

\*807093449

MILTON WV

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

NELSON MEAT PROCESSING LLC

25541

2571 YATES CROSSING RD

304-743-5400

# Request for Quotation

RFQ NUMBER SMC21077

1

ADDRESS CORRESPONDENCE TO ATTENTION OF

304-684-5500

TARA LYLE

26170

304-558-2544

DIVISION OF CORRECTIONS ST. MARYS CORRECTIONAL CENTER 2880 N PLEASANTS HWY ST. MARYS, WV

FREIGHT TERMS SHIP VIA F.O.B. DATE PRINTED TERMS OF SALE 03/27/2012 BID OPENING DATE: 04/25/2012 BID OPENING TIME 01:30PM CAT. AMOUNT QUANTITY ITEM NUMBER UNIT PRICE UOP LINE THE STATE OF WEST VIRGINIA AND ITS AGENCY THE WEST VIRGINIA DIVISION OF CORRECTIONS AND ST. MARY'S CORRECTIONAL CENTER REQUEST A QUOTE TO PROVIDE SLAUGHTERING AND MEAT PROCESSING SERVICES FOR THE ST. MARY'S CORRECTIONAL CENTER. BEEF WILL BE DELIVERED BY THE WEST VIRGINIA DEPARTMENT OF AGRICULTURE ON HOOF PER THE ATTACHED SPECIFICATIONS. \* \* \* \* \* BID OPENING: APRIL 25, 2012 @ 1:30 PM PURCHASING DIVISION, BUILDING #15 LDCATION: 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305 0b01 LS 952-84-10-001 1 SLAUGHTER HOUSE SERVICES RF()-IV-ST. MARY'S CORRECTIONAL CENTER DELIVER TO: 2880 N. PLEASANTS HIGHWAY ST. MARY'S, WV 26170 2012 APR 10 AM 9: 30 WV PURCHASING DIVISION SEE REVERSE SIDE FOR TERMS AND CONDITIONS TELEPHONE DATE SIGNATURE TITLE ADDRESS CHANGES TO BE NOTED ABOVE

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

- 1. Awards will be made in the best interest of the State of West Virginia.
- 2. The State may accept or reject in part, or in whole, any bid.

3. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division

and have paid the required \$125 fee.

- 4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods this Purchase Order/Contract becomes void and of no effect after June 30.
- 5. Payment may only be made after the delivery and acceptance of goods or services.
- 6. Interest may be paid for late payment in accordance with the West Virginia Code.
- 7. Vendor preference will be granted upon written request in accordance with the West Virginia Code.
- 8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
- 9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
- 10. The laws of the State of West Virginia and the Legislative Rules of the Purchasing Division shall govern the purchasing process.
- 11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
- 12. BANKRUPTCY: In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
- 13. HIPAA BUSINESS ASSOCIATE ADDENDUM: The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.html and is hereby made part of the agreement provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
- 14. CONFIDENTIALITY: The vendor agrees that he or she will not disclose to anyone, directly or indirectly, any such personally identifiable information or other confidential information gained from the agency, unless the individual who is the subject of the information consents to the disclosure in writing or the disclosure is made pursuant to the agency's policies, procedures, and rules. 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/noticeConfidentiality.pdf.
- 15. LICENSING: Vendors must be licensed and in good standing in accordance with any and all state and local laws and requirements by any state or local agency of West Virginia, including, but not limited to, the West Virginia Secretary of State's Office, the West Virginia Tax Department, and the West Virginia Insurance Commission. The vendor must provide all necessary releases to obtain information to enable the director or spending verify that the vendor is licensed and in good standing with the above entities.
- 16. ANTITRUST: In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will 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 the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or Fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

#### INSTRUCTIONS TO BIDDERS

- 1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
- 2. Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as EQUAL to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.

3. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.

- 4. All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
- 5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W.Va. C.S.R. §148-1-6.6).



VENDOR

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

304-743-5400

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MILTON WV 25541

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DIVISION OF CORRECTIONS ST. MARYS CORRECTIONAL CENTER

2880 N PLEASANTS HWY ST. MARYS, WV 26170

304-684-5500

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26170

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\*807093449 304-743-5400 NELSON MEAT PROCESSING LLC 2571 YATES CROSSING RD

MILTON WV 25541 DIVISION OF CORRECTIONS ST. MARYS CORRECTIONAL CENTER

2880 N PLEASANTS HWY ST. MARYS, WV 26170 304-684-5500

DATE PRINTED TERMS OF SALE SHIP VIA F.O.B. FREIGHT TERMS 03/27/2012 BID OPENING DATE: 04/25/2012 BID OPENING TIME 01 · 30PM CAT, LINE QUANTITY UOP ITEM NUMBER UNIT PRICE **AMOUNT** THE BID OR ANY DOCUMENTS RELATED THERETO ON BEHALF OF (2) THAT HE OR SHE IS AUTHORIZED TO BIND THE BIDDER, THE BIDDER IN A CONTRACTUAL RELATIONSHIP, AND (3) THAT THE BIDDER HAS PROPERLY REGISTERED WITH ANY STATE AGENCIES THAT MAY REQUIRE REGISTRATION NOTICE SIGNED BID MUST BE SUBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WA\$HINGTON STREET, EAST CHARLESTON, WV 2\$305-0130 THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BIT MAY NOT BE CONSIDERED: SEALED BID BUYER: TARA LYLE/FILE 32 RFQ. NO.: SMC21077 BID OPENING DATE: APRIL 25, 2012 BID OPENING TIME: 1:30 PM PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE TELEPHONE TITLE ADDRESS CHANGES TO BE NOTED ABOVE



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MILTON WV 25541

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#### Meat Processing Bid SMC21077

Description-Ground Beef (90/10) Bulk Ground Beef Patties (90/10) Beef Roast Beef Liver

Estimated Usage-27,000 lbs. 6,200 lbs. 2,600 lbs. 600 lbs.

Beef cuts required- Ground Beef Bulk (min 90/10%)
Ground Beef Patties (min 90/10%)
Beef Roasts
Liver

Vendor to provide slaughtering and commercial processing of beef delivered by the West Virginia Department of Agriculture on hoof. The number of beef delivered will vary from 5-10 per month.

Vendor to keep the animal hides, heads, entrails, feet and neck bones and discard tongue and heart after processing.

Vendor will contact St. Marys Correctional Center for processing instructions. Processed meat to be packed, frozen and stored below 40 degrees and delivered 10 days after receiving delivery of beef to be processed from the Department of Agriculture.

Ground Beef (90/10) must be twice ground and packed in 10 pound bags.

Ground Beef Patties (90/10) must be ground twice and packed in 50 pound packages with paper between each patty for easy separation.

Beef Roasts must be boneless and 80% fat trimmed and packed in 10 lb. packages.

Liver must be packed in 10 lb. packages

All meat packages must be labeled with product description, weight and count and date processed.

Specific processing instructions will vary from month to month depending on the amount of meat ordered and the need of the facility. The instructions will be provided in writing, on a monthly basis to the vendor by Billie Slonaker, Kitchen Supervisor.

Delivery hours are between 8:00 am and 3:30 pm, Monday-Friday. Holidays to be determined when the processing company is open. Thanksgiving-Christmas and New Year's will be delivered either the day before or day after unless the holiday falls on the weekend then it is to be delivered on the Friday before or the Monday after.

All deliveries will be received in the South Sally Port of the facility and will be FOB Destination.

All quotations must include the slaughtering charge and itemized pricing for each process as well as any delivery fees.

The vendor will be dropping off the meat at the kitchen and inmates will be unloading the product from the truck.

Invoices must be submitted to St. Marys Correctional Center, 2880 N. Pleasants Highway, St. Marys, WV 26170. Payment will be made in arrears after 100% acceptance by the agency.

Upon award Vendor must be registered with the Secretary of State and be in good standing with the State of West Virginia in order for contract to be issued.

Evaluation and award will be the lowest vendor bid meeting all specifications.

Contract shall be for a period of one (1) year with the possibility of two (2) one (1) year renewals.

		SMCC21	077-Meat Proce	essing		
			<b>Bid Form</b>			
Item #	Description	Estimated Usage	Unit Price	Amount per Pound	Slaughter Charge	Extended Amount
1	Ground Beef (90/10) Bulk	27,000 lbs.		.75		
2	Ground Beef Patties (90/10)	6,200 lbs.		.75		
3	Beef Roast	2,600 lbs.		.75		
4	Beef Liver	600 lbs.		.75		
				Grand Total		\$
	Bidder/Vendor Information  Name: Nel SUN M.C.	At Pro	cessinu			
	Address: 257/ Yates	25541	Δ.1			
	Phone No.: 304 743 540					
	Fax: 304 743 670	-				
	Email Address: adn me4	man (1)	yahoo			1

<sup>\*\*</sup> Estimated quantities are for bidding purposes only, more or less may be utilized by the agency.

indy Helson

Vendor Signature

3-30-12

Date

the 35 lb is out the Door wt.

not Hang wto This covers Everything

From slaughter to Delivery

<sup>\*\*</sup> Failure to use this form may result in disqualification.

<sup>\*\*</sup> Unit price must be inclusive of all delivery fees, fuel charges etc.

# State of West Virginia

# **VENDOR PREFERENCE CERTIFICATE**

Certification and application\* is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

DIVISION	will make the determination of the Nesident Vehicle 1865, if applied 56.
1 <u>/</u>	Application is made for 2.5% resident vendor preference for the reason checked:  Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or,  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4) years immediately preceding the date of this certification; or,
2.	Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3.	Application is made for 2.5% resident vendor preference for the reason checked: Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4.	Application is made for 5% resident vendor preference for the reason checked: Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5.	Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:  Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6.	Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:  Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
require agains or ded	understands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the ements for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty t such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency ucted from any unpaid balance on the contract or purchase order.
authori the red deeme	emission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and sizes the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid juired business taxes, provided that such information does not contain the amounts of taxes paid nor any other information and by the Tax Commissioner to be confidential.
and a	penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true courate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate les during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.
Bidde	Maland mark Processing on a Children Dalland
Date:	3-30-12 Title: OWNER

\*Check any combination of preference consideration(s) indicated above, which you are entitled to receive.

RFQ No. SMC21077

# STATE OF WEST VIRGINIA Purchasing Division

# **PURCHASING AFFIDAVIT**

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

#### **DEFINITIONS:**

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

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

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

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

WITNESS THE FOLLOWING SIGNATURE
Vendor's Name: Nelsun ment Processing
Authorized Signature: Owdy Nolom Date: 3-30-12
State of West Unginia
County of Coboll , to-wit:
Taken, subscribed, and sworn to before me this 30day of
My Commission expires March 15, 2021 , 20
FER PER HERE OFFICIAL SEAL NOTARY PUBLIC NOT
TAMMY JIVIDEN  CABELL HUNTINGTON HOSPITAL
1340 HAL GREER BLVD. HUNTINGTON, WV 25701 My commission expires March 15, 2021