



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  
**COR61353**

PAGE  
**1**

ADDRESS CORRESPONDENCE TO ATTENTION OF  
**JOHN ABBOTT  
 304-558-2544**

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF CORRECTIONS  
 617 LEON SULLIVAN WAY  
 CHARLESTON, WV  
 25301 304-558-8045

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
06/14/2007				

BID OPENING DATE: **06/27/2007** BID OPENING TIME **01:30PM**

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<b>ADDENDUM #02</b>  THIS ADDENDUM IS ISSUED TO CLARIFY, MODIFY, ADD TO, AND/OR DELETE REQUIREMENTS OF THE ORIGINAL REQUEST FOR QUOTATION; AND TO EXTEND THE BID OPENING DATE TO 6/27/2007; 1:30 PM  ATTACHMENTS: 1. ADDENDUM #2 2. REVISED BID FORM  ***** END OF ADDENDUM #02						

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 \$125.00 registration fee.
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.

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**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. **BID SUBMISSION:** 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.

**SIGNED BID TO:**

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

Food Services  
COR 61353

*Addendum 2*

**Agency Modifications**

1. ALTERNATE #1 FOR THE ANTHONY CORRECTIONAL CENTER HAS BEEN DELETED FROM THE RFQ. PLEASE SEE REVISED PRICE BID EVALUATION SHEET ATTACHED TO THIS ADDENDUM.
2. ADD TO SECTION "MOUNT OLIVE CORRECTIONAL COMPLEX", PAGE 9:  
THE VENDOR SHALL BE RESPONSIBLE FOR THE PROVISION OF RAW FOODSTUFFS TO THE MOUNT OLIVE WORK CAMP LOCATED ON THE GROUNDS OF THE FACILITY SCHEDULED TO OPEN JULY 2007. THE WORK CAMP SHALL GENERALLY ABIDE BY THE SAME MENU AS THE MOCC POPULATION; WITH THE EXCEPTION OF LUNCH THAT MAY CONSIST OF A SACK LUNCH PURSUANT TO THE GUIDELINES ESTABLISHED IN THE RFQ. MEALS FOR UP TO 50 INMATES WILL BE PREPARED BY THE WORK CAMP OFFENDERS AND SUPERVISED BY A STATE EMPLOYEE. FOOD ITEMS WILL BE TRANSPORTED FROM MOCC TO THE WORK CAMP BY WV DOC STAFF. THE AGENCY MAY WISH TO MODIFY THE METHOD OF DELIVERY WITH THE AGREEMENT OF THE VENDOR. BILLING WILL BE AT THE PER MEAL PRICE.
3. On page 8, the Mount Olive Correctional Complex total capacity is 1000 inmates.
4. Page 19, 3.3.3. "No Debt Affidavit" should read: "Purchasing Affidavit" and the paragraph that follows this heading should read:  
  
*"West Virginia State Code 5A-3-10a requires that all bidders submit an affidavit regarding any debt owed to the State. The affidavit **must** be signed and submitted prior to award. It is preferred that the affidavit be submitted with the proposal. If submitting a joint bid, the purchasing affidavit must be completed for both vendors."*
5. Page 44, under Lakin Correctional Facility, Alternate #2, second paragraph should now read:  
  
*"The facility is newly built and accepted its first inmates in January, 2003. The current capacity is 426 and another thirty-six beds **will** be completed in June, 2007 bringing the total capacity to 462."*
6. Page 44 under Procurement Specifications, Scope of Work, the approximate number of meals for the Medical Unit/Infirmary has changed from 11 to 12.
7. Page 44 under #16, add: Vendor shall transport all meals for up to 36 inmates to the Modular Units.

**Questions and Answers**

\* The following written questions were submitted prior to the mandatory pre-bid.

8. Ref Pg. 12, #21; "Please clarify "raw foodstuffs" that are required for inmates that reside in outside quarters.

Vendor will provide the un-prepared items to match the menu sufficient for four inmates.

9. Pg. 15 , #12; "As margarine is offered in ½ oz servings as required and provides an important source of calories and nutrients, can this item be included in the total calorie count/day?"

No.

10. Can you clarify the Pricing Pages for all locations: (Price per Meal) with a scale that has a (Daily County)

Don't understand the question, however, we will pay for only meals served daily in accordance with the applicable range and cost per meal.

11. The State is looking to move from the current 4 week cycle menu to a 5 week cycle menu?

Yes.

12. Page 11, #14, please clarify this statement.

Bidder shall supply vendor's name and address of major suppliers by the following categories:

Bakery products such as bread ,etc.

Dairy Products such as milk, cottage cheese, sour cream, etc.

Staple items such as condiments, coffee, cake mixes, sugar, frozen foodstuffs, any "boxed" items if applicable, etc

Fresh fruits and vegetables

Juices

We are encouraging Contractor to engage WV businesses as much as possible, if practical and low bid.

13. Page #15, #7 Does the State requires any form of Nutritional Analysis to be submitted with the proposal or as stated only upon award?

The RFQ states "...upon contract award."

14. Page #17, Contract Personnel:

- Is the State requiring resumes of its proposed Management team with its proposal?

Section 4.1 Page 25, subsection b. requires: "Proposed staffing for each facility to include titles, salary ranges and benefit package as well as job descriptions with minimum qualifications for each proposed position."

Vendor may provide resume if management team is known.

**15. Page #22, #3.4.10 Please clarify the Term of Contract and Renewal as stated in this section in comparison to Page #2 Exhibit #3 Renewal?**

Page 22 clause is applicable to this RFQ; original one year with four one (1) year renewals if both parties agree at time of renewal.

**16. Page #25 – Is a Purchasing Affidavit, signed by appropriate authority required for each pricing page or one for the entire proposal be acceptable?**

No, one only.

**17. In each of the locations it discusses the 2-1 day Open Houses that are to be provided: Can the State provide the menu or expectations of the meals to be provided and reimbursements for these meals?**

The Open houses generally serve a picnic-style meal such as grilled hot dogs, hamburgers, chicken, with salads, desserts and drinks.

• **(Can we bill for each meal consumed at the regular price?)**

Open house meals shall be invoiced at the contract rate based upon numbers provided by facility.

**18. What is the actual cost per pound of State Beef and Pork after processing and de-boning?**

As MOCC and HCC process their own beef and pork quarters, there is no weight recorded. As for LCC, for the months of March through May 2007, the following weights can be determined from WV Department of Agriculture and the processing vendor:

March 2007	Agriculture (4 hogs)	996 lbs	Delivery Weight	445 lbs.
April 2007	Agriculture (1 hog)	251 lbs	Delivery Weight	110 lbs.
May 2007	Agriculture (5 beef)	6665 lbs	Delivery Weight	1926 lbs.

**19. Is there meat processing equipment at Lakin and Anthony? If not (*statement not completed*)**

No, MOCC and HCC only.

*\*The following questions came from the mandatory pre-bid at MOCC, on June 7, 2007.*

**20. Vendors request “snapshot” of billing information for last 90 days to show pricing for MOCC, HCC and Lakin.**

Included in Addendum #2.

- 21. Regarding the staff meal program at MOCC, are staff currently paying a set price for meals and if so, list amount. Also, at HCC and LCC.**

Yes.

MOCC staff pay \$1.50 per meal.

HCC staff pay \$1.50 per meal.

LCC staff pay \$1.00 per meal.

- 22. At MOCC, explain system for beverages and salad bar. Also, HCC and LCC.**

Free flow beverages and salad bar at HCC and MOCC.

LCC does not have free flow beverages or other items.

- 23. Is there electronic scanning system at MOCC, HCC and LCC?**

Yes.

- 24. What is the responsibility of the officers in the kitchen at MOCC?  
How many officers will be there (MOCC) and HCC?**

Duty of the Correctional Officers assigned to the kitchen is to provide security.

At MOCC there will always be at least one officer, most of the time 2 officers will be present.

At HCC, 2 officers will be present.

- 25. Are we limited to the "free flow portions" listed on page 13 or are those listings at minimum? How is it currently at MOCC?**

The free flow items are the minimum of what must be offered. Currently at MOCC, the free flow area is located in the dining area and in addition to the items listed on page 13, a variety of other options are available.

- 26. Please clarify page 2 versus page 22 regarding terms of contract.**

Previously answered in question number 15.

- 27. Could you give an estimation of the completion date of the kitchen renovation at HCC?**

Estimate June 21, 2007. We hope to be utilizing the kitchen by the time of the award of this contract.

- 28. Can we schedule tours for facilities?**

Yes. Canteen will tour MOCC at end of mandatory pre-bid meeting, June 7, 2007.

Canteen will tour HCC, June 13, 2007, at 10am and ACC in the afternoon of June 13, 2007.

Aramark will tour LCC on June 8, 2007 at 1pm and ACC on June 11, 2007 at 1pm.

- 29. Vendors requested extension of one week for bid opening for this RFQ.**

Request noted, subject to Division of Purchasing approval.

**30. LCC Alternate #2, page 45, #6 states: "the Recommended Dietary Allowances for females 18 years of age and older shall be met". Does that include fewer calories?**

No.

**31. Do we bill per meal or for groceries for the four inmates housed outside facility at HCC?**

Per meal.

**32. Please clarify question number 8 submitted by Aramark: "Can you clarify the Pricing Pages for all locations: (Price per Meal) with a scale that has a (Daily Count)"**

The Agency is requesting a price per meal served.

**33. Referring to Cost Page for MOCC/HCC (page 25), explain the range.**

The range selected will be used to determine low bid.

**34. Is a different Purchasing Affidavit needed for each bid page?**

Previously answered in #16.

**35. Regarding beef costs, these numbers don't seem accurate, please provide clarification. Also, it was requested the actual amount of usable beef and cost per pound of usable beef be listed.**

See answer to #18.

**36. Is there meat processing equipment at HCC?**

Yes. See answer to #19.

*\*Questions 37-44 were asked by Canteen during tour of MOCC*

**37. What products are kept in the freezer section of the kitchen?**

Roast beef, steak, pork.

**38. Do you have any examples of meats just brought in from truck?**

No, not currently. We process approximately 8 cows and 6 pigs per month.

**39. Regarding the dry storage area in the kitchen at MOCC, does someone work there?**

Yes, we have an inmate kitchen worker that tags everything.

**40. In each dining hall, do you only allow so many in at a time?**

Yes, the number of inmates is controlled by facility security staff.

**41. Where is the coffee?**

It's located in a separate canister that is brought in to the dining hall.

**42. Do you have self feed ice machines?**

Yes.

- **How many times does it have to be changed?**

It must be replenished approximately 3 to 4 times per meal.

**43. Must inmates show a card to receive special diets?**

Yes.

**44. Are delivery trucks allowed in as long as food service staff is available on-site to receive?**

All deliveries must be made by 3:00PM, Monday through Friday, excluding holidays.

*\*The following questions were asked by Aramark during the tour of LCC on June 8, 2007.*

**45. Do you have a segregation unit?**

Yes.

**46. What is the population in the Segregation Unit?**

48

**47. Do we serve in the unit?**

Yes, the food is placed on the thermo trays and the food service personnel take the trays to the unit.

**48. Does the vendor serve in the unit?**

No. The security staff in the unit serves the trays.

**49. What is your current population?**

416

**50. What was the average served on a daily basis?**

We serve about 828 inmates per day. That was our average over the past 90 days.



*\*Questions #51-53 were asked during Canteen's tour of HCC on June 13, 2007.*

**51. Please provide the number of meals served off invoice for a four week period.**

April 26-May 23, 2007      54,995

**52. Please provide the number of inmates at facility during this time period of invoice.**

On average, 855.

**53. What is your current population?**

On June 8, 2007, population was 861.

*The following questions were concerning Alternate #1 Anthony Center were raised either during mandatory pre-bid meeting or during the tours. They are being included for accuracy only and are not to be considered for bid purposes. Requested items concerning Anthony Center are **not** attached to this Addendum.*

- **Ref Attachment B, menu for Anthony Center; as portion sizes are not currently indicated, will the state allow ARAMARK to provide portion sizes that will meet the requirement for Federal School Breakfast/Lunch program requirements?**

Menu with portions included in Addendum #1.

- **Will the State provide the mandated menu with Portion Sizes for Anthony?**

See answer to previous question.

- **Page #28 Is a Staffing Chart for the Manager and inmate labor needed for this Facility as the employees remain on as State employees?**

No, see Alternate #1, Section 4.1, subsection a, for management submission criteria.

- **Page #36 Bid proposed: Will the state consider a Scale in this location as it has for the other locations? (one Higher and One Lower)**

The residents and inmates at Anthony Center are required to attend meals. Numbers are constant.

- **Will there be security provided in the kitchen at ACC?**

No uniformed staff are be assigned to the kitchen.

- **At ACC, do the youthful offenders fall under the school lunch program?**

Yes.

- **The ACC Alternate # 1 request calls for one on-site food service manager to be provided by the Contractor. How much input would this person have?**

This person would liaison with the Food Supervisor of the kitchen. If issues arise, the first step would be to report it directly to the Food Service Supervisor.

- **The perception is that the requested food service manager provided by the Contractor would be an “extra” person compared to what they currently have, is this correct?**

Yes.

- **Do employees of ACC receive free meals?**

No, they pay \$1.06 per meal and purchase meal tickets in advance.

- **At ACC, will your current recipes be made available?**

Yes. They are available via cook book and also from current cook at the facility.

- **Are there any “free flow items” at ACC?**

No.

- **Do you serve Cafeteria style at ACC?**

Yes.

- **Is there a dietician on staff at ACC?**

No, dietician is contracted.

- **Has ACC had a private vendor before for their food service?**

No.

- **Are you just looking to get better prices?**

Yes.

- **Please describe your therapeutic diets.**

Currently, there are 3 religious diets (Muslim), 1 Medical diet (no fat) and 4 Diabetic Diets. Religious and therapeutic diets are not common. The offender work crews in the kitchen prepare separate trays for those with food allergies. Liquid diets following a tooth extraction are the most common diets.

- **How much pork and beef do you use on a monthly basis?**

Animals provided for 2006 included in RFQ.

- **Explain staff meal rates and how often staff eat each meal.**

Staff pay \$1.06 per meal. Very few staff eat breakfast, approximately 20 staff each lunch daily, (sometimes this number is increased because of in-house training), and approximately 10 staff eat dinner daily. Numbers can change due to holidays, trainings, etc...

- **Are whole milk and 2% milk offered per child nutrition guidelines?**

Yes.

Food Services COR61353

Addendum # 2

Billing Information for MOCC/HCC/LCC

March-May 2007

**MOCC**

<b>Week Ending</b>	<b># Meals</b>	<b>Invoice</b>
3/7/07	18317	\$25,628.71
3/14/07	18443	\$25,774.39
3/21/07	18543	\$25,866.87
3/28/07	18543	\$25,835.56
4/4/07	18899	\$26,199.24
4/11/07	18574	\$25,851.26
4/18/07	18908	\$26,487.38
4/25/07	18665	\$25,992.91
5/02/07	19032	\$26,352.88
5/09/07	19051	\$26,394.52
5/16/07	18983	\$26,301.48
5/23/07	19008	\$26,323.21
5/30/07	19216	\$26,564.31

**HCC**

<b>Week Beginning</b>	<b># Meals</b>	<b>Invoice</b>
3/01/07	13475	\$26,936.53
3/08/07	13592	\$27,170.41
3/15/07	13270	\$27,190.23
3/22/07	13323	\$26,632.68
3/29/07	13863	\$27,712.14
4/05/07	13757	\$27,500.24
4/12/07	14023	\$27,176.57
4/19/07	13985	\$27,956.02
4/26/07	13705	\$27,396.30
5/3/07	14321	\$27,754.10
5/10/07	13563	\$27,112.44
5/17/07	13406	\$26,798.59
5/24/07	14149	\$27,420.76

Food Services COR61353

Addendum # 2

Billing Information for MOCC/HCC/LCC

March-May 2007

<b>LCC</b>		
<b>Week Ending</b>	<b>#Meals</b>	<b>Invoice</b>
3/8/07	7953	\$7,838.72
3/15/07	5990	\$7,843.90
3/22/07	5904	\$7,818.90
3/29/07	7865	\$7,602.86
4/05/07	5798	\$7,624.79
4/12/07	5851	\$7,667.44
4/19/07	5624	\$7,390.11
4/26/07	5476	\$7,339.66
5/03/07	5722	\$7,471.69
5/10/07	5636	\$7,162.93
5/17/07	6202	\$7,983.11

*Addendum 2*

**COR61353**

**Price Bid Evaluation**

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1. It is the Agency's intent to award this contract to one vendor. For the basis of determining low bid, the price bid evaluation will be the total of price per meal served column for the range of meals served.

<b>Institutions</b>	<b>Range of inmate meals served daily</b>	<b>Price per meal</b>
HCC and MOCC	5000-5499	_____
LCF	800-999	_____
<b>TOTAL BID FOR EVALUATION</b>		_____

2. However, the State reserves the right not to award Alternate #2 for Lakin Correctional Facility, but the price per meal cost will still be a component of the total bid cost above.
3. By returning signed bid, bidder agrees to all terms, conditions and mandatory requirements with no exclusions or substitutions.

If any mandatory requirement is not met, bid will be disqualified.

WV-36a STATE OF WEST VIRGINIA <b>PURCHASING CONTINUATION SHEET</b>	Buyer:	Page	Req. or P. O. No.:
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Vendor:	Spending Unit:
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Requisition No.: \_\_\_\_\_

**ADDENDUM ACKNOWLEDGEMENT**

I hereby acknowledge receipt of the following checked addendum(s) and have made the necessary revisions to my proposal, plans and/or specifications, etc.

**Addendum No.'s:**

No. 1 \_\_\_\_\_

No. 2 \_\_\_\_\_

No. 3 \_\_\_\_\_

No. 4 \_\_\_\_\_

No. 5 \_\_\_\_\_

I understand that failure to confirm the receipt of the addendum(s) is cause for rejection of bids.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Date