



State of West Virginia
Agency Master Agreement

Order Date: 2022-01-27

CORRECT ORDER NUMBER MUST
APPEAR ON ALL PACKAGES,
INVOICES, AND SHIPPING PAPERS.
QUESTIONS CONCERNING THIS
ORDER SHOULD BE DIRECTED TO
THE DEPARTMENT CONTACT.

Order Number:	AMA 0608 0608 DCR2200000027 1	Procurement Folder:	994512
Document Name:	Union Supply Group	Reason for Modification:	
Document Description:	Commissary Services		
Procurement Type:	Agency Master Agreement		
Buyer Name:	Herbert Mickey Skeens		
Telephone:	(304) 558-2350		
Email:	herbert.m.skeens@wv.gov		
Shipping Method:	Best Way	Effective Start Date:	2022-02-01
Free on Board:	FOB Dest, Freight Prepaid	Effective End Date:	2027-01-31

VENDOR		DEPARTMENT CONTACT	
Vendor Customer Code:	000000175379	Requestor Name:	Herbert Mickey Skeens
UNION SUPPLY GROUP INC		Requestor Phone:	(304) 558-2350
2301 EAST PACIFICA PL		Requestor Email:	herbert.m.skeens@wv.gov
RANCHO DOMINGUEZ CA 90220			
US			
Vendor Contact Phone:	999-999-9999	Extension:	
Discount Details:			
	Discount Allowed	Discount Percentage	Discount Days
#1	No	0.0000	0
#2	No		
#3	No		
#4	No		

INVOICE TO	SHIP TO
VARIOUS AGENCY LOCATIONS	VARIOUS AGENCY LOCATIONS
AS INDICATED BY ORDER	AS INDICATED BY ORDER
No City WV 99999	No City WV 99999
US	US

Total Order Amount: Open End

DEPARTMENT AUTHORIZED SIGNATURE

SIGNED BY : Mary A Hackl

DATE: 2022-01-27

ELECTRONIC SIGNATURE ON FILE

Extended Description:

Solicitation ARFP DCR2200000002 - Commissary Services

The West Virginia Department of Homeland Security, Division of Administrative Services (hereinafter referred to as "WVDAS") is soliciting proposals for the West Virginia Division of Corrections and Rehabilitation (hereinafter referred to as "Agency") for inmate commissary services to inmates at multiple correctional sites by means of on-site window, on-site delivery, an off-site delivery type operation, or a combination of services. In addition, the vendor will be responsible for the management of daily operations of the commissary program; supervision, training, and evaluation of inmate workers; purchasing; receiving, storage, and inventory of the vendor's goods and supplies; sanitation of the commissary and/or storage areas; compliance with applicable Federal, State, American Correctional Association ("ACA"), and Prison Rape Elimination Act ("PREA") statutes and standards, and Agency Policies and Procedures (as now provided or subsequently revised); recordkeeping; accountability; and operations management to include vendor's employees and necessary supplies.

The contract shall be for a base period of five (5) years, with five optional one (1) year renewals. Automatic renewals are prohibited. Vendor and Agency must mutually agree in writing to the renewal of said contract.

Effective Dates:

Renewals Remaining: 5

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
1	80141701				\$0.00
Service From		Service To			

Commodity Line Description: Commissary Services - Jails

Extended Description:

Percentage Commission Paid to Agency - 20%

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
2	80141701				\$0.00
Service From		Service To			

Commodity Line Description: Commissary Services - Adult Correctional Centers

Extended Description:

Percentage Commission Paid to Agency - 10%

Line	Commodity Code	Manufacturer	Model No	Unit	Unit Price
3	80141701				\$0.00
Service From		Service To			

Commodity Line Description: Commissary Services - Juvenile Centers

Extended Description:

Percentage Commission Paid to Agency - 20%

	Document Phase	Document Description	Page 3
DCR2200000027	Final	Commissary Services	