



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
RJC548

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 32 304-558-0492

RFQ COPY

TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

REG'L JAIL & CORR'L AUTH'Y

1325 VIRGINIA STREET EAST
 CHARLESTON, WV
 25301 304-558-2110

DATE PRINTED: 10/06/2006	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
BID OPENING DATE: 10/25/2006	BID OPENING TIME			01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 2						
ATTACHED ARE THE QUESTIONS AND ANSWERS RELATED TO THE RFP FOR FOOD AND COMMISSARY SERVICES AT THE REGIONAL JAIL.						
CHANGE THE BID OPENING DATE FROM 10/18/06 TO 10/25/06						
0001	1	LS		962-19		
FOOD AND COMMISSARY SERVICES						
***** THIS IS THE END OF RFQ RJC548 ***** TOTAL:						

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.

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

1. What is the current pricing agreement in effect for meals?
 - See Attachment "A"
2. What is the current commission rate for the commissary?
 - A fixed percentage rate of (25.8%) of Gross Sales.
3. Please provide us with a copy of the current commissary product/pricing list.
 - As per RFP – Vendors must submit with their proposal unit prices for all items on pages 38-43
4. Is the Required Bid Menu (two-week cycles) then menu the successful vendor will be required to adhere to? How many cycles is the current master menu in use comprised of?
 - All vendors must bid on attachment "B", the 3200 calorie menu which is in use today.
5. The Required Bid Menu show caloric levels of 2800 and 3200 – will the 2800-calorie menu need to be adjusted to fit the required 3000 calories?
 - No, all vendors must bid on the attached 3200 calorie menu which is in use today. This replaced all menus provided in the RFP and references to various Calorie counts in the RFP.
6. We would like to request billing records/meal count histories (last 90 days) for each of the facilities to detail population trends over the past 3 months.
 - The population trends over the past 90 days have been 4,091, 4,101 and 4,131
7. Page 22.K.2 – we would like to get more information about this requirement – who does this evaluation is there any cost and what is the cost, etc.
 - Although psychological evaluations are not required under the current food service / commissary contract they will be required under future contracts. The vendor will be responsible for arranging the evaluation and bearing costs.
8. Page 25 A.(4) – do you want a list of menu items that have standardized recipes – or each individual complete standardized recipe for menu items as applicable.
 - The Vendor must include in their proposal all standardized recipes planned to utilize for the menu included in the appendix
9. Page 37 Contract Rate – Are the percentages for food costs and management services intended to add up to 100%? Other costs are included in the Meal Price that would not fall under these categories –

paper, chemicals, etc. Also, how will these percentages factor the evaluation process?

- No, See 4.2 & 4.3 Method of evaluation
10. Is the Syscon TAG system being used at all facilities now?
- Yes, in all Commissary operations
11. Clarification on Section 3.2 –A2 (Agency Responsibilities) It says that ‘the facility staff will key in all pertinent inmate data into the successful vendors software system – clarify what data.
- The facility will key in all personal inmate information into the system. (Name, pod, funds, etc).
12. How do commissary orders get into TAG system now?
- The current vendor enters inmate commissary orders into the TAG system.
13. Is any kind of bar code scanning or bubble form scanning being used?
- No
14. What kind of network connectivity is in place between all the locations?
- Our network is linked to the state backbone which is managed by WVNet. All Regional Jail Facilities connect to a centralized database located in the Authority’s Central Office.
15. The RFQ as posted restricts competition, which is in direct contradiction to the meaning and purpose of an RFQ. Combining the two unrelated services restricts the competition to only two firms. Will the Regional Jail Authority provide the names of the companies that provide food service?
- No.
16. If the Regional Jail Authority can’t find food service companies that are willing and prepared to provide services to all 9 Regional Jail Authorities. Please provide us with your suggestions.
- (No suggestions)
17. Please provide benefits of combining two unrelated services in this RFQ?
- Not relevant question to RFP Operations
18. Who inputs the commissary orders into the system? How are the orders processed? (i.e. scanner, manual input)
- Current vendor and they are entered manually
19. Are you utilizing the Tag system to process orders?
- Yes

20. Can we use inmate labor for the pulling of commissary orders?
- This is at the individual Jail Administrator discretion
21. Will you accept an off-site commissary proposal to save space at each institution and increase commissary selection to the WV Regional Jail population, which will increase commissary revenue?
- The RFP requests food and commissary combined, submit proposal accordingly
22. How many times a week do you allow each inmate to order?
- Once per week
23. What are your current commissary sales net of tax? Please breakdown by location.
- Monthly average commissary sales \$189,443 for all locations except the Western Regional Jail.
24. What is the weekly spending limit?
- \$50.00 per week
25. How many vendor staff are used at each facility to run the commissary operation? Are they full or part time? What are their hours? Does the current vendor have a set of people dedicated to commissary and set dedicated to food service?
- The RFP requires you to submit a staffing and operation plan.
26. Pg 30 #7 – What type of commissary equipment are you referring to?
- Vendor will work with Regional Jail Authority for budgeting new equipment if needed each year.
27. Who delivers the orders to the inmates? Do the inmates come to a centralized location to receive their orders or are the bags delivered to each housing units?
- The current vendor, to the inmates in the housing units
28. Please provide us with a current commissary list with prices. Does each facility utilize the same list?
- There are two vendors currently supplying commissary and they differ slightly. The intent of the Regional Jail Authority is to standardize the list
The RFP requires you to submit pricing based on the list provided.
29. The commissary menu on pages 38 through 43 is the duplicated (less the first page) on pages 44 through 48. What is the correct list? Is this the total commissary menu offered to the inmates?
- Use pages 38 – 43 as the correct list to bid. Pages 44 – 48 should not be used. This is the menu that should be used for the RFP

30. Who passes out the order forms to the inmates?
- The current vendor
31. Who processes the credits?
- The current vendor
32. On page 29 Sect. B #1 can you provide an estimate of the inventory? Why would a winning vendor be responsible for purchasing previous vendors inventory? What price will a vendor pay for the inventory? Will we pay the current vendors cost for the items or the price that they sell to the inmate population?
- An estimate of inventory cannot be provided at this time. To ensure to continuity of inmate commissary services. Commissary items will be purchased at the price the stock items were purchased by the facility.
33. On page 32 Sec G #5 it states that we must give existing employees first right of job openings. This is then contradicted in the same section where it states that the vendor has sole discretion in their hiring. Which statement is correct? Are the employees dedicated to the commissary operation only?
- The Regional Jail Authority would like to see all existing employees offered positions. However as the RFP states the hiring of such employees will be at the vendor's discretion. The provision you referenced only applies to commissary operations.
 - Each Vendor should provide a labor schedule identifying how they intend to utilize labor. (see page 34, D-Staffing Plan)
34. Pg 31 E1 – Who pays for the indigent packages? How many indigent packages were distributed to the inmate population in 2005?
- Each facility will paid for their own indigent packages this is not cost to the vendor. However, for your information, the Authority distributes approximately 29,000 indigent packages annually.
35. Please list all the required computer equipment at each location
- The Authority provides one computer and printer at each location. The vendor is responsible for providing any other equipment necessary to conduct business
36. Pg 30 #8 – What is the current delivery schedule at each location?
- North Central – Mon.-Tues.-Thurs & Fri.
 - Central – Mon – Tues – Wed – Thurs & Fri
 - Tygart Valley –Mon – Tues – Wed – Thurs & Fri
 - Potomac – Mon & Thurs
 - Southern Mon – Wed & Fri

- Southwestern – Mon – Wed & Fri
- Western – Mon – Tues – Thurs - Fri
- South Central – Mon – Wed & Fri
- Eastern - Mon – Wed & Fri

37. This bid needs to be withdrawn and reissued as a stand alone commissary service RFQ based upon A) The purchasing departments memo of April 29, 2004, B) The RFQ as currently submitted is restrictive of competition with no justification and C) The RFQ, by combining services, is commingling Inmate Funds with operating funds of the Regional Jail Authority which is not permissible.

- a. **In Betty Francisco memo to Jimmy Plear dated April 29, 2004, (attached), Ms Francisco makes three points that pertain to RJC548. First that the contract resulting from RJC281 in 2002 was incorrectly awarded and should have been awarded to KCN. Next she informs the Regional Jail that the contract for RJC281 was not to be extended beyond October 31, 2004. Her last point is that the Jail Authority must prepare to bid this service, Commissary only, prior to October 31, 2004. The Jail Authority did not act on Ms Francisco's second point and extended the contract to ARAMARK. By combining the food service with commissary in RFQ RJC548 the Jail Authority is once again in violation of Ms Francisco's memos of April 29, 2004.**
- b. **RFQ RJC548 is restrictive of competition as only two current companies provide both services. Neither of these companies, ARAMARK or Canteen Services is the leader in the Commissary Services industry in terms of market share. The combining of services in a RFQ is done only when the services are so specialized that doing so provides the using agency with a benefit that could not be derived by bidding the services separately. There is no evidence anywhere that combining these two disparate services provides any unique benefit to any jail or DOC in the county. On the contrary the evidence points out that awarding these service through separate contracts has provided the using agency the greatest benefits (see attached) One of these benefits is increased competition which should be the goal of any RFQ.**
- c. **Inmate Welfare Funds are intended for the benefit of the inmate population and are not diverted for other purposes. The award criteria for RFQ548 combines food service costs with the costs factors of the commissary under evaluation criteria E. In addition the RFQ places the commissary costs subordinate to the food service costs by only applying 20% value to the commissary costs versus the food service cost receiving a value of 80%**

Combing the services in one RFQ will always put the using agency at risk of having commissary service directly or indirectly at risk of underwriting the food service operation.

Based upon these facts the RFC548 needs to be withdrawn and reissued as two separate RFQs.

- **This is not a question.**
- 38. Please list current population at each facility and give 12-month population history.**
- **See attachment "C".**
- 39. Please list the number of Kosher meals ordered for the past year at each facility.**
- **South Central 1**
 - **Western 1**
 - **Eastern 1**
 - **Southern 1**
- 40. Who bares the cost of the psychological evaluations? Pg 22, Section K2.**
- **The contractor is responsible for the cost of administering the psychological of its employees.**
- 41. Is the pricing to be with or without WV state sales tax?**
- **Pricing should include WV sales tax**
- 42. Pg 30 C.2 – Can the ARJCFA provide additional guidance as to quality level and selecting of the commissary items and products required (1st quality or seconds or irregulars)?**
- **Quality level and selection of products shall meet the approval of the Regional Jail Authority.**
- 43. Pg 32 G.1 – Currently commissary is distributed to inmates one time per week per pod. Does the requirement mandate serving every inmate every day?**
- **No**
- 44. Will questions be accepted at the pre-bid with written answers provided?**
- **Questions were accepted at the pre-bid meeting with follow-up question being accepted until Friday (3) days after the pre-bid meeting**
- 45. Pg 33, 4.1 C2, 3 & 5 – Does the requirements limit responses only to contractors who have provided commissary and food service at the same**

facility or is the intent those vendors who have proved commissary an/or food service?

- Vendors are to submit references of where they have supplied food and / or commissary services, as that is what the RFP is referring to.
46. Are there going to be schedule tours of the facilities?
- Tours were scheduled for Wednesday, September 27th – Friday, September 29th
47. On page 36 – Section 4.5 – 1st paragraph, last sentence, does the percentage arrived at apply only to the three population levels listed should those percentages be used for all population levels?
- See Page 36 – section 4.5 – 3rd Paragraph
48. Please clarify page 36, section 4.5 last paragraph. Is the bidder responsible for multiplying “the monthly average quantity sold” for each commissary item reverent unit cost and totaling?
- No, The bidder is only responsible to complete the unit pricing on pages 38 – 43 for all commissary items.
49. What size of a Kit-Kat bar is desired? (Ref. Page 42)
- Regular Size, (Not King or Snack)
50. Will questions be taken at the pre-bid meeting on September 27?
- Questions were taken
51. When the 3oz soups are mentioned i.e. chili, hot shrimp soup etc, Is it the intent to use Ramen Noodles?
- Yes
52. What is the weight size for the Oatmeal Pie on the Commissary List?
- 3.8 oz
53. On the Commissary list Maxwell House coffee is specified, may other brands be substituted?
- All vendors must submit the pricing for Maxwell House Coffee.
54. As for the clothing and shoe items, is the pricing to be on US made products only or on import products?
- Please specify in your proposal
55. What is the package size of Rolaid's and Cough Drops?
- Rolaid's are a 12 pk
 - Cough Drops are Halls 9 pk
 -

56. Is there a brand specific cards or grade level?

- **Playing Cards are Maverick or Aviator**

57. What size packaging is required for Tampons?

- **8 Count**

58. There are identical pages on the Commissary items is this intentional?

- **No, but the correct pages are 38 - 43**

Attachment A
State of West Virginia
Effective November 1, 2003 through October 31, 2004

Number of Inmates	Rate per Day per Inmate	
	Old Rate	New Rate
2,650 - 2,700	\$2.8525	\$2.9133
2,600 - 2,650	2.8709	2.9321
2,550 - 2,600	2.8893	2.9508
2,500 - 2,550	2.9067	2.9686
2,450 - 2,500	2.9272	2.9895
2,400 - 2,450	2.9487	3.0115
2,350 - 2,400	2.8412	2.9017
2,300 - 2,350	2.8617	2.9227
2,250 - 2,300	2.8832	2.9446
2,200 - 2,250	2.9037	2.9655
2,150 - 2,200	2.8044	2.8641
2,100 - 2,150	2.8269	2.8871
2,050 - 2,100	2.8515	2.9122
2,000 - 2,050	2.8709	2.9321
1,950 - 2,000	2.8945	2.9562
1,900 - 1,950	2.9211	2.9833
1,850 - 1,900	2.9467	3.0095
1,800 - 1,850	2.9743	3.0377
1,750 - 1,800	3.0050	3.0690
1,700 - 1,750	3.0357	3.1004
1,650 - 1,700	3.0685	3.1339
1,600 - 1,650	3.1043	3.1704
1,550 - 1,600	3.1421	3.2090
1,500 - 1,550	3.1821	3.2499
1,450 - 1,500	3.1821	3.2499
1,400 - 1,450	3.1821	3.2499
1,350 - 1,400	3.1821	3.2499
1,300 - 1,350	3.1821	3.2499
1,250 - 1,300	3.1821	3.2499
1,200 - 1,250	3.1821	3.2499
1,150 - 1,200	3.1821	3.2499
1,100 - 1,150	3.1821	3.2499
1,050 - 1,100	3.1821	3.2499
1,000 - 1,050	3.1821	3.2499
950 - 1,000	3.1821	3.2499
900 - 950	3.1821	3.2499
850 - 900	3.1821	3.2499
800 - 850	3.1821	3.2499
750 - 800	3.1821	3.2499
700 - 750	3.1821	3.2499
650 - 700	3.1821	3.2499
600 - 650	3.1821	3.2499
550 - 600	3.1821	3.2499
500 - 550	3.1821	3.2499
450 - 500	3.1821	3.2499
400 - 450	3.1821	3.2499
350 - 400	3.1821	3.2499
300 - 350	3.1821	3.2499
250 - 300	3.1821	3.2499
200 - 250	3.1821	3.2499

ATTACHMENT "A"

WEST VIRGINIA REGIONAL JAIL AUTHORITY

Weekly Average 3200 Calories Per Day

WEEK 1

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
B	Fruit or Fruit Juice 1 EA or 1/2 C	Fruit or Fruit Juice 1 EA or 1/2 C	Fruit or Fruit Juice 1 EA or 1/2 C	Fruit or Fruit Juice 1 EA or 1/2 C	Fruit or Fruit Juice 1 EA or 1/2 C	Fruit or Fruit Juice 1 EA or 1/2 C	Fruit or Fruit Juice 1 EA or 1/2 C
R	Hot Cereal 1 C	Hot Cereal 1 C	Hot Cereal 1 C	Hot Cereal 1 C	Hot Cereal 1 C	Hot Cereal 1 C	Hot Cereal 1 C
E	French Toast 2 SL	Breakfast Meat Gravy 6 OZ	Breakfast Meat Gravy 6 OZ	Breakfast Meat Gravy 6 OZ	Hot Cereal 3 EA	Scrambled Eggs 3/4 C	Breakfast Meat Gravy 6 OZ
A	Syrup 1/4 C	Hash Browns 3/4 C	Muffin 1/54 1 EA	Syrup 1/4 C	Syrup 1/4 C	O'Brien Potatoes 3/4 C	Hash Browns 3/4 C
K	Margarine 2/3 OZ	Margarine 2 EA	Margarine 2 EA	Collage Fries 1 OZ	Fried Bologna 2/3 OZ	Enriched Bread 2 EA	Margarine 2 EA
F	Breakfast Sausage 1 EA	Biscuit 1/40 2 EA	Sugar PKT 1 EA	Biscuit 1/40 2 EA	Margarine 1 EA	Sugar PKT 1 EA	Biscuit 1/40 2 EA
S	Sugar PKT 1 EA	Margarine 1 EA	Salt & Pepper PKT 1 EA	Margarine 1 EA	Sugar PKT 1 EA	Salt & Pepper PKT 1 EA	Margarine 1 EA
T	2% Milk 1 C	Salt & Pepper PKT 1 EA	Coffee 1 C	Salt & Pepper PKT 1 EA	Coffee 1 C	Coffee 1 C	Salt & Pepper PKT 1 EA
	2% Milk 1 C	2% Milk 1 C	2% Milk 1 C	2% Milk 1 C	2% Milk 1 C	2% Milk 1 C	2% Milk 1 C
Breaded Chicken Pattie	3 OZ	Deeli Sandwich: T Salami 2 OZ	Hamburger: Beef Pattie 1 EA	Sloppy Joe (3 oz meal) Hamburger Bun 1 C	Tacos: Taco Meat (3 oz meal) 4 OZ	Cold Cut Sandwich: Turkey 2 OZ	Salisbury Beef Pattie 3 OZ
Gravy	3 OZ	Beef Pattie 1 EA	Hamburger Bun 1 C	Polato Salad 1 C	Shredded Cheese 1/2 OZ	Cheese 1 OZ	BBQ Sauce 1/4 C
Seasoned Rice	1 OZ	Mustard 1/2 OZ	Mustard 1/2 OZ	Tossed Salad 1/2 C	Shredded Lettuce 1/2 C	Mustard 1/2 OZ	Rice O'Brien 1/2 C
Tossed Salad	1/2 OZ	Catsup 1 C	Catsup 1 C	Dressing 1/2 OZ	Salsa 2 oz	Mayo-Type Dressing 1/2 OZ	Tossed Salad 1/2 C
Enriched Bread	2 SL	Enriched Bread 1/2 OZ	Margarine 1 EA	Sandwich Cookies 2 EA	Tortillas 1 C	Enriched Bread 1 C	Dressing 1/2 OZ
Margarine	1 OZ	Potato Chips 3/4 C	Margarine 1 EA	Salt & Pepper PKT 1 EA	Rice 3/4 C	Pasta Salad 1 C	Enriched Bread 1/2 OZ
Sandwich Cookies	2 EA	Carrot Salad 1 EA	Gelatin Dessert 1 EA	Salt & Pepper PKT 1 EA	Refried Beans 1 EA	Coleslaw 1 EA	Enriched Bread 1/2 OZ
Salt & Pepper PKT	1 EA	Iced Cake 1/54 1 EA	Salt & Pepper PKT 1 EA	Fruit Punch w/Vit C 1 C	Iced Cake 1/54 1 EA	Fruit Crisp 1 EA	Pudding 1/2 C
Fruit Punch w/Vit C	1 C	Fruit Punch w/Vit C 1 C	Fruit Punch w/Vit C 1 C	Fruit Punch w/Vit C 1 C	Fruit Punch w/Vit C 1 C	Fruit Punch w/Vit C 1 C	Salt & Pepper PKT 1 EA
Country Fried Pattie	3 OZ	Baked Meatloaf 3 OZ	T Ham 3 OZ	Chicken Pattie 3 OZ	T Franks (3 oz total) Hot Dog Buns 2 EA	Italian Meat Sauce (3 oz meal) 6 OZ	Fish Pattie 3 OZ
Gravy	3 OZ	Scalloped Potatoes 1 C	Gravy 1 C	Shredded Mozzarella Cheese 1 OZ	Catsup 1/2 OZ	Steamed Pasta 1 C	Tater Sauce 1/2 OZ
Mixed Vegetables	1/2 C	Mixed Vegetables 1/2 C	Whipped Potatoes 1/2 C	Pasta w/ Italian Sauce 1 C	Mustard 1/2 OZ	Peas 1/2 C	Collage Fries 1/2 C
Enriched Bread	2 SL	Enriched Bread 1/2 OZ	Corn 1/2 C	Tossed Salad 1/2 C	Oven Stripped Potatoes 1 C	Tossed Salad 1/2 OZ	Seasoned Greens 1/2 C
Margarine	1 EA	Margarine 1 EA	Tossed Salad 1/2 OZ	Dressing 1/2 OZ	Gelatin Dessert 1 EA	Enriched Bread 2 SL	Enriched Bread 1/2 OZ
Brownie 1/54	1 EA	Brownie 1/54 1 EA	Combread 1/54 1 EA	Enriched Bread 1/2 OZ	Salt & Pepper PKT 1 EA	Margarine 1 EA	Margarine 1 EA
Salt & Pepper PKT	1 EA	Salt & Pepper PKT 1 EA	Margarine 1 EA	Margarine 1 EA	Salt & Pepper PKT 1 EA	Iced Cake 1/54 1 EA	Sandwich Cookies 2 EA
Fruit Crisp	1 EA	Sweetened Iced Tea 1 C	Iced Cake 1/54 1 EA	Pudding 1/2 OZ	Salt & Pepper PKT 1 EA	Salt & Pepper PKT 1 EA	Salt & Pepper PKT 1 EA
Sweetened Iced Tea	1 C	Sweetened Iced Tea 1 C	Salt & Pepper PKT 1 EA	Sweetened Iced Tea 1 C	Sweetened Iced Tea 1 C	Sweetened Iced Tea 1 C	Sweetened Iced Tea 1 C

All items purchased fully cooked, with manufacturer tolerance specifications, are weight measurements prior to eating. Casseroles and entree items made from scratch are based upon cooked weight measurements. Weights on cookies made from mix are prior to baking. Side dishes are volume measurements. All combination dishes are ground poultry unless otherwise indicated. All starches, vegetables, and cooked cereal are prepared with margarine, unless indicated as LF. (Low Fat). No pork is used unless item is named pork. In addition, cheese with calcium is used.



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Current Population Count

(Note: This is in real-time and will change throughout the day.)

Institution	Current Count
Central Regional Jail	281
Eastern Regional Jail	401
North Central Regional Jail	526
Northern Regional Jail	335
Potomac Highlands Regional Jail	250
South Central Regional Jail	475
Southern Regional Jail	518
Southwestern Regional Jail	364
Tygart Valley Regional Jail	350
Western Regional Jail	515
Total	4015

Facility: CRJ

Count Date	Total Count
Oct 2005	8693
Nov 2005	7993
Dec 2005	7440
Jan 2006	8006
Feb 2006	7449
Mar 2006	8097
Apr 2006	7229
May 2006	8414
Jun 2006	5435
Jul 2006	8425
Aug 2006	8184
Sep 2006	7862
Total:	93227

Facility: ERJ

Count Date	Total Count
Oct 2005	13696
Nov 2005	12840
Dec 2005	13175
Jan 2006	13585
Feb 2006	11600
Mar 2006	12354
Apr 2006	11537
May 2006	12169
Jun 2006	7612
Jul 2006	11220
Aug 2006	11143
Sep 2006	10590
Total:	141521

Facility: NCRJ

Count Date	Total Count
Oct 2005	17290
Nov 2005	16619
Dec 2005	16657
Jan 2006	15933
Feb 2006	14329
Mar 2006	16028
Apr 2006	16056
May 2006	15546
Jun 2006	10118
Jul 2006	16162
Aug 2006	16986
Sep 2006	15910
Total:	187634

Facility: NRJ

Count Date	Total Count
Oct 2005	9609

Facility: NRJ

Count Date	Total Count
Nov 2005	8852
Dec 2005	9297
Jan 2006	9662
Feb 2006	9200
Mar 2006	9614
Apr 2006	9103
May 2006	9725
Jun 2006	6437
Jul 2006	10115
Aug 2006	9934
Sep 2006	9639
Total:	111187

Facility: PHRJ

Count Date	Total Count
Oct 2005	7419
Nov 2005	7243
Dec 2005	7215
Jan 2006	7542
Feb 2006	7178
Mar 2006	7402
Apr 2006	6261
May 2006	6990
Jun 2006	4677
Jul 2006	6736
Aug 2006	6934
Sep 2006	6901
Total:	82498

Facility: SCRJ

Count Date	Total Count
Oct 2005	15902
Nov 2005	14833
Dec 2005	14207
Jan 2006	14230
Feb 2006	13448
Mar 2006	15455
Apr 2006	14787
May 2006	14664
Jun 2006	9418
Jul 2006	15254
Aug 2006	15379
Sep 2006	14909
Total:	172486

Facility: SRJ

Count Date	Total Count
Oct 2005	16937
Nov 2005	15004

Facility: SRJ

Count Date	Total Count
Dec 2005	15388
Jan 2006	14304
Feb 2006	13629
Mar 2006	15494
Apr 2006	15133
May 2006	15190
Jun 2006	10139
Jul 2006	15519
Aug 2006	15455
Sep 2006	14137
Total:	176329

Facility: SWRJ

Count Date	Total Count
Oct 2005	12070
Nov 2005	11310
Dec 2005	11050
Jan 2006	11095
Feb 2006	9816
Mar 2006	10868
Apr 2006	10962
May 2006	10729
Jun 2006	6488
Jul 2006	10114
Aug 2006	11326
Sep 2006	10819
Total:	126647

Facility: TVRJ

Count Date	Total Count
Oct 2005	6344
Nov 2005	7781
Dec 2005	8032
Jan 2006	9718
Feb 2006	10075
Mar 2006	11253
Apr 2006	9746
May 2006	10724
Jun 2006	6815
Jul 2006	10611
Aug 2006	10431
Sep 2006	9715
Total:	111245

Facility: WRJ

Count Date	Total Count
Oct 2005	16463
Nov 2005	15057
Dec 2005	15256

Facility: WRJ

Count Date	Total Count
Jan 2006	14828
Feb 2006	13427
Mar 2006	15340
Apr 2006	15290
May 2006	15294
Jun 2006	9505
Jul 2006	15236
Aug 2006	15228
Sep 2006	15287
Total:	176211
Report Total:	1378985

ADDENDUM NO. 2
ADDITIONAL RESPONSE TO
QUESTION NO. 37

This comments contained in Question Number 37 does not appear to be relevant to the new Request for Proposal and addresses a problem with the bidding process under the previous contract.

Regional Jail was instructed to re-bid the commissary contract. Nothing in her memo indicates that commissary services were to be bid as a separate bid or "Commissary only" as stated in the question. §148-1-6.5.1 of the Legislative Rule states that "Specifications are written to encourage competition and meet the needs of the spending units. No person shall write specifications to limit competition or favor or disfavor a particular vendor. No person shall attempt to influence the drafter of specifications to favor or disfavor another vendor."

Since the specifications were written to allow competition, and it appears to not favor a particular vendor, the services were combined into one RFP. Nothing in the rule or memo from Betty Francisco indicates that the services can not be combined into one requisition.

There are proper procedures that must be followed if a protest of specifications are to be filed. Placing this information in a question document does not follow the procedures as established by the Legislative Rule.

**Pre-Bid Conference
SIGN IN SHEET**

[Please Print]

Request for Proposal No.: RJC548 Date: 9/27/06

<u>Firm & Representative Name</u>	<u>Mailing Address</u>	<u>Telephone & FAX Numbers</u>
1. <u>Canteen Correctional Services</u> <u>Steve Sleigh - Regional Sales Director</u>	<u>2109 Commodore Ct</u> <u>Va. Beach, VA 23454</u>	T: <u>757-615-0517</u> F: <u>757-496-3239</u>
2. <u>Tom Phillips</u> <u>District Manager</u>	<u>"</u> <u>"</u>	T: <u>"</u> F: <u>"</u>
3. <u>Bill McMullen</u> <u>District Manager</u>	<u>"</u> <u>"</u>	T: <u>"</u> F: <u>"</u>
4. <u>Barbara Coffe</u> <u>District Manager</u>	<u>703 WEX - 2300 W. Waverlyville Rd</u> <u>Lawrence, Georgia 30515</u>	T: <u>412-952-8729</u> F: <u>412-682-2911</u> <u>630-271-5758</u>
5. <u>Steve Morrow</u> <u>Regional Sales Director</u>	<u>703 WEX - 2300 W. Waverlyville Rd</u> <u>Lawrence, Georgia 30515</u>	T: <u>203-910-0145</u> F: <u>630-271-5758</u>
6. <u>CANTEEN CORRECTIONAL SVCS</u> <u>NICK HUN</u>	<u>PO BOX 413</u> <u>HUNN CREEK, WV 25926</u>	T: <u>304-550-7431</u> F: <u>304-962-6571</u>
7. <u>Keefe Commissary Network</u> <u>Timothy Ward</u>	<u>301 mill rd</u> <u>Edison NJ 08837</u>	T: <u>732-809-0132</u> F: <u>800-480-8648</u>
8. <u>Dallas Tucker</u> <u>Atlantic Landing</u>	<u>607 18th Avenue</u> <u>Huntington, WV 25701</u>	T: <u>(304) 523-6401</u> F: <u>(304) 523-6950</u>
9. _____	_____	T: _____ F: _____
10. _____	_____	T: _____ F: _____

Please print or write legibly. The fax number is essential to contact the attendees in a timely manner.