for Quotation  
26 — Medical

Proc Folder: 403006

Doc Description: DIETARY SUPPLEMENTS

Proc Type: Central Master Agreement

Date Issued	Solicitation Closes	Solicitation No	Version
2017-12-18	2018-01-09 13:30:00	CRFQ 0613 VNF1800000010	1

#### BID RECEIVING LOCATION

BID CLERK  
DEPARTMENT OF ADMINISTRATION  
PURCHASING DIVISION  
2019 WASHINGTON ST E  
CHARLESTON WV 25305  
US

#### VENDOR

##### Vendor Name, Address and Telephone Number:

McKesson Medical-Surgical Minnesota Supply Inc.  
8121 10th Ave N  
Golden Valley, MN 55427  
800-328-8111

#### FOR INFORMATION CONTACT THE BUYER

Crystal Rink  
(304) 558-2402  
crystal.g.rink@wv.gov

Signature X *Kimberly B. Zabriskie* FEIN # 41-1261653

DATE 1/08/18

All offers subject to all terms and conditions contained in this solicitation



**ADDITIONAL INFORMATION:**

THE STATE OF WEST VIRGINIA PURCHASING DIVISION FOR THE AGENCY, WEST VIRGINIA VETERANS NURSING FACILITY, IS SOLICITING BIDS TO ESTABLISH AN OPEN-END CONTRACT TO PROVIDE THE AGENCY WITH DIETARY SUPPLEMENTS PER THE ATTACHED.

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
1	THICKENED NECTAR TEA	300.00000	CASE	\$11.93	\$3,579.00

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Thick & Easy 4oz cup, Tea Flavor, Nectar Consistency	28259

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
2	THICKENED NECTAR ORANGE	200.00000	CASE	\$13.64	\$2,728.00

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Thick & Easy 4oz cup, Orange Flavor, Nectar Consistency	49144

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
3	THICKENED NECTAR WATER	300.00000	CASE	\$10.52	\$3,156.00

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Thick & Easy 4oz cup, Lemon Water Flavor, Nectar Consistency	23061

**Extended Description :**  
PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
4	THICKENED NECTAR CRANBERRY	300.00000	CASE	\$11.93	\$3,579.00

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Thick & Easy 4oz Cup, Cranberry Flavor, Nectar Consistency	39705

**Extended Description :**  
PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
5	THICKENED NECTAR APPLE	300.00000	CASE	\$11.94	\$3,582.00

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Thick & Easy 4oz Cup, Apple Flavor, Nectar Consistency	41530

**Extended Description :**  
PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
6	THICKENED NECTAR PEACH MANGO	300.00000	CASE	\$11.88	\$3,564.00

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Thick & Easy 4oz Cup, Peach Mango Flavor, Nectar Consistency	78768

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
7	THICKENED HONEY TEA	150.00000	CASE	\$12.06	\$1,809.00

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Thick & Easy 4oz Cup, Tea Flavor, Honey Consistency	32870

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
8	THICKENED HONEY ORANGE	100.00000	CASE	\$13.81	\$1,381.00

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Thick & Easy 4oz Cup, Orange Flavor, Honey Consistency	32192

**Extended Description :**

PLEASE SEE ATTCHED SPECS FOR MORE DETAILS

INVOICE TO	SHIP TO
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY  CLARKSBURG WV26301  US	DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY  CLARKSBURG WV 26301  US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
9	THICKENED HONEY WATER	150.00000	CASE	\$10.52	\$1,578.00

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Thick & Easy 4oz Cup, Lemon Water Flavor, Honey Consistency	46056

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO	SHIP TO
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY  CLARKSBURG WV26301  US	DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY  CLARKSBURG WV 26301  US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
10	THICKENED HONEY CRANBERRY	150.00000	CASE	\$12.06	\$1,890.00

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Thick & Easy 4oz Cup, Cranberry Flavor, Honey Consistency	20160

**Extended Description :**

PLEASE SEE ATTCHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
11	THICKENED HONEY APPLE	150.00000	CASE	\$12.06	\$1,809.00

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Thick & Easy 4oz Cup, Apple Flavor, Honey Consistency	12687

**Extended Description :**

PLEASE SEE ATTCHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
12	THICKENED HONEY PEACH MANGO	150.00000	CASE	\$12.01	\$1,801.50

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Thick & Easy 4oz Cup, Peach Mango Flavor, Honey Consistency	78769

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
13	MED PASS OR EQUAL VANILLA FLAVORED	100.00000	EACH	\$4.81	\$481.00

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Med Pass 2.0, 32oz, Vanilla	27016

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
14	MED PASS OR EQUAL BUTTER PECAL FLAVOR	50.00000	EACH	\$4.81	\$240.50

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Med Pass 2.0, 32oz, Butter Pecan	46463

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
15	MED PASS OR EQUAL FRUIT BERRY FLAVOR	50.00000	EACH	\$4.81	\$240.50

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Med Pass 2.0, 32oz, Wild Berry	35985

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
16	MED PASS OR EQUAL SUGAR FREE VANILLA	75.00000	EACH	\$5.22	\$391.50

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Med Pass 2.0, 32oz, No Sugar Added, Vanilla	22649

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
17	ENSURE CLEAR OR EQUAL APPLE FLAVOR	100.00000	CASE	\$18.21	\$1,821.00

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Ensure Clear, 8oz, Apple	64903

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
18	ENSURE CLEAR OR EQUAL BERRY FLAVORED	100.00000	CASE	\$18.21	\$1,821.00

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Ensure Clear, 8oz, Mixed Berry	64900

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
19	ENSURE CLEAR OR EQUAL PEACH FLAVOR	100.00000	CASE	NO BID	NO BID

Comm Code	Manufacturer	Specification	Model #
50500000			

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
20	ENSURE CLEAR OR EQUAL POMEGRANATE FLAVOR	100.00000	CASE	NO BID	NO BID

Comm Code	Manufacturer	Specification	Model #
50500000			

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS



INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
21	ENSURE ORIGINAL OR EQUAL VANILLA FLAVOR	30.00000	CASE	\$10.80	\$324.00

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Ensure, 8oz, Vanilla	50460

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
22	ENSURE ORIGINAL OR EQUAL CHOCOLATE FLAVOR	30.00000	CASE	\$22.21	\$666.30

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Ensure, 8oz, Chocolate	58293

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
23	ENSURE ORIGINAL OR EQUAL BUTTER PECAN FLAVOR	30.00000	CASE	\$10.80	\$324.00

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Ensure, 8oz, Butter Pecan	51892

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
24	CARNATION INSTANT BREAKFAST DRINK MIX OR EQUAL FRENCH	25.00000	CASE	\$28.56	\$714.00

Comm Code	Manufacturer	Specification	Model #
50500000	Nestle	Carnation Instant Breakfast, French Vanilla	11004659

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
25	CARNATION INSTANT BREAKFAST DRINK MIX OR EQUAL	25.00000	CASE	\$37.89	\$947.25

Comm Code	Manufacturer	Specification	Model #
50500000	Nestle	Carnation Instant Breakfast, Chocolate	11004657

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
26	CARNATION INSTANT BREAKFAST DRINK MIX OR EQUAL VANILLA	25.00000	CASE	NO BID	NO BID

Comm Code	Manufacturer	Specification	Model #
50500000			

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
27	CARNATION INSTANT BREAKFAST DRINK MIX OR EQUAL	25.00000	CASE	\$28.56	\$714.00

Comm Code	Manufacturer	Specification	Model #
50500000	Nestle	Carnation Instant Breakfast, Strawberry	11001937

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
28	CARNATION INSTANT BREAKFAST DRINK MIX OR EQUAL S/F	25.00000	CASE	\$37.89	\$947.25

Comm Code	Manufacturer	Specification	Model #
50500000	Nestle	Carnation Instant Breakfast, No Sugar Added, Chocolate	12159425

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
29	SUGAR FREE MAGIC CUPS OR EQUAL VANILLA	300.00000	CASE	NO BID	NO BID

Comm Code	Manufacturer	Specification	Model #
50500000			

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
30	SUGAR FREE MAGIC CUPS OR EQUAL CHOCOLATE	300.00000	CASE	NO BID	NO BID

Comm Code	Manufacturer	Specification	Model #
50500000			

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
31	SUGAR FREE MAGIC CUPS OR EQUAL STRAWBERRY	300.00000	CASE	NO BID	NO BID

Comm Code	Manufacturer	Specification	Model #
50500000			

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
32	THICKENED DAIRY IN NECTAR	40.00000	CASE	\$25.88	\$1,035.20

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Thick & Easy Thickened Dairy Product, 32oz, Nectar Consistency	73625

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO		SHIP TO	
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY		DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY	
CLARKSBURG	WV26301	CLARKSBURG	WV 26301
US		US	

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
33	THICKENED DAIRY IN HONEY	40.00000	CASE	\$26.30	\$1,052.00

Comm Code	Manufacturer	Specification	Model #
50500000	Hormel	Thick & Easy Thickened Dairy Product, Honey Consistency	73626

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

INVOICE TO	SHIP TO
DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY  CLARKSBURG WV26301  US	DIVISION OF VETERANS AFFAIRS 1 FREEDOMS WAY  CLARKSBURG WV 26301  US

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Total Price
34	PRO SOURCE OR EQUAL BERRY PUNCH	40.00000	CASE	\$100.58	\$4,023.20

Comm Code	Manufacturer	Specification	Model #
50500000	Medtrition	ProSource Plus, 32oz, Berry Punch	11661

**Extended Description :**

PLEASE SEE ATTACHED SPECS FOR MORE DETAILS

**SCHEDULE OF EVENTS**

<u>Line</u>	<u>Event</u>	<u>Event Date</u>
1	QUESTION DEADLINE 10AM EST	2017-12-22

<b>VNF1800000010</b>	<b>Document Phase</b> Final	<b>Document Description</b> DIETARY SUPPLEMENTS	<b>Page</b> <b>16 of</b> <b>16</b>
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#### **ADDITIONAL TERMS AND CONDITIONS**

See attached document(s) for additional Terms and Conditions

## **INSTRUCTIONS TO VENDORS SUBMITTING BIDS**

**1. REVIEW DOCUMENTS THOROUGHLY:** The attached documents contain a solicitation for bids. Please read these instructions and all documents attached in their entirety. These instructions provide critical information about requirements that if overlooked could lead to disqualification of a Vendor's bid. All bids must be submitted in accordance with the provisions contained in these instructions and the Solicitation. Failure to do so may result in disqualification of Vendor's bid.

**2. MANDATORY TERMS:** The Solicitation may contain mandatory provisions identified by the use of the words "must," "will," and "shall." Failure to comply with a mandatory term in the Solicitation will result in bid disqualification.

**3. PREBID MEETING:** The item identified below shall apply to this Solicitation.

☒ A pre-bid meeting will not be held prior to bid opening

☐ A **NON-MANDATORY PRE-BID** meeting will be held at the following place and time:

☐ A **MANDATORY PRE-BID** meeting will be held at the following place and time:

All Vendors submitting a bid must attend the mandatory pre-bid meeting. Failure to attend the mandatory pre-bid meeting shall result in disqualification of the Vendor's bid. No one person attending the pre-bid meeting may represent more than one Vendor.

An attendance sheet provided at the pre-bid meeting shall serve as the official document verifying attendance. The State will not accept any other form of proof or documentation to verify attendance. Any person attending the pre-bid meeting on behalf of a Vendor must list on the attendance sheet his or her name and the name of the Vendor he or she is representing.



Additionally, the person attending the pre-bid meeting should include the Vendor's E-Mail address, phone number, and Fax number on the attendance sheet. It is the Vendor's responsibility to locate the attendance sheet and provide the required information. Failure to complete the attendance sheet as required may result in disqualification of Vendor's bid.

All Vendors should arrive prior to the starting time for the pre-bid. Vendors who arrive after the starting time but prior to the end of the pre-bid will be permitted to sign in, but are charged with knowing all matters discussed at the pre-bid.

Questions submitted at least five business days prior to a scheduled pre-bid will be discussed at the pre-bid meeting if possible. Any discussions or answers to questions at the pre-bid meeting are preliminary in nature and are non-binding. Official and binding answers to questions will be published in a written addendum to the Solicitation prior to bid opening.

**4. VENDOR QUESTION DEADLINE:** Vendors may submit questions relating to this Solicitation to the Purchasing Division. Questions must be submitted in writing. All questions must be submitted on or before the date listed below and to the address listed below in order to be considered. A written response will be published in a Solicitation addendum if a response is possible and appropriate. Non-written discussions, conversations, or questions and answers regarding this Solicitation are preliminary in nature and are nonbinding.

Submitted e-mails should have solicitation number in the subject line.

Question Submission Deadline: **December 22, 2017 at 10:00 AM EST**

Submit Questions to: **Crystal Rink**  
2019 Washington Street, East  
Charleston, WV 25305  
Fax: (304) 558-4115 (Vendors should not use this fax number for bid submission)  
Email: **Crystal.G.Rink@wv.gov**

**5. VERBAL COMMUNICATION:** Any verbal communication between the Vendor and any State personnel is not binding, including verbal communication at the mandatory pre-bid conference. Only information issued in writing and added to the Solicitation by an official written addendum by the Purchasing Division is binding.

**6. BID SUBMISSION:** All bids must be submitted electronically through wvOASIS or signed and delivered by the Vendor to the Purchasing Division at the address listed below on or before the date and time of the bid opening. Any bid received by the Purchasing Division staff is considered to be in the possession of the Purchasing Division and will not be returned for any reason. The Purchasing Division will not accept bids, modification of bids, or addendum acknowledgment forms via e-mail. Acceptable delivery methods include electronic submission via wvOASIS, hand delivery, delivery by courier, or facsimile.

The bid delivery address is:  
Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

A bid that is not submitted electronically through wvOASIS should contain the information listed below on the face of the envelope or the bid may be rejected by the Purchasing Division.:

**SEALED BID:**

**BUYER:** Crystal Rink

**SOLICITATION NO.:** CRFQ VNF1800000010

**BID OPENING DATE:** January 9, 2018

**BID OPENING TIME:** 1:30 PM EST

**FAX NUMBER:** 304-558-3970

The Purchasing Division may prohibit the submission of bids electronically through wvOASIS at its sole discretion. Such a prohibition will be contained and communicated in the wvOASIS system resulting in the Vendor's inability to submit bids through wvOASIS. Submission of a response to an Expression of Interest or Request for Proposal is not permitted in wvOASIS.

**For Request For Proposal ("RFP") Responses Only:** In the event that Vendor is responding to a request for proposal, the Vendor shall submit one original technical and one original cost proposal plus n/a convenience copies of each to the Purchasing Division at the address shown above. Additionally, the Vendor should identify the bid type as either a technical or cost proposal on the face of each bid envelope submitted in response to a request for proposal as follows:

**BID TYPE:** (This only applies to CRFP)

☐ Technical

☐ Cost

**7. BID OPENING:** Bids submitted in response to this Solicitation will be opened at the location identified below on the date and time listed below. Delivery of a bid after the bid opening date and time will result in bid disqualification. For purposes of this Solicitation, a bid is considered delivered when confirmation of delivery is provided by wvOASIS (in the case of electronic submission) or when the bid is time stamped by the official Purchasing Division time clock (in the case of hand delivery).

**Bid Opening Date and Time:** January 9, 2018 at 1:30 PM EST

**Bid Opening Location:** Department of Administration, Purchasing Division  
2019 Washington Street East  
Charleston, WV 25305-0130

**8. ADDENDUM ACKNOWLEDGEMENT:** Changes or revisions to this Solicitation will be made by an official written addendum issued by the Purchasing Division. Vendor should acknowledge receipt of all addenda issued with this Solicitation by completing an Addendum Acknowledgment Form, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**9. BID FORMATTING:** Vendor should type or electronically enter the information onto its bid to prevent errors in the evaluation. Failure to type or electronically enter the information may result in bid disqualification.

**10. ALTERNATES:** Any model, brand, or specification listed in this Solicitation establishes the acceptable level of quality only and is not intended to reflect a preference for, or in any way favor, a particular brand or vendor. Vendors may bid alternates to a listed model or brand provided that the alternate is at least equal to the model or brand and complies with the required specifications. The equality of any alternate being bid shall be determined by the State at its sole discretion. Any Vendor bidding an alternate model or brand should clearly identify the alternate items in its bid and should include manufacturer's specifications, industry literature, and/or any other relevant documentation demonstrating the equality of the alternate items. Failure to provide information for alternate items may be grounds for rejection of a Vendor's bid.

**11. EXCEPTIONS AND CLARIFICATIONS:** The Solicitation contains the specifications that shall form the basis of a contractual agreement. Vendor shall clearly mark any exceptions, clarifications, or other proposed modifications in its bid. Exceptions to, clarifications of, or modifications of a requirement or term and condition of the Solicitation may result in bid disqualification.

**12. COMMUNICATION LIMITATIONS:** In accordance with West Virginia Code of State Rules §148-1-6.6, communication with the State of West Virginia or any of its employees regarding this Solicitation during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited without prior Purchasing Division approval. Purchasing Division approval for such communication is implied for all agency delegated and exempt purchases.

**13. REGISTRATION:** Prior to Contract award, the apparent successful Vendor must be properly registered with the West Virginia Purchasing Division and must have paid the \$125 fee, if applicable.

**14. UNIT PRICE:** Unit prices shall prevail in cases of a discrepancy in the Vendor's bid.

**15. PREFERENCE:** Vendor Preference may only be granted upon written request and only in accordance with the West Virginia Code § 5A-3-37 and the West Virginia Code of State Rules. A Vendor Preference Certificate form has been attached hereto to allow Vendor to apply for the preference. Vendor's failure to submit the Vendor Preference Certificate form with its bid will result in denial of Vendor Preference. Vendor Preference does not apply to construction projects.

**16. SMALL, WOMEN-OWNED, OR MINORITY-OWNED BUSINESSES:** For any solicitations publicly advertised for bid, in accordance with West Virginia Code §5A-3-37(a)(7) and W. Va. CSR § 148-22-9, any non-resident vendor certified as a small, women-owned, or minority-owned business under W. Va. CSR § 148-22-9 shall be provided the same preference made available to any resident vendor. Any non-resident small, women-owned, or minority-owned business must identify itself as such in writing, must submit that writing to the Purchasing Division with its bid, and must be properly certified under W. Va. CSR § 148-22-9 prior to contract award to receive the preferences made available to resident vendors. Preference for a non-resident small, women-owned, or minority owned business shall be applied in accordance with W. Va. CSR § 148-22-9.

**17. WAIVER OF MINOR IRREGULARITIES:** The Director reserves the right to waive minor irregularities in bids or specifications in accordance with West Virginia Code of State Rules § 148-1-4.6.

**18. ELECTRONIC FILE ACCESS RESTRICTIONS:** Vendor must ensure that its submission in wvOASIS can be accessed and viewed by the Purchasing Division staff immediately upon bid opening. The Purchasing Division will consider any file that cannot be immediately accessed and viewed at the time of the bid opening (such as, encrypted files, password protected files, or incompatible files) to be blank or incomplete as context requires, and are therefore unacceptable. A vendor will not be permitted to unencrypt files, remove password protections, or resubmit documents after bid opening to make a file viewable if those documents are required with the bid. A Vendor may be required to provide document passwords or remove access restrictions to allow the Purchasing Division to print or electronically save documents provided that those documents are viewable by the Purchasing Division prior to obtaining the password or removing the access restriction.

**19. NON-RESPONSIBLE:** The Purchasing Division Director reserves the right to reject the bid of any vendor as Non-Responsible in accordance with W. Va. Code of State Rules § 148-1-5.3, when the Director determines that the vendor submitting the bid does not have the capability to fully perform, or lacks the integrity and reliability to assure good-faith performance.”

**20. ACCEPTANCE/REJECTION:** The State may accept or reject any bid in whole, or in part in accordance with W. Va. Code of State Rules § 148-1-4.5. and § 148-1-6.4.b.”

**21. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor’s entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled “confidential,” “proprietary,” “trade secret,” “private,” or labeled with any other claim against public disclosure of the documents, to include any “trade secrets” as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**22. INTERESTED PARTY DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$100,000, the vendor must submit to the Purchasing Division a disclosure of interested parties to the contract, prior to contract award. That disclosure must occur on the form prescribed and approved by the WV Ethics Commission. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission.

"Interested parties" means: (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors; (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract; and (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency: Provided, That subdivision (2) shall be inapplicable if a business entity is a publicly traded company: Provided, however, That subdivision (3) shall not include persons or business entities performing legal services related to the negotiation or drafting of the applicable contract.

## **GENERAL TERMS AND CONDITIONS:**

**1. CONTRACTUAL AGREEMENT:** Issuance of a Award Document signed by the Purchasing Division Director, or his designee, and approved as to form by the Attorney General's office constitutes acceptance of this Contract made by and between the State of West Virginia and the Vendor. Vendor's signature on its bid signifies Vendor's agreement to be bound by and accept the terms and conditions contained in this Contract.

**2. DEFINITIONS:** As used in this Solicitation/Contract, the following terms shall have the meanings attributed to them below. Additional definitions may be found in the specifications included with this Solicitation/Contract.

**2.1. "Agency" or "Agencies"** means the agency, board, commission, or other entity of the State of West Virginia that is identified on the first page of the Solicitation or any other public entity seeking to procure goods or services under this Contract.

**2.2. "Bid" or "Proposal"** means the vendors submitted response to this solicitation.

**2.3. "Contract"** means the binding agreement that is entered into between the State and the Vendor to provide the goods or services requested in the Solicitation.

**2.4. "Director"** means the Director of the West Virginia Department of Administration, Purchasing Division.

**2.5. "Purchasing Division"** means the West Virginia Department of Administration, Purchasing Division.

**2.6. "Award Document"** means the document signed by the Agency and the Purchasing Division, and approved as to form by the Attorney General, that identifies the Vendor as the contract holder.

**2.7. "Solicitation"** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.

**2.8. "State"** means the State of West Virginia and/or any of its agencies, commissions, boards, etc. as context requires.

**2.9. "Vendor" or "Vendors"** means any entity submitting a bid in response to the Solicitation, the entity that has been selected as the lowest responsible bidder, or the entity that has been awarded the Contract as context requires.

**3. CONTRACT TERM; RENEWAL; EXTENSION:** The term of this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below:

☒ **Term Contract**

**Initial Contract Term:** **Initial Contract Term:** This Contract becomes effective on award and extends for a period of one (1) year(s).

**Renewal Term:** This Contract may be renewed upon the mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any request for renewal should be delivered to the Agency and then submitted to the Purchasing Division thirty (30) days prior to the expiration date of the initial contract term or appropriate renewal term. A Contract renewal shall be in accordance with the terms and conditions of the original contract. Unless otherwise specified below, renewal of this Contract is limited to three (3) successive one (1) year periods or multiple renewal periods of less than one year, provided that the multiple renewal periods do not exceed the total number of months available in all renewal years combined. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

☐ **Alternate Renewal Term** – This contract may be renewed for \_\_\_\_\_ successive \_\_\_\_\_ year periods or shorter periods provided that they do not exceed the total number of months contained in all available renewals. Automatic renewal of this Contract is prohibited. Renewals must be approved by the Vendor, Agency, Purchasing Division and Attorney General's office (Attorney General approval is as to form only)

**Delivery Order Limitations:** In the event that this contract permits delivery orders, a delivery order may only be issued during the time this Contract is in effect. Any delivery order issued within one year of the expiration of this Contract shall be effective for one year from the date the delivery order is issued. No delivery order may be extended beyond one year after this Contract has expired.

☐ **Fixed Period Contract:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and must be completed within \_\_\_\_\_ days.

☐ **Fixed Period Contract with Renewals:** This Contract becomes effective upon Vendor's receipt of the notice to proceed and part of the Contract more fully described in the attached specifications must be completed within \_\_\_\_\_ days. Upon completion of the work covered by the preceding sentence, the vendor agrees that maintenance, monitoring, or warranty services will be provided for \_\_\_\_\_ year(s) thereafter.

☐ **One Time Purchase:** The term of this Contract shall run from the issuance of the Award Document until all of the goods contracted for have been delivered, but in no event will this Contract extend for more than one fiscal year.

☐ **Other:** See attached.

**4. NOTICE TO PROCEED:** Vendor shall begin performance of this Contract immediately upon receiving notice to proceed unless otherwise instructed by the Agency. Unless otherwise specified, the fully executed Award Document will be considered notice to proceed.

**5. QUANTITIES:** The quantities required under this Contract shall be determined in accordance with the category that has been identified as applicable to this Contract below.

☒ **Open End Contract:** Quantities listed in this Solicitation are approximations only, based on estimates supplied by the Agency. It is understood and agreed that the Contract shall cover the quantities actually ordered for delivery during the term of the Contract, whether more or less than the quantities shown.

☐ **Service:** The scope of the service to be provided will be more clearly defined in the specifications included herewith.

☐ **Combined Service and Goods:** The scope of the service and deliverable goods to be provided will be more clearly defined in the specifications included herewith.

☐ **One Time Purchase:** This Contract is for the purchase of a set quantity of goods that are identified in the specifications included herewith. Once those items have been delivered, no additional goods may be procured under this Contract without an appropriate change order approved by the Vendor, Agency, Purchasing Division, and Attorney General's office.

**6. EMERGENCY PURCHASES:** The Purchasing Division Director may authorize the Agency to purchase goods or services in the open market that Vendor would otherwise provide under this Contract if those goods or services are for immediate or expedited delivery in an emergency. Emergencies shall include, but are not limited to, delays in transportation or an unanticipated increase in the volume of work. An emergency purchase in the open market, approved by the Purchasing Division Director, shall not constitute a breach of this Contract and shall not entitle the Vendor to any form of compensation or damages. This provision does not excuse the State from fulfilling its obligations under a One Time Purchase contract.

**7. REQUIRED DOCUMENTS:** All of the items checked below must be provided to the Purchasing Division by the Vendor as specified below.

☐ **BID BOND (Construction Only):** Pursuant to the requirements contained in W. Va. Code § 5-22-1(c), All Vendors submitting a bid on a construction project shall furnish a valid bid bond in the amount of five percent (5%) of the total amount of the bid protecting the State of West Virginia. The bid bond must be submitted with the bid.

☐ **PERFORMANCE BOND:** The apparent successful Vendor shall provide a performance bond in the amount of \_\_\_\_\_. The performance bond must be received by the Purchasing Division prior to Contract award. On construction contracts, the performance bond must be 100% of the Contract value.



☐ **LABOR/MATERIAL PAYMENT BOND:** The apparent successful Vendor shall provide a labor/material payment bond in the amount of 100% of the Contract value. The labor/material payment bond must be delivered to the Purchasing Division prior to Contract award.

In lieu of the Bid Bond, Performance Bond, and Labor/Material Payment Bond, the Vendor may provide certified checks, cashier's checks, or irrevocable letters of credit. Any certified check, cashier's check, or irrevocable letter of credit provided in lieu of a bond must be of the same amount and delivered on the same schedule as the bond it replaces. A letter of credit submitted in lieu of a performance and labor/material payment bond will only be allowed for projects under \$100,000. Personal or business checks are not acceptable. Notwithstanding the foregoing, West Virginia Code § 5-22-1 (d) mandates that a vendor provide a performance and labor/material payment bond for construction projects. Accordingly, substitutions for the performance and labor/material payment bonds for construction projects is not permitted.

☐ **MAINTENANCE BOND:** The apparent successful Vendor shall provide a two (2) year maintenance bond covering the roofing system. The maintenance bond must be issued and delivered to the Purchasing Division prior to Contract award.

☐ **LICENSE(S) / CERTIFICATIONS / PERMITS:** In addition to anything required under the Section entitled Licensing, of the General Terms and Conditions, the apparent successful Vendor shall furnish proof of the following licenses, certifications, and/or permits prior to Contract award, in a form acceptable to the Purchasing Division.

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The apparent successful Vendor shall also furnish proof of any additional licenses or certifications contained in the specifications prior to Contract award regardless of whether or not that requirement is listed above.

**8. INSURANCE:** The apparent successful Vendor shall furnish proof of the insurance identified by a checkmark below prior to Contract award. Subsequent to contract award, and prior to the insurance expiration date, Vendor shall provide the Agency with proof that the insurance mandated herein has been continued. Vendor must also provide Agency with immediate notice of any changes in its insurance policies mandated herein, including but not limited to, policy cancelation, policy reduction, or change in insurers. The insurance coverages identified below must be maintained throughout the life of this contract. The apparent successful Vendor shall also furnish proof of any additional insurance requirements contained in the specifications prior to Contract award regardless of whether or not that insurance requirement is listed in this section.

Vendor must maintain:

☐ **Commercial General Liability Insurance** in at least an amount of:

\_\_\_\_\_  
\_\_\_\_\_

☐ **Automobile Liability Insurance** in at least an amount of: \_\_\_\_\_

☐ **Professional/Malpractice/Errors and Omission Insurance** in at least an amount of:

\_\_\_\_\_  
\_\_\_\_\_

☐ **Commercial Crime and Third Party Fidelity Insurance** in an amount of:

\_\_\_\_\_

☐ **Cyber Liability Insurance** in an amount of: \_\_\_\_\_

☐ **Builders Risk Insurance** in an amount equal to 100% of the amount of the Contract.

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**9. WORKERS' COMPENSATION INSURANCE:** The apparent successful Vendor shall comply with laws relating to workers compensation, shall maintain workers' compensation insurance when required, and shall furnish proof of workers' compensation insurance upon request.

**10. [Reserved]**

**11. LIQUIDATED DAMAGES:** This clause shall in no way be considered exclusive and shall not limit the State or Agency's right to pursue any other available remedy. Vendor shall pay liquidated damages in the amount specified below or as described in the specifications:

☐ \_\_\_\_\_ for \_\_\_\_\_

☐ Liquidated Damages Contained in the Specifications

**12. ACCEPTANCE:** Vendor's signature on its bid, or on the certification and signature page, constitutes an offer to the State that cannot be unilaterally withdrawn, signifies that the product or service proposed by vendor meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise indicated, and signifies acceptance of the terms and conditions contained in the Solicitation unless otherwise indicated.

**13. PRICING:** The pricing set forth herein is firm for the life of the Contract, unless specified elsewhere within this Solicitation/Contract by the State. A Vendor's inclusion of price adjustment provisions in its bid, without an express authorization from the State in the Solicitation to do so, may result in bid disqualification.

**14. PAYMENT:** Payment in advance is prohibited under this Contract. Payment may only be made after the delivery and acceptance of goods or services. The Vendor shall submit invoices, in arrears.

**15. PURCHASING CARD ACCEPTANCE:** The State of West Virginia currently utilizes a Purchasing Card program, administered under contract by a banking institution, to process payment for goods and services. The Vendor must accept the State of West Virginia's Purchasing Card for payment of all orders under this Contract unless the box below is checked.

☐ Vendor is not required to accept the State of West Virginia's Purchasing Card as payment for all goods and services.

**16. TAXES:** The Vendor shall pay any applicable sales, use, personal property or any other taxes arising out of this Contract and the transactions contemplated thereby. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.

**17. ADDITIONAL FEES:** Vendor is not permitted to charge additional fees or assess additional charges that were not either expressly provided for in the solicitation published by the State of West Virginia or included in the unit price or lump sum bid amount that Vendor is required by the solicitation to provide. Including such fees or charges as notes to the solicitation may result in rejection of vendor's bid. Requesting such fees or charges be paid after the contract has been awarded may result in cancellation of the contract.

**18. FUNDING:** This Contract shall continue for the term stated herein, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise made available, this Contract becomes void and of no effect beginning on July 1 of the fiscal year for which funding has not been appropriated or otherwise made available.

**19. CANCELLATION:** The Purchasing Division Director reserves the right to cancel this Contract immediately upon written notice to the vendor if the materials or workmanship supplied do not conform to the specifications contained in the Contract. The Purchasing Division Director may also cancel any purchase or Contract upon 30 days written notice to the Vendor in accordance with West Virginia Code of State Rules § 148-1-5.2.b.

**20. TIME:** Time is of the essence with regard to all matters of time and performance in this Contract.

**21. APPLICABLE LAW:** This Contract is governed by and interpreted under West Virginia law without giving effect to its choice of law principles. Any information provided in specification manuals, or any other source, verbal or written, which contradicts or violates the West Virginia Constitution, West Virginia Code or West Virginia Code of State Rules is void and of no effect.

**22. COMPLIANCE WITH LAWS:** Vendor shall comply with all applicable federal, state, and local laws, regulations and ordinances. By submitting a bid, Vendor acknowledges that it has reviewed, understands, and will comply with all applicable laws, regulations, and ordinances.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to comply with all applicable laws, regulations, and ordinances. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**23. ARBITRATION:** Any references made to arbitration contained in this Contract, Vendor's bid, or in any American Institute of Architects documents pertaining to this Contract are hereby deleted, void, and of no effect.

**24. MODIFICATIONS:** This writing is the parties' final expression of intent. Notwithstanding anything contained in this Contract to the contrary no modification of this Contract shall be binding without mutual written consent of the Agency, and the Vendor, with approval of the Purchasing Division and the Attorney General's office (Attorney General approval is as to form only). Any change to existing contracts that adds work or changes contract cost, and were not included in the original contract, must be approved by the Purchasing Division and the Attorney General's Office (as to form) prior to the implementation of the change or commencement of work affected by the change.

**25. WAIVER:** The failure of either party to insist upon a strict performance of any of the terms or provision of this Contract, or to exercise any option, right, or remedy herein contained, shall not be construed as a waiver or a relinquishment for the future of such term, provision, option, right, or remedy, but the same shall continue in full force and effect. Any waiver must be expressly stated in writing and signed by the waiving party.

**26. SUBSEQUENT FORMS:** The terms and conditions contained in this Contract shall supersede any and all subsequent terms and conditions which may appear on any form documents submitted by Vendor to the Agency or Purchasing Division such as price lists, order forms, invoices, sales agreements, or maintenance agreements, and includes internet websites or other electronic documents. Acceptance or use of Vendor's forms does not constitute acceptance of the terms and conditions contained thereon.

**27. ASSIGNMENT:** Neither this Contract nor any monies due, or to become due hereunder, may be assigned by the Vendor without the express written consent of the Agency, the Purchasing Division, the Attorney General's office (as to form only), and any other government agency or office that may be required to approve such assignments. Notwithstanding the foregoing, Purchasing Division approval may or may not be required on certain agency delegated or exempt purchases.

**28. WARRANTY:** The Vendor expressly warrants that the goods and/or services covered by this Contract will: (a) conform to the specifications, drawings, samples, or other description furnished or specified by the Agency; (b) be merchantable and fit for the purpose intended; and (c) be free from defect in material and workmanship.

**29. STATE EMPLOYEES:** State employees are not permitted to utilize this Contract for personal use and the Vendor is prohibited from permitting or facilitating the same.

**30. BANKRUPTCY:** In the event the Vendor files for bankruptcy protection, the State of West Virginia may deem this Contract null and void, and terminate this Contract without notice.

**31. PRIVACY, SECURITY, AND CONFIDENTIALITY:** The Vendor agrees that it 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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/default.html>.

**32. YOUR SUBMISSION IS A PUBLIC DOCUMENT:** Vendor's entire response to the Solicitation and the resulting Contract are public documents. As public documents, they will be disclosed to the public following the bid/proposal opening or award of the contract, as required by the competitive bidding laws of West Virginia Code §§ 5A-3-1 et seq., 5-22-1 et seq., and 5G-1-1 et seq. and the Freedom of Information Act West Virginia Code §§ 29B-1-1 et seq.

**DO NOT SUBMIT MATERIAL YOU CONSIDER TO BE CONFIDENTIAL, A TRADE SECRET, OR OTHERWISE NOT SUBJECT TO PUBLIC DISCLOSURE.**

Submission of any bid, proposal, or other document to the Purchasing Division constitutes your explicit consent to the subsequent public disclosure of the bid, proposal, or document. The Purchasing Division will disclose any document labeled "confidential," "proprietary," "trade secret," "private," or labeled with any other claim against public disclosure of the documents, to include any "trade secrets" as defined by West Virginia Code § 47-22-1 et seq. All submissions are subject to public disclosure without notice.

**33. LICENSING:** In accordance with West Virginia Code of State Rules § 148-1-6.1.e, Vendor 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 agency or political subdivision. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Upon request, the Vendor must provide all necessary releases to obtain information to enable the Purchasing Division Director or the Agency to verify that the Vendor is licensed and in good standing with the above entities.

**SUBCONTRACTOR COMPLIANCE:** Vendor shall notify all subcontractors providing commodities or services related to this Contract that as subcontractors, they too are required to be licensed, in good standing, and up-to-date on all state and local obligations as described in this section. Obligations related to political subdivisions may include, but are not limited to, business licensing, business and occupation taxes, inspection compliance, permitting, etc. Notification under this provision must occur prior to the performance of any work under the contract by the subcontractor.

**34. ANTITRUST:** In submitting a bid to, signing a contract with, or accepting a Award Document from any agency of the State of West Virginia, the Vendor agrees to convey, sell, assign, or transfer to the State of West Virginia all rights, title, and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to Vendor.

**35. VENDOR CERTIFICATIONS:** By signing its bid or entering into this Contract, Vendor certifies (1) that its bid or offer was made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, person or entity submitting a bid or offer for the same material, supplies, equipment or services; (2) that its bid or offer is in all respects fair and without collusion or fraud; (3) that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; and (4) that it has reviewed this Solicitation in its entirety; understands the requirements, terms and conditions, and other information contained herein.

Vendor's signature on its bid or offer also affirms that neither it nor its representatives have any interest, nor shall acquire any interest, direct or indirect, which would compromise the performance of its services hereunder. Any such interests shall be promptly presented in detail to the Agency. The individual signing this bid or offer on behalf of Vendor certifies that he or she is authorized by the Vendor to execute this bid or offer or any documents related thereto on Vendor's behalf; that he or she is authorized to bind the Vendor in a contractual relationship; and that, to the best of his or her knowledge, the Vendor has properly registered with any State agency that may require registration.

**36. VENDOR RELATIONSHIP:** The relationship of the Vendor to the State shall be that of an independent contractor and no principal-agent relationship or employer-employee relationship is contemplated or created by this Contract. The Vendor as an independent contractor is solely liable for the acts and omissions of its employees and agents. Vendor shall be responsible for selecting, supervising, and compensating any and all individuals employed pursuant to the terms of this Solicitation and resulting contract. Neither the Vendor, nor any employees or subcontractors of the Vendor, shall be deemed to be employees of the State for any purpose whatsoever. Vendor shall be exclusively responsible for payment of employees and contractors for all wages and salaries, taxes, withholding payments, penalties, fees, fringe benefits, professional liability insurance premiums, contributions to insurance and pension, or other deferred compensation plans, including but not limited to, Workers' Compensation and Social Security obligations, licensing fees, etc. and the filing of all necessary documents, forms, and returns pertinent to all of the foregoing.

Vendor shall hold harmless the State, and shall provide the State and Agency with a defense against any and all claims including, but not limited to, the foregoing payments, withholdings, contributions, taxes, Social Security taxes, and employer income tax returns.

**37. INDEMNIFICATION:** The Vendor agrees to indemnify, defend, and hold harmless the State and the Agency, their officers, and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the performance of the Contract; (2) Any claims or losses resulting to any person or entity injured or damaged by the Vendor, its officers, employees, or subcontractors by the publication, translation, reproduction, delivery, performance, use, or disposition of any data used under the Contract in a manner not authorized by the Contract, or by Federal or State statutes or regulations; and (3) Any failure of the Vendor, its officers, employees, or subcontractors to observe State and Federal laws including, but not limited to, labor and wage and hour laws.

**38. PURCHASING AFFIDAVIT:** In accordance with West Virginia Code § 5-22-1(i), the contracting public entity shall not award a contract for a construction project to any bidder that is known to be in default on any monetary obligation owed to the state or a political subdivision of the state, including, but not limited to, obligations related to payroll taxes, property taxes, sales and use taxes, fire service fees, or other fines or fees. Accordingly, prior to contract award, Vendors are required to sign, notarize, and submit the Purchasing Affidavit to the Purchasing Division affirming under oath that it is not in default on any monetary obligation owed to the state or a political subdivision of the state.

**39. ADDITIONAL AGENCY AND LOCAL GOVERNMENT USE:** This Contract may be utilized by other agencies, spending units, and political subdivisions of the State of West Virginia; county, municipal, and other local government bodies; and school districts ("Other Government Entities"). Any extension of this Contract to the aforementioned Other Government Entities must be on the same prices, terms, and conditions as those offered and agreed to in this Contract, provided that such extension is in compliance with the applicable laws, rules, and ordinances of the Other Government Entity. If the Vendor does not wish to extend the prices, terms, and conditions of its bid and subsequent contract to the Other Government Entities, the Vendor must clearly indicate such refusal in its bid. A refusal to extend this Contract to the Other Government Entities shall not impact or influence the award of this Contract in any manner.

**40. CONFLICT OF INTEREST:** Vendor, its officers or members or employees, shall not presently have or acquire an interest, direct or indirect, which would conflict with or compromise the performance of its obligations hereunder. Vendor shall periodically inquire of its officers, members and employees to ensure that a conflict of interest does not arise. Any conflict of interest discovered shall be promptly presented in detail to the Agency.

**41. REPORTS:** Vendor shall provide the Agency and/or the Purchasing Division with the following reports identified by a checked box below:

☒ Such reports as the Agency and/or the Purchasing Division may request. Requested reports may include, but are not limited to, quantities purchased, agencies utilizing the contract, total contract expenditures by agency, etc.

☒ Quarterly reports detailing the total quantity of purchases in units and dollars, along with a listing of purchases by agency. Quarterly reports should be delivered to the Purchasing Division via email at [purchasing.requisitions@wv.gov](mailto:purchasing.requisitions@wv.gov).

**42. BACKGROUND CHECK:** In accordance with W. Va. Code § 15-2D-3, the Director of the Division of Protective Services shall require any service provider whose employees are regularly employed on the grounds or in the buildings of the Capitol complex or who have access to sensitive or critical information to submit to a fingerprint-based state and federal background inquiry through the state repository. The service provider is responsible for any costs associated with the fingerprint-based state and federal background inquiry.

After the contract for such services has been approved, but before any such employees are permitted to be on the grounds or in the buildings of the Capitol complex or have access to sensitive or critical information, the service provider shall submit a list of all persons who will be physically present and working at the Capitol complex to the Director of the Division of



Protective Services for purposes of verifying compliance with this provision. The State reserves the right to prohibit a service provider's employees from accessing sensitive or critical information or to be present at the Capitol complex based upon results addressed from a criminal background check.

Service providers should contact the West Virginia Division of Protective Services by phone at (304) 558-9911 for more information.

**43. PREFERENCE FOR USE OF DOMESTIC STEEL PRODUCTS:** Except when authorized by the Director of the Purchasing Division pursuant to W. Va. Code § 5A-3-56, no contractor may use or supply steel products for a State Contract Project other than those steel products made in the United States. A contractor who uses steel products in violation of this section may be subject to civil penalties pursuant to W. Va. Code § 5A-3-56. As used in this section:

- a. "State Contract Project" means any erection or construction of, or any addition to, alteration of or other improvement to any building or structure, including, but not limited to, roads or highways, or the installation of any heating or cooling or ventilating plants or other equipment, or the supply of and materials for such projects, pursuant to a contract with the State of West Virginia for which bids were solicited on or after June 6, 2001.
- b. "Steel Products" means products rolled, formed, shaped, drawn, extruded, forged, cast, fabricated or otherwise similarly processed, or processed by a combination of two or more or such operations, from steel made by the open hearth, basic oxygen, electric furnace, Bessemer or other steel making process. The Purchasing Division Director may, in writing, authorize the use of foreign steel products if:
- c. The cost for each contract item used does not exceed one tenth of one percent (.1%) of the total contract cost or two thousand five hundred dollars (\$2,500.00), whichever is greater. For the purposes of this section, the cost is the value of the steel product as delivered to the project; or
- d. The Director of the Purchasing Division determines that specified steel materials are not produced in the United States in sufficient quantity or otherwise are not reasonably available to meet contract requirements.

**44. PREFERENCE FOR USE OF DOMESTIC ALUMINUM, GLASS, AND STEEL:** In Accordance with W. Va. Code § 5-19-1 et seq., and W. Va. CSR § 148-10-1 et seq., for every contract or subcontract, subject to the limitations contained herein, for the construction, reconstruction, alteration, repair, improvement or maintenance of public works or for the purchase of any item of machinery or equipment to be used at sites of public works, only domestic aluminum, glass or steel products shall be supplied unless the spending officer determines, in writing, after the receipt of offers or bids, (1) that the cost of domestic aluminum, glass or steel products is unreasonable or inconsistent with the public interest of the State of West Virginia, (2) that domestic aluminum, glass or steel products are not produced in sufficient quantities to meet the contract requirements, or (3) the available domestic aluminum, glass, or steel do not meet the contract specifications. This provision only applies to public works contracts awarded in an amount more than fifty thousand dollars (\$50,000) or public works contracts that require more than ten thousand pounds of steel products.

The cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than twenty percent (20%) of the bid or offered price for foreign made aluminum, glass, or steel products. If the domestic aluminum, glass or steel products to be supplied or produced in a "substantial labor surplus area", as defined by the United States Department of Labor, the cost of domestic aluminum, glass, or steel products may be unreasonable if the cost is more than thirty percent (30%) of the bid or offered price for foreign made aluminum, glass, or steel products. This preference shall be applied to an item of machinery or equipment, as indicated above, when the item is a single unit of equipment or machinery manufactured primarily of aluminum, glass or steel, is part of a public works contract and has the sole purpose or of being a permanent part of a single public works project. This provision does not apply to equipment or machinery purchased by a spending unit for use by that spending unit and not as part of a single public works project.

All bids and offers including domestic aluminum, glass or steel products that exceed bid or offer prices including foreign aluminum, glass or steel products after application of the preferences provided in this provision may be reduced to a price equal to or lower than the lowest bid or offer price for foreign aluminum, glass or steel products plus the applicable preference. If the reduced bid or offer prices are made in writing and supersede the prior bid or offer prices, all bids or offers, including the reduced bid or offer prices, will be reevaluated in accordance with this rule.

**45. INTERESTED PARTY SUPPLEMENTAL DISCLOSURE:** W. Va. Code § 6D-1-2 requires that for contracts with an actual or estimated value of at least \$100,000, the vendor must submit to the Agency a supplemental disclosure of interested parties reflecting any new or differing interested parties to the contract, which were not included in the original pre-award interested party disclosure, within 30 days following the completion or termination of the contract. A copy of that form is included with this solicitation or can be obtained from the WV Ethics Commission. "Interested parties" means: (1) A business entity performing work or service pursuant to, or in furtherance of, the applicable contract, including specifically sub-contractors; (2) the person(s) who have an ownership interest equal to or greater than 25% in the business entity performing work or service pursuant to, or in furtherance of, the applicable contract; and (3) the person or business entity, if any, that served as a compensated broker or intermediary to actively facilitate the applicable contract or negotiated the terms of the applicable contract with the state agency: Provided, That subdivision (2) shall be inapplicable if a business entity is a publicly traded company: Provided, however, That subdivision (3) shall not include persons or business entities performing legal services related to the negotiation or drafting of the applicable contract. The Agency shall submit a copy of the disclosure to the Ethics Commission within 15 days after receiving the supplemental disclosure of interested parties.

**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

Michelle Stanley, Strategic Accounts  
(Name, Title)  
Michelle Stanley, Strategic Accounts  
(Printed Name and Title)  
8121 10th Ave N, Golden Valley, MN 55427  
(Address)  
800-328-8111 / 800-237-9766  
(Phone Number) / (Fax Number)  
Michelle.Stanley@McKesson.com  
(email address)

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that I have reviewed this Solicitation in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that I am authorized by the vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

McKesson Medical-Surgical Minnesota Supply Inc.  
(Company)  
Kimberly R. Zabriskie, Proposal Specialist  
(Authorized Signature) (Representative Name, Title)

Kimberly R. Zabriskie, Proposal Specialist  
(Printed Name and Title of Authorized Representative)

1/08/18  
(Date)

800-328-8111 / 800-237-9766  
(Phone Number) (Fax Number)

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ VNF1800000010**

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.

Addendum Numbers Received: N/A

*(Check the box next to each addendum received)*

- ☐ Addendum No. 1
- ☐ Addendum No. 2
- ☐ Addendum No. 3
- ☐ Addendum No. 4
- ☐ Addendum No. 5

- ☐ Addendum No. 6
- ☐ Addendum No. 7
- ☐ Addendum No. 8
- ☐ Addendum No. 9
- ☐ 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.

McKesson Medical-Surgical Minnesota Supply Inc.

Company

*Kimberly R. Zaboriskie*

Authorized Signature

1/08/18

Date

**NOTE:** This addendum acknowledgement should be submitted with the bid to expedite document processing.

**REQUEST FOR QUOTATION**  
**CRFQ VNF1800000010**  
**Dietary Supplements**

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**SPECIFICATIONS**

1. **PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids on behalf of WV Veterans Nursing Facility One Freedom Drive Clarksburg, WV 26301 to establish an open-end contract for Dietary Supplements.
2. **DEFINITIONS:** The terms listed below shall have the meanings assigned to them below. Additional definitions can be found in section 2 of the General Terms and Conditions.
  - 2.1 **“Desired Items”** means Thickened Products, Ensure Original, Ensure Clear, Med Pass, Carnation Instant Breakfast Drink Mix and Magic Cups or products equal to
  - 2.2 **“Bid Evaluation Page”** means the page upon which Vendor should list its proposed price for the Desired Items in the manner requested by thereon. The Desired Item is either included on the last page of this RFQ or attached hereto as Exhibit A.
  - 2.3 **“Solicitation”** means the official notice of an opportunity to supply the State with goods or services that is published by the Purchasing Division.
3. **GENERAL REQUIREMENTS:**
  - 3.1 **Contract Items and Mandatory Requirements:** Vendor shall provide Agency with the Contract Items listed below on an open-end and continuing basis. Contract Items must meet or exceed the mandatory requirements as shown below.
    - 3.1.1 **Thickened**
      - 3.1.1.1 Must be Nectar consistency.
      - 3.1.1.2 Must be four (4) ounce container
      - 3.1.1.3 Must have a good shelf date of at least six (6) months from the delivery date.
      - 3.1.1.4 Thickened be available in the following flavors:
        - Tea
        - Orange
        - Water

**REQUEST FOR QUOTATION**  
**CRFQ VNF1800000010**  
**Dietary Supplements**

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- Cranberry
- Apple
- Peach Mango

**3.1.2 Thickened**

**3.1.2.1** Thickened must be Honey consistency.

**3.1.2.2** Thickened must be four (4) ounce cans.

**3.1.2.3** Must have a good shelf date of at least six (6) months from the delivery date.

**3.1.2.4** Thickened be available in the following flavors:

- Tea
- Orange
- Water
- Cranberry
- Apple
- Peach Mango

**3.1.3 Med Pass or Equal**

**3.1.3.1** Med Pass or Equal must be eight (8) ounces

**3.1.3.2** Must have a shelf date of six (6) months from the delivery date.

**3.1.3.3** Med Pass or Equal must be available in the following flavors:

- Vanilla
- Butter Pecan
- Fruit Berry
- Sugar Free Vanilla

**3.1.4 Ensure Clear or Equal**

**3.1.4.1** Must be eight (8) ounce cans.

## **REQUEST FOR QUOTATION**

**CRFQ VNF1800000010**

**Dietary Supplements**

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**3.1.4.2** Must have a minimum shelf date of six (6) months from the delivery date.

**3.1.4.3** Ensure Clear or Equal must be available in the following flavors:

- Apple
- Berry
- Peach
- Pomegranate

### **3.1.5 Ensure Original or Equal**

**3.1.5.1** Must be eight (8) ounce cans.

**3.1.5.2** Must have a minimum shelf date of six (6) months from the delivery date.

**3.1.5.3** Must come in the following flavors:

- Vanilla
- Chocolate
- Butter Pecan
- Strawberry

### **3.1.6 Carnation Instant Breakfast Drink Mix or Equal**

**3.1.6.1** Must be 1.26-ounce packets.

**3.1.6.2** Must have a minimum shelf date of six (6) months from the delivery date.

**3.1.6.3** Must be available in the following flavors:

- French Vanilla
- Chocolate
- Vanilla
- Strawberry
- Sugar Free Chocolate

### **3.1.7 Sugar Free Magic Cups or Equal**

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**CRFQ VNF1800000010**  
**Dietary Supplements**

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**3.1.7.1** Must be four (4) ounce cups.

**3.1.7.2** Must have a minimum shelf date of six (6) months from the delivery date.

**3.1.7.3** Must be available in the following flavors:

- Vanilla
- Chocolate
- Strawberry

**3.1.8 Thickened Dairy**

**3.1.8.1** Must be in four (4) ounce cans.

**3.1.8.2** Must have a minimum shelf date of six (6) months from the delivery date.

**3.1.8.3** Must come in Nectar and Honey Consistency.

**3.1.9 ProSource Plus or Equal**

**3.1.9.1** Must be thirty (30) ounce bottles.

**3.1.9.2** Must have a minimum shelf date of six (6) months from the delivery date.

**3.1.9.3** Must be available in Berry Punch flavor.

**4. CONTRACT AWARD:**

**4.1 Contract Award:** The Contract is intended to provide Agencies with a purchase price on all Contract Items. The Contract shall be awarded to the Vendor that provides the Contract Items meeting the required specifications for the lowest overall total cost as shown on the Pricing Pages.

**4.2 Pricing Pages:** Vendor should complete the Pricing Pages by inputting the unit price for each item and multiplying by the estimated quantity. Vendor



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should complete the Pricing Pages in their entirety as failure to do so may result in Vendor's bids being disqualified.

The Pricing Pages contain a list of the Contract Items and estimated purchase volume. The estimated purchase volume for each item represents the approximate volume of anticipated purchases only. No future use of the Contract or any individual item is guaranteed or implied.

Vendor should electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. In most cases, the Vendor can request an electronic copy of the Pricing Pages for bid purposes by sending an email request to the following address: Crystal.G.Rink@wv.gov

**5. ORDERING AND PAYMENT:**

**5.1 Ordering:** Vendor shall accept orders through wvOASIS, regular mail, facsimile, e-mail, or any other written form of communication. Vendor may, but is not required to, accept on-line orders through a secure internet ordering portal/website. If Vendor has the ability to accept on-line orders, it should include in its response a brief description of how Agencies may utilize the on-line ordering system. Vendor shall ensure that its on-line ordering system is properly secured prior to processing Agency orders on-line.

**5.2 Payment:** Vendor shall accept payment in accordance with the payment procedures of the State of West Virginia.

**6. DELIVERY AND RETURN:**

**6.1 Delivery Time:** Vendor shall deliver standard orders within ten (10) working days after orders are received. Vendor shall deliver emergency orders within five (5) working day(s) after orders are received. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum delivery quantity is met.

**6.2 Late Delivery:** The Agency placing the order under this Contract must be notified in writing if orders will be delayed for any reason. Any delay in delivery that could cause harm to an Agency will be grounds for cancellation of the delayed order, and/or obtaining the items ordered from a third party.

Any Agency seeking to obtain items from a third party under this provision must first obtain approval of the Purchasing Division.

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**Dietary Supplements**

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**6.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location. Vendor shall include the cost of standard order delivery charges in its bid pricing/discount and is not permitted to charge the Agency separately for such delivery. The Agency will pay delivery charges on all emergency orders provided that Vendor invoices those delivery costs as a separate charge with the original freight bill attached to the invoice.

**6.4 Return of Unacceptable Items:** If the Agency deems the Contract Items to be unacceptable, the Contract Items shall be returned to Vendor at Vendor's expense and with no restocking charge. Vendor shall either make arrangements for the return within five (5) days of being notified that items are unacceptable, or permit the Agency to arrange for the return and reimburse Agency for delivery expenses. If the original packaging cannot be utilized for the return, Vendor will supply the Agency with appropriate return packaging upon request. All returns of unacceptable items shall be F.O.B. the Agency's location. The returned product shall either be replaced, or the Agency shall receive a full credit or refund for the purchase price, at the Agency's discretion.

**6.5 Return Due to Agency Error:** Items ordered in error by the Agency will be returned for credit within 30 days of receipt, F.O.B. Vendor's location. Vendor shall not charge a restocking fee if returned products are in a resalable condition. Items shall be deemed to be in a resalable condition if they are unused and in the original packaging. Any restocking fee for items not in a resalable condition shall be the lower of the Vendor's customary restocking fee or 5% of the total invoiced value of the returned items.

**7. VENDOR DEFAULT:**

**7.1** The following shall be considered a vendor default under this Contract.

**7.1.1** Failure to provide Contract Items in accordance with the requirements contained herein.

**7.1.2** Failure to comply with other specifications and requirements contained herein.

**7.1.3** Failure to comply with any laws, rules, and ordinances applicable to the Contract Services provided under this Contract.

**REQUEST FOR QUOTATION**  
**CRFQ VNF1800000010**  
**Dietary Supplements**

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7.1.4 Failure to remedy deficient performance upon request.

7.2 The following remedies shall be available to Agency upon default.

7.2.1 Immediate cancellation of the Contract.

7.2.2 Immediate cancellation of one or more release orders issued under this Contract.

7.2.3 Any other remedies available in law or equity.

**8. MISCELLANEOUS:**

**8.1 No Substitutions:** Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.

**8.2 Vendor Supply:** Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

**8.3 Reports:** Vendor shall provide quarterly reports and annual summaries to the Agency showing the Agency's items purchased, quantities of items purchased, and total dollar value of the items purchased. Vendor shall also provide reports, upon request, showing the items purchased during the term of this Contract, the quantity purchased for each of those items, and the total value of purchases for each of those items. Failure to supply such reports may be grounds for cancellation of this Contract.

**8.4 Contract Manager:** During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

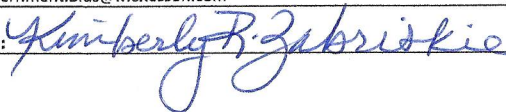
**Contract Manager:** Michelle Stanley  
**Telephone Number:** 800-328-8111  
**Fax Number:** 800-237-9766  
**Email Address:** Michelle.Stanley@McKesson.com

CRFQ VNF180000012 DIETARY SUPPLEMENT -EXHIBIT A PRICING PAGE

ITEM NUMBER	ITEM DESCRIPTION	FLAVORS	UNIT PRICE	ESTIMATED QUANTITY	TOTAL PRICE
<b>3.1.1</b>	<b>THICKENED NECTOR CONSISTENCY</b>				
	McKesson #28292600, Hormel #28259, 24EA/CS	TEA	\$11.93	300 cases	\$3,579.00
	McKesson #49142600, Hormel #49144, 24EA/CS	ORANGE	\$13.64	200 cases	\$2,728.00
	McKesson #23362600, Hormel #23061, 24EA/CS	WATER	\$10.52	300 cases	\$3,156.00
	McKesson #97052600, Hormel #39705, 24EA/CS	CRANBERRY	\$11.93	300 cases	\$3,579.00
	McKesson #41532600, Hormel #41530, 24EA/CS	APPLE	\$11.94	300 cases	\$3,582.00
	McKesson #76682624, Hormel #78768, 24EA/CS	PEACH MANGO	\$11.88	300 cases	\$3,564.00
<b>3.1.2</b>	<b>THICKENED HONEY CONSISTENCY</b>				
	McKesson #32872600, Hormel #32870, 24EA/CS	TEA	\$12.06	150 cases	\$1,809.00
	McKesson #32192600, Hormel #32192, 24EA/CS	ORANGE	\$13.81	100 cases	\$1,381.00
	McKesson #46152600, Hormel #46056, 24EA/CS	WATER	\$10.52	150 cases	\$1,578.00
	McKesson #20162600, Hormel #20160, 24EA/CS	CRANBERRY	\$12.06	150 cases	\$1,809.00
	McKesson #12682600, Hormel #12687, 24EA/CS	APPLE	\$12.06	150 cases	\$1,809.00
	McKesson #76692624, Hormel #78769, 24EA/CS	PEACH MANGO	\$12.01	150 cases	\$1,801.50
<b>3.1.3</b>	<b>MEDPASS OR EQUAL</b>				
	McKesson #70162601, Hormel #27016, 32oz., 1/EA	VANILLA	\$4.81	100	\$481.00
	McKesson #46462601, Hormel #46463, 32oz., 1/EA	BUTTER PECAN	\$4.81	50	\$240.50
	McKesson #35952601, Hormel #35985, 32oz., 1/EA	FRUIT BERRY	\$4.81	50	\$240.50
	McKesson #22642601, Hormel #22649, 32oz., 1/EA	SUGAR FREE VANILLA	\$5.22	75	\$391.50
<b>3.1.4</b>	<b>ENSURE CLEAR OR EQUAL</b>				
	McKesson #64032600, Hormel #64903, 24EA/CS	APPLE	\$18.21	100 cases	\$1,821.00
	McKesson #64902600, Hormel #64900, 24EA/CS	BERRY	\$18.21	100 cases	\$1,821.00
		PEACH	\$ NO BID	100 cases	\$
		POMEGRANATE	\$ NO BID	100 cases	\$
<b>3.1.5</b>	<b>ENSURE ORIGINAL OR EQUAL</b>				
	McKesson #71102600, Hormel #50460, 24EA/CS	VANILLA	\$10.80	30 cases	\$324.00

	McKesson #92832600, Hormel #58293, 24EA/CS	CHOCOLATE	\$22.21	30 cases	\$666.30
	McKesson #18922600, Hormel #51892, 24EA/CS	BUTTER PECAN	\$10.80	30 cases	\$324.00
	McKesson #70502600, Hormel #50648, 24EA/CS	STRAWBERRY	\$10.80	30 cases	\$324.00
<b>3.1.6</b>	<b>CARNATION INSTANT BREAKFAST DRINK MIX OR EQUAL 1.26 OZ. PKTS</b>				
	McKesson #53062600, Nestle #11004659, 60EA/CS	FRENCH VANILLA	\$28.56	25 cases	\$714.00
	McKesson #53422605, Nestle #11004657, 60EA/CS	CHOCOLATE	\$37.89	25 cases	\$947.25
		VANILLA	\$ NO BID	25 cases	\$
	McKesson #86502610, Nestle #11001937, 60EA/CS (Sold by the BX/10 @ \$4.76/BX)	STRAWBERRY	\$28.56	25cases	\$714.00
	McKesson #66112600, Nestle #12159425, 64EA/CS	SUGAR FREE CHOCOLATE	\$37.89	25 cases	\$947.25
<b>3.1.7</b>	<b>SUGAR FREE MAGIC CUPS OR EQUAL</b>				
		VANILLA	\$ NO BID	300 cases	\$
		CHOCOLATE	\$ NO BID	300 cases	\$
		STRAWBERRY	\$ NO BID	300 cases	\$
<b>3.1.8</b>	<b>THICKENED DAIRY</b>				
	McKesson #76252608, Nestle #73625, 8EA/CS	NECTOR CONSISTENCY	\$25.88	40 cases	\$1,035.20
	McKesson #36262600, Nestle #73626, 8EA/CS	HONEY CONSISTENCY	\$26.30	40 cases	\$1,052.00
<b>3.1.9</b>	<b>PROSOURCE PLUS OR EQUAL</b>				
	McKesson #11662600, Medtrition #11661, 4EA/CS	BERRY PUNCH	\$100.58	40 cases	\$4,023.20
<b>TOTAL BID AMOUNT</b>					<b>\$46,442.20</b>

\*\*\*\*ESTIMATED QUANTITIES ARE ONLY AN ESTIMATE AND ONLY USED FOR BIDDING PURPOSES. THIS IS NOT A GAURANTEE OF PURCHASE\*\*\*\*

VENDOR INFORMATION	
VENDOR NAME: McKesson Medical-Surgical Minnesota Supply Inc.	
ADDRESS: 8121 10th Avenue North	
Golden Valley, MN 55427	
PHONE: (800) 328-8111	
EMAIL: Government.Bids@McKesson.com	
SIGNATURE: 	Date: 1/08/18

## CRFQ VNF1800000012 DIETARY SUPPLEMENT -EXHIBIT A PRICING PAGE

ITEM NUMBER	ITEM DESCRIPTION	FLAVORS	UNIT PRICE	ESTIMATED QUANTITY	TOTAL PRICE
<b>3.1.1</b>	<b>THICKENED NECTOR CONSISTENCY</b>				
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	McKesson #76682624, Hormel #78768, 24EA/CS	PEACH MANGO	\$11.88	300 cases	\$3,564.00
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	McKesson #64902600, Hormel #64900, 24EA/CS	BERRY	\$18.21	100 cases	\$1,821.00
		PEACH	\$ NO BID	100 cases	\$
		POMEGRANATE	\$ NO BID	100 cases	\$
<b>3.1.5</b>	<b>ENSURE ORIGINAL OR EQUAL</b>				
	McKesson #71102600, Hormel #50460, 24EA/CS	VANILLA	\$10.80	30 cases	\$324.00

	McKesson #92832600, Hormel #58293, 24EA/CS	CHOCOLATE	\$22.21	30 cases	\$666.30
	McKesson #18922600, Hormel #51892, 24EA/CS	BUTTER PECAN	\$10.80	30 cases	\$324.00
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VENDOR INFORMATION	
VENDOR NAME: McKesson Medical-Surgical Minnesota Supply Inc.	
ADDRESS: 8121 10th Avenue North	
Golden Valley, MN 55427	
PHONE: (800) 328-8111	
EMAIL: Government.Bids@McKesson.com	
SIGNATURE:	Date: 08/18