

Lake County

Purchasing Division

Please note the submission location is:

Lake County

Attn: Purchasing Division

18 N. County Street – 9th Floor

Waukegan, IL 60085-4350

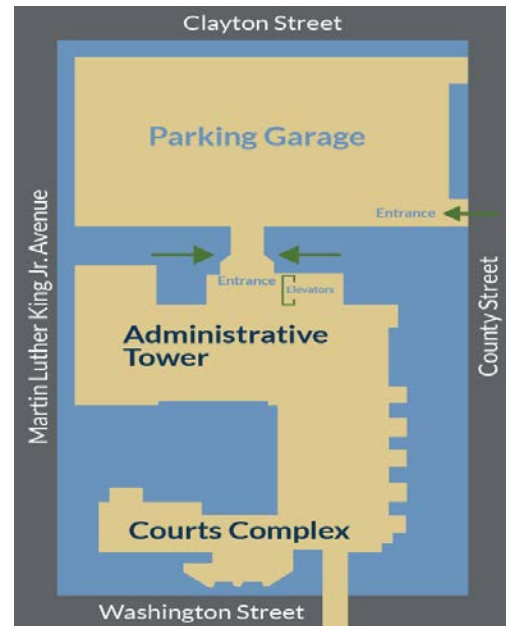
Contact information for Lake County Purchasing is:

Purchasing Division

Phone 847-377-2254

Fax 847-984-5889

Email: purchasing@lakecountyil.gov



ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY. PLEASE USE BELOW LABEL FOR YOUR CONVENIENCE.

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<p><u>BID/RFP No.</u> 19112</p>	<p>Vendor Name: _____</p>
<p><u>Buyer:</u> Stacy Davis-Wynn</p>	<p>Lake County</p>
<p><u>Bid/RFP Description:</u> Commissary Services for Lake County Jail</p>	<p>ATTN: PURCHASING DIVISION 18 N. County Street – 9th Floor Waukegan, IL 60085-4350</p>
<p><u>BID/RFP Due Date*:</u> June 18, 2019 at 11:00 A.M. CST</p>	

***Please note: Responses are due at the 9th floor reception desk and shall be time stamped by 11:00 A.M. local time on the required due date. Please allow sufficient time for parking, passing through security and arriving at the 9th floor.**

**Lake County, Illinois
Request for Proposals #19112
Jail Commissary for Lake County, IL**

This Request for Proposal (RFP) is for the purpose of establishing a contract with a qualified firm(s) to provide Commissary Services for the Lake County Jail.

GENERAL REQUIREMENTS: Proposers are to submit sealed proposals, to be opened and evaluated in private. Submit one (1) marked Original, one (1) electronic unprotected copy on a USB flash drive, and one (1) redacted copy that can be used to comply with the Illinois Freedom of Information Act (FOIA). Please refer to the FOIA statute, 5 ILCS 140/1 *et seq.*, and specifically Section 7 therein, for an explanation of the information that may be redacted.

SUBMISSION LOCATION: Lake County Purchasing Division
18 N. County Street, 9th Floor
Waukegan, IL 60085-4350

SUBMISSION DATE & TIME: **June 18, 2019 by no later than 11:00 A.M. local time.**
Proposals received after the submittal time will be rejected and unopened.

CONTACT / QUESTIONS: **All contact and questions regarding the Request for Proposal shall be with the Purchasing Division.** Should the proposer require additional information about this RFP, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting the RFP number and addendum link. Questions may also be submitted via email to purchasing@lakecountyil.gov. All questions shall be submitted no less than seven (7) calendar days prior to the RFP opening date.

CONTENTS: The following sections, including this cover sheet, shall be considered integral to this solicitation.

- *Cover Sheet
- *General Terms and Conditions
- *Overview
- *Specifications
- *Submittals Requirements
- *Evaluation Criteria
- *Pricing Summary
- *Value Added Services
- *General Information Sheet
- *Qualifications
- *References
- *Sustainability Statement
- *Vendor Disclosure Form
- *Addendum Acknowledgement

If your RFP includes any exceptions, proposers must insert an "X" in the following box indicating a submission with exceptions and provide separately a submission with noted exceptions.

NOTE TO PROPOSERS: Any and all exceptions to these specifications MUST be clearly and completely indicated in the Proposer's response to the RFP. Failure to do so may lead the County to declare any such term non-negotiable. Proposer's desire to take exception to a non-negotiable term will not disqualify it from consideration for award.

1. NEGOTIATIONS

Lake County reserves the right to negotiate specifications, terms and conditions, which may be appropriate to the accomplishment of the purpose of this Request for Proposal (RFP).

2. CONFIDENTIALITY

Proposals are subject to the Illinois Freedom of Information Act (FOIA) once an award or final selection is made. As such all Proposers responding are asked to submit one redacted copy of their proposal that can be used by the County to respond to any future FOIA requests for the proposal.

Please refer to the FOIA statute, 5 ILCS 140/1 *et seq.*, and specifically Section 7 therein, for explanation of information that may be redacted. For example, information exempt from disclosure in response to a FOIA request includes but is not limited to: highly personal or objectionable information; trade secrets and commercial or financial information claimed as proprietary, privileged or confidential, the disclosure of which would cause your business competitive harm; valuable formulae, computer geographic systems, designs, drawings and research data when disclosure of the same would produce private gain or public loss; certain construction related technical documents; and information associated with automated data processing operations that, if disclosed, would jeopardize system or data security.

If no redacted copy is provided, the Lake County Purchasing Division reserves the right to determine what information should be redacted as proprietary, privileged or confidential in response to a FOIA request. A Proposer who fails to provide a redacted copy of its proposal waives its right to maintain any claims against Lake County, its agents or employees for disclosure of this information.

3. RESERVED RIGHTS

Lake County reserves the right, at any time and for any reason, to cancel this RFP or any portion thereof, to reject any or all proposals, or to accept an alternate proposal. The County reserves the right to waive any immaterial defect in any proposal. Unless otherwise specified by the Proposer, the County has ninety (90) days to accept. The County may seek clarification from a Proposer at any time. Proposer's failure to respond promptly is cause for rejection. The County may require submission of best and final offers.

4. INCURRED COSTS

Lake County will not be liable for any costs incurred by respondents in replying to this RFP.

5. AWARD

Lake County reserves the right to award this contract based on the evaluation criteria set forth herein. Award shall be made by the Lake County Board to the responsible Proposer determined to be the most qualified and advantageous to the County. Lake County reserves the right to award this Contract in whole or in part if determined to be in the best interests of the County.

6. ADDITIONAL INFORMATION

Should the Proposer require additional information about RFP, please submit questions on our website at <http://lakecountypurchasingportal.com> by selecting RFP number and addendum link. Questions may also be submitted via email to purchasing@lakecountyl.gov. All questions shall be submitted no less than seven (7) days prior to RFP opening date. ANY and ALL changes to these specifications are valid only if they are included by written Addendum to all Proposers. No interpretation of the meaning of the plans, specifications or other contract documents will be made orally. Failure of any Proposer to receive any such addendum or interpretation shall not relieve the Proposer from obligation under this RFP as submitted. All addenda so issued shall become part of the RFP documents. Failure to request an interpretation constitutes a waiver to later claim that ambiguities or misunderstandings caused a Proposer to improperly submit a proposal.

7. ADDENDUM ACKNOWLEDGEMENT

Any and all changes to the specifications and terms and conditions of this RFP are valid only if they are included by addendum issued by Lake County Purchasing. Proposers shall acknowledge addenda by signing the enclosed Addenda Acknowledgement form. It is the Proposers responsibility to check for addenda, posted on the website at <http://lakecountypurchasingportal.com> prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of the submittal due date.

8. DISCUSSION OF PROPOSALS AND NEGOTIATION

Lake County may conduct discussions with any Proposer who submits a proposal. During the course of such discussions, the County shall not disclose any information derived from one proposal to any other Proposer. Lake County anticipates conducting negotiations with the successful Proposer. Your proposal should indicate any exceptions taken to this.

9. EXCEPTIONS

Any and all exceptions taken by Proposer to the terms of this RFP are to be identified in writing and included in the list of submittals.

10. CONTRACT TERM

This bid shall be in effect for a two (2) year period from the date of award. Lake County reserves the right to renew this bid for three (3) additional one (1) year period(s), subject to acceptable performance by the contractor. At the end of any contract term, Lake County reserves the right to extend this contract for a period of sixty (60) days for the purpose of getting a new contract in place.

11. RESPONSIBILITY & DEFAULT

The Proposer shall be required to assume responsibility for all items listed in this RFP. The successful Proposer shall be considered the sole point of contact for purposes of this contract.

12. PURCHASE ORDER AND PAYMENT

The Proposer shall submit an invoice detailing the services and products provided, based on the breakdown of items as listed on the Price Proposal Sheets, and based on the Project Specifications. Invoices shall show the purchase order number and the address where the product or services are provided. Payment shall be made in accordance with the Local Government Prompt Payment Act.

13. INTERPRETATION OR CORRECTION OF REQUEST FOR PROPOSALS

Proposers shall promptly notify the Purchasing Division of any ambiguity, inconsistency or error that they may discover upon examination of the RFP. Interpretation, correction and changes to the RFP will be made by addendum. Interpretation, corrections or changes made in any other manner will not be binding.

14. TAXES

The County is exempt from paying certain Illinois State Taxes.

15. TERMINATION

The County reserves the right to terminate this contract, or any part of this contract, upon thirty (30) days written notice. In case of such termination, the Proposer shall be entitled to receive payment from the County for work completed to date in accordance with the terms and conditions of this contract. In the event that this Contract is terminated due to Proposers default, the County shall be entitled to purchase substitute items and/or services elsewhere and charge the Proposer with any or all losses incurred, including attorney's fees and expenses.

16. INDEPENDENT CONTRACTOR

The Proposer is an independent contractor and no employee or agent of the Proposer shall be deemed for any reason to be an employee or agent of Lake County.

17. NON-DISCRIMINATION

The Proposer shall comply with the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), which is incorporated herein by reference. Furthermore, the Proposer shall comply the Public Works Employment Discrimination Act, 775 ILCS 10/0.01 et seq., as amended.

18. INDEMNIFICATION

The Proposer agrees to indemnify, save harmless and defend Lake County, its agents, servants, and employees, and each of them against and hold it and them harmless from any and all lawsuits, claims, demands, liabilities, losses and expenses, including court costs and attorney's fees, for or on account of any injury to any person, or any death at any time resulting from such injury, or any damage to property, which may arise or which may be alleged to have arisen out of or in connection with the work covered by this contract. The foregoing indemnity shall apply except if such injury, death or damage is caused directly by the willful and wanton conduct of Lake County, its agents, servants, or employees or any other person indemnified hereunder.

19. INSURANCE

The Proposer must obtain, for the Contract term and any extension of it, insurance issued by a company or companies qualified to do business in the State of Illinois with an A.M. Best Rating of at least A-and provide the County with a Certificate of Insurance 15 days before the start of the project, and thereafter annually for contracts/projects that will last more than one year. Insurance in the following types and amounts is necessary and/or where applicable:

Workers Compensation (Coverage A) and Employers Liability (Coverage B)

Workers Compensation Insurance covering all liability of the Proposer arising under the Worker's Compensation Act and Worker's Occupational Disease Act at limits in accordance with the laws of the State of Illinois. Employers' Liability Insurance shall be maintained to respond to claims for damages because of bodily injury, occupational sickness, or disease or death of the Proposer's employees, with limits listed below:

Employers Liability

- a) Each Accident \$1,000,000
- b) Disease-Policy Limit \$1,000,000
- c) Disease-Each Employee \$1,000,000

Such Insurance shall contain a waiver of subrogation in favor of Lake County.

Commercial General Liability Insurance

In a broad form on an occurrence basis shall be maintained, to include, but not be limited to, coverage for property damage, bodily injury (including death), personal injury and advertising injury in the following coverage forms where exposure exists:

- Premises and Operations
- Independent Contractors
- Products/Completed Operations
- Liability assumed under an Insured Contract/ Contractual Liability
- Personal Injury and Advertising Injury

With limits of liability not less than:

\$ 1,000,000 Each Occurrence

\$ 1,000,000 Products-Completed Operations

\$ 1,000,000 Personal and Advertising injury limit

\$ 2,000,000 General aggregate; the CGL policy shall be endorsed to provide that the General Aggregate limit applies separately to each of the Proposer's projects away from premises owned or rented to contractor.

Automobile Liability Insurance (if applicable)

Automobile liability insurance shall be maintained to respond to claims for damages because of bodily injury, death of a person, or property damage arising out of ownership, maintenance, or use of a motor vehicle. This policy shall be written to cover any auto whether owned, leased, hired, or borrowed.

The Proposer's auto liability insurance, as required above, shall be written with limits of insurance not less than the following: \$ 1,000,000 Combined single Limit (Each Accident)

Care, Custody and Control Policy:

Contractor shall provide property damage coverage for any and all property /inventory of Lake County (including, but not limited to, motor vehicles) while said property /inventory is in the care, custody and control of Jail Commissary with limits to match the value of the property/inventory being sold.

Professional Liability – Errors and Omissions (if applicable)

The Engineers/Architects/Consultants for the plans of the project shall be written with limits of insurance not less than the following: \$ 1,000,000 per claim per policy year

Coverage shall be provided for up to three (3) years after project completion. Policy is to be on a primary basis if other professional liability is carried.

Professional Liability – Cyber Liability (if applicable)

Cyber Liability Insurance for property damage to electronic information and/or data; first and third-party risks associated with e-business, internet, etc., with limits of insurance not less than the following: \$ 1,000,000 per occurrence limit

Technology Errors and Omissions (if applicable)

The Proposer's Software Developer and/or IT Consultant for the plans, including developing and implementing technology for Lake County, or of the project, shall be written with limits of insurance not less than the following: \$ 1,000,000 per occurrence limit

Excess/ Umbrella Liability (if applicable)

The Proposer's Excess/ Umbrella liability insurance shall be written with the umbrella follow form and outline the underlying coverage, limits of insurance will be based on size of project: \$ 2,000,000 per occurrence limit (minimum, and may be higher depending on the project)

Liability Insurance Conditions

Proposer agrees that with respect to the above required insurance:

- a) The CGL policy shall be endorsed for the general aggregate to apply on a "per Project" basis;
- b) The Contractor's insurance shall be primary in the event of a claim.
- c) Proposer agrees that with respect to the above required insurance, Lake County shall be named as additional insured, including its agents, officers, and employees and be provided with thirty (30) days' notice, in writing by endorsement, of cancellation or material change;
- d) Lake County shall be provided with Certificates of Insurance and endorsements evidencing the above required insurance, prior to commencement of this Contract and thereafter with certificates evidencing renewals or replacements of said policies of insurance at least thirty (30) days prior to the expiration of cancellation of any such policies. Email Certificates of Insurance to the following email address: purchasing@lakecountyil.gov
- e) Any hard copies of said Notices and Certificates of Insurance shall be provided to:

Lake County
Purchasing Division
18 N. County 9th Floor
Waukegan, IL 60085

Attn: RuthAnne Hall, Lake County Purchasing Agent

Failure to Comply: In the event the Proposer fails to obtain or maintain any insurance coverage required under this agreement, Lake County may purchase such insurance coverage and charge the expense to the Proposer.

20. Conflict of Interest

Neither the Proposer, nor any of its employees, directors, officers, or representatives believes that a conflict of interest may arise through entry into an agreement with Lake County. The Proposer, its employees, directors, officers, and representatives know and pledge to comply fully with all conflict of interest laws and ordinances of the State of Illinois and Lake County.

21. ASSIGNMENT

The Proposer may not reassign any award made, as the result of this RFP, without prior written consent from the County.

22. JURISDICTION, VENUE, CHOICE OF LAW

This RFP and any contract resulting there from shall be governed by and construed according to the laws of the State of Illinois. Jurisdiction and venue shall be exclusively found in the 19th Judicial Circuit Court, State of Illinois.

23. CHANGE IN STATUS

The Proposer shall notify Lake County immediately of any change in its status resulting from any of the following: (a) Proposer is acquired by another party; (b) Proposer becomes insolvent; (c) Proposer, voluntary or by operation law, becomes subject to the provisions of any chapter of the Bankruptcy Act; (d) Proposer ceases to conduct its operations in normal course of business. Lake County shall have the option to terminate its Agreement with the Proposer immediately on written notice based on any such change in status.

24. DISPUTE RESOLUTION

All issues, claims, or disputes arising out of this Agreement shall be resolved in accordance with the Appeals and Remedies Provisions in Article 9 of the Lake County Purchasing Ordinance.

25. NON-ENFORCEMENT BY THE COUNTY

The Proposer shall not be excused from complying with any of the requirements of the Contract because of any failure on the part of the County, on any one or more occasions, to insist on the Proposer performance or to seek the Proposers compliance with any one or more of said terms or conditions.

26. PRECEDENCE

Where there appears to be variances or conflicts, the following order of precedence shall prevail: Lake County General Terms & Conditions, Lake County Request for Proposal Terms Scope of Work, and the Proposal Response.

27. PERSONAL EXAMINATION

Proposers are required to satisfy themselves, by personal examination of the site as to work involved and the difficulties likely to be encountered in the performance of work under this Agreement. No plea of ignorance of conditions that exist now or hereafter, or of any conditions of difficulties that may be encountered in the execution of the work under this Agreement will be accepted as an excuse for failure to or omission on the part of the Proposer to fulfill in every respect all the requirements and specifications, nor will same be accepted as a basis for any claim for extra compensation.

The Proposer is responsible to investigate and gather all relevant and pertinent information prior to submitting a proposal. By submitting a proposal, the Proposer affirms that they have performed all due diligence and are aware of all critical factors that may affect the provision of the services as described in the RFP. Such critical factors may include but are not limited to; location, space, utilities, scope of operations, and any other conditions, which may affect the Proposer operations. No allowance will be made for not being familiar with existing conditions to be encountered.

28. PRICING

Pricing shall be included on Proposal Pricing Summary.

29. JOINT PURCHASING

The purchase of goods and services pursuant to the terms of this Contract shall also be offered for purchases to be made by other governmental units, as authorized by the Governmental Joint Purchasing Act, 30 ILCS 525/0.01, et seq. (the "Act"). All purchases and payments made under the Act shall be made directly by and between each governmental unit and the successful Proposer. The Proposer agrees that Lake County shall not be responsible in any way for purchase orders or payments made by the other governmental units. The Proposer further agrees that all terms and conditions of this Contract shall continue in full force and effect as to the other governmental units during extended terms. The credit or liability of each governmental unit shall remain separate and distinct. Disputes between Proposers and governmental units shall be resolved between the immediate parties.

The Proposer and the other governmental units may negotiate such other and further terms and conditions to this Contract ("Other Terms") as individual projects may require. To be effective, other terms shall be reduced to writing and signed by a duly authorized representative of both the successful Proposer and the other governmental unit.

The Proposer shall provide the other governmental units with all required documentation set forth in the solicitation including but not limited to performance and payment bonds, Certificates of Insurance naming the respective governmental unit as an additional insured, and certified payrolls to the other governmental unit as required.

30. ECONOMIC OPPORTUNITY PROGRAM

Lake County launched a **Buy Local. Build Local. Work Local.** initiative in 2013 to increase the outreach and procurement opportunities for businesses located within Lake County, including women-owned businesses and minority-owned business enterprises (L/W/MBE). The overarching objective is to maximize participation from these businesses in the County's procurement process, in accordance with applicable law. The County will take all necessary and reasonable steps to assure that business enterprises defined as L/W/MBE shall have a fair opportunity to participate in County contracts. As part of its Economic Opportunity Program (EOP) commitment the County will make every effort to achieve the following objectives:

- (a) To ensure nondiscrimination in the award and administration of contracts;
- (b) To create a level playing field on which L/W/MBEs can compete fairly for contracts by providing any necessary training and assistance in bid preparation;
- (c) To ensure that the County's EOP is narrowly tailored in accordance with applicable law;
- (d) To establish a means for firms identifying themselves as L/W/MBEs to register for procurement opportunities and work cooperatively with contracted firms to report on measures that demonstrates the County's commitment to its EOP; and,
- (e) To help remove barriers to the participation of L/W/MBEs through notification of contract opportunities. Successful Proposers are encouraged to work with Workforce Development to post any and all opportunities for employment on County contracts. Lake County's Workforce Development mission is to foster and ensure the economic prosperity of the Lake County community by maximizing the potential of businesses and workers. As such, Workforce Development provides a key resource for job seekers and employers.

State law mandates an open and competitive bidding process and requires that publicly procured contracts be awarded to the lowest responsible and responsive bidder with no demonstrated preference based on the bidder's location, race and gender.

31. REPORTING REQUIREMENTS FOR AWARDED CONTRACTS

All awarded vendors will identify and report the type of ownership— L/W/MBE, and/or not L/W/MBE for any work that they or their approved subcontractors will perform. In addition, Lake County requests that all awarded vendors provide an accounting of employees assigned throughout the term of the contract in regard to their home address and ethnicity. Lake County may use any data collected to report on potential of businesses and workers benefitting from County contracts.

32. LAKE COUNTY OWNERSHIP OF INFORMATION

All information pertaining to records, data collected, property, financial or other information acquired under the scope of this contract shall be strictly confidential and the sole property of Lake County. The Proposer shall return all information to Lake County upon termination, and/or request and shall not utilize any of the information for purposes outside of the scope of this contract or without express approval of Lake County. Upon County request, the Proposer must provide all Lake County data in a documented, standard format.

33. JOINT VENTURES & SUCCESSFUL PROPOSER MERGERS, ACQUISITIONS, DIVESTITURES OR CHANGE IN STRATEGY

In the event a joint venture is proposed, each party to the joint venture must meet all applicable requirements of the RFP. The party submitting the response shall be considered the sole contact for issues relating to this RFP. In the event of a merger, acquisition, divestiture or change in strategy, the successful proposer will state its commitment to continue to provide services.

34. OUT OF POCKET EXPENSES

All out-of-pocket expenses paid by the Proposer during the project will be incurred solely at the Proposers expense.

35. INFORMATION SECURITY

In the process of performing services to Lake County the Proposer may come in contact with information deemed important and proprietary to Lake County. The Proposer agrees that any services performed for Lake County, whether on Lake County premises or not, will meet or exceed Lake County's information security policy and privacy standards. Lake County reserves the right to audit proposer's performance in meeting these standards.

36. KEY PERSONNEL

Proposer shall not replace any Key Personnel without the County's prior written consent, which shall not be unreasonably withheld. Should one of the Key Personnel be reassigned, become incapacitated, cease employment by Proposer, and/or be unable to perform the functions or responsibilities assigned to him or her, Proposer shall (i) within ten (10) business days, temporarily replace them with another properly qualified employee and (ii) within thirty (30) calendar days, permanently replace the contact. Lake County reserves the right with advance notice, and Proposer having the opportunity to remedy, to request the dismissal and removal of Proposer staff from the project for reasonable cause. Any decision to substitute or replace Proposers Subcontractor for the implementation of proposed solution, will need a prior written consent from the County.

- Provide a summary organizational chart. Identify the primary contact and describe the roles of each key person.
- Provide detailed resumes for all key professionals who will be directly responsible for providing services to the County. Include the following information; title, number of years at your firm, total number of years of experience, professional designations or licenses.

Overview

Commissary Services for Lake County

May 2019

1. INTENT

The purpose of this Request for Proposal (RFP) is to establish a contract with a qualified firm(s) to provide a software solution to inmate accounting, commissary ordering and a delivery solution for the Lake County Jail.

2. LAKE COUNTY, ILLINOIS

Lake County is located in northeast Illinois, between the Chicago and Milwaukee metropolitan areas. Lake County is home to about 703,000 residents. Lake County is committed to open government and transparency, and the County Board’s sound fiscal policies have allowed the County to maintain fiscal stability and to achieve AAA bond ratings from Standard & Poor’s and Moody’s.

The Lake County Board is made up of 21 elected officials that represent 21 respective districts. The County Board approves a half billion-dollar budget that funds all county services/programs provided by more than 20 departments/divisions. Lake County also has eight elected officials who independently operate their offices, while several other departments report directly (and are accountable) to the county administrator.

3. BACKGROUND

Lake County currently contracts with a firm to provide commissary services for the Lake County Jail. This includes inventory and staffing for all operational functions.

In 2018, the Lake County Jail (LCJ) average ADP was 570.8 inmates and a total of 7493 inmates were booked in the jail. A total of 26,744 inmate commissary orders were placed in 2018. Gross sales for same period was \$629,514.19. The capacity of the Lake County Jail (LCJ) is 740.

4. PROJECT TIMELINE

To ensure that that Lake County is able to implement the proposed solution, the proposers should indicate their ability to meet the deadlines indicated below:

Action Item	Proposed Schedule*
Issue RFP	May 29, 2019
Site Visit (optional)	June 3, 2019 at 2:00 PM to 4:00 PM
Deadline for submission of questions	June 11, 2019
RFP Opening	June 18, 2019
Purchasing Review	June 19 - 25, 2019
Shortlist Presentation (if necessary)	July 8 -12, 2019
Contract Negotiations	July 13 – 27, 2019
County Board Approval (if needed) & Contract Execution	August 13, 2019

***This timeline may be subject to change.**

5. PROJECT STATUS MEETINGS

Personnel from the Proposer, Lake County, and other interested Lake County organizations will, as scheduled at a mutually agreed upon frequency, meet to discuss the scope of this project and the progress made by the Proposer in the performance of their obligations hereunder. When ad hoc meetings need to occur, Proposer and Lake County will make every effort to accommodate same.

6. PERFORMANCE LEVELS/CONTRACTOR EXPECTATIONS

In order to gain a robust understanding of the needs of the County, the Proposer shall converse or meet with select County staff as requested. The number and frequency of conversations/meetings shall be determined by Lake County.

7. ACCOUNT REPRESENTATIVE

The proposer shall assign an Account representative who has a minimum of 5 years, successful experience in providing these services. The account representative, and his or her qualifications, shall be identified in the submittal of the RFP documents. The Account representative shall be present for presentation of the proposal and must be assigned to Lake County throughout the contract period.

8. REPORTS

Proposer shall furnish reports as requested by Lake County. The contractor shall provide adequate information to assist Lake County in the tracking of all items such information includes sold, sale price, date of sale, bidder name, items picked up, commission received, and items still in contractor possession. The County reserves the right to audit or track items online 247/7/365.

I. Scope of Work

Lake County Jail (LCJ) is seeking a contractor that shall provide an inmate accounting software solution, commissary ordering and a delivery solution that meets the expectations for commissary operations for Lake County Jail (LCJ). The proposer shall incorporate their operation into our current jail management system, TriTech, at proposer's expense. In approximately two years, a new jail management system will be purchased and installed. The proposer shall, at its own expense, incorporate into the Lake County Jail (LCJ) the new JMS system if said JMS system is operational within the contracted time. Currently, the Jail uses a kiosk in each pod for inmate ordering.

It is anticipated that in July 2019, the Lake County Jail (LCJ) inmate telephone provider, Securus Technologies, will implement inmate tablets which will allow for commissary ordering through the tablets provided by Securus Technologies. Securus Technologies is required to pay all expenses for the inmate tablets to be used for commissary ordering as well as ordering commissary through the kiosks. The proposed commissary vendor is required to work with Securus Technologies to ensure this deliverable is met. In addition, as of May 1, 2019 Securus Technologies has the exclusive right of providing kiosks for all funding of inmate deposits and bond until April 30, 2021. The proposer will not be able to install their own kiosks for funding inmate deposits and bond for a minimum of two years from May 1, 2019, the date of the most recent contract with Securus Technologies.

Proposer should include a proposal for the period where Securus Technologies has the exclusive right to provide all kiosks and an additional proposal detailing using the proposer's kiosks for funding inmate deposits and bonds once the contract with Securus Technologies expires. The Lake County Jail (LCJ) reserves the right to renew exclusive kiosk rights with Securus Technologies after the initial two-year term or allow a new inmate phone provider exclusive kiosk rights should the Lake County Jail (LCJ) issue a new RFP.

1. The Lake County Jail (LCJ) currently has 23 kiosks used for Jail Commissary. Each kiosk is operated via 120 v electricity and Cat5e data.
2. The proposer shall install (if necessary), maintain and operate the latest version of computer equipment and systems to support proposer's commissary operation. Installation, maintenance and operation shall be at proposer's sole expense and any such equipment and systems shall remain the sole and exclusive property of proposer. The proposer is responsible for all updates to software and equipment purchased by the vendor during the entire duration of the contract. The proposer must update with the newest version on the market.
3. The proposer shall provide a wide selection of prepared and packaged food, candy, powdered non-alcoholic beverages, personal hygiene items, and general merchandise, including quality brand name products. All products to be provided shall be approved by the Sheriff or designee. Also, no item may be deleted, or have a change in brands, packaging, or sizes without mutual agreement between the Sheriff or designee and proposer. The proposer will be required to develop an informational package which will serve to explain and inform the inmate population of the procedures for ordering and receiving commissary. All such information must be provided in both English and Spanish. See Commissary Listing under Attachment #1.
4. Historically, the proposer was required to provide a full-time onsite manager and any staff the proposer saw fit to operate the commissary with little to no disruption in service. These employee(s) have been and are to be provided by the proposer at no cost to the Lake County Jail (LCJ). All employees are subject to the Jail security clearance, fingerprint and background investigation procedures as required along with PREA certification. The Proposer may choose to accept applications from and interview current commissary staff for existing and anticipated positions. The Lake County Jail (LCJ) is aware alternative delivery solutions of commissary exist. Please provide in detail your proposed delivery solution. The Lake County Jail (LCJ) is willing to consider different delivery solutions as-long-as the commissary is delivered to the inmates in a timely fashion.
5. The current provider uses three (3) contract employees, and two (2) to four (4) available inmate workers as part of the commissary operation. All persons employed by the Proposer will be the employees of the Proposer, and

not the Lake County Jail (LCJ).

6. The current provider delivers product two days a week. The Proposer may provide alternate methods to delivery and distribution of commissary to inmates. Are there more efficient methods to ordering, delivery and distribution? Explain in detail.
7. The proposer shall maintain a sufficient inventory of products to minimize out of stock situations. Menu items may not be changed without written permission from the Lake County Jail (LCJ) command.
8. Proposer shall provide a written procedure for handling replacement and or reimbursement for outdated or defective items within a 30-day period. In addition, please detail how the proposer handles inmate grievances.
9. The proposer shall comply at a minimum with Illinois Administrative Code Title 20 Chapter 1 Subchapter F Part 701 County Jail Standards Section 701.250 Commissary
 - Each jail may establish and maintain a commissary system to provide detainees with items or access to services approved by the Sheriff.
 - No member of the jail staff shall gain personal profit, directly or indirectly, as a result of the commissary system.
 - Prices charged detainees shall not exceed those for the same articles if sold in local community stores nor shall the prices charged for postal supplies exceed those for the same articles sold at local post offices.
 - Commissary access shall be provided on a regularly scheduled basis and not less than once weekly. (the Lake County Jail (LCJ) is requiring two deliveries per week).
 - Net profits from the commissary system shall be used for education, recreation or other purposes within the jail for the benefit of detainees, as deemed appropriate by the Sheriff. Profits may be used for record keeping expenses of the commissary.
 - Accurate accounting for all purchases, sales and expenditures of the commissary system, including phone services and, if provided, email access, shall be maintained. An annual audit shall be arranged with the county auditor, county treasurer, or designated Sheriff's office personnel.

A market basket survey shall be completed annually with the first survey being completed six (6) months after contract signing and yearly for the remainder of the contract.

10. The Lake County Jail (LCJ) may provide a room suitable of commissary operations and will furnish building maintenance services and structural repair for the Commissary facilities except for routine cleaning, trash collection and removal.
11. The Lake County Jail (LCJ) shall not be responsible for damage to the proposer's equipment occurring as a result of an inmate's use or vandalism. The County will make a reasonable effort to prevent such acts and will make every reasonable effort to hold the offending inmate accountable for damages through appropriate court procedures.
12. The Lake County Jail (LCJ) requires proposer to provide at no cost to the County, inmate accounting software solution and any supporting hardware required to use the inmate accounting software. In addition, proposer must maintain and warranty all software and hardware. All data must be backed up on a server with redundancy features and or cloud storage to be paid by proposer. Proposer must provide software that can track how money is coming in and how it is going out of the inmate's account. All transitions should have to ability to show audit history. Work release/community corrections tracking systems must be included. The software should allow debt tracking to enhance the collection of debts owed by inmates.
13. The vendor's software should meet the following requirements:
 - a. Security protocols to limit accessibility to the vendor's software by individual, group and the ability to authorize software access by terminal/workstation.

- b. Provide terminal/kiosk and tablet (if available) internet based “view only rights”, to provide inmates information regarding past orders, and inmate account history.
- c. Track inmates who may be indebted and automatically track arrears, payments of fines, restitution’s, damage to property payments and other financial obligations. The system must be able to calculate and post such payments.
- d. Monitor all system activity including but not limited to; new entries, data changes, log in and log outs and releases.
- e. Allow a debit card system to be used once inmates are released from the Lake County Jail (LCJ).
- f. Post on-line credits for commissary orders, shortages, damages, and releases.
- g. Provide alerts of unusual activity; i.e., *several* deposits more than \$300.00 which are then removed quickly thereafter in a lump sum.
- h. Have purchases connected to inmate locations; i.e., pod X, or wherever inmate is housed so inmate’s pin cannot be used to access commissary in other housing to prevent theft, payoffs or sending messages.
- i. The Lake County Jail (LCJ) must have the ability to add money to any inmate worker(s) account.

14. The proposer’s software should have the ability to create various reports, including:

- 1. “Ledger” Report for each inmate where ALL debit and credits are shown in one report.
- 2. Reporting of individual inmate accounts on a monthly basis or entire incarceration to include all transactions (deposits and withdrawals).
- 3. Ability to create reports by date for the last incarceration or all time periods of the inmate’s time spent at the facility.
- 4. The Proposer shall provide any reporting feature tracking sales including indigent kits required or requested by the ACA or another accreditation organization or by the Lake County Jail (LCJ).

Recoverable/Receivable reporting should include inmates charged, paid, and due/outstanding amounts.

- A. Post deposits on-line and in real time, into an inmate’s account. All functions and operations should be under one icon with no additional logging in and out of multiple sections of the software.
- B. Software must include a fix / void option that will reverse incorrect transactions and include fixing all child transactions included in the parent transaction.
- C. All passwords should be permanent and not be required to be reset.
- D. Software must be able to be installed on as many computer stations as the client deems necessary with no licensing costs to the facility.
- E. Software must be able to generate an up to the minute balance sheet.
- F. All information entered into the proposer’s software during the extent of the contract is the property of the Lake County Jail (LCJ). Upon completion of the contract, the proposer will provide all inmate and facility information, at its own expense, including a readable and functional database of the inmate accounting software which will show transactional history and balances of inmate’s accounts to the Lake County Jail (LCJ).
- G. Please describe how the current data from the current inmate banking software will be integrated into your inmate banking software.
- H. Please describe your data recovery/disaster back up plan(s) in detail.

15. The vendor shall be responsible for supplying any necessary financial reports from their software to meet the needs of Lake County Jail (LCJ). The vendor shall be responsible for providing adequate training for the Lake County Sheriff’s Office employees as to the proper use of the vendor’s software. On-going training will be required by the vendor as needs arise. The vendor shall submit, upon award, a training schedule. All training will be the sole responsibility of the vendor.

16. Commissary sales shall include the sale of “Indigent Packs” to inmates’ that the Sheriff’s Office determines are indigent. Indigent and all other sales must be able to generate a report the Lake County Jail (LCJ) can create.

17. Prices listed shall be guaranteed for the first year of the contract. Prices shall remain firm/fixed for the first-year

term. Written requests for price revisions after the first year shall be submitted at least ninety (90) days prior to the end of the contract term. Requests must be based upon and include documentation of the actual change in cost of the components involved in the contract and shall not include overhead or profit. The exact amount of any price increase granted shall be in the exact amount of the documented cost increase to the Bidder or change in the one-year C.P.I. index, for All Urban Consumers – Food Away from Home or 3%, whichever is lower.

- A. Each inmate will be able to order commissary within a dollar amount limit which will be set by the Lake County Jail (LCJ) command and may be increased or decreased by the Lake County Jail (LCJ) command.
- B. If an inmate places an order and does not have sufficient funds, the inmate will decide what to keep and the items will not be automatically prioritized.
- C. If an inmate places an order and does not have sufficient funds, the inmate should receive an instant notification that funds are not available.
- D. On the bottom of the receipt any items that are unavailable to the inmate due to restrictions, unauthorized items or item quantities that exceed the Lake County Jail (LCJ) limits must be listed. The system should be able to restrict certain housing units and prevent inmates on medical diets from ordering unhealthy items as determine by a doctor and inmates on religious diets from the kitchen should also have the same commissary restrictions.

All commissary deliveries will take place at the Lake County Jail (LCJ) loading dock between the hours of 0700 & 1100 and or 1300-1430. Once the delivery is removed from the truck, the delivery truck must be moved from the dock area. No parking will be provided for the delivery vehicle or any commissary staff.

Monthly on-site meetings are required between proposer's staff and LCJ command and or LCJ command designee(s) to monitor the deliverables of the contract. The date and time will be selected once the contract is finalized.

18. The winning bidder should interface with the Lake County Jail (LCJ) information systems and third party vendors **at no cost** to the county or its existing technology vendors, including but not limited to: jail management systems, commissary software, inmate banking systems, inmate phone system providers, payment service providers, and other county vendors; in order to automate the flow of information between county information systems and third party technology providers.
- A. In the event that an interface, required to automate information between third party vendors, does not exist; the winning bidder should build a customized "Real-time" web services interface allowing the ability to support bidirectional data transfers between systems **at no cost** to the county or its existing technology vendors; given the third party technology vendor can support a "Real-time" web services interface.
 - B. In addition to a "Real-Time" web service interface the winning bidder should to interface, **at no cost** to the county or its existing technology vendors, using other batch based processes including but not limited to the automation of export / import processes utilizing FTP/SFTP methods for transmission of data between systems and third party vendors in the event that the county allows this method vs a "Real-time" web services interface. This decision will be at the sole discretion of the county and its information technology department to decide based on capabilities and requirements of existing and new third-party technology providers.
 - C. Winning bidder agrees that prior to deploying any custom integration, the winning bidder will perform a robust series of tests with the associated third-party technology partner, **at no cost** to the county or its existing technology vendors, to ensure accuracy of all data transferred.

Submittal Requirements

Commissary Services for Lake County

May 2019

DETAILED SUBMITTAL REQUIREMENTS

Proposals should be prepared as simple as possible and provide a straightforward, concise description of the proposed products and services to satisfy the requirements of the RFP. Attention should be given to accuracy, completeness, relevance and clarity of content. The proposal should be organized into the following major sections:

- A. Introduction Material and Executive Summary
- B. Company Background
- C. Scope of Services
- D. Implementation/Project Plan
- E. Subcontractors
- F. Client References
- G. Exceptions to the RFP
- H. Price Summary
- I. Sustainability Statement
- J. Vendor Disclosure Form
- K. Value Added Services

A. Introduction Material and Executive Summary

The introductory material must include a title page with the RFP number, subject, name of the Proposer, address, telephone number, e-mail address, the date, a letter of transmittal and a table of contents. The executive summary should be limited to a brief narrative summarizing the proposal.

B. Company Background

In this section provide information about the company so that the County can evaluate the Proposer's stability and ability to support the commitments set forth in the response to this RFP. Information in this section should contain the following information in addition to the General Information Sheet that is also included as an exhibit to this RFP:

- Company name and location of the corporate headquarters and of the nearest office to Lake County.
- The number of years the company has been in business and the number of years the company has been providing system and services to the public sector.
- Include information on the company's customer base, such as the number of public sector clients the company serves, the number of local government clients, and the number of public sector clients in the state.
- Identify if the company serves other industries.
- Include a brief summary of the company's organizational characteristics such as the number of employees, whether the company is privately held, publicly traded, or if it is a subsidiary to a parent company.
- Describe any other business affiliations (e.g., subsidiaries, joint ventures, "soft dollar" arrangements with brokers).

C. Scope of Services

This section of the proposal should include a general discussion of the Proposer's overall understanding of the project and the scope of work. For each task that is identified in the scope of services please identify your firm's approach and response to address the desired service outlined.

D. Implementation/Project Plan

This section should describe the Proposer's plan. Proposers should assume that the County will contribute all necessary effort to ensure success in the project.

- Provide methodology for implementation. Methodology should include estimated timeframe, overview of deliverables, assumptions and assumed responsibilities and roles of the County and proposed project team.
- Proposer shall indicate the ability to meet the project timeline. If this timeline cannot be met, please propose a revised timeframe for consideration.
- Provide project team resumes for key members of the implementation team expected to be on the County's project.
- Provide information on how you manage the website, software and transactions.
- Provide ways you will communicate status items placed and how often will this information be supplied.
- Provide time frame of how often communication is shared about inventory status.

E. Subcontractors

Vendor shall list all subcontractors used for this project, along with a detailed description of their contribution/responsibility towards this project.

F. Client References

The County considers references to be an important factor in its decision to award a contract. Proposers should supply references that will be available to speak with the County. Three references should be provided that provided similar type of work completed in the past five years. A reference sheet is included as a submittal as part of this RFP document.

G. Exceptions to the RFP

All requested information to this RFP must be supplied as this document and subsequent proposals submitted help form the basis for a contract with the selected contractor. Proposers may take exception to certain requirements in this RFP. All exceptions shall be clearly identified in this section and written explanation shall include the scope of the exceptions, the ramifications of the exceptions for the County and the descriptions of the advantages or disadvantages to the County as a result of the exception. The County, at its sole discretion, may reject any exceptions or specifications within the proposal.

H. Price Proposal

The price proposal cost sheeting included as part of this proposal shall be completed and returned with your response. Any additional services identified by the proposer shall be delineated separately for the County to consider.

I. Sustainability Statement

Lake County is committed to green and sustainable practices and good environmental stewardship. Consequently, Proposers are asked to provide a Statement of Sustainability to demonstrate that they are also incorporating sustainability into their firms' practices. A Sustainability Statement form is included as part of the RFP. Proposers are asked to provide a clear description of your firm's sustainable practices, policies, or procedures in the following areas: waste minimization, energy efficiency, water efficiency, staff and education.

J. Vendor Disclosure Form

This disclosure statement is being filed in accordance with the Lake County Ethics Ordinance and Lake County Purchasing Ordinance. Effective January 2019 the Lake County Board implemented a Vendor Disclosure Statement Policy, which require vendors to disclose any familial relationships between a Lake County elected official, department director, deputy director, manager and owners, principals or officers of the vendor's company as well as campaign contributions to County elected officials.

K. Value Added Services

Please include any value-added services your firm provides in your submittal.

The County will conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this procurement effort. All proposals will be evaluated by how well the proposal satisfies the described/stated needs, rather than how exactly the proposal matches the strictest interpretation of the terminology and design concepts stated herein.

Evaluation Organization

- a. An Evaluation Committee will be established to score and evaluate the submitted proposals.
- b. The Evaluation Committee may include members from Lake County’s departments who have experience with these services. The Committee will be responsible for the proposal evaluation (including corporate reference checks).

The Evaluation Committee shall evaluate, in a fair and impartial manner, all proposals submitted in response to this RFP on the following criteria:

- 1. Qualifications and Experience - 25pts
- 2. Understanding and ability to meet and/or exceed the scope of services – 25pts
- 3. Completeness of proposal and responses for required information – 20pts
- 4. Commission Rate – 15pts
- 5. Value Added Services – 15pts

TOTAL: 100pts

Short List

The evaluation factors will be used to assist the evaluation committee in determining a short list. Proposers will be notified by the County if they have been selected for the short list. Please note, Lake County reserves the right to not short list all Proposers if it is not in the best interest of the County.

Interview

Lake County reserves the right, as part of the evaluation process, to ask for additional materials, interview, or schedule site visits to any locations serviced by Proposers. Site visits may be scheduled or unscheduled as determined by the County. If applicable, the County shall contact Proposers to arrange an interview.

Additional Investigations

The County reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

Best and Final Offer

The County reserves the right to request a Best and Final Offer (BAFO) if additional information or modified terms are necessary for the Evaluation Committee to complete its evaluation and ranking. A BAFO will not be used solely to reduce pricing. If a BAFO is requested, all short-listed proposers, or if the short list process is not used, all qualified Proposers will be provided an opportunity to submit a modified Response. Only one BAFO request will be issued by the County. The information received from the BAFO will be used by the Evaluation Committee to re-evaluate and re-rank the Proposers.

PRICING SUMMARY

RFP Number 19112
Description Commissary Services for Lake County Jail
Opening Date June 18, 2019
Opening Time 11:00 A.M.

INSTRUCTIONS FOR COMPLETING DOCUMENT:
 Please complete all blue shaded areas. If additional comments are required, please add as a separate attachment.

Company Name:

Payment Terms

To be in accordance with Lake County RFP # 19112 May 2019

Item #	Description	UOM	Cost per UOM
Commissary Ordering			
1	Percentage of Commission based on gross sales, excluding sales tax	Percentage	
Online Commissary Ordering			
1	Percentage of Commission based on gross sales, excluding sales tax	Percentage	
Care Packages			
1	Percentage of Commission based on gross sales, excluding sales tax	Percentage	

Additional Comments:

Value Added Services

Commissary Services for Lake County

May 2019

Proposers are requested to describe and provide a cost for any additional/optional services that are not provided as part of the Jail Commissary Services proposal.

Price Schedule for Value Added Services

Item	Additional Service	Description of Optional Service	Price and/or Cost Basis for Service
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

General Information

Commissary Services for Lake County

May 2019

(This section must be completed and returned with proposal. Attach additional pages as required to complete required documentation.)

AUTHORIZED NEGOTIATORS:

Name: _____ Phone: _____ Email: _____

Name: _____ Phone: _____ Email: _____

BUSINESS ORGANIZATION: (check one only)

_____ Sole Proprietor: An individual whose signature is affixed to this proposal.

_____ Partnership: State full names, titles, and addresses of all responsible principals and/or partners on attached sheet.

_____ Corporation: State of incorporation: _____

_____ Non-profit Corporation

_____ 501c3-- U.S. Internal Revenue Code

By signing this proposal document, the Proposer hereby certifies that it is not barred from proposing on this contract as a result of a violation of either Section 33E-3 or 33E-4 of the Illinois Criminal Code of 1961, as amended.

Business Name

Signature

Title

Print or Type Name

Date

REFERENCES

List below other organizations (users of similar size and structure to Lake County preferred) for which these or other similar services have been provided:

Agency Name: _____
Address _____
City, State, Zip Code _____
Telephone Number _____
Contact Person _____
Email _____
Years in Business _____ # of Employees _____

Agency Name _____
Address _____
City, State, Zip Code _____
Telephone Number _____
Contact Person _____
Email _____
Years in Business _____ # of Employees _____

Agency Name _____
Address _____
City, State, Zip Code _____
Telephone Number _____
Contact Person _____
Email _____
Years in Business _____ # of Employees _____

Agency Name _____
Address _____
City, State, Zip Code _____
Telephone Number _____
Contact Person _____
Email _____
Years in Business _____ # of Employees _____

Agency Name _____
Address _____
City, State, Zip Code _____
Telephone Number _____
Contact Person _____
Email _____
Years in Business _____ # of Employees _____

SUSTAINABILITY STATEMENT INSTRUCTIONS

Lake County is committed to green and sustainable practices and good environmental stewardship. Consequently, we are asking Proposers to provide a Statement of Sustainability to ensure our vendors are also incorporating sustainability into their firms' practices.

INSTRUCTIONS

On the following Sustainability Statement form, provide a clear description of your firm's sustainable practices, policies, or procedures. These practices may include, but may not be limited to, the following categories and examples:

Waste Minimization within your office or facilities, such as a recycling programs, double-sided copying, electronic internal communications (i.e. memos), use of recycled-content materials and reusable cups, limiting printing, electronic document management, instituting green purchasing policies, using green cleaning supplies and practices, or reducing packaging in materials you procure or supply.

Energy Efficiency within your office, facilities, or firm, such as lighting retrofits, photo-sensor switches for lighting, effective use of daytime lighting, using Energy Star rated appliances or equipment, using an alternative fuel or having efficient fleet policies, an anti-idling policy, or indoor temperature management (i.e. turning the thermostat up in the summer and down in the winter).

Water Efficiency within the office, facilities, or firm, such as faucet or fixture retrofits, switching from individual bottled water to office water coolers or drinking fountains, and installing drought-tolerant landscaping.

Staff encouraged to adopt sustainable practices and supported by your firm through public transit benefits, bicycle accommodations, telecommuting options, support for green seminar attendance, becoming US Green Building Council LEED accredited, or creating an internal "green team."

Education of your staff about green practices, education of your business peers about your green accomplishments, education of your community by your sustainability, or notice of any environmental awards your firm has achieved.

CONTINUE TO NEXT PAGE

SUSTAINABILITY STATEMENT

Attach additional sheets if necessary.

Waste Minimization

Energy Efficiency

Water Efficiency

Staff

Education



VENDOR DISCLOSURE STATEMENT

Vendor Name:			
Address:			
Contact Person:		Contact Phone #:	
Bid/RFP/SOI/Contract/Renewal:			

Vendors wishing to contract with Lake County for goods and services in an amount greater than \$30,000 shall submit this form in advance of award. Vendors shall disclose:

- A familial relationship between a Lake County elected official, department director, deputy director and manager and owners, principals, or officers of the vendor’s company. Familial relationship is defined as a spouse (including civil partner), child, stepchild, parent, stepparent, grandparent, in-laws (including parent, grandparent, sibling, or child), relatives and non-relatives living in the same residence, and offspring born to any aforementioned person.
- All political campaign contributions made by the vendor or an owner, principal, officer, manager, lobbyist, agent, consultant, counsel, subcontractor or corporate entity under the control of the vendor to any county board member, county board chair, or countywide elected official as well as contributions to any political action committees within the last five years.

FAMILIAL RELATIONSHIPS

List below the names and departments/agencies of Lake County employees or public officials with whom owners, principals, or officers of the vendor’s company have a familial relationship and the nature of the relationship. Please attach additional pages as necessary.

Name and Department/Agency of Lake County Employee/Public Official	Familial Relationship

CAMPAIGN CONTRIBUTIONS

List below the campaign contributions that have been made within the last five years. Please attach additional pages as necessary.

Recipient	Donor	Description (e.g., cash, type of item, in-kind service, etc.)	Amount/Value	Date Made

Continuing disclosure is required if information changes. This Vendor Disclosure Statement form is available at www.lakecountyil.gov.

The full text of the County’s Ethics and Procurement policies and ordinances are available at www.lakecountyil.gov.

I hereby acknowledge that the information above is accurate and complete, that I am an authorized signer on behalf of the vendor, that I have read and understand these disclosure requirements, and that I agree to update this information if there are any related changes by submitting a new Vendor Disclosure Statement.

Authorized Signature:		Title:	
Printed Name:		Date:	

Failure to complete and return this Disclosure may result in delay or cancellation of the County’s Contractual Obligation.



Addendum Acknowledgement RFP #19112

The undersigned acknowledges receipt of the following addendum(s):

ADDENDUM #	SIGNATURE

I have examined and carefully prepared the submittal documentation in detail before submitting my response to Lake County.

Submittal Number: 19112

Company Name: _____

Authorized Representative: _____

Authorized Representative: Signature _____

Authorized Representative: Print _____

Date: _____

It is the vendor's responsibility to check for addendums, posted on the website at <http://lakecountypurchasingportal.com> prior to the submittal due date. No notification will be sent when addendums are posted unless there is an addendum within three business days of the submittal due date.

If the submittal has already been received by Lake County, vendors are required to acknowledge receipt of addendum via email to purchasing@lakecountyil.gov prior to the due date.

Submittals that do not acknowledge addendums may be rejected.

All responses are to be submitted in a sealed envelope. Envelopes are to be clearly marked with required submittal information.

ATTACHMENT 1

COMMISSARY LISTING

	<u>FOOD ITEMS</u>		
<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>COST</u>
2015	100% Colombian Freeze Dri	ea	
6743	Andy Capps Hot Fries Original 0.85 oz (72/ cs) Bag	cs	
1477	Atkinson Candy Chick-0-Stick .7 oz (200/ cs) Wrapped Clear	cs	
80006095	Atomic Fireball Candy 3 oz (60/ cs) Bag	cs	
80000116	Austin Sandwich Crackers Cheese on Cheese (8/Bx) (12bx/ cs) Plastic Wrapped W/Box	cs	
80000115	Austin Sandwich Crackers Toasted Pb (8/Bx) (12bx/ cs) Plastic Wrapped W/Box	cs	
3207	Banana Marshmallow Pie	ea	
6105	BBQ Potato Chips	ea	
2623	BC Regular Summer Sausage	ea	
3581	BC Summer Sausage Hot & Spicy	ea	
6320	Beef & Cheese Stick	ea	
4065	Big Hunk Candy Bar	ea	
1500	Big Hunk Candy Bar 2 oz (12/24ct) (288/ cs) Plastic Overwrap	cs	
4314	Blueberry Pop Tarts 2 Pack	pack	
80002945	Brushy Creek Chicken Vienna Sausage Hot 5 oz (24/ cs) Pouch	cs	
80001716	Brushy Creek Summer Sausage Hot & Spicy 1.625 oz (100/ cs)	cs	
80001717	Brushy Creek Summer Sausage Regular 3 oz (96/cs)	cs	
4100	Butterfinger Buttons	ea	
4005	Butterfinger Candy Bar	ea	
6429	CA Jalapeno Cheese Squeeze	ea	
6428	CA Sharp Cheddar Cheese Squeeze	ea	
1266	Cactus Anni Es Pork Rinds Hot & Spicy 2 oz (24/ cs) 36/ cs Clear	cs	
5070	Cactus Anni Es Tortillas Flour 8 oz (6ct) (8 In 48/ cs) Bag Clear Resealable	cs	
2586	Cactus Annie's Cheese Cheddar 2 oz (180/ cs) Pouch Clear	cs	
2585	Cactus Annie's Cheese Jalapeno 2 oz (180/ cs) Pouch Clear	cs	
7994	Cactus Annie's Cheese Puffs 2 oz (60/ cs) Bag Clear Window	cs	
7666	Cactus Annie's Tortilla Chips Scorchin Habanero 1.5 oz (72/ cs) Bag Clear Window	cs	
6013	Cajun Chicken Ramen	ea	
6053	Cajun Shrimp Ramen	ea	
6212	Cajun Snack Mix	ea	
918	Candy Lovers Pack	pack	
80005730	Chattanooga Moon Pie Banana Dbl Decker 2.75 oz (9ea/Bx), (54ea/ cs) Plastic Overwrap	cs	

80005732	Chattanooga Moon Pie Choc Dbl Decker 2.75 oz (9ea/Bx), (54ea/ cs) Plastic Overwrap	cs	
80005729	Chattanooga Moon Pie Strawberry Dbl Decker 2.75 oz (9ea/Bx), (54ea/ cs) Plastic Overwrap	cs	
3219	Cheese on Cheese Sandwich	ea	
6116	Cheese Puffs	ea	
2660	Cheesy Refried Beans	ea	
2666	Cheesy Rice 2 oz	ea	
6167	Cheetos 2 oz	ea	
7689	Cheetos Cheese Crunchy 2 oz (64/ cs) Bag Clear Window	cs	
7690	Cheetos Cheese Crunchy Flamin Hot 1.75 oz (64/ cs) Bag Clear Window	cs	
6159	Cheetos Flamin hot 1.75 oz	ea	
3115	Cheez It Crackers 1.5 oz	ea	
9590	Cheez-It Crackers L.5 oz (60/ cs)	cs	
6400	Chewy Chocolate Chip Granola	ea	
6046	Chicken Ramen	ea	
2737	Chili Cheese Fritos 2 oz	ea	
6026	Chili Ramen	ea	
919	Chip Lovers Pack	pack	
3206	Chocolate Marshmallow Pie	ea	
80006851	Cloverhill Cheese Danish Blueberry 4.25 oz (36/ cs) Clear Plastic Wrap	cs	
80006850	Cloverhill Cheese Danish Strawberry 4.25 oz (36/ cs) Clear Plastic Wrap	cs	
961443	Cool Off Drink Mix Black Cherry Bulk (1000/cs)	cs	
961442	Cool Off Drink Mix Fruit Punch Bulk (1000/cs)	cs	
961444	Cool Off Drink Mix Lemonade Bulk (1000/cs)	cs	
961441	Cool Off Drink Mix Tea Bulk (1000/cs)	cs	
7647	Disc See 80001046 Soft Cookie Chocolate Chip 2.75 oz (60/cs) plastic Overwrap	cs	
80000662	Disc-See 80007157 Butterfinger Candy Bar Singles 1.9 oz (36ea/Bx), (288ea/ cs)	cs	
80003280	Doritos Tortilla Chips Cool Ranch 1.75 oz (64/ cs) Clear Bag	cs	
10513	Doritos Tortilla Chips Nacho Cheese 1.75 oz (64/ cs) Bag Clear Window	cs	
4863	Doritos Tortilla Chips	ea	
80005739	Duchess Cinnamon Roll 4 oz (48/ cs)	cs	
6869	Extreme Ripple Potato Chip	ea	
6181	FC Sardines/Tomato Sauce	ea	
6600	Flour Tortillas	ea	
4317	Fresh Catch Chunk light tuna In Water 4.23 oz (48/ cs) Pouch	cs	

4395	Fresh Catch Fish Steaks Green Chilis In Oil 3.53 oz (24/ cs) Pouch	cs	
4386	Fresh Catch Sardines Hot Tomato Sauce 3.53 oz (24/ cs) Pouch	cs	
6826	Fresh Catch Tuna	ea	
10446	Frito Corn Chips Chili Cheese 2 oz (64/cs) Bag Clear Window	cs	
3193	Frosted Strawberry Pop Tarts (2pk)	pack	
1476	Gen Candy Mint Stick .7 oz (200/ cs) Wrapped Clear	cs	
381	Gen Pickle Mild Dill 9.6 oz (12/ cs) Pouch Clear	cs	
6045	Golden Valley Strawberry Bar Low Fat 1.3 oz (90/ cs) Plastic Overwrap	cs	
6412	Grape Jelly 1 oz	ea	
6103	Habanero Tortilla Chips	ea	
6213	Healthy Snack Mix	ea	
40601	Hershey Jolly Rancher Candy Assorted 3.7 oz (48/ cs) Plastic Wrapped	cs	
6052	Hot & Spicy Vegetable Ramen	ea	
4520	Hot Chicken Vienna Sausage	ea	
6711	Hot Chili Refried Beans & Rice	ea	
6607	Hot Peanuts 1.7 oz	ea	
6127	Hot Spicy Pork Rinds	ea	
3040	Iced Oatmeal Cookie 6 oz	ea	
3248	Iced Swirl	ea	
2014	Instant Cappuccino French Vanilla	ea	
4135	Jolly Ranchers Assorted 3.70 oz	ea	
80002110	Keefe Coffee Instant 4.5 oz (24/cs) Pouch	cs	
1237	Keefe Creamer SS 10 Pack (100/ 10Packs/cs)	cs	
905	Keefe Drink Mix French Vanilla Cappuccino .81 oz (300/cs) 1 SRV Pack	cs	
7022	Keefe Freeze Dried Coffee Colombian 3 oz, (24/cs) Pouch Clear Resealable	cs	
114	Keefe Hot Cocoa SS .8 oz (300/cs) 1 SRV Pack	cs	
5880	Keefe Kitchens Rice Inst White 8 oz (24/ cs) Pouch Clear Resealable	cs	
10741	Kellogg's Pop Tarts Blueberry 2Pack (12bx/ cs) 72ea/ cs	cs	
10547	Kellogg's Pop Tarts Strawberry 2Pack (12bx/ cs) (72ea/ cs)	cs	
2381	Kellogg's Rice Krispie Original 1.3 oz (80/ cs)	cs	
80003352	King Nut Cashews Roasted & Salted 2.5 oz (60/ cs)	cs	
80003370	King Nut Snack Mix Cajun 3.5 oz (48/ cs)	cs	
80003371	King Nut Snack Mix Healthy 3.25 oz (48/ cs)	cs	
80003373	King Nut Snack Mix Tropical 4 oz (48/ cs)	cs	
6050	KK Instant Rice	ea	
4001	M & M Peanuts	ea	

6055	Market Square Cake Swiss Roll 12 oz (6/Bx) (24bx/ cs) Paper Box	cs	
10055	Market Square Cookie Peanut Butter Cremes 6 oz (24/cs) Plastic Bag	cs	
6072	Market Square Cookies Choc Chip 6 oz (46/ cs) Clear Plastic Bag	cs	
10058	Market Square Cookies Duplex Cremes 6 oz (24/ cs) Plastic Bag	cs	
6071	Market Square Cookies Iced Oatmeal 6 oz (46/ cs) Clear Plastic Bag	cs	
10056	Market Square Cookies Orange Pineapple Cremes 6 oz (24/ cs)	cs	
10057	Market Square Cookies Vanilla Cremes 6 oz (24/ cs) Plastic Bag	cs	
6060	Market Square Cupcakes Choc Creme 4 oz (36/ cs) Plastic Overwrap	cs	
6051	Market Square Donut Sticks 10 oz (6/Bx) (16bx/ cs) Paper Box	cs	
6043	Market Square Monster Honey Bun Iced 6 oz (36/ cs) Clear Plastic Wrap	cs	
6052	Market Square Peanut Butter Wafer 2Pack 12 oz (6/Bx) (24bx/ cs) Paper Box	cs	
6069	Market Square Wafer Sf Strawberry Creme 2.75 oz (48/ cs) Clear Plastic Overwrap	cs	
80006630	Mars M&M Choc Peanut 1.74 oz (48ea/Bx), (8bx/ cs) No Upc	cs	
80006629	Mars M&M Plain Choc 1.69 oz (36ea/Bx), (9bx/ cs) No Upc	cs	
80006634	Mars Milky Way Choc Caramel 1.84 oz (36ea/Bx), (10bx/ cs) No Upc	cs	
80006632	Mars Snickers Choc Peanut 1.86 oz (48ea/Bx), (8bx/ cs) No Upc	cs	
18	Maruchan Ramen Cajun Chicken 3 oz (24/ cs) Pillow Pack Clear Window	cs	
15	Maruchan Ramen Cajun Shrimp 3 oz (24/ cs) Pillow Pack Clear Window	cs	
8	Maruchan Ramen Chicken 3 oz (24/ cs) Pillow Pack Clear Window	cs	
10	Maruchan Ramen Chili 3 oz (24/ cs) Pillow Pack Clear Window	cs	
505	Maruchan Ramen Hot & Spicy Vegetable 3 oz (24/ cs) Pillow Pack Clear	cs	
13	Maruchan Ramen Tx Beef 3 oz (24/ cs) Pillow Pack Clear Window	cs	
6262	Mayonnaise 12 Pack	pack	
4124	Mint Stick .8 oz	ea	
6134	ML Carmel Popcorn	ea	
7551	Moon Lodge Peanuts Hot Hot Hot 1.75 oz (60/ cs) Bag Clear Window	cs	
7550	Moon Lodge Peanuts Roasted & Salted 1.75 oz (60/ cs) Bag Clear Window	cs	

7758	Moon Lodge Popcorn Caramel 3.53 oz (60/ cs) Bag Clear Window	cs	
80006271	Moon Lodge Popcorn White Cheddar 5 oz (16/ cs) Bag Foil	cs	
6023	Moon Lodge Potato Chips BBQ 1.5 oz (72/ cs) Bag Foil	cs	
6026	Moon Lodge Potato Chips Hot Hot Hot BBQ 1.5 oz (72/ cs) Bag Foil	cs	
6022	Moon Lodge Potato Chips Regular 1.5 oz (72/ cs) Bag Foil	cs	
6024	Moon Lodge Potato Chips Sour Cream & Onion 1.5 oz (72/ cs) Bag Foil	cs	
7637	Moon Lodge Potato Chips Stuffed Jalapeno 1.5 Oz (72/ cs) Bag Foil	cs	
2115	N/S S.S. Black Cherry	ea	
2110	N/S S.S. Fruit Punch	ea	
2120	N/S S.S. Lemonade	ea	
2105	N/S S.S. Tea w/ Lemon	ea	
6154	Nacho Flavored Doritos	ea	
2087	Non-Dairy Creamer 10 pk	pack	
2120	NS S.S. Lemonade	ea	
2105	NS S.S. Tea w/Lemon	ea	
5379	O'Brien's Beef Stick Hickory Smoked 1.125 oz (100/ cs) Twin Pack	cs	
2228	O'Brien's Meat Beef & Cheddar Stick 1.125 oz (100/ cs) Wrapper	cs	
3031	Orange Pineapple Crème 6 oz	ea	
3020	Oreo Cookies	ea	
80003305	Oreo Cookies 2.4 oz (120/cs)	cs	
2437	Original Instant Oatmeal	ea	
4056	Peanut Butter Squeeze Pouch	ea	
6500	Pickle (hot)	ea	
6501	Pickle (mild)	ea	
6100	Potato Chips	ea	
9366	Quaker Granola Bar Choc Chip 6.72 oz (8/Bx) (12bx/ cs)	cs	
80004561	Quaker Instant Oatmeal SP (200/cs) Original Flavor 1/sp-1 Packet	cs	
3309	Rice Krispies Treats 1.3 oz	ea	
7016	Rocky Road Candy Bar 1.82 oz (288/ cs) Plastic Overwrap	cs	
4120	Root beer Barrels	ea	
2070	S.S. Hot Cocoa	ea	
6606	Salted Peanuts 1.75 oz	ea	
3139	Saltine Crackers (sleeve)	ea	
80006100	Sather's Candy Butterscotch Discs 4.25 oz (60/ cs) Bag	cs	
40609	Sather's Candy Lemon Drops 4.25 oz (60/ cs) Printed Bag	cs	
80006098	Sather's Candy Root Beer Barrels 4.25 oz (60/ cs) Bag	cs	
40615	Sather's Candy Sf Wild Fruit 1.75 oz (60/ cs) Printed Bag	cs	

40607	Sather's Candy Sour Fruit Balls 4.25 oz (48/ cs) Printed Bag	cs	
80006101	Sather's Candy Star Brites 3.75 oz (60/ cs) Bag	cs	
5940	Sevilla Beans & Rice Hot Chili Flavor 4.4 oz (24/ cs) Pouch Clear Window	cs	
9783	Sevilla Refried Beans Regular 8 oz (18/ cs) Pouch Clear Resealable	cs	
80006636	Skittles Candy Original 2.17 oz (36ea/Bx), (10bx/ cs) No Upc	cs	
920	Snacks Variety Pack	pack	
4010	Snickers Candy Bar	ea	
3015	Soft Oatmeal Raisin Cookie	ea	
6126	Sour Cream Onion 1.5 oz	ea	
2667	Spicy Cheesy Rice 2 oz	ea	
2670	Spicy Refried Beans & Rice	ea	
4787	Squeezum Jelly Grape 1 oz (200/ cs) Pouch Clear	cs	
6510	Squeezum Mayonnaise Regular 9 G Pack=Strip, (12ea/Pack), (600ea/ cs) Pouch Clear	cs	
80003920	Squeezum Peanut Butter Squeeze 2 oz (200/ cs) Pouch	cs	
4145	Starlite Mints 3.75 oz	ea	
3201	Strawberry Moon Pie	ea	
6102	Stuffed Jalapeno Chips 1.5 oz	ea	
4155	Sugar Free Wild Fruit	ea	
2091	Sugar Twin 10 pk	pack	
1265	Sugar Twin Sweetener Regular 10 Pack (120/10 Packs/cs) Packet Yellow	cs	
6700	SV Refried Beans	ea	
7648	T/R See 2616 Market Square Cookies Oatmeal Raisin 2.75 oz (60/cs) Plastic Overwrap	cs	
6018	Texas Beef Ramen Soup	ea	
80002293	The Whole Shabang Potato Chips Extreme Ripple 1.5 oz (72/ cs) Bag Foil	cs	
6025	The Whole Shabang Potato Chips Original 1.5 oz (72/ cs) Bag Foil	cs	
3222	Toasted Peanut Butter Sandwich Crackers	ea	
6217	Tropical Snack Mix	ea	
383	Van Holten Pickle Hot Pickle 9.6 oz (12/ cs) Pouch Clear	cs	
4941	Velveeta Beans & Rice Spicy Cheesy 4 oz (24/cs) Pouch Clear Window	cs	
4939	Velveeta Refried Beans Cheesy 4 oz (24/cs) Pouch Clear Window	cs	
4937	Velveeta Rice Cheesy 2 oz (50/cs) Pouch Clear Window	cs	
4938	Velveeta Rice Spicy Cheese 2 oz (50/cs) Pouch Clear Window	cs	
9474	Vista Crackers Saltine Bulk 4 oz (36/ cs) Plastic	cs	
6083	White Cheddar Popcorn 5 oz	ea	
6079	Whole Shabang 1.5 oz	ea	

80003008	Whole Shabang Snack Mix 6 oz (60/ cs)	cs	
4430	ZC Blueberry Cheese Danish	ea	
3035	ZC Chocolate Chip Cookies 6 oz	ea	
3245	ZC D-Dunx	ea	
3045	ZC Duplex Cremes 6 oz	ea	
3040	ZC Iced Oatmeal Cookies 6 oz	ea	
3274	ZC Monster Iced Bun	ea	
3031	ZC Orange -Pineapple Creme 6 oz	ea	
3004	ZC Peanut Butter Crème Cookies 6 oz	ea	
3230	ZC Peanut Butter Wafers	ea	
4431	ZC Strawberry Cheese Danish	ea	
4429	ZC Strawberry Sugar Free Wafers	ea	
3236	ZC Swiss Rolls	ea	
3030	ZC Vanilla Cream Cookies 6 oz	ea	

	<u>PERSONAL ITEMS</u>		
<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>COST</u>
20517	Chapet Lip Balm Regular Flavor .16 oz (12/cs) Blister Card	ea	
800	.5 Inch Comb	ea	
45	African Crown Hairdress	ea	
350	After Shave	ea	
20272	American Comb Soap Dish Hinged (12cs)	ea	
9831	Beard Trim Men's	ea	
215	Cocoa Butter Lotion 4 oz	ea	
216	Cocoa Butter Stick 100%	ea	
80002776	Colgate Toothpaste Great Flavor Anticavity 2.5 oz (24/cs)	ea	
21957	Colgate Toothpaste Sens Plus Whitening 6 oz (24/cs)	ea	
2	Conditioner 4 oz	ea	
530	Cool Wave Clear Toothpaste	ea	
21017	Cool Wave Toothpaste Gel Fresh Mint 4 oz (48/cs) Clear Tube Green Clear	ea	
20025	Crawford Conditioner Balsam & Protein 4 oz (72/cs) Clear Bottle	ea	
20033	Crawford Lotion Cocoa Butter 4 oz (72/cs) Clear Bottle	ea	
20028	Crawford Lotion Skin Care 4 oz (72/cs) Clear Bottle	ea	
20024	Crawford Shampoo Balsam & Protein 4 oz (72/cs) Clear Bottle	ea	
20032	Crawford Shampoo Dandruff Rinse 4 oz (72/cs) Clear Bottle	ea	
362	Dandruff Shampoo / Almond Shea	ea	
20	Dandruff Shampoo 4 oz	ea	
590	Denture Tablet	ea	
24941	Elements Gel Firm Hold 15 oz (12/cs)	ea	
24938	Elements Shampoo Dandruff Almond Shea 15 oz (12/cs)	ea	
720	Foot Powder	ea	
20465	Freashscent Antiperspirant Deodorant Roll On Alcohol Free 1.5 oz (96/cs) Clear	ea	
121	Freashscent Roll-On 1.5 oz	ea	
24125	Freshmint Denture Tablet 40 Count (40/bx) (24/bx/cs)	ea	
920905	Gen Brush Palm 120/bx (10 bx/cs) Black	ea	
240	Gen Stridex (Htg Skin Care)	ea	
32183	Gen Toothbrush Short Handle 4 in (1440/cs) White	ea	
40	Hair Food w/ vitamin E	ea	
9830	Haircut Men's	ea	

91	Hairdress & Press Oil	ea	
50	Hairdress 5 oz	ea	
20329	Heritage Antifungal Powder Med Tolnaftate 1% 3 oz (24/cs)	ea	
20646	Heritage Skin Cream Facial Cleanse Greaseless 4.5 oz (12/cs) Tube	ea	
9836	Indigent Haircut Ladies	ea	
9837	Indigent Kit	ea	
9829	Indigent Men's Haircut	ea	
24967	Infused Lotion DLY Body Coconut Lime 15 oz (12/cs)	ea	
273	Lip Balm	ea	
24409	Magic Shave Cream Regular 6 oz (6/cs)	ea	
424	Moisturizing Soap 5 oz	ea	
20319	New Day Petroleum Jelly 3.75 oz (12/cs) Clear Jar	ea	
80000112	New World Imports Comb 5 in (2160/cs) Black	ea	
22098	Next 1 Soap Antibacterial Sport Bar 5 oz (80/cs) Clear Plastic	ea	
22097	Next 1 Soap Moisturizing Bar 5 oz (80/cs) Clear Plastic White	ea	
821	Palm Brush	ea	
221	Petroleum Jelly 3.7 oz	ea	
147	Pop Up Antiperspirant Deodorant Drive	ea	
106	Pop UP Women's Antiperspirant Deodorant	ea	
22344	Power Up Antiperspirant Deodorant Bloom 2 oz (24/cs) Clear Stick	ea	
2236	Power Up Antiperspirant Deodorant Drive 2.5 oz (24/cs) Clear Stick	ea	
22318	Protection After Shave Gel 7 oz (24/cs) Clear Tube	ea	
320	Regular Magic Shave Cream	ea	
536	Sensitive Teeth Toothpaste	ea	
1	Shampoo 4 oz	ea	
210	Skin Care Lotion 4 oz	ea	
22950	Softee Conditioner Bergamot 5 oz (12/cs) Clear Jar Green	ea	
24872	Softee Hair Dress African Crown 5 oz (12/cs) Clear Jar	ea	
22949	Softee Hair Dress Bergamot 5 oz (12/cs) Clear Jar Blue	ea	
22952	Softee Hair Food w/ Vitamin E 5 oz (12/cs) Clear Jar	ea	
426	Sport Bar Soap	ea	
363	Styling Gel w/Aloe Vera	ea	
31	Sulfur 8 Conditioner	ea	

20200	Sulfur 8 Conditioner Medicated Hair & Scalp 2 oz (12/cs)	ea	
30	Sulfur 8 Shampoo	ea	
20204	Sulfur 8 Shampoo Medicated 7.5 oz (12/cs)	ea	
562	Toothbrush 4 Inch Handle	ea	
520	toothpaste Great Flavor A	ea	
80001561	Woltra Cocoa Butter Stick 100% 1 oz (12/cs) Tube	ea	

	<u>CLOTHING ITEMS</u>		
<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>COST</u>
5095404012	Gen Gym Shorts 50/50 Poly Cotton Large 6 In Inseam Gray	ea	
509540312	Gen Gym Shorts 50/50 Poly Cotton Medium 6 In Inseam Gray	ea	
5054404099	Indera Mills Drawer Thermal Large Bulk Pack Natural	ea	
5054403099	Indera Mills Drawer Thermal Medium Bulk Pack Natural	ea	
5054306099	Indera Mills Shirt Thermal 2XL Bulk Pack Natural	ea	
5054304099	Indera Mills Shirt Thermal Large Bulk Pack Natural	ea	
5054303099	Indera Mills Shirt Thermal Medium Bulk Pack Natural	ea	
5054302099	Indera Mills Shirt Thermal Small Bulk Pack Natural	ea	
5054305099	Indera Mills Shirt Thermal XL Bulk Pack Natural	ea	
1550	Men's Thermal Top Small White	ea	
1562	Thermal Bottoms Large	ea	
1561	Thermal Bottoms Medium	ea	
1554	Thermal Top 2XL	ea	
1495	Thermal Top 5XL	ea	
1552	Thermal Top Large	ea	
1551	Thermal Top Medium	ea	
1553	Thermal Top XL	ea	

	<u>MISC ITEMS</u>		
<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>UNIT</u>	<u>COST</u>
1049	1st Class Stamp	ea	
1060	8.5 x 11 White Letter Pad	ea	
1062	8.5 x 14 Yellow Legal Pad	ea	
1206	AAA 1/EA ION3 Battery	ea	
5160305001	Andrew Scott Brief XL 40-42 EA White Men's	ea	
1115	Anniversary Card	ea	
4146	Atomic Fire Balls	ea	
20211	Aviator Playing Cards Poker (12/CS)		
1085	Beveled Eraser	ea	
1100	Birthday Card	ea	
1050	Book of Ten Stamps	ea	
1400	Bowl	ea	
1030	Colored Pencil	ea	
706	Contact Lens Case	ea	
21676	Disc See 80007177- ION3 Batteries AAA ALK \$ Pack (50/Pack) Clear Shrink Wrap	ea	
1110	Friendship Card - Acetate	ea	
29026	Gallant Anniversary Card Wood Wind (6/CS)	ea	
29016	Gallant Birthday Card Acetate (6/CS)	ea	
29034	Gallant Birthday Card Juvenile (6/CS)	ea	
29021	Gallant Friendship Card Wood Wind (6/CS)	ea	
29017	Gallant Get Well Card Paper (6/CS)	ea	
80000104	Gallant Seasonal Greeting Card (1 Each)	ea	
29036	Gallant Thank You Card (6/CS)	ea	
24711	Gen Book Word Find (72/CS) Box	ea	
80006146	Gen Bowl W/Lid 24 oz (288/CS) White	ea	
2077	Gen Contact Lens Case (1 unit) 1 each Opaque's Plastic	ea	
671	Gen Cough Drops Cherry 30 Count	ea	
1104	Get Well Card -Paper	ea	

20545	Goodsense Cough Drops Cherry 30 Count (24/CS) Resealable Bag	ea	
9838	Indigent Write Out Kit	ea	
21696	ION3 Batteries AA ALK 2 Pack (100/CS) Clear	ea	
20358	J & D Pony OH Terry Cloth (144/CS) Bulk Black	ea	
1101	Juvenile Birthday Card	ea	
5754	Koss Clear Earbud	ea	
5029401099	Koss Clear Earbud	ea	
1001	Large Stamped Envelope	ea	
4110	Lemon Drops	ea	
1015	Manilla Envelope	ea	
80006384	Natureplex Bella Flore Douche Vinegar & Water 4.5 oz (12/CS) 2 Pack Women's	ea	
20462	New World Imports Pencil Golf Type (144/CS)	ea	
20474	New World Imports Shower Cap 500 ea/box (2000 ea/case)	ea	
1075	Pencil (Golf Type)	ea	
PHTIME	Phone Time	ea	
PHREFUND	Phone Time Refund	ea	
5953	Playing Cards Poker	ea	
1086	Pocket Dictionary IT	ea	
855	Ponytail Holder	ea	
928	Postage Stamp First Class (10/cs)	ea	
983	Postage Stamped Envelope Large (500/CS)	ea	
5273	Reading Glasses 1.25	ea	
5274	Reading Glasses 1.50	ea	
5275	Reading Glasses 1.75	ea	
5276	Reading Glasses 2.0	ea	
5277	Reading Glasses 2.25	ea	
5278	Reading Glasses 2.5	ea	
20251	Sanford Eraser Beveled (36/CS) Pink	ea	
8000802099	Sharkeys Reading Glasses Polycarbonate Lenses 1.25 Diopter Demi Tortoise	ea	

8000803099	Sharkeys Reading Glasses Polycarbonate Lenses 1.50 Diopter Demi Tortoise	ea	
8000804099	Sharkeys Reading Glasses Polycarbonate Lenses 1.75 Diopter Demi Tortoise	ea	
8000806099	Sharkeys Reading Glasses Polycarbonate Lenses 2.25 Diopter Demi Tortoise	ea	
8000807099	Sharkeys Reading Glasses Polycarbonate Lenses 2.50 Diopter Demi Tortoise	ea	
840	Shower Cap	ea	
1070	Sketch Pad 8.5 x 11 White	ea	
490	Soap Dish	ea	
1087	Spanish English Dictionary	ea	
24328	T/R Rose Art Colored Pencils 24 Count 3.5 In (6 Pack/CS) (8/CS) in Master	ea	
1120	Thank You Card	ea	
80000469	Three A Playing Cards 288/CS	ea	
20235	Tops Paper Ruled Pad 8.5 x 11 50 Sheet (50/PD (72PD/CS)	ea	
20238	Tops Paper Ruled Pad 8.5 x 14 50 Sheet (50/PD (72PD/CS)	ea	
20241	Tops Paper Sketch Pad 8.5 x 11 Sheet 50/PD (72PD/CS) Box White	ea	
20243	Unisource Envelope No Clasp 9.5 x12.5 (500/cs) box Brown	ea	
20299	Webster Dictionary English/Spanish (48/CS) Box	ea	
24214	Webster Dictionary Pocket (40/CS) Box	ea	
1308	Word Search Book	ea	