



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

Request for Quotation

RFQ NUMBER
 ADJ07002

PAGE
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF
 CHUCK BOWMAN
 304-558-2157

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

ADJUTANT GENERAL'S DEPARTMENT
 MOUNTAINEER CHALLENGE PROGRAM
 CAMP DAWSON
 240 ARMY ROAD
 KINGWOOD, WV
 26537 304-341-6406

DATE PRINTED	TERMS OF SALE	SHIP VIA	FOB	FREIGHT TERMS
06/23/2006				

BID OPENING DATE: 06/30/2006 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
0001	1	EA		952-18		
<p>***** ADDENDUM NO. 1 *****</p> <p>ADDENDUM IN ISSUED TO DISTRIBUTE INFORMATION RESULTING FROM THE MANDATORY PRE-BID MEETING OF 06/14/2006 AT THE MOUNTAINEER CHALLENGE ACADEMY FOR THE FOOD SERVICE CONTRACT. ATTACHED ARE THE PRE-BID SIGN-IN SHEET, THE PRICE ESCALATION PROVISION CLAUSE, AND THE REVISED BID SCHEDULE INCLUDING THE CLARIFICATION OF THE MINIMUM OF TWO(2) YEARS EXPERIENCE AS WELL AS THE REVISED BIDDING MODEL FOR BID EVALUATION PURPOSES.</p> <p>THE FOLLOWING INFORMATION WAS PROVIDED TO THE VENDOR'S IN ATTENDANCE AT THE PRE-BID MEETING IN ELECTRONIC FORMAT AND, DUE TO THE VOLUME OF DATA, IS CONTAINED ONLY IN THE OFFICIAL FILE OF RECORD LOCATED AT THE PURCHASING DIVISION: SAMPLE REPORT OF MONTHLY 'HEAD COUNT' OF INVOICED MEALS, SAMPLE OF SUBMITTED INVOICE FROM CURRENT VENDOR FOR FORMAT PURPOSES, & SAMPLE OF MCA WEEKLY CADET TRAINING SCHEDULE HIGHLIGHTING EVENTS, MEAL START TIME, AND MEAL DURATION TIME.</p> <p>BID DATE CHANGED FROM 06/28/06 TO 06/30/06. BID OPENING TIME REMAINS 1:30 PM.</p> <p>***** NO OTHER CHANGES *****</p>						
FOOD SERVICE FOR WV MOUNTAINEER CHALLENGE ACADEMY						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

**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. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required registration fee. (Effective June 8, 2006, the fee will change from \$45.00 to \$125.00 pursuant to House Bill 4031.)
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, 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.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this contract is automatically null and void, and is terminated without further order.
14. **HIPAA Business Associate Addendum -** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, and available online at the Purchasing Division's web site (<http://www.state.wv.us/admin/purchase/vrc/hipaa.htm>) is hereby made part of the agreement. Provided that, the Agency meets the definition of a Covered Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** 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. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
6. **DUPLICATE BIDS:** All quotations must be delivered by the bidder to the respective offices 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.

ORIGINAL SIGNED BID TO:

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

NOTICE: Beginning June 8, 2006, there is no need to submit a duplicate bid to the State Auditor's Office pursuant to House Bill 4031.



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 2019 Washington Street East
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EXHIBIT 6						
<p>PRICE ADJUSTMENT PROVISION: THE STATE OF WEST VIRGINIA WILL CONSIDER BIDS THAT CONTAIN PROVISIONS FOR PRICE ADJUSTMENTS PRIOR TO THE ORIGINAL EXPIRATION OF THE CONTRACT, PROVIDED THAT SUCH PRICE ADJUSTMENT COVERS BOTH UPWARD AND DOWNWARD MOVEMENT OF THE COMMODITY PRICE, AND THAT ADJUSTMENT IS BASED ON THE "PASS THROUGH" INCREASE OR DECREASE OF RAW MATERIALS AND/OR LABOR, WHICH MAKE UP ALL OR A SUBSTANTIAL PART OF A PRODUCT. ADJUSTMENTS ARE TO BE BASED UPON AN ACTUAL DOLLAR FIGURE, NOT A PERCENTAGE. ALL PRICE ADJUSTMENT REQUESTS MUST BE SUBSTANTIATED IN A MANNER ACCEPTABLE TO THE DIRECTOR PURCHASING, E.G. GOVERNMENTAL BENCH MARKS, GENERAL MARKET INCREASE, PUBLISHED PRICE LISTS. SUCH REQUESTS FOR AND INCREASE SHOULD BE RECEIVED IN WRITING BY THE DIRECTOR OF PURCHASING AT LEAST 30 DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. ANY TIME THE VENDOR REQUESTS A PRICE ADJUSTMENT, THE PURCHASING DIVISION MAY EITHER ACCEPT THE PRICE ADJUSTMENT AND AMEND THE CONTRACT ACCORDINGLY OR REJECT THE ADJUSTMENT IN ITS ENTIRETY AND CANCEL THE CONTRACT.</p>						
<p>PREFERRED TERMS: IT IS PREFERRED THAT THE PRICES ON THIS CONTRACT ARE FIRM FOR LIFE OF THE CONTRACT, AS INDICATED IN THE LIFE OF CONTRACT CLAUSE CONTAINED HEREIN, NOT TO EXCEED ONE (1) YEAR.</p>						

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TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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**Pre-Bid Conference
SIGN IN SHEET**
(Please print legibly)

Request for Proposal No: ADJ07002

Date: 6-14-2006

<u>Representative & Firm Name</u>	<u>Mailing Address</u>	<u>Telephone & Fax Number</u> <u>Email Address</u>
EX: _____ Chuck Bowman WV State Purchasing Division	PO Box 50130 2019 Washington Street, East Charleston, WV 25305	T: 304-558-2157 F: 304-558-4115 Email: cbowman@wvadmin.gov
1. <u>NICK MELUCA</u> <u>ALADDIN FMS</u>	<u>21 Armory Dr</u> <u>Wheeling WV</u> <u>26003</u>	T: <u>(724) 325-2383</u> F: _____ Email: _____
2. <u>Jim Long</u> <u>Service Care of America</u>	<u>2050 Marconi A</u> <u>Suite 300</u> <u>Alpharetta, GA</u> <u>30005</u>	T: <u>678 455-9009</u> F: <u>678 513 6051</u> Email: <u>JamesBL@SCAOL.com</u>
3. <u>Jerrad Mills</u> <u>Blackstone Consulting, Inc</u>	<u>11726 San Vicente Blvd</u> <u>#550</u> <u>LA, CA 90049</u>	T: <u>310-826-4389</u> F: <u>310-826-7269</u> Email: <u>Jerrad@blackstone-consulting.com</u>
4. <u>RICK KRAUSE</u> <u>ALADDIN FOOD MANG</u> <u>SER LLC</u>	<u>21 ARMORY DR.</u> <u>WHEELING WV</u> <u>26003</u>	T: <u>304-242-6200</u> F: <u>304-242-1439</u> Email: <u>KRAUSE@ALADDINFOOD.COM</u>
5. _____	_____	T: _____ F: _____ Email: _____
* 6. <u>CATHY TASKER</u> <u>MCA</u>	_____	T: _____ F: _____ Email: _____
* 7. <u>CHERYL STERLING</u> <u>MCA</u>	_____	T: _____ F: _____ Email: _____
8. _____	_____	T: _____ F: _____ Email: _____
9. _____	_____	T: _____ F: _____ Email: _____

Please PRINT legibly. All information is essential to contact attendees in a timely manner.
If possible, please provide a company business card.

Mountaineer Challenge Academy

RFQ# ADJ07002

Bid Date: 06/30/2006

Opening Time: 1:30 pm

REVISED BID SCHEDULE

Vendors are **REQUIRED** to submit the following prior to the agency evaluation of the bids. It is **PREFERRED** that this information be submitted with the bid proposals. The agency reserves the right to request additional information or clarification at any time during the bid evaluation process.

1. Provide company description and history, it is required the company be in business a **minimum of two (2) years**. Provide a description and history for a **minimum of three (3) food service contracts** or projects of this type and size complete with references. (References **must** include name and current phone number). If applicable, also provide a description and history of any Child Nutrition Contracts complete with references.
2. Operating Procedures- Please provide a sample of the following as they would apply to this contract:
 - A. Training Manual or Plan for Dining Facility Employees
 1. Standard Operating Procedures (SOP) for Food Handling – Food Procurement, Food Preparation, & Food Serving, Facility Care, Cleaning, & Sanitation.
 - B. Sample Work Schedule for Dining Facility Employees
 1. Provide Job Descriptions for personnel. Include required education, training, and experience for required positions
 - a. Dining Facility Manager
 - b. Cook
 - c. Dietician
 - d. Accountant
 2. Provide Base Pay and Benefit information for each position
3. Provide Sample Menus as they would apply to this contract
 - A. Standardized recipes for the following items expected to be included in the 42-day rotation from at least three sources other than the USDA:
 1. Cabbage Rolls
 2. Chicken Noodle Soup
 3. Pepperoni Rolls
 4. Potato Soup
 5. Shepard's Pie
 6. Cherry Pie
 7. Beef Stir Fry
 8. Chicken Livers

REVISED BID SCHEDULE

B. Provide a weekly (7 day) meal plan (breakfast, lunch, & dinner) including meals from the following ethnic groups. (A minimum of one from each category per week.)

1. Thai
2. Greek
3. Hungarian
4. Appalachian
5. Vendor's Choice

C. Provide a two (2) day meal plan for the following diet situations

1. Clear Liquids
2. High Fiber
3. Low Sodium
4. Diabetic
5. Food Allergies

\$ _____ **FOOD** per day x 100 cadets x 30 days= \$ _____ **Total Food/Month***

\$ _____ **LABOR** per day x 30 days= \$ _____ **Total Labor/Month***

\$ _____ **MONTHLY TOTAL***

*Totals are estimates used for evaluation purposes ONLY.

** Invoices are to be submitted monthly in arrears

Vendor: _____

Bid Preparer: _____

Signature: _____

Date: _____