



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

State of West Virginia
Master Agreement

Order Date: 2018-03-08

CORRECT ORDER NUMBER
 MUST APPEAR ON ALL PACKAGES,
 INVOICES, AND SHIPPING PAPERS.
 QUESTIONS CONCERNING THIS
 ORDER SHOULD BE DIRECTED TO
 THE DEPARTMENT CONTACT.

Order Number: CMA 0212 0212 SWC0000000054	Procurement Folder: 422845
Document Name: Open-End Contract	Reason for Modification:
Document Description: Disposable Food Service Items	
Procurement Type: Central Master Agreement	
Buyer Name: April E Battle	
Telephone: (304) 558-0067	
Email: april.e.battle@wv.gov	
Shipping Method: Best Way	Effective Start Date: 2018-03-15
Free on Board: FOB Dest, Freight Prepaid	Effective End Date: 2019-03-14

VENDOR	DEPARTMENT CONTACT
Vendor Customer Code: 000000179971 US FOODS INC 2575 VIRGINIA AVE HURRICANE WV 25526 US Vendor Contact Phone: (999) 999-9999 Extension: Discount Percentage: 0.0000 Discount Days: 0	Requestor Name: April E Battle Requestor Phone: (304) 558-0067 Requestor Email: april.e.battle@wv.gov

INVOICE TO	SHIP TO
ALL STATE AGENCIES VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

AGENCY COPY

Total Order Amount	Open End
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ack 3/8/18

PURCHASING DIVISION AUTHORIZATION SIGNED BY: <i>[Signature]</i> DATE: <i>MAR 08 2018</i> ELECTRONIC SIGNATURE ON FILE	ATTORNEY GENERAL APPROVAL AS TO FORM SIGNED BY: <i>[Signature]</i> DATE: <i>3/14/18</i> ELECTRONIC SIGNATURE ON FILE	ENCUMBRANCE CERTIFICATION SIGNED BY: <i>Beverly Toler</i> DATE: <i>MAR 16 2018</i> ELECTRONIC SIGNATURE ON FILE
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Extended Description:

The Vendor, US Foods Inc., agrees to enter with the West Virginia Purchasing Division, into a Statewide Contract to provide Disposable Food Service Items, per the Specifications, Terms and Conditions, Bid Requirements, and the Vendor's Bid dated 2/27/18 incorporated herein by reference and made a part hereof.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	24111502			CASE	\$95.240000
	Service From	Service To			

Commodity Line Description: Paper Sandwich Bags

Extended Description:

Sandwich bags must be transparent, wet-waxed, paper. Sandwich bags must have a minimum size of 5 1/4" x 6 1/2" x 3/4", and a maximum size 6" x 7 3/4" x 1 3/4". Brown Paper Goods #7A02 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	24111502			BOX	\$18.080000
	Service From	Service To			

Commodity Line Description: Silverware Bags

Extended Description:

Silverware bags must be non-waxed, unprinted, paper bags. Silverware bags must be able to hold a fork, spoon and knife. Silverware bags must have a minimum size 2 1/2s x 9 1/2", and a maximum size 3" x 10 1/2". Brown Paper Goods #8A09-WC or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	48101905			CASE	\$48.980000
	Service From	Service To			

Commodity Line Description: Food Service Cups - Cold Cup, Not Pleated

Extended Description:

Cold drink cups must be disposable cups made for cold beverages. Cold drink cup must have a minimum capacity of 3 oz. and a maximum capacity of 3 3/4 oz. Cold drink cups must be 2-part construction, waxed paper, with rolled rim and flat bottom. Cups cannot be pleated. Sweetheart #r3 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
4	48101905			CASE	\$60.430000
	Service From	Service To			

Commodity Line Description: Food Service Cups - Cold Drink, Pleated

Extended Description:

Cups must be disposable, cold drink cups. Cup must have a minimum of 3 oz. and a maximum capacity of 3 3/4 oz. Cup must have a flat bottom, rolled style rim, and be made with waxed or treated paper. Cup must be pleated. Solo Pleated Paper Water Cup #450-2050 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
5	48101712			CASE	\$15.940000
	Service From	Service To			

Commodity Line Description: Cup Dispenser

Extended Description:

Cup dispenser must be a wall-mount cold cup dispenser. Dispenser must be able to hold cups that have a capacity of 3-5 oz. and have stainless steel construction. Dispenser must be a minimum of 15" tall and maximum of 20" tall. Sweetheart EAD10 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
6	48101905			CASE	\$82.960000
	Service From	Service To			

Commodity Line Description: Food Service Cups - 7 oz Cold Drink

Extended Description:

7 oz. cup must be a disposable, cold drink cup. Cup must have a 7 oz. capacity. Cup must be 2-part construction, waxed paper, with rolled rim and flat bottom. Cups cannot be pleated. Sweetheart #R7n or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
7	48101919			CASE	\$70.050000
	Service From	Service To			

Commodity Line Description: Lid for 7 oz. Cup

Extended Description:

Lid must fit 7 oz. cold drink cup provided in line 6. Lid must be translucent or clear, plastic, and have a straw slot. Sweetheart L7N or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
8	48101905			CASE	\$91.500000
	Service From	Service To			

Commodity Line Description: Food Service Cups - 10 oz. Cold Drink

Extended Description:

10 oz. cup must be a disposable, cold drink cup. Cup must have a 10 oz. capacity. Cup must be 2-part construction, waxed paper, with rolled rim and flat bottom. Cups cannot be pleated. Sweetheart #R10NN or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
9	48101919			CASE	\$96.250000
	Service From	Service To			

Commodity Line Description: Lid for 10 oz. Cup

Extended Description:

Lid must fit 10 oz. cold drink cup provided in line 8. Lid must be translucent or clear, plastic, and have a straw slot. Sweetheart #L10BLN or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
10	52152101			CASE	\$15.480000
	Service From	Service To			

Commodity Line Description: 6 oz Hot/Cold Foam Cup

Extended Description:

6 oz. cup must be a disposable, hot or cold drink cup. Cup must have a 6 oz. capacity. Cup must be one-piece construction, Styrofoam, with a flat bottom. Cup must be made for use with a flat vented lid. Dart #6J6 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
11	48101919			CASE	\$11.310000
	Service From	Service To			

Commodity Line Description: Lid for 6 oz. Foam Cup

Extended Description:

Lid must fit 6 oz. hot/cold cup provided in line 10. Lid must be flat, with a solid center and vented. Lid must be plastic. Dart #6JL or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
12	48101905			CASE	\$41.660000
	Service From	Service To			

Commodity Line Description: 10 oz., Tumbler - Plastic Cup

Extended Description:

Tumbler must be a disposable, cold drink cup. Cup must have a 10 oz. capacity. Cup must be one-piece construction, made with polystyrene plastic and have a rolled rim. Dart #10C or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
13	48101905			CASE	\$16.870000
	Service From	Service To			

Commodity Line Description: 8 oz. Hot/Cold Drink, Foam Cup

Extended Description:

8 oz. foam cup must be a disposable hot or cold drink cup. Cup must have an 8 oz. capacity. Cup must be one-piece construction, Styrofoam, with a flat bottom. Cup must be made for use with a flat vented lid. Dart #8J8 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
14	48101919			CASE	\$14.650000
	Service From	Service To			

Commodity Line Description: Lid for 8 oz. Foam Cup

Extended Description:

Lid must fit 8 oz. hot/cold cup provided in line 13. Lid must be flat, with a solid center and vented. Lid must be plastic. Dart #8JL or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
15	48101905			CASE	\$19.310000
	Service From	Service To			

Commodity Line Description: 12 oz. Hot/Cold Foam Cup

Extended Description:

12 oz. foam cup must be a disposable, hot or cold drink cup. Cup must have a 12 oz. capacity. Cup must be one-piece construction, Styrofoam, with a flat bottom. Cup must be made for use with a flat vented lid. Dart #12J12 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
16	48101919			CASE	\$15.920000
	Service From	Service To			

Commodity Line Description: Lid for 12 oz. Foam Cup

Extended Description:

Lid must fit 12 oz. hot/cold cup provided in line 15. Lid must be flat, with a solid center and vented. Lid must be plastic. Dart #12JL or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
17	60122503			CASE	\$16.250000
	Service From	Service To			

Commodity Line Description: Foam Plates - 6"

Extended Description:

Plates must be circle and have a minimum diameter of 5 5/8" and a maximum diameter of 6 1/8" Plates must be made from Polystyrene Foam. Surface of the plate must be non-absorbent. Pactiv #TH10006 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
18	60122503			CASE	\$14.160000
	Service From	Service To			

Commodity Line Description: Foam Plates - 9"

Extended Description:

Plates must be circle and have a minimum diameter of 8 1/2" and a maximum diameter of 9 1/2". Plates must be made from Polystyrene Foam. Surface of the plate must be non-absorbent. Pactiv #TH10009 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
19	60122503			CASE	\$14.160000
	Service From	Service To			

Commodity Line Description: Foam Plate - Sectional, 9"

Extended Description:

Plate must have a circle and have a minimum diameter of 8 3/4" and a maximum diameter of 9 1/2". Plate must have 3 compartments - one large compartment and two smaller compartments equal to half the size of the large compartment. Plates must be made from Polystyrene Foam. The surface must be non-absorbent. Pactiv #TH10011 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
20	60122503			CASE	\$48.840000
	Service From	Service To			

Commodity Line Description: Paper Plates - 9" Bio-Degradable Plate

Extended Description:

Plates must be a circle and have a minimum diameter of 8 3/4" and a maximum diameter of 9 1/2". Plate must be made from fiber (paper) material, for extra support. Plates must be recycle. Chinet Propaper 9" plate or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
21	52152007			CASE	\$35.930000
	Service From	Service To			

Commodity Line Description: 10 oz. Soup Bowl

Extended Description:

Bowl must have a 10 oz. capacity. Must be one-piece construction, made from Polystyrene Foam. The top of the bowl should have a minimum diameter of 4" and a maximum diameter of 4 1/4". Bowl must be non-absorbent. Dart #10B20 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
22	52152007			CASE	\$18.780000
	Service From	Service To			

Commodity Line Description: 12 oz. Salad Bowl

Extended Description:

Bowl must have a 12 oz. capacity. Must be one-piece construction, made from laminated Styrofoam. The top of the bowl should have a minimum diameter of 5 5/8" and a maximum diameter of 6 1/4". Dart #12BWWC or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
23	60122503			CASE	\$22.410000
	Service From	Service To			

Commodity Line Description: 6" Paper Plate, Light Weight

Extended Description:

Plates must be circle and have a minimum diameter of 5 5/8" and a maximum diameter of 6 1/4". Plates must be made with light weight, un-coated, paper. Plates must have a fluted edge. Dixie #702622WNP6 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
24	52151506			CASE	\$16.860000
	Service From	Service To			

Commodity Line Description: Disposable Food Containers - Sandwich

Extended Description:

Carry-out container must have minimum dimensions of 5 1/8" x 5 1/8" x 2 3/4" and maximum dimensions of 6 1/4" x 6 1/4" x 3 1/4". Container must be hinged (lid and bottom are attached), one-piece construction and made of Styrofoam. Dart #60HT1 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
25	52151506			CASE	\$15.570000
	Service From	Service To			

Commodity Line Description: Disposable Food Containers - 3 Compartment Dinner

Extended Description:

Carry-out container must have minimum dimensions 9" x 9" x 3" and maximum dimensions of 9 1/2" x 9 1/2" x 3 1/2". Container must be hinged (lid and bottom are attached), one-piece construction and made of Styrofoam. Container must have 3 compartments - one large compartment and two small compartments that are about half the size of the large compartment. Pactiv HLW-0903 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
26	52151506			CASE	\$15.570000
	Service From	Service To			

Commodity Line Description: Disposable Food Containers - 1 Compartment Dinner

Extended Description:

Carry-out container must have minimum dimensions 9" x 9" x 3" and maximum dimensions of 9 1/2" x 9 1/2" x 3 1/2". Container must be hinged (lid and bottom are attached), one-piece construction and made of Styrofoam. Pactiv HLW-0901 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
27	52151503			CASE	\$11.750000
	Service From	Service To			

Commodity Line Description: Domestic Forks - Plastic

Extended Description:

Fork must be construction from medium-weight polypropylene. Forks must be individually wrapped. Length must be a minimum of 5 1/2" and a maximum of 6 1/2". Dixie #FMP23C or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
28	52151503			CASE	\$11.750000
	Service From	Service To			

Commodity Line Description: Domestic Knives - Plastic

Extended Description:

Knife must be constructed from medium-weight polypropylene, with a serrated edge. Knife must be individually wrapped. Length should be a minimum of 5 1/2" and a maximum of 6 1/2". Dixie #KMP23C or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
29	52151503			CASE	\$11.750000
	Service From	Service To			

Commodity Line Description: Domestic Spoons - Plastic, Tea

Extended Description:

Teaspoon must be constructed from medium-weight polypropylene. Teaspoon must be individually wrapped. Length should be a minimum of 5 1/2" and a maximum 6 1/2". Dixie #TMP23C or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
30	52151503			CASE	\$11.750000
	Service From	Service To			

Commodity Line Description: Domestic Spoons - Plastic, Soup

Extended Description:

Soup spoon must be constructed from medium-weight polypropylene. Soup spoon must be individually wrapped. Length should be a minimum of 5 1/2" and a maximum of 6 1/2". Dixie #SMP23C or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
31	52151600			CASE	\$12.690000
	Service From	Service To			

Commodity Line Description: Domestic Utensils - Fork, Knife, Spoon Set

Extended Description:

Set must include a fork, tea spoon and knife. Utensils must be constructed from medium-weight polypropylene. Set must be individually wrapped. Length should be a minimum of 6 1/2" and a maximum of 8". Dixie CMP26C or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
32	48102108			ROLL	\$27.300000
	Service From	Service To			

Commodity Line Description: Aluminum Food Wrapping Foil

Extended Description:

Aluminum foil must be heavy duty aluminum, .001 gauge wrapping material. Each roll of aluminum foil must be 18 inches wide x 500 feet long. Each roll must include a storage box that has a metal cutting edge. Reynolds #624 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
33	14121807			ROLL	\$23.350000
	Service From	Service To			

Commodity Line Description: White Butcher Paper

Extended Description:

Butcher paper must be white, with a dry finish. The butcher paper must be FDA approved and have a minimum 40 lb weight basis. Each roll of butcher paper must be 18 inches wide by 1,000 feet long. Box Partners #BP1840W or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
34	48102109			ROLL	\$13.120000
	Service From	Service To			

Commodity Line Description: Plastic Food Wrap

Extended Description:

Plastic food wrap must be made from all-purpose, FDA approved, cling plastic. Each roll must be 18 inches wide by 2,000 feet long. Each roll must have a storage box that has cutting edge. Anchor Packaging #PW182 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
35	53102503			CASE	\$105.420000
	Service From	Service To			

Commodity Line Description: Paper Hats or Caps

Extended Description:

Paper hats or caps must be made from paper linen, sanitary white, and adjustable size. Hats or caps must be low profile, overseas style caps. Royal Paper #RCC2 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
36	14111706			ROLL	\$23.920000
	Service From	Service To			

Commodity Line Description: Paper Table Cloth - White, Roll

Extended Description:

Table cloth must be made of white paper. Table cloth must be 40 inches wide by 300 feet long. Table cloth should be stored on a roll, and each case should only contain one roll. Hoffmaster #260045 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
37	52121604			CASE	\$51.100000
	Service From	Service To			

Commodity Line Description: Tissue/Poly Table Cloth

Extended Description:

Tissue/poly table cloths must be 2-ply tissue and 1-ply polyester. Table cloth must be a rectangle and 108" x 54". Table cloth must come in white, please note if other colors are available and list available colors. Bid will be evaluated on white table cloth. Hoffmaster #210130 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
38	52121602			CASE	\$45.020000
	Service From	Service To			

Commodity Line Description: Napkins - Folded Size 3 1/2" x 6 3/4", Open 12 x 13

Extended Description:

Napkin must be 1 ply, white napkin. Napkin must be quarter fold. The open size must be a minimum of 12" x 13" and a maximum of 13" x 13". The folded size must be 3 1/2" x 6 3/4". Georgia Pacific Mini MorNap #37000 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
39	52121602			CASE	\$45.020000
	Service From	Service To			

Commodity Line Description: Napkins - Folded Size 3 1/2" x 6 3/4", Open 8 x 13 1/2

Extended Description:

Napkin must be 1 ply, white napkin. Napkin must be quarter fold. The open size must be a minimum of 6 1/2" x 13" and a maximum of 8" x 13 1/2". The folded size must be 3 1/2" x 6 3/4". Georgia Pacific HyNap Tall Fold #GPC332-01 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
40	52121602			CASE	\$45.260000
	Service From	Service To			

Commodity Line Description: Napkins - Quarter Fold, Lucheon

Extended Description:

Napkin must be 1 ply, white square napkin. Napkin must be quarter fold. The open size must be a minimum of 12" x 12" and a maximum of 13" x 13". Tork #D820 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
41	52121602			CASE	\$32.790000
	Service From	Service To			

Commodity Line Description: Napkins - Quarter Fold, Dinner 17 x 17

Extended Description:

Napkin must be 1 ply, white square napkin. Napkin must be quarter fold. The open size must be 17" x 17". The folded size must be 8 1/2" x 8 1/2". Hoffmaster #PK3000 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
42	52121602			CASE	\$14.260000
	Service From	Service To			

Commodity Line Description: Napkins - Quarterfold, Cocktail

Extended Description:

Napkin must be 1 ply, white square napkin. Napkin must be quarter fold. The open size must be 10" x 10". The folded size must be 5" x 5". Hoffmaster #126502 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
43	52121602			CASE	\$32.930000
	Service From	Service To			

Commodity Line Description: Napkins, Quarterfold, Dinner 13 x 17

Extended Description:

Napkin must be 1 ply, white napkin. Napkin must be quarter fold. The open size must be minimum 12" x 17" and a maximum of 13" x 17". Tork Advanced #P458 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
44	52151507			CASE	\$15.090000
	Service From	Service To			

Commodity Line Description: Domestic Disposable Drinking Straws

Extended Description:

Straws must be individually wrapped, clear plastic. Straws must be 7 3/4" long and have a diameter of .24". Dixie #JW74 or equal.

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
45	52151600			CASE	\$23.530000
	Service From	Service To			

Commodity Line Description: Domestic Utensils - Fork, Knife, Spoon and Napkin Set

Extended Description:

Set must include a fork, teaspoon, knife and napkin. Utensils must be constructed from medium-weight polypropylene. Napkin must be 1 ply. Set must be individually wrapped. Length should be a minimum of 6 1/2X and a maximum of 8". Dixie #CM26NC7 or equal.

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 March 15, 2018 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.

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.

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:

N/A for N/A

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.

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 heath, 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.

Kellie Miles, Bid Account manager
(Name, Title)

(Printed Name and Title)

US Foods - WV, 2575 Virginia Ave, Hurricane, WV 25526
(Address)

800-624-8578 ext. 290 304-562-3600 fax
(Phone Number) / (Fax Number)

kellie.miles@usfoods.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.

US Foods
(Company)

Kellie Miles, Bid Account manager
(Authorized Signature) (Representative Name, Title)

Kellie Miles, Bid Account Manager
(Printed Name and Title of Authorized Representative)

2-27-18
(Date)

304-201-6290 304-562-3600
(Phone Number) (Fax Number)

**REQUEST FOR QUOTATION
CRFQ 0212 SWC180000014
Disposable Food Service Items**

SPECIFICATIONS

- 1. PURPOSE AND SCOPE:** The West Virginia Purchasing Division is soliciting bids for a Statewide, Open-end Contract for Disposable Food Service Items for all West Virginia State Agencies and political subdivisions.

- 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 “Contract Item” or “Contract Items”** means the list of items identified in Section 3.1 below and on the Pricing Pages.

 - 2.2 “Pricing Pages”** means the schedule of prices, estimated order quantity, and totals contained in wvOASIS or attached hereto as Exhibit A, and used to evaluate the Solicitation responses.

 - 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.

- 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 providing the price per case/roll, quantity of items in each case, unit price, total line cost and total bid. In the event that there is a discrepancy between: case price, unit price or pricing entered in the VSS system, the Purchasing Division will use the Case price as it is entered into the Pricing Pages. Vendor should

**REQUEST FOR QUOTATION
CRFQ 0212 SWC180000014
Disposable Food Service Items**

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.

Vendors should provide Manufacturer Name and Manufacturer Part Number on the Pricing Page (even if they are identical to the brand name/model specification used in the Request for Quotation). During the life of the Contract, successful vendor shall provide only the Manufacturer Name and Manufacturer Part Number included in their bid. No items other than those bid by the Vendor shall be sold under this Contract.

Vendor should electronically enter the information into the Pricing Pages through wvOASIS, if available, or as an electronic document. The Pricing Pages were created as a Microsoft Excel document.

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. Any on-line ordering system must have the capability to restrict prices and available items to conform to the Catalog originally submitted with this CRFQ. 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) calendar days after orders are received. Vendor shall deliver emergency orders within three (3) calendar days after orders are received. Vendor shall carry adequate stock to insure such delivery services for the duration of the Contract. Vendor shall ship all orders in accordance with the above schedule and shall not hold orders until a minimum

REQUEST FOR QUOTATION
CRFQ 0212 SWC1800000014
Disposable Food Service Items

delivery quantity is met. All deliveries shall be made during normal working hours, on a schedule that meets the requirements of each Agency.

- 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.

- 6.3 Delivery Payment/Risk of Loss:** Standard order delivery shall be F.O.B. destination to the Agency's location, with the exception of those orders totaling \$100.00 or less. 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. For orders of \$100.00 or less, the Vendor may bill separately for the freight charge. However, for orders of \$100.00 or less, Agencies may make purchases from local sources to avoid the additional freight charges (Agencies are not permitted to string orders to circumvent the use of this Contract). 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.

**REQUEST FOR QUOTATION
CRFQ 0212 SWC180000014
Disposable Food Service 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.
- 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.

**REQUEST FOR QUOTATION
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Disposable Food Service Items**

- 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: Kellie Miles
Telephone Number: 304-201-6290
Fax Number: 304-562-2600
Email Address: kellie.miles@evsfeeds.com