



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

Solicitation

NUMBER
COR61549

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
TARA LYLE
304-558-2544

RFQ COPY

TYPE NAME/ADDRESS HERE

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DIVISION OF CORRECTIONS
 VARIOUS LOCALES AS INDICATED
 BY ORDER

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DATE PRINTED
03/10/2014

BID OPENING DATE: 04/02/2014

BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
				ADDENDUM NO. 9		
				SEE ATTACHED PAGES.		
				END OF ADDENDUM NO. 9		
0001	1	JB		961-15		
				COMMISSARY SERVICES		
***** THIS IS THE END OF RFQ COR61549 ***** TOTAL:						

SIGNATURE	TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE

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

SOLICITATION NUMBER: COR61549**Addendum Number: 9**

The purpose of this addendum is to modify the solicitation identified as COR61549 ("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:

1. Responses to vendor questions attached.
2. The bid opening remains 04/02/2014 at 1:30 pm.

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 AQuestions:

- Q1: At facilities like Denmar and Salem Correctional Centers that are listed on Exhibit 1 as providing commissary multiple times a week, are individual inmates permitted to order more than once a week? Or do inmates from different housing units get their orders on separate days?
- A1: Denmar and Salem order once per week and are delivered once per week.
- Q1a: What are the entry restrictions for deliveries at each facility?
- A1a: All vendors entering the facilities must adhere to the facility's security procedures. Pruntytown Correctional Center - deliveries must be made in 28' truck or smaller.
- Q1b: About how long does it take for a delivery to clear security at each facility?
- A1b: This depends on how many vehicles are entering the facility. Each vehicle is cleared within 5-10 minutes once it enters the gate.
- Q1c: Who receives deliveries?
- A1c: Commissary Staff and/or Central Receiving
- Q1d: Is there a loading dock to receive shipments at each facility or will a lift-gate be required at any facilities?
- A1d: Lakin Correctional Center, Huttonsville Correctional Center, Northern Correctional Center and Mt. Olive Correctional Complex
- Q1e: If any facilities require a lift-gate, which ones?
- A1e: Salem Correctional Center, Denmar Correctional Center, Pruntytown Correctional Center, Anthony Correctional Center, Martinsburg Correctional Center, Parkersburg Correctional Center, Ohio County Correctional Center, Beckley Correctional Center.
- Q2: Will the DOC allow vendor staff onsite at facilities running onsite canteen windows to use workstations on the facilities' LANs?
- A2: Yes

- Q3: Who owns the racks and equipment in the storefronts?
- A3: Agency
- Q4: What about racks and pallet jacks etc. in any storerooms at WVDOC facilities?
- A4: The Agency has the required equipment.
- Q5: Certain merchandise like ice cream is typically delivered by local suppliers. May we assume that prescreened local delivery representatives that we engage for this purpose will be permitted to make deliveries at each WVDOC facility?
- A5: Yes, the Vendor may have deliveries made by other vendors/suppliers.
- Q6: If we choose to submit a proposal to partner with WVCI and to work with CI to support a statewide commissary program, do State employment rules permit CI employees to work part time? To use their own vehicles to drive between work locations? Do State employment rules permit flex-time of any sort?
- A6: Yes, with approval by the Agency, state employees are allowed to work secondary jobs. Any person using their on vehicle on non-State time must be an arrangement between them and the Vendor. The Agency or the State of West Virginia would not have any responsibility or liability when the employee is not on State time. The Division of Personnel Administrative Rule does not recognize flex-time or comp-time.
- Q7: How many trucks and of what sizes does the DOC and/or WVCI currently own?
- A7: WVCI owns three box trucks and one cargo van. Two box trucks are 16' and one box truck is 24'.
- Q8: The State's response to Question Number 11 in Addendum 7 asked "What location is inmate orders scanned for all satellite locations?" The State responded by listing "Northern, Ohio County, Pruntytown, St. Mary's, Parkersburg, Salem, Anthony, Denmar, Martinsburg and Lakin." Are respondents correct in assuming that they locations scan orders for each of the satellite locations?
- A8: The Agency stated the current method of scanning orders for satellite locations.
- Q9: In Question 50 of Addendum 7, the State responded to a vendor's question regarding the ability to pick and pack bags for other facilities from the largest facility. Due to the size of the some of the satellite locations, it would be cost effective for the Department to allow the awarded contractor to pick orders from the larger institutions. Would the Department reconsider proposals that can demonstrate how this could be accomplished in an effort to reduce costs and create efficiencies?
- A9: Since this is a Request for Proposal, the Agency welcomes alternate solutions from the Vendors that are or could be in the best interest of the State and of the Agency.

Additions/Clarifications/Other Information:

1. The facility description form is hereby amended:
 - a. The Ohio County Correctional Center will be offsite delivery rather than picking up the orders at Northern Correctional Facility.
 - b. Salem Correctional Center will be once a week delivery rather than two times each week.
2. The bid opening remains 04/02/2014 at 1:30 pm.
3. No additional questions will be accepted on this RFP.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: COR61549

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 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.