



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  
**DJS010288**

PAGE  
**1**

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

RFQ COPY  
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

DIVISION OF JUVENILE SERVICES  
 VARIOUS LOCALES AS INDICATED BY ORDER

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

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

LINE	QUANTITY	UQP	CAT NO	ITEM NUMBER	UNIT PRICE	AMOUNT
<b>ADDENDUM NO. 2</b>						
<b>TO CHANGE BID OPENING DATE TO 4/15/10 AT 1:30 PM AND TO ADD REVISED BID SCHEDULES AS PER ATTACHED</b>						
0001	1	LS		380-75		
	MILK, DAIRY					
***** THIS IS THE END OF RFQ DJS010288 ***** 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](http://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 DJS010288

### Milk & Dairy Products

Open End Contract for Vendor to supply Dairy Products to all of the Department of Juvenile Services Facilities in the State of West Virginia.

Below are the Specifications:

All Milk and Dairy products that are included in this bid must meet or exceed the Nutritional Standards and guidelines set forth by the School Nutrition Association. Below are the minimum requirements.

- Low-fat and Fat-free Milk
- Lactose-free and soy beverages are included
- Not to exceed 1% milk fat for all milk offered
- Not to exceed 28 grams of sugar per 8oz. serving
- Not to exceed 170 calories per 8oz. serving
- 100 percent juice or 100% juice water/blends, with no sugar added
- 100 percent juice or 100% juice water/blends with carbonation up to 12oz.

Bidders shall include delivery in the bid price. Invoicing shall be on the basis of Unit Price.

All deliveries and pricing shall be FOB Destination.

Acknowledgement of deliveries will only be made at the location designated by the receiving Agency and by an authorized receiver.

There shall not be any aluminum, metal or glass containers that contain product to be delivered. All items are to be delivered in returnable plastic crates.

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 based on estimates. Successful bidder will deliver the actual quantities ordered whether more or less. Items listed in Bid Form are in eaches unless listed otherwise.**

**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/Ea.	Unit Price	Extended Price
1	Chocolate Milk 1%	1/2 pint	15,600		
2	Skim Milk	1/2 pint	166,400		
3	1% Milk	1/2 pint	166,400		
4	1% Milk	Gallon			
5	1% Milk	5 Gallon	120		
6	2% Milk	5 Gallon			
7	Buttermilk Lowfat	1/2 Gallon			
8	Lactose Free Milk	1/2 Gallon	200		
9	Cottage Cheese Lowfat	5 lbs.	120		
10	Heavy whipping cream	Qt.	144		
11	Sour Cream	2 oz. Pkg.			
12	Sour Cream	5 lbs.	120		
13	Ice Cream Cups Chocolate	24/4oz.	64 cases		
14	Ice Cream Cups Vanilla	24/4oz.	64 cases		
15	Ice Cream Cups Strawberry	24/4oz.	64 cases		
16	Assorted Juices, paper carton	4oz.	93,600		
Bidder/Vendor Information:				<b>Grand Total</b>	
Name: _____					
Address: _____					
_____					
Phone # : _____					
E-Mail Address: _____					

**Rubenstein Center  
141 Forestry Camp Road  
Davis, WV 26260**

Item	Description	Size	Yearly Estimated Order/Ea.	Unit Price	Extended Price
1	Chocolate Milk 1%	1/2pint			
2	Skim Milk	1/2pint			
3	1% Milk	1/2pint	7500		
4	1% Milk	Gallon			
5	1% Milk	5 Gallon	300		
6	2% Milk	5 Gallon	415		
7	Buttermilk Lowfat	1/2 Gallon			
8	Lactose Free Milk	1/2 Gallon			
9	Cottage Cheese Lowfat	5 lbs.	75		
10	Heavy whipping cream	Qt.			
11	Sour Cream	2 oz. Pkg.			
12	Sour Cream	5 lbs.	75		
13	Ice Cream Cups Chocolate	24/4oz.			
14	Ice Cream Cups Vanilla	24/4oz.			
15	Ice Cream Cups Strawberry	24/4oz.			
16	Assorted Juices, paper carton	4oz.	200,000		

**Grand Total**

Bidder/Vendor Information:

Name:

Address:

Phone # :

E-Mail Address:

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**Donald R. Kuhn Juvenile Center**  
**One Julian Place**  
**Julian, WV 25529**

Item	Description	Size	Yearly Estimated Order/Ea.	Unit Price	Extended Price
1	Chocolate Milk 1%	1/2pint	2000		
2	Skim Milk	1/2pint			
3	1% Milk	1/2pint	75,000		
4	1% Milk	Gallon			
5	1% Milk	5 Gallon			
6	2% Milk	5 Gallon			
7	Buttermilk Lowfat	1/2 Gallon	300		
8	Lactose Free Milk	1/2 Gallon			
9	Cottage Cheese Lowfat	5 lbs.			
10	Heavy whipping cream	Qt.			
11	Sour Cream	2 oz. Pkg.			
12	Sour Cream	5 lbs.			
13	Ice Cream Cups Chocolate	24/4oz.			
14	Ice Cream Cups Vanilla	24/4oz.			
15	Ice Cream Cups Strawberry	24/4oz.			
16	Assorted Juices, paper carton	4oz.			

Bidder/Vendor Information:

Name:

Address:

Phone # :

E-Mail Address:

**Grand Total**

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

Item	Description	Size	Yearly Estimated Order/Ea.	Unit Price	Extended Price
1	Chocolate Milk 1%	1/2pint	6725		
2	Skim Milk	1/2pint	26875		
3	1% Milk	1/2pint	960		
4	1% Milk	Gallon			
5	1% Milk	5 Gallon			
6	2% Milk	5 Gallon			
7	Buttermilk Lowfat	1/2 Gallon			
8	Lactose Free Milk	1/2 Gallon			
9	Cottage Cheese Lowfat	5 lbs.	10		
10	Heavy whipping cream	Qt.			
11	Sour Cream	2 oz. Pkg.			
12	Sour Cream	5 lbs.			
13	Ice Cream Cups Chocolate	24/4oz.			
14	Ice Cream Cups Vanilla	24/4oz.			
15	Ice Cream Cups Strawberry	24/4oz.			
16	Assorted Juices, paper carton	4oz.			

Bidder/Vendor Information:

**Grand Total**

Name:

Address:

Phone # :

E-Mail Address:

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**Tiger Morton Juvenile Center  
60 Manfred Holland Way  
Dunbar, WV 25064**

Item	Description	Size	Yearly Estimated Order/Ea.	Unit Price	Extended Price
1	Chocolate Milk 1%	1/2pint			
2	Skim Milk	1/2pint	55,000		
3	1% Milk	1/2pint			
4	1% Milk	Gallon	50		
5	1% Milk	5 Gallon			
6	2% Milk	5 Gallon			
7	Buttermilk Lowfat	1/2 Gallon			
8	Lactose Free Milk	1/2 Gallon			
9	Cottage Cheese Lowfat	5 lbs.	25		
10	Heavy whipping cream	Qt.			
11	Sour Cream	2 oz. Pkg.	5000		
12	Sour Cream	5 lbs.	25		
13	Ice Cream Cups Chocolate	24/4oz.			
14	Ice Cream Cups Vanilla	24/4oz.			
15	Ice Cream Cups Strawberry	24/4oz.			
16	Assorted Juices, paper carton	4oz.	8,000		
Bidder/Vendor Information:				<b>Grand Total</b>	

Name:

Address:

Phone # :

E-Mail Address:



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

Item	Description	Size	Yearly Estimated Order/Ea.	Unit Price	Extended Price
1	Chocolate Milk 1%	1/2pint			
2	Skim Milk	1/2pint			
3	1% Milk	1/2pint	35,000		
4	1% Milk	Gallon			
5	1% Milk	5 Gallon			
6	2% Milk	5 Gallon			
7	Buttermilk Lowfat	1/2 Gallon			
8	Lactose Free Milk	1/2 Gallon			
9	Cottage Cheese Lowfat	5 lbs.	10		
10	Heavy whipping cream	Qt.			
11	Sour Cream	2 oz. Pkg.			
12	Sour Cream	5 lbs.	20		
13	Ice Cream Cups Chocolate	24/4oz.			
14	Ice Cream Cups Vanilla	24/4oz.			
15	Ice Cream Cups Strawberry	24/4oz.			
16	Assorted Juices, paper carton	4oz.			
Bidder/Vendor Information:				<b>Grand Total</b>	

Name:

Address:

Phone # :

E-Mail Address:

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

Item	Description	Size	Yearly Estimated Order/Ea.	Unit Price	Extended Price
1	Chocolate Milk 1%	1/2pint	1300		
2	Skim Milk	1/2pint			
3	1% Milk	1/2pint	41,000		
4	1% Milk	Gallon			
5	1% Milk	5 Gallon			
6	2% Milk	5 Gallon			
7	Buttermilk Lowfat	1/2 Gallon			
8	Lactose Free Milk	1/2 Gallon			
9	Cottage Cheese Lowfat	5 lbs.	10		
10	Heavy whipping cream	Qt.			
11	Sour Cream	2 oz. Pkg.			
12	Sour Cream	5 lbs.	5		
13	Ice Cream Cups Chocolate	24/4oz.			
14	Ice Cream Cups Vanilla	24/4oz.			
15	Ice Cream Cups Strawberry	24/4oz.			
16	Assorted Juices, paper carton	4oz.			
Bidder/Vendor Information:				<b>Grand Total</b>	
Name:		_____			
Address:		_____			
		_____			
Phone # :		_____			
E-Mail Address:		_____			

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

Item	Description	Size	Yearly Estimated Order/Ea.	Unit Price	Extended Price
1	Chocolate Milk 1%	1/2pint	5000		
2	Skim Milk	1/2pint			
3	1% Milk	1/2pint	31,000		
4	1% Milk	Gallon			
5	1% Milk	5 Gallon			
6	2% Milk	5 Gallon			
7	Buttermilk Lowfat	1/2 Gallon			
8	Lactose Free Milk	1/2 Gallon			
9	Cottage Cheese Lowfat	5 lbs.	100		
10	Heavy whipping cream	Qt.			
11	Sour Cream	2 oz. Pkg.			
12	Sour Cream	5 lbs.	50		
13	Ice Cream Cups Chocolate	24/4oz.			
14	Ice Cream Cups Vanilla	24/4oz.			
15	Ice Cream Cups Strawberry	24/4oz.			
16	Assorted Juices, paper carton	4oz.			
Bidder/Vendor Information:				<b>Grand Total</b>	
Name:		_____			
Address:		_____			
		_____			
Phone # :		_____			
E-Mail Address:		_____			

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

Item	Description	Size	Yearly Estimated Order/Ea.	Unit Price	Extended Price
1	Chocolate Milk 1%	1/2pint	5000		
2	Skim Milk	1/2pint			
3	1% Milk	1/2pint	29450		
4	1% Milk	Gallon			
5	1% Milk	5 Gallon			
6	2% Milk	5 Gallon			
7	Buttermilk Lowfat	1/2 Gallon			
8	Lactose Free Milk	1/2 Gallon			
9	Cottage Cheese Lowfat	5 lbs.			
10	Heavy whipping cream	Qt.			
11	Sour Cream	2 oz. Pkg.			
12	Sour Cream	5 lbs.	5		
13	Ice Cream Cups Chocolate	24/4oz.			
14	Ice Cream Cups Vanilla	24/4oz.			
15	Ice Cream Cups Strawberry	24/4oz.			
16	Assorted Juices, paper carton	4oz.			

Bidder/Vendor Information:

**Grand Total**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone # : \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

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

Item	Description	Size	Yearly Estimated Order/Ea.	Unit Price	Extended Price
1	Chocolate Milk 1%	1/2pint	20,800		
2	Skim Milk	1/2pint	26,000		
3	1% Milk	1/2pint			
4	1% Milk	Gallon			
5	1% Milk	5 Gallon			
6	2% Milk	5 Gallon	100		
7	Buttermilk Lowfat	1/2 Gallon	40		
8	Lactose Free Milk	1/2 Gallon			
9	Cottage Cheese Lowfat	5 lbs.			
10	Heavy whipping cream	Qt.			
11	Sour Cream	2 oz. Pkg.			
12	Sour Cream	5 lbs.	20		
13	Ice Cream Cups Chocolate	24/4oz.			
14	Ice Cream Cups Vanilla	24/4oz.			
15	Ice Cream Cups Strawberry	24/4oz.			
16	Assorted Juices, paper carton	4oz.			

Bidder/Vendor Information:

**Grand Total**

Name:

Address:

Phone # :

E-Mail Address: