



**DANE COUNTY**  
**DEPARTMENT OF ADMINISTRATION**  
**PURCHASING DIVISION**

# REQUEST FOR PROPOSAL (RFP)

Revised 02/2020

**RFP NUMBER:** **121015**

**RFP TITLE:** **Inmate Commissary and Inmate  
Banking & Trust Services**

**RFP DEADLINE:** **March 24, 2021  
2:00 p.m. (CST)**

**PROPOSALS  
MUST BE  
UPLOADED TO:** **Purchasing Bid Dropbox  
[www.danepurchasing.com](http://www.danepurchasing.com)**

**\*Late, faxed, mailed, hand-delivered or unsigned proposals will be rejected\***

**OPTIONAL  
VENDOR  
CONFERENCE:** **Tuesday, February 24, 2021  
9:00 a.m.  
Public Safety Building, 115 W. Doty  
St. Room 2002, Madison, WI**

**DIRECT  
ALL INQUIRES TO:** **Carolyn A. Clow**  
Lead Purchasing Officer  
608-266-4966  
[Clow.carolyn@countyofdane.com](mailto:Clow.carolyn@countyofdane.com)  
[www.danepurchasing.com](http://www.danepurchasing.com)

## PROPOSAL SUBMISSION CHECKLIST

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Update Vendor Registration | <input type="checkbox"/> RFP Response<br>(Separate from Cost Proposal) | <input type="checkbox"/> Upload RFP Response and Cost Proposal to Purchasing Bid Dropbox |
| <input type="checkbox"/> Read Entire RFP Document   | <input type="checkbox"/> Cost Proposal<br>(Separate from RFP Response) |  |

**DATE ISSUED** | February 10, 2021

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## 1.0 GENERAL INFORMATION

### 1.1 Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal according to the specifications set forth within this document.

The County intends to use the results of this process to award a contract or issue of purchase order for the product(s) and or services(s) stated.

**The Dane County Purchasing Division is the sole point of contact for questions and issues that may arise during the RFP process.**

### 1.2 Clarification of the Specifications

All inquiries concerning this RFP must be **emailed** to the **person indicated on the cover page** of the RFP Document.

Any questions concerning this RFP must be submitted in writing by e-mail on or before the stated date on the **Calendar of Events** (Section 1.6).

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFP document.

Proposers are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

### 1.3 Vendor Conference

A Vendor Conference will be conducted by the COUNTY to provide an opportunity for all interested companies to ask questions, receive clarification and additional documentation providing statistical information, and to tour our facilities. This vendor conference will be held virtually.

Participation in the conference is optional for any vendor intending to submit a proposal in response to this RFP. Site tours are not mandatory and will be limited in scope due to COVID-19 precautions to avoid the situation of a proposal being submitted without the vendor having seen the facilities. Any company planning to attend the conference and site tours must submit a **“Registration Form” (See Attached)** to include the names and titles of the representative who will participate. For the conference and tours, each participant must have a valid driver’s license or other officially-issued photo identification. Only **one** representative from each company electing to consider bidding may participate for a single vendor.

**Date: Wednesday, February 24, 2021**

**Time: 9:00 a.m.**

**Location: Public Safety Building, 115 W. Doty St. Room 2002, Madison, WI**

A vendor conference will be held to respond to written questions and to provide any needed additional instruction to vendors on the submission of proposals. All vendors who intend to respond to the RFP are **strongly encouraged** to attend the vendor conference.

**1.4 Reasonable Accommodations**

The County will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request. If you need accommodations at a proposal opening/vendor conference, contact the Purchasing Division at (608) 266-4131 (voice) or (608) 266-4941 (TTY).

**1.5 Addendums and/or Revisions**

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted on the Purchasing Division [website](#).

It shall be the responsibility of the proposers to regularly monitor the Purchasing Division web site for any such postings. Proposers must acknowledge the receipt/review of any addendum(s) at the bottom of the Vendor Information Page.

**1.6 Calendar of Events**

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP and posting such addendum on the Dane County [website](#). There may or may not be a formal notification issued for changes in the estimated dates and times.

DATE	EVENT
February 10, 2021	RFP Issued
February 24, 2021, 9am	Optional Vendor Conference
March 9, 2021	Last day to submit written inquiries (2:00 p.m. CST)
March 12, 2021	Addendums or supplements to the RFP posted on the Purchasing Division <a href="#">website</a>
March 24, 2021	Proposals due (2:00 p.m. CST)
April 2021	Interviews (if needed)
June 2021	Vendor Selection/Award
October 2021	Contract Start Date

**1.7 Contract Term and Funding**

The contract shall be effective on the date indicated on the purchase order or the contract execution date and shall run for three (3) year(s) from that date, with an option by mutual agreement of the COUNTY and CONTRACTOR, to renew for two (2) additional one-year (1) periods.

### 1.8 **Submittal Instructions**

Proposals must be received in the Purchasing – Bid Dropbox located on the [www.danepurchasing.com](http://www.danepurchasing.com) website no later than the date and time indicated within the RFP Deadline field on the RFP Cover Page or addenda. Late, faxed, mailed, hand-delivered, or unsigned proposals will be rejected unless otherwise specified. Dane County is not liable for any cost incurred by proposers in replying to this RFP.

All proposals must be saved in PDF format unless otherwise specified within the RFP document and the file name shall include the RFP# and name of business submitting proposal.

Example of how to name the files:

120012 – Vendor Name – RFP Response

120012 – Vendor Name – Cost Proposal

To Submit a Proposal:

1. Go to [www.danepurchasing.com](http://www.danepurchasing.com) and click on Purchasing – Bid Dropbox or click on the Open RFP's and Bids page link.
2. Click on the Submit a Bid button within the green Purchasing Bid Dropbox.
3. Type in the Email, First Name, Last Name and Company information and click Continue.
4. Drag and drop the RFP files one at a time into the “Drag files here” box.
5. After all files have been placed into the “Drag files here” box, click on the blue Upload button.
  - a. The file upload status can be seen for each document uploaded.
  - b. After each document reaches 100%, it will say “Uploaded”.
6. Confirm all files have been uploaded and then close out of the window.

### 1.9 **Bid Opening and Summary Posting**

Dane County Purchasing strives to complete a summary and post online the same day as the opening. The only information provided at an opening of an RFP is the name of each vendor submitting a proposal. Due to the pandemic, there will be no public bid opening.

### 1.10 **Multiple Proposals**

Multiple proposals from a vendor will be permissible, however each proposal must conform fully to the requirements for proposal submission. Each such proposal must be clearly labeled as Proposal #1, Proposal #2, etc.

### 1.11 **Proposal Organization and Format**

Proposals shall be organized to comply with the section numbers and names as shown in Section 4.0: Proposal Preparation Requirements.

### 1.12 **Designation of Confidential and Proprietary Information**

All restrictions on the use of data contained within a proposal and all confidential information must be clearly stated on the Vendor Information Attachment under the “Designation of Confidential and Proprietary Information” section.

Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s).

Submitted pricing will always become public information when proposals are opened and therefore cannot be designated as confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in Sect. 134(80)(1)(c) Wis. State Statutes, as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

To the extent permitted by law, it is the intention of Dane County to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of Dane County. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

**In the event the Designation of Confidentiality of this information is challenged, is required to provide legal counsel or other necessary assistance to defend the Designation of Confidentiality.**

Failure to designate confidential and proprietary information within the Designation of Confidential and Proprietary Information section of the Vendor Information Attachment may mean that all information provided as part of the proposal response will be open to examination or copying. The County considers other markings of confidential in the proposal document to be insufficient. The undersigned agrees to hold the County harmless for any damages arising out of the release of any material unless they are specifically identified within the Designation of Confidential and Proprietary Information section of the Vendor Information Attachment.

### **1.13 Cooperative Purchasing**

Participating in cooperative purchasing gives a vendor the opportunity for additional sales without additional bidding. Municipalities use the service to expedite purchases. A "municipality" is defined as any county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district, or any other public body having authority to award public contracts (s. 16.70(8), Wis. Stats.). Federally recognized Indian tribes and bands in this state may participate in cooperative purchasing with the state or any municipality under ss. 66.0301(1) and (20), Wis. Stats.

On the Vendor Information page, you will have the opportunity to participate in allowing other municipalities to piggyback this bid. Participation is not mandatory. A vendor's decision on participating in this service has no effect on awarding the bid.



Dane County is not a party to these purchases or any dispute arising from these purchases and is not liable for delivery or payment of any of these purchases.

### 1.14 **Vendor Registration Program:**

All proposers are strongly encouraged to be a registered vendor with Dane County. Registering allows a vendor the opportunity to receive notifications for solicitations issued by the County and provides the County with up-to-date company contact information.

Provide your Dane County Vendor # in the Vendor Information section of the proposal submission packet.

#### For Non-Registered Vendors:

Complete vendor registration by visiting [www.danepurchasing.com](http://www.danepurchasing.com). On the top menu bar, click Vendor Registration and then click Create Vendor Account. You will receive an email confirmation once your account is created and again when your vendor registration is complete. Retain your user name/email address and password for ease of re-registration in future years. Within 2-4 days of completing the registration, a vendor number will be assigned and emailed to you.

#### For Registered Vendors:

Check to make sure your vendor information including commodity codes is up-to-date by signing into your account at [www.danepurchasing.com](http://www.danepurchasing.com). On the top menu bar, click Vendor Registration and then click Vendor Log In.

### 1.15 **Local Purchasing Ordinance**

Under County ordinances, a Local Vendor is defined as a supplier or provider of equipment, materials, supplies or services that has an established place of business within the County of Dane. An established place of business means a physical office, plant or other facility. A post office box address does not qualify a vendor as a Local Vendor.

County ordinance provides that a local vendor automatically receive five points toward the evaluation score.

Vendors located within the counties adjacent to Dane County (Columbia, Dodge, Green, Iowa, Jefferson, Rock, Sauk) automatically receive two points toward the evaluation score.

### 1.16 **Dane County Sustainability Principles**

On October 18, 2012, the Dane County Board of Supervisors adopted Resolution 103, 2012-2013 establishing the following sustainability principles for the county:

- Reduce and eventually eliminate Dane County government's contribution to fossil fuel dependence and to wasteful use of scarce metals and minerals;
- Reduce and eventually eliminate Dane County government's contribution to dependence upon persistent chemicals and wasteful use of synthetic substances;
- Reduce and eventually eliminate Dane County government's contribution to encroachment upon nature and harm to life-sustaining ecosystems (e.g., land, water, wildlife, forest, soil, ecosystems);



## SECTION 1 – GENERAL INFORMATION

- Reduce and eventually eliminate Dane County government's contribution to conditions that undermine people's ability to meet their basic human needs.

### 1.17 **Fair Labor Practice Certification**

**Dane County Ord. 25.09 (1) is as follows:**

**(28) BIDDER RESPONSIBILITY. (a)** Any bid, application or proposal for any contract with the county, including public works contracts regulated under chapter 40, shall include a certification indicating whether the bidder has been found by the National Labor Relations Board (NLRB) or the Wisconsin Employment Relations Committee (WERC) to have violated any statute or regulation regarding labor standards or relations within the last seven years. The purchasing manager shall investigate any such finding and make a recommendation to the committee, which shall determine whether the conduct resulting in the finding affects the bidder's responsibility to perform the contract.

If you indicated that you have been found by the NLRB or WERC to have such a violation, you must include a copy of any relevant information regarding such violation with your proposal, bid or application.

Additional information can be found using the following links: [www.nlr.gov](http://www.nlr.gov) and <http://werc.wi.gov>.

## SECTION 2 – PROPOSAL SELECTION AND AWARD PROCESS

### 2.0 PROPOSAL SELECTION AND AWARD PROCESS

#### 2.1 Preliminary Evaluation

The proposals will first be reviewed to determine if requirements in Section 1 and Section 4 are met. Failure to meet mandatory requirements will result in the proposal being rejected. In the event that all vendors do not meet one or more of the mandatory requirements, the County reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in this RFP.

#### 2.2 Proposal Scoring

Accepted proposals will be reviewed by an evaluation team and scored against the stated criteria in Section 2.4. This scoring will determine the ranking of vendors based upon their written proposals. If the team determines that it is in the best interest of the County to require oral presentations, the highest-ranking vendors will be invited to make such presentations. Those vendors that participate in the interview process will then be scored, and the final ranking will be made based upon those scores.

#### 2.3 Oral Presentations/Interview

Top ranked selected proposers may be required to make oral interview presentations and/or site visits to supplement their proposals, if requested by the County. The County will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the proposer. Failure of a proposer to conduct a presentation to the County on the date scheduled may result in rejection of the vendor's proposal.

#### 2.4 Demonstrations

Top-scoring vendor(s) may be required to install and demonstrate its product(s) and/or service(s) at a County site. Product(s) being demonstrated must be delivered to the County site upon two (2) weeks' notice by the COUNTY to the vendor(s) and must be installed and ready for the demonstration within one (1) week of delivery. The COUNTY will furnish detailed specifications concerning the demonstration site and the particular test it will use to exercise the vendor's product(s) and/or service(s). Failure of a vendor to furnish the product(s) and/or service(s) it has proposed for demonstration within the time constraints of the preceding paragraph may result in rejection of that proposal. Failure of any product(s) and/or service(s) to meet the COUNTY's specified requirements during the demonstration may result in rejection of the vendor's proposal.

The successful demonstration of the vendor's product(s) and/or service(s) does not constitute acceptance by the COUNTY. Any product(s) and/or service(s) furnished by the vendor for the purposes of this demonstration must be identical in every respect to those which will be furnished if a contract results.

## SECTION 2 – PROPOSAL SELECTION AND AWARD PROCESS

### 2.5 Evaluation Criteria

The proposals will be scored using the following criteria:

<b>Proposal Requirements</b>	<b>Percent</b>
<b>General Requirements</b> (Section 4)	20%
<b>Response to Commissary Requirements</b> (Section 5)	30%
<b>Response to Inmate Banking &amp; Trust Services Requirements</b> (Section 6)	30%
<b>Cost</b>	<b>Percent</b>
<b>Cost</b> (Section 5)	20%
<b>Total</b>	<b>100%</b>

### 2.5 Right to Reject Proposals and Negotiate Contract Terms

The County reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

### 2.6 Award and Final Offers

The award will be granted in one of two ways. The award may be granted to the highest scoring responsive and responsible proposer. Alternatively, the highest scoring proposer or proposers may be requested to submit final and best offers. If final and best offers are requested, they will be evaluated against the stated criteria, scored and ranked. The award will then be granted to the highest scoring proposer.

### 2.7 Notification of Intent to Award

As a courtesy, the County may send a notification of award memo to responding vendors at the time of the award.

### 3.0 PROJECT OVERVIEW AND SCOPE OF SERVICES

#### 3.1 Definitions and Links

The following definitions and links are used throughout the RFP.

**County:** Dane County

**County Agency:** Department/Division utilizing the service or product.

**Dane County Purchasing website:** [www.danepurchasing.com](http://www.danepurchasing.com)

**Fair Labor Practices websites:** [www.nlrb.gov](http://www.nlrb.gov) and <http://werc.wi.gov>

**Proposer/Vendor/Firm/Contractor:** a company submitting a proposal in response to this RFP.

#### 3.2 Scope of Services/Specification Overview

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for Inmate Commissary and Inmate Banking & Trust Services. The COUNTY, as represented by the Sheriff's Office, is particularly interested in proposals that facilitate ordering and processing commissary services that use the existing Global Tel Link (GTL) provided tablet technology to minimize staff involvement and provide robust inmate banking and trust services. The COUNTY intends to use the results of this process to award one contract for these services.

The contract resulting from this RFP will be administered by the Dane County Sheriff's Office. The contract administrator will be the Dane County Sheriff's Office Security Services Captain or his or her designee.

This Request for Proposal (RFP) is issued on behalf of Dane County by the Purchasing Division, which is the sole point of contact for the COUNTY during the procurement process.

#### 3.3 Background

The Dane County Jail is comprised of three facilities:

The City-County Building Jail (CCB), located at 210 Martin Luther King Jr. Blvd., Madison, is a linear style jail which was first built in the 1950s with two floors on the east side of the building. In 1985, the jail was expanded to occupy the west wing of the CCB, bringing the final capacity of that facility to 341 beds. In 2001, a reconstruction project was completed on the CCB. The reconstruction did not add any additional beds, but retooled areas of the CCB that were abandoned when the Public Safety Building Jail opened.

The CCB is our maximum-security facility and is separated into four wings, 6 East, 7 East, 6 West, and 7 West. It is a linear facility having cell blocks made up of individual cells surrounding a day room or common area. Each cell block typically houses four or eight inmates.

In 1994 the Public Safety Building (PSB), located at 115 W. Doty St., Madison, opened with 464 beds. The PSB is designated as a medium/minimum security facility and uses the direct supervision model in the inmate housing units. There are 204 beds each on the third and fourth floors for a combined total of 408 beds. The first floor houses our Booking Intake Center and has 64 beds for newly-arrested inmates awaiting initial

## SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

appearance court and/or inmates who need to be classified before being housed elsewhere in the jail.

The third and fourth floor dormitory style housing units in the PSB consist of one large open room with no individual cells. The largest housing units house up to 50 inmates. There are also split housing units which house up to 24 inmates on one side and 28 on the other.

The William H. Ferris Center, (FC), located at 2120 Rimrock Rd., Madison, is our work release facility. It was constructed in 1983 as a minimum security facility housing sentenced inmates with work release privileges. In 1992, a second floor was added to the Ferris Center. In 1994 the second floor was closed with the opening of the Public Safety Building, but by 1997 it was necessary to re-open it due to jail overcrowding. It was closed again in 2011 and remains closed today.

Each floor of the FC consists of three wings which are managed through indirect supervision. The inmate areas on each floor consist of three wings. Each wing has a dayroom or common area. There are a total of 24 dormitory style rooms on each floor. One wing has nine dorm rooms, one wing has eight dorm rooms, and one wing has seven dorm rooms. There are no doors on the rooms. Each dorm can house up to six inmates. The deputies are stationed in the common lobby area of the facility. Double bunking brings the capacity of each floor up to 144 beds.

### 3.4 Scope of the Project

The contract shall cover all inmate commissary, banking and trust account services for the Dane County Sheriff's Office Security Services Division. This includes the following jail sites:

- City-County Building, 210 Martin Luther King Jr., Blvd., Madison, WI;
- Public Safety Building Jail, 115 W. Doty St., Madison, WI;
- William H. Ferris Center, 2120 Rimrock Rd., Madison, WI;
- Any other jail/treatment facility that may be built and occupied under the control of the Sheriff's Office within the length of this contract.

**Commissary Services** shall include the operation of a commissary service by the CONTRACTOR to indirectly manually sell to inmates specified food, snacks, beverages, and personal items, and deliver them to each inmate in the housing units.

### 3.5 Objectives

The COUNTY wishes to identify commissary services that provide greater efficiencies for day to day operations. In particular, the COUNTY is interested in proposals that will interface with the current GTL tablets. At a minimum the following are required:

- Vendor Commissary software interface with Spillman Software
- CONTRACTOR software interface with our inmate telephone provider
- On-line or web based tracking commissary services of item sales, invoices, and revenue

## SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- Ability to query commissary services weekly, monthly, yearly sales, invoices, and revenue.
- Lobby kiosk which allows family members to deposit funds onto an inmate's account
- Booking/intake kiosk
- Inmate banking and trust accounting services with robust reporting capabilities
- Will interface with GTL phone and tablets to order commissary

### 3.6 **Needs**

CONTRACTOR shall have the ability to offer a wide variety of products depending on inmate needs for commissary and the ability to modify the product lines at the request of the Sheriff's Office. With the new contract, it is the intent of the Sheriff's Office to acquire the commissary services exclusively from a single CONTRACTOR.

Food service for inmates of the Dane County Jail is currently provided by the COUNTY and is not part of this proposal and should not be included in the response

### 3.7 **Expandability**

The services provided under this RFP shall be expandable to service any new facility construction and/or expansion.

### 3.8 **Current Operations**

The COUNTY currently contracts with CBM for commissary services and Lockdown software.

In 2019, the average daily under roof population (ADP) for all three facilities was 718. A ten year ADP average from 2010 to 2019 was 756. In 2020, the jail population has been reduced due to COVID 19 to approximately 500 inmates. It is anticipated the ADP will revert to closer to the 10 year average post-COVID.

Dane County is planning a new jail facility addition to the Public Safety Building that will consolidate all three facilities into one facility. The South Tower addition to the PSB will be located in the rear parking lot and be a 7 story tower with 64 inmate direct supervision housing units and other smaller specialized housing units. The project is anticipated for completion in Q2 of 2025.

During the construction from Q3 2021 to Q2 2025 there will be changes in how deliveries will be made to the PSB/CCB.

### SECTION 3 – PROJECT OVERVIEW AND SCOPE OF SERVICES

Commissary services are provided from the vendor's off-site warehouse. Ordering is done via telephone on Sunday evenings. The current delivery schedule is as follows:

<b>Commissary Delivery Schedule</b>	
Tuesday	CCB, PSB & FC deliveries
Wednesday	Re-delivery to all buildings for inmates that were not available during regular delivery (Attorney visit, court, work-release, etc.)
Credits	Credits shall be issued after two attempts are made to deliver to the inmate (normal delivery and re-delivery attempts). If the inmate is not available, a credit shall be issued to the inmate the following Monday after two failed attempts to deliver.
Holiday Delivery	If Thanksgiving, Christmas, or New Year's Day fall on a delivery day, the CONTRACTOR shall give the inmates 3 weeks' notice of the schedule change. Schedule changes shall fall within the same week as the holiday.
Emergent Changes	The COUNTY shall be given a minimum of 24 hours' notice of emergent changes to the delivery schedule.



## SECTION 4 – PROPOSAL PREPARATION REQUIREMENTS

### 4.0 RFP RESPONSE PREPARATION REQUIREMENTS

Proposals shall be organized to comply with the section numbers and names as shown below. Each section heading should be clearly marked. Graphics may be included. The RFP sections which should be submitted/responded to are:

#### 4.1 Attachment A – Vendor Information

#### 4.2 Table of Contents

Provide a table of contents that, at a minimum, includes all of the sections as identified below. Listings of sub-sections and graphics/tables also may be included. Section dividers are encouraged.

#### 4.3 Overview

Provide a one page overview of the firm's interest in providing commissary and inmate banking and trust account management services to the Dane County Sheriff's Office.

#### 4.4 Organization Capabilities

Describe the firm's experience and capabilities in providing similar services to those required. Be specific and identify projects, dates, and results. Include experience working with a community or government outreach/public agency aimed at enhancing the lives of the constituents and experience with county, non-profit, and local agencies in relation to project management and coordination of marketing events and other duties described above.

#### 4.5 Staff Qualifications

Describe the firm's experience and capabilities in providing inmate commissary and inmate banking and trust accounting services. Be specific and identify locations, dates, services provided and results.

#### 4.6 Proposer References

Proposers must include in their RFPs a list of organizations, including points of contact (name, address, and telephone number), which can be used as references for work performed in the area of service required. Selected organizations may be contacted to determine the quality of work performed and personnel assigned to the project.

## SECTION 5 – TECHNICAL REQUIREMENTS - COMMISSARY SERVICES

### 5.0 TECHNICAL REQUIREMENTS - COMMISSARY SERVICES

#### 5.1 Overview of Inmate Commissary Services

The Dane County Sheriff's Office is requesting proposals to provide inmate commissary. The services provided under this RFP shall be expandable to service any new facility construction and/or expansion.

**Provide a narrative regarding how the CONTRACTOR will comply with each of the following requirements. At the end of the CONTRACTOR's response to this section, CONTRACTOR should include narrative about any other relevant commissary offerings that the COUNTY may wish to consider.**

- 5.1.1 The Sheriff's Office wishes to limit staff involvement in commissary services to including handing out, collecting, and processing commissary order forms. The PROPOSER should identify a range of options for commissary ordering such as the use of kiosks, tablets, or telephonic ordering. All costs associated with the implementation of associated technology are the responsibility of the provider.
- 5.1.2 The Inmate Commissary Software must have the ability to receive information from the existing Records Management System, (Spillman Technologies version Flex 2019.4.15.2595), using an interface that must comply with GJXDM (Global Justice XML Data Model) and the new NIEM (National Information Exchange Model) standards for data exchanges. The CONTRACTOR is responsible for all costs associated with such interface. In addition, any necessary changes to the interface due to upgrades to the RMS are the responsibility of the CONTRACTOR.
- 5.1.3 The CONTRACTOR should have the ability to restrict access to commissary based on facility security and medical concerns.
- 5.1.4 The CONTRACTOR shall be financially responsible for obtaining all required permits, licenses, and bonding to comply with pertinent municipal, County, State and Federal laws, and shall assume liability for all applicable taxes including but not restricted to sales, property, and beverages.

#### 5.2 Product Specifications

5.2.1 The list of products which shall be offered by the CONTRACTOR for inmates on an "order basis" from the commissary service includes a minimum of the selections from Appendices 3 & 4, Dane County Menu as agreed upon between the CONTRACTOR and Sheriff's Office. Products shall include, but are not limited to:

- Candy, Nuts, Cookies
- Toilet Articles
- *Miscellaneous Items-Commissary Service*
- *Laundry debit cards*
- *Over the Counter Medications*
- *Beverages, individual packs*
- Stamps (Limit of 10 Stamps)

## SECTION 5 – TECHNICAL REQUIREMENTS - COMMISSARY SERVICES

- *Clothing Items*
- Food/Pastry Items
- Snack and food Items for inmates with diet restrictions

**Include a product list with pricing with the proposal response to this section.**

5.2.2 The CONTRACTOR shall take under advisement the Sheriff's Office's wishes regarding such considerations as brand preference, design and container material specifications of all items, use of state products, and use of local vendors where the resulting costs do not significantly impact costs to inmates.

5.2.3 The CONTRACTOR shall comply with the portions and prices specified in this contract and those additions/deletions arrived at by mutual agreement of the Sheriff's Office and CONTRACTOR at the start of this contract. The item-portion and price schedule included in these specifications shall also serve as a price and portion guide for other items not specifically included.

**No price changes are allowed during the first year of the contract. Thereafter, price changes may be submitted to the Sheriff's Office for consideration July and January.** All requests will be considered within 10 business days. The County reserves the right of final approval on all items, offering and prices. Approved changes will be implemented after providing two weeks notification to the inmate population.

5.2.4 The Sheriff's Office maintains a contract with GTL for inmate telephone services. The CONTRACTOR agrees to provide phone minutes for sale, to, and for use by inmates through commissary. The CONTRACTOR is responsible for coordinating this service with Inmate Calling Solutions. Any costs associated with this are the responsibility of the CONTRACTOR.

Contact for GTL is: Charles Lintz, [Charles.Lintz@gtl.net](mailto:Charles.Lintz@gtl.net)

5.2.5 The COUNTY expects fair and competitive pricing for inmates with an allowance for a reasonable commission to the COUNTY. One marker for competitive pricing is retail prices of similar items at retail outlets in Dane County.

### 5.3 Operations

5.3.1 The CONTRACTOR shall provide a commissary service for inmates on an as needed pre-order basis once per week on a delivery schedule acceptable to both parties. The COUNTY prefers to keep the schedule as outlined in Section 3.8. Such forms or automated order interface shall show the items available, their current price, and indicate that sales tax is included in the price.

The COUNTY will not consider scanned forms as a viable option for commissary ordering. At a minimum, the CONTRACTOR shall work with the Sheriff's Office inmate telephone provider (GTL) to interface with their call processing equipment to facilitate commissary ordering, and through GTL tablets. Propose options and resultant commission rates for each alternative. In addition specify the firm's

## SECTION 5 – TECHNICAL REQUIREMENTS - COMMISSARY SERVICES

willingness to contribute to necessary capital improvements to support the different alternatives.

Any option should support commissary ordering, grievance workflows, medical/dental appointments, inmate handbook, orientation video, PREA and jail information tab at no additional cost to the COUNTY.

All sales shall be made via inmate phone ordering, internet, or tablets using an automated order user interface provided by the CONTRACTOR.

Should phone ordering be the proposed method, the CONTRACTOR shall work with the Sheriff's Office telephone provider, GTL. The commissary ordering system must be completely integrated with the trust accounting system, requiring no additional data entry for ordering or billing in the trust accounting system. The commissary ordering system must allow inmates to identify products for purchase and hear/see their current trust account balance. Completed commissary orders must not be billed to inmate accounts until the inmate's housing unit is processed as an entire batch. Any inmate restrictions existing at the time the housing unit batch is processed shall be enforced.

5.3.2 CONTRACTOR's employees shall deliver product directly to the inmate on-site at his/her housing unit. For identification purposes, the CONTRACTOR's employees shall check the inmate's identification bracelet prior to delivering the commissary to ensure the commissary is delivered to the correct inmate. The CONTRACTOR shall assure that at least one delivery employee will be able to communicate effectively in English to resolve questions and issues with the inmate at the time of delivery. Service schedule revisions to accommodate security requirements, holiday periods and unique Sheriff's Office needs shall be determined by the Sheriff's Office.

5.3.3 The CONTRACTOR shall maintain on its own, off-site premise, a large selection of items to be made available through the Sheriff's Office Commissary Program. The CONTRACTOR shall furnish all food, beverages, supplies and equipment herein specified and all management and labor necessary for the efficient, sanitary and ecologically sound operation of the commissary services included in this contract, subsequent extension and amendments.

Purchase and payment for inventory and stock is the sole responsibility of the CONTRACTOR.

The COUNTY reserves the right to inspect the warehouse at the Sheriff's Office discretion.

5.3.4 The CONTRACTOR shall maintain an adequate inventory of items specified for this service to fill each inmate's order on the day required. It is acceptable to deliver orders on the day following the placement of the order. "Short" or "Back" orders are not permitted. Substitution, deletions, or additions of products or portions specified shall have prior approval of the Sheriff's Office.

5.3.5 The Sheriff's Office shall work closely with the CONTRACTOR to maintain a variety of items and brands that meet inmate needs and have a high turnover rate.

## SECTION 5 – TECHNICAL REQUIREMENTS - COMMISSARY SERVICES

Slow moving items may be removed from the required list by mutual agreement of the Sheriff's Office and CONTRACTOR, with the exception of those items determined to be necessary by medical providers and jail administrators for the health and hygiene of inmates. Consistency in the items and brands sold is a priority, as is the desire to maintain variety.

The COUNTY shall approve all items made available within the Dane County Jail System.

5.3.6 Product, containers and packaging shall not have metal, glass or powder as part of their content. Product must conform to all precautions for safety and security in a correctional facility, as determined by the Sheriff's Office. All product, containers and packaging must be pre-approved by the Sheriff's Office before the product is made available to inmates.

5.3.7 The CONTRACTOR shall process and bag the orders at their facility and deliver the product directly to inmates in the housing units. CONTRACTOR shall include a copy of the order form for the inmate. Inmates shall sign for items at time of delivery. Sheriff's Office staff will not accept or sign for commissary orders on behalf of inmates. Orders are to be delivered in paper or plastic bags. CONTRACTOR shall retrieve all plastic bags from inmates.

5.3.8 Disputes shall be between the CONTRACTOR and the purchaser. It will be the responsibility of the CONTRACTOR to provide refunds or deliver the product(s) ordered. No partial credits of product will be processed by the Sheriff's Office. CONTRACTOR is responsible for settling accounts with inmate directly if inmate is released from jail prior to delivery of order. The CONTRACTOR shall be responsible for handling inmate grievances relating to commissary services and shall prepare a written response to the inmate and deliver it to the Sheriff's Office within 5 business days.

5.3.9 Any profit or loss from the commissary service after direct costs, CONTRACTOR's management and administrative fees shall remain with the CONTRACTOR.

5.3.10 During and after the term of this Agreement, including any renewal period (s), CONTRACTOR shall recognize and protect the confidentiality of all information and shall not disclose information to ANY party other than to the COUNTY, except by written consent of the COUNTY. Names and information are not to be turned over to any party under any circumstance even in the pursuit of collecting or retrieving bad debt.

### 5.4 Personnel, Employment Practices, and Staffing

In performance of the work, duties and obligations assumed by the CONTRACTOR, it is mutually understood and agreed that the CONTRACTOR, including any and all of the CONTRACTOR's officers, agents and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of the COUNTY.

## SECTION 5 – TECHNICAL REQUIREMENTS - COMMISSARY SERVICES

5.4.1 CONTRACTOR shall at all times maintain on duty for the Sheriff's Office an adequate staff of employees for efficient operation. The CONTRACTOR shall provide expert administrative, purchasing, equipment, consulting and personnel supervision.

The CONTRACTOR shall have adequate staffing to support inmate trust accounting software issues that arises within four hours, 24/7, 365. In the event an escalation of the issue is needed, advance technical staff must be available within eight (8) hours.

5.4.2 The CONTRACTOR shall provide management staff, made known to the Sheriff's Office by name, to routinely review and inspect operations, fill staff vacancies if necessary, consult with the Sheriff's Office on current and future food service programs, and to act with full authority on the CONTRACTOR's behalf in any and all matters pertaining to the specifications of this contract.

5.4.3 Employees on the CONTRACTOR's payroll shall be the CONTRACTOR's responsibility. The CONTRACTOR shall comply with all applicable government regulations related to the employment, compensation, and payment of personnel. All employees of the CONTRACTOR at the Sheriff's Office who handle cash shall be bonded. A list of these employees shall be furnished to the Sheriff's Office. This list shall be reviewed and approved in writing at any time during the year by the Sheriff's Office.

Personnel of the CONTRACTOR shall observe all regulations of the Sheriff's Office. Failure to do so may be grounds for revocation of Jail Access.

5.4.4 The CONTRACTOR's management, repair service, and commissary service employees assigned to the Sheriff's Office, on both regular and relief schedules, shall be selected with prior approval of the Sheriff's Office. **The CONTRACTOR, at all times, shall maintain a minimum of four (4) employees on payroll, authorized by the Security Services Division to service the Sheriff's Office.** The CONTRACTOR shall provide the Sheriff's Office with a list of approved employees prior to the start of the contract and as frequently thereafter as necessary to keep the listing current.

5.4.5 **Prior to any physical entry into the Jail, all CONTRACTOR's employees shall receive a written clearance to do so from the Sheriff's Office, based upon a successful security background check.** Each CONTRACTOR employee cleared for work in the Jail shall be issued a personal identification card by the Sheriff's Office which must be presented for entry and worn at all times during their shift in the Jail area. The Sheriff, or his designee may deny access to the Jail system, to any provider employee or potential employee.

5.4.6 The CONTRACTOR's employees assigned to the Sheriff's Office for any period of time shall be required to participate in training classes conducted by the Sheriff's Office to familiarize the employee with such things as security precautions. Training shall occur prior to admission to the jail. The CONTRACTOR shall be responsible for employee wages, if any, for these training sessions.

5.4.7 The CONTRACTOR's employee shall be in uniforms which are easily identifiable, best suited for the job function intended, and identify the employee by



## **SECTION 5 – TECHNICAL REQUIREMENTS - COMMISSARY SERVICES**

name. Such uniforms are the responsibility of the CONTRACTOR. Exceptions shall be determined by mutual agreement of the Sheriff's Office and CONTRACTOR.

5.4.8 The CONTRACTOR shall not be granted vehicular access to the garage of the City-County Building (CCB) or the Public Safety Building (PSB) at any time. The loading dock at the PSB may be used to unload deliveries to both the PSB and the CCB. Parking is usually available on the surface lot by the loading dock. If CONTRACTOR wishes to park in the surface lot, they must make sure any vehicle does not block ingress/egress to the surface lot for emergency equipment, nor can it block ingress/egress into the building for emergency personnel and/or equipment. The Sheriff's Office does not guarantee parking will always be available on the surface lot. CONTRACTOR shall make arrangements for alternate parking as necessary. During the South Tower construction project the contractor will need to be flexible in delivery to the PSB/CCB and may need to use a lift gate delivery truck for offloading in designated areas if the loading dock is inaccessible.

5.4.9 The Sheriff's Office may prosecute the CONTRACTOR or its individual employees for acts of property damage, bringing in or passing of contraband material, verbal breach of security, theft, and fraudulent acts.



## SECTION 6 – TECHNOLOGICAL REQUIREMENTS - INMATE BANKING AND TRUST ACCOUNT SERVICES

### 6.0 TECHNOLOGICAL REQUIREMENTS - INMATE BANKING AND TRUST ACCOUNT SERVICES

#### 6.1 Overview

The CONTRACTOR shall provide a secure software solution that interfaces with the jail's records management system for the purpose of providing an array of services to facilitate commissary and meet the jails needs relating to inmate trust accounts and banking. Such software shall have the ability to keep accurate and complete records of all commissary activity and balances of inmate accounts.

**Provide a narrative regarding how the CONTRACTOR will comply with each of the following requirements. At the end of the CONTRACTOR's response to this section, CONTRACTOR should include narrative about any other relevant inmate banking and trust accounting offerings that the COUNTY may wish to consider.**

#### 6.2 Software attributes

The CONTRACTOR shall provide all software for a computerized Inmates Account System to keep accurate and complete records of all commissary activity and balances of individual inmate accounts. This system must be approved by the COUNTY and provided complete access to authorized COUNTY staff. The system shall have multi-terminal with multi-user and function capability and shall allow a jail staff person to create/open an inmate account by using the inmate identification number at the time of booking, and then to enter into the computer system the amount of money in the inmate's possession at that time.

For the term of the contract, the CONTRACTOR shall agree, at no cost to the COUNTY, to customize the Trust Accounting System to meet the COUNTY's current and future accounting needs. All travel expenses for onsite visits which may be required to fulfill the COUNTY's needs are the responsibility of the CONTRACTOR.

Software features and services should include, but are not limited to:

- 1) Allow identified Sheriff's Office personnel to create unlimited users with customized security settings without CONTRACTOR assistance.
- 2) Allow user groups to be established that limit access to program features.
- 3) Automatically deduct a defined portion of incoming inmate deposits to satisfy inmate debts.
- 4) Allow authorized users to create new inmate debts.
- 5) Allow authorized users to void inmate debts. If money has been collected on the debt, even over the course of several weeks, the system should refund all monies collected if the debt is voided. This must be accomplished *without* CONTRACTOR assistance.
- 6) Allow authorized users to write-off debts or portions of debts.
- 7) Allow predefined transaction amounts and comments to be entered for recurring transactions.
- 8) Allow the creation of new inmate scheduled payments with payment frequencies including daily, weekly, and monthly.

## SECTION 6 – TECHNOLOGICAL REQUIREMENTS - INMATE BANKING AND TRUST ACCOUNT SERVICES

- 9) Allow releases of inmate funds by cash, check or debit card.
- 10) Allow multiple methods of releasing inmate funds (i.e. a portion in cash, remainder in check form debit card).
- 11) Allow group releases of inmates being transferred between facilities with a single check.
- 12) Allow searching for inmates by inmate ID or last name.
- 13) Allow printing of checks directly from system with signatures printed on the check.
- 14) Allow automatic printing of receipts after transaction entry without additional confirmations.
- 15) Allow receipt printing on standard printers to be specified other than using default printer.
- 16) Allow receipt printing on standard laser printers with 3-part perforated paper, 3 receipts per page and on 80MM thermal printers.
- 17) Allow station specific printers to be specified other than using default printer.
- 18) Allow export of reports to PDF, RTF, or Microsoft Excel. Exported reports should optionally disable page headers and footers for better integration with Microsoft Excel.
- 19) Allow import of bank statements for automated monthly reconciliation.
- 20) Automatically create ACH entries for release debit card withdrawals.
- 21) Support Positive Pay export of check information to banks.
- 22) Provide OMR sheet rejection based on inmate balance, privileges or restrictions.
- 23) Automatically export inmate information to other systems for web deposits.
- 24) Automatically import inmate web and phone deposits within 5 minutes with no need for operator intervention.
- 25) Automatically export inmate information to commissary order by phone system.
- 26) Directly interface with kiosk equipment designed to accept bills and coins.
- 27) Allow user-defined indigent tracking based on current balance, days since booking, and deposits over a period, and commissary bills over a period.
- 28) System must allow transactions to be easily voided while maintaining a verifiable audit trail.
- 29) System must allow holding of funds which cannot be spent by the inmate until released. Holds must support automatic removal after a predefined number of days.
- 30) Include predefined reports not limited to:  
Trial Balance, Resident Balances, Balance Sheet, Check Postings, Money Receipts, Cash Disbursements, Inmate Debt, Fund Billing, Fund collections, Fund Credits, Payroll, Indigents, Savings, Releases, Bank Deposits, Debt Write-offs, Reconciliation, Commissary Receipts, Commissary Housing Totals, Commissary Product Sales, and Check Register.
- 31) Allow commissary purchase restrictions based on balance, housing locations, product groups, and individual product purchasing patterns.
- 32) Allow dietary, religious, gender, age, indigent, debt, day-of-week, or behavioral restrictions on commissary purchases.
- 33) Allow printing commissary menus in English and Spanish directly from system.
- 34) General ledger accounting capabilities.
- 35) Multiple bank account tracking.
- 36) Security features, including password protection and the ability to restrict access based on user need.
- 37) Provide for cash drawer balancing.

## SECTION 6 – TECHNOLOGICAL REQUIREMENTS - INMATE BANKING AND TRUST ACCOUNT SERVICES

- 38) Electronic signature capabilities.
- 39) ACH capabilities from multiple vendors.
- 40) Robust reporting capabilities.

### 6.3 Booking Kiosks

The CONTRACTOR shall provide cash accepting kiosks for the booking area that accept both bills and coins. These units should not require direct network access.

### 6.4 Release debit cards

The Trust Accounting System must have the capability to directly release an inmates' funds onto a debit card with minimal effort.

The system must have the capability to swipe a debit card at release using CONTRACTOR provided encrypted magnetic stripe readers and automatically load the debit card with the inmate's balance at release. Redundant data entry including debit card numbers, transaction amounts, or separate login for releases is unacceptable. At no time should unencrypted credit card numbers should be transmitted or stored on the County's network.

The cards should not require additional action by the inmate to activate the card.

The Trust Accounting System must automatically create ACH entries for monthly bank reconciliation based on withdrawals from the Sheriff's Office bank account required to fund the release debit cards.

The CONTRACTOR is responsible for all costs associated with providing the debit cards and any associated hardware and software for providing this service.

The CONTRACTOR shall not assess a debit card service fee to the inmate for a minimum of 72 hours after the inmate's release.

### 6.5 Lobby Kiosks

The CONTRACTOR must provide bill accepting kiosks for friends and family to place funds on inmate accounts. In addition, the kiosk must also allow payments using credit/debit cards. Vendor must provide proof on PCI compliance certificate. A receipt shall be given for each transaction.

## SECTION 7 – ACCOUNTING AND PAYMENT REQUIREMENTS

### 7.0 ACCOUNTING AND PAYMENT REQUIREMENTS

**Provide a narrative regarding how the CONTRACTOR will comply with each of the following requirements. At the end of the CONTRACTOR's response to this section, CONTRACTOR should include narrative about any other relevant accounting and payment offerings that the COUNTY may wish to consider.**

- 7.1 Accounting practices to include the use of the CONTRACTORs technological solution shall be compliant with the guidelines set forth in Generally Accepted Accounting Principles. Audit trail reports should include operator identification, date of all entries, and updates to records. The system shall provide a series of reports as specified by the COUNTY, including: detailed weekly invoices, cash reconciliation, and records of charges to inmates for other services. The system shall provide various levels of security, including password control. These levels will have the capability to be customized by the jail site manager. The CONTRACTOR shall install the system, train COUNTY personnel, provide remote support to maximize utilization and minimal down time of the inmate accounts system at no additional cost to the COUNTY. The vendor shall provide continuing support for the software and hardware throughout the length of the contract. Support is to include updates and enhancements to the software.
- 7.2 The COUNTY and their duly authorized representatives shall have prompt access for the purpose of audit and examination to all of the CONTRACTOR's books, documents, papers, financial transactions, reports and records that pertain to County activities and funds, on an as needed basis.
- 7.3 The CONTRACTOR shall maintain sufficient records to ensure proper determination of funds due to the COUNTY. Records shall be made available to the COUNTY for review upon request. During and after the term of this Agreement, including any renewal period (s), the CONTRACTOR shall recognize and protect the confidentiality of all information and shall not disclose information to ANY party other than to the COUNTY, except by written consent of the COUNTY. Names and information shall not to be turned over to any party under any circumstance.
- 7.4 Commissions for commissary services may not be charged under this contract. The vendor will be assessed an annual administrative fee. **The administrative fee is \$290,261.52 in year one. The administrative fee shall increase by 3% per year.**
- 7.5 The CONTRACTOR shall maintain complete and accurate records of all commissary service sales in accordance with accepted industry accounting practices, and shall keep in a safe place all such financial records and statement pertaining to the operations at the Sheriff's Office for a period of eight (8) years from the close of **each year's operation.**
- 7.6 The COUNTY may review the CONTRACTOR's sales records for the commissary service at any time. The CONTRACTOR may review the COUNTY's commissary records at any time at a mutually agreed time.
- 7.7 Sales tax collected from customers is the responsibility of the CONTRACTOR. Since the prices include sales tax, then the CONTRACTOR must post a sign that says "All Prices Include Sales Tax" and include that information on any printed or electronic

## SECTION 7 – ACCOUNTING AND PAYMENT REQUIREMENTS

menus. (Divide gross receipts by 1.055.) The CONTRACTOR, on request, shall make available to the Sheriff's Office copies of all sales and other excise tax reports that the CONTRACTOR is required to furnish any government or governmental agency which identify those revenues and resulting taxes generated at the Sheriff's Office.

- 7.8 The CONTRACTOR is fully responsible for all applicable state, local, and federal excise and sales taxes on all products at the start of this contract.
- 7.9 One-twelfth (1/12) of the administrative fee shall be paid on or before the 15th day of the period following the last day of the period in which commissions were earned. The payment shall be accompanied with a record of receipted sales and State Sales Tax calculations.
- 7.11 All administrative fee payments shall be sent to the Dane County Sheriff's Office, Attention Jail Bookkeeper, 115 W. Doty St., Madison, WI, 53703. Copies of period statements and supporting documents shall be sent to the Security Services Captain and the Sheriff's Office Contract Compliance Officer. Administrative fee payments not received by the Sheriff's Office on the 15th day following the last day of the period in which it was earned shall be subject to a minimum interest penalty on the administrative fee due at the one (1) month LIBOR rate.
- 7.12 The CONTRACTOR shall invoice the Sheriff's Office for commissary service sales weekly. **Sales records provided by the Sheriff's Office shall be the determining basis for each invoice.**

**8.0 COST PROPOSAL**

**8.1 General Instructions on Submitting Cost Proposals**

The Cost Proposal section of this RFP is a separate document and can be found on the [www.danepurchasing.com](http://www.danepurchasing.com) as part of the posting for this RFP. The Cost Proposal section shall be completed and submitted separately from the RFP Response document.

The proposal will be scored using a standard quantitative calculation where the most cost criteria points will be awarded to the proposal with the lowest cost.

**8.2 Format for Submitting Cost Proposals**

The Cost Proposal section that accompanies the RFP posting shall be used. Additional pages can be added to the Cost Proposal Section if necessary.

The Cost Proposal submission shall be in PDF format with the document name including the RFP #, Vendor Name, and Cost Proposal.  
(ie: 120012 – ABC Company – Cost Proposal)

**Include proposed menus and pricing for each Dane County facility.**

**8.3 Fixed Price Period**

All prices, costs, and conditions outlined in the proposal shall remain fixed for 180 days.

**VENDOR INFORMATION**

<b>VENDOR NAME:</b>		<b>DANE COUNTY VENDOR #:</b>	
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<b>Vendor Information (address below will be used to confirm Local Vendor Preference)</b>			
<b>Address</b>		<b>City</b>	
<b>State &amp; Zip</b>		<b>County</b>	
<b>Vendor Rep. Name</b>		<b>Title</b>	
<b>Email</b>		<b>Telephone</b>	

<b>Designation of Confidential and Proprietary Information (Reference 1.12)</b>		
<input type="checkbox"/>	No information designated as confidential and proprietary.	
Section #	Page(s) #	Topic

<b>Cooperative Purchasing (Reference 1.13)</b>	
<input type="checkbox"/>	I agree to furnish the commodities or services of this bid to other municipalities.
<input type="checkbox"/>	I do not agree to furnish the commodities or services of this bid to other municipalities.

<b>Local Vendor Purchasing Preference (Reference 1.15)</b>						
<b>Are you claiming a local purchasing preference under DCO 25.08(7)?</b>	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Dane	<input type="checkbox"/> Columbia	<input type="checkbox"/> Sauk	<input type="checkbox"/> Rock
				<input type="checkbox"/> Green	<input type="checkbox"/> Dodge	<input type="checkbox"/> Iowa
				<input type="checkbox"/> Jefferson		

<b>Fair Labor Practice Certification (check only 1) (Reference 1.17)</b>	
<input type="checkbox"/>	Vendor has not been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.
<input type="checkbox"/>	Vendor has been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.

<b>Addendums – this vendor hereby acknowledges receipt/review of the following addendums, if any.</b>					
Addendum #1	<input type="checkbox"/>	Addendum #2	<input type="checkbox"/>	Addendum #3	<input type="checkbox"/>
Addendum #4	<input type="checkbox"/>	None	<input type="checkbox"/>		

<b>Signature Affidavit</b>			
<p>In signing this proposal, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposal to any other proposer or competitor; that the above statement is accurate under penalty of perjury.</p> <p>The undersigned agrees to hold the County harmless for any damages arising out of the release of any material unless they are specifically identified on Attachment B. The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Proposals, and declares that the attached proposal and pricing are in conformity therewith.</p>			
<b>Signature</b>		<b>Date</b>	
<b>Name (Printed)</b>		<b>Title</b>	





**STANDARD TERMS AND CONDITIONS**

Request for Bids/Proposals/Contracts

Rev. 05/2020

1.0 **APPLICABILITY:** The terms and conditions set forth in this document apply to Requests for Proposals (RFP), Bids and all other transactions whereby the County of Dane acquires goods or services, or both.

1.1 **ENTIRE AGREEMENT:** These Standard Terms and Conditions shall apply to any contract, including any purchase order, awarded as a result of this request. Special requirements of a resulting contract may also apply. Said written contract with referenced parts and attachments shall constitute the entire agreement, and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the County. Unless otherwise stated in the agreement, these standard terms conditions supersede any other terms and/or conditions applicable to this agreement.

1.2 **DEFINITIONS:** As used herein, “vendor” includes a provider of goods or services, or both, who is responding to an RFP or a bid, and “bid” includes a response to either an RFP or a bid.

2.0 **SPECIFICATIONS:** The specifications herein are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability or performance level, or any combination thereof, desired. When alternates are proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish equivalency. Dane County shall be the sole judge of equivalency. Vendors are cautioned to avoid proposing alternates to the specifications that may result in rejection of their bid.

3.0 **DEVIATIONS AND EXCEPTIONS:** Deviations and exceptions from terms, conditions, or specifications shall be described fully in writing, signed, and attached to the bid. In the absence of such statement, the bid shall be accepted as in strict compliance with all terms, conditions, and specifications and vendor shall be held liable for injury resulting from any deviation.

4.0 **QUALITY:** Unless otherwise indicated in the request, all material shall be first quality. No pre-owned, obsolete, discontinued or defective materials may be used.

5.0 **QUANTITIES:** The quantities shown herein are based on estimated needs. The County reserves the right to increase or decrease quantities to meet actual needs.

6.0 **DELIVERY:** Deliveries shall be FOB destination freight prepaid and included unless otherwise specified. County will reject shipments sent C.O.D. or freight collect.

7.0 **PRICING:** Unit prices shown on the bid shall be the price per unit of sale as stated on the request or contract. For any given item, the quantity multiplied by the unit price shall

establish the extended price, the unit price shall govern in the bid evaluation and contract administration.

7.1 Prices established in continuing agreements and term contracts may be lowered due to market conditions, but prices shall not be subject to increase for the term specified in the award. Vendor shall submit proposed increases to the Purchasing Division thirty (30) calendar days before the proposed effective date of the price increase. Proposed increases shall be limited to fully documented cost increases to the vendor that are demonstrated to be industry wide. Price increases may not be granted unless they are expressed in bid documents and contracts or agreements.

7.2 Submission of a bid constitutes bidder’s certification that no financial or personal relationship exists between the bidder and any county official or employee except as specially set forth in writing attached to and made a part of the bid. The successful bidder shall disclose any such relationship which develops during the term of the contract.

8.0 **ACCEPTANCE-REJECTION:** Dane County reserves the right to accept or reject any or all bids, to waive any technicality in any bid submitted and to accept any part of a bid as deemed to be in the best interests of the County. Submission of a proposal or a bid constitutes the making of an offer to contract and gives the County an option valid for 60 days after the date of submission to the County.

8.1 Bids **MUST** be dated and time stamped by the Dane County Purchasing Division Office on or before the date and time that the bid is due. Bids deposited or time stamped in another office will be rejected. Actual receipt in the office of the purchasing division is necessary; timely deposit in the mail system is not sufficient. **THERE WILL BE NO EXCEPTIONS TO THIS POLICY.**

9.0 **METHOD OF AWARD:** Award shall be made to the lowest responsible responsive bidder conforming to specifications, terms, and conditions, or to the most advantageous bid submitted to the County on a quality versus price basis.

10.0 **ORDERING/ACCEPTANCE:** Written notice of award to a vendor in the form of a purchase order or other document, mailed or delivered to the address shown on the bid will be considered sufficient notice of acceptance of bid. A formal contract containing all provisions of the contract signed by both parties shall be used when required by the Dane County Purchasing Division.

11.0 **PAYMENT TERMS AND INVOICING:** Unless otherwise agreed, Dane County will pay properly submitted vendor invoices within thirty (30) days of receipt of goods and services. Payment will not be made until goods or services are delivered, installed (if required), and accepted as specified. Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order.

## SECTION 10 – STANDARD TERMS AND CONDITIONS

11.1 **NO WAIVER OF DEFAULT:** In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by County of any breach of the covenants of the Agreement or a waiver of any default of the successful vendor, and the making of any such payment or acceptance of any such service or product by County while any such default or breach shall exist shall in no way impair or prejudice the right of County with respect to recovery of damages or other remedy as a result of such breach or default.

12.0 **TAXES:** The County and its departments are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes as described below. The State of Wisconsin Department of Revenue has issued tax exempt number ES41279 to Dane County.

12.1 The County is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. The County is exempt from Wisconsin sales or use tax on these purchases. The County may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Vendors performing construction activities are required to pay state use tax on the cost of materials.

13.0 **GUARANTEED DELIVERY:** Failure of the vendor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the vendor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include administrative costs.

14.0 **APPLICABLE LAW AND VENUE:** This contract shall be governed under the laws of the State of Wisconsin, and venue for any legal action between the parties shall be in Dane County Circuit Court. The vendor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct.

15.0 **ASSIGNMENT:** No right or duty in whole or in part of the vendor under this contract may be assigned or delegated without the prior written consent of Dane County.

16.0 **NONDISCRIMINATION/AFFIRMATIVE ACTION:** During the term of this Agreement the vendor agrees, in accordance with sec. 111.321, Wis. Stats., and Chapter 19 of the Dane County Code of Ordinances, not to discriminate against any person, whether an applicant or recipient of services, an employee or applicant for employment, on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs. The vendor shall provide a harassment-free work environment. These provisions shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, including apprenticeships, rates of pay or other forms of compensation.

16.1 Vendors who have twenty (20) or more employees and a contract of twenty thousand dollars (\$20,000) or more must

submit a written affirmative action plan to the County's Contract Compliance Officer within fifteen (15) working days of the effective date of the contract. The County may elect to accept a copy of the current affirmative action plan filed with and approved by a federal, state or local government unit.

16.2 The vendor agrees to post in conspicuous places, available for employees and applicants for employment, notices setting forth the provisions of this Agreement as they relate to affirmative action and nondiscrimination.

16.3 Failure to comply with these Terms and Conditions may result in the vendor being debarred, termination of the contract and/or withholding of payment.

16.4 The vendor agrees to furnish all information and reports required by Dane County's Contract Compliance Officer as the same relate to affirmative action and nondiscrimination, which may include any books, records, or accounts deemed appropriate to determine compliance with Chapter 19, D.C. Ords. and the provisions of this Agreement.

16.5 **AMERICANS WITH DISABILITIES ACT:** The vendor agrees to the requirements of the ADA, providing for physical and programmatic access to service delivery and treatment in all programs and activities.

17.0 **PATENT, COPYRIGHT AND TRADEMARK INFRINGEMENT:** The vendor guarantees goods sold to the County were manufactured or produced in accordance with applicable federal labor laws, and that the sale or use of the articles described herein do not infringe any patent, copyright or trademark. The vendor covenants that it will, at its own expense, defend every suit which shall be brought against the County (provided that such vendor is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent, copyright or trademark by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits recoverable in any such suit.

18.0 **SAFETY REQUIREMENTS:** All materials, equipment, and supplies provided to the County must fully comply with all safety requirements as set forth by the Wisconsin Department of Commerce and all applicable OSHA Standards.

18.1 **MATERIAL SAFETY DATA SHEET:** If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29 CFR 1910.1200, provide one (1) copy of the Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).

19.0 **WARRANTY:** Unless specifically expressed otherwise in writing, goods and equipment purchased as a result of this request shall be warranted against defects by the vendor for one (1) year from date of receipt. An equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the vendor.

20.0 **INDEMNIFICATION & INSURANCE.**

20.1 Vendor shall indemnify, hold harmless and defend County, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which County, its officers, employees, agencies, boards, commissions and

## SECTION 10 – STANDARD TERMS AND CONDITIONS

representatives may sustain, incur or be required to pay by reason of vendor furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of County, its agencies, boards, commissions, officers, employees or representatives. The obligations of vendor under this paragraph shall survive the expiration or termination of this Agreement.

20.2. In order to protect itself and County its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, vendor shall, at vendor's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Agreement and otherwise, vendor agrees to preserve County's subrogation rights in all such matters that may arise that are covered by vendor's insurance. Neither these requirements nor the County's review or acceptance of vendor's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the vendor under this Agreement. The County expressly reserves the right to require higher or lower insurance limits where County deems necessary.

### 20.2.1. Commercial General Liability.

Vendor agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent vendors and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.

### 20.2.2. Commercial/Business Automobile Liability.

Vendor agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than \$1,000,000 Each Occurrence. Vendor further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event vendor does not own automobiles, vendor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

### 20.2.3. Environmental Impairment (Pollution) Liability

Vendor agrees to maintain Environmental Impairment (Pollution) Liability insurance at a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, and environmental cleanup costs caused by pollution conditions, both sudden and non-sudden. This requirement can be satisfied by either a separate environmental liability policy or through a modification to the Commercial General Liability policy. Evidence of either must be provided.

### 20.2.4. Workers' Compensation.

Vendor agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.

### 20.2.5. Umbrella or Excess Liability.

Vendor may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability

under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. Vendor agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.

20.3. Upon execution of this Agreement, vendor shall furnish County with a Certificate of Insurance listing County as an additional insured and, upon request, certified copies of the required insurance policies. If vendor's insurance is underwritten on a claims-made basis, the retroactive date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services coverage is claims-made and indicate the retroactive date, vendor shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. Vendor shall furnish County, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that vendor shall furnish the County with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on claims-made policies, either vendor or County may invoke the tail option on behalf of the other party and that the extended reporting period premium shall be paid by vendor. In the event any action, suit or other proceeding is brought against County upon any matter herein indemnified against, County shall give reasonable notice thereof to vendor and shall cooperate with vendor's attorneys in the defense of the action, suit or other proceeding. Vendor shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, vendor shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of vendor. In case of any sublet of work under this Agreement, vendor shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of vendor.

20.4. The parties do hereby expressly agree that County, acting at its sole option and through its Risk Manager, may waive any and all requirements contained in this Agreement, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by County's Risk Manager taking into account the nature of the work and other factors relevant to County's exposure, if any, under this Agreement.

21.0 CANCELLATION: County reserves the right to terminate any Agreement due to non-appropriation of funds or failure of performance by the vendor. This paragraph shall not relieve County of its responsibility to pay for services or goods provided or furnished to County prior to the effective date of termination.

22.0 FINANCIAL INTEREST PROHIBITED. Under s. 946.13, Wis. Stats. COUNTY employees and officials are prohibited from holding a private pecuniary interest, direct or indirect, in any public contract. By executing this Agreement, each party represents that it has no knowledge of a COUNTY employee or official involved in the making or performance of the Agreement that has a private pecuniary interest therein. It is expressly understood and agreed that any subsequent finding

## SECTION 10 – STANDARD TERMS AND CONDITIONS

of a violation of s. 946.13, Wis. Stat. may result in this Agreement being voided at the discretion of the COUNTY.

**22.1 PUBLIC RECORDS ACCESS:** It is the intention of the County to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities. Bid openings are public unless otherwise specified. Records are not available for public inspection prior to issuance of the notice of intent to award or the award of the contract. Bid results may be obtained by visiting the Dane County Purchasing Office Monday – Friday, between 8:00 a.m. and 4:00 p.m. Prior appointment is advisable.

**22.1 PROPRIETARY INFORMATION:** If the vendor asserts any of its books and records of its business practices and other matters collectively constitute a trade secret as that term is defined in s. 134.90(1)(c), Wis. Stats., County will not release such records to the public without first notifying the vendor of the request for the records and affording the vendor an opportunity to challenge in a court of competent jurisdiction the requester's right to access such records. The entire burden of maintaining and defending the trade secret designation shall be upon the vendor. The vendor acknowledges and agrees that if the vendor shall fail, in a timely manner, to initiate legal action to defend the trade secret designation or be unsuccessful in its defense of that designation, County shall be obligated to and will release the records.

**22.2** Any material submitted by the vendor in response to this request that the vendor considers confidential and proprietary information and which vendor believes qualifies as a trade secret, as provided in section 19.36(5), Wis. Stats., must be identified on a designation of Confidential and Proprietary Information form. Pricing will not be held confidential after award of contract.

**22.3** Data contained in a bid, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations shall be the property of the County.

**23.0 RECYCLED MATERIALS:** Dane County is required to purchase products incorporating recycled materials whenever technically and economically feasible. Vendors are encouraged to bid products with recycled content which meet specifications.

**24.0 PROMOTIONAL ADVERTISING:** Reference to or use of Dane County, any of its departments or sub-units, or any county official or employee for commercial promotion is prohibited.

**25.0 ANTITRUST ASSIGNMENT:** The vendor and the County of Dane recognize that in actual economic practice, overcharges resulting from antitrust violation are in fact usually borne by the Purchaser. Therefore, the successful vendor hereby assigns to the County of Dane any and all claims for such overcharges as to goods, materials or services purchased in connection with this contract.

**26.0 RECORDKEEPING AND RECORD RETENTION-COST REIMBURSEMENT CONTRACTS:** Where payment to the vendor is based on the vendor's costs, vendor shall establish and maintain adequate records of all expenditures incurred under the contract. All records must be kept in accordance with generally accepted accounting procedures. The County contracting agency shall have the right to audit, review, examine, copy, and transcribe any pertinent records or documents relating to any contract resulting from this bid/proposal held by the vendor. The vendor will retain all documents applicable to the contract for a period of not less than three (3) years after final payment is made.

**27.0 COMPLIANCE WITH FAIR LABOR STANDARDS.** During the term of this Agreement, vendor shall report to the Controller, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations commission (WERC) that vendor has violated a statute or regulation regarding labor standards or relations within the seven years prior to entering this Agreement. If an investigation by the Controller results in a final determination that the matter adversely affects vendor's responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this agreement, the County may take such action.

**27.01** VENDOR may appeal any adverse finding by the Controller as set forth in sec. 25.08(20)(c) through (e).

**27.02** VENDOR shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation for union organizing."

**INMATE COMMISSARY and INMATE BANKING & TRUST ACCOUNT SERVICE  
REGISTRATION FORM FOR VENDOR CONFERENCE  
DANE COUNTY RFP #121015**

The undersigned intends to attend the **VENDOR CONFERENCE SCHEDULED FOR  
FEBRUARY 24, 2021 AT 9:00 A.M.** in Madison WI.

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Representative's Printed Name

\_\_\_\_\_  
Company Name and Legal Name for Business within Wisconsin

\_\_\_\_\_  
Telephone Number and Extension

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-Mail Address

Each company may have one (1) representative attend the vendor conference.

**RETURN THIS FORM AND A BACKGROUND CHECK FORM FOR EACH INDIVIDUAL WHO WILL  
ATTEND TO Carolyn Clow at [clow.carolyn@countyofdane.com](mailto:clow.carolyn@countyofdane.com)  
NO LATER THAN FEBRUARY 19, 2021 AT 4:00 P.M.**



**INMATE COMMISSARY and INMATE BANKING & TRUST ACCOUNT SERVICE  
BACKGROUND CHECK FORM FOR ON-SITE TOUR  
DANE COUNTY RFP #121015**

Note: This form is mandatory if the proposer intends to tour the facilities. Proposers are required to obtain security clearance for individuals scheduled to attend the on-site tours. **A full criminal background check will be performed.** No more than one (1) individual may participate for any one proposer. Government issued photo identification is required to enter the facilities.

FIRST name \_\_\_\_\_

MIDDLE name \_\_\_\_\_

LAST name \_\_\_\_\_

Other names used \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

Date of Birth \_\_\_\_\_ SEX \_\_\_\_\_ RACE \_\_\_\_\_

Social Security # \_\_\_\_\_

Drivers License # \_\_\_\_\_ STATE issued \_\_\_\_\_

Current Address \_\_\_\_\_

Cities/States lived in, past 10 years \_\_\_\_\_

Felony Convictions? \_\_\_\_\_ if yes, when?  
\_\_\_\_\_

Misdemeanor Convictions? \_\_\_\_\_ if yes, when ?  
\_\_\_\_\_

Today's Date \_\_\_\_\_

PLEASE ALLOW **4-5** FULL BUSINESS DAYS FOR THE BACKGROUND PROCESS TO BE COMPLETED. THANK YOU.  
\*\*\*\*\*

**OFFICE USE ONLY**

- |          |                         |
|----------|-------------------------|
| D.O.T.   | TICKETS                 |
| C.I.B.   | JAIL RECORDS            |
| F.B.I.   | LOCAL COMPUTER CONTACTS |
| CCAP     |                         |
| WARRANTS |                         |

Date Criminal History Run \_\_\_\_\_

**RETURN THIS FORM TO Carolyn Clow at [clow.carolyn@countyofdane.com](mailto:clow.carolyn@countyofdane.com)  
NO LATER THAN FEBRUARY 19, 2021 AT 4:00 P.M.**

**SECTION 11 – APPENDICES  
3- CCB MENU**

<b>CLOTHING</b>									
1052	___ Reading Glasses 1.50	5.15	2081	___ Vitamin C 100ct	6.17	4080	___ Eye Drops Artificial Tears .5oz	2.82	
1055	___ Reading Glasses 2.0	5.15	2084	___ Opremezelone 14ct	20.60	4081	___ Nasal Spray	4.38	
1056	___ Reading Glasses 2.5	5.15	2106	___ Naproxen 24ct. (Generic Aleve)	6.17	4083	___ Club Brush	3.08	
<b>PERSONAL HYGIENE</b>			2136	___ Melatonin Gummys 2.5mg (60ct)	11.99	4084	___ Paper Lined Writing Pad - Yellow	1.84	
2000	___ Freshmint/NatureMint Fluoride Toothpaste 1.5oz	1.70	4010	___ Ibuprofen (generic Advil) 2ct	0.31	4086	___ Horizon Earbuds w/MIC	4.00	
2001	___ Dial Soap Bar	1.55	4011	___ Acetaminophen (generic Tylenol) 2ct	0.31	4089	___ Flex Spoon TAN	1.84	
2003	___ Next 1 Sports Bar	1.64	4022	___ Tums - 8ct roll	1.54	4091	___ Composition Notebook	3.87	
2004	___ Generic Speed Stick Deodorant 2.25oz	4.00	4026	___ Decongestant Tab 2pk	0.50	4096	___ Maxell Stereo Ear Buds	4.99	
2005	___ Fab Face Skin Cream	4.11	4029	___ Bacitracin Antibiotic Ointment	5.14	4100	___ Fathers Day Card	2.52	
2006	___ Shampoo Balsam/Protein 4oz	1.23	4032	___ Hydrocortisone cream	2.86	4103	___ Full Sized #2 Pencil	0.46	
2007	___ Colgate toothpaste 2.5oz	3.09	4051	___ Hemorrhoidal ointment	4.12	4104	___ Valentine's Card	2.52	
2011	___ Hair Gel	3.40	<b>MISC</b>				4105	___ Blank Greeting Card	2.52
2014	___ VO5 Conditioner 12oz	5.61	4000	___ Envelope #10	0.11	4106	___ Easter Greeting Card	2.52	
2016	___ Mouthwash-Alcohol Free	1.80	4001	___ Golf Pencil	0.16	4107	___ Thanksgiving Greeting Card	2.52	
2019	___ Aloe Lotion 20oz	3.62	4003	___ Eraser Tip	0.20	4108	___ Sympathy Greeting Card	2.52	
2021	___ Lady Speed Stick	3.08	4004	___ Denture Cup/Bath	1.39	4115	___ Colored Pencils 12ct 7"	6.17	
2022	___ Women's Deodorant 2oz (generic)	3.08	4005	___ 9x12 Envelope	0.39	4145	___ Koss Stereo Earbuds	10.99	
2023	___ Secret Women's Antiperspirant 1.7oz	4.38	4006	___ Eraser-Block	1.23	<b>CANDY</b>			
2027	___ Sulfur 8 shampoo 7.5oz	7.88	4007	___ Stamp 55cent	0.55	5000	___ Chick-O-Stick (K)(S)(V)(V+)	0.41	
2028	___ Denture Adhesive 2.4oz	4.07	4012	___ Floss Loops	5.99	5001	___ PayDay Bar (K)(S)	1.41	
2029	___ Contact Lens Solution 12oz	10.08	4013	___ Stamp Envelope	0.68	5003	___ M&M Plain (K)(S)(V)	1.41	
2030	___ Contact Lens Case	5.40	4014	___ Hair Pick 5in	0.64	5004	___ Skittles (S)(V)(V+)	1.41	
2031	___ Blue Magic Conditioner 4oz	3.73	4018	___ Soap Box	0.99	5005	___ Atomic Fire Ball 3oz (K)(S)(V)(V+)	1.39	
2033	___ Cocoa Butter Lotion 4oz	1.64	4031	___ Level 10 Lip Balm	1.64	5006	___ Root Beer Barrels 4.25oz (S)(V)(V+)	1.39	
2035	___ Speed Stick Mens Deodorant	4.00	4033	___ Winter Holiday Card	2.52	5007	___ Now & Later 3.25oz (S)(V+)	1.75	
2036	___ VO5 Shampoo 12oz	5.61	4034	___ Get Well card	2.52	5008	___ Snickers (K)(S)(V)	1.41	
2037	___ Skin Hand & Body Care Lotion 4oz	1.48	4035	___ Thank You card	2.52	5009	___ M&M Peanut (K)(S)(V)	1.41	
2039	___ Dove Bar Soap	4.00	4036	___ Birthday Card	2.52	5010	___ Twix (K)(S)(V)	1.41	
2040	___ Toothbrush Long Handled	1.34	4037	___ Thinking of You Card	2.52	5011	___ Hersheys Milk Chocolate (K)(S)(V)	1.41	
2044	___ Multi-Vitamin	5.45	4038	___ Love Card	2.52	5012	___ Butterfinger (K)(S)(V)	1.41	
2045	___ Bergamot Hair Dressing 3.75oz	3.70	4039	___ Birthday Card (Spanish)	2.52	5013	___ Milky Way (K)(S)(V)	1.41	
2047	___ 3 in 1 Shampoo, soap, shave 4oz	1.54	4040	___ 2 Pocket Folder	0.77	5014	___ Kit Kat (K)(S)(V)	1.41	
2048	___ Neutrogena Soap	4.93	4042	___ Mothers Day Card	2.52	5015	___ M&M Peanut Butter (K)(S)(V)	1.41	
2049	___ Dove Sensitive Skin	3.90	4043	___ Crossword puzzle (RANDOM)	2.34	5016	___ Snickers Almond (K)(S)(V)	1.41	
2050	___ Conditioner Balsam & Protein 4oz	1.29	4044	___ Dictionary/English	2.81	5017	___ Baby Ruth (K)(S)(V)	1.41	
2051	___ Generic Deodorant 1.6oz	1.75	4045	___ Acne Cream	3.79	5019	___ Whatchmacallit (K)(S)(V)	1.41	
2052	___ Freshmint Sensitive Toothpaste 4.3oz	2.58	4046	___ Denture Cleanser Tablets 18ct	2.36	5020	___ 3 Musketeer (K)(S)(V)	1.41	
2053	___ CoolWave Toothpaste 4oz	4.10	4048	___ Colored Pencils 3.5 inch 12ct	3.09	5021	___ Mike & Ike (K)(S)(V)(V+)	1.41	
2055	___ Toothbrush Short Handled 3.25""	0.49	4049	___ Pinochle Cards	3.60	5022	___ Reese's Peanut Butter Cup (K)(V)	1.41	
2062	___ Freshscent Soap 3oz	1.10	4056	___ Shower Cap	2.53	5023	___ Lemon Drops	1.56	
2063	___ Sulfur 8 Conditioner 2oz	6.89	4059	___ Carmex	1.74	5024	___ Butterscotch Disc 4.25oz (S)(V)(V+)	1.56	
2069	___ Petroleum Jelly 6oz.	3.49	4060	___ Foam Ear Plugs	0.60	5028	___ Jolly Rancher 3.7oz (S)(V)(V+)	1.75	
2070	___ Dial HypoAllergenic Soap 3.2oz	1.95	4061	___ Economy Playing Cards	1.81	5030	___ Hershey's Milk Chocolate Almonds (K)(S)(V)	1.41	
2090	___ Scunci PonyTail Band - Black	0.42	4062	___ Paper Lined Writing Pad - White	1.84	5035	___ Skittles Sour (S)(V)(V+)	1.41	
4030	___ Panty Liner	2.36	4063	___ Paper Sketch Pad	2.36	5037	___ Starburst Original (S)(V)(V+)	1.41	
4050	___ Tampons 8ct Super	3.53	4066	___ "Comb 5"" Black"	0.27	5038	___ Starlite Mints 3.75oz (S)(V)(V+)	1.70	
<b>MEDICAL</b>			4067	___ Toothbrush Holder	0.82	5039	___ Tootsie Roll 2.25oz (K)(S)(V)	1.41	
2041	___ Tolnaftate Antifungal Foot Creme	2.64	4068	___ Uno Cards	12.36	5040	___ Twizzlers 5oz (K)(S)(V)(V+)	2.05	
2042	___ Cough Drop Honey Lemon	3.08	4069	___ Word Search (RANDOM)	2.99	5041	___ Gummi Bears 4oz (S)(V)(V+)	1.74	
2061	___ Dandruff Shampoo 12oz	6.79	4077	___ Sudoku (RANDOM)	2.99	5042	___ Cinnamon Bears (S)(V)(V+)	1.80	
			4079	___ Fixodent Denture Adhesive Cream 1.4oz	9.22	5045	___ SF Starlite Mints 3.25oz (K)(S)(V)(V+)	2.46	



**SECTION 11 – APPENDICES  
3- CCB MENU**

5047	___ SF Butterscotch Disc 3.25oz (K)(S)(V)(V+)	2.46	7056	___ Graham Cracker Box 14oz (S)(V)(V+)	4.99
5051	___ Skittles Tropical (S)(V)(V+)	1.41	7058	___ Oatmeal Creme Pie Large 3.9oz (V)	1.33
<b>BEVERAGES</b>					
6000	___ Nescafe Tasters Choice Single (K)(V)(V+)	0.43	7059	___ Cheetos Jalapeno (V)	1.35
6001	___ Sweet and low 10 ct (K)(V)(V+)	0.50	7061	___ Doritos Cool Ranch 1.5oz (V)	1.35
6011	___ .5 liter bottled water	0.55	7062	___ Doritos Nacho Cheese 1.5oz (V)	1.35
6012	___ SF Cocoa single (V)	0.50	7064	___ Fritos Chili Cheese 1.5oz (V)	1.35
6018	___ Maxwell House 4oz Coffee (K)	7.45	7068	___ Hot Fries - Small (V)(V+)	0.67
6022	___ Kool Aid Grape 6oz (K)(S)	3.08	7069	___ Jack Links Original Beef Stick	1.74
6023	___ Kool Aid Tropical Punch 6oz (K)(S)	3.08	7070	___ Summer Sausage 5oz	3.83
6025	___ Maxwell House 3oz Coffee (K)(V)(V+)	6.45	7071	___ Jumbo Hot Dill Pickle (K)	1.72
6026	___ Decafe Nescafe SS Coffee (V)(V+)	0.42	7072	___ Kosher Dill Pickle (K)(V)(V+)	1.72
6027	___ Hot Cocoa Mix (V)	0.52	7073	___ Lays BBQ 1.5oz (K)(V)(V+)	1.35
6029	___ Countrytime Lemonade 6oz (K)(S)(V)(V+)	3.08	7075	___ Lays Sour Cream & Onion 1.5oz (K)(V)	1.35
6034	___ Protein Health Shake Chocolate	2.63	7077	___ Obriens Beef and Cheddar	1.08
6050	___ SF Fruit punch drink mix 10pk (K)	2.73	7078	___ Obriens Double Barrel Salami	1.08
6051	___ SF Lemonade Drink mix 10pk (K)(V)(V+)	2.73	7080	___ Spicy Vegetable Ramen (V)(V+)	0.71
6052	___ SF Orange drink mix 10pk (K)	2.73	7081	___ Salsitas (V)(V+)	1.22
6053	___ SF Ice Tea drink mix 10pk (K)(V)(V+)	2.73	7083	___ Snyders Hot Buffalo Pieces (K)(V)(V+)	1.43
<b>CHIPS / SNACKS</b>					
5033	___ Nutty Bar SINGLE (K)(S)(V)	0.54	7084	___ Snyders Jalapeno Pieces (K)(V)(V+)	1.43
6028	___ Keefe 3oz. Freeze Dried Columbian Coffee (V)	5.15	7085	___ Krunchers Kettle Jalapeno Chip (K)(V)(V+)	1.35
7004	___ Grandmas Peanut Butter Cookie (K)(V)	1.05	7086	___ Flour Tortillas 6ct. (K)(V)(V+)	1.98
7005	___ Famous Amos 2oz (K)(V)	1.37	7091	___ Cheese and Cracker (K)(S)(V)	0.64
7006	___ Duplex Cookie 5oz (K)(S)(V)(V+)	1.64	7092	___ Cup O Noodle Beef	1.23
7007	___ Lemon Creme Cookie 5oz (K)(S)(V)(V+)	1.64	7093	___ Cup O Noodle Chicken	1.23
7008	___ Peanut Butter Creme Cookie 5oz (K)(S)(V)(V+)	1.64	7094	___ Cup O noodle Spicy Chile Chicken	1.23
7009	___ Vanilla Creme Cookie (K)(S)(V)(V+)	1.64	7095	___ Spicy Refried Beans 8oz (K)(V)(V+)	3.55
7010	___ Oatmeal Apple Cinnamon (K)(V)(V+)	0.50	7102	___ Mustard PC (K)(V)(V+)	0.10
7011	___ Oatmeal Brown Sugar (K)(V)(V+)	0.50	7103	___ Ketchup PC (K)(V)(V+)	0.10
7012	___ Jalapeno Slices (K)(S)(V)	1.08	7106	___ Hot Sauce PC (K)	0.88
7013	___ Hot Peanuts (K)(V)(V+)	1.12	7107	___ Mayo PC (K)(V)	0.16
7016	___ Cheez Its (K)(V)	1.12	7108	___ Oatmeal Variety Pack 10ct (V)	4.00
7020	___ Jalapeno Cheese Tub 16oz	5.55	7109	___ Pop Tart Brown Sugar 2ct (V)	1.03
7021	___ Grape Jelly Squeeze Packet	0.40	7112	___ Sugar Packets 10ct (V)(V+)	0.51
7022	___ Cheetos (V)	1.35	7115	___ Quaker choc chip granola bars (V)	0.97
7024	___ Cheetos Flamin Hots (V)	1.35	7117	___ Mac & Cheese 3oz (K)(V)	1.95
7027	___ Chili Ramen	0.71	7118	___ Ranch Dressing packet (V)	0.92
7028	___ Picante Beef Ramen	0.71	7120	___ Trail Mix 2oz.	1.23
7029	___ Beef Ramen	0.71	7121	___ Peanut Butter Cracker (K)(V)	0.81
7030	___ Chicken Ramen	0.71	7129	___ Peanuts 3.5oz (V)	1.54
7031	___ Shrimp Ramen	0.71	7141	___ Pork Rinds Hot & Spicy 2oz	2.06
7032	___ Squeeze Peanut Butter (V)(V+)	0.88	7142	___ Chocolate Chip Cookie 12oz (K)(S)(V)	2.77
7033	___ Squeeze Cheddar Cheese 2oz. (V)	1.55	7147	___ Snack Crackers Full box (K)(V)(V+)	4.58
7034	___ Squeeze Jalepeno Cheese 2oz. (V)	1.55	7148	___ Saltine Crackers Full Box (K)(V)(V+)	4.17
7035	___ Pre-Cooked White Rice 2oz (K)(S)(V)(V+)	1.16	7149	___ Toast 'Em Strawberry 6ct Box (V)	3.44
7036	___ Pop Tart Strawberry 2ct (V)	1.03	7150	___ Toast 'Em Blueberry 6ct Box (V)	3.44
7037	___ Toast'em Pop Ups S'mores 6ct	3.44	7151	___ Toast 'Em Brown Sugar/Cinnamon 6ct Box (V)	3.44
7041	___ Spanish Rice w/cheese	1.64	7152	___ Blazin Hot Cheese Crunchy Nibblers 7oz	2.98
7045	___ Honey Bun Iced (K)(V)	1.52	7154	___ Cream Cheese Squeeze Packet	1.75
7049	___ Instant Chili 4oz (V)	1.74	7168	___ Oreo Brownie	1.74
7053	___ Honey Bun Glazed (K)	1.52	<b>SPECIAL</b>		
7054	___ Mrs. Freshleys Choc Cupcakes 2pk (V)	1.64	<b>ALL SALES FINAL TAXES ADDED AS NECESSARY</b>		
7055	___ Cheddar Cheese Tub 16oz (V)	5.55			

**SECTION 11 – APPENDICES  
4- PSB MENU**

<b>CLOTHING</b>								
1004	Womens Briefs 6	2.93	2011	Hair Gel	3.40	4000	Envelope #10	0.11
1005	Womens Briefs 8	2.93	2014	VO5 Conditioner 12oz	5.61	4001	Golf Pencil	0.16
1006	Womens Briefs 10	2.93	2016	Mouthwash-Alcohol Free	1.80	4003	Eraser Tip	0.20
1007	Womens Briefs 12	2.93	2019	Aloe Lotion 20oz	3.62	4004	Denture Cup/Bath	1.39
1008	Mens Briefs S	2.80	2021	Lady Speed Stick	3.08	4005	9x12 Envelope	0.39
1009	Mens Briefs M	2.80	2022	Women's Deodorant 2oz (generic)	3.08	4006	Eraser-Block	1.23
1010	Mens Briefs L	2.80	2023	Secret Women's Antiperspirant 1.7oz	4.38	4007	Stamp 55cent	0.55
1011	Mens Briefs XL	2.80	2027	Sulfur 8 shampoo 7.5oz	7.88	4012	Floss Loops	5.99
1012	Mens Briefs 2XL	3.36	2028	Denture Adhesive 2.4oz	4.07	4013	Stamp Envelope	0.68
1013	Boxer Shorts S	4.33	2029	Contact Lens Solution 12oz	10.08	4014	Hair Pick 5in	0.64
1014	Boxer Shorts M	4.33	2030	Contact Lens Case	5.40	4018	Soap Box	0.99
1015	Boxer Shorts L	4.33	2031	Blue Magic Conditioner 4oz	3.73	4019	AA Battery 1ea	0.88
1016	Boxer Shorts XL	4.33	2033	Cocoa Butter Lotion 4oz	1.64	4020	AAA Battery 1ea	0.88
1017	Boxer Shorts 2XL	4.58	2035	Speed Stick Mens Deodorant	4.00	4031	Level 10 Lip Balm	1.64
1018	Boxer Shorts 3XL	4.58	2036	VO5 Shampoo 12oz	5.61	4033	Winter Holiday Card	2.52
1019	T-Shirt White M	5.30	2037	Skin Hand & Body Care Lotion 4oz	1.48	4034	Get Well card	2.52
1020	T-Shirt White L	5.30	2039	Dove Bar Soap	4.00	4035	Thank You card	2.52
1021	T-Shirt White XL	5.30	2040	Toothbrush Long Handled	1.34	4036	Birthday Card	2.52
1022	T-Shirt White 2XL	7.85	2044	Multi-Vitamin	5.45	4037	Thinking of You Card	2.52
1023	T-Shirt White 3XL	7.99	2045	Bergamot Hair Dressing 3.75oz	3.70	4038	Love Card	2.52
1024	Sports Bra 34	7.73	2047	3 in 1 Shampoo, soap, shave 4oz	1.54	4039	Birthday Card (Spanish)	2.52
1025	Sports Bra 36	7.73	2048	Neutrogena Soap	4.93	4040	2 Pocket Folder	0.77
1026	Sports Bra 38	7.73	2049	Dove Sensitive Skin	3.90	4042	Mothers Day Card	2.52
1027	Sports Bra 40	7.99	2050	Conditioner Balsam & Protein 4oz	1.29	4043	Crossword puzzle (RANDOM)	2.34
1028	Sports Bra 42	7.99	2051	Generic Deodorant 1.6oz	1.75	4044	Dictionary/English	2.81
1029	Sports Bra 44	7.99	2052	Freshmint Sensitive Toothpaste 4.3oz	2.58	4045	Acne Cream	3.79
1041	Canvas Shoes Navy Size 7	10.62	2053	CoolWave Toothpaste 4oz	4.10	4046	Denture Cleanser Tablets 18ct	2.36
1042	Canvas Shoes Navy Size 8	10.62	2055	"Toothbrush Short Handled 3.25""	0.49	4048	Colored Pencils 3.5 inch 12ct	3.09
1043	Canvas Shoes Navy Size 9	10.62	2062	Freshscent Soap 3oz	1.10	4049	Pinochle Cards	3.60
1044	Canvas Shoes Navy Size 10	10.62	2063	Sulfur 8 Conditioner 2oz	6.89	4056	Shower Cap	2.53
1045	Canvas Shoes Navy Size 11	10.62	2069	Petroleum Jelly 6oz.	3.49	4059	Carmex	1.74
1046	Canvas Shoes Navy Size 12	10.62	2070	Dial HypoAllergenic Soap 3.2oz	1.95	4060	Foam Ear Plugs	0.60
1047	Canvas Shoes Navy Size 13	10.62	2090	Scunci PonyTail Band - Black	0.42	4061	Economy Playing Cards	1.81
1048	Canvas Shoes Navy Size 14	10.62	4030	Panty Liner	2.36	4062	Paper Lined Writing Pad - White	1.84
1052	Reading Glasses 1.50	5.15	4050	Tampons 8ct Super	3.53	4063	Paper Sketch Pad	2.36
1054	Heavy White Sock	1.59				4066	"Comb 5"" Black"	0.27
1055	Reading Glasses 2.0	5.15	2041	Tolnaftate Antifungal Foot Creme	2.64	4067	Toothbrush Holder	0.82
1056	Reading Glasses 2.5	5.15	2042	Cough Drop Honey Lemon	3.08	4068	Uno Cards	12.36
1072	Boxer Shorts 5XL	4.93	2061	Dandruff Shampoo 12oz	6.79	4069	Word Search (RANDOM)	2.99
1091	Boxer Shorts 4XL	4.93	2081	Vitamin C 100ct	6.17	4077	Sudoku (RANDOM)	2.99
1100	T-Shirt White 4XL	8.69	2084	Opomezelone 14ct	20.60	4079	Fixodent Denture Adhesive Cream 1.4oz	9.22
1101	T-Shirt White 5XL	8.69	2106	Naproxen 24ct. (Generic Aleve)	6.17	4080	Eye Drops Artificial Tears .5oz	2.82
			2136	Melatonin Gummies 2.5mg (60ct)	11.99	4081	Nasal Spray	4.38
			4010	Ibuprofen (generic Advil) 2ct	0.31	4083	Club Brush	3.08
2000	Freshmint/NatureMint Fluoride Toothpaste 1.5oz	1.70	4011	Acetaminophen (generic Tylenol) 2ct	0.31	4084	Paper Lined Writing Pad - Yellow	1.84
2001	Dial Soap Bar	1.55	4022	Tums - 8ct roll	1.54	4086	Horizon Earbuds w/MIC	4.00
2003	Next 1 Sports Bar	1.64	4026	Decongestant Tab 2pk	0.50	4089	Flex Spoon TAN	1.84
2004	Generic Speed Stick Deodorant 2.25oz	4.00	4029	Bacitracin Antibiotic Ointment	5.14	4091	Composition Notebook	3.87
2005	Fab Face Skin Cream	4.11	4032	Hydrocortisone cream	2.86	4096	Maxell Stereo Ear Buds	4.99
2006	Shampoo Balsam/Protein 4oz	1.23	4051	Hemorrhoidal ointment	4.12	4097	AM/FM Analog Radio (w/earbuds & 2AAA batt	41.25
2007	Colgate toothpaste 2.5oz	3.09				4100	Fathers Day Card	2.52

**SECTION 11 – APPENDICES  
4- PSB MENU**

4103	___ Full Sized #2 Pencil	0.46	6011	___ .5 liter bottled water	0.55	7062	___ Doritos Nacho Cheese 1.5oz (V)	1.35
4104	___ Valentine's Card	2.52	6012	___ SF Cocoa single (V)	0.50	7064	___ Fritos Chili Cheese 1.5oz (V)	1.35
4105	___ Blank Greeting Card	2.52	6018	___ Maxwell House 4oz Coffee (K)	7.45	7068	___ Hot Fries - Small (V)(V+)	0.67
4106	___ Easter Greeting Card	2.52	6022	___ Kool Aid Grape 6oz (K)(S)	3.08	7069	___ Jack Links Original Beef Stick	1.74
4107	___ Thanksgiving Greeting Card	2.52	6023	___ Kool Aid Tropical Punch 6oz (K)(S)	3.08	7070	___ Summer Sausage 5oz	3.83
4108	___ Sympathy Greeting Card	2.52	6025	___ Maxwell House 3oz Coffee (K)(V)(V+)	6.45	7071	___ Jumbo Hot Dill Pickle (K)	1.72
4115	___ Colored Pencils 12ct 7"	6.17	6026	___ Decafe Nescafe SS Coffee (V)(V+)	0.42	7072	___ Kosher Dill Pickle (K)(V)(V+)	1.72
4145	___ Koss Stereo Earbuds	10.99	6027	___ Hot Cocoa Mix (V)	0.52	7073	___ Lays BBQ 1.5oz (K)(V)(V+)	1.35
	<b>CANDY</b>		6029	___ Countrytime Lemonade 6oz (K)(S)(V)(V+)	3.08	7075	___ Lays Sour Cream & Onion 1.5oz (K)(V)	1.35
5000	___ Chick-O-Stick (K)(S)(V)(V+)	0.41	6034	___ Protein Health Shake Chocolate	2.63	7077	___ Obriens Beef and Cheddar	1.08
5001	___ PayDay Bar (K)(S)	1.41	6036	___ Orange Crush 20oz (S)	1.85	7078	___ Obriens Double Barrel Salami	1.08
5003	___ M&M Plain (K)(S)(V)	1.41	6050	___ SF Fruit punch drink mix 10pk (K)	2.73	7080	___ Spicy Vegetable Ramen (V)(V+)	0.71
5004	___ Skittles (S)(V)(V+)	1.41	6051	___ SF Lemonade Drink mix 10pk (K)(V)(V+)	2.73	7081	___ Salsitas (V)(V+)	1.22
5005	___ Atomic Fire Ball 3oz (K)(S)(V)(V+)	1.39	6052	___ SF Orange drink mix 10pk (K)	2.73	7083	___ Snyder's Hot Buffalo Pieces (K)(V)(V+)	1.43
5006	___ Root Beer Barrels 4.25oz (S)(V)(V+)	1.39	6053	___ SF Ice Tea drink mix 10pk (K)(V)(V+)	2.73	7084	___ Snyder's Jalapeno Pieces (K)(V)(V+)	1.43
5007	___ Now & Later 3.25oz (S)(V+)	1.75		<b>CHIPS / SNACKS</b>		7085	___ Krunchers Kettle Jalapeno Chip (K)(V)(V+)	1.35
5008	___ Snickers (K)(S)(V)	1.41	5033	___ Nutty Bar SINGLE (K)(S)(V)	0.54	7086	___ Flour Tortillas 6ct. (K)(V)(V+)	1.98
5009	___ M&M Peanut (K)(S)(V)	1.41	6028	___ Keefe 3oz. Freeze Dried Columbian Coffee (V)(	5.15	7091	___ Cheese and Cracker (K)(S)(V)	0.64
5010	___ Twix (K)(S)(V)	1.41	7004	___ Grandmas Peanut Butter Cookie (K)(V)	1.05	7092	___ Cup O Noodle Beef	1.23
5011	___ Hersheys Milk Chocolate (K)(S)(V)	1.41	7005	___ Famous Amos 2oz (K)(V)	1.37	7093	___ Cup O Noodle Chicken	1.23
5012	___ Butterfinger (K)(S)(V)	1.41	7006	___ Duplex Cookie 5oz (K)(S)(V)(V+)	1.64	7094	___ Cup O noodle Spicy Chile Chicken	1.23
5013	___ Milky Way (K)(S)(V)	1.41	7007	___ Lemon Creme Cookie 5oz (K)(S)(V)(V+)	1.64	7095	___ Spicy Refried Beans 8oz (K)(V)(V+)	3.55
5014	___ Kit Kat (K)(S)(V)	1.41	7008	___ Peanut Butter Creme Cookie 5oz (K)(S)(V)(V+)	1.64	7102	___ Mustard PC (K)(V)(V+)	0.10
5015	___ M&M Peanut Butter (K)(S)(V)	1.41	7009	___ Vanilla Creme Cookie (K)(S)(V)(V+)	1.64	7103	___ Ketchup PC (K)(V)(V+)	0.10
5016	___ Snickers Almond (K)(S)(V)	1.41	7010	___ Oatmeal Apple Cinnamon (K)(V)(V+)	0.50	7106	___ Hot Sauce PC (K)	0.88
5017	___ Baby Ruth (K)(S)(V)	1.41	7011	___ Oatmeal Brown Sugar (K)(V)(V+)	0.50	7107	___ Mayo PC (K)(V)	0.16
5019	___ Whatchamacallit (K)(S)(V)	1.41	7012	___ Jalapeno Slices (K)(S)(V)	1.08	7108	___ Oatmeal Variety Pack 10ct (V)	4.00
5020	___ 3 Musketeer (K)(S)(V)	1.41	7013	___ Hot Peanuts (K)(V)(V+)	1.12	7109	___ Pop Tart Brown Sugar 2ct (V)	1.03
5021	___ Mike & Ike (K)(S)(V)(V+)	1.41	7016	___ Cheez Its (K)(V)	1.12	7112	___ Sugar Packets 10ct (V)(V+)	0.51
5022	___ Reese's Peanut Butter Cup (K)(V)	1.41	7020	___ Jalapeno Cheese Tub 16oz	5.55	7115	___ Quaker choc chip granola bars (V)	0.97
5023	___ Lemon Drops	1.56	7021	___ Grape Jelly Squeeze Packet	0.40	7117	___ Mac & Cheese 3oz (K)(V)	1.95
5024	___ Butterscotch Disc 4.25oz (S)(V)(V+)	1.56	7022	___ Cheetos (V)	1.35	7118	___ Ranch Dressing packet (V)	0.92
5028	___ Jolly Rancher 3.7oz (S)(V)(V+)	1.75	7024	___ Cheetos Flamin Hots (V)	1.35	7120	___ Trail Mix 2oz.	1.23
5030	___ Hershey's Milk Chocolate Almonds (K)(S)(V)	1.41	7027	___ Chili Ramen	0.71	7121	___ Peanut Butter Cracker (K)(V)	0.81
5035	___ Skittles Sour (S)(V)(V+)	1.41	7028	___ Picante Beef Ramen	0.71	7129	___ Peanuts 3.5oz (V)	1.54
5037	___ Starburst Original (S)(V)(V+)	1.41	7029	___ Beef Ramen	0.71	7141	___ Pork Rinds Hot & Spicy 2oz	2.06
5038	___ Starlite Mints 3.75oz (S)(V)(V+)	1.70	7030	___ Chicken Ramen	0.71	7142	___ Chocolate Chip Cookie 12oz (K)(S)(V)	2.77
5039	___ Tootsie Roll 2.25oz (K)(S)(V)	1.41	7031	___ Shrimp Ramen	0.71	7147	___ Snack Crackers Full box (K)(V)(V+)	4.58
5040	___ Twizzlers 5oz (K)(S)(V)(V+)	2.05	7032	___ Squeeze Peanut Butter (V)(V+)	0.88	7148	___ Saltine Crackers Full Box (K)(V)(V+)	4.17
5041	___ Gummi Bears 4oz (S)(V)(V+)	1.74	7033	___ Squeeze Cheddar Cheese 2oz. (V)	1.55	7149	___ Toast 'Em Strawberry 6ct Box (V)	3.44
5042	___ Cinnamon Bears (S)(V)(V+)	1.80	7034	___ Squeeze Jalepeno Cheese 2oz. (V)	1.55	7150	___ Toast 'Em Blueberry 6ct Box (V)	3.44
5045	___ SF Starlite Mints 3.25oz (K)(S)(V)(V+)	2.46	7035	___ Pre-Cooked White Rice 2oz (K)(S)(V)(V+)	1.16	7151	___ Toast 'Em Brown Sugar/Cinnamon 6ct Box (V)	3.44
5047	___ SF Butterscotch Disc 3.25oz (K)(S)(V)(V+)	2.46	7036	___ Pop Tart Strawberry 2ct (V)	1.03	7152	___ Blazin Hot Cheese Crunchy Nibblers 7oz	2.98
5051	___ Skittles Tropical (S)(V)(V+)	1.41	7037	___ Toast'em Pop Ups S'mores 6ct	3.44	7154	___ Cream Cheese Squeeze Packet	1.75
	<b>BEVERAGES</b>		7041	___ Spanish Rice w/cheese	1.64	7168	___ Oreo Brownie	1.74
6000	___ Nescafe Tasters Choice Single (K)(V)(V+)	0.43	7045	___ Honey Bun Iced (K)(V)	1.52		<b>SPECIAL</b>	
6001	___ Sweet and low 10 ct (K)(V)(V+)	0.50	7049	___ Instant Chili 4oz (V)	1.74	9000	___ Huber Expense Money (Up to \$35 maximum)	1.00
6003	___ Gatorade Fruit Punch (K)	2.05	7053	___ Honey Bun Glazed (K)	1.52		<b>ALL SALES FINAL TAXES ADDED AS NECESSARY</b>	
6004	___ Pepsi 20oz (S)	1.85	7054	___ Mrs. Freshleys Choc Cupcakes 2pk (V)	1.64			
6005	___ Mountain Dew 20oz (S)	1.85	7055	___ Cheddar Cheese Tub 16oz (V)	5.55			
6006	___ Diet Pepsi 20oz (S)	1.85	7056	___ Graham Cracker Box 14oz (S)(V)(V+)	4.99			
6007	___ Sierra Mist (S)	1.85	7058	___ Oatmeal Creme Pie Large 3.9oz (V)	1.33			
6008	___ Root Beer (S)	1.85	7059	___ Cheetos Jalapeno (V)	1.35			
6009	___ Diet Dew 20oz.	1.85	7061	___ Doritos Cool Ranch 1.5oz (V)	1.35			

**SECTION 11 – APPENDICES  
5- COMMISSARY SALES BY MONTH**

	2019	2020
January	\$58,960.89	\$57,153.44
February	\$60,664.93	\$63,653.63
March	\$68,442.92	\$82,812.42
April	\$79,385.79	\$44,450.97
May	\$59,319.81	\$52,012.66
June	\$62,121.37	\$64,505.89
July	\$76,596.01	\$50,751.38
August	\$62,471.52	\$62,810.03
September	\$69,736.29	\$51,695.28
October	\$59,512.92	\$51,883.68
November	\$61,058.62	\$63,556.86
December	\$72,827.50	\$47,664.74