



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

COR61373

PAGE

1

ADDRESS CORRESPONDENCE TO ATTENTION OF:

JOHN ABBOTT
304-558-2544

RFQ COPY
TYPE NAME/ADDRESS HERE

DIVISION OF CORRECTIONS
VARIOUS LOCALES AS INDICATED
BY ORDER

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS		
02/11/2008						
BID OPENING DATE: 03/06/2008		BID OPENING TIME 01:30PM				
LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
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INMATE FOOD SERVICE						
OPEN-END CONTRACT TO PROVIDE INMATE FOOD SERVICES FOR THE MOUNT OLIVE, HUTTONSVILLE, AND MARTINSBURG CORRECTIONAL CENTERS, PER THE SPECIFICATIONS.						
VENDOR QUESTIONS REGARDING THE SPECIFICATIONS DUE: FEBRUARY 22, 2008; 4:00 PM						
EXHIBIT 3						
LIFE OF CONTRACT: THIS CONTRACT BECOMES EFFECTIVE ON AND EXTENDS FOR A PERIOD OF ONE (1) YEAR OR UNTIL SUCH "REASONABLE TIME" THEREAFTER AS IS NECESSARY TO OBTAIN A NEW CONTRACT OR RENEW THE ORIGINAL CONTRACT. THE "REASONABLE TIME" PERIOD SHALL NOT EXCEED TWELVE (12) MONTHS. DURING THIS "REASONABLE TIME" THE VENDOR MAY TERMINATE THIS CONTRACT FOR ANY REASON UPON GIVING THE DIRECTOR OF PURCHASING 30 DAYS WRITTEN NOTICE.						
UNLESS SPECIFIC PROVISIONS ARE STIPULATED ELSEWHERE IN THIS CONTRACT DOCUMENT, THE TERMS, CONDITIONS AND PRICING SET HEREIN ARE FIRM FOR THE LIFE OF THE CONTRACT.						
RENEWAL: THIS CONTRACT MAY BE RENEWED UPON THE MUTUAL WRITTEN CONSENT OF THE SPENDING UNIT AND VENDOR, SUBMITTED TO THE DIRECTOR OF PURCHASING THIRTY (30) DAYS PRIOR TO THE EXPIRATION DATE. SUCH RENEWAL SHALL						
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 may be deemed null and void, and 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



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BE IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND SHALL BE LIMITED TO FOUR (4) ONE (1) YEAR PERIODS.						
CANCELLATION: THE DIRECTOR OF PURCHASING RESERVES THE RIGHT TO CANCEL THIS CONTRACT IMMEDIATELY UPON WRITTEN NOTICE TO THE VENDOR IF THE COMMODITIES AND/OR SERVICES SUPPLIED ARE OF AN INFERIOR QUALITY OR DO NOT CONFORM TO THE SPECIFICATIONS OF THE BID AND CONTRACT HEREIN.						
OPEN MARKET CLAUSE: THE DIRECTOR OF PURCHASING MAY AUTHORIZE A SPENDING UNIT TO PURCHASE ON THE OPEN MARKET, WITHOUT THE FILING OF A REQUISITION OR COST ESTIMATE, ITEMS SPECIFIED ON THIS CONTRACT FOR IMMEDIATE DELIVERY IN EMERGENCIES DUE TO UNFORESEEN CAUSES (INCLUDING BUT NOT LIMITED TO DELAYS IN TRANSPORTATION OR AN UNANTICIPATED INCREASE IN THE VOLUME OF WORK.)						
QUANTITIES: QUANTITIES LISTED IN THE REQUISITION ARE APPROXIMATIONS ONLY, BASED ON ESTIMATES SUPPLIED BY THE STATE SPENDING UNIT. 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.						
ORDERING PROCEDURE: SPENDING UNIT(S) SHALL ISSUE A WRITTEN STATE CONTRACT ORDER (FORM NUMBER WV-39) TO THE VENDOR FOR COMMODITIES COVERED BY THIS CONTRACT. THE ORIGINAL COPY OF THE WV-39 SHALL BE MAILED TO THE VENDOR AS AUTHORIZATION FOR SHIPMENT, A SECOND COPY MAILED TO THE PURCHASING DIVISION, AND A THIRD COPY RETAINED BY THE SPENDING UNIT.						
BANKRUPTCY: IN THE EVENT THE VENDOR/CONTRACTOR FILES FOR BANKRUPTCY PROTECTION, THIS CONTRACT IS AUTOMATI-						

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<p>CALLY NULL AND VOID, AND IS TERMINATED WITHOUT FURTHER ORDER.</p> <p>THE TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT SHALL SUPERSEDE ANY AND ALL SUBSEQUENT TERMS AND CONDITIONS WHICH MAY APPEAR ON ANY ATTACHED PRINTED DOCUMENTS SUCH AS PRICE LISTS, ORDER FORMS, SALES AGREEMENTS OR MAINTENANCE AGREEMENTS, INCLUDING ANY ELECTRONIC MEDIUM SUCH AS CD-ROM.</p> <p>REV. 04/11/2001 EXHIBIT 10</p> <p>REQUISITION NO.:</p> <p>ADDENDUM ACKNOWLEDGEMENT</p> <p>I HEREBY ACKNOWLEDGE RECEIPT OF THE FOLLOWING CHECKED ADDENDUM(S) AND HAVE MADE THE NECESSARY REVISIONS TO MY PROPOSAL, PLANS AND/OR SPECIFICATION, ETC.</p> <p>ADDENDUM NO.'S:</p> <p>NO. 1</p> <p>NO. 2</p> <p>NO. 3</p> <p>NO. 4</p> <p>NO. 5</p> <p>I UNDERSTAND THAT FAILURE TO CONFIRM THE RECEIPT OF THE ADDENDUM(S) MAY BE CAUSE FOR REJECTION OF BIDS.</p>						

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<p>VENDOR MUST CLEARLY UNDERSTAND THAT ANY VERBAL REPRESENTATION MADE OR ASSUMED TO BE MADE DURING ANY ORAL DISCUSSION HELD BETWEEN VENDOR'S REPRESENTATIVES AND ANY STATE PERSONNEL IS NOT BINDING. ONLY THE INFORMATION ISSUED IN WRITING AND ADDED TO THE SPECIFICATIONS BY AN OFFICIAL ADDENDUM IS BINDING.</p> <p>..... SIGNATURE</p> <p>..... COMPANY</p> <p>..... DATE</p> <p>REV. 11/96</p> <p>VENDOR PREFERENCE CERTIFICATE</p> <p>CERTIFICATION AND APPLICATION* IS HEREBY MADE FOR PREFERENCE IN ACCORDANCE WITH WEST VIRGINIA CODE, 5A-3-37 (DOES NOT APPLY TO CONSTRUCTION CONTRACTS).</p> <p>A. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() 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</p> <p>() BIDDER IS A PARTNERSHIP, ASSOCIATION OR CORPORATION RESIDENT VENDOR AND HAS MAINTAINED ITS HEAD-QUARTERS OR PRINCIPAL PLACE OF BUSINESS CONTINUOUSLY I</p>						

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<p>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</p> <p>() BIDDER IS A CORPORATION 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.</p> <p>B. APPLICATION IS MADE FOR 2.5% PREFERENCE FOR THE REASON CHECKED:</p> <p>() 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;</p> <p>OR</p> <p>() 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 BIDDERS' AFFILIATE'S OR SUBSIDIARY'S EMPLOYEES ARE RESIDENTS OF WEST VIRGINIA</p>						

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WHO HAVE RESIDED IN THE STATE CONTINUOUSLY FOR THE TWO YEARS IMMEDIATELY PRECEDING SUBMISSION OF THIS BID.						
BIDDER UNDERSTANDS IF THE SECRETARY OF TAX & REVENUE DETERMINES THAT A BIDDER RECEIVING PREFERENCE HAS FAILED TO CONTINUE TO MEET THE REQUIREMENTS FOR SUCH PREFERENCE, THE SECRETARY MAY ORDER THE DIRECTOR OF PURCHASING TO: (A) RESCIND THE CONTRACT OR PURCHASE ORDER ISSUED; OR (B) ASSESS A PENALTY AGAINST SUCH BIDDER IN AN AMOUNT NOT TO EXCEED 5% OF THE BID AMOUNT AND THAT SUCH PENALTY WILL BE PAID TO THE CONTRACTING AGENCY OR DEDUCTED FROM ANY UNPAID BALANCE ON THE CONTRACT OR PURCHASE ORDER.						
BY SUBMISSION OF THIS CERTIFICATE, BIDDER AGREES TO DISCLOSE ANY REASONABLY REQUESTED INFORMATION TO THE PURCHASING DIVISION AND AUTHORIZES THE DEPARTMENT OF TAX AND REVENUE TO DISCLOSE TO THE DIRECTOR OF PURCHASING APPROPRIATE INFORMATION VERIFYING THAT BIDDER HAS PAID THE REQUIRED BUSINESS TAXES, PROVIDED 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: -----						

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DATE: -----						
SIGNED: -----						
TITLE: -----						
* CHECK ANY COMBINATION OF PREFERENCE CONSIDERATION(S) IN EITHER "A" OR "B", OR BOTH "A" AND "B" WHICH YOU ARE ENTITLED TO RECEIVE. YOU MAY REQUEST UP TO THE MAXIMUM 5% PREFERENCE FOR BOTH "A" AND "B". (REV. 12/00)						
NOTICE						
A SIGNED BID MUST BE SUBMITTED TO:						
DEPARTMENT OF ADMINISTRATION PURCHASING DIVISION BUILDING 15 2019 WASHINGTON STREET, EAST CHARLESTON, WV 25305-0130						
THE BID SHOULD CONTAIN THIS INFORMATION ON THE FACE OF THE ENVELOPE OR THE BID MAY NOT BE CONSIDERED:						
SEALED BID						
BUYER: JOHN ABBOTT-----						
RFQ. NO.: COR61373-----						

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PLEASE PROVIDE A FAX NUMBER IN CASE IT IS NECESSARY TO CONTACT YOU REGARDING YOUR BID: -----						
CONTACT PERSON (PLEASE PRINT CLEARLY): -----						
***** THIS IS THE END OF RFQ COR61373 ***** TOTAL: _____						

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**WV Division of Corrections
COR61373**

SCOPE OF WORK

Purpose

The Contractor will be required to provide comprehensive on-site food service to include meal preparation for inmates, staff and visitors; service of meals according to the menu herein provided; management of the daily operation of the inmates and Contractor's food service; purchasing, receiving, storage, and inventory of Contractor's food and supplies; sanitation of food service area to include the main dining area; establishing food and supply needs; training of food service staff and inmates assigned to the kitchen and dining room areas; special diet menu planning to include medically approved diets and religious diets as approved by the physician and religious coordinators, respectively; record keeping; and accountability. The Contractor will be required to provide operational management; to include staff, and all necessary supplies.

The Contractor will provide professional, comprehensive on-site food service operations that comply with all facility rules and regulations as well as applicable American Correctional Association and National Commission on Correctional Health Care standards as well as Federal guidelines for the Child Nutrition Program.

Mount Olive Correctional Complex to include the Slayton Work Camp, the Huttonsville Correctional Center and the Martinsburg Correctional Center will be responsible for all state owned equipment and repairs as necessary for the food service operation.

Locations

Mount Olive Correctional Complex (herein after as MOCC) is located near Smithers, Fayette County, West Virginia; approximately forty (40) miles southeast of Charleston, West Virginia. This facility houses adult male convicted felons of maximum/medium custody classification with total capacity of one thousand seventy-six (1,076) inmates.

The maximum-security prison's housing capacity is assigned as follows:

Medical/Mental Health	58
Control Section #1	96
Control Section #2	127
General (Mainline)	795

The General population will have meal service cafeteria style in the two adjoining dining rooms. The remaining housing units are served pre-trayed meals in cell.

The *Slayton Work Camp* (herein after as SWC) houses a maximum of fifty (50) minimum offenders and is located on the grounds of MOCC. Precooked foodstuffs will be delivered in bulk by Contractor personnel for each meal at times designated by the facility. This Work Camp provides community work crews and therefore bag/sack lunches must also be provided. See additional detailed information herein.

The *Huttonsville Correctional Center* (herein after as HCC) is located in Randolph County, West Virginia, approximately seventeen (17) miles from Elkins, West Virginia. This facility houses adult male convicted felons of maximum/medium custody with total capacity of 1120. All beds are mainline population with the exception of Segregation and Intake, which total 120 beds. Mainline population will have meal service cafeteria style; segregation offenders will be served in cell on pre-trayed meals. Only HCC participates in the Federal Child Nutrition Program.

The *Martinsburg Correctional Center* (herein after as MCC) is a 120 bed facility located approximately one half mile east of Martinsburg, off State Route 9. The facility serves as an adult, male offender intake unit for the West Virginia Division of Corrections. The inmates will remain at this facility for approximately 60-90 days before transfer. There is no central dining room and all meals will be pre-trayed and served in cell.

Should any housing expansion occur or any new facilities open within the Agency during the life of this contract, the price per meal may be renegotiated to include any additional costs of the additional meals served which can include a modification to the menus stated herein and an approved change order.

General Requirements:

The Contractor will be expected to provide the following services as part of the food service program:

1. Provide three (3) meals per day, according to the menu provided in Attachment A, during hours as stipulated in proposal and agreed to by MOCC/SWC, HCC and MCC and the Contractor's Food Service Directors.
2. Medical diet menus are to be prepared as directed by the medical provider. Religious diet menus are to be prepared as directed by the Religious Coordinator based on the individual religious belief. Trays, cups, utensils, pots/pans, etc. used in the preparation/service of these meals are to be cleaned and maintained as directed by the facility. No additional charge(s) will be accepted.
3. The Contractor will maintain staff of employees as stated in the RFQ on duty at all times during hours of food service preparation and operation to ensure the efficient operation thereof.
4. Install standard recipes consistent with the menus provided in Attachment A.
5. Install standard methods of preparation throughout the food service department, which shall include the proper timing of all food preparation, as well as, definite food production methods.
6. Install the latest known food cost control methods, assuring the best possible food cost per tray served, taking quality into consideration.

7. Set up buying guides to be used in the operation, for all phases of buying, to ensure proper control.
8. Only wholesome, fresh products may be purchased or used in Production. Proper food sanitation and storage shall be maintained. The Vendor is required to follow pre-approved purchasing specifications. Dairy and bread products served must be received at the facility no less than five (5) days prior to the "freshness" or "sell by" date.
9. Assume the cost and expenses of the food service operation in the following areas:
 - a. Labor and Benefits – Including all personnel that are directly involved with the food service operation, except for the inmate workers.
 - b. Bookkeeping and payroll preparation.
 - c. Corporate supervision of personnel
 - d. Audit provisions
 - e. All foodstuffs
 - f. All paper, Styrofoam, plastic, aluminum foils, and any other disposable products used in the food service operation to include dishwasher detergent and related water treatment supplies.
 - g. All office supplies, telephone, fax and line charges, as well as computers, printers and data circuit charges for the operation.
10. Contractor will provide, at no additional cost to the facility, special holiday meals, which shall include Thanksgiving, Christmas and a July 4th picnic-style meal. Contractor shall also provide at same cost per meal price, meals for one, 2-day open house event (dates designated by Warden for inmates, family and friends) at MOCC and HCC. Contractor will be notified in advance of the approximate number to prepare. A minimum of four (4) ounces of cooked weight meat is required for holidays. A minimum of five (5) item menu pattern is also required for the Holiday meals.
11. Contractor shall indicate the number of inmate laborers necessary in the performance of the food service operations. The facility will have the final authority regarding Inmate workers and will be responsible for inmate wages, uniform and any training required by the State Health Department to work as a food handler. The Contractor will be responsible for training the inmate workers to their assigned task(s) and ensuring all safety standards are met.
- 12.. Contractor shall indicate the procurement source of all foodstuffs provided by listing company name and address and Contractor must use West Virginia businesses if they are low bid, as suppliers.
13. Contractor must utilize, as required by WV law, beef and pork from the West Virginia Department of Agriculture. Contractor shall also utilize potatoes, when available. The facility will pay the Agriculture invoice upon receipt of verification that commodities have been received. Each facility business office will furnish a copy of the invoice to the Food Service Director who will apply that amount as credit towards the next billing. The Contractor must notify the Business Office by the 10th of the month of the required need for Agriculture commodities to be ordered. The West Virginia

Department of Agriculture will confirm the availability by the end of the month. See Attachment B for recent Agriculture Report. The facility shall be responsible for slaughtering and processing costs.

14. Contractor will be required to prepare meals on trays for transportation on state owned "hot carts" to inmates not able, or allowed to eat in the main dining room. Approximate numbers per meal are: MOCC, 288; HCC, 120; and MCC, 120. Transportation of food carts to and from the kitchen area is the responsibility of Contractor. State facility staff will complete distribution of the individual trays.
15. Precooked, ready to serve bulk food items will be transported from the MOCC kitchen to the Slayton Work Camp (SWC) at the times established herein. Transportation vehicle will be provided by the facility; however, food service personnel will deliver the food items and ensure foodstuffs are ready for service prior to departure from SWC. As SWC offenders generally work off site, bag/sack lunches will be required during the breakfast delivery. See requirements for bag/sack lunches herein.
16. The Contractor will maintain, at all times, adequate inventories to provide meals in lock-down situations at MOCC and HCC. The Contractor shall provide actual menus for the first three (3) days of lock-down.
17. In case of emergency, the Contractor shall maintain an inventory of food sufficient to feed inmates and staff for five (5) days.
18. The Contractor shall install, operate and maintain verifiable electronically or mechanically controlled inmate and staff serving line access control equipment for MOCC and HCC. The system shall provide reports to include a meal count of all meals per meal time per day.
19. The Contractor will provide, for the Huttonsville Correctional Center only, raw foodstuffs for four (4) inmates living outside quarters. HCC staff will transport foodstuffs on a pre-arranged schedule to the outside housing units.
20. The Contractor is not permitted to sub-contract the food service operation with the exception of the services of a registered dietician, if dietician is not an employee of the Contractor.

FACILITY INFORMATION

Meal serving times:

MOCC:	Breakfast	6:45am – 7:50am
	Lunch	11:30am – 1:00pm
	Dinner	4:45pm – 5:50pm
Delivery Time only for this facility:		
SWC	Breakfast	6:00am
	Lunch	10:30 – 11:00 am
	Dinner	3:30 – 4:00pm
HCC:	Breakfast	5:30am – 5:45 am – Early Crews 6:30am – 7:45 am – Remainder of population
	Lunch	11:05am – 12:00pm
	Dinner	4:15pm – 5:30 pm
MCC:	Breakfast:	5:45am – 6:45am
	Lunch:	11:30am – 12:30 pm
	Dinner:	4:30pm – 5:30pm

In the event of an unusual situation, the Warden or designee can request time alterations on meal schedules.

STAFF MEALS

Meal service will be available for staff at MOCC and HCC. The menu will be generally the same as that served the inmate population for that meal. For example, modifications may be made to staff service to utilize leftovers or other food items not in sufficient quantity for the entire population or served in a different manner as the offender population. The Contractor shall have an established meal price and will be responsible for providing staffing required to directly collect payment. Pre-trayed meals, if sufficient foodstuffs are leftover during any meal period at the MCC, may be provided to staff. Contractor is responsible to collect payment for these meals.

MENU, MEALS AND OTHER CONDITIONS

The portions on the menu provided will be the minimum available for inmate either receiving pre-trayed meals or service in the dining room. The self-serve, also termed “free flow”, items are indicated on the menu with an asterisk before the name of the menu item to clearly indicate the service plan. Self-serve/free flowing portions shall be available for dining room service for the items and meals as indicated. For

the purposes of this agreement, pre-trayed items are those food items that are measured and placed on the food tray for either window service in a dining room or for transport to a housing area for in cell consumption. Self serve/free flow, food items will be placed in the central dining area for self-service by offenders and replenished as necessary during established meal times.

Bag/Sack Meals and Snacks

1. A bag/sack meal shall be provided for inmates who miss the service of the regularly scheduled meal due to work assignments, transports or late transfer arrivals. The meal shall consist of two (2) sandwiches with a total of three (3) ounces of meat and cheese; one (1) condiment, one (1) fruit, one (1) dessert or chip item, and a carton beverage.
2. A medically ordered (e.g. diabetics) bagged/sacked evening snack will be prepared and delivered with the dinner food tray to the identified inmates (approximately 5) at the Martinsburg Correctional Center.
Same as above for the Mt. Olive Correctional Center inmates in segregated housing who receive pre-trayed meals, however, contractor also required to dispense bagged/sacked evening snack to identified inmates going through the serving line at dinner time.
Approximate number of total identified inmates: 102.

FOR HCC ONLY: The food type items (not pre-bagged/sacked) for the evening snack will be delivered to the medical unit by Food Service personnel and dispensed as needed by the medical unit's staff. Approximate number of identified inmates: 50.

3. Bag/sack meals for the Slayton Work Camp shall consist of the same items listed in number 1. As most of these offenders participate in off site work assignments daily, the meat items shall be varied and any other items may be varied.

Menu

1. Menu items are described on the Attachment A.
2. Portions sizes listed are "as served" and not raw sized. The menu shall be provided with corrections-tested products and recipes for inmate acceptability.
3. An item-by-item nutritional analysis of the menu, with a weekly summary indicating the percentage of compliance to the highest RDA values for the population, shall be provided to the facility within thirty (30) days of contract award. Each item on the menu shall have specific calories, protein, fat, sodium, calcium, iron, and vitamins in the recipe, which will be used for all meal items, shall be separately identified on the analysis.
4. A sample meal for testing purposes shall be maintained for twenty-four hours for each meal served. No payment shall be made for meals found to be spoiled, unwholesome or otherwise do not meet contract requirements. A sample meal for each service shall be provided, at no cost, to a designated facility employee for quality control purposes.
5. Documentation of all meals served, including substitutions, shall be maintained. A plan for assuring nutritional compliance with substitutions shall be maintained. During any meal the

Contractor is serving pork or pork products in the main entrée, a pork substitute must be provided. Menus must indicate pork substitute. Use of turkey or turkey products may only be substituted for pork one time per week.

6. During the first three days of lock down, two (2) cold meals per day may be served and a minimum of five (5) inmate workers will be available for food service if possible. The Contractor will provide training to non-uniform facility staff to assist the food service staff during contingencies.
7. Commodities can only be purchased through vendors that can provide proper foods for religious diets, i.e. kosher, etc. The contractor will be responsible for the cost of these meals and will invoice the facility at the cost per meal rate.
8. During the months of December, January and February, four ounces (4 oz.) of 100% orange juice will be provided daily at breakfast in addition to requirements set forth in the menu.
9. The menu lists "Vegetarian Soup/Salad/Dressing" for each lunch meal. For clarification, soup shall be served from November 1 through March 31; a salad served April 1 through October 31. Please note these items are self serve/free flow items for HCC and MOCC only.
10. Coffee will be served at breakfast meal time year round. Coffee will also be served at the dinner meal time November 1 through March 31. For MCC only, tea is not an option on the breakfast menu.
11. For HCC Only: An individual eight ounce container of 2% milk will be made available during the lunch meal time serving period for all inmates either general serving line or pre-trayed who are qualified for participation in the federal child nutrition program. In addition, on days that 1-1/2 cups fruit is not listed on menu, Contractor must provide to these identified eligible inmates, either one fresh fruit or 1-1/2 cups fruit. This requirement must be served at either breakfast or lunch meal time. Currently there are approximately 50-60 inmates eligible and participating in this program.
12. Contract cost is based upon the bid for the attached menu. Entire meals may be moved from one day or week to another with designated prison authority approval. Any recommendations from the Contractor or Contractor's dietician in order to comply with standards or guidelines must be made without substantial change to the menu and at no cost and prior approval must be obtained from designated prison authority.
13. Salt and pepper will be provided in shakers on dining tables for mainline population at HCC and MOCC. Reference to salt/pepper packets on Menu applies to pre-trayed deliveries.

Food Service/Dining Facilities

1. MOCC and HCC staff will supervise and provide security in the dining rooms. In order that inmates pass only once through the cafeteria line, the Contractor shall install and operate, at the Contractor's expense, verifiable electronically or mechanically controlled inmate serving line access control equipment.

2. The facilities will provide adequate security for the Kitchen during scheduled operation and Dining Areas for meal times. Security will be provided for food cart escort to segregated housing areas.
3. The Agency will provide the Contractor with a food service facility completely equipped and ready to operate, together with such heat, fuel, refrigeration and utilities and inmate labor reasonably required for an efficient operation. MOCC, HCC and MCC will make equipment repairs and replacements for state owned equipment, and will furnish building and equipment maintenance services for premises. The facilities will provide an adequate inventory of glassware, metal ware, silverware, eating and cooking utensils and feeding trays. The contractor is responsible for the proper storage and control of these items to prevent theft, damage, or other loss.
4. Contractor shall be responsible for the supervision of routine cleaning, housekeeping, and sanitation in the food preparation service and storage areas. Contractor shall insure that high standards of sanitation are maintained, and will be responsible for the supervision of trash and garbage removal from the dining and kitchen areas to designate site locations. MOCC, HCC and MCC will supply all necessary cleaning supplies for food service. The Contractor will be held responsible for meeting all sanitation requirements set forth by the appropriate regulatory authorities.
5. The Agency will be responsible for pest, vermin and rodent control; as well as fees for trash and garbage removal.
6. The Division of Corrections will have full and complete access to the food service facilities with or without advance notice. Contractor's representative may be requested to accompany Agency representatives when inspecting such facilities.
7. MOCC Only: The Food Service Director or Assistant Food Service Director shall observe the service of one breakfast, one lunch and one dinner each week at the Slayton Work Camp. The Director shall submit a signed report as prescribed by the facility weekly to the individual designated by the Warden with findings and recommendations.

Documentation, Policies and Standards

1. The Contractor shall keep full and accurate records regarding all phases of this contract, including, but not limited to, costs, inventories, menus, special diets, staffing and number of meals served. All such records shall be retained for the life of the contract, and shall be available for inspection or audit by the Division of Corrections or facility staff, or other authorized State agencies at any reasonable time during regular working hours. Copies of such records shall be supplied to the Division of Corrections upon termination of the contract.
2. The books and records of the vendor pertaining to the food service operations under this agreement shall be available for a period of three (3) years from the close of the fiscal year to which they pertain.
3. The food service operation and management shall be in accordance with the Standards of the American Correctional Association, the National Commission on Correctional Health Care and

the Federal Child Nutrition Program guidelines for the Huttonsville Correctional Center and any applicable West Virginia statutes.

4. The Agency shall specify the policies and procedure to be followed in dealing with inmate complaints regarding any aspect of the food service program, in accordance with facility regulations. Specifically, the facilities require that all complaints received by the administrative staff be referred, in writing, to the Contractor. The Food Service Director will respond, in writing, to the approximate administrative officer within three (3) days following receipt of the complaint.

CONTRACT PERSONNEL

Facility

The Contractor shall provide the following on site personnel as listed:

MOCC: One (1) Food Service Director, one (1) Assistant Food Service Director, six (6) Food Service Supervisors; and one (1) Clerical/Administrative Support.

HCC: One (1) Food Service Director, one (1) Assistant Food Service Director, one (1) Lead Cook, five (5) Food Service Supervisors and one (1) Clerical/Administrative Support.

MCC: One (1) Food Service Director and three (3) Food Service Supervisors.

All of the above positions are 1.00 FTE each (40 hours per week).

The Contractor will furnish resumes for proposed management and supervisory staff for the Wardens' review and approval within 3 to 5 days after receipt of Contract Purchase Order. The Food Service Director of each facility will have a minimum of five (5) years prior institutional food service experience, preferably in a correctional setting.

All facility personnel employed by the Contractor shall:

1. Be employed in accordance with an approved EEO/AA program.
2. Meet all requirements of the West Virginia Department of Health.
3. Be required to pass a background investigation conducted by the Agency as a prerequisite for initial and/or continued employment and be approved by each Warden for hire.
4. Comply with all policies and procedures of the Division of Corrections, Mount Olive Correctional Complex to include the Slayton Work Camp, Huttonsville Correctional Center and the Martinsburg Correctional Center. The Wardens will have the authority to deny access to the facility, to any Contractor's employee.
5. Be responsible to report any problem or unusual incidents to the Warden or designee.
6. Contractor's employees will be required to attend a forty (40) hour on-site Orientation program. The facility will be responsible for providing the training; however, the Contractor will be responsible for any costs incurred for these employees during the training, such as salaries, benefits, etc. All employees of the vendor will be required to complete forty (40)

hours annual in-service training and comply with all training requirements pursuant to Division of Corrections policy and American Correctional Association Standards.

7. At a minimum, a monthly meeting is required between facility staff and food service personnel to discuss significant issues as well as attendance at any other meetings called by the institutional Warden or his designee.
8. Contractor shall ensure that all new food service personnel are provided with orientation regarding food service practices within the facility. Additionally, the Contractor will provide their employees with adequate and appropriate in-service training.
9. Contractor shall promulgate and distribute a written job description to each member of the food service staff, which clearly delineates his/her assigned responsibilities. Copies shall be provided to the Warden or designee. Contractor shall monitor performance of food service staff to ensure adequate job performance in accordance with these job descriptions.
10. The Contractor shall arrange and pay for all physical examinations required for contracted food service personnel. Physical examinations for inmates shall be the responsibility of the facility.
11. Under no circumstances should any position remain vacant for longer than thirty (30) calendar days. In the event a position remains unfilled beyond this stipulated period, the contractor shall reduce the weekly invoice for meals served by 108% of one-twelfth (1/12) of the annual salary and benefits of the previous incumbent. Overtime or temporary employment to cover the vacancy beyond thirty (30) calendar days, will not be considered as the position being filled.

Dietary Services

1. The Contractor shall make available the services of a West Virginia registered dietician to review all menus, in writing. The dietician shall be on site at each facility quarterly during the contract year to consult, as needed, with food service personnel, facility staff and the facility medical director. A written report of each site visit shall be forwarded to the facility Warden within ten working days of the visit summarizing findings and/or recommendations.
2. The menu attached shall be reviewed by a registered dietician and shall provide, within thirty (30) days of contract award, a signed nutritional statement for the age and sex of the population. A copy of the dietician's ADA registration card shall also be provided to the facility. In addition, all menu revision shall be certified by the dietician who must be available at all times during the contract period.
3. The menu attached is only intended for offenders without special medical or religious dietary needs. The Contractor's dietician shall, within thirty (30) days of contract award, submit recommended substitutions for required religious diets, e.g. non-pork and vegetarian; as well as required medical diets such as, but not limited to, low-sodium, heart healthy and renal. Peanut butter shall not be used as a pork substitute. A complete list of current special diets will be made available. These diets shall be submitted through the Warden to the facility Religious Coordinator and the Medical Director for input. Upon agreement, signed copies of these substitutions and/or diets shall be sent to the Warden or Designee and the Director of Contractual Services for

retention. Medical and religious meals served will be invoiced at the same "price per meal served" quoted by the Contractor.

Safety Services

The Contractor shall make available, as needed, the services of a safety engineer, experienced in all safety measures, as needed, to assure the proper prevention of accidents in the kitchen and dining areas.

Invoices & Records

The Vendor **shall** submit weekly invoices, in arrears, to the facilities for actual meals served at the addresses provided pursuant to the terms of the contract.

Liquidated Damages

According to West Virginia State Code 5A-3-4(8), Vendor agrees that liquidated damages **shall** be imposed at the rate of \$1,000 per week for failure to provide services in accordance with contract provisions. This clause **shall** in no way be considered exclusive and **shall** not limit the State or Agency's right to pursue to any other additional remedy to which the State or Agency may have legal cause for action including further damages and penalties against the Vendor.

Term of Contract & Renewals

This contract will be effective (date set upon award) and shall extend for the period of one (1) year, at which time the contract may, upon mutual consent, be renewed. Such renewals are for a period of up to one (1) year, with a maximum of four (4) one year renewals, or until such reasonable time thereafter as is necessary to obtain a new contract. The "reasonable time" period shall not exceed twelve (12) months. During the "reasonable time" period Vendor may terminate the contract for any reason upon giving the Agency ninety (90) days written notice. Notice by Vendor of intent to terminate will not relieve Vendor of the obligation to continue to provide services pursuant to the terms of the contract. Prices **will** remain firm for the initial contract year. Subsequent request for contract increases with renewals cannot exceed the CPI for "Food Away from Home" Index or 3% whichever is less per each renewal. There is no automatic guarantee of CPI or 3% increase, whichever is less. Negotiation may be necessary prior to any adjustment to an increase.

Any change in State law, regulations and/or WV Division of Corrections policy that could necessitate a scope change will be reviewed and negotiated for implementation after receipt of an official, approved change order.

NO CHANGE SHALL BE IMPLEMENTED BY THE VENDOR UNTIL SUCH TIME AS THE VENDOR RECEIVES AN APPROVED WRITTEN CHANGE ORDER.

BID PROPOSAL**Actual Number of Inmate Meals Served Daily****Price Per Meal Served****At MOCC/SWC, HCC and MCC Combined**

Below 4000

4000-4499

4500-4999

5000-5499

5500-5999

Over 6000

Price Bid Evaluation will be based upon the 5500-5999 range.**Sack/Bags Meals (Meals/ Medical Snacks) Firm Price Per Meal**

No exceptions to pricing on Medical or religious diets served. They will be invoiced with all meals served daily at per meal served in category above.**In addition to the Price Per Meal Costs, the Vendor should submit with the bid, and must submit within 5 business days upon bid opening the following information:**

- a. Staffing listing as in RFQ by facility to include staffing matrix schedules for each facility by staff title.

ATTACHMENT A

NOTE: Detailed provisions in RFQ, Section:
Menu, for detailed specific variances to the attached
menus.

WEEK ONE

BREAKFAST

LUNCH

DINNER

M O N D A Y	* Juice Drink	8 oz	Fruit	1ea or 1 c	Country Fried Beef Pattie	4 oz
	* Farina	1 c	* Vegetarian Soup(11/1-3/31)	1 c	Meat OR	3 oz
	Beef Sausage	2 oz	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Baked Turkey Pattie	3 oz
	(3) Pancakes	7.5 oz	Beef & Noodles (3 oz gr beef)	8 oz	* Gravy	¼ c
	* Syrup	1 ½ oz	Pinto Beans	¾ c	Whipped Potatoes	¾ c
	* Margarine	1/3 oz	* Biscuit	1 ea / 1/60	* Mixed Greens	½ c
	* 2% Milk	8 oz	* Margarine	½ oz	* Cole Slaw	½ c
	* Coffee or Tea	12 oz	Cookies	2 ea	* Bread	2 sl
	* Bread	2 sl	Salt & Pepper Pkt	1 ea	* Margarine	½ oz
	Salt & Pepper Pkts.	1 ea	* Fruit Punch w/Vit C	1 c	Fruit Crisp	½ c
			* Sweetened Tea	1 c	Salt & Pepper Pkt	1 ea
			Veg Sub: Vegetarian Beans	1 c	* Coffee (11/1-3/31)	1 c

* 2 % Milk 8 oz
Veg Sub: Mac & Cheese 1 c

T U E S D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Pork Ham OR	
	* Ready to Eat Cereal	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Baked Fish Fillet	3 oz
	Scrambled Egg	4 oz	Breaded Chicken Pattie	4 oz	Scalloped Potatoes	¾ c
	* Bread	2 sl	(Meat 3 oz/Breading 1 oz)		* Mixed Vegetables	½ c
	* Jelly	1 oz	½ c Rice & ½ Pinto Beans	1 c	* Cole Slaw	½ c
	* Margarine	1/3 oz	Burger Bun	1 ea	* Bread	2 sl
	* 2% Milk	8 oz	* Mayo-type Salad Dressing	½ oz	* Margarine	½ oz
	* Coffee or Tea	12 oz	* Corn	½ c	Applesauce	½ c
	Salt & Pepper Pkts.	1 ea	* Biscuit	1/60	Salt & Pepper Pkt	1 ea
			* Margarine	½ oz	* Coffee (11/1-3/31)	1 c
			Cake/Icing or Fruit	1/60 or 1svg	* 2% Milk	8 oz
			Salt & Pepper Pkt	1 ea	Veg Sub: Mac,Cheese, & Tomato (3 oz meat)	8 oz

* 2% Milk 8 oz
Veg Sub: Mac,Cheese,
& Tomato (3 oz meat) 8 oz

W E D N E S D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Fried Chicken	1 qtr
	* Oatmeal	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	* Gravy	¼ c
	Fried Eggs	2	Fried/Baked Beef Pattie	1ea/4 oz	Whipped Potatoes	¾ c
	* Bread	2 sl	Hamburger Bun	1 ea	* Corn	½ c
	* Jelly	1 oz	* Mustard	½ oz	* Green Salad / Dressing	½ c-½ oz
	* Margarine	1/3 oz	* Catsup	½ oz	* Cornbread	1 ea
	* 2% Milk	8 oz	French Fries or Rice	¾ c	* Margarine	½ oz
	* Coffee or Tea	12 oz	Tomato/Onion	1 sl each	Cake/Icing or Fruit	1/60/1svg
	Salt & Pepper Pkts.	1 ea	* Biscuit	1/60	Salt & Pepper Pkt	1 ea
			* Margarine	½ oz	* Coffee (11/1-3/31)	1 c
			Fresh Fruit	1 ea	* 2 % Milk	8 oz
			Salt & Pepper Pkt	1 ea	Veg Sub: Mac & Cheese	1 c

* 2 % Milk 8 oz
Veg Sub: Mac & Cheese 1 c

Self serve/free flow are marked with an asterisk. Portion sizes are indicated for pre-trayed items only.

WEEK ONE

BREAKFAST

LUNCH

DINNER

T H U R S D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Meat/Cheese Pizza	1 sq
	* Ready to Eat Cereal	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	(cut 4x6; 3 oz meat/ch)	
	Beef Gravy	6 oz	Roast Beef on	3 oz	Pasta w/Marinara Sauce	¾ c
	Hot Biscuits	2 ea	Hamburger Bun	1 ea	* Green Beans	½ c
	* Jelly	1 oz	* Mustard	½ oz	* Cole Slaw	½ c
	* Margarine	1/3 oz	Potato Salad	¾ c	* Bread	2 sl
	* 2% Milk	8 oz	* Biscuit	1/60	* Margarine	½ oz
	* Coffee or Tea	12 oz	* Margarine	½ oz	Cake/Icing or Fruit	1/60/1svg
	* Bread	1 sl	Cookie or Fruit	2 ea /1svg	Salt & Pepper Pkt	1 ea
	Salt & Pepper Pkts.	1 ea	* Fruit Punch w/Vit C	1 c	* Coffee (11/1-3/31)	1c
			* Sweetened Tea	1 c	* 2 % Milk	8 oz
			Salt & Pepper Pkt	1 ea	Veg Sub: Cheese Pizza	1 sq
			Veg Sub: Vegetarian Beans	1 c		

F R I D A Y	* Juice Drink	8 oz	Fruit	1 ea or 1 c	Chili con Carne / Beans	8 oz
	* Oatmeal	1 c	* Vegetarian Soup(11/1-3/31)	1 c	(3 oz beef)	
	Sausage Pattie	2 oz	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Steamed Rice	¾ c
	Pancakes (3 each)	7.5 oz.	Fried/Baked Fish Fillet	3 oz	* Carrots	½ c
	* Syrup	1 ½ oz	* Tartar Sauce	½ oz	* Tossed Salad / Dressing	½ c-½ oz
	* Margarine	1/3 oz	Macaroni & Cheese	¾ c	* Bread	2 sl
	* 2% Milk	8 oz	* Bread	2 sl	* Margarine	½ oz
	* Coffee or Tea	12 oz	* Margarine	½ oz	Cake/Icing or Fruit	1/60/1svg
	* Bread	1 ea	Salt & Pepper Pkt	1 ea	Salt & Pepper Pkt	1 ea
	Salt & Pepper Pkts.	1 ea	* Fruit Punch w/Vit C	1 c	* Coffee (11/1-3/31)	1c
			* Sweetened Tea	1 c	* 2 % Milk	8 oz
			Veg Sub: Vegetarian Beans	1 c	Veg Sub: Soy Chili	8 oz
					(3oz soy)	

S A T U R D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Steamed Pasta with	¾ c
	* Grits	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Meat Sauce (3oz gr beef)	6 oz
	Scrambled Eggs	4 oz	Turkey	2 oz	* Peas	½ c
	* Bread	2 sl	Cheese	1 oz	* Lettuce Salad / Dressing	½c-½oz
	* Jelly	1 oz	* Mayo-type Salad Dressing	½ oz	* Garlic Bread	2 sl
	* Margarine	1/3 oz	Augratin Potatoes	¾ c	* Margarine	½ oz
	* 2% Milk	8 oz	Lettuce/Tomato	1 sl ea	Cake/Icing or Fruit	1/60/1svg
	* Coffee or Tea	12 oz	* Bread	2 sl	Salt & Pepper Pkt	1 ea
	Salt & Pepper Pkts.	1 ea	* Margarine	½ oz	* Coffee (11/1-3/31)	1 c
			Cookies or Fruit	2 ea /1svg	* 2% Milk	8 oz
			Salt & Pepper Pkt	1 ea	Veg Sub: Soy,Pasta &	8 oz
			* Fruit Punch w/Vit C	1 c	Sauce (3oz soy)	
			* Sweetened Tea	1 c		
			Veg Sub: Vegetarian Beans	1 c		

Self serve/free flow are marked with an asterisk. Portion sizes are indicated for pre-trayed items only.

WEEK ONE

BREAKFAST

LUNCH

DINNER

S U N D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Beef, Macaroni, Tomatoes	8 oz
	* Ready to Eat Cereal	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	(3oz gr beef)	
	Pork Sausage Gravy	6 oz	Fried/Baked Salisbury Pattie	3 oz	* Green Peas	½ c
	Biscuits	2 ea	BBQ Sauce	¼ c	* Tossed Salad/Dressing	½c-½oz
	* Jelly	1 oz	Rice O'Brian	¾ c	* Bread	2 sl
	* Margarine	1/3 oz	* Bread	2 sl	* Margarine	½ oz
	* 2% Milk	8 oz	* Margarine	½ oz	Cake/Icing or Fruit	1/60/1svg
	* Coffee or Tea	12 oz	Cookies or Fruit	2 ea/1 svg	Salt & Pepper Pkt	1 ea
	* Bread	1 sl	Salt & Pepper Pkt	1 ea	* Coffee (11/1-3/31)	1 c
	Salt & Pepper Pkts.	1 ea	* Fruit Punch w/Vit C	1 c	* 2% Milk	8 oz
			* Sweetened Tea	1 c	Veg Sub: Soy, Macaroni &	8 oz
			Veg Sub: Vegetarian Beans	1 c	Tomatoes (3oz soy)	

Self serve/free flow are marked with an asterisk. Portion sizes are indicated for pre-trayed items only.

WEEK TWO

ATTACHMENT A 25

BREAKFAST

LUNCH

DINNER

M O N D A Y	* Juice Drink	8 oz	Fruit	1 ea or 1 c	Fried/Baked Meatloaf	3 oz
	* Farina	1 c	* Vegetarian Soup(11/1-3/31)	1 c	* Brown Gravy	¼ c
	Beef Sausage	2 oz	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Steamed Rice	¾ c
	(3) Pancakes	7.5 oz	Pork Ham or Turkey	2 oz	* Steamed Cabbage	½ c
	* Syrup	1 ½ oz	Cheese	1 oz	* Tossed Salad / Dressing	½c-½oz
	* Margarine	1/3 oz	Lyonnais Potatoes	¾ c	* Bread	2 sl
	* 2% Milk	8 oz	Lettuce/Tomato	1 sl ea	* Margarine	½ oz
	* Coffee or Tea	12 oz	* Bread	2 sl	Pudding	½ c
	* Bread	2 sl	* Margarine	½ oz	Salt & Pepper Pkt	1 ea
	Salt/Pepper Pkts	1 ea	Cake/Icing or Fruit	1/60 / 1svg	* Coffee (11/1-3/31)	1 c
			Salt & Pepper Pkt	1 ea	* 2% Milk	8 oz
			* Fruit Punch w/Vit C	1 c	Veg Sub: Mac & Cheese	1 c
			* Sweetened Tea	1 c		
			Veg Sub: Vegetarian Beans	1c		

T U E S D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Steamed Pasta with	¾ c
	* Ready to Eat Cereal	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Meat Sauce (3oz gr beef)	8 oz
	Scrambled Egg	4 oz	Burrito	5 oz	* Mixed Vegetables	½ c
	* Bread	2 sl	Refried Beans	¾ c	* Tossed Salad / Dressing	½c-½oz
	* Jelly	1 oz	* Spanish Rice	¾ c	* Bread	2 sl
	* Margarine	1/3 oz	* Bread	2 sl	* Margarine	½ oz
	* 2% Milk	8 oz	* Margarine	½ oz	Applesauce	½ c
	* Coffee or Tea	12 oz	Cookies or Fruit	2 ea /1 svg	Salt & Pepper Pkt	1 ea
	Salt/Pepper Pkts	1 ea	Salt & Pepper Pkt	1 ea	* Coffee (11/1-3/31)	1 c
			* Fruit Punch w/Vit C	1 c	* 2 % Milk	8 oz
			* Sweetened Tea	1 c	Veg Sub: Soy, Pasta &	8 oz
			Veg Sub: Vegetarian Beans	1 c	Sauce (3 oz soy)	

W E D N E S D A Y	* Juice Drink	8 oz	Fruit	1 ea or 1 c	Taco Meat (3oz gr beef)	4 oz
	* Oatmeal	1 c	* Vegetarian Soup(11/1-3/31)	1 c	Shredded Cheese	½ oz
	Fried Eggs	2	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Refried Beans	¾ c
	* Bread	2 sl	Fried/Baked Beef Pattie	1ea/4 oz	Shredded Lettuce	½ c
	* Jelly	1 oz	Hamburger Bun	1 ea	Tortillas	2 ea
	* Margarine	1/3 oz	* Mustard	½ oz	* Bread	2 sl
	* 2% Milk	8 oz	* Catsup	½ oz	* Margarine	½ oz
	* Coffee or Tea	12 oz	Potato Salad	¾ c	Cake/Icing or Fruit	1/60/1svg
	Salt/Pepper Pkts	1 ea	Tomato/Onion	1 sl ea	Salt & Pepper Pkt	1 ea
			* Biscuit	1/60	* Coffee (11/1-3/31)	1 c
			* Margarine	½ oz	* 2% Milk	8 oz
			Cookies or Fruit	2 ea /1 svg	Veg Sub: Soy Taco Meat	4 oz
			Salt & Pepper Pkt	1 ea	(3oz soy)	
			* Fruit Punch w/Vit C	1 c		

Self serve/free flow are marked with an asterisk. Portion sizes are indicated for pre-trayed items only.

WEEK TWO

ATTACHMENT A 26

BREAKFAST

LUNCH

DINNER

T H U R S D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Pork Ham or Fish Fillet	3 oz
	* Ready to Eat Cereal	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	* Pinto Beans	¾ c
	Beef Gravy	6 oz	Fried Chicken OR	1 qtr	* Corn	½ c
	Hot Biscuits	2 ea	Oven Baked Chicken	1 qtr	* Tossed Salad/Dressing	½ c-½ oz
	* Jelly	1 oz	* Gravy	¼ c	* Bread	2 sl
	* Margarine	1/3 oz	Whipped Potatoes	¾ c	* Margarine	½ oz
	* 2% Milk	8 oz	* Cornbread	1/60	Cake/Icing or Fruit	1/60/1svg
	* Coffee or Tea	12 oz	* Margarine	½ oz	Salt & Pepper Pkt	1 ea
	* Bread	1 sl	Cookie or Fruit	2 ea /1svg	* Coffee (11/1-3/31)	1c
	Salt/Pepper Pkts	1 ea	* Fruit Punch w/Vit C	1 c	* 2% Milk	8 oz
			* Sweetened Tea	1 c	Veg Sub: Mac & Cheese	1 c
			Salt/Pepper Pkts	1 ea		
			Veg Sub: Vegetarian Beans	1 c		

F R I D A Y	* Juice Drink	8 oz	Fruit	1 ea or 1 c	Sloppy Joe	4 oz
	* Oatmeal	1 c	* Vegetarian Soup(11/1-3/31)	1 c	(3 oz gr beef)	
	Sausage Pattie	2 oz	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Bun	1 ea
	Pancakes (3 each)	7.5 oz	Grilled Cheese Sandwiches	2 ea	Baked Potato	1 ea
	* Syrup	1 ½ oz	Seasoned Noodles	¾ c	* Green Beans/Carrots	½ c
	* Margarine	1/3 oz	* Bread	4 sl	* Tossed Salad/Dressing	½c-½oz
	* 2% Milk	8 oz	* Margarine	½ oz	* Biscuit	1/60
	* Coffee or Tea	12 oz	Salt & Pepper Pkt	1 ea	* Margarine	½ oz
	* Bread	1 ea	* Fruit Punch w/Vit C	1 c	Cookies or Fruit	2 ea/1svg
	Salt/Pepper Pkts	1 ea	* Sweetened Tea	1 c	Salt & Pepper Pkt	1 ea
			Veg Sub: Grld Cheese Sand	3 oz / 4 sl	* Coffee (11/1-3/31)	1 c
					* 2 % Milk	8 oz
					Veg Sub: Soy Sloppy Joe	4 oz

S A T U R D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Beef Stew (3oz beef)	4 oz
	* Grits	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	* Steamed Rice	¾ c
	Scrambled Eggs	4 oz	Breaded Fish Pattie OR	4 oz	Carrots	½ c
	* Bread	2 sl	Baked Fish Fillet		Tossed Salad/Dressing	½c-½oz
	* Jelly	1 oz	* Tartar Sauce	½ oz	Garlic Bread	2 sl
	* Margarine	1/3 oz	* Green Beans	½ c	Margarine	½ oz
	* 2% Milk	8 oz	* Bread	2 sl	Cake/Icing or Fruit	1/60/1svg
	* Coffee or Tea	12 oz	* Margarine	½ oz	Salt & Pepper Pkt	1 ea
	Salt/Pepper Pkts	1 ea	* Gelatin Dessert	½ c	* Coffee (11/1-3/31)	1 c
			Salt & Pepper Pkt	1 ea	* 2% Milk	8 oz
			* Fruit Punch w/Vit C	1 c	Veg Sub: Stew w/Soy	8 oz
			* Sweetened Tea	1 c	(3 oz soy)	
			Veg Sub: Vegetarian Beans	1 c		

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WEEK TWO

ATTACHMENT A 27

BREAKFAST

LUNCH

DINNER

S U N D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Country Fried Beef Pattie OR	4 oz
	* Ready to Eat Cereal	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Rice & Pinto Beans	1/2c&1c
	Pork Sausage Gravy	6 oz	Chili con Carne/Beans	8 oz	Mashed Potatoes	3/4 c
	Biscuits	2 ea	Steamed Rice	3/4 c	* Gravy	¼ c
	* Jelly	1 oz	* Cornbread	1/60	* Tomato/Onion Salad	½ c
	* Margarine	1/3 oz	* Margarine	½ oz	* Cornbread	1/60
	* 2% Milk	8 oz	Pudding	½ c	* Margarine	½ oz
	* Coffee or Tea	12 oz	Salt & Pepper Pkt	1 ea	* Gelatin Dessert	½ c
	* Bread	1 sl	* Fruit Punch w/Vit C	1 c	Salt & Pepper Pkt	1 ea
	Salt/Pepper Pkts	1 ea	* Sweetened Tea	1 c	* Coffee (11/1-3/31)	1 c
			Veg Sub: Soy Chili (3oz)	8 oz	* 2% Milk	8 oz
					Veg Sub: Vegetarian Beans	1 c

Self serve/free flow are marked with an asterisk. Portion sizes are indicated for pre-trayed items only.

WEEK THREE

ATTACHMENT A 28

BREAKFAST

LUNCH

DINNER

M O N D A Y	* Juice Drink	8 oz	* Fruit	1ea or 1 c	Ground Beef &	8 oz
	* Farina	1 c	* Vegetarian Soup(11/1-3/31)	1 c	Spanish Rice	3 oz
	Beef Sausage	2 oz	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Refried Beans	¾ c
	(3) Pancakes	7.5 oz	BBQ Beef	4 oz	* Green Beans	½ c
	* Syrup	1 ½ oz	Burger Bun	1 ea	* Shredded Lettuce	½ c
	* Margarine	1/3 oz	French Fries or Rice	½ c	* Bread	2 sl
	* 2% Milk	8 oz	* Catsup	½ oz	* Margarine	½ oz
	* Coffee or Tea	12 oz	* Biscuit	1/60	Cake/Icing or Fruit	1/60/1svg
	* Bread	2 sl	* Margarine	½ oz	Salt & Pepper Pkt	1 ea
	Salt & Pepper Pkts.	1 ea	Pudding	½ c	* Coffee (11/1-3/31)	1 c
			Salt & Pepper Pkts.	1 ea	* 2% Milk	8 oz
			* Fruit Punch w/Vit C	1 c	Veg Sub: Soy & Spanish	8 oz

T U E S D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Roast Beef	3 oz
	* Ready to Eat Cereal	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Brown Gravy	¼ c
	Scrambled Egg	4 oz	Breaded Chicken Pattie	4 oz	AuGratin Potatoes	¾ c
	* Bread	2 sl	(Meat 3 oz/Breading 1 oz)		* Mixed Vegetables	½ c
	* Jelly	1 oz	* Gravy	¼ c	* Cole Slaw	½ c
	* Margarine	1/3 oz	Macaroni Salad	¾ c	* Bread	2 sl
	* 2% Milk	8 oz	* Bread	2 sl	* Margarine	½ oz
	* Coffee or Tea	12 oz	* Margarine	½ oz	Cookies or Fruit	2 ea/1svg
	Salt & Pepper Pkts.	1 ea	Brownie or Fruit	1 ea /1 svg	Salt & Pepper Pkt	1 ea
			Salt & Pepper Pkt	1 ea	* Coffee (11/1-3/31)	1 c
			* Fruit Punch w/Vit C	1 c	* 2% Milk	8 oz
			* Sweetened Tea	1 c	Veg Sub: Mac & Cheese	1 c

W E D N E S D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Meatballs	3 oz
	* Oatmeal	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	BBQ Sauce	¼ c
	Fried Eggs	2	Fried/Baked Beef Pattie	1ea/4 oz	Steamed Rice	¾ c
	* Bread	2 sl	Hamburger Bun	1 ea	* Mixed Greens	½ c
	* Jelly	1 oz	Mustard	½ oz	* Tossed Salad / Dressing	½c-½oz
	* Margarine	1/3 oz	Catsup	½ oz	* Bread	2 sl
	* 2% Milk	8 oz	French Fries	¾ c	* Margarine	½ oz
	* Coffee or Tea	12 oz	Tomato/Onion	1 sl each	Cookies or Fruit	2 ea/1svg
	Salt & Pepper Pkts.	1 ea	* Biscuit	1/60	Salt & Pepper Pkt	1 ea
			* Margarine	½ oz	* Coffee (11/1-3/31)	1 c
			Cookies or Fruit	2 ea /1 svg	* 2% Milk	8 oz
			Salt & Pepper Pkt	1 ea	Veg Sub: Soy Meatballs	3 oz

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WEEK THREE

ATTACHMENT A 29

BREAKFAST

LUNCH

DINNER

T H U R S D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Ground Beef Stew	8 oz
	* Ready to Eat Cereal	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	(3oz gr beef)	
	Beef Gravy	6 oz	Bologna	1 ea	Rice	¾ c
	Hot Biscuits	2 ea	Cheese	1 oz	* Green Peas	½ c
	* Jelly	1 oz	Lettuce/Tomato	1 sl ea	* Carrot Salad	½ c
	* Margarine	1/3 oz	Potato Salad	¾ c	* Bread	2 sl
	* 2% Milk	8 oz	* Bread	2 sl	* Margarine	½ oz
	* Coffee or Tea	12 oz	* Margarine	½ oz	Cake/Icing or Fruit	1/60/1svg
	* Bread	1 sl	Fresh Fruit	1 ea	Salt & Pepper Pkt	1 ea
	Salt & Pepper Pkts.	1 ea	Salt & Pepper Pkt	1 ea	* Coffee (11/1-3/31)	1 c
			* Fruit Punch w/Vit C	1 c	* 2% Milk	8 oz
			* Sweetened Tea	1 c	Veg Sub: Stew w/Soy	8 oz
			Veg Sub: Vegetarian Beans	1 c	(3oz soy)	

F R I D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Beef Cube Steak	3 oz
	* Oatmeal	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	* Brown Gravy	¼ c
	Sausage Pattie	2 oz	Fried/Baked Fish Fillet	3 oz	Mashed Potatoes	¾ c
	Pancakes (3 each)	7.5 oz	Tartar Sauce	½ oz	* Mixed Vegetables	½ c
	* Syrup	1 ½ oz	Macaroni & Cheese	¾ c	* Tossed Salad / Dressing	½c-½oz
	* Margarine	1/3 oz	* Bread	2 sl	* Bread	2 sl
	* 2% Milk	8 oz	* Margarine	½ oz	* Margarine	½ oz
	* Coffee or Tea	12 oz	Cake/Icing or Fruit	1/60/1svg	Pudding	½ c
	* Bread	1 ea	Salt & Pepper Pkt	1 ea	Salt & Pepper Pkt	1 ea
	Salt & Pepper Pkts.	1 ea	* Fruit Punch w/Vit C	1 c	* Coffee (11/1-3/31)	1 c
			* Sweetened Tea	1 c	* 2% Milk	8 oz
			Veg Sub: Vegetarian Beans	1 c	Veg Sub: Mac & Cheese	1 c

S A T U R D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Steamed Pasta with	1 c
	* Grits	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Meat Sauce	6 oz
	Scrambled Eggs	4 oz	Roast Beef	2 oz	* Carrots	½ c
	* Bread	2 sl	Cheese	1 oz	* Garden Salad / Dressing	½c-½oz
	* Jelly	1 oz	French Fries	¾ c	* Bread	2 sl
	* Margarine	1/3 oz	Lettuce/Tomato	1 sl ea	* Margarine	½ oz
	* 2% Milk	8 oz	* Bread	2 sl	Cake/Icing or Fruit	1/60/1svg
	* Coffee or Tea	12 oz	* Margarine	½ oz	Salt & Pepper Pkt	1 ea
	Salt & Pepper Pkts.	1 ea	Fruit	1 svg	* Coffee (11/1-3/31)	1 c
			Salt & Pepper Pkt	1 ea	* 2% Milk	8 oz
			* Fruit Punch w/Vit C	1 c	Veg Sub: Soy,Pasta &	8 oz
			* Sweetened Tea	1 c	Sauce (3oz)	
			Veg Sub: Vegetarian Beans	1 c		

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WEEK THREE

ATTACHMENT A 30

BREAKFAST

LUNCH

DINNER

S U N D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Taco Meat (3oz gr beef)	4 oz
	* Ready to Eat Cereal	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Shredded Cheese	½ oz
	Pork Sausage Gravy	6 oz	Turkey Franks 10/1	2 ea	Steamed Rice	¾ c
	Biscuits	2 ea	Hot Dog Buns	2 ea	* Shredded Lettuce	½ c
	* Jelly	1 oz	Catsup	½ oz	Tortillas	2 ea
	* Margarine	1/3 oz	Mustard	½ oz	* Bread	2 sl
	* 2% Milk	8 oz	Oven Stripped Potatoes	¾ c	* Margarine	½ oz
	* Coffee or Tea	12 oz	* Biscuit	1/60	Cake/Icing or Fruit	1/60/1svg
	* Bread	1 sl	* Margarine	½ oz	Salt & Pepper Pkt	1 ea
	Salt & Pepper Pkts.	1 ea	Cake/Icing or Fruit	1/60/1 svg	* Coffee (11/1-3/31)	1 c
			Salt & Pepper Pkt	1 ea	* 2% Milk	8 oz
			* Fruit Punch w/Vit C	1 c	Veg Sub: Soy Taco Meat	4 oz
			* Sweetened Tea	1 c	(3oz soy)	
			Veg Sub: Vegetarian Beans	1 c		

Self serve/free flow are marked with an asterisk. Portion sizes are indicated for pre-trayed items only.

WEEK FOUR

ATTACHMENT A 31

BREAKFAST

LUNCH

DINNER

M O N D A Y	* Juice Drink	8 oz	Fruit	1ea or 1 c	Fried or Baked Meatloaf	3 oz
	* Farina	1 c	* Vegetarian Soup(11/1-3/31)	1 c	* Gravy	1/4 c
	Beef Sausage	2 oz	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Whipped Potatoes	3/4 c
	(3) Pancakes	7.5 oz	Spaghetti	3/4 c	* Green Beans	1/2 c
	* Syrup	1 ½ oz	Meat Sauce (ground beef)	3 oz	* Carrot Salad	1/2 c
	* Margarine	1/3 oz	* Carrots	1/2 c	* Bread	2 sl
	* 2% Milk	8 oz	* Garlic Bread	2 sl	* Margarine	½ oz
	* Coffee or Tea	12 oz	* Margarine	½ oz	Cake/Icing or Fruit	1/60/1svg
	* Bread	2 sl	Pudding	1/2 c	Salt & Pepper Pkt	1 ea
	Salt & Pepper Pkts.	1 ea	Salt & Pepper Pkt	1 ea	* Coffee (11/1-3/31)	1 c
			* Fruit Punch w/Vit C	1 c	* 2% Milk	8 oz
			* Sweetened Tea	1 c		

T U E S D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Fried Chicken or	1 QTR
	* Ready to Eat Cereal	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Baked Chicken	1 QTR
	Scrambled Egg	4 oz	Pork Ham	2 oz	* Gravy	1/4 c
	* Bread	2 sl	Slice Cheese	1 oz	Steamed Rice	3/4 c
	* Jelly	1 oz	Mustard	1/2 oz	* Green Peas	½ c
	* Margarine	1/3 oz	Pinto Beans	3/4 c	* Garden Salad/Dressing	½c-½oz
	* 2% Milk	8 oz	Lettuce/Tomato	1/1 each	* Cornbread	1 EA
	* Coffee or Tea	12 oz	* Bread	2 sl	* Margarine	½ oz
	Salt & Pepper Pkts.	1 ea	* Gelatin Dessert	½ c	Applesauce	½ c
			* Margarine	½ oz	Salt & Pepper Pkt	1 ea
			Salt & Pepper Pkt	1 ea	* Coffee (11/1-3/31)	1 c
			* Fruit Punch w/Vit C	1 c	* 2% Milk	8 oz

W E D N E S D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Meat/Cheese Pizza	1 SQ
	* Oatmeal	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	(4 X 6 CUT)	
	Fried Eggs	2	Fried/Baked Beef Pattie	1ea/4 oz	3 oz Meat & Cheese)	
	* Bread	2 sl	Hamburger Bun	1 ea	Pasta w/Marinara	3/4 c.
	* Jelly	1 oz	Mustard	½ oz	* Corn	½ c
	* Margarine	1/3 oz	Catsup	½ oz	* Tossed Salad/Dressing	½c-½oz
	* 2% Milk	8 oz	Home Potato Wedge	3/4 c	* Bread	2 SL
	* Coffee or Tea	12 oz	Tomato/Onion	1 sl each	* Margarine	½ oz
	Salt & Pepper Pkts.	1 ea	* Biscuit	1/60	Cookies or Fruit	2ea/1svg
			* Margarine	½ oz	Salt & Pepper Pkt	1 ea
			Cake/Icing or Fruit	1/60/1svg	* Coffee (11/1-3/31)	1 c
			Salt & Pepper Pkt	1 ea	* 2% Milk	8 oz

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WEEK FOUR

ATTACHMENT A 32

BREAKFAST

LUNCH

DINNER

T H U R S D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Fried or Baked	
	* Ready to Eat Cereal	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Salisbury Beef Pattie	3 oz
	Beef Gravy	6 oz	Breaded Chicken Pattie	4 oz	* Brown Gravy	1/4 c
	Hot Biscuits	2 ea	(Meat 3 oz/Breading 1oz)		Baked Potato	1
	* Jelly	1 oz	* Country Gravy	1/4 c	* Green Beans/Carrots	½ c
	* Margarine	1/3 oz	AuGratin Noodles	3/4 c	* Tossed Salad/Dressing	½c-½oz
	* 2% Milk	8 oz	* Bread	2 sl	* Bread	2 sl
	* Coffee or Tea	12 oz	* Margarine	½ oz	* Margarine	½ oz
	* Bread	1 sl	Cookie or Fruit	2 ea /1svg	Pudding	1/2 c
	Salt & Pepper Pkts.	1 ea	Salt & Pepper Pkts.	1 ea	Salt & Pepper Pkt	1 ea
			* Fruit Punch w/Vit C	1 c	* Coffee (11/1-3/31)	1c
			* Sweetened Tea	1 c	* 2% Milk	8 oz
			Veg Sub - Vegetarian Beans	1 c		

F R I D A Y	* Juice Drink	8 oz	Fruit	1 ea or 1 c	Roast Beef	3 oz
	* Oatmeal	1 c	* Vegetarian Soup(11/1-3/31)	1 c	* Gravy	1/4 c
	Sausage Pattie	2 oz	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Mashed Potatoes	3/4 c
	Pancakes (3 each)	7.5 oz	Breaded Fish Portion/Fillet	4 oz	* Mixed Vegetables	½ c
	* Syrup	1 ½ oz	Tartar Sauce	½ oz	* Tomato/Onion Salad	½ c
	* Margarine	1/3 oz	Seasoned Rice	3/4 c	* Cornbread	1 ea
	* 2% Milk	8 oz	* Bread	2 sl	* Margarine	½ oz
	* Coffee or Tea	12 oz	* Margarine	½ oz	Cake/Icing or Fruit	1/60/1svg
	* Bread	1 ea	Salt & Pepper Pkt	1 ea	Salt & Pepper Pkt	1 ea
	Salt & Pepper Pkts.	1 ea	* Fruit Punch w/Vit C	1 c	* Coffee (11/1-3/31)	1c
			* Sweetened Tea	1 c	* 2% Milk	8 oz
			Veg Sub - Vegetarian Beans	1 c		

S A T U R D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	* Steamed Spaghetti	3/4 c
	* Grits	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	* Meat Sauce	6 oz
	Scrambled Eggs	4 oz	Grilled Cheese Sandwiches	2 EA	* Peas	½ c
	* Bread	2 sl	Potato Salad	3/4 c	* Carrots	1/2 c
	* Jelly	1 oz	Cookies	2 ea	* Green Salad/Dressing	½c-½oz
	* Margarine	1/3 oz	Salt & Pepper Pkt	1 c	* Garlic Bread	2 sl
	* 2% Milk	8 oz	* Fruit Punch w/Vit C	1 c	* Margarine	½ oz
	* Coffee or Tea	12 oz	* Sweetened Tea	1 c	Pudding	1/2 c
	Salt & Pepper Pkts.	1 ea	Veg Sub: None		Salt & Pepper Pkt	1 ea
					* Coffee (11/1-3/31)	1 c
					* 2% Milk	8 oz

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WEEK FOUR

ATTACHMENT A 33

BREAKFAST

LUNCH

DINNER

S U N D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Sliced Turkey Breast	3 oz
	* Ready to Eat Cereal	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Stuffing	¾ c
	Pork Sausage Gravy	6 oz	Chili con Carne/Beans	8 oz	Mashed Potatoes	¾ c
	Biscuits	2 ea	(3 oz Beef)		* Gravy	¼ c
	* Jelly	1 oz	* Steamed Rice	¾ c	* Carrots	½ c
	* Margarine	1/3 oz	* Cornbread	1/60	* Cornbread	1 ea
	* 2% Milk	8 oz	* Margarine	½ oz	* Margarine	½ oz
	* Coffee or Tea	12 oz	* Gelatin Dessert	1/2 c	Cake/Icing or Fruit	1/60/1svg
	* Bread	1 sl	Salt & Pepper Pkt	1 ea	Salt & Pepper Pkt	1 ea
	Salt & Pepper Pkts.	1 ea	* Fruit Punch w/Vit C	1 c	* Coffee (11/1-3/31)	1 c
			* Sweetened Tea	1 c	* 2% Milk	8 oz
			Veg Sub Soy Chili (3ozSoy)	8 oz		

Self serve/free flow are marked with an asterisk. Portion sizes are indicated for pre-trayed items only.

WEEK FIVE

ATTACHMENT A 34

BREAKFAST

LUNCH

DINNER

M O N D A Y	* Juice Drink	8 oz	Fruit	1 ea or 1 c	Pork Ham	3 oz
	* Farina	1 c	* Vegetarian Soup(11/1-3/31)	1 c	OR Fish Fillet	3 oz
	Beef Sausage	2 oz	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Pinto Beans	¾ c
	(3) Pancakes	7.5 oz	Pork Pattie or Turkey Bologna	3 oz	* Corn	1/2 c
	* Syrup	1 ½ oz	Cheese	1 oz	* Tossed Salad/Dressing	½ c-½ oz
	* Margarine	1/3 oz	French Fries	¾ c	* Bread	2 sl
	* 2% Milk	8 oz	* Mustard	1/2 oz	* Margarine	½ oz
	* Coffee or Tea	12 oz	* Bread	2 sl	Cake/Icing or Fruit	1 svg
	* Bread		* Margarine	½ oz	Salt & Pepper Pkt	1 ea
	Salt & Pepper Pkts.	1 ea	Cake/Icing	1/60/1svg	* Coffee (11/1-3/31)	1 c
			Salt & Pepper Pkt	1 ea	* 2% Milk	8 oz
			* Fruit Punch w/Vit C	1 c		

T U E S D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Taco Meat (3 oz gr beef)	4 oz
	* Ready to Eat Cereal	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Shredded Cheese	1/2 oz
	Scrambled Egg	4 oz	Turkey Sausage & Peppers	4 oz	Refried Beans	¾ c
	* Bread	2 sl	(3 oz Meat)		Shredded Lettuce	1/2 c
	* Jelly	1 oz	Steamed Rice	¾ c	Tortillas	2 ea
	* Margarine	1/3 oz	* Bread	2 sl	Cake/Icing or Fruit	1 svg
	* 2% Milk	8 oz	* Margarine	½ oz	Salt & Pepper Pkt	1 ea
	* Coffee or Tea	12 oz	Brownie	1/60/1svg	* Coffee (11/1-3/31)	1 c
	Salt & Pepper Pkts.	1 ea	Salt & Pepper Pkt	1 ea	* 2% Milk	8 oz
			* Fruit Punch w/Vit C	1 c		
			* Sweetened Tea	1 c		
			Veg. Sub. Soy Meatball	3 oz		

W E D N E S D A Y	* Juice Drink	8 oz	Fruit	1 ea or 1 c	Ground Beef Stew	8 oz
	* Oatmeal	1 c	* Vegetarian Soup(11/1-3/31)	1 c	(3 oz gr beef)	
	Fried Eggs	2	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Rice	¾ c
	* Bread	2 sl	Fried/Baked Beef Pattie	1ea/4 oz	* Green Peas	½ c
	* Jelly	1 oz	Hamburger Bun	1 ea	* Carrot Salad	1/2 c
	* Margarine	1/3 oz	* Mustard	½ oz	* Bread	2 sl
	* 2% Milk	8 oz	* Catsup	½ oz	* Margarine	½ oz
	* Coffee or Tea	12 oz	French Fries	1 c	Cake/Icing or Fruit	1/60
	Salt & Pepper Pkts.	1 ea	Cookies	2 ea	Salt & Pepper Pkt	1 ea
			Salt & Pepper Pkt	1 ea	* Coffee (11/1-3/31)	1 c
			* Fruit Punch w/Vit C	1 c	* 2% Milk	8 oz
			* Sweetened Tea	1 c		

Self serve/free flow are marked with an asterisk. Portion sizes are indicated for pre-trayed items only.

BREAKFAST

LUNCH

DINNER

T H U R S D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Fried or Baked Meatloaf	3 oz
	* Ready to Eat Cereal	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	* Gravy	1/4 c
	Beef Gravy	6 oz	Breaded Chicken Pattie	4 oz	Whipped Potatoes	3/4 c
	Hot Biscuits	2 ea	(Meat 3oz/Breading 1oz)	1 ea	* Green Beans	1/2 c
	* Jelly	1 oz	* Gravy	1/4 c	* Carrot Salad	1/2 c
	* Margarine	1/3 oz	* Navy Beans	3/4 c	* Mixed Greens	½ c
	* 2% Milk	8 oz	* Cornbread	1/60/1svg	* Bread	2 sl
	* Coffee or Tea	12 oz	* Margarine	½ oz	* Margarine	½ oz
	* Bread	1 sl	Fresh Fruit	1	Cake/Icing or Fruit	1 svg
	Salt & Pepper Pkts.	1 ea	Salt & Pepper pkt	1 ea	Salt & Pepper Pkt	1 ea
			* Fruit Punch w/Vit C	1 c	* Coffee (11/1-3/31)	1 c
			* Sweetened Tea	1 c	* 2% Milk	8 oz
			Veg Sub - Vegetarian Beans	1 c		

F R I D A Y	* Juice Drink	8 oz	Fruit	1 ea or 1 c	Fried Chicken	1qrt
	* Oatmeal	1 c	* Vegetarian Soup(11/1-3/31)	1 c	or Baked Chicken	
	Sausage Pattie	2 oz	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	* Gravy	1/4 c
	Pancakes (3 each)	7.5 oz	Burrito	5 oz	Steamed Rice	3/4 c
	* Syrup	1 ½ oz	Pinto Beans	1/2 c	* Tossed Salad/Dressing	½ c-½ oz
	* Margarine	1/3 oz	Spanish Rice	3/4 c	* Green Peas	½ c
	* 2% Milk	8 oz	* Bread	2 sl	* Bread	2 sl
	* Coffee or Tea	12 oz	* Margarine	½ oz	* Margarine	½ oz
	* Bread	1 ea	Brownie	1/60/1svg	Cookies or Fruit	2 ea/1svg
	Salt & Pepper Pkts.	1 ea	Salt & Pepper Pkt	1 ea	Salt & Pepper Pkt	1 ea
			* Fruit Punch w/Vit C	1 c	* Coffee (11/1-3/31)	1c
			* Sweetened Tea	1 c	* 2% Milk	8 oz

S A T U R D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Fried/Baked Fish Fillet	3 oz
	* Grits	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	Tartar Sauce	½ oz
	Scrambled Eggs	4 oz	Meat Hoagie	2 oz meat	Fried Potatoes	3/4 c
	* Bread	2 sl	Cheese	½ oz	* Seasoned Greens	1/2 c
	* Jelly	1 oz	Lettuce/Tomato	1 sl ea	* Creamy Coleslaw	½ oz
	* Margarine	1/3 oz	Potato Salad	1/2 c	* Cornbread	1/60/1 ea
	* 2% Milk	8 oz	Hoagie Roll	1 ea	Cake/Icing	1/60/1 ea
	* Coffee or Tea	12 oz	Mustard	1/2 oz	* Margarine	1 c
	Salt & Pepper Pkts.	1 ea	Cookies/Fruit	1 ea/1svg	Salt & Pepper Pkt	1 ea
			Salt & Pepper Pkt	1 c	* Fruit Punch w/Vit C	1 c
			* Fruit Punch w/Vit C	1 c	* Sweetened Tea	1 c
			* Sweetened Tea	1 c	Veg Sub - Vegetarian Beans	1 c
			Veg Sub - Vegetarian Beans		* Coffee (11/1-3/31)	1 c
					* 2% Milk	8 oz

Self serve/free flow are marked with an asterisk. Portion sizes are indicated for pre-trayed items only.

WEEK FIVE

ATTACHMENT A 36

BREAKFAST

LUNCH

DINNER

S U N D A Y	* Juice Drink	8 oz	* Vegetarian Soup(11/1-3/31)	1 c	Sloppy Joe	4 oz
	* Ready to Eat Cereal	1 c	* Salad / Dressing(4/1-10/31)	½ c - ½ oz	(3oz gr beef)	
	Pork Sausage Gravy	6 oz	Chili Dogs	2 ea	Bun	1
	* Biscuits	2 ea	Coney Sauce	3 oz	Baked Potato	1
	* Jelly	1 oz	Hotdog Buns	2 ea	* Green Beans/Carrots	1/2 c
	* Margarine	1/3 oz	Cake/Icing	1/60/1svg	* Tossed Salad/Dressing	½ c-½ oz
	* 2% Milk	8 oz	Salt & Pepper Pkt	1 ea	* Biscuit	1/60
	* Coffee or Tea	12 oz	* Fruit Punch w/Vit C	1 c	* Margarine	½ oz
	* Bread	1 sl	* Sweetened Tea	1 c	Cookies or Fruit	2ea/1svg
	Salt & Pepper Pkts.	1 ea	Veg Sub - Vegetarian Beans	1 c	Salt & Pepper Pkt	1 ea
					* Coffee (11/1-3/31)	1 c
					* 2% Milk	8 oz

Self serve/free flow are marked with an asterisk. Portion sizes are indicated for pre-trayed items only.

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 exceeds 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 entities.

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: _____