



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  
 RJC632

PAGE  
 1

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

R O D D I N G

S H I P T O

REGIONAL JAIL AND CORRECTIONAL  
 FACILITY AUTHORITY  
 JOBSITE  
 SEE SPECIFICATIONS

DATE PRINTED	TERMS OF SALE	SHIP VIA	F.O.B.	FREIGHT TERMS
04/16/2008				
BID OPENING DATE: 04/30/2008		BID OPENING TIME 01:30PM		

LINE	QUANTITY	UOP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM #04		
				THIS ADDENDUM IS ISSUED TO ANSWER SUBMITTED QUESTIONS REGARDING THE SPECIFICATIONS, PER THE ATTACHED; AND TO EXTEND THE BID OPENING DATE FROM 4/23/08 TO 4/30/08.		
				NEW BID OPENING DATE: 4/30/2008; 1:30 PM		
0001	1	LS		952-84		
				COMMISSARY & FOOD SERVICE		
***** THIS IS THE END OF RFQ RJC632 ***** TOTAL:						

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

SIGNATURE		TELEPHONE		DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE		

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

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

1. Awards will be made in the best interest of the State of West Virginia.
2. The State may accept or reject in part, or in whole, any bid.
3. All quotations are governed by the *West Virginia Code* and the *Legislative Rules* of the Purchasing Division.
4. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125.00 registration fee.
5. All services performed or goods delivered under State Purchase Orders/Contracts are to be continued for the term of the Purchase Order/Contract, contingent upon funds being appropriated by the Legislature or otherwise being made available. In the event funds are not appropriated or otherwise available for these services or goods, this Purchase Order/Contract becomes void and of no effect after June 30.
6. Payment may only be made after the delivery and acceptance of goods or services.
7. Interest may be paid for late payment in accordance with the *West Virginia Code*.
8. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*.
9. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
10. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller.
11. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern all rights and duties under the Contract, including without limitation the validity of this Purchase Order/Contract.
12. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties.
13. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, this Contract 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.

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**INSTRUCTIONS TO BIDDERS**

1. Use the quotation forms provided by the Purchasing Division.
2. **SPECIFICATIONS:** Items offered must be in compliance with the specifications. Any deviation from the specifications must be clearly indicated by the bidder. Alternates offered by the bidder as **EQUAL** to the specifications must be clearly defined. A bidder offering an alternate should attach complete specifications and literature to the bid. The Purchasing Division may waive minor deviations to specifications.
3. Complete all sections of the quotation form.
4. Unit prices shall prevail in cases of discrepancy.
5. All quotations are considered F O B destination unless alternate shipping terms are clearly identified in the quotation.
6. **BID SUBMISSION:** All quotations must be delivered by the bidder to the office listed below prior to the date and time of the bid opening. Failure of the bidder to deliver the quotations on time will result in bid disqualifications.

**SIGNED BID TO:**

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

**Addendum #4 – Questions & Answers****Question:**

1. I would expect that recent billing information will also help verify current meal pricing levels shown in the contract?

**Answer:**

**Number of meals billed for a 2 month period:**

**South Central - 81,085  
Southwestern - 61,439  
Central - 41,263  
Eastern - 68,278  
Northern - 92,369  
Ohio County - 9,754  
Potomac - 37,302  
Southern - 81,196  
North Central - 87,726  
Tygart Valley - 56,435  
Western - 79,438**

**Commissary Sales for a 2 month period:**

**South Central - 49,687  
Southwestern - 51,014  
Central - 28,253  
Eastern - 36,424  
Potomac - 24,411  
Southern - 53,146  
North Central - 55,068  
Tygart - 42,121**

**Question:**

2. The specification references 3.1% (page 18 – H.) and 3.0% (page 33 – 3.4.5) annual CPI caps – which one is correct?

**Answer:**

**Please change the annual CPI caps to 6% in both of the above mentioned sections.**

**Question:**

- 3. How many copies of the proposal would you like to receive?**

**Answer:**

**One original copy must be submitted before the bid opening date and time to the WV Division of Purchasing. One convenient copy for agency's evaluation.**

**Question:**

- 4. It was our understanding that the Ohio County Correctional Complex picks up trays at the Northern Facility. We are puzzled as to why there is a required supervisor at this location. Can you describe how the Ohio County food service program is currently handled? Does this facility have a kitchen?**

**Answer:**

**The Ohio County Correctional Center does not pick up trays at the Northern Facility. The current food service program involves the Agency picking up staple goods at Northern that are ordered for them by the current vendor. All perishable items purchased locally by the vendor such as vegetables, bread and dairy are delivered directly to Ohio County. All foods are prepared and trayed for delivery to the housing units in the kitchen at Ohio County currently by five (5) inmate workers. A 1.0 FTE food service supervisor has been requested for this facility to train and supervise inmate workers, maintain inventory of foodstuffs and ensure quality control, kitchen safety and sanitation, at a minimum. The goal is to have all food items delivered directly to Ohio County. However, this has not been done due to unavailability of vendor oversight of inventory.**

**Question:**

- 5. Are the menus in the specs (bid menus) the menus currently being served to the populations?**

**Answer:**

**The menus provided are the current menus being served.**

**Question:**

- 6. You will be providing a current commissary list in Addendum #03 – is this list used for all locations? If not, and there is more than one list in use at the locations, we would like to see a copy of each separate one.**

**Answer:**

**List attached; the master list is the same throughout the jail system. However, it is at the discretion of each jail administrator if they wish to allow all items to be available to the inmates within their facility.**

WV Regional Jail Authority  
Commissary Price List

<u>COMMISSARY ITEMS</u>	<u>PRICE</u>
Donuts – 2	
Flour Tortillas – 6	
Granola Bar	\$ 0.50
Hot Jerky	\$ 3.50
Hot Spicy Peanuts	\$ 0.55
Jerky	\$ 3.50
Jumbo Honey Buns	\$ 0.95
Nachos	\$ 0.50
Nutty Buddy	
Oatmeal Cereal (1 Pack)	\$ 0.50
Oatmeal Pie	
Pop Tarts	
Rice Krispies Treats	\$ 0.85
Salted Peanuts	\$ 0.55
Saltine Crackers (6)	\$ 0.28
Soup – Beef	\$ 0.47
Soup – Beef Soup – Picante	\$ 0.47
Soup – Cajun Chicken	\$ 0.47
Soup – Chicken Noodle	\$ 0.47
Soup – Chili	\$ 0.47
Soup – Oriental Ramen	
Soup – Shrimp	\$ 0.47
Spicy Beef Pouch	
Squeeze Packet – Cheddar Squeeze	\$ 0.55
Squeeze Packet – Cheese	
Squeeze Packet – Cheese Hot	
Squeeze Packet – Peanut Butter	\$ 0.55
Squeeze Packet – Peanut Butter & Jelly	
Tuna in a Pouch	
TX Cinn Rolls	\$ 0.95

**DRINK MIX'S / COFFEE**

Cherry Drink Mix	\$ 0.29
Orange Drink Mix	\$ 0.29
Lemonade Drink Mix	\$ 0.29
Hot Cocoa Mix	\$ 0.29
Ice Tea Mix	\$ 0.29
Fruit Punch	\$ 0.29
Maxwell House	\$ 3.25

**MISCELLANEOUS PRODUCTS**

Beef Tips & Gravy	\$ 3.00
Birthday Card	\$ 1.35
Chocolate Milk	\$ 0.40
Contact Eye Cup	\$ 3.00
Contact Eye Wash	\$ 3.00
Crossword Puzzle	\$ 2.50
Envelope – 5 Pack	\$ 0.30
Envelope – Large White	\$ 0.32
Eraser	
Flex Pen	\$ 0.46
Greeting Card	\$ 1.35
Pencil	\$ 0.10
Pinochle Cards	
Plastic Cup	\$ 0.70
Plastic Spoon	\$ 0.04
Playing Cards	\$ 1.75
Playing Cards – Aviator	
Pocket Dictionary	\$ 2.87
Roloids	
Seasonal Card	\$ 1.35
Stamp	\$ 0.41
Stamped Envelope	
Sudoku Puzzles	

Typing Paper	\$ 2.50
White Legal Pad	\$ 1.35
Work Find Puzzle	\$ 2.50

### **PERSONAL HYGIENE PRODUCTS**

Afro Pick	
After Shave	\$ 2.50
Cocoa Butter Lotion	\$ 2.50
Shampoo – Conditioner	\$ 2.50
Shampoo – Dandruff	\$ 2.60
Efferdent	\$ 0.10
Effergrip	\$ 3.55
Hair Brush	\$ 2.00
Hair Pick	\$ 0.75
Hair Tie	\$ 0.21
Ladies Deodorant	\$ 2.75
Lip Care	\$ 2.00
Magic Shave Cream	\$ 3.48
Men’s Deodorant	\$ 2.75
Palm Brush	
Pomade	\$ 1.55
Shampoo – Regular	\$ 2.60
Rolaids	\$ 0.80
Soap Dial	\$ 1.40
Soap Dish	
Soap – Irish Spring	\$ 1.40
Soap – Ivory	
Tampons (8 Count)	\$ 2.30
Tone Soap	\$ 1.40
Toothbrush	
Toothpaste	\$ 1.65



**CLOTHING**

Ladies Panties - 10 to 12	
Ladies Panties - 7 to 10	\$ 1.79
Low Top Shoes - 7 to 15	\$13.27
Men's Boxers - 2XL to 3XL	\$ 3.49
Men's Boxers - 4XL	\$ 3.66
Men's Boxers - 5XL	\$ 3.74
Men's Boxers - 6XL	\$ 3.98
Men's Boxers - Med to XL	\$ 3.33
Slip on Shoe - 9 to 13	
Socks	
Sports Bra – Med to XL	\$ 8.20
Sweatpants – 2XL to 3XL	
Sweatpants – Med to XL	
Sweatshirt – 2XL to 3XL	
Sweatshirt – Med to XL	
Thermal Shirt – 2XL to 6XL	\$ 5.99
Thermal Shirt – Med to XL	\$ 5.25
Thermal Underwear Bottom – 2XL	
Thermal Underwear Bottom – 3XL	
Thermal Underwear Bottom – Med to XL	
T-Shirts – 2XL	\$ 4.52
T-Shirts – 3XL	\$ 4.62
T-Shirts – 4XL	\$ 4.72
T-Shirts – 6XL	\$ 4.98
T-Shirts – Med to Large	\$ 3.33
T-Shirts – XL	\$ 4.36

**CANDIES**

Atomic Fireball	\$ 1.17
Baby Ruth	\$ 0.75
Butterfinger	\$ 0.75

Butterfinger Crisp	\$ 0.75
Butterscotch Disk	\$ 1.17
Cough Drops	\$ 0.75
Grilled Cheese Crackers	\$ 0.65
Hershey Almond	\$ 0.75
Jolly Rancher Assort.	\$ 1.17
Kit Kat	\$ 0.75
M & M Peanut	\$ 0.75
M & M Plain	\$ 0.75
Milky Way	\$ 0.75
Nutty Bar	\$ 0.60
Peanut Butter Crackers	\$ 0.65
Reese's Smooth	
Reese Cup	\$ 0.75
Reese's Pieces	
Snickers	\$ 0.75
Sour Balls	
Starburst	\$ 0.75
Starlite Mints	\$ 1.17
Sugar Free Disc	\$ 1.17
Three Musketeers	\$ 0.75
Twix	\$ 0.75
Wintergreen Lifesaver	\$ 0.60
Zero Bar	\$ 0.75

### **SNACKS**

Beef Sticks	\$ 0.55
Beef Stick & Cheese	\$ 0.80
Brownies	\$ 0.65
Cheese Danish	\$ 0.95
Cheese It	\$ 0.50
Chicken In A Pouch	
Chips – Hot Pork Skins	\$ 0.50
Chips – BBQ	\$ 0.50

Chips - BBQ Corn	\$ 0.50
Chips – BBQ Pork Skins	\$ 0.50
Chips – Bugles	
Chips – Cheddar & Sour Cream	\$ 0.50
Chips – Cheetos	\$ 0.50
Chips – Chex Mix	
Chips – Cool Ranch	\$ 0.50
Chips – Doritos	
Chips – Flamin Hot Cheetos	\$ 0.50
Chips – Goldfish Hot & Spicy	
Chips – Hot Buffalo	\$ 0.50
Chips – Hot Fries	\$ 0.50
Chips – Jalapeno Cheetos	\$ 0.85
Chips – Plain	\$ 0.50
Chips – Pretzels	
Chips – Smoking Cheddar BBQ Dorito’s	\$ 0.85
Chips – Spicy Jalapeno	\$ 0.50
Chips – Sunchips	
Chocolate Chip Cookie	\$ 0.60
Chocolate Pies	
Coffee – 3 & 1	
Cookie – Oatmeal	\$ 0.60
Cookie – Peanut Butter	\$ 1.80
Cookies – Chocolate Chip – 6	
Cookies – Duplex	\$ 1.80
Cookies – Fudge Strip – 6	
Cookies – M & M	\$ 0.60
Cookies – Oreo – Vending Pack of 6	
Cookies – Peanut Butter – 6	
Cookies – Vanilla	\$ 1.80
Cookies – (6) Fresh Baked	\$ 2.50
Cup Cakes	\$ 0.95