



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
DJS010287

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF:
BUYER 32
304-558-2544

VENDOR

RFQ COPY
 TYPE NAME/ADDRESS HERE

SHIP TO

DIVISION OF JUVENILE SERVICES
 VARIOUS LOCALES AS
 INDICATED BY ORDER

| | | | | |
|-----------------------------------|---------------|----------|--------|---------------|
| DATE PRINTED 04/04/2010 | TERMS OF SALE | SHIP VIA | F.O.B. | FREIGHT TERMS |
|-----------------------------------|---------------|----------|--------|---------------|

BID OPENING DATE: **04/15/2010** BID OPENING TIME **01:30PM**

| LINE | QUANTITY | UOP | CAT NO. | ITEM NUMBER | UNIT PRICE | AMOUNT |
|--|----------|-----|---------|-------------|------------|--------|
| ADDENDUM NO. 2 | | | | | | |
| CHANGE THE BID OPENING DATE TO 4/15/10 AND TO ADD REVISED BID SCHEDULES. | | | | | | |
| 0001 | 1 | LS | | 375-15 | | |
| BREAD AND BAKERY PRODUCTS | | | | | | |
| ***** THIS IS THE END OF RFQ DJS010287 ***** 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. Prior to any award, the apparent successful vendor must be properly registered with the Purchasing Division and have paid the required \$125 fee
4. All services performed or goods delivered under State Purchase Order/Contracts are to be continued for the term of the Purchase Order/Contracts, 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.
5. Payment may only be made after the delivery and acceptance of goods or services.
6. Interest may be paid for late payment in accordance with the *West Virginia Code*
7. Vendor preference will be granted upon written request in accordance with the *West Virginia Code*
8. The State of West Virginia is exempt from federal and state taxes and will not pay or reimburse such taxes.
9. The Director of Purchasing may cancel any Purchase Order/Contract upon 30 days written notice to the seller
10. The laws of the State of West Virginia and the *Legislative Rules* of the Purchasing Division shall govern the purchasing process
11. Any reference to automatic renewal is hereby deleted. The Contract may be renewed only upon mutual written agreement of the parties
12. **BANKRUPTCY:** In the event the vendor/contractor files for bankruptcy protection, the State may deem this contract null and void, and terminate such contract without further order.
13. **HIPAA BUSINESS ASSOCIATE ADDENDUM:** The West Virginia State Government HIPAA Business Associate Addendum (BAA), approved by the Attorney General, is available online at www.state.wv.us/admin/purchase/vrc/hipaa.htm and is hereby made part of the agreement. Provided that the Agency meets the definition of a Cover Entity (45 CFR §160.103) and will be disclosing Protected Health Information (45 CFR §160.103) to the vendor.
14. **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. Vendor further agrees to comply with the Confidentiality Policies and Information Security Accountability Requirements, set forth in <http://www.state.wv.us/admin/purchase/privacy/noticeConfidentiality.pdf>.
15. **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, and the West Virginia Insurance Commission. 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.
16. **ANTITRUST:** In submitting a bid to any agency for the State of West Virginia, the bidder offers and agrees that if the bid is accepted the bidder will convey, sell, assign or transfer to the State of West Virginia all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of West Virginia for price fixing and/or unreasonable restraints of trade relating to the particular commodities or services purchased or acquired by the State of West Virginia. Such assignment shall be made and become effective at the time the purchasing agency tenders the initial payment to the bidder.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, limited liability company, partnership, or person or entity submitting a bid for the same material, supplies, equipment or services and is in all respects fair and without collusion or fraud. I further certify that I am authorized to sign the certification on behalf of the bidder or this bid.

INSTRUCTIONS TO BIDDERS

1. Use the quotation forms provided by the Purchasing Division. Complete all sections of the quotation form.
2. 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. Unit prices shall prevail in case of discrepancy. All quotations are considered F.O.B. destination unless alternate shipping terms are clearly identified in the quotation.
4. 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: Department of Administration, Purchasing Division, 2019 Washington Street East, P.O. Box 50130, Charleston, WV 25305-0130
5. Communication during the solicitation, bid, evaluation or award periods, except through the Purchasing Division, is strictly prohibited (W Va. C.S.R. §148-1-6.6).

Bid for Bread

DJS010287

Specifications:

Bread shall be fresh (12 to 48 hours after being baked) and shall be a regular product supplied by the vendor specifications

All Bread products are to be fresh not frozen

Bread shall be enriched with vitamins and minerals as prescribed by Section 2-3, Article 28, Chapter 19, of the Code of West Virginia (The State Enrichment Law).

Bread must be Whole Grain

Bread shall contain the following ingredients:

- Hard wheat flour .42 ash or less
- Protein content of not less than 11%
- Bread shall contain the following ingredients in amounts by weight of not less than:
 1. Sugar 6%
 2. Shortening 2% of the total weight of the flour.
 3. Solids of milk or skim milk 3%

Packing:

Bread shall be strongly wrapped in airtight dustproof wax paper or plastic wrap that is sealed and placed in dustproof cartons. Net weight shall be shown on package sizes. Bid prices will be based on weight shown on the package.

Delivery:

A regularly scheduled delivery time shall be maintained by the vendor on specified days of each week. Such days are to be mutually agreed upon between each individual facility and the vendor.

Acknowledgment of deliveries will only be made at the location designated by the receiving agency, and by an authorized receiver. Vendor shall assume responsibility to deliver bakery foods to a fixed and designated dry, sanitary place at the receiving agency.

Vendor must acknowledge there is a fluctuation in population according to each facility.

Pricing:

All deliveries and pricing shall be FOB destination. Bidders shall include delivery in the bid price. Invoicing shall be on the basis of Unit Price.

The successful Bidder must make available all items in the Bidders Inventory to be purchased, although these items are not listed on the bid sheet, these items must be available for purchase.

Quantities listed on the bid form are approximations only and base on estimates. Successful bidder will deliver the actual quantities ordered whether more or less.

Award will be based on lowest bid per facility.

| West Virginia Industrial Home for Youth 7 Industrial Drive Salem WV 24626 | | | | | |
|---|--|------------|------------------------------|--------------------|-------------------|
| Item | Description | Size | Yearly Estimated Order | Unit Price | Extended Price |
| 1 | Whole Wheat Bread loaves Round Top | 20 oz. | 4500 ea. | | |
| 2 | White Sandwich Bread whole grain | 24 oz. | 4500 ea. | | |
| 3 | Hot Dog Buns white whole grain | 12ct. | 1000 pkgs. | | |
| 4 | Hamburger Buns white whole grain | 12ct. | 3200 pkgs | | |
| 5 | Hoagie Buns | 12ct. | 800 pkgs. | | |
| 6 | Brown N' Serve Rolls | 12ct. | 500 pkgs. | | |
| 7 | Italian Bread Loaves Sliced | 12oz. | 500 ea. | | |
| 8 | Texas Toast Loaves | 24oz. | 2000 ea. | | |
| 9 | Individually Wrapped lunch cakes | 12ct. | 125 pkgs. | | |
| 10 | Soft Sub Buns hinged | 9" 6ct. | 800 pkgs. | | |
| 11 | Double Decker split Hamburger Bun | 6 ct. 2oz. | 100 pkgs. | | |
| 12 | New England Split top Frankfurter Buns | 1.5oz. | 75 pkgs. | | |
| 13 | Pita Bread Whole Grain | 12 ct. | 15 pkgs. | | |
| 14 | English Muffins | 6 ct. | | | |
| Bidder/Vendor Information: | | | | Grand Total | |
| Name: | | _____ | | | |
| Address: | | _____ | | | |
| | | _____ | | | |
| Phone # : | | _____ | | | |
| E-Mail Address: | | _____ | | | |

| Rubenstein Center 141 Forestry Camp Road Davis, WV 26260 | | | | | |
|---|--|------------|------------------------|--------------------|----------------|
| Item | Description | Size | Yearly Estimated Order | Unit Price | Extended Price |
| 1 | Whole Wheat Bread loaves Round Top | 20 oz. | 4200 ea. | | |
| 2 | White Sandwich Bread whole grain | 24 oz. | 4400 ea. | | |
| 3 | Hot Dog Buns white whole grain | 12ct. | 900 pkgs. | | |
| 4 | Hamburger Buns white whole grain | 12ct. | 2200 pkgs. | | |
| 5 | Hoagie Buns | 12ct. | 300 pkgs. | | |
| 6 | Brown N' Serve Rolls | 12ct. | 400 pkgs. | | |
| 7 | Italian Bread Loaves Sliced | 12oz. | 350 ea. | | |
| 8 | Texas Toast Loaves | 24oz. | 350 ea. | | |
| 9 | Individually Wrapped lunch cakes | 12ct. | | | |
| 10 | Soft Sub Buns hinged | 9" 6ct. | | | |
| 11 | Double Decker split Hamburger Bun | 6 ct. 2oz. | | | |
| 12 | New England Split top Frankfurter Buns | 1.5oz. | | | |
| 13 | Pita Bread Whole Grain | 12 ct. | | | |
| 14 | English Muffins | 6 ct. | | | |
| Bidder/Vendor Information: | | | | Grand Total | |
| Name: | | _____ | | | |
| Address: | | _____ | | | |
| Phone # : | | _____ | | | |
| E-Mail Address: | | _____ | | | |

| Donald R. Kuhn Juvenile Center One Lory Place Julian, WV 25529 | | | | | |
|--|--|------------|------------------------------|--------------------|-------------------|
| Item | Description | Size | Yearly Estimated Order | Unit Price | Extended Price |
| 1 | Whole Wheat Bread loaves Round Top | 20 oz. | | | |
| 2 | White Sandwich Bread whole grain | 24 oz. | 2200 ea. | | |
| 3 | Hot Dog Buns white whole grain | 12ct. | 750 pkgs. | | |
| 4 | Hamburger Buns white whole grain | 12ct. | 950 pkgs. | | |
| 5 | Hoagie Buns | 12ct. | 250 pkgs. | | |
| 6 | Brown N' Serve Rolls | 12ct. | | | |
| 7 | Italian Bread Loaves Sliced | 12oz. | | | |
| 8 | Texas Toast Loaves | 24oz. | 350 ea. | | |
| 9 | Individually Wrapped lunch cakes | 12ct. | | | |
| 10 | Soft Sub Buns hinged | 9" 6ct. | | | |
| 11 | Double Decker split Hamburger Bun | 6 ct. 2oz. | | | |
| 12 | New England Split top Frankfurter Buns | 1.5oz. | | | |
| 13 | Pita Bread Whole Grain | 12 ct. | | | |
| 14 | English Muffins | 6 ct. | | | |
| Bidder/Vendor Information: | | | | Grand Total | |
| Name: | | _____ | | | |
| Address: | | _____ | | | |
| | | _____ | | | |
| Phone # : | | _____ | | | |
| E-Mail Address: | | _____ | | | |

**Lorrie Yeager Juvenile Center
907 Mission Drive
Parkersburg, WV 26101**

| Item | Description | Size | Yearly Estimated Order | Unit Price | Extended Price |
|----------------------------|--|------------|------------------------------|--------------------|-------------------|
| 1 | Whole Wheat Bread loaves Round Top | 20 oz. | 900 ea. | | |
| 2 | White Sandwich Bread whole grain | 24 oz. | 750 ea. | | |
| 3 | Hot Dog Buns white whole grain | 12ct. | 200 pkgs. | | |
| 4 | Hamburger Buns white whole grain | 12ct. | 500 pkgs. | | |
| 5 | Hoagie Buns | 12ct. | 350 pkgs. | | |
| 6 | Brown N' Serve Rolls | 12ct. | | | |
| 7 | Italian Bread Loaves Sliced | 12oz. | | | |
| 8 | Texas Toast Loaves | 24oz. | | | |
| 9 | Individually Wrapped lunch cakes | 12ct. | | | |
| 10 | Soft Sub Buns hinged | 9" 6ct. | | | |
| 11 | Double Decker split Hamburger Bun | 6 ct. 2oz. | | | |
| 12 | New England Split top Frankfurter Buns | 1.5oz. | | | |
| 13 | Pita Bread Whole Grain | 12 ct. | | | |
| 14 | English Muffins | 6 ct. | | | |
| Bidder/Vendor Information: | | | | Grand Total | |
| Name: | | _____ | | | |
| Address: | | _____ | | | |
| | | _____ | | | |
| Phone # : | | _____ | | | |
| E-Mail Address: | | _____ | | | |

| Tiger Morton Juvenile Center 60 Manfred Holland Way Dunbar, WV 25064 | | | | | |
|--|--|------------|------------------------------|--------------------|-------------------|
| Item | Description | Size | Yearly Estimated Order | Unit Price | Extended Price |
| 1 | Whole Wheat Bread loaves Round Top | 20 oz. | 1500 ea. | | |
| 2 | White Sandwich Bread whole grain | 24 oz. | 200 ea. | | |
| 3 | Hot Dog Buns white whole grain | 12ct. | 300 pkgs. | | |
| 4 | Hamburger Buns white whole grain | 12ct. | 300 pkgs. | | |
| 5 | Hoagie Buns | 12ct. | | | |
| 6 | Brown N' Serve Rolls | 12ct. | | | |
| 7 | Italian Bread Loaves Sliced | 12oz. | | | |
| 8 | Texas Toast Loaves | 24oz. | | | |
| 9 | Individually Wrapped lunch cakes | 12ct. | | | |
| 10 | Soft Sub Buns hinged | 9" 6ct. | 300 pkgs. | | |
| 11 | Double Decker split Hamburger Bun | 6 ct. 2oz. | | | |
| 12 | New England Split top Frankfurter Buns | 1.5oz. | | | |
| 13 | Pita Bread Whole Grain | 12 ct. | | | |
| 14 | English Muffins. | 6 ct. | | | |
| Bidder/Vendor Information: | | | | Grand Total | |
| Name: | | _____ | | | |
| Address: | | _____ | | | |
| | | _____ | | | |
| Phone # : | | _____ | | | |
| E-Mail Address: | | _____ | | | |

**Robert Shell Juvenile Center
2 O'Hanlon Place
Barboursville, WV 25504**

| Item | Description | Size | Yearly Estimated Order | Unit Price | Extended Price |
|------|--|------------|------------------------------|------------|-------------------|
| 1 | Whole Wheat Bread loaves Round Top | 20 oz. | 500 ea. | | |
| 2 | White Sandwich Bread whole grain | 24 oz. | 750 ea. | | |
| 3 | Hot Dog Buns white whole grain | 12ct. | 200 pkgs. | | |
| 4 | Hamburger Buns white whole grain | 12ct. | 100 pkgs. | | |
| 5 | Hoagie Buns | 12ct. | 100 pkgs. | | |
| 6 | Brown N' Serve Rolls | 12ct. | | | |
| 7 | Italian Bread Loaves Sliced | 12oz. | | | |
| 8 | Texas Toast Loaves | 24oz. | 200 ea. | | |
| 9 | Individually Wrapped lunch cakes | 12ct. | | | |
| 10 | Soft Sub Buns hinged | 9" 6ct. | | | |
| 11 | Double Decker split Hamburger Bun | 6 ct. 2oz. | | | |
| 12 | New England Split top Frankfurter Buns | 1.5oz. | | | |
| 13 | Pita Bread Whole Grain | 12 ct. | | | |
| 14 | English Muffins | 6 ct. | | | |

| | |
|---|--------------------|
| Bidder/Vendor Information: Name: _____ Address: _____ _____ Phone #: _____ E-Mail Address: _____ | Grand Total |
|---|--------------------|

**Gene Spadaro Juvenile Center
106 Martin Drive
Mt. Hope, WV 25880**

| Item | Description | Size | Yearly Estimated Order | Unit Price | Extended Price |
|-----------------------------------|--|------------|------------------------|--------------------|----------------|
| 1 | Whole Wheat Bread loaves Round Top | 20 oz. | 300 ea. | | |
| 2 | White Sandwich Bread whole grain | 24 oz. | | | |
| 3 | Hot Dog Buns white whole grain | 12ct. | 200 pkgs. | | |
| 4 | Hamburger Buns white whole grain | 12ct. | 300 pkgs. | | |
| 5 | Hoagie Buns | 12ct. | | | |
| 6 | Brown N' Serve Rolls | 12ct. | | | |
| 7 | Italian Bread Loaves Sliced | 12oz. | 300 ea. | | |
| 8 | Texas Toast Loaves | 24oz. | 300 ea. | | |
| 9 | Individually Wrapped lunch cakes | 12ct. | | | |
| 10 | Soft Sub Buns hinged | 9" 6ct. | 200 pkgs. | | |
| 11 | Double Decker split Hamburger Bun | 6 ct. 2oz. | 300 pkgs. | | |
| 12 | New England Split top Frankfurter Buns | 1.5oz. | | | |
| 13 | Pita Bread Whole Grain | 12 ct. | | | |
| 14 | English Muffins | 6 ct. | 300 ea. | | |
| Bidder/Vendor Information: | | | | Grand Total | |
| Name: | | _____ | | | |
| Address: | | _____ | | | |
| | | _____ | | | |
| Phone # : | | _____ | | | |
| E-Mail Address: | | _____ | | | |

**Chick Buckbee Juvenile Center
One Jerry Lane
Augusta, WV 26704**

| Item | Description | Size | Yearly Estimated Order | Unit Price | Extended Price |
|-----------------------------------|--|------------|------------------------|--------------------|----------------|
| 1 | Whole Wheat Bread loaves Round Top | 20 oz. | 850 ea. | | |
| 2 | White Sandwich Bread whole grain | 24 oz. | 850 ea. | | |
| 3 | Hot Dog Buns white whole grain | 12ct. | 200 pkgs. | | |
| 4 | Hamburger Buns white whole grain | 12ct. | 600 pkgs. | | |
| 5 | Hoagie Buns | 12ct. | 250 pkgs. | | |
| 6 | Brown N' Serve Rolls | 12ct. | 250 pkgs. | | |
| 7 | Italian Bread Loaves Sliced | 12oz. | | | |
| 8 | Texas Toast Loaves | 24oz. | | | |
| 9 | Individually Wrapped lunch cakes | 12ct. | | | |
| 10 | Soft Sub Buns hinged | 9" 6ct. | | | |
| 11 | Double Decker split Hamburger Bun | 6 ct. 2oz. | | | |
| 12 | New England Split top Frankfurter Buns | 1.5oz. | | | |
| 13 | Pita Bread Whole Grain | 12 ct. | | | |
| 14 | English Muffins | 6 ct. | | | |
| Bidder/Vendor Information: | | | | Grand Total | |

Name:

Address:

Phone # :

E-Mail Address:

**Vicki Douglas Juvenile Center
900 Emmett Rousch Drive
Martinsburg, WV 25401**

| Item | Description | Size | Yearly Estimated Order | Unit Price | Extended Price |
|------|--|------------|------------------------------|--------------------|-------------------|
| 1 | Whole Wheat Bread loaves Round Top | 20 oz. | 300 ea. | | |
| 2 | White Sandwich Bread whole grain | 24 oz. | 400 ea. | | |
| 3 | Hot Dog Buns white whole grain | 12ct. | 200 pkgs. | | |
| 4 | Hamburger Buns white whole grain | 12ct. | 400 pkgs. | | |
| 5 | Hoagie Buns | 12ct. | 120 pkgs. | | |
| 6 | Brown N' Serve Rolls | 12ct. | 250 pkgs. | | |
| 7 | Italian Bread Loaves Sliced | 12oz. | | | |
| 8 | Texas Toast Loaves | 24oz. | 150 ea. | | |
| 9 | Individually Wrapped lunch cakes | 12ct. | | | |
| 10 | Soft Sub Buns hinged | 9" 6ct. | | | |
| 11 | Double Decker split Hamburger Bun | 6 ct. 2oz. | | | |
| 12 | New England Split top Frankfurter Buns | 1.5oz. | | | |
| 13 | Pita Bread Whole Grain | 12 ct. | | | |
| 14 | English Muffins | 6 ct. | | | |
| | | | | Grand Total | |

Bidder/Vendor Information:

Name:

Address:

Phone # :

E-Mail Address:

**Sam Perdue Juvenile Center
843 Shelter Road
Princeton, WV 24740**

| Item | Description | Size | Yearly Estimated Order | Unit Price | Extended Price |
|------|--|------------|------------------------|--------------------|----------------|
| 1 | Whole Wheat Bread loaves Round Top | 20 oz. | 425 ea. | | |
| 2 | White Sandwich Bread whole grain | 24 oz. | 125 ea. | | |
| 3 | Hot Dog Buns white whole grain | 12ct. | 110 pkgs. | | |
| 4 | Hamburger Buns white whole grain | 12ct. | 65 pkgs. | | |
| 5 | Hoagie Buns | 12ct. | 40 pkgs. | | |
| 6 | Brown N' Serve Rolls | 12ct. | | | |
| 7 | Italian Bread Loaves Sliced | 12oz. | | | |
| 8 | Texas Toast Loaves | 24oz. | 100 ea. | | |
| 9 | Individually Wrapped lunch cakes | 12ct. | | | |
| 10 | Soft Sub Buns hinged | 9" 6ct. | | | |
| 11 | Double Decker split Hamburger Bun | 6 ct. 2oz. | | | |
| 12 | New England Split top Frankfurter Buns | 1.5oz. | | | |
| 13 | Pita Bread Whole Grain | 12 ct. | | | |
| 14 | English Muffins | 6 ct. | | | |
| | | | | Grand Total | |

Bidder/Vendor Information:

Name:

Address:

Phone # :

E-Mail Address:
