

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

TERMS OF SALE

Request for Quotation

SHIP VIA

RFQ NUMBER SUPFOOD07

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FREIGHT TERMS

ADDRESS CORRESPONDENCE TO ATTENTION OF: JO ANN ADKINS 304-558-8802

F.O.B.

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

- 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 Viginia 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



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 SUPFOOD 07

PAGE 2

ADDRESS:CORRESPONDENCE:TO:ATTENTION:OF

JO ANN ADKINS 304-558-8802

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

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JO ANN ADKINS

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Request for **Quotation**

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JO ANN ADKINS
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ALL STATE AGENCIES
AND POLITICAL SUBDIVISIONS
VARIOUS LOCALES AS INDICATED
BY ORDER

DATE PRINTED FREIGHTTERMS TERMS OF SALE SHIP VIA F.O.B. 04/19/2007 06/05/2007 RID OPENING TIME 01:30PM BID OPENING DATE: AMOUNT LINE QUANTITY UOP ITEM NUMBER UNIT PRICE THAT SUCH INFORMATION DOES NOT CONTAIN THE AMOUNTS OF TAXES PAID NOR ANY OTHER INFORMATION DEEMED BY THE TAX COMMISSIONER TO BE CONFIDENTIAL. UNDER PENALTY OF LAW FOR FALSE SWEARING (WEST VIRGINIA CODE 61-5-3), BIDDER HEREBY CERTIFIES THAT THIS CERTIFICATE IS TRUE AND ACCURATE IN ALL RESPECTS; AND THAT IF A CONTRACT IS ISSUED TO BIDDER AND IF ANYTHING CONTAINED WITHIN THIS CERTIFICATE CHANGES DURING THE TERM OF THE CONTRACT, BIDDER WILL NOTIFY THE PURCHASING DIVISION IN WRITING IMMEDIATELY. BIDDER: DATE SIGNED: TITLE: * CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR | "B", | OR BOTH "A" AND | "B" WHICH YOU ARE YOU MAY REQUEST UP TO THE MAXIMUM ENTITLED TO RECEIVE. 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00) NOTICE A SIGNED BID MUST BE \$UBMITTED TO: DEPARTMENT OF ADMINISTRATION PURCHA\$ING DIVISTON BUILDING 15 SEE REVERSE SIDE FOR TERMS AND CONDITIONS SIGNATURE TELEPHONE FEIN ADDRESS CHANGES TO BE NOTED ABOVE



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ALL STATE AGENCIES
AND POLITICAL SUBDIVISIONS
VARIOUS LOCALES AS INDICATED
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SUPFOOD07 Specifications and Conditions

SUPFOOD07 Specifications

- 1. Orders shall be delivered within 5 working days after receipt of order (ARO). Preferred delivery is 5 calendar days ARO. Delivery greater than 5 working days will not be considered. Spending units must be advised in writing if orders will be delayed for any reason. Contractor shall carry an adequate stock to insure such delivery service for the duration of the contract. Vendor shall note the number of days (calendar or working) on the pricing page.
- 2. All orders from this contract totaling \$200.00 or more shall be delivered FOB: Destination (Vendor shall pay all shipping charges.) If bidders have a minimum quantity that is required to accept orders, they must enter that quantity on the pricing page; failure to do so will require the vendor to deliver any quantity ordered.
- 3. All orders less than \$200.00 shall be delivered FOB: Shipping Point. Any transportation charges costs shall be itemized as a separate charge.
- 4. All pricing must include delivery to any West Virginia address.
- 5. Agencies may make small purchases (under the \$200.00) from a local source if pricing includes delivery and a savings results. Note: Agencies are not permitted to string orders to circumvent purchasing policy.
- 6. Product expiration dates shall be as long as possible and must be at least one year from date of delivery.
- 7. Vendor must guarantee the products to be free from any defect in material, packaging and workmanship. Vendor agrees to replace defective items promptly at no charge to the ordering agency if problems are detected and reported within a period of six months from the date of delivery.
- 8. All products bid shall meet the attached specifications for the products bid.
- 9. Vendor shall remove and replace any product on this contract that an agency has received and determined the product is unsatisfactory in performance and/or is not suitable for their facility. Vendor shall do this at no cost to the agency.

SUPFOOD07 Specifications and Conditions

- 10. Vendor must have a manufacturer's certification that all products bid, meet all specifications. Such certification should be submitted with each vendor's bid.
- 11.All quantities listed on the pricing page are estimates only, and should not be construed as any guarantee of future contract use. This quantity shall be used to evaluate the bids. 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.
- 12. The successful bidder shall not substitute any other brand from those awarded, nor sell any additional items under their contract not specifically covered herein, without prior written permission of the Purchasing Division.
- 12.If the selected vendor fails to meet any provision of the contract, the contract may be canceled immediately.
- 13. Contract Price Changes: Successful vendor may request substantiated price increase increases at renewal. Purchasing may either accept the price increase or re-bid the commodity.
- 14. Selected vendor must submit quarterly reports to the Purchasing Department. These reports must indicate the quantity of each item purchased and the total dollar amount of all orders. Reports must be sent to:

Purchasing Division Attention: Jo Ann Adkins 2019 Washington Street, East Charleston, West Virginia 25305

SUPFOOD07 - PRICING PAGES

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Item	Description	Stock #	bidding an Alternate Item	No. Ounces	Case Otv Fs	Fst Otv	Case Price	Minimum	Total
-	ll				8				
7	Boost Chocolate					12 cs			
က	Boost Strawberry				_	12 cs			The state of the s
4	Boost Vanilla	TOTAL CONTRACTOR OF THE PROPERTY OF THE PROPER			•	12 cs			
C)	Boost Butter Pecan	The state of the s				12 cs			
9 1	Boost w/Fib Chocolate					12 cs			
- α	Boost Vanilla Dire					12 CS			
0	Boost High Protein Drink		THE PROPERTY OF THE PROPERTY O		7	255 CS			
9	Boost Plus	The state of the s			10	24 03			
11	Boost with Benefiber and FOS				2	24 cs			
12	Boost Diabetic				2	24 cs			
13	Carnation Instant Breakfast No sugar - Var. Pack				Φ	64 cs			
14	Carnation Instant Breakfast Var. Pack				7	72 cs			
12	Carnation Instant Breakfast Lactose Free				2	24 cs			
9	Carnation Enlive! Instant Breakfast Juice Drink				7	24 cs			
17	Compleat				7	24 cs			
9	Diabetisource AC		A CONTRACTOR OF THE CONTRACTOR		2	.4 cs			
19	Enrich	a and the state of			2	24 cs			
29	Ensure Butter Peacan				2	24 cs			
21	Ensure Chocolate Mint				2	24 cs			
22	Ensure Chocolate	######################################			2	24 cs			
23	Ensure Coffee				7	24 cs			
24	Ensure Eggnog	THE PARTY OF THE P			2	24 cs			
22	Ensure Orange				2	24 cs			
56	Ensure Orange Cream				2	24 cs			
27	Ensure Plus Chocolate				2	24 cs			
78	Ensure Plus Coffee				2	24 cs			The same of the sa
29	Ensure Plus Eggnog				2	24 cs			
႙	Ensure Plus Strawberry				2	24 cs			
3	Ensure Plus Vanilla				2	24 cs			
32	Ensure Plus HN				2	24 cs			
33	Ensure Pudding, Butterscotch	APPROXIMATION AND A STATE OF THE STATE OF TH			4	48 cs			
34	Ensure Pudding, Chocolate				4	48 cs			
35	Ensure Pudding, Tapioca				4	48 cs			
ဗ္တ	Ensure Pudding, Vanilla				4	48 cs			
37	Ensure Strawberry	***************************************			2	24 cs			
88	Ensure Vanilla				7	24 cs			
68	Ensure High Protein				2	24 cs			
9	Ensure Fiber with FOS, Nutren 1.0 Fiber				7	24 cs			
41	Fibersource				2	24 cs			
42	Fibersource HN				2	24 cs			
43	Forta Drink Fruit Punch				7	4 cs			
44	Forta Drink Orange				7	4 cs			
45	Forta Shake Eggnog				7	4 cs			
46	Forta Shake Strawberry				7	4 cs			
47	Forta Shake Vanilla				-	4 cs			

			Name of Item if						
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48	Forta Shake Chocolate				-				
49	Glucerna					24 cs			
20	Glucerna Ready - To - Hang					8 cs			
51	Glucerna RTU					24 cs			
52	Glutasorb					24 cs			
53	Glytrol Vanilla					24 cs			
54	Impact Advanced Recovery					24 cs			
55	Isocal, Isocal HN					24 cs			
26	Isosource 1.5					24 cs			
57	Isosource, Isosource HN					24 cs			
58	Isosource VHN					24 cs			
29	Jevity					24 cs			
09	Jevity Plus					24 cs			
61	Jevity Ready - To - Hang	A A A A A A A A A A A A A A A A A A A				8 cs			
62	L-Emental, Juven					56 cs			
63	Lofenalac					9 CS			
64	I-Valex-1					80 G			
99	Meritene, Chocolate					12 cans			
99	Meritene, Strawberry				_	12 cans			MANAGEMENT TO THE PARTY OF THE
29	Meritene, Vanilla				~	12 cans			
89	Meritene, Milk Chocolate			,		12 cans			
69	MCT Oil				9	6/1 quart			-
2	Microlipid				7	48/3 oz			
71	Milupa PKU 2					2 cs			
72	MSUD Maxamaid				,	4 cans			
73	MSUD Maxamum				•	4 cans			
74	Nepro - Vanilla					24 cs			
75	Novasource 2.0					24 cs			
76	Novasource Pulmonary					24 cs			
11	Novasource Renal					24 cs		770	
78	NuBasics 2.0 Vanilla					24 cs			
79	NuBasics Drink Choc. Swirl					24 cs			
8	NuBasics Drink Stwbry Burst					24 cs			
8	NuBasics Drink Vanilla Swirl			The state of the s		24 cs			AMERICAN
82	NuBasics Soup, Chicken	WWW.	***************************************			24 cs			
83	NuBasics Soup, Tomato	A TOTAL CONTRACTOR OF THE PARTY				24 cs		The second of th	
8	Nutren 1.0 w/Fiber UltraPak					ဗ္ဗ			MANAGEMENT AND PROPERTY OF THE
82	Nutren ProBalance, Jevity 1.2 Cal					24 sc			
8	Nutren 1.5, Jevity 1.5 Cal					24 cs			
87	Nutren 2.0 TwoCal HN		A CONTRACTOR OF THE CONTRACTOR			24 cs			
88	NutriVent - Vanilla					24 cs			
83	Optimental, Peptamen					24 cs			
90	Osmolite HN Ready - To - Hang					8 CS			
91	Osmolite Ready - To - Hang					8 CS			
92	Oxepa, Nutrivent, Pulmocare					24 cs			
93	Pedialyte					8 pls			
95	Pedialyte (Unflavored) RTF					8 pls			

			Name of Item if						
Item	Description	Stock #	bidding an Alternate Item	No. Ounces / Container	Case Qty	Est. Ofv	Case Price	Minimum Order	Total
92	Peptamen 1.5					24 cs	•		
96	Peptamen, Peptamen with Prebio					24 cs			
26	Peptinex Vanilla					24 cs			
88	Peptinex DT					24 cs			
66	Peptines with Prebiotics					24 cs			8
19	Perative	WW				24 cs			
19	Periflex, Orange/Pineapple					4 cans			
102	Periflex, Unflavored					4 cans			
103	Phenex - 1					so 9			
104	Phenex - 2					9 cs			
105	Phenyl - Free Powder					ဗ ဗ			
106	Phlexy 10								
107	ProBalance UltraPak		***************************************			80 G			
108	Product 3200 AB					8 cs			
109	Product 80056	WW				80 9			
110	Promod Powder					80 9			
111	Promod, Pro-Stat					6 cans			
112	Promote with Fiber, Nutren Replete Fiber								
113	Pro - Phree					80 G	-		
114	Propimex					ဗ ဗ			TO THE TAXABLE PROPERTY OF TAXABLE
115	Pulmocare Ready - To - Hang					8 CS			
116	Pulmocare Strawberry		-			24 cs			
117	Pulmocare Vanilla					24 cs			
118	Pulmocare Vanilla RTU					24 cs			
119	Replete w/FiberPak					e cs			
120	Resource Arginaid EXTRA					24 cs			
121	Resource Diabetic TF					24 cs			
122	Resource Diabetishield					24 cs			
123	Resource Fruit Beverage					24 cs			
124	Resource Support					24 cs			
125	Resource Arginaid					56 cs			
126	Resource Benecalorie					24 cs			
127	Resource Benefiber					75 cs			,
128	Resource Beneprotein Instant Protein Powder					6 cans			
129	Resource Glutasolve	***************************************				56 cs			
130	Subdue (Flavored)					24 cs			
131	Subdue Plus					24 cs			
132	Tolerex					80 cs			
133	TraumaCal					24 cs			
134	TwoCal HN Butter Pecan					24 cs			
135	TwoCal HN Vanilla					24 cs			
136	Tyrex - 2					80 G			,
137	UCD - 1					5 cs			
138	Ultracal					12 cs			**************************************
139	Vivonex Plus					36 cs			
140	Vivonex RTF		111 111 111 1111 1111			24 cs			
141	Vivonex T.E.N.					80 cs			

Stock # Alternate Item Stock # Alternate Item		No. Ounces Case Oty Est Oty Case Price Order Total	כמשם ענץ בשני ענץ כמשם דוונים סומפו המש	20.0	4 cans	4 cans	4 cans	4 cans	4 cans	24 cs	24 cs	24 cs	24 cs	908	900	24 cs	24 cs	24 cs	24 cs	24 cs	24 cs	24 cs	908	36 cs	တ မ	24 cs	24 cs	24 cs	24 cs	24 cs	24 cs	24 cs	24 cs	9 03	24 cs	8 cs	48 cs	48 cs	48 cs	48 cs	54 cs	64 cs	24 CS	24 cs	- ;;
Description Wheat Starch XP Maxamaid, Orange XP Maxamaid, Orange XP Maxamum, Orange XP Maxamum, Unflavored XP Maxamum XP En Try Maxamid Subdue Liquid Kind Chocolate Almond Subdue Liquid Chocolate Almond Subdue Liquid Kangaroo Redi Feed Kindercal TF, Vanilla Kindercal TF, Sotonic, Sotonic Resource Just for Kids 1.5 Cal with Fiber	Name of Item if	bidding an Alternate Item	Allemate hem		THE PROPERTY OF THE PROPERTY O		Annual Control of the															-																							
		Description		Vilidat Otaloil	Ar Maxamald, Orange	XP Maxamaid, Untlavored	XP Maxamum, Orange	XP Maxamum, Unflavored	XPHEN, TYR Maxamaid	Subdue Liquid Rich Chocolate	Subdue Liquid Unflavored	Subdue Liquid Chocolate Almond	Subdue Liquid Orange Vanilla	Subdue Liquid Kangaroo Redi Feed	Subdue	Kindercal, Vanilla	Kindercal, Vanilla w/Fiber	Kindercal, Chocolate	Kindercal TF, Vanilla	Kindercal TF, Vanilla w/Fiber	Kindercal TF, Fiber Isotonic, Vanilla	Kindercal TF, Isotonic, Vanilla	Ultracal HN Plus	Vivonex Pediatric	Isocal HN Plus	Nutren Junior	Nutren Junior Fiber	PediaSure	PediaSure Enteral Formula with Fiber	Peptamen Junior	Peptamen Junior with Prebio	Pediatric Peptinex DT	Pediatric Peptinex DT with Fiber	Protain	Compleat Pediatic	Choice DM TF	Choice DM	ADVERA (Novartis)	Arginaid Extra Orange Burst	Deliver 2.0	Boost Pudding Van 5 oz. cans	Boost Pudding Choc 5 oz cans	Resource Just for Kids 1.5 Cal	Resource Just for Kids 1.5 Cal with Fiber	

RFQ No.	
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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 owned 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.

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, West Virginia Insurance Commission, or any other state agencies or political subdivision. Furthermore, the vendor must provide all necessary releases to obtain information to enable the Director or spending unit to verify that the vendor is licensed and in good standing with the above entifies.

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. Vendors should visit www.state.wv.us/admin/purchase/privacy for the Notice of Agency Confidentiality Policies.

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

Vendor's Name:	
Authorized Signature:	Date: