

**REQUEST
FOR
PROPOSAL
NO. 2014-02**

**Alabama Department of Corrections
Inmate Commissary Services**

**Alabama Department of Corrections
Office of the Commissioner
301 South Ripley Street
Montgomery, AL 36104**

February 10, 2014

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SECTION I

INTRODUCTION

The Alabama Department of Corrections (“ADOC”) announces this Request for Proposal (“RFP”) to all eligible and interested parties for the opportunity to submit a proposal for its statewide commissary operations. You are invited to submit a response in accordance with the requirements specified in this RFP. All proposal requirements are laid out in Section 5.9 of this RFP.

The Alabama Department of Corrections desires to establish a three (3) year agreement to provide bulk delivery of canteen products to each of its facilities with the possibility of mutually agreed upon fourth and fifth year extensions.

The ADOC has twenty-eight (28) facilities with roughly twenty-five thousand three hundred (25,300) inmates. Each facility operates a store front cashless commissary program and sandwich line through a bulk delivery operation. The “Commissary Master Product and Price List (as of October 15, 2013)” is provided as Attachment D. The total commissary sales volume for the period of October 1, 2012, through September 30, 2013, was approximately \$28,641,000.

The ADOC is asking for proposals for bulk delivery to commissary stores that are operated by ADOC staff. Bulk delivery prices should include proposed costs of goods delivered to each individual facility. Vendors should also propose an automated web-based ordering system for ADOC canteen workers to submit orders to the Selected Vendor along with any other operational enhancements that the ADOC should consider.

Proposals must be received in the ADOC Commissioner’s Office by **4:00 p.m., Central Standard Time, on March 18, 2014.**

1.1 **Purpose of RFP**

The purpose of this RFP is to establish a contract for commissary services at each of the ADOC’s facilities and any future similar commissaries required by the ADOC.

1.2 **Definitions**

ACA - the American Correctional Association.

“ADOC,” “DOC,” or “Department” - the Alabama Department of Corrections.

ADPH - the Alabama Department of Public Health.

Authorized Representative - any person or entity duly authorized and designated in writing to act for and on behalf of the Vendor in negotiating or executing any resulting contract.

Commissary Services - those functions set out in detail in this RFP for the bulk delivery of commissary and personal property items as approved for sale by the ADOC to its inmates.

Inmate - a person who has been sentenced to the custody of the ADOC.

ITF - Inmate Trust Fund – the accounting system for inmate funds maintained by the ADOC.

“Facility” or “Facilities” - one or more of the twenty-eight (28) facilities operated by the ADOC as listed in Attachment C.

Personal Property - personal property includes personal clothing items authorized for sale in the canteen by the ADOC.

RFP - this Request for Proposal, together with all amendments and addenda thereto.

Standards - all applicable federal and state laws, constitutional requirements, court orders, and ADOC policies and procedures. If there is a conflict between any of these and this RFP or the contract, the more stringent shall apply, as determined by the ADOC.

State - the State of Alabama or the Alabama Department of Corrections; these terms may be used interchangeably.

Selected Vendor - any corporation or legal entity, qualified under Alabama law and the specifications of the RFP, chosen by the ADOC to negotiate a contract.

Vendor - any corporation or legal entity qualified under Alabama law to respond to this RFP.

1.3 Responsibility to Read and Understand

By responding to this solicitation, Vendor will be held to have read and thoroughly examined the RFP. Failure to read and thoroughly examine the RFP will not excuse any failure to comply with the requirements of the RFP or any resulting contract, nor will such failure be a basis for claiming additional compensation. If Vendor suspects an error, omission, or discrepancy in this solicitation, Vendor must notify Mr. Robert Brantley, Single Point of Contact, **by 4:00 p.m. CST February 24, 2014**, as provided in Section 5.8 of this RFP. The ADOC will issue written instructions, if appropriate, by close of business March 7, 2014. The written responses will be posted to the ADOC website at www.doc.alabama.gov.

1.4 Reservations

The ADOC reserves the following rights: (1) to reject all proposals; (2) to reject individual proposals for failure to meet any requirement; and (3) to waive minor defects. The ADOC may seek clarification of the proposal from Vendor at any time, and failure of the Vendor to respond is cause for rejection. Clarification is not an opportunity to change the proposal. Submission of a proposal confers on Vendor no right of selection or to a subsequent contract. This process is for the benefit of the ADOC only and is to provide the ADOC with competitive information to assist in the selection process. All decisions on compliance, evaluation, terms, and conditions will be made solely at the discretion of the ADOC and made to favor the State.

1.5 Cost of Preparation

The ADOC is not responsible for, and will not pay any costs associated with, the preparation and submission of Vendor's proposal, regardless of whether or not selected for negotiations. Any costs associated with any oral presentations to the ADOC will be the responsibility of Vendor and will in no way be charged to the ADOC.

1.6 Vendor Contact

The ADOC will consider the person who signs Vendor's proposal the contact person for all matters pertaining to the proposal unless Vendor designates another person in writing.

1.7 Opening Date

Vendors's proposals will be opened on **March 19, 2014, at 10:00 a.m.** in the Commissioner's Conference Room located at 301 South Ripley Street, Montgomery, AL 36104. At the scheduled place and date for the proposal opening, the names of Vendors who submitted proposals will be announced.

1.8 Evaluation and Selection

The ADOC will evaluate all proposals using the criteria outlined in Section 5.10, Evaluation Criteria, and make a recommendation to the Commissioner of the ADOC, who will make the final selection.

1.9 Contract Term

The initial term of the contract will be for a period of three (3) years with the mutual option to extend the contract for two (2) additional one-year periods. The maximum duration of the contract is five (5) years.

1.10 Cost of the Resulting Contract

Product prices will include all costs of services provided by the Selected Vendor and must be quoted in the proposal.

1.11 Contract Negotiations

Selected Vendor may be required to enter into contract negotiations if the ADOC believes such is necessary or desirable. If an agreement cannot be reached to the satisfaction of the ADOC within thirty (30) days, the ADOC may reject Selected Vendor's proposal or revoke the selection and begin negotiations with the next Selected Vendor. Any proposed changes, as well as the final contract, must be approved and signed by the appropriately authorized State and ADOC official(s).

1.12 Entire Agreement

Upon acceptance of Selected Vendor's proposal by the ADOC, the parties will negotiate a formal contract in writing, duly signed by the proper parties thereto, and subject to review by the

Legislative Contract Review Committee and approval of the Governor of the State of Alabama. The contract shall include the provisions in this RFP and any addendum or attachments thereto and will include the relevant portions of the Selected Vendor's proposal that are expressly agreed upon and adopted by the ADOC.

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SECTION II

GENERAL TERMS AND CONDITIONS

2.1 Proposal Conditions

- a) By signing the proposal, Vendor agrees to be bound by all terms and conditions of the RFP. Any exceptions to the specified terms and conditions must be clearly set forth within Vendor's proposal and are subject to the acceptance of the ADOC.
- b) All vendor proposals will remain firm and unaltered for ninety (90) days after the proposal due date shown or until the contract is fully executed with another vendor, whichever is earlier. An exception to the criterion will be if the Vendor is engaged in contract negotiations then that Vendor will be allowed to make proposal modification(s) only in accordance with a request by the ADOC.
- c) Vendor's provision of services must comply with the standards of the ACA, the ADPH, and other standards as may be defined in Administrative Regulations, directives, and the policies and procedures of the ADOC.
- d) If any requirement of the RFP exceeds the standards or requirements of the ACA, the ADPH, or the policies and procedures of the ADOC, the requirements of the RFP will prevail. Any exception to this requirement must be specified in the resulting contract, or through a subsequent written mutual agreement, and must be signed by the authorized representatives of Selected Vendor and the ADOC.
- e) The State reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.
- f) The State of Alabama may make such reasonable investigations as deemed proper and necessary to determine the ability of Vendor to perform the services/furnish the goods, and Vendor shall furnish to the State all such information and data for this purpose as may be requested. The State reserves the right to inspect Vendor's physical facilities prior to award to satisfy questions regarding Vendor's capabilities. The State further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such Vendor fail to satisfy the State that such Vendor is properly qualified to carry out the obligations of the awarded contract and to provide the services and/or furnish the goods contemplated therein.
- g) Vendors may be asked to submit further financial information to prove financial responsibility. Any such financial responsibility documents will be kept confidential if a "REDACTED" copy is also submitted, as provided in Section 5.3.C.4, unless otherwise required by law.
- h) Upon the award or the announcement of the decision to award a contract, the ADOC will inform the Selected Vendor in writing.

- i) Only the final results of the ADOC Evaluation Committee may be considered public. Any work papers, individual evaluator or consultant comments, notes, or scores are not open.
- j) The ADOC reserves the right to modify the requirements of the RFP or the resulting contract by: (1) changing the operational requirements or time frames; (2) adding or deleting tasks to be performed or equipment to be provided; and/or (3) making any other modification deemed necessary by the ADOC.
- k) Any changes in Vendor's proposed program or pricing in response to an ADOC request, as provided in Section 2.1(j), are subject to acceptance by the ADOC. In the event price changes or proposed service changes in response to an ADOC request are not acceptable to the ADOC, Selected Vendor's pre-award status may be rescinded. At the option of the ADOC, another selection for pre-award may be made from the Vendors that submitted a proposal, or the ADOC may open the process to re-negotiations based upon the new specifications.
- l) All terms of this RFP and portions of the Vendor's responses to the RFP expressly accepted by the ADOC, along with all schedules and attachments, may be incorporated and referenced as part of the awarded contract.

2.2 Other General Terms

- a) The executed contract and any renewal thereof are subject to review and approval by the Legislative Contract Review Committee and the approval of the Governor of the State of Alabama.
- b) No interpretation of any provision of the contract resulting from the RFP, including applicable specifications, is binding on the ADOC unless furnished or agreed to in writing by the ADOC.
- c) The length of the contract, including any renewal, may not exceed five (5) years. If the commencement of performance is delayed because the ADOC does not execute the contract on the start date, the ADOC may change the start date, end date, and milestones to reflect the delayed execution.
- d) The ADOC will not be liable to pay Vendor for any supplies provided, services performed, or expenses for the supplies and services, subject to the contract, incurred prior to the beginning of the term of the contract.
- e) Any work or service performed on State premises will be done during the hours designated by the ADOC and will, in any event, be performed so as to minimize inconvenience to the ADOC and its personnel and minimize interference with the operation of the ADOC.
- f) Selected Vendor will be responsible for the payment of any and all applicable state, county, municipal and federal taxes, including sales and tobacco tax, and any other taxes imposed by other governmental entities so authorized.
- g) Selected Vendor shall provide a monthly invoice utilizing one standardized format. All invoices shall begin on the first day of the month and end on the last day of the month. The

system must provide a complete audit trail on all transactions. Payments of reconciled commissary orders will be made by the ADOC to Selected Vendor on a monthly basis.

- h) The ADOC shall not be responsible for funding the payment for the goods and services purchased under the terms of the resulting contract(s). The ADOC, however, will make payment for all inmate commissary purchases to the Selected Vendor(s) from the Canteen accounts on a monthly basis.
- i) Vendor covenants that it has disclosed to the ADOC, and agrees it is under a continuing obligation to disclose, financial or other interests (public or private, direct or indirect) that may be a potential conflict of interest or that may conflict in any manner with Vendor's obligations under the resulting contract. Vendor covenants that it will not employ any person with a conflict to perform under the resulting contract. Vendor further covenants that no person has an interest in Vendor or in the contract that would violate Alabama law.
- j) A contract shall not be assignable by Vendor, in whole or in part, without the written consent of the ADOC. Any agreement to assign any portion of the agreement shall not constitute a waiver by the ADOC to consent to any subsequent assignments.
- k) Selected Vendor will be an independent contractor. Selected Vendor, its agents, sub-vendors, and/or employees will not be considered to be agent(s), distributor(s), or representative(s) of the ADOC. Further, neither Selected Vendor nor any employees of Selected Vendor will be entitled to participate in any retirement or pension plan, group insurance program, or other programs designed to benefit employees of the ADOC.
- l) Selected Vendor, who executes the awarded contract for service, is contractually responsible for the total performance of the contract. Assignments for subcontracting may be allowable at the sole discretion of the ADOC, but must be disclosed as a part of the proposal or otherwise approved in advance by the ADOC. Any sub-vendor providing services required in the RFP or in the awarded contract will meet or exceed the requirements set forth in the RFP.
- m) The ADOC will not be bound to any terms and conditions included in any Vendor or sub-vendor documents. No conditions in sub-vendor documents in variance with, or in addition to, the requirements of the RFP or the awarded contract will in any way affect Selected Vendor's obligations under the resulting contract.
- n) Selected Vendor will remain fully responsible for the negligent acts and omissions of its agents, employees, and/or sub-vendors in their performance of Selected Vendor's duties under the contract. Selected Vendor represents that it will utilize the services of individuals skilled in the profession for which they will be used in performing services hereunder. In the event that the ADOC determines that any individual performing services for Selected Vendor is not providing such skilled services, the ADOC will promptly notify Selected Vendor and Selected Vendor will replace that individual.
- o) Selected Vendor or its employees, who perform services requiring a license, will have and maintain said required licenses. With the consent of the ADOC, Selected Vendor may meet the license requirement through use of a sub-vendor.

- p) If Selected Vendor is unable to secure or maintain individuals named in the contract to render the services set forth in the contract, Selected Vendor will not be relieved of its obligations to complete performance. The ADOC, however, will have the option to terminate the contract upon written notice to Selected Vendor.
- q) Upon request, Selected Vendor will meet with the ADOC for the purpose of reviewing Selected Vendor's performance under this contract. Selected Vendor will be asked to explain deviations, discuss problems, and mutually agree on a course of action to improve the operation of the inmate commissary.
- r) Selected Vendor will consult with and keep the ADOC fully informed as to the progress of all matters covered by the resulting contract. Selected Vendor will promptly furnish the ADOC with copies of all correspondence and documents prepared in connection with the services rendered under the resulting contract. Upon request, Selected Vendor will arrange, index, and deliver all correspondence and documents to the ADOC.
- s) All documents, materials, or data developed as a result of work under the resulting contract will be the property of the ADOC. The ADOC will have the right to use and reproduce any documents, materials, and data, including confidential information, used in or developed as a result of Selected Vendor's work under the awarded contract. The ADOC may use this information for its own purposes. Selected Vendor is required to have the rights to utilize any documents, materials, or data provided by Selected Vendor to fulfill requirements of the RFP. Selected Vendor will keep confidential all documents, materials, and data prepared or developed by Selected Vendor or supplied by the ADOC.
- t) Selected Vendor will supply all billings, records, evidence of services performed, or other documents as may be required for review and audit by the ADOC. Licensed materials, used as a part of fulfilling the requirements of the awarded contract, will be considered a trade secret to Licensors.
- u) Selected Vendor and its sub-vendors will maintain books and records related to the performance of the contract or subcontract and necessary to support amounts charged to the ADOC in accordance with applicable law, terms and conditions of the contract, and generally accepted accounting practices. Selected Vendor will maintain these books and records for a minimum of three (3) years after the completion of the contract, final payment, or completion of any contract audit or litigation, whichever is later. All books and records will be available for review or audit by the ADOC, its representatives, and other governmental entities with monitoring authority upon reasonable notice and during normal business hours. Selected Vendor agrees to cooperate fully with any such review or audit. If any audit indicates overpayment to Selected Vendor, or sub-Vendor, the ADOC will adjust future or final payments otherwise due. If no payments are due and owing to Selected Vendor, or if the overpayment exceeds the amount otherwise due, Selected Vendor will immediately refund all amounts that may be due to the ADOC. Failure to maintain the books and records required by this section will establish a presumption in favor of the ADOC for the recovery of any funds paid by the ADOC under the contract for which adequate books and records are not available to support the purported disbursement.
- v) Price adjustments may be permitted only for changes in Selected Vendor's cost of materials. No price increases will be authorized after the effective date of the contract unless the cost of

an item to Selected Vendor increases ten percent (10%) or more and only when verified to the satisfaction of the ADOC. "Across the board" price decreases, however, are subject to implementation at any time and shall be immediately conveyed to the State of Alabama.

- w) Selected Vendor shall give not less than thirty (30) days advance written notice of any price increase to the ADOC. Any approved price changes will be effective only at the beginning of the calendar month following the end of the full 30-day notification period. Selected Vendor shall document the amount and proposed effective date of any general change in the price of goods. Documentation shall be supplied with Selected Vendor's request for increase that will: (1) verify that the requested price increase is general in scope and not applicable just to the State of Alabama; and (2) verify the amount or percentage of increase that is being passed on to Selected Vendor by Selected Vendor's suppliers.
- x) The ADOC will notify the ADOC facilities and Selected Vendor in writing of the effective date of any increase that it approves. Selected Vendor, however, shall fill all purchase orders received prior to the effective date of the price adjustment at the previous prices. Selected Vendor is further advised that decreases that affect the cost of goods are required to be communicated immediately to the ADOC Contract Manager.
- y) The resulting contract will be comprised of this RFP, relevant portions of the Selected Vendor's proposal that are expressly adopted, and any changes or modifications made during the negotiation process. The contract, including any attachments, will constitute the entire contract between Selected Vendor and the ADOC. Modifications and waivers must be in writing and signed or approved by authorized representatives of Selected Vendor and the ADOC to be binding. If any term or condition of the contract is declared void, unenforceable, or against public policy, that term or condition will be ignored and will not affect the remaining terms and conditions of the contract, and the contract will be interpreted as far as possible to give effect to the parties' intent.
- z) Changes can be made to any contract in any of the following ways:
 - 1) The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 - 2) The ADOC may order changes within the general scope of the contract at any time by written notice to Selected Vendor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. Selected Vendor shall comply with the notice upon receipt. Selected Vendor shall be compensated for any additional costs incurred as the result of such order and shall give the ADOC a credit for any savings. Said compensation shall be determined by one of the following methods:
 - i) By mutual agreement between the parties in writing; or
 - ii) By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and Selected Vendor accounts for the number of units of work performed, subject to the ADOC's right to audit Selected Vendor's records and/or to determine the correct number of units independently; or

- iii) By ordering Selected Vendor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the awarded contract. The same markup shall be used for determining a decrease in price as the result of savings realized. Selected Vendor shall present the ADOC with all vouchers and records of expenses incurred and savings realized. The ADOC shall have the right to audit the records of Selected Vendor, as it deems necessary, to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the ADOC within thirty (30) days from the date of receipt of the written order from the ADOC. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause as set forth in Section 2.2(aa) of this RFP or, if there is none, in accordance with the disputes provisions of the State of Alabama. Neither the existence of a claim nor a dispute resolution process, litigation, or any other provision of the awarded contract shall excuse Selected Vendor from promptly complying with the changes ordered by the ADOC or with the performance of the contract generally.
- aa) For any and all monetary disputes arising under the terms of this RFP or the resulting contract, the Selected Vendor's sole remedy is to file a claim with the Board of Adjustments for the State of Alabama. For any and all other disputes, the parties hereto agree, when considering settlement of such disputes, to utilize appropriate forms of non-binding alternative dispute resolution including, but not limited to, mediation.
- bb) The ADOC may terminate any contract(s) resulting from this RFP without penalty to the ADOC, or further payment required, in the event of:
- 1) Any breach of the contract that, if it is susceptible of being cured, is not cured within fifteen (15) days of the ADOC giving notice of breach to Selected Vendor including, but not limited to, failure of Selected Vendor to maintain covenants, representations, warranties, certifications, bonds, and insurance;
 - 2) Commencement of a proceeding by or against Selected Vendor under the United States Bankruptcy Code or similar law, or any action by Selected Vendor to dissolve, merge, or liquidate;
 - 3) Material misrepresentation or falsification of any information provided by Vendor in the course of any dealing between the ADOC and Vendor or between Vendor and any State agency including information provided in the Vendor's proposal;
 - 4) For the unavailability of funds appropriated or available to the ADOC; and,
 - 5) For convenience of the ADOC.
- cc) Should Selected Vendor at any time: (1) fail to perform the services according to the specifications required in the RFP; (2) fail in any respect to perform the service requirements of the RFP with promptness and diligence; and/or (3) fail in the performance of any agreement contained in the awarded contract, the ADOC will have the option, after forty-

eight (48) hours written notice to Selected Vendor by registered mail, return receipt requested, to the address shown in Vendor's proposal, to take any one or more of the following actions:

- 1) Withhold any monies then or next due to Selected Vendor;
 - 2) Provide such materials, supplies, equipment, and labor as may be necessary to complete said work, bring the rendition of the services up to the specification and standards required in the RFP or awarded contract, pay for same, and deduct the amount so paid from any money then or thereafter due to Selected Vendor; or
 - 3) Terminate the contract in accordance with Paragraphs 2.2(p), 2.2(bb), and 2.2(dd).
- dd) The ADOC reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon one hundred and eighty (180) days written notice to Selected Vendor. In the event the initial contract period is for more than twelve (12) months, the resulting contract may be terminated by either party, without penalty, after the initial twelve (12) months of the contract period upon one hundred and eighty (180) days written notice to the other party. Any contract cancellation notice shall not relieve Selected Vendor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- ee) If the ADOC terminates for convenience, the ADOC will pay Selected Vendor for supplies and services satisfactorily provided and for authorized expenses incurred up to the time of termination.
- ff) Any notice given to the ADOC under the resulting contract will be submitted in a timely manner. Notices will be mailed to the Alabama Department of Corrections, General Counsel, 301 South Ripley Street, Montgomery, Alabama 36104, or P.O. Box 301501, Montgomery, Alabama 36130. Notices to Selected Vendor will be mailed to the address shown in its submitted proposal, unless otherwise specified in the resulting contract. Notices will be sent by registered mailed, return receipt requested.

Parties agree to fully cooperate with one another for the successful pursuit of their respective and mutual interests. Parties will share information and provide timely notification to one another in the event of a claim against either party. There will be no settlement of any claim arising out of the performance of the resulting contract by Selected Vendor without consultation of the ADOC.

SECTION III

OPERATIONAL REQUIREMENTS COMMISSARY (Statement of Needs)

Selected Vendor is to provide bulk delivery of products to commissary stores operated by ADOC staff at its facilities located throughout the state. Selected Vendor should also detail any operational enhancements that the ADOC will be provided if awarded the contract.

It is Vendor's responsibility to develop proposals based upon sound business practices. The ADOC fully expects that Selected Vendor will fulfill all terms of the contract throughout the contract period.

The ADOC makes no guarantee, expressed or implied, with regard to actual consumption during the contract period. It should be further noted that changes in departmental policies and procedures may become necessary during the term of the contract. Those changes could impact commissary activity, either directly or indirectly.

MINIMUM SERVICES TO BE PROVIDED INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

3.1 General Service Requirements

- a) Selected Vendor shall maintain an adequate inventory of items specified for the service to make weekly shipments to each of the Department's facilities. Substitutions, deletions, or additions of products or portions specified may be allowed with prior approval of the ADOC.
- b) Selected Vendor shall propose commissary products that are new to the market for review and approval by the ADOC. Selected Vendor shall provide product samples when requested by the ADOC at no charge to the ADOC.

3.2 Equipment Requirements

- a) Selected Vendor must provide, repair, and maintain, at no cost to the ADOC, all equipment as detailed in Attachment G. Microwave replacements are limited to a maximum of two (2) units per facility, per month.
- b) Any damaged or expired equipment will be picked up by Selected Vendor and replaced with similar equipment.

3.3 Security Requirements

- a) Selected Vendor will be responsible for ensuring that all personnel, equipment, tools, keys, supplies, and materials comply with any and all rules, regulations, and procedures of the ADOC and the individual facilities. Questions should be addressed to the Warden or his/her designee at each facility. The individual facility's rules, regulations, and procedures

governing the entry and conduct of Selected Vendor's staff required to deliver products or equipment to the facility will be made available and explained at the point of entry.

- b) All equipment, tools, supplies, and materials will be subject to search or inventory at any time. Tools and materials must be carefully controlled at all times and locked when not in use.
- c) Products, containers, and packaging shall not have metal, other than aluminum cans, or glass as part of their content. Products must conform to all precautions for safety and security in a correctional facility, as determined by the ADOC. All products, containers, and packaging must be pre-approved by the ADOC before the product is made available to inmates.
- d) The ADOC reserves the right to deny entrance to or remove from any facility anyone who is suspected of a breach of security for failure to follow published rules, regulations, or procedures.
- e) All of Selected Vendor's personnel must be in possession of a valid identification with a recent, clear photo in order to enter any ADOC facility. Institutional ID cards will be provided for Selected Vendor's personnel who are required to work routinely inside an ADOC facility.
- f) All personnel entering a correctional facility will be subject to a search of their person and personal items. Such searches may be frisk searches, searches by metal detectors, or searches by narcotics detection canines.
- g) No person who appears to be under the influence of drugs or alcohol or who is otherwise impaired will be allowed entry into a correctional facility.
- h) All of Selected Vendor's personnel are required to be dressed appropriately for the duties they are required to perform. Selected Vendor's personnel shall not wear clothing that bear any similarity to inmate clothing. Clothing that is short, tight-fitting, provocative, or revealing is not appropriate attire for a prison environment. Individuals so dressed will be asked to change their clothing or leave the facility.
- i) Selected Vendor's personnel or representatives are limited to movement to, from, and within their assigned work area. No contact is allowed with inmates unless expressly approved.
- j) Selected Vendor's personnel may not deliver, receive, or otherwise transfer any item (no matter how innocuous) to or from an inmate (except for those items detailed as approved in the contract resulting from this RFP) without express permission of the Warden or his/her designee.
- k) Any attempts to introduce contraband, to assist in escape, or to have unauthorized contact with inmates are prohibited and will be prosecuted under the provisions of the *Code of Alabama*. Selected Vendor's personnel are prohibited from bringing into or taking out of an institution any items unless specifically approved. Any interaction between Selected Vendor's employees and an inmate that assists the inmate to escape is a felony and will be prosecuted.

- l) All employees of Selected Vendor who are required to deliver products or equipment inside the security perimeter must comply with all Department and Institution rules and regulations concerning employment. This includes:
 - 1) Submitting to an extensive background investigation conducted by the ADOC at no cost to Selected Vendor or Selected Vendor's employee; and,
 - 2) Submitting to random urinalysis testing at no cost to Selected Vendor or Selected Vendor's employee.
- m) Any mail or packages received at a facility will be searched.
- n) The entrance of delivery vehicles or motorized equipment is subject to search. Keys must be removed from delivery vehicles, and they must not be left unattended or unlocked. No vehicle is permitted to exit the security compound until after it is searched by an ADOC Correctional Officer.

3.4 Technology Requirements

- a) The ADOC requires an automated, web-based ordering system in which individual facilities can submit their weekly bulk delivery order to the Selected Vendor. The current system in use is described in Attachment H. Vendor should provide a comparable system to the one currently in use.
- b) The ADOC requires electronic invoices that will be uploaded into our internally developed ITF system. Specifications for the invoice file are included in Attachment I.
- c) The ADOC requires that Selected Vendor's data be accessible by ADOC staff. This includes, but is not limited to, definable data exports into other systems, definable data imports from other systems, ad hoc reporting, and ad hoc data extract files. This accessibility should be able to be processed in both real time and batch modes.

3.5 Delivery Requirements

- a) Selected Vendor will be expected to provide, at a minimum, weekly deliveries to each of the facilities listed in Attachment C.
- b) Selected Vendor must make deliveries during normal business hours on the day(s) and time(s) as are mutually agreeable to each facility's Warden. Each Warden will have approval authority over the delivery schedule for his/her facility.
- c) Selected Vendor must also be capable of handling alternate delivery days and times in order to accommodate scheduled State holidays.
- d) Transportation expense for delivering orders, other than the scheduled weekly delivery, where such delivery is required through no fault of the facility, shall be the responsibility of Selected Vendor. Deliveries arriving at inappropriate times, as determined by the Warden of the facility, may be refused at the Warden's discretion. Redelivery at an appropriate time will be at Selected Vendor's expense.

- e) Selected Vendor must ensure its delivery equipment and its drivers are at all times certified by the U.S. Department of Transportation.
- f) Selected Vendor's delivery driver must observe unloading and issue credits for missing or damaged products before leaving the premises.
- g) Selected Vendor will assume risk of loss until delivery to the designated facility.

3.6 Commissary Product Requirements

- a) Selected Vendor must sell and deliver the commissary items listed on the Commissary Master Product and Price List, included as Attachment D, at the agreed upon price, to the facilities listed in Attachment C as well as to facilities that the ADOC elects to add during the life of the contract.
- b) All soft drinks must be in twelve (12) ounce aluminum cans and all other products must be in the size specified in Attachment F. The ADOC reserves the right to eliminate items from consideration if the size is not available from all of the Vendors. Elimination will be at the sole discretion of the ADOC.
- c) The ADOC reserves the right to add, delete, and otherwise modify items included on the Commissary Master Product and Price List at its discretion based upon security considerations and/or needs and requests of the inmate population. Such changes will be made in writing by the ADOC and will become effective only after adequate notification to Selected Vendor. Sufficient time will be granted for Selected Vendor to deplete any stock of items to be deleted from the "Commissary Master Product and Price List" for which the ADOC is the primary consumer.
- d) Selected Vendor must sell all commissary items according to the agreed upon price and must honor and maintain the agreed upon prices throughout the life of the contract unless there is an increase in cost of at least ten percent (10%). Selected Vendor must limit price increases to an amount equal to any increases experienced. Price increases are subject to ADOC approval.
- e) Written documentation regarding description and packaging changes or the non-availability of any item(s) must be provided to the ADOC and will become part of the contract between Selected Vendor and the ADOC.
- f) Selected Vendor shall make no substitutions for products, either in quantity or packaging size, without prior written approval from the ADOC.
- g) Selected Vendor shall provide only first quality merchandise. Delivery of dated food items must be scheduled so as to ensure a reasonable remaining shelf life at the time of delivery to the facilities (or to be determined by the manufacturer's freshness date).
- h) Should items on the agreed upon Commissary Master Product and Price List become unavailable or cannot be delivered on time by Selected Vendor, the ADOC may purchase the

items from sources other than Selected Vendor and deduct the amount so paid from any money then or thereafter due to Selected Vendor.

3.7 Commissary Contract Performance Requirements

- a) The Department's approved delivery schedule of date and time for each facility will be adhered to and any deviation is unacceptable without prior approval. Failure to maintain approved delivery schedule without notification and approval of a new delivery schedule on a habitual basis may result in a penalty ranging from one hundred dollars (\$100) to one thousand dollars (\$1,000) per incident and may increase for subsequent offenses.
- b) Any deviation from the Department's standardized commissary list is unacceptable, unless it is approved by ADOC, and will be considered a breach.
- c) Selected Vendor must provide the inventory as specified with not more than five percent (5%) of the approved commissary list shown as out of stock per week. Selected Vendor must notify the Department of said changes in approved inventory items weekly and the reason for the change. If there is a pattern of repeating the same reason for change over a period of thirty (30) days, Selected Vendor will immediately implement systems to eliminate future occurrences.
- d) Failure to provide cost verification reports upon request by the Department may result in a fine of up to one thousand dollars (\$1,000) and will increase for each offense.

3.8 Reporting Requirements

The following reports will be provided by Selected Vendor to the ADOC as needed:

- a) A "Sales Report" for product delivered to each facility. The report must detail the sales by facility and include individual item descriptions, stock numbers, unit cost, and total cost for the period requested. This report shall be available in both .pdf and excel format.
- b) Selected Vendor must provide the ADOC with documentation substantiating the amount of all cost increases to be passed on to the facilities. Such documentation shall be provided to the ADOC for evaluation and approval prior to the application of any cost increases by Selected Vendor.
- c) Selected Vendor will notify the ADOC, in writing, of any items included in the agreed upon Commissary Master Product and Price List that:
 - 1) Can no longer be supplied by Selected Vendor; or
 - 2) Are no longer packaged as described on the Commissary Master Product and Price List.

SECTION IV

CERTIFICATIONS

4.1 **Liability and Indemnification**

- a) Vendor agrees to indemnify and hold harmless the State of Alabama, the ADOC, and their officers and employees from and against any and all loss or damage, including court costs and attorney fees, for liability claimed against or imposed upon the ADOC because of a bodily injury, death, or property damage, real or personal, including loss of use thereof, arising out of or as a consequence of the breach of any duty or obligation of Vendor included in this RFP or resulting contract, negligent acts, errors, or omissions, including engineering and/or professional error, fault, mistake, or negligence of Vendor, its employees, agents, representatives, or sub-vendors, their employees, agents, or representatives in connection with or incident to the performance of the resulting contract, or arising out of Worker Compensation claims, Unemployment Compensation claims, or Unemployment Disability Compensation claims of employees of vendor and sub-vendors, or claims under similar such law or obligations. Vendor obligation under this Section will not extend to any liability caused by the sole negligence of the ADOC or its employee(s).
- b) Vendor will provide legal representation in defending all suits covered in this Section, at its own expense. Vendor will pay all judgments and costs rendered against Vendor or Vendor's employees in said suits.
- c) Vendor will do nothing to prejudice the ADOC to recover against third parties for any loss, destruction, or damage to State property, and will, upon request of the ADOC and at Vendor's expense, furnish to the ADOC reasonable assistance and cooperation, including assistance in the prosecution of suit and the execution of instruments of assignment in favor of the ADOC, in obtaining recovery.
- d) The ADOC assumes no liability for actions of Vendor and is unable to indemnify or hold Vendor harmless for claims based on the contract or use of Vendor provided supplies or services.

4.2 **Insurance Coverage**

Before signing the contract, Selected Vendor must file with the ADOC a certificate from Selected Vendor's insurer showing the amounts of insurance carried and the risk covered thereby. Selected Vendor must carry general liability insurance coverage with one million dollars (\$1,000,000.00) combined single limit for personal injury and property damage that incorporates said coverage for all of Selected Vendor's employees and sub-vendors. This coverage is required to extend to services performed at the various facilities and institutions where services will be provided under the contract. Selected Vendor will also be required to provide a certificate naming the ADOC as an additional insured prior to contract execution. Coverage required must include, but not be limited to, Comprehensive General Liability, Worker's Compensation, and Employee's Liability.

Selected Vendor will maintain public liability, casualty, and auto insurance in sufficient amounts to protect the ADOC from liability for acts of Selected Vendor and risks and indemnities assumed by Selected Vendor in accordance with state law. If Selected Vendor does not have minimum coverage for bodily injury – including two hundred fifty thousand dollars (\$250,000) per person and five hundred thousand dollars (\$500,000) per occurrence and, for property damage, one hundred thousand dollars (\$100,000) per occurrence – Selected Vendor must inform the ADOC and seek written permission for lesser coverage.

4.3 Bribery Convictions

Vendor certifies compliance, or agreement to comply, with the following legal requirement and that it is not barred from being awarded a contract or subcontract due to a violation of these requirements or an inability or unwillingness to comply with these requirements.

- a) No person or business entity will be awarded a contract or subcontract if that person or business entity:
 - 1) Has been convicted under the laws of Alabama, or any other state, of bribery or attempting to bribe an officer or employee of the State of Alabama or any other state in that officer's or employee's official capacity; or
 - 2) Has made an admission of guilt of such conduct that is a matter of record but has not been prosecuted for such conduct.
- b) No business will be barred from contracting with the ADOC as a result of the bribery conviction of any employee or agent of the business if the employee or agent is no longer employed by the business and:
 - 1) The business has been finally adjudicated not guilty; or,
 - 2) The business demonstrates to the ADOC that the commission of the offense was not authorized, requested, commanded, or performed by a director, officer, or a high managerial agent on behalf of the business.
- c) When an official, agent, or employee of a business committed the bribery, or attempted bribery, on behalf of the business and pursuant to the direction or authorization of a responsible official of the business, the business will be chargeable with the conduct.

4.5 Felony Conviction

No person or business entity, or officer or director of such business entity, convicted of a felony is eligible to do business with the ADOC from the date of conviction until ten (10) years after the date of completion of the sentence for such felony, unless no person held responsible by a prosecutorial office for the facts upon which the conviction was based continues to have any involvement with the business.

No employee of the Selected Vendor is eligible to enter any facility for work under this contract if he/she has been convicted of a felony until ten (10) years after the date of completion of the sentence for such felony.

4.6 Inducements

Any person who offers or pays any money or valuables to any person to induce him or her not to submit a proposal on the RFP is guilty of a felony. Any person who accepts money or other valuables for not submitting a proposal on the RFP, or who withholds a proposal in consideration of the promise for the payment of money or other valuables, is guilty of a felony. Vendor certifies that it will not take part in any such conduct.

4.7 Reporting Anticompetitive Practices

When, for any reason, Vendor or a designee suspect collusion or other anticompetitive practice among any vendors or employees of the ADOC, a notice of the relevant facts will be transmitted to the Alabama Attorney General and the ADOC Commissioner's Office. This includes reporting any chief procurement officer, State purchasing agency, designee, or executive officer who willfully uses or allows the use of specifications, requests for proposal documents, proprietary competitive information, proposals, contracts, or selection information to compromise the fairness or integrity of the procurement or contract process, or any current or former elected or appointed State official or State employee who knowingly uses confidential information, available only by virtue of that office or employment, for actual or anticipated gain for themselves or another person.

4.8 Confidentiality and Use of Work Product

- a) Any documents or information obtained by Vendor from the ADOC in connection with this RFP or the resulting contract will be kept confidential and will not be provided to any third party unless the ADOC approves disclosure in writing. All work products produced under the RFP including, but not limited to, documents, reports, information, documentation of any sort, and ideas, whether preliminary or final, will become and remain the property of the ADOC. Any patent, copyright, or other intellectual ideas, concepts, methodologies, processes, inventions, and tools (including computer hardware and software where applicable) that Selected Vendor previously developed and brings to the ADOC in furtherance of performance of the resulting contract will remain the property of Selected Vendor. Selected Vendor grants to the ADOC a nonexclusive license to use and employ such software, ideas, concepts, methodologies, processes, inventions, and tools solely within its enterprise.
- b) Selected Vendor will, at its expense, defend the ADOC against all claims, asserted by any person, that anything provided by Selected Vendor infringes a patent, copyright, trade secret, or other intellectual property right and will, without limitation, pay the costs, damages, and attorney fees awarded against the ADOC in any such action or pay any settlement of such action or claim. Each party agrees to notify the other promptly on any matters to which this provision may apply and to cooperate with each other in connection with such defense or settlement. If a preliminary or final judgment is obtained against the ADOC for its use or operation of the items provided by Selected Vendor hereunder, or any part thereof, by reason of any alleged infringement, Selected Vendor will, at its expense, either:

- 1) modify the item so that it becomes non-infringing;
- 2) procure for the ADOC the right to continue to use the item;
- 3) substitute for the infringing item other item(s) having at least equivalent capability; or
- 4) refund to the ADOC an amount equal to the price paid, less reasonable usage from installation acceptance through cessation of use, which amount will be calculated on a useful life not less than five (5) years, and plus any additional costs the ADOC may incur to acquire substitute supplies or services.

4.9 Warranty

- a) Vendor warrants that all services will be performed in a good and professional manner.
- b) Vendor warrants that it has the title to, or the right to allow the ADOC to use, the supplies and services being provided and that the ADOC will have use of such supplies and services without suit, trouble, or hindrance from Vendor or third parties. This is to ensure that no infringements, prohibitions, or restrictions are in force that would interfere with the use of such supplies and services that would leave the ADOC liable.

4.10 Compliance

All work completed under the resulting contract must be in compliance with all applicable Federal, State, and local laws, rules, and regulations. Vendor certifies that it is in compliance, and will remain in compliance, with all State, Federal, and local laws as well as all pertinent ADOC regulations in the performance of any prospective contract, including but not limited to, the following:

- a) Comply with the provisions of the Civil Rights Act of 1964;
- b) Comply with the nondiscrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons with regard to race, color, religion, sex, or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor.
- c) Comply with Section 504 of the Federal Rehabilitation Act of 1973 as amended (29 U.S.C. 794), the requirements imposed by the applicable H.E.W. regulation (45 C.F.R. Part 84), and all guidelines and interpretations issued pursuant thereto.
- d) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
- e) Comply with the regulations, procedures, and requirements of the ADOC concerning equal employment opportunities and affirmative action;
- f) Provide such information with respect to its employees and applicants for employment and;

- g) Have written sexual harassment policies that comply with the ADOC's policy, to include, at a minimum, the following information:
- 1) the illegality of sexual harassment;
 - 2) the definition of sexual harassment;
 - 3) Vendor's internal complaint process, including penalties;
 - 4) the legal recourse, investigative, and complaint process available through Vendor;
 - 5) directions on how to contact Vendor; and
 - 6) protection against retaliation.
- h) Vendor is currently enrolled with the Department of Homeland Security ("DHS") in the E-verify system, and will not knowingly hire or continue to employ a person(s) who are not either citizens of the United States or person(s) who are not in proper and legal immigration status authorizing them to be employed for pay in the United States.
- i) Vendor will include a provision in all subcontracts that requires all subcontractors to utilize the E-Verify system to verify employment eligibility of all persons employed during the contract term. If requested, subcontractor must provide documentation as identified above.
- j) In compliance with the Beason-Hammond Alabama Taxpayer and Citizen Protection Act as amended, by signing this Agreement, the contracting parties affirm, for the duration of this Agreement, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, a contracting party found to be in violation of this provision shall be deemed in breach of the Agreement and shall be responsible for all damages resulting therefrom.
- k) Vendor will maintain a drug-free workplace. Vendor certifies that no individual engaged in the unlawful manufacture, distribution, dispensation, possession, or use of any illegal drug or controlled substance will be eligible for employment by the Vendor under the resulting contract.
- l) Vendor acknowledges and understands that any employee or subcontractor will be subject to, and will comply with, all security regulations and procedures of the ADOC at the various institutions.
- m) All Selected Vendor employees or subcontractors who may enter any ADOC facility are subject to a background check and security check of his/her person and personal property (including his/her vehicle), and may be prohibited from entering the facility in accordance with ADOC regulations. Additionally, any Selected Vendor employee found to have violated any security regulation may be barred from entering any ADOC facility.
- n) Vendor must have appropriate certifications, permits, and licenses in accordance with State and Federal law. The Vendor and its subcontractors will be responsible for obtaining any and all required governmental permits, consents, and authorizations. Vendor certifies

responsibility for the payment of any and all applicable state, county, municipal and federal taxes, including sales and tobacco tax, and any other taxes imposed by other governmental entities so authorized.

- o) All laws and rules regarding the handling and disposal of any hazardous materials that could result from this contract must be followed.
- p) Pursuant to Alabama Code Section 14-11-31, as well as 28 C.F.R. Part 115, the Prison Rape Elimination Act (“PREA”), any type of sexual contact with or sexual harassment of an inmate in the custody of the ADOC by an employee of a contractor of the ADOC who is responsible for the care, control, or supervision of inmates – with or without the consent of the inmate – is illegal. Under Alabama law, it constitutes a felony – custodial sexual misconduct. See also, ADOC Administrative Regulation 454, Inmate Sexual Offenses and Custodial Sexual Misconduct. The ADOC has a Zero Tolerance Policy toward all forms of custodial sexual misconduct, sexual abuse, and sexual harassment. Any type of conduct – including suspected conduct – that falls within the context of custodial sexual misconduct/sexual abuse, as defined by either the State or Federal laws referenced above, shall be reported immediately to the Warden of the facility to which that inmate is assigned, or the Warden’s designee.

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SECTION V
INSTRUCTIONS TO VENDORS / PROPOSAL PREPARATION
AND SELECTION CRITERIA

5.1 Communications

- a) From the date of receipt of notice of this RFP until a binding contractual agreement exists with the Selected Vendor, or when the Department of Corrections rejects all proposals, informal communications shall cease. Informal communications shall include, but will not be limited to:
 - 1) Requests from any Vendor to any facility or unit at the ADOC, with the exception of the ADOC's Single Point of Contact, for information, comments, or speculation.
 - 2) Requests from any facility or unit at the ADOC and any employee of the ADOC, with exception of the ADOC's Single Point of Contact, for information, comments, or speculation.
- b) From the date of receipt of this RFP until a binding contractual agreement exists with the Selected Vendor or when the ADOC rejects all proposals, all communications between the ADOC and the Vendors will be formal, as provided in this RFP, or as requested by the ADOC. Formal Communications shall include, but will not be limited to:
 - 1) Written Requests for Clarification/Information,
 - 2) Oral Presentations, or
 - 3) Negotiations.
- c) All inquiries for information should be directed to the Single Point of Contact, Mr. Robert Brantley, by email at Robert.Brantley@doc.alabama.gov.
- d) Failure to comply with this provision could result in disqualification of the Vendor from continuing in this process.

5.2 Deadlines

- a) Deadlines and other critical dates in this RFP have been provided in Attachment J. For any discrepancies between Attachment J and the dates included in this RFP, Attachment J will prevail.
- b) Sealed Proposals must be received **by 4:00 p.m., Central Standard Time, on March 18, 2014**, at the below listed address. Responses are to be submitted in a sealed envelope and clearly marked "ADOC RFP #2014-02." See Attachment B.

Proposals delivered directly by UPS, FEDEX, or other delivery services:

State of Alabama
Department of Corrections
Attn: Robert Brantley
Commissioner's Office
301 South Ripley Street
Montgomery, AL 36104

Responses sent via United States Postal Service:

State of Alabama
Alabama Department of Corrections
Attn: Robert Brantley
Commissioner's Office
P.O. Box 301501
Montgomery, Alabama 36130

1. All proposals received after the appointed date and hour for receipt, whether by mail or otherwise, will be returned unopened. The time of receipt shall be determined by the time received in the ADOC Commissioner's Office. Vendors have the sole responsibility for assuring that proposals are received in the ADOC Commissioner's Office by the designated date and time.
 2. If proposals are mailed, hand delivered, or directly delivered by express mail, they must be delivered to the Commissioner's Office at the address shown above. Hand delivered proposals must be delivered in ample time to allow for security check-in at the front desk of the Criminal Justice Center and delivery to the ADOC Commissioner's Office prior to the closing time for the solicitation.
 3. Faxed, electronic, or oral proposals will not be accepted.
- c) If any prospective Vendor has questions about the specifications or other solicitation documents, that Vendor must submit the questions to the attention of the Single Point of Contact, Robert Brantley, via electronic mail at robert.brantley@doc.alabama.gov, **by 4:00 pm, Central Standard Time, on February 24, 2014**. It is Vendor's responsibility to verify receipt of the questions.
- d) Written Responses to those questions received by the ADOC will be sent to all Vendors and posted on the internet by close of business on March 7, 2014. Any revisions to the solicitation will be made only by addendum issued by the ADOC.

5.3 Proposal Preparation

- a) The Vendor Proposal Form (Attachment A) must be used for submitting proposals. The Proposal Form must be completed and the certification located at the bottom of the form completed and signed by an official that has the authority to bind Vendor. Copies of all forms, certifications, and samples listed in Attachment A must also be submitted. In addition, the Pricing Spreadsheet for Bulk Delivery Bids (Attachment F) must be provided.

An electronic copy of Attachment F will also be available on the ADOC's website at www.doc.alabama.gov.

- b) In order to be considered for selection, Vendor must submit a complete response to this RFP. Proposals should be as thorough and detailed as possible so the ADOC may properly evaluate Vendor's capabilities to provide the required services.
- c) Vendors are required to comply with the following instructions:
 - 1. Proposals shall be signed by an authorized representative of Vendor. All information requested must be submitted. Failure to submit all information requested may result in the ADOC requiring prompt submission of missing information, giving a lower score in evaluation of the proposal, or rejection by the ADOC.
 - 2. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
 - 3. Proposals should be organized in the order in which the requirements are presented in Section 5.9. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the corresponding paragraph from Attachments A and F. It is also helpful to repeat the text of the requirement as it appears in Attachments A and F. Proposals that are not organized in this manner risk elimination from consideration or a lower score in the evaluation of the proposal if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - 4. The ADOC takes its responsibilities under the State of Alabama's Open Records Law very seriously. If the Vendor considers any portion of the documents, data, or records submitted in response to this solicitation to be confidential, trade secret, or otherwise not subject to public disclosure, Vendor must, in addition to the required copies below, also provide the ADOC with a separate, redacted, single copy of its proposal, marked clearly as a "REDACTED COPY," and briefly describe in a separate writing, as to each redacted item, the grounds for claiming exemption from the public records law. This redacted copy shall be provided to the ADOC at the same time Vendor enters its submissions and must only exclude or redact those exact portions that are claimed confidential, trade secret, or otherwise not subject to disclosure.

Vendor shall be responsible for defending its determination that the redacted portions of its submissions are confidential, trade secret, or otherwise not subject to disclosure. Furthermore, Vendor shall protect, defend, and indemnify the ADOC for any and all claims arising from or relating to Vendor's determination that the redacted portions of its proposal are confidential, trade secret, or otherwise not subject to disclosure. All of the above shall be acknowledged in Vendor's "REDACTED COPY."

If Vendor fails to submit a Redacted Copy with its proposal, the ADOC is authorized to produce the entire document(s), data, and/or records submitted by the Vendor in response to any public records request.

5.4 Oral Presentation

The ADOC may, at its sole option, elect to require oral presentation(s) by Vendors clearly in consideration for award. This provides an opportunity for the ADOC to ask questions and Vendors to clarify or elaborate on their proposals. This is a fact finding and explanation session only and does not include negotiation. The ADOC will schedule the time and location of these presentations if required.

5.5 Request to Modify or Withdraw Proposal

Vendor may make a written request to modify or withdraw the proposal at any time prior to opening. No oral modifications will be allowed. Such requests must be addressed and labeled in the same manner as the original proposal and plainly marked Modification to, or Withdrawal of, Proposal. Only written requests received by the ADOC prior to the scheduled opening time will be accepted. The ADOC will correct the proposal after opening.

5.6 Vendor's Representation

Vendor, by submission of a proposal, represents that it has read and understands the solicitation document and specifications and has familiarized itself with all federal, state, and local laws, ordinances, rules, and regulations that may affect the cost, progress, or performance of the work.

The failure or omission of any Vendor to receive or examine any form, instrument, addendum, or other documents, or to acquaint itself with conditions existing at the sites, shall in no way relieve Vendor from any obligations with respect to its proposal or to the resulting contract.

5.7 Identification of Proposal Envelope

- a) Envelopes containing proposals shall be sealed and marked in the lower left-hand corner with the solicitation number, "ADOC RFP No. 2014-02," hour, and due date of the proposal. A sample of a return mailing label for identifying the package as a sealed proposal has been provided as Attachment B. This format should be used on your proposal envelope. It is further suggested that, if you submit your proposal by a courier such as FedEx or UPS, and place your sealed envelope inside the courier's envelope, that you clearly mark the courier's envelope with the same information. The courier's envelope should be addressed as directed in the introduction section of this solicitation.
- b) No other correspondence or other proposals should be placed in the envelope.
- c) Envelopes that are prematurely opened due to Vendor's failure to comply with this Section will not be considered. The ADOC assumes no responsibility for the premature opening of any envelope not properly identified.

5.8 Suspected Errors/Clarification

If Vendor suspects an error, omission, or discrepancy in this solicitation, Vendor must notify Mr. Robert Brantley, Single Point of Contact, via e-mail, and such notification must be received by the ADOC by **4:00 p.m., Central Standard Time, on February 24, 2014**. The ADOC will issue written instructions, if appropriate, by close of business on March 7, 2014.

If Vendor considers any part of the RFP unclear, Vendor is expected to make a written request for clarification. In the ADOC response, the ADOC will state the request for clarification followed by a statement of clarification. A copy of the responses will be posted on the ADOC website at www.doc.alabama.gov and the RFP database maintained by the Alabama State Comptroller's Office at <http://rfp.alabama.gov/PublicView.aspx>.

5.9 Submission Requirements

One original and seven (7) copies of the proposal as well as a disc that includes information requested in Attachment F must be submitted to the ADOC. This does not include the "REDACTED COPY" Vendor may choose to submit. See Section 5.3.c.4. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume. The ADOC will not accept oral, electronic, or faxed proposals. Vendor shall make no other distribution of the proposals. **The following is required in the proposal:**

- a) **All vendors must fully complete Attachment A, Vendor Proposal Form**, in submitting their proposed prices and certifying acceptance of the terms and conditions associated with the solicitation. The Vendor Proposal Form must be signed in order to be considered. If Vendor is a corporation, the proposal must be submitted in the name of the corporation, not simply in the corporation's trade name. In addition, Vendor must indicate the corporate title of the individual signing the proposal. Copies of any forms listed in Attachment A must also be submitted.
- b) **All Vendors must use Attachment F, Pricing Spreadsheet for Bulk Delivery Bids**, to submit unit bid pricing for items delivered in bulk to the ADOC commissaries listed in Attachment C. Vendors must enter the wholesale unit price for each item. An excel spreadsheet for the Vendor to complete will be provided on the ADOC web site, www.doc.alabama.gov. A printed copy of the spreadsheet is to be included with the submission along with a copy on a disc.

5.10 Evaluation Criteria

Proposals will be evaluated by the ADOC using the following criteria:

Criteria	Percentage
General Qualifications & Experience	15 %
Corrections-Specific Qualifications	15 %
Financial Responsibility	5 %
Suitability of Approach	10 %
Technology	5 %
Cost of Commissary Goods to State [calculated as (lowest submitted Vendor's total cost) divided by (Vendors total cost) times 50 points]	50 %*
Total Possible	100 %

** Clarification of “Cost of commissary goods: Assume there are two proposals submitted: one with a total cost of \$50,000, the other with a total cost of \$100,000. The proposal with \$50,000 cost would be awarded the full 50% of potential points; the proposal with a \$100,000 cost will be awarded 1/2 of the potential 50% of the points, or 25% of the points.*

- a) Notwithstanding the foregoing, the ADOC reserves the right to award on the basis of cost alone or to accept or reject any or all bids if it is determined to be in the best interest of the State.
- b) Proposals found to be technically or substantially non-responsive at any point in the evaluation process may be rejected and not considered further.
- c) The State may, at its sole option, elect to require oral presentation(s) by Vendors clearly in consideration for award.
- d) The ADOC Evaluation Committee will present written findings to the ADOC Commissioner, who will make the final selection.

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ATTACHMENT A VENDOR PROPOSAL FORM

Failure to complete and provide this form with the proposal submission will result in rejection of your proposal. For any portions for which no response is necessary for your company, please mark the response as “N/A.”

1. General Qualifications and Experience

- a) Provide company name, primary contact, mailing address (including city, state, and zip code), phone number, and e-mail address*.

*Note: The e-mail address may be used for formal communications from the ADOC.

- b) Indicate the length of time you have been in business providing this type of good or service:

Years: _____ Months: _____

- c) Provide Vendor’s FIN or FEI Number and Vendor’s Alabama Business License Number.

- d) Provide background information about Vendor including its size, number of employees, and annual volume of business.

- e) Agree to provide commissary product and packaging samples for review and testing upon request on a no-charge basis to the ADOC. If Vendor does not make arrangements for the return of samples within ten (10) days after notification from the ADOC, the ADOC may dispose of the samples. In addition, detail what product and packaging testing capabilities Vendor provides on a “no charge” basis.

- f) Provide a list of all commissary clients lost within the last three (3) years, including a contact name, title, telephone number, and e-mail address, if available. In addition, state the length of service at the account and reason for loss.

- g) Provide a statement that the Vendor’s corporate office is registered with the Secretary of State to do business in the State of Alabama, or provide proof of having submitted an application to do business with the assurance that Vendor will be licensed prior to assuming the contract.

- h) **Complete, sign, notarize, and attach the “Disclosure Statement” as required by Act 2001-955.** This statement is required to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. The form, along with instructions, can be found at www.ago.alabama.gov (click on “Resources”). At least one (1) original should be submitted. For your convenience, a copy of the form has been provided in Attachment E.

- i) **Provide a complete copy of Vendor’s Memorandum of Understanding with DHS showing enrollment in the E-verify system** (this can be printed from your business’s screen once logged in to E-verify). **Complete and attach the “CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT”** as required by Act 2011-535, and as amended by Act 2012-491. For your convenience, a copy of the certification form has been provided in Attachment E.

2. Corrections Specific Qualifications

- a) Provide names, qualifications, and experience of personnel to be assigned to the ADOC account to support the commissary services.
- b) Indicate specific features that distinguish Vendor from other vendors in the correctional field.
- c) Indicate Vendor’s experience providing commissary services in a correctional environment. The ADOC reserves the right to make site visits to customers of Vendor to evaluate implementation of services similar in nature to those required in this RFP.
- d) Provide a minimum of three (3) references from current or former correctional clients comparable to the ADOC. At least one of the clients must have an inmate population of ten thousand (10,000) with multiple facilities. For each reference, the following information must be included: Company and Address; Contact Name, Title, Phone Number, and E-mail; Dates of Service with that client; Number of Inmates Served; Number of Facilities Involved; and Yearly Sales.

3. Financial Responsibility

- a) Provide a statement that Vendor will charge and remit all Federal, State, county, and municipality tobacco taxes to the proper authority.
- b) Provide a statement that Vendor is able to provide a Performance Guarantee in the amount of one million dollars (\$1,000,000.00) in the form of a bond or other form acceptable to the ADOC. This guarantee will be in force for the life of the contract. A breach of the contract by Vendor will cause the Performance Guarantee to become payable to the State of Alabama. The ADOC will be the named recipient of the Performance Guarantee.
- c) **Attach a copy of Vendor’s audited financial statements for the past two (2) years.** If audited financial statements do not exist, provide other documentation of financials.

4. Suitability of Approach

- a) Provide a plan of operation to achieve the objectives as defined in Section III: Operational Requirements (Statement of Needs).
- b) State how Vendor evaluates the effectiveness of its commissary services.

- c) Provide Vendor's method for dealing with problems and complaints presented by ADOC's employees, detailing at what point the problem would escalate to the next level of supervision/management.
- d) Provide Vendor's proposed approach to providing bulk delivery to ADOC's facilities.
- e) Provide a statement that Vendor will provide, repair, and maintain, at no cost to the ADOC, all equipment as detailed in Attachment G, and that any damaged or expired equipment will be picked up by Vendor and replaced with similar equipment. (Microwave replacements are limited to a maximum of two (2) units per facility, per month.)

5. Technology

- a) Describe any operational and/or technological advancement that the Vendor plans to offer the ADOC.
- b) Provide a statement that Vendor agrees to provide a single web-based ordering service that meets or exceeds the specifications listed in Attachment H. Note: Vendor need only provide a system that is comparable to the current system.
- c) Provide a statement that Vendor agrees to provide electronic invoices in the format provided in Attachment I.

6. Cost of Commissary Goods

- a) Vendors submitting proposals for distributing items in bulk to the ADOC commissaries listed in Attachment C must provide wholesale pricing for all items listed in Attachment F. Vendors must enter the wholesale unit price for each item. The spreadsheet provided on ADOC's website at www.doc.alabama.gov will multiply the unit price times the estimated consumption quantity, record the total price in the "Extended Cost" column, total the extended cost, and record the grand total in the space provided on the last page. The information must be submitted in print as an attachment to the proposal and electronically on a disc.
- b) Products proposed must conform to the indicated product size/measurement(s); however, alternate, but comparable, brands are acceptable.
- c) For evaluation purposes, all tobacco taxes levied by the State of Alabama or its counties or municipalities should be excluded from the prices submitted in Attachment F. Federal taxes should be included.

7. Certification

I/we agree to furnish the services as set forth in this proposal and guarantee that each menu item proposed for sale in the ADOC commissaries to the ADOC inmates meets or exceeds all specifications, terms, conditions, and requirements herein. The undersigned offers and agrees to comply with all terms, conditions, and certifications as stated in this RFP and furnish the goods and services and prices in accordance with the attached signed proposal and Pricing Spreadsheet submitted, or as mutually agreed upon by subsequent negotiation.

_____ Authorized Signature (ink)

_____ Authorized Name (typed)

_____ Title of Authorized Person

Sworn to and subscribed before me and given under my hand and official seal this the _____ day of _____.

NOTARY PUBLIC

My Commission Expires: _____

ATTACHMENT B
PROPOSAL SUBMISSION ENVELOPE LABEL SAMPLE
FOR DIRECT DELIVERY BY UPS OR FEDEX

Vendor's Name:
Vendor's Address:

State of Alabama
Department of Corrections
Attn: Robert Brantley
301 South Ripley Street
Montgomery, Alabama 36104

ADOC Commissioner
RFP NUMBER – 2014-02
RFP Hour and Due Date:
4:00 p.m. CST, March 18, 2014.

ATTACHMENT C
FACILITY LISTING AND AVERAGE MONTHLY
POPULATION
As of July 31, 2013

FACILITIES	FACILITY ADDRESS	BED CAPACITY	AVERAGE MONTHLY POPULATION
Alex City Work Release	Highway 22 W., Alex City, AL 35011	324	316
Atmore Work Release	9947 Hwy 21 N., Atmore, AL 36503	254	247
Bibb County Correctional Facility	565 Bibb Lane, Brent, AL 35034	1,948	1,918
Birmingham Work Release	1216 North 25th Street, Birmingham, AL 35234	293	277
Bullock Correctional Facility	104 Bullock Drive, Union Springs, AL 36089	1,609	1,549
Camden Work Release	1780 Al Highway 221 Camden, AL 36726	186	166
Childersburg Work Release	13501 Plant Road, Childersburg, AL 35044	550	539
Decatur Work Release	1401 Highway 20 West Decatur, AL 35601	745	696
Donaldson Correctional Facility	100 Warrior Lane, Bessemer, AL 35023	1,606	1,517
Draper Correctional Facility	2828 Highway 143, Elmore, AL 36025	1,255	1,227
Easterling Correctional Facility	200 Wallace Drive, Clio, AL 36017	1,549	1,537
Elba Work Release	1620 Boswell Street, Elba, AL 36323	254	247
Elmore Correctional Facility	3520 Marion Spillway Road, Elmore, AL 36025	1,176	1,182
Fountain/J.O. Davis Correctional Facilities	9677 Hwy 21 North, Atmore, AL 36503	1,658	1,660
Frank Lee Work Release Center	5305 Ingram Road, Deatsville, AL 36022	300	297
Hamilton Aged and Infirm	223 Sasser Drive, Hamilton, AL 35570	302	293
Hamilton Work Release	1826 Bexar Ave. East, Hamilton, AL 35570	278	264
Holman Correctional Facility	866 Ross Road, Atmore, AL 36503	1,031	925
Kilby Correctional Facility	12201 Wares Ferry Road, Mt. Meigs, AL 36057	1,448	1,438
Limestone Correctional Facility	28779 Nick Davis Road, Harvest, AL 35749	2,525	2,326
Loxley Work Release	14880 County Road 64, Loxley, AL 36551	538	503
Mobile Work Release	2423 North Beltline Highway, Prichard, AL 36610	268	280
Montgomery Women's Facility	12201 Wares Ferry Road, Mt. Meigs, AL 36057	300	296
Red Eagle Honor Farm	1290 Red Eagle Road, Montgomery, AL 36110	340	337
St. Clair Correctional Facility	1000 St. Clair Road, Springville, AL 35146	1,346	1,302
Staton Correctional Facility	2690 Marion Spillway Road, Elmore, AL 36025	1,399	1,387
Tutwiler Correctional Facility	8966 US Hwy 231 North, Wetumpka, AL 36092	998	959
Ventress Correctional Facility	379 Highway 239 North, Clayton, AL 36016	1,665	1,668
TOTAL:		26,145	25,353

Additional information about ADOC facilities, including month end populations for Major Institutions and Work Release Centers, can be found on the ADOC website: www.doc.alabama.gov.

ATTACHMENT D
COMMISSARY MASTER PRODUCT AND PRICE LIST
As of October 15, 2013

Category	Inventory Description	Serving	Sales Price
Beverage	Coca Cola	Each	\$0.65
Beverage	Crystal Geyser Spring Water	Each	\$0.35
Beverage	Diet Coca Coke	Each	\$0.65
Beverage	Faygo Diet: Orange/Red Pop	Each	\$0.65
Beverage	Faygo: Red pop/Dr/Frt. Punch/Lime Twist/Moon Mist/Orange/Peach Orange/Peach/ Root beer	Each	\$0.65
Beverage	Gatorade Lemon/Lime Drink	Each	\$0.76
Beverage	Gatorade Orange Drink	Each	\$0.76
Beverage	Sprite Diet/Zero	Each	\$0.65
Candy	3 Musketeers Bar	Single Bar	\$0.98
Candy	Assorted Fruit Mixed Candy	Whole Bag	\$2.53
Candy	Atomic Fireball	Single Piece	\$0.11
Candy	Baby Ruth Big Bar	Single Bar	\$1.73
Candy	Candy Peppermint Sticks	Single Piece	\$0.21
Candy	Fudge Bars	Single Bar	\$0.70
Candy	Hershey Plain Chocolate	Single Bar	\$0.98
Candy	Hershey Reese Cups	Single Bar	\$0.98
Candy	Milky Way Bar	Single Bar	\$0.98
Candy	Snickers Bar	Single Bar	\$0.98
Candy	Snickers W/Almonds	Single Bar	\$0.98
Candy	Tootsie Frooties – Assorted Flavors	Bag of 360	\$6.67
Cereal	Cereal-Frosted Flakes	Each	\$0.61
Cereal	Cereal-Raisin Bran	Each	\$0.61
Clothes	Gym Shorts White Large	Each	\$7.25
Clothes	Gym Shorts White Medium	Each	\$7.25

Clothes	Gym Shorts White Small	Each	\$7.25
Clothes	Gym Shorts White XL	Each	\$7.25
Clothes	Gym Shorts White XXL	Each	\$8.10
Coffee	Tasters Choice Instant Coffee Pouch	Pouch	\$3.92
Cookie	Butter Cookie	Single Pack	\$0.72
Cookie	Choc Chip Cookies	Single Pack	\$0.72
Cookie	Lemon Cream Cookie	Single Pack	\$0.69
Cookie	Oatmeal Cookie	Single Pack	\$0.72
Cookie	Peanut Butter Cookie	Single Pack	\$0.69
Cookie	Vanilla Cream Cookie	Single Pack	\$0.69
Cookie	Vanilla Sugar Free Wafers	Single Pack	\$0.57
Cookie	Vanilla Sugar Wafer	Single Pack	\$0.73
Crackers	Cheese Cracker with Cheese	Pack of 8	\$3.24
Crackers	Graham Crackers	Box	\$4.32
Crackers	Peanut Butter Toast Crackers	Pack of 8	\$3.23
Crackers	Saltine Crackers (Unbranded)	Pack	\$0.22
Creamer	Creamer 10/100 Count Boxes	Bag of 100	\$4.09
Drink Mix	Cocoa Mix Envelope	Envelope	\$0.25
Drink Mix	Lipton Tea Bags	box	\$1.79
Drink Mix	Pre-Sweetened – Cherry	Each	\$5.13
Drink Mix	Pre-Sweetened - Grape Mix	Each	\$5.13
Drink Mix	Pre-Sweetened - Lemonade Mix	Each	\$5.13
Drink Mix	Pre-Sweetened - Tropical Punch Mix	Each	\$5.13
Drink Mix	Swiss Miss Sugar Free Cocoa	Envelope	\$0.34
Electronics	Duracell AA Size (2 per Pack)	AA	\$1.82
Electronics	Duracell AAA Size (2 per Pack)	AAA	\$2.70
Electronics	Jenson AM/FM Radio with Headphones (Clear Case)	One	\$28.00
Electronics	Koss Headphones -All Plastic Hp6/Ktx	One(1) Pair	\$11.08
Food	All American Hoagie	Each	\$2.14
Food	Barbeque Sandwich	Each	\$2.44
Food	Bean and Cheese Burrito	Each	\$1.01
Food	Big Rib Sandwich	Each	\$3.18

Food	Buffalo Wing Pieces	Each	\$0.65
Food	Cheesy Refried Beans	Each	\$1.75
Food	Chicken Salad Wedge	Each	\$2.70
Food	Club Sandwich	Each	\$2.70
Food	Double Cheeseburger	Each	\$2.63
Food	Double Pork Chop	Each	\$2.78
Food	Fish Sandwich	Each	\$3.67
Food	Flour Tortilla 8 Ounce	Pack	\$1.61
Food	Ham & Cheese Wedge	Each	\$2.70
Food	Ham Swiss Sub	Each	\$2.15
Food	Honey Mustard Chicken Sandwich	Each	\$2.15
Food	Hot Beef Bean Burrito	Each	\$1.01
Food	Hot Sardines	Pouch	\$1.25
Food	Hot Sauce Plastic Bottle	Each	\$1.00
Food	Hot Wings	Each	\$3.07
Food	Instant Grits	Pack	\$0.44
Food	Instant Oatmeal	Pouch	\$0.53
Food	Instant Rice	Pouch	\$1.18
Food	Microwavable Beef Stew	Each	\$2.79
Food	Microwavable Beef Stew	Each	\$1.75
Food	Microwavable Chili with Beans	Each	\$1.75
Food	Microwavable Lasagna	Each	\$1.75
Food	Microwavable Roast Beef	Each	\$2.79
Food	Microwavable Scalloped Potatoes and Ham	Each	\$1.75
Food	Microwavable Turkey and Dressing	Each	\$2.79
Food	Peanut Butter	Each	\$5.09
Food	Riblets	Each	\$2.97
Food	Sardines Pouch	Pouch	\$1.32
Food	Sausage and Egg Microwavable Biscuit	Each	\$1.93
Food	Sausage Biscuits Twins	Pack of 2	\$1.02
Food	Spam	Pouch	\$1.62
Food	Spicy Beans & Rice	Each	\$1.75
Food	Squeeze Cheese	Each	\$4.06

Food	Steak/Cheese Sandwich	Each	\$2.59
Food	Summer Sausage	Each	\$2.35
Food	Supreme Pizza Wrap	5" Wrap	\$1.87
Food	Tuna	Pouch	\$2.16
Food	Tuna Salad Wedge	Each	\$2.70
Food	Turkey Ranch Sandwich	Each	\$2.70
Food	Twin Chili Dog with Cheese	Pack of 2	\$2.50
Food	Vienna Pouch	Pouch	\$2.58
Hair Care	Anti-Dandruff Shampoo (Fine and Oily)	Each	\$8.66
Hair Care	Blue Magic Pressing Oil	Each	\$3.29
Hair Care	Bobby Pins Black	Pack	\$0.79
Hair Care	Clairol Infusium 23 Conditioner	Each	\$8.14
Hair Care	Cold Wave Perm Kit	Each	\$3.84
Hair Care	Hair Brush (Flair Style)	Each	\$2.63
Hair Care	Hairspray (Alcohol Free)	Each	\$3.31
Hair Care	Isoplus Styling Gel	Each	\$2.96
Hair Care	Magnificent Queen Hair Food	Each	\$2.96
Hair Care	Perm Rods (Medium)	Bag of 12	\$1.04
Hair Care	Pocket Comb (2 Per Pack)	Pack of 2	\$0.67
Hair Care	Proclaim Conditioner	Each	\$4.89
Hair Care	Proclaim Styling Gel	Each	\$5.37
Hair Care	Soft & Beautiful Relaxer Kit	Each	\$9.63
Hair Care	Suave Aloe Vera Shampoo	Each	\$2.19
Hair Care	Sulfur 8 Shampoo	Each	\$4.20
Health	Acetaminophen Capsule (325mg)	Each	\$1.40
Health	Antacid Capsule	Each	\$2.89
Health	Calamine Lotion	Each	\$1.93
Health	Carmex	Each	\$2.19
Health	Chlorphenir 4MG	Each	\$1.40
Health	Docusate Sodium Capsule (100mg)	Each	\$3.24
Health	Fiber Laxative Capsules	Each	\$7.44
Health	Glucose Tablets	Each	\$2.18
Health	Hemorrhoid Ointment	Each	\$2.31

Health	Hydrocortisone Cream (1%)	Each	\$2.16
Health	Ibuprofen Capsules (200mg)	Each	\$1.49
Health	Menthol Cough Drops	Each	\$1.05
Health	Miconazole Cream (2%)	Each	\$8.05
Health	Miconazole Inserts	Pack of 7	\$5.85
Health	Multivitamin Capsules	Each	\$4.03
Health	Sunscreen-Spf 30	Each	\$8.94
Health	Tolnaftate Cream (1%)	Each	\$3.33
Health	Triple Antibiotic Ointment	Each	\$2.80
Hygiene	Arm & Hammer Ultra Max Deodorant	Each	\$1.56
Hygiene	Arm & Hammer Wide Solid Unscented	Each	\$4.17
Hygiene	Barbasol Shave Cream	Each	\$2.12
Hygiene	Bic Twin Razor	Pack of 3	\$1.58
Hygiene	Coast Soap	Single Bar	\$1.17
Hygiene	Colgate Tartar Control Tooth Paste	Each	\$2.16
Hygiene	Crest Toothpaste	Each	\$3.07
Hygiene	Dental Floss (Waxed)	Each	\$1.81
Hygiene	Dial Soap	Single Bar	\$1.22
Hygiene	Douche (Vinegar & Water)	Pack of 2	\$3.15
Hygiene	Dove Soap	Single Bar	\$1.98
Hygiene	Emory Boards	Pack	\$0.77
Hygiene	Ivory Soap	Single Bar	\$0.73
Hygiene	Mennen Speed Stick Deodorant	Each	\$3.00
Hygiene	Mouth Wash Mint (Non-Alcohol)	Each	\$2.10
Hygiene	Nail Clippers (No File)	Each	\$0.97
Hygiene	Olay Fresh Scent Sensitive Skin Soap	Single Bar	\$1.62
Hygiene	Orajel	Each	\$5.71
Hygiene	Palmolive Soap	Single Bar	\$0.81
Hygiene	Pantiliners	Box of 20	\$2.63
Hygiene	Polident Tablets	Each	\$5.20
Hygiene	Poligrip	Each	\$5.41
Hygiene	Regular Maxi Pads	Box	\$6.13
Hygiene	Right Guard Stick Deodorant	Each	\$3.12

Hygiene	Tampons (Regular)	Box	\$3.24
Hygiene	Tampons (Super)	Box	\$3.24
Hygiene	Toilet Tissue	Single Roll	\$0.71
Hygiene	Toothbrush Holder W/Cap	Each	\$0.56
Hygiene	Toothbrush Medium	Each	\$1.05
Hygiene	Toothbrush Soft	Each	\$1.05
Hygiene	Trend Detergent	Box	\$1.89
Hygiene	Ultra Super Maxi Pads	Box	\$6.13
Hygiene	Wet Ones Flushable Wipes	Tub	\$3.50
Ice Cream	Brown Cow Ice Cream Bar	Bar	\$0.70
Ice Cream	Chocolate Ice Cream (No Sugar Added)	Each	\$0.47
Ice Cream	Ice Cream (Multiple Flavors)	Pint	\$2.44
Ice Cream	Ice Cream Sandwich	Each	\$0.70
Ice Cream	Orange Pop Up	Each	\$0.70
Ice Cream	Sundae Cones	Each	\$0.83
Ice Cream	Vanilla Ice Cream (No Sugar Added)	Each	\$0.47
Juice	Cranberry Juice	Each	\$1.21
Juice	Unsweet Orange Juice	Each	\$0.66
Juice	V-8 Juice	Each	\$0.86
Other	Borden Elmer's Glue	Each	\$1.38
Other	Clear Plastic Shower Cap	Each	\$0.44
Other	Master Pad Lock	Each	\$10.06
Other	Neck Chain 24"	Each	\$1.49
Other	PINE DOWEL (5/16" X 36")	Each	\$0.39
Other	Plastic Coffee Cup	Each	\$0.79
Other	Plastic Tumbler with Lid	Each	\$0.62
Other	Po-Boy Boat Kit	Each	\$16.36
Other	Poster Board White	1 Sheet	\$0.37
Other	Soap Container	Each	\$0.74
Pastry	Blueberry Crème Cheese Claw/Roll	Each	\$0.75
Pastry	Danish Roll	Each	\$0.75
Pastry	Cinnamon Roll	Each	\$0.75
Pastry	Honey Bun	Each	\$0.68

Protein Bar	Protein Bar (Chocolate/Peanut 20g)	Single Bar	\$2.42
Protein Bar	Protein Bar (Cranberry Oatmeal)	Single Bar	\$1.08
Protein Bar	Protein Bar (Roasted Peanut Butter)	Single Bar	\$1.08
Protein Bar	Protein Bar (Vanilla Plus 20g)	Single Bar	\$2.42
Shoes	Men's Shower Shoe Size 10	One(1) Pair	\$4.38
Shoes	Men's Shower Shoe Size 11	One(1) Pair	\$4.38
Shoes	Men's Shower Shoe Size 12	One(1) Pair	\$4.38
Shoes	Men's Shower Shoe Size 13	One(1) Pair	\$4.38
Shoes	Men's Shower Shoe Size 14	One(1) Pair	\$4.38
Shoes	Men's Shower Shoe Size 9	One(1) Pair	\$4.38
Shoes	Men's Shower Show Size 15	One(1) Pair	\$4.38
Shoes	Women's Shower Large Shoe	One(1) Pair	\$4.38
Shoes	Women's Shower Medium Shoe	One(1) Pair	\$2.28
Shoes	Women's Shower Small Shoe	One(1) Pair	\$2.28
Skin Care	Baby Oil	Each	\$3.41
Skin Care	Cocoa Butter Lotion	Each	\$3.85
Skin Care	Gold Bond Medicated Powder	Each	\$5.04
Skin Care	Moisturizing Cream (Vitamin E)	Each	\$13.92
Skin Care	Noxzema Medicated Cream	Each	\$2.19
Skin Care	Vaseline Intensive Care Lotion	Each	\$3.42
Skin Care	Vaseline Petroleum Jelly	Each	\$2.49
Snack	Bar-B-Barbeque Chip	Single Bag	\$0.36
Snack	Chocolate Covered, Peanut Butter Wafers	Pack of 2	\$0.49
Snack	Corn Chips	Single Bag	\$0.58
Snack	Crunchy Cheese Curls	Single Bag	\$0.58
Snack	Jalapeno Pretzels	Single Bag	\$0.66
Snack	Microwave Popcorn	Single Bag	\$0.58
Snack	Mini Pretzel	Single Bag	\$0.42
Snack	Mixed Nuts (Peanut/Almond/Cashew)	Single Bag	\$0.75
Snack	Moon Pie (Assorted Flavors - Banana/Chocolate/Vanilla Double Decker)	Each	\$0.58
Snack	Oatmeal Cakes	Each	\$0.54
Snack	Pickle	Each	\$1.27

Snack	Plain Chip	Single Bag	\$0.36
Snack	Salted Peanuts	Single Bag	\$1.16
Snack	Sour Cream Chips	Single Bag	\$0.36
Snack	Turkey Creek Barbeque Skins	Single Bag	\$0.88
Soup	Maruchan Chicken Soup	Each	\$0.61
Soup	Maruchan Shrimp Soup	Each	\$0.61
Soup	Maruchan Vegetable	Each	\$0.61
Stationary	Bic Pen - Clear Barrel, Black Ink 2-Pk	Pack of 2	\$0.88
Stationary	Colored Pencils	Pack of 12	\$1.67
Stationary	Envelope(10x13) No Clasp (Pack of 20)	Each	\$0.14
Stationary	Envelopes Plain(50 per Pack)	Pack of 50	\$1.23
Stationary	Pencil Sharpener	Each	\$0.62
Stationary	Pencil, Medium, No.2	Each	\$0.10
Stationary	Ruler (Twelve Inch-With Metric Scale)	Each	\$0.51
Stationary	Typing Paper	Ream of 100	\$2.89
Stationary	White Legal Pads	Each	\$1.18
Sugar	Sugar 20/100 Count Boxes	Bag of 100	\$2.60
Sugar	Sweet N Low	Box of 100	\$3.03
Tobacco	21st Century ECIG Menthol Disposable	Each	\$8.40
Tobacco	21st Century ECIG Regular Disposable	Each	\$8.40
Tobacco	Doral Full Flavor 100's Cigarettes	Single Pack	\$6.97
Tobacco	Doral Full Flavor Menthol 100's Cigarettes	Single Pack	\$6.97
Tobacco	Garret Mild Snuff	Each	\$11.52
Tobacco	Kool Filter Cigarettes	Single Pack	\$7.66
Tobacco	Kool Super 100's Cigarettes	Single Pack	\$7.66
Tobacco	Marlboro Cigarettes	Single Pack	\$7.91
Tobacco	Newport Cigarettes	Single Pack	\$8.46
Tobacco	Red Man Scrapp Tobacco	Pouch	\$6.39
Tobacco	Skoal	Each	\$5.01
Tobacco	Skoal Apple Long Cut	Each	\$5.01
Tobacco	Skoal Berry Blend Long Cut	Each	\$5.01
Tobacco	Skoal Wintergreen Long Cut	Each	\$5.01
Tobacco	Top Cigarette Papers	Package	\$1.49

Tobacco	Top Cigarette Tobacco	Pouch	\$3.30
Tobacco	Top Menthol Cigarette Tobacco	Pouch	\$3.30
Tobacco	Winston Cigarettes	Single Pack	\$7.59

ATTACHMENT E

**DISCLOSURE STATEMENT & CERTIFICATE OF
COMPLIANCE FORMS**



State of Alabama Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

This form is provided with:

- Contract
 Proposal
 Request for Proposal
 Invitation to Bid
 Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

- Yes
 No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED
-------------------------	------------------------	-----------------

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

- Yes
 No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT
-------------------------	--------------------	-----------------

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY
----------------------------------	---------	-------------------------

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
-----------------------	---------	---	--

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
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By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature _____ Date _____

Notary's Signature _____ Date _____ Date Notary Expires _____

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.

State of _____)

County of _____)

CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535, as amended by Act 2012-491)

DATE: _____

RE Contract/Grant/Incentive (describe by number or subject): _____ **by and between** _____ **(Contractor/Grantee)** **and** _____ **(State Agency or Department or other Public Entity)**

The undersigned hereby certifies to the State of Alabama as follows:

1. The undersigned holds the position of _____ with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity, and has knowledge of the provisions of THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 of the Alabama Legislature, as amended by Act 2012-491) which is described herein as "the Act".
2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee's business structure.

BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. "Business entity" shall include, but not be limited to the following:

- a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.
- b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

EMPLOYER. Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

_____(a) The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.

_____(b) The Contractor/Grantee is not is a business entity or employer as those terms are defined in Section 3 of the Act.

3. As of the date of this Certificate, Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama;
4. Contractor/Grantee is enrolled in E-Verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this _____ day of _____ 20_____.

Name of Contractor/Grantee/Recipient

By: _____

Its _____

The above Certification was signed in my presence by the person whose name appears above, on

this _____ day of _____ 20_____.

WITNESS: _____

Print Name of Witness

ATTACHMENT F

PRICING SPREADSHEET

FOR

BULK DELIVERY BIDS

VENDOR: DOWNLOAD PRICING AND COMMISSION SPREADSHEETS FROM ADOC WEBSITE, [HTTP://WWW.DOC.ALABAMA.GOV](http://www.doc.alabama.gov), AND INSERT BULK DELIVERY BID SPREADSHEETS HERE. SPREADSHEETS ARE FORMATED FOR LEGAL SIZE PAPER.

**ATTACHMENT F
"BULK DELIVERY"
BID SHEET**

LINE	CATEGORY	SET MENU ITEM	RESALE UNIT	SIZE	ESTIMATED ANNUAL CONSUMPTION	UNIT BID PRICE	EXTENDED COST
22	Cereal	Cereal-Raisin Bran	Each	1.25 OZ	48,609	\$0.00	\$0.00
23	Clothes	Gym Shorts White Large	Each	LARGE	119	\$0.00	\$0.00
24	Clothes	Gym Shorts White Medium	Each	MEDIUM	78	\$0.00	\$0.00
25	Clothes	Gym Shorts White Small	Each	SMALL	45	\$0.00	\$0.00
26	Clothes	Gym Shorts White XL	Each	XLARGE	127	\$0.00	\$0.00
27	Clothes	Gym Shorts White XXL	Each	XXLARGE	127	\$0.00	\$0.00
28	Coffee	Tasters Choice Instant Coffee Pouch	Pouch	2.5 OZ	695,859	\$0.00	\$0.00
29	Cookie	Butter Cookie	Single Pack	5 OZ	96,979	\$0.00	\$0.00
30	Cookie	Choc Chip Cookies	Single Pack	5 OZ	228,140	\$0.00	\$0.00
31	Cookie	Lemon Cream Cookie	Single Pack	5 OZ	188,796	\$0.00	\$0.00
32	Cookie	Oatmeal Cookie	Single Pack	5 OZ	85,851	\$0.00	\$0.00
33	Cookie	Peanut Butter Cookie	Single Pack	5 OZ	313,085	\$0.00	\$0.00
34	Cookie	Vanilla Cream Cookie	Single Pack	5 OZ	111,390	\$0.00	\$0.00
35	Cookie	Vanilla Sugar Free Wafers	Single Pack	2.75 OZ	16,693	\$0.00	\$0.00
36	Cookie	Vanilla Sugar Wafer	Single Pack	3.5 OZ	42,398	\$0.00	\$0.00
37	Crackers	Cheese Cracker with Cheese	Pack of 8	11.04 oz.	438,223	\$0.00	\$0.00
38	Crackers	Graham Crackers	Box	14.4 OZ	3,635	\$0.00	\$0.00
39	Crackers	Peanut Butter Toast Crackers	Pack of 8	11.04 oz.	16,896	\$0.00	\$0.00
40	Crackers	Saltine Crackers (Unbranded)	Pack	1 OZ	279,948	\$0.00	\$0.00
41	Creamer	Creamer 10/100 Count Boxes	Bag of 100	100 Count	18,058	\$0.00	\$0.00
42	Drink Mix	Cocoa Mix Envelope	Envelope	.71 OZ	915,958	\$0.00	\$0.00
43	Drink Mix	Lipton Tea Bags	box	16 BAG	14,063	\$0.00	\$0.00
44	Drink Mix	Pre-Sweetened - Cherry	Each	19 OZ	10,221	\$0.00	\$0.00
45	Drink Mix	Pre-Sweetened - Grape Mix	Each	19 OZ	8,808	\$0.00	\$0.00
46	Drink Mix	Pre-Sweetened - Lemonade Mix	Each	19 OZ	8,027	\$0.00	\$0.00
47	Drink Mix	Pre-Sweetened - Tropical Punch Mix	Each	19 OZ	11,783	\$0.00	\$0.00
48	Drink Mix	Swiss Miss Sugar Free Cocoa	Envelope	.53 OZ	8,052	\$0.00	\$0.00
49	Electronics	Duracell AA Size (2 per Pack)	AA	2 PACK	199,359	\$0.00	\$0.00

SIGNATURE: _____ DATE: _____

**ATTACHMENT F
"BULK DELIVERY"
BID SHEET**

LINE	CATEGORY	SET MENU ITEM	RESALE UNIT	SIZE	ESTIMATED ANNUAL CONSUMPTION	UNIT BID PRICE	EXTENDED COST
50	Electronics	Duracell AAA Size (2 per Pack)	AAA	2 PACK	17,543	\$0.00	\$0.00
51	Electronics	Jenson AM/FM Radio with Headphones (Clear Case)	One	Count	1,406	\$0.00	\$0.00
52	Electronics	Koss Headphones -All Plastic Hp6/Ktx	One(1) Pair	Count	1,297	\$0.00	\$0.00
53	Expense	Bag (1/6 BBL C/C 57lb)	Pack of 500	1/6 BBL C/C 57lb	854,000	\$0.00	\$0.00
54	Expense	Book Matches	Pack of 1500	1 Book	41,488	\$0.00	\$0.00
55	Expense	Ketchup , 7 Grams Pack	Pack of 500	7 grams a pack	1,498,500	\$0.00	\$0.00
56	Expense	Mustard, 4.5 Grams Pack	Pack of 200	4.5 grams a pack	1,289,800	\$0.00	\$0.00
57	Expense	Paper Bags, No.20 Squat	Pack of 500	No.20 Squat	71,500	\$0.00	\$0.00
58	Expense	Paper Bags, No.1	Pack of 500	No.1	45,000	\$0.00	\$0.00
59	Expense	Paper Bags, No.12	Pack of 500	No.12	52,500	\$0.00	\$0.00
60	Expense	Paper Bags, No.2	Pack of 500	No.2	30,000	\$0.00	\$0.00
61	Expense	Paper Bags, No.25 Squat	Pack of 500	No.25 Squat	392,000	\$0.00	\$0.00
62	Expense	Paper Bags, No.4	Pack of 500	No.4	5,500	\$0.00	\$0.00
63	Expense	Paper Bags, No.8	Pack of 500	No.8	47,500	\$0.00	\$0.00
64	Expense	Paper Plates, 9inch (10 packs of 100 count)	100 count	100 Count	12,660	\$0.00	\$0.00
65	Expense	Spoons, Plastic, Medium, Wrapped	Pack of 1000	1000 Count	490	\$0.00	\$0.00
66	Expense	Wooden Spoons/Ice Cream	Box of 100	1 Count	79,496	\$0.00	\$0.00
67	Food	All American Hoagie	Each	5.18 OZ	28,821	\$0.00	\$0.00
68	Food	Barbeque Sandwich	Each	5 OZ	1,400	\$0.00	\$0.00
69	Food	Bean and Cheese Burrito	Each	5 OZ	64,694	\$0.00	\$0.00
70	Food	Big Rib Sandwich	Each	8.60 OZ	86,416	\$0.00	\$0.00
71	Food	Buffalo Wing Pieces	Each	2.25 OZ	198,579	\$0.00	\$0.00
72	Food	Cheesy Refried Beans	Each	4 OZ	25,774	\$0.00	\$0.00
73	Food	Chicken Salad Wedge	Each	5.10 OZ	2,990	\$0.00	\$0.00
74	Food	Club Sandwich	Each	5.15 OZ	17,330	\$0.00	\$0.00
75	Food	Double Cheeseburger	Each	7.5 OZ	117,788	\$0.00	\$0.00
76	Food	Double Pork Chop	Each	8.4 OZ	29,356	\$0.00	\$0.00
77	Food	Fish Sandwich	Each	8.10 OZ	3,582	\$0.00	\$0.00

SIGNATURE: _____ DATE: _____

**ATTACHMENT F
"BULK DELIVERY"
BID SHEET**

LINE	CATEGORY	SET MENU ITEM	RESALE UNIT	SIZE	ESTIMATED ANNUAL CONSUMPTION	UNIT BID PRICE	EXTENDED COST
78	Food	Flour Tortilla 8 Ounce	Pack	8 OZ	63,274	\$0.00	\$0.00
79	Food	Ham & Cheese Wedge	Each	5.20 OZ	5,342	\$0.00	\$0.00
80	Food	Ham Swiss Sub	Each	5.43 OZ	11,381	\$0.00	\$0.00
81	Food	Honey Mustard Chicken Sandwich	Each	5.68 OZ	26,761	\$0.00	\$0.00
82	Food	Hot Beef Bean Burrito	Each	5 OZ	307,936	\$0.00	\$0.00
83	Food	Hot Sardines	Pouch	4.23 OZ	15,188	\$0.00	\$0.00
84	Food	Hot Sauce Plastic Bottle	Each	6 OZ	50,483	\$0.00	\$0.00
85	Food	Hot Wings	Each	5 OZ	60,968	\$0.00	\$0.00
86	Food	Instant Grits	Pack	11.2 OZ	1,884	\$0.00	\$0.00
87	Food	Instant Oatmeal	Pouch	11.8 OZ	1,475	\$0.00	\$0.00
88	Food	Instant Rice	Pouch	8 OZ	29,304	\$0.00	\$0.00
89	Food	Microwavable Beef Stew	Each	10 OZ	5,082	\$0.00	\$0.00
90	Food	Microwavable Beef Stew	Each	7.5 OZ	33,396	\$0.00	\$0.00
91	Food	Microwavable Chili with Beans	Each	7.37 OZ	142,560	\$0.00	\$0.00
92	Food	Microwavable Lasagna	Each	7.5 OZ	13,224	\$0.00	\$0.00
93	Food	Microwavable Roast Beef	Each	10 OZ	4,464	\$0.00	\$0.00
94	Food	Microwavable Scalloped Potatoes and Ham	Each	7.5 OZ	19,200	\$0.00	\$0.00
95	Food	Microwavable Turkey and Dressing	Each	10 OZ	5,064	\$0.00	\$0.00
96	Food	Peanut Butter	Each	16.3 OZ	20,362	\$0.00	\$0.00
97	Food	Riblets	Each	5.25 OZ	10,120	\$0.00	\$0.00
98	Food	Sardines Pouch	Pouch	4.23 OZ	11,395	\$0.00	\$0.00
99	Food	Sausage and Egg Microwavable Biscuit	Each	4.19 OZ	54,954	\$0.00	\$0.00
100	Food	Sausage Biscuits Twins	Pack of 2	3.2 OZ	40,225	\$0.00	\$0.00
101	Food	Spam	Pouch	3 OZ	34,337	\$0.00	\$0.00
102	Food	Spicy Beans & Rice	Each	4 OZ	24,369	\$0.00	\$0.00
103	Food	Squeeze Cheese	Each	16 OZ	24,006	\$0.00	\$0.00
104	Food	Steak/Cheese Sandwich	Each	7OZ	247,251	\$0.00	\$0.00
105	Food	Summer Sausage	Each	5 OZ	145,348	\$0.00	\$0.00

SIGNATURE: _____ DATE: _____

**ATTACHMENT F
"BULK DELIVERY"
BID SHEET**

LINE	CATEGORY	SET MENU ITEM	RESALE UNIT	SIZE	ESTIMATED ANNUAL CONSUMPTION	UNIT BID PRICE	EXTENDED COST
106	Food	Supreme Pizza Wrap	5" Wrap	6 OZ	169,054	\$0.00	\$0.00
107	Food	Tuna	Pouch	4.23 OZ	57,064	\$0.00	\$0.00
108	Food	Tuna Salad Wedge	Each	5.10 OZ	736	\$0.00	\$0.00
109	Food	Turkey Ranch Sandwich	Each	4.85 OZ	42,498	\$0.00	\$0.00
110	Food	Twin Chili Dog with Cheese	Pack of 2	8.48 OZ	78,507	\$0.00	\$0.00
111	Food	Vienna Pouch	Pouch	4.8 OZ	9,024	\$0.00	\$0.00
112	Hair Care	Anti-Dandruff Shampoo (Fine and Oily)	Each	14.2 OZ	866	\$0.00	\$0.00
113	Hair Care	Blue Magic Pressing Oil	Each	5 OZ	6,164	\$0.00	\$0.00
114	Hair Care	Bobby Pins Black	Pack	60 Count	774	\$0.00	\$0.00
115	Hair Care	Clairol Infusium 23 Conditioner	Each	33 OZ	135	\$0.00	\$0.00
116	Hair Care	Cold Wave Perm Kit	Each	1 KIT	226	\$0.00	\$0.00
117	Hair Care	Hair Brush (Flair Style)	Each	1 Count	211	\$0.00	\$0.00
118	Hair Care	Hairspray (Alcohol Free)	Each	8 OZ	434	\$0.00	\$0.00
119	Hair Care	Isoplus Styling Gel	Each	6 OZ	514	\$0.00	\$0.00
120	Hair Care	Magnificent Queen Hair Food	Each	4 OZ	2,544	\$0.00	\$0.00
121	Hair Care	Perm Rods (Medium)	Bag of 12	12 Count	243	\$0.00	\$0.00
122	Hair Care	Pocket Comb (2 Per Pack)	Pack of 2	2 Count	1,086	\$0.00	\$0.00
123	Hair Care	Proclaim Conditioner	Each	32 OZ	304	\$0.00	\$0.00
124	Hair Care	Proclaim Styling Gel	Each	32 OZ	1,467	\$0.00	\$0.00
125	Hair Care	Soft & Beautiful Relaxer Kit	Each	1 KIT	1,094	\$0.00	\$0.00
126	Hair Care	Suave Aloe Vera Shampoo	Each	12 OZ	8,595	\$0.00	\$0.00
127	Hair Care	Sulfur 8 Shampoo	Each	7.5 OZ	511	\$0.00	\$0.00
128	Health	Acetaminophen Capsule (325mg)	Each	24 Count	12,725	\$0.00	\$0.00
129	Health	Antacid Capsule	Each	96 Count	1,711	\$0.00	\$0.00
130	Health	Calamine Lotion	Each	6 OZ	282	\$0.00	\$0.00
131	Health	Carmex	Each	1 Tube	4,910	\$0.00	\$0.00
132	Health	Chlorphenir 4MG	Each	24 Count	14,135	\$0.00	\$0.00
133	Health	Docusate Sodium Capsule (100mg)	Each	100 Count	71	\$0.00	\$0.00

SIGNATURE: _____ DATE: _____

**ATTACHMENT F
"BULK DELIVERY"
BID SHEET**

LINE	CATEGORY	SET MENU ITEM	RESALE UNIT	SIZE	ESTIMATED ANNUAL CONSUMPTION	UNIT BID PRICE	EXTENDED COST
134	Health	Fiber Laxative Capsules	Each	90 Count	72	\$0.00	\$0.00
135	Health	Glucose Tablets	Each	10 Count	102	\$0.00	\$0.00
136	Health	Hemorrhoid Ointment	Each	.67 OZ	292	\$0.00	\$0.00
137	Health	Hydrocortisone Cream (1%)	Each	1 OZ	2,045	\$0.00	\$0.00
138	Health	Ibuprofen Capsules (200mg)	Each	24 Count	31,825	\$0.00	\$0.00
139	Health	Menthol Cough Drops	Each	9 Count	12,775	\$0.00	\$0.00
140	Health	Miconazole Cream (2%)	Each	1.59 OZ	10	\$0.00	\$0.00
141	Health	Miconazole Inserts	Pack of 7	7 Count	5	\$0.00	\$0.00
142	Health	Multivitamin Capsules	Each	100 Count	3,053	\$0.00	\$0.00
143	Health	Sunscreen-Spf 30	Each	3 OZ	90	\$0.00	\$0.00
144	Health	Tolnaftate Cream (1%)	Each	1 OZ	1,606	\$0.00	\$0.00
145	Health	Triple Antibiotic Ointment	Each	1 OZ	1,266	\$0.00	\$0.00
146	Hygiene	Arm & Hammer Ultra Max Deodorant	Each	1 OZ	5,540	\$0.00	\$0.00
147	Hygiene	Arm & Hammer Wide Solid Unscented	Each	2.6 OZ	3,047	\$0.00	\$0.00
148	Hygiene	Barbasol Shave Cream	Each	11 OZ	6,856	\$0.00	\$0.00
149	Hygiene	Bic Twin Razor	Pack of 3	3 PK	43,604	\$0.00	\$0.00
150	Hygiene	Coast Soap	Single Bar	3 PK	23,976	\$0.00	\$0.00
151	Hygiene	Colgate Tartar Control Tooth Paste	Each	2.7 OZ	21,717	\$0.00	\$0.00
152	Hygiene	Crest Toothpaste	Each	4.6 OZ	8,283	\$0.00	\$0.00
153	Hygiene	Dental Floss (Waxed)	Each	100 Yards	3,266	\$0.00	\$0.00
154	Hygiene	Dial Soap	Single Bar	4.5 OZ	54,716	\$0.00	\$0.00
155	Hygiene	Douche (Vinegar & Water)	Pack of 2	6 OZ	190	\$0.00	\$0.00
156	Hygiene	Dove Soap	Single Bar	3.17 OZ	6,766	\$0.00	\$0.00
157	Hygiene	Emory Boards	Pack	10 Count	453	\$0.00	\$0.00
158	Hygiene	Ivory Soap	Single Bar	3 PK	27,488	\$0.00	\$0.00
159	Hygiene	Mennen Speed Stick Deodorant	Each	2.25 OZ	3,852	\$0.00	\$0.00
160	Hygiene	Mouth Wash Mint (Non-Alcohol)	Each	8.5 OZ	1,847	\$0.00	\$0.00
161	Hygiene	Nail Clippers (No File)	Each	1 Count	5,037	\$0.00	\$0.00

SIGNATURE: _____ DATE: _____

**ATTACHMENT F
"BULK DELIVERY"
BID SHEET**

LINE	CATEGORY	SET MENU ITEM	RESALE UNIT	SIZE	ESTIMATED ANNUAL CONSUMPTION	UNIT BID PRICE	EXTENDED COST
162	Hygiene	Olay Fresh Scent Sensitive Skin Soap	Single Bar	4.25 OZ	11,081	\$0.00	\$0.00
163	Hygiene	Orajel	Each	3/16 OZ	271	\$0.00	\$0.00
164	Hygiene	Palmolive Soap	Single Bar	3 PK	6,430	\$0.00	\$0.00
165	Hygiene	Pantiliners	Box of 20	20 Count	650	\$0.00	\$0.00
166	Hygiene	Polident Tablets	Each	40 Count	431	\$0.00	\$0.00
167	Hygiene	Poligrip	Each	1.4 OZ	2,742	\$0.00	\$0.00
168	Hygiene	Regular Maxi Pads	Box	18 Count	104	\$0.00	\$0.00
169	Hygiene	Right Guard Stick Deodorant	Each	1.85 OZ	69,055	\$0.00	\$0.00
170	Hygiene	Tampons (Regular)	Box	10 Count	875	\$0.00	\$0.00
171	Hygiene	Tampons (Super)	Box	10 Count	2,062	\$0.00	\$0.00
172	Hygiene	Toilet Tissue	Single Roll	1 ROLL	14,880	\$0.00	\$0.00
173	Hygiene	Toothbrush Holder W/Cap	Each	1 Count	5,969	\$0.00	\$0.00
174	Hygiene	Toothbrush Medium	Each	Medium	12,195	\$0.00	\$0.00
175	Hygiene	Toothbrush Soft	Each	Soft	6,410	\$0.00	\$0.00
176	Hygiene	Trend Detergent	Box	22 OZ	4,668	\$0.00	\$0.00
177	Hygiene	Ultra Super Maxi Pads	Box	14 Count	161	\$0.00	\$0.00
178	Hygiene	Wet Ones Flushable Wipes	Tub	56 wipes	420	\$0.00	\$0.00
179	Ice Cream	Brown Cow Ice Cream Bar	Bar	3.3 OZ	16,895	\$0.00	\$0.00
180	Ice Cream	Chocolate Ice Cream (No Sugar Added)	Each	4 OZ.	4,680	\$0.00	\$0.00
181	Ice Cream	Ice Cream (Multiple Flavors)	Pint	16 OZ	255,419	\$0.00	\$0.00
182	Ice Cream	Ice Cream Sandwich	Each	3.5 OZ	45,618	\$0.00	\$0.00
183	Ice Cream	Orange Pop Up	Each	3 OZ.	7,797	\$0.00	\$0.00
184	Ice Cream	Sundae Cones	Each	3.5OZ	85,006	\$0.00	\$0.00
185	Ice Cream	Vanilla Ice Cream (No Sugar Added)	Each	4 OZ.	5,829	\$0.00	\$0.00
186	Juice	Cranberry Juice	Each	10 OZ	16,295	\$0.00	\$0.00
187	Juice	Unsweet Orange Juice	Each	5.5 OZ	119,427	\$0.00	\$0.00
188	Juice	V-8 Juice	Each	5.5 OZ	18,911	\$0.00	\$0.00
189	Other	Borden Elmer's Glue	Each	4 OZ	4,823	\$0.00	\$0.00

SIGNATURE: _____ DATE: _____

**ATTACHMENT F
"BULK DELIVERY"
BID SHEET**

LINE	CATEGORY	SET MENU ITEM	RESALE UNIT	SIZE	ESTIMATED ANNUAL CONSUMPTION	UNIT BID PRICE	EXTENDED COST
190	Other	Clear Plastic Shower Cap	Each	1 Count	528	\$0.00	\$0.00
191	Other	Master Pad Lock	Each	1 3/4 inches	1,214	\$0.00	\$0.00
192	Other	Neck Chain 24"	Each	24 inches	873	\$0.00	\$0.00
193	Other	PINE DOWEL (5/16" X 36")	Each	EACH	3,653	\$0.00	\$0.00
194	Other	Plastic Coffee Cup	Each	12 OZ	2,694	\$0.00	\$0.00
195	Other	Plastic Tumbler with Lid	Each	22 OZ	11,301	\$0.00	\$0.00
196	Other	Po-Boy Boat Kit	Each	1 KIT	1,504	\$0.00	\$0.00
197	Other	Poster Board White	1 Sheet	1 sheet	30,872	\$0.00	\$0.00
198	Other	Soap Container	Each	1 Count	5,238	\$0.00	\$0.00
199	Pastry	Blueberry Crème Cheese Claw/Roll	Each	4.25 OZ	403,510	\$0.00	\$0.00
200	Pastry	Danish Roll	Each	4 OZ	380,504	\$0.00	\$0.00
201	Pastry	Cinnamon Roll	Each	4 OZ	118,105	\$0.00	\$0.00
202	Pastry	Honey Bun	Each	4.75 OZ	1,877,544	\$0.00	\$0.00
203	Protein Bar	Protein Bar (Chocolate/Peanut 20g)	Single Bar	1.23 OZ	2,100	\$0.00	\$0.00
204	Protein Bar	Protein Bar (Cranberry Oatmeal)	Single Bar	1.23 OZ	2,925	\$0.00	\$0.00
205	Protein Bar	Protein Bar (Roasted Peanut Butter)	Single Bar	1.23 OZ	2,205	\$0.00	\$0.00
206	Protein Bar	Protein Bar (Vanilla Plus 20g)	Single Bar	1.23 OZ	1,680	\$0.00	\$0.00
207	Shoes	Men's Shower Shoe Size 10	One(1) Pair	SIZE 10	2,108	\$0.00	\$0.00
208	Shoes	Men's Shower Shoe Size 11	One(1) Pair	SIZE 11	2,171	\$0.00	\$0.00
209	Shoes	Men's Shower Shoe Size 12	One(1) Pair	SIZE 12	2,227	\$0.00	\$0.00
210	Shoes	Men's Shower Shoe Size 13	One(1) Pair	SIZE 13	627	\$0.00	\$0.00
211	Shoes	Men's Shower Shoe Size 14	One(1) Pair	SIZE 14	447	\$0.00	\$0.00
212	Shoes	Men's Shower Shoe Size 9	One(1) Pair	SIZE 9	400	\$0.00	\$0.00
213	Shoes	Men's Shower Show Size 15	One(1) Pair	SIZE 15	142	\$0.00	\$0.00
214	Shoes	Women's Shower Large Shoe	One(1) Pair	Large	94	\$0.00	\$0.00
215	Shoes	Women's Shower Medium Shoe	One(1) Pair	Medium	262	\$0.00	\$0.00
216	Shoes	Women's Shower Small Shoe	One(1) Pair	Small	202	\$0.00	\$0.00
217	Skin Care	Baby Oil	Each	14 OZ	11,736	\$0.00	\$0.00

SIGNATURE: _____ DATE: _____

**ATTACHMENT F
"BULK DELIVERY"
BID SHEET**

LINE	CATEGORY	SET MENU ITEM	RESALE UNIT	SIZE	ESTIMATED ANNUAL CONSUMPTION	UNIT BID PRICE	EXTENDED COST
218	Skin Care	Cocoa Butter Lotion	Each	8 OZ	4,096	\$0.00	\$0.00
219	Skin Care	Gold Bond Medicated Powder	Each	4 OZ	268	\$0.00	\$0.00
220	Skin Care	Moisturizing Cream (Vitamin E)	Each	16 OZ	157	\$0.00	\$0.00
221	Skin Care	Noxzema Medicated Cream	Each	2 OZ	2,692	\$0.00	\$0.00
222	Skin Care	Vaseline Intensive Care Lotion	Each	3OZ	4,104	\$0.00	\$0.00
223	Skin Care	Vaseline Petroleum Jelly	Each	3.75 OZ	1,833	\$0.00	\$0.00
224	Snack	Bar-B-Barbeque Chip	Single Bag	1 OZ	1,568,162	\$0.00	\$0.00
225	Snack	Chocolate Covered, Peanut Butter Wafers	Pack of 2	2 OZ	738,542	\$0.00	\$0.00
226	Snack	Corn Chips	Single Bag	2 OZ	782,235	\$0.00	\$0.00
227	Snack	Crunchy Cheese Curls	Single Bag	2 OZ	886,102	\$0.00	\$0.00
228	Snack	Jalapeno Pretzels	Single Bag	2.25 OZ	408,699	\$0.00	\$0.00
229	Snack	Microwave Popcorn	Single Bag	3.5 OZ	339,277	\$0.00	\$0.00
230	Snack	Mini Pretzel	Single Bag	1.5 OZ	17,587	\$0.00	\$0.00
231	Snack	Mixed Nuts (Peanut/Almond/Cashew)	Single Bag	1.75 OZ	71,144	\$0.00	\$0.00
232	Snack	Moon Pie (Assorted Flavors -Banana/Chocolate/Vanilla Double Deck	Each	2.75 OZ	190,395	\$0.00	\$0.00
233	Snack	Oatmeal Cakes	Each	2.5 OZ	272,098	\$0.00	\$0.00
234	Snack	Pickle	Each	Individual Wrap	62,388	\$0.00	\$0.00
235	Snack	Plain Chip	Single Bag	1 OZ	925,898	\$0.00	\$0.00
236	Snack	Salted Peanuts	Single Bag	3.5 OZ	49,376	\$0.00	\$0.00
237	Snack	Sour Cream Chips	Single Bag	1 OZ	557,236	\$0.00	\$0.00
238	Snack	Turkey Creek Barbeque Skins	Single Bag	2 OZ	110,546	\$0.00	\$0.00
239	Soup	Maruchan Chicken Soup	Each	2.5 OZ	581,823	\$0.00	\$0.00
240	Soup	Maruchan Shrimp Soup	Each	2.5 OZ	133,282	\$0.00	\$0.00
241	Soup	Maruchan Vegetable	Each	2.5 OZ	784,641	\$0.00	\$0.00
242	Stationary	Bic Pen - Clear Barrel, Black Ink 2-Pk	Pack of 2	2 PK	16,118	\$0.00	\$0.00
243	Stationary	Colored Pencils	Pack of 12	10 Count	940	\$0.00	\$0.00
244	Stationary	Envelope(10x13) No Clasp (Pack of 20)	Each	10 x 13	1,089	\$0.00	\$0.00
245	Stationary	Envelopes Plain(50 per Pack)	Pack of 50	No.10	17,298	\$0.00	\$0.00

SIGNATURE: _____ DATE: _____

**ATTACHMENT F
"BULK DELIVERY"
BID SHEET**

LINE	CATEGORY	SET MENU ITEM	RESALE UNIT	SIZE	ESTIMATED ANNUAL CONSUMPTION	UNIT BID PRICE	EXTENDED COST
246	Stationary	Pencil Sharpener	Each	EACH	1,594	\$0.00	\$0.00
247	Stationary	Pencil, Medium, No.2	Each	No.2 Medium	8,352	\$0.00	\$0.00
248	Stationary	Ruler (Twelve Inch-With Metric Scale)	Each	12 inches	965	\$0.00	\$0.00
249	Stationary	Typing Paper	Ream of 100	100 Count	299	\$0.00	\$0.00
250	Stationary	White Legal Pads	Each	8 1/2 X 11	33,193	\$0.00	\$0.00
251	Sugar	Sugar 20/100 Count Boxes	Bag of 100	100 Count	50,304	\$0.00	\$0.00
252	Sugar	Sweet N Low	Box of 100	100 Count	14,663	\$0.00	\$0.00
253	Tobacco	21st Century ECIG Menthol Disposable	Each	1 COUNT	180	\$0.00	\$0.00
254	Tobacco	21st Century ECIG Regular Disposable	Each	1 COUNT	210	\$0.00	\$0.00
255	Tobacco	Doral Full Flavor 100's Cigarettes	Single Pack	20 per Pack	7,680	\$0.00	\$0.00
256	Tobacco	Doral Full Flavor Menthol 100's Cigarettes	Single Pack	20 per Pack	4,590	\$0.00	\$0.00
257	Tobacco	Garret Mild Snuff	Each	5 OZ	12	\$0.00	\$0.00
258	Tobacco	Kool Filter Cigarettes	Single Pack	20 per Pack	30,200	\$0.00	\$0.00
259	Tobacco	Kool Super 100's Cigarettes	Single Pack	20 per Pack	1,830	\$0.00	\$0.00
260	Tobacco	Marlboro Cigarettes	Single Pack	20 per Pack	19,710	\$0.00	\$0.00
261	Tobacco	Newport Cigarettes	Single Pack	20 per Pack	208,460	\$0.00	\$0.00
262	Tobacco	Red Man Scrapp Tobacco	Pouch	LARGE	2,112	\$0.00	\$0.00
263	Tobacco	Skoal	Each	CANS	42,689	\$0.00	\$0.00
264	Tobacco	Skoal Apple Long Cut	Each	CANS	6,959	\$0.00	\$0.00
265	Tobacco	Skoal Berry Blend Long Cut	Each	CANS	7,519	\$0.00	\$0.00
266	Tobacco	Skoal Wintergreen Long Cut	Each	CANS	29,395	\$0.00	\$0.00
267	Tobacco	Top Cigarette Papers	Package	PKGS	68,030	\$0.00	\$0.00
268	Tobacco	Top Cigarette Tobacco	Pouch	.65 OZ	1,317,793	\$0.00	\$0.00
269	Tobacco	Top Menthol Cigarette Tobacco	Pouch	.65 OZ	122,346	\$0.00	\$0.00
270	Tobacco	Winston Cigarettes	Single Pack	20 per Pack	1,510	\$0.00	\$0.00
						Grand Total	\$0.00

SIGNATURE: _____ DATE: _____

**ATTACHMENT G
EQUIPMENT PROVIDE BY
CURRENT COMMISSARY CONRACTOR**

ADOC FACILITY	ICE MACHINES ICE-O-MATIC 1406FW WATER COOLED	COMPACITY	STORAGE ICE BINS (B-100-S)	FREEZERS-GENERAL ELECTRIC 115 V 21 Cubic Ft.	COOLERS-TRUETRAC I GDM-33C	MICROWAVES-GENERAL ELECTRIC 2.0 CF 1200 WATTS
ALEX CITY W/R				4	2	2
ATMORE W/R				1		7
BIBB COUNTY C/F	6	1440 LBS	6	7	3	4
BIRMINGHAM W/R				3	1	12
BULLOCK C/F	3	1440 LBS	3	4	2	
CAMDEN W/R				6	4	8
CHILDERSBURG WR				3		20
DECATUR W/R				9	5	6
DONALDSON C/F	3	1440 LBS	3	7	3	1
DRAPER C/F	9	1440 LBS	9	2	2	
EASTERLING C/F	4	1440 LBS	4	5	1	2
ELBA W/R				2		10
ELMORE C/F	5	1440 LBS	5	4	5	24
FOUNTAIN C/F				6		
FRANK LEE Y/C	1	1440 LBS	1	5	1	3
HAMILTON A&I				2	1	26
HAMILTON W/R				4	3	4
HOLMAN C/F				2	1	
KILBY C/F	4	1440 LBS	4	1	2	12
LIMESTONE C/F	1	550 LBS (500 FW)	1	11	1	2
LOXLEY W/R				2		9
MOBILE W/R				4	1	10
MONTGOMERY W.F.	2	1440 LBS	2	2	1	22
RED EAGLE HON FR	1	1440 LBS	1	4	1	4
ST. CLAIR C/F	3 (Air Cooled - S/S 1466#)	1440 LBS	3	5	1	16
STATON C/F	2	800 LBS (806FW)	2	5	5	24
TUTWILER C/F	7	1440 LBS	7	10	7	21
TUTWILER ANNEX						
VENTRESS C/F	7	1440 LBS	7	7	2	18
	1	550 LBS	1			
			(B-55-S)			
TOTALS	59		59	127	55	267
	Ice Machines		Ice Bins	Freezers	Coolers	Microwaves

ATTACHMENT H

DESCRIPTION OF CURRENT ORDERING SOFTWARE

NOTE: VENDOR'S SOFTWARE MUST BE COMPERABLE.

The current commissary provider provides Retailix Power Net. This is a customer portal, web based solution designed to allow the ADOC the flexibility to customize order guides by facility. Power Net provides an electronic restricted order guide, with items only approved by the ADOC headquarters. This order guide, and all maintenance and support of Power Net, are provided by the current commissary provider, as dictated by the ADOC. The order guide also includes the ADOC proprietary item numbers for ease of use.

Power Net allows the ADOC headquarters to view their account information, as well as movement reports, and review previous orders by any and all facilities. Power Net is available 24 hours a day, 7 days a week, through the Internet. Customers are not limited to the business hours of the distributor to create orders and manage account information.

The Power Net system provides:

- 1) Customer ability to order groceries through the current commissary provider website via the internet. Orders are transmitted in just seconds;
- 2) Customer to see prior order quantities at a glance to help them make good decisions;
- 3) Customer ability to review and modify orders by adding, deleting, or changing quantities on items before transmitting;
- 4) Customer ability to generate item or category movement reports across date ranges and categories; and
- 5) Customer review of invoices online.

ATTACHMENT I REQUIRED FILE FORMAT FOR ELECTRONIC INVOICES

This is a tab delimited file. Each column should include a header with the column title.

Column Name	Column Type
Invoice Number	Integer
Invoice Date	Date
Invoice Amount	Decimal
Customer Number	String
DOC Item Number	Integer
UPC	String
Description	String
Vendor Item Number	Integer
Unit Price	Decimal
Unit of Measure	String
Retail Pack (# items in Pack)	Integer
Quantity of Retail Packs Shipped	Integer
Retail Price	Decimal

ATTACHMENT J

RFP CRITICAL DATES

<u>ACTIVITY</u>	<u>DATE</u>
Issue RFP	February 10, 2014
Deadline for Submittal of Questions	February 24, 2014, at 4:00 p.m., CST
Answers to Questions Posted on ADOC Website	March 7, 2014
Deadline for Submittal of Proposals	March 18, 2014, at 4:00 p.m., CST
Opening Day for Proposals	March 19, 2014, 10:00 a.m., CST
Notification of Selected Vendor	April 21, 2014
Contract Review Deadline	May 23, 2014