



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

**Solicitation**

NUMBER
DBSM131053

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
CONNIE OSWALD 304-558-2157

VENDOR

RFQ COPY  
 TYPE NAME/ADDRESS HERE

SHIP TO

SCHOOL FOR THE DEAF & BLIND  
 RECEIVING DEPARTMENT  
  
 301 EAST MAIN STREET  
 ROMNEY, WV  
 26757-1894      304-822-4810

DATE PRINTED
11/01/2012

BID OPENING DATE: 11/13/2012      BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. TO PROVIDE ANSWERS TO QUESTIONS RECEIVED FOR THIS SOLICITATION. 2. TO PROVIDE ADDENDUM ACKNOWLEDGMENT. 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						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	<b>ADDRESS CHANGES TO BE NOTED ABOVE</b>	

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

SOLICITATION NUMBER: DBSM131053

Addendum Number: 01

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The purpose of this addendum is to modify the solicitation identified as ("Solicitation") to reflect the change(s) identified and described below.

**Applicable Addendum Category:**

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

**Description of Modification to Solicitation:**

To provide answers to questions received.  
To provide addendum acknowledgment.

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

**Terms and Conditions:**

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

# ATTACHMENT A

**DBSM131053-- WV Schools for the Deaf and the Blind Milk and Dairy Products Bid****VENDOR QUESTIONS AND ANSWERS**

**Vendor Question 1:** We are more than willing to bid on the dairy with the addendum stating the price mark-up will remain the same percentage above our cost since both milk and cheese are commodity items that change day to day and week to week. Is it [sic] this something you are willing to send over so I can move forward with pricing?

**WVSDB ANSWER TO QUESTION 1:** We are bidding on a cost per unit only.

**Vendor Question 2:** I have a question pertaining to the dairy bid proposal we have received from the School of Deaf and Blind. I am looking at page 16 article 51: Background Check. (Part A) I am trying to determine whether the state needs a Fingerprint-based State and Federal background inquiry for the employee designated to make the delivery at this location. Is that what this is asking us to provide. The next paragraph speaks of a list of all employees who will be physically present and working at the Capitol complex. (Part B) Does this mean a list of any employee who might be making a delivery to this location? All employees go through background checks with our company. We use an outside company, First Advantage for this process and information. (Part C) Would this be sufficient?

**WVSDB ANSWER TO QUESTION 2--PART A:** Yes, fingerprint based state and federal background inquiries are required.

**WVSDB ANSWER TO QUESTION 2--PART B:** Deliveries will be made to the school's location in Romney, WV, not the Capitol Complex in Charleston, WV. A list of any employees making deliveries to the school's location will be sufficient.

**WVSDB ANSWER TO QUESTION 2--PART C:** The successful vendor may use any provider who does state/national fingerprinting to comply with this requirement. Vendor should keep on file the results of said fingerprinting of employees making deliveries to the school and should supply copies of the fingerprint results to the school as requested. If the vendor has already completed said background checks on any employees making deliveries, those results will be adequate. Should there be a change in the status of an employee after fingerprinting is completed, e.g., employee charged or convicted of a felony, then it is the responsibility of the successful vendor to immediately notify the school of the employee's change in status. Sexual offenders, those charged with a felony or convicted felons are NOT permitted on the campus of the WV Schools for the Deaf and the Blind.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: DBSM131053**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

- |   |  |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6  |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7  |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8  |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9  |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further 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.

\_\_\_\_\_  
Company

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.  
 Revised 6/8/2012