



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  
 DJS010342

PAGE  
 1

ADDRESS CORRESPONDENCE TO ATTENTION OF:  
 TARA LYLE  
 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
07/25/2011				

BID OPENING DATE: 08/09/2011 BID OPENING TIME 01:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. QUESTIONS AND ANSWERS ARE ATTACHED. 2. REVISED BID FORMS ATTACHED. 3. TO MOVE THE BID OPENING DATE FROM 08/04/11 TO 08/09/11. 4. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
END OF ADDENDUM NO. 1						
0001	1	LS		375-15		
BREAD AND ROLLS						
***** THIS IS THE END OF RFQ DJS010342 ***** 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).

**DJS010342**  
**Addendum No. 1**

Q1: With the whole wheat requirement I'm only able to bid on 6 of the 13 bid items. I have the others available in white, but not whole wheat. I'm assuming if I can't bid on half the items my bid won't be accepted, am I right?

A1: Bread items must have enriched or wheat listed as the first ingredient. The bread can be white wheat as long as enriched or wheat is first ingredient.

Q2: Does a vendor need to bid on all 5 sites or can we specify which center we would like to bid on. Some centers might be outside our service territory.

A2: No, vendors do not have to bid on all 5 sites. The contract may be awarded to multiple vendors with the lowest grand total per facility.

**CLARIFICATIONS:**

1. Revised bid forms attached.
  
2. To revise the fifth sentence in the specifications –

From:

Must have “enriched” or “whole wheat” listed first on the ingredients list.

To:

Must have “enriched” or “wheat” listed first on the ingredients list.

3. To move the bid opening date from 08/04/2011 to 08/09/2011.

Robert Shell Juvenile Center 2 O'Hanlon Place Barboursville, WV 25504					
Item	Description	Size	Yearly Estimated Order	Unit Price	Extended Price
1	Whole Wheat Loaves Bread	20 oz.	500 ea.		
2	Enriched White Sandwich Bread	20oz.	25ea.		
3	White Sandwich Bread whole grain	24 oz.	750 ea.		
4	Enriched White Sandwich Bread	24oz.	25ea.		
5	White Hot Dog Buns whole grain	8ct.	200 pkgs.		
6	White Hamburger Buns whole grain	8ct.	100 pkgs.		
7	Hoagie Buns white whole grain	8ct.	100 pkgs.		
8	Brown N' Serve Rolls whole grain	12ct.	20 pkgs		
9	Italian Bread Loaves Sliced	12oz.	20 pkgs		
10	Texas Toast Loaves whole grain	24oz.	200 ea.		
11	Soft Sub Buns hinged whole grain	9" 6ct.	20 pkgs		
12	Double Decker split Hamburger Bun whole grain	6 ct. 2oz.	20 pkgs		
13	New England Split top Frankfurter Buns	1.5oz.	20 pkgs		
14	Pita Bread Whole grain	12 ct.	20 pkgs		
15	English Muffins whole grain	6 ct.	20 pkgs		
				<b>Grand Total</b>	
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 Loaves Bread	20 oz.	425 ea.		
2	Enriched White Sandwich Bread	20oz.	25ea.		
3	White Sandwich Bread whole grain	24 oz.	125 ea.		
4	Enriched White Sandwich Bread	24oz.	25ea.		
5	White Hot Dog Buns whole grain	8ct.	110 pkgs.		
6	White Hamburger Buns whole grain	8ct.	65 pkgs.		
7	Hoagie Buns white whole grain	8ct.	40 pkgs.		
8	Brown N' Serve Rolls whole grain	12ct.	20pkgs.		
9	Italian Bread Loaves Sliced whole grain	12oz.	20pkgs.		
10	Texas Toast Loaves whole grain	24oz.	100 ea.		
11	Soft Sub Buns hinged whole grain	9" 6ct.	20pkgs.		
12	Double Decker split Hamburger Bun whole grain	6 ct. 2oz.	20pkgs.		
13	New England Split top Frankfurter Buns	1.5oz.	20pkgs.		
14	Pita Bread Whole grain	12 ct.	20pkgs.		
15	English Muffins whole grain	6 ct.	20pkgs.		
				<b>Grand Total</b>	

**Bidder/Vendor Information:**

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 Loaves Bread	20 oz.	4100 ea.		
2	Enriched White Sandwich Bread	20oz.	200ea.		
3	White Sandwich Bread whole grain	24 oz.	4300 ea.		
4	Enriched White Sandwich Bread	24oz.	100ea.		
5	White Hot Dog Buns whole grain	8ct.	800 pkgs.		
6	White Hamburger Buns whole grain	8ct.	2100 pkgs.		
7	Hoagie Buns white whole grain	8ct.	200 pkgs.		
8	Brown N' Serve Rolls whole grain	12ct.	300 pkgs.		
9	Italian Bread Loaves Sliced whole grain	12oz.	350 ea.		
10	Texas Toast Loaves whole grain	24oz.	350 ea.		
11	Soft Sub Buns hinged whole grain	9" 6ct.	10pkgs		
12	Double Decker split Hamburger Bun whole grain	6 ct. 2oz.	20pkgs		
13	New England Split top Frankfurter Buns	1.5oz.	20pkgs		
14	Pita Bread Whole grain	12 ct.	20pkgs		
15	English Muffins whole grain	6 ct.	20pkgs		
				<b>Grand Total</b>	
Bidder/Vendor Information: 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 Loaves Bread	20 oz.	100 ea.		
2	Enriched White Sandwich Bread	20oz.	200ea.		
3	White Sandwich Bread whole grain	24 oz.	2200 ea.		
4	Enriched White Sandwich Bread	24oz.	100ea.		
5	White Hot Dog Buns whole grain	8ct.	750 pkgs.		
6	White Hamburger Buns whole grain	8ct.	950 pkgs.		
7	Hoagle Buns white whole grain	8ct.	250 pkgs.		
8	Brown N' Serve Rolls whole grain	12ct.	50pkgs.		
9	Italian Bread Loaves Sliced whole grain	12oz.	20pkgs		
10	Texas Toast Loaves whole grain	24oz.	350 ea.		
11	Soft Sub Buns hinged whole grain	9" 6ct.	20pkgs		
12	Double Decker split Hamburger Bun whole grain	6 ct. 2oz.	20pkgs		
13	New England Split top Frankfurter Buns	1.5oz.	20pkgs		
14	Pita Bread Whole grain	12 ct.	20pkgs		
15	English Muffins whole grain	6 ct.	20pkgs		
				<b>Grand Total</b>	
Bidder/Vendor Information:					
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 Loaves Bread	20 oz.	900 ea.		
2	Enriched White Sandwich Bread	20oz.	200ea.		
3	White Sandwich Bread whole grain	24 oz.	750 ea.		
4	Enriched White Sandwich Bread	24oz.	100ea.		
5	White Hot Dog Buns whole grain	8ct.	200 pkgs.		
6	White Hamburger Buns whole grain	8ct.	500 pkgs.		
7	Hoagie Buns white whole grain	8ct.	350 pkgs.		
8	Brown N' Serve Rolls whole grain	12ct.	20 pkgs.		
9	Italian Bread Loaves Sliced	12oz.	20 pkgs.		
10	Texas Toast Loaves whole grain	24oz.	20 pkgs.		
11	Soft Sub Buns hinged whole grain	9" 6ct.	20 pkgs.		
12	Double Decker split Hamburger Bun whole grain	6 ct. 2oz.	20 pkgs.		
13	New England Split top Frankfurter Buns	1.5oz.	20 pkgs.		
14	Pita Bread Whole grain	12 ct.	20 pkgs.		
15	English Muffins whole grain	6 ct.	20 pkgs.		
				<b>Grand Total</b>	

**Bidder/Vendor Information:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone #: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_