

INVITATION TO BID

INVITATION TO BID (ITB) NUMBER: DRCB-16-1053

THE OHIO DEPARTMENT OF REHABILITATION AND CORRECTION (ODRC)
ISSUES THIS ITB FOR VENDING SERVICES

BID SHOULD BE LABELED **Vending Services DRCB-16-1053**
AND DELIVERED TO: **c/o Yolanda Cooks, Contract Analyst**
 ODRC Operation Support Center Mail Room
 770 West Broad Street 1ST Floor
 Columbus, OH 43222

This ITB consists of five (5) numbered Parts totaling 17 consecutively numbered pages, and eight (8) lettered attachments which are attached hereto and incorporated herein, each with separately consecutive pages. Please verify that you have a complete copy.

Part One Executive Summary

Purpose. The Ohio Department of Rehabilitation and Correction (ODRC) is seeking competitive sealed Bids (hereinafter referred to as “Bid”) from qualified vendors (hereinafter referred to as “Bidders”) for the Vending Services Project which includes the installation, stocking, servicing, maintenance and repair of all vending machines for the sale of food products (hereinafter referred to as “Project”) at the institutions listed in Attachment F (hereinafter referred to individually as “institution” and collectively as “Institutions”). If an acceptable Bid is made in response to this Invitation To Bid (hereinafter referred to as “ITB”), the ODRC may enter into a contract (hereinafter referred to as “Contract”), to have the awarded Bidder (hereinafter referred to as “Contractor”) perform the Project. Once awarded, the term of the Contract will be for two years with four optional, two-year renewals.

The Contractor shall provide the following services: install, stock, service, repair and maintain in proper operating condition and at high standards of quality, sanitation and cleanliness, vending machines as set forth in Attachment A with non-alcoholic beverages, food items, and other acceptable articles.

In the event an institution chooses to add vending machines (beyond those set forth in Attachment A), the institution and the Contractor shall agree to this addition. In the event an institution chooses to reduce vending machines as set forth in Attachment A, for any reason, the institution and the Contractor shall agree to this reduction and the Contractor is responsible for removing the machine(s) and all refuse associated with the removal. All cost for the removal or addition of the vending machine(s) shall be borne by the Contractor and the Institutions shall provide ease of secure access and responsive answers to Contractor as needed. Typically, such additions or removals are not done by the Institutions in light of Attachment A reflecting the types and numbers of vending machines that have been in place for many years except for machines exclusive to inmate use.

This ITB provides details on what is required to submit a Bid, how the ODRC will evaluate the Bids and what will be required of the Contractor who executes a Contract.

Calendar of Events The following schedule for the ITB will assist the Bidder in responding to this ITB:

ITB Issued:	1/25/2015
Schedule Site Visit:	Contact Institution Contract Monitor (see Attachment A)
Inquiry Period Begins:	1/25/2015
Inquiry Period Ends:	3/14/2016 at 8:00 a.m. Local Time
Bid Due Date and Time	3/21/2016 at 1:00 p.m. Local Time
Tentative Contract Award:	5/9/2016
Equipment Installation Completion:	Per agreement with the Institution Contract Monitor

Structure of ITB. This ITB consists of the following Parts and Attachments:

Part One	Executive Summary
Part Two	General Instructions
Part Three	Scope of Project
Part Four	Requirements for Bids
Part Five	Evaluation of Bids
Attachment A	Institution Specific Information including Locations, Types and Users of Required Machines and Equipment
Attachment B	Bidder's Profile Summary
Attachment C	Standards of Conduct
Attachment D	Contract Performance
Attachment E	Purchase Contract
Attachment F	Institution Address List and ODRC Institution Map
Attachment G	Statement of Compliances
Attachment H	Commission and Cost Worksheets for each Institution

ODRC ITB Representative and Central Contract Monitor. Yolanda Cooks, Contract Analyst of the ODRC Office of Acquisition and Contract Compliance shall be the ODRC representative during the ITB process until a contract(s) is executed. No other person can provide valid responses to any queries, nor issue any official addenda during the process. After Contract, she shall be the Central Contract Monitor which is Contractor's central point of contact for matters relating to the Contractor's compliance with the Contract.

Institution Contract Monitor. As specified in Attachment A, the ODRC has designated an Institution Contract Monitor for each institution who will be the Contractor's primary point of contact for matters relating to the Contractor's performance of the vending service at that institution.

Site Visit. Bidders are strongly encouraged, but not mandated, to arrange for and accomplish a site visit before the Bid Due Date. The site visit shall be arranged with the Institution Contract Monitor as specified in Attachment A for each institution. Bidders that do not accomplish the site visit(s) are responsible for any particular logistical needs that the Institutions may present with regard to delivery and location of the vending machines at the time of such placement. The Institution Contract Monitor will respond to questions asked about the physical plant only (not the ITB) during the Site Visit. Any questions relating to this ITB shall be placed through the inquiries process as explained in Part Two of this ITB.

Part Two General Instructions

Inquiries. Bidders may make inquiries relating to this ITB and the Bidding process utilizing the procedures in this section any time during the Inquiry Period listed in the Calendar of Events (see Part One). The ODRC ITB Representative and Central Contract Monitor shall coordinate inquiry responses. To make an inquiry, Bidders must use the following process:

- Access the State Procurement Web site at <http://www.ohio.gov/procure>.
- From the Quick Links Menu on the right, select "Bid Opportunities Search"
- In the "Document/Bid Number" field, enter the ITB number found on the first page of this ITB.
- Select "Request for Proposals" from the Opportunity Type dropdown.
- Enter the ITB Number found on Page 1 of the document.
- Click "Search" button.
- On the Opportunity Search Results page, click on the hyperlinked Bid Number.
- On the Opportunity Details page, click "Submit Inquiry".

- On the document inquiry page, complete the required “Personal Information” section by providing:
 - First and last name of the prospective Offeror’s representative who is responsible for the inquiry.
 - Name of the prospective Offeror.
 - Representative’s business phone number.
 - Representative’s e-mail address.
- Type the inquiry in the space provided including:
 - A reference to the relevant part of this ITB.
 - The heading for the provision under question.
 - The page number of the ITB where the provision can be found.
- Enter the Confirmation Number at the bottom of the page
- Click the “Submit” button.

Bidders submitting inquiries will receive an immediate acknowledgement that their inquiry has been received as well as an e-mail acknowledging receipt of the inquiry. Bidders will not receive a personalized e-mail response to their question, nor will they receive notification when the question has been answered.

Bidders may view inquiries and responses using the following process:

- Access the State Procurement Web site at <http://www.ohio.gov/procure>.
- From the “Quick Links menu on the right, select “Bid Opportunities Search”.
- In the “Document/Bid Number” field, enter the ITB number found on the first page of this ITB.
- Enter the ITB Number found on Page 1 of the document.
- Click the “Search” button.
- On the document information page, click the “View Q & A” button to display all inquiries with responses submitted to date.

The ODRC will try to respond to all inquiries within 72 hours, excluding weekends and State holidays. The ODRC will not respond to any inquiries received after 8:00 a.m. on the Inquiry Period End Date.

Bidders who attempt to seek information or clarifications verbally will be directed to use the inquiry process as described herein. No other form of communication is acceptable, and use of any other form of communication or any attempt to communicate with ODRC staff or any other agency of the State to discuss this ITB may result in the Bidder being deemed not responsive.

Bid Instructions. The ODRC wants clear and concise Bids, but Bidders should take care to completely answer questions and meet the ITB’s requirements. Bids must demonstrate an understanding of the requirements and show experience providing like services as well as the ability to meet the service requirements. The ODRC will not be liable for any costs incurred by any Bidder in responding to this ITB, even if the ODRC does not award a Contract through this process. The ODRC reserves the right to decide not to select a Bidder for the Project or for a particular Institution. It may also cancel this ITB and issue another ITB.

Waiver of Defects. The ODRC has the right to waive any defects in any Bid or in the submission process followed by a Bidder, but only if it believes that is in the ODRC's best interests and will not cause any material unfairness to other Bidders.

Amendments to Bids. Amendments or withdrawals of Bids are allowed to be submitted until 1:00 p.m. local time on the Bid Due Date. Communications of amendments and withdrawals of bids shall be submitted as set forth in the bid submittal instructions. No amendments or withdrawals will be permitted to be submitted after the due date, except as expressly authorized by this ITB.

Bid Due Date and Requirements. Each Bidder must submit in one sealed envelope/box, one original signed and three complete copies, of its Bid to the ODRC ITB Representative and Central Contract Monitor, at the address listed on page one (1) of this ITB with the outside of the envelope/box clearly marked "ITB NUMBER: DRCB-16-1053 Vending Services".

Bids must be received no later than 1:00 p.m., local time, on the Bid Due Date. The ODRC ITB Representative and Central Contract Monitor shall reject any Bids or unauthorized Bid amendments submitted after the Bid Due Date. Each Bidder must carefully review the requirements of this ITB and the contents of its Bid. Once the Bid Due Date has passed, Bids cannot be altered, except as allowed by this ITB.

All Bids and other submitted material shall be the property of the ODRC and shall not be returned. The Bidder should not include proprietary information in a Bid because the ODRC maintains the right to use any materials or ideas submitted without compensation to the Bidder. Additionally, all Bids will be open to the public after Contract award.

The ODRC will retain a copy of all Bids received as part of the Contract file for the term of the Contract and any subsequent renewals. After the ODRC-scheduled retention period or in the event of ITB cancellation/non-award of a contract, the ODRC may return, destroy, or otherwise dispose of the Bids and copies.

Part Three Scope of Project

Objective. The objective of this ITB is to solicit Bids for vending services for the ODRC at the Institutions. *A successful Bid for any institution or successful Bids for all Institutions will form the basis of a Contract(s) for such services on an institution by institution basis.*

Institutions Responsibilities for Vending Services. The Institutions shall, at their expense, provide the Contractor with necessary and sufficient heat, lights, hot and cold water, electricity and telephone access for the operation of the Project, but not beyond the present design capacities. The Institutions may furnish a secured storage area, if available, in the main compound for use by the Contractor. The Institutions shall not assume any liability or responsibility for the safe keeping of the Contractor's products so stored. The Institutions may provide security staff for Contractor during stocking, processing, and emergencies, in areas where inmate contact is likely if the institution and or Contractor deems such staffing necessary.

The Institutions may require interruption of service to the vending machines and equipment in cases of critical incident management or for other security related causes. The Institutions will promptly and adequately notify the Contractor of any such interruption.

The Institutions shall complete a criminal background check for all of the Contractor's employees that will be working at the Institutions. More detail is located in this ITB under Part Five Evaluation of Bids.

Attachment F Institution Address List and ODRC Institution Map contain a listing of the institutions that will seek to contract pursuant to this ITB and a map of Ohio showing the institutions locations.

Contractor Scope of Work for Vending Services shall be, in part, as follows:

- 1) The Contractor shall provide for the installation, service, maintenance and repair of the vending machines and equipment listed below in Part Three and in Attachment A without charge to the ODRC/Institutions. The Contractor shall coordinate with the Institution Contract Monitor to schedule a date and time to install the machines and equipment. The Contractor agrees to make alterations

of such space only with the written approval of the Institution Contract Monitor. The Contractor shall be the owner of and retain title to, all vending machines, furnishings and equipment installed by the Contractor and all the contents thereof.

- 2) The Contractor shall provide vending machines which are equipped to accept one and five dollar bills. All vending machines equipped to accept cash must also have cash counters.
- 3) Subject to mutual agreement between the Institution Contract Monitor and the Contractor, the Contractor must provide their vending personnel at the particular institution for the purposes of keeping the vending machines stocked in order to meet the demand for vend sales. In other words, inmates, ODRC employees, or visitors should not be complaining to ODRC staff that a reasonable amount of vends are not available for purchase.
- 4) The Contractor shall hire and maintain all employees necessary for the performance of the Contract. The employees coming to the Institutions shall be subject to health examinations as required by city, state or federal authorities.
- 5) The Contractor agrees to not permit any of its personnel not reasonably acceptable to the Institution Contract Monitor to enter the Institution and to not hire, without the prior written consent of the Institution Contract Monitor, any person formerly incarcerated at any ODRC institution.
- 6) The Contractor agrees that any employee that will enter an ODRC institution pursuant to the Contract shall attend an orientation session prior to entering the institution in accordance with ODRC Policy 39-TRN-12 (see www.drc.ohio.gov for access to the policy). The Contractor shall be financially responsible for the employee's time to attend this orientation. The Institutions shall provide the instructors and the training sites.
- 7) The Contractor's employees shall be in uniform provided by the Contractor, at all times while at the Institution. All uniforms shall be identified with company name and logo. Shorts, low-cut or tight-fitting clothing and jeans are not appropriate.
- 8) The Contractor shall maintain complete records of all products sold through the vending machines and of gross proceeds for each type of product and shall permit such records to be examined by the ODRC upon forty-eight hours advance notice.
- 9) The Contractor shall provide an emergency contact telephone number, as emergency coverage must be available seven days per week, twenty-four hours per day. The Contractor shall provide a service response time of not more than twelve hours from the time of any emergency call from the Institution. The Contractor shall maintain the vending machines and equipment in clean and sanitary condition. The Contractor shall remove and dispose of all garbage and trash as a result of their efforts.
- 10) Except for vending in inmate living areas, the Contractor shall be responsible for providing forms to request refunds to be posted at each vending machine area, and refunds in fourteen calendar days of notification, to customers (e.g., ODRC employees and inmate visitors) who fail to receive goods that have been paid for as well as damaged goods, outdated goods and unsatisfactory goods.

The special refund process for the inmate living areas, vending machines is as follows: all sales are final, and no refunds unless Unit Staff verifies problem (e.g., hanging vend) and signs refund slip which may be stored in the Unit office. The inmate refund is in the form of the vend, not cash or credit on the card. The Unit staff shall provide the signed refund slip to the Contractor in exchange for the vended item which will be given to the inmate by the Unit staff with a copy of the refund slip attached.

- 11) The Contractor agrees to meet as needed, at least quarterly, with the Institution Contract Monitor, or their designee, to discuss Contract performance and compliance. The Institution Contract Monitor will review all products that are sold in the vending machines and will play an active role in determining the selection of items to be stocked in these machines.

- 12) The Contractor agrees to maintain the portion sizes and prices of vending items submitted as part of this Bid to be fixed for the term of the Contract. Any request for a portion size or price change must be submitted, in writing, to the Institution Contract Monitor with a copy to the ITB Project Representative and Central Contract Monitor. Such request shall be considered only if the Contractor can document an incurred cost increase of at least five percent (5%). The Institution Contract Monitor has the final approval for any portion size or price changes.
- 13) The Contractor agrees to rotate stock levels to ensure products are fresh and not outdated. All packaged and/or processed foods are to be clearly labeled or marked with the last date of sale. Products shall not be offered beyond the expiration date.
- 14) In consideration of performing the vending services in the employee vending area, the Contractor shall make monthly commission payments to each institution based on Bidder's Bid of a fixed percentage paid on gross sales, adjusted for sales taxes, as set forth on Attachment H Commission and Cost Worksheet for that particular institution. The Contractor shall submit with the monthly commission check documentation supporting their gross sales and sales taxes which can be verified by the vending machine counters or cash meter readings. Such commission check must be made payable to the specifically named institution's Employee Vending Commission Fund. The Contractor agrees to forward said check to the appropriate Institution Contract Monitor no later than the 20th of the following month after sales are made. Such commissions are calculated according to monthly vending sales utilizing cash meter readings on each employee vending machine. The Contractor and the Institution Contract Monitor shall work together to regularly verify these readings and or counters. The Contractor's accounting of electronic funds spent at each vending machine is necessary for the Institution.
- 15) In consideration of performing the vending services in the inmate visiting, vending area(s) including, if applicable, the inmate living, vending area(s), the Contractor shall make monthly commission payments to each institution based upon the Bidder's Bid of a fixed percentage paid on the "total monthly sales revenue from cards", adjusted for sales taxes, as set forth on Attachment H Commission and Cost Worksheet for that particular institution. "Total monthly sales revenue from cards" includes any monies collected, during a particular month, by the Contractor for the \$2.00 cost of the cards purchased by the inmates if applicable, and or the visitors, plus any and all credit purchased on the cards by the visitors, plus the denominational amount (i.e., \$5.00, \$10.00, \$25.00, and \$50.00) on all cards purchased by the inmates if applicable.

The Contractor shall submit with the monthly commission check, documentation supporting their "total monthly sales revenue from cards" which can be verified by the Institution Contract Monitor. Such commission checks must be made payable to specific institution's Industrial and Entertainment Fund. The Contractor agrees to forward said check to the appropriate Institution Contract Monitor no later than the 20th of the month after such sales are made.
- 16) For vending service areas, the Contractor agrees to provide and maintain the following: microwaves, microwave stands, condiments such as ketchup and mustard, napkins, and bill changer machines except in the inmate living areas. The number of microwaves and microwave stands that an institution requires is set forth at the bottom of Attachment A Locations, Types and Users of Required Machines and Equipment.

Required Contractor Provided Machines and Equipment and Transaction Processes for Vending in the Inmate Visiting and Living Areas.

As set forth in Attachment A Locations, Types and Users of Required Machines and Equipment, Institutions require that the equipment to enable purchases of vends from a vending machine include cash, cashless (inmate card if applicable and or visitor card) and or a combination of the two. Attachment A also sets forth the type of vending machine (i.e., cold food, confection, hot beverage, and cold beverage), location of the machine within the institution, users of the machine (i.e., staff,

visitors, and inmates if applicable), number of users on any given day, and inmate users security levels.

Inmate Living, Vending Area Guidelines.

The Contractor's transaction card program for vending in the inmate living areas shall be operated in accordance with these guidelines. The Contractor shall advance each institution credit of \$5,000 up to and not to exceed \$10,000 on re-loadable cards, marked and pre-loaded in the following denominational amounts: \$5.00, \$10.00, \$25.00, and \$50.00; so inmates may purchase the cards for purchasing vends. The Contractor and the Institution Contract Monitor shall agree on the total amount of said credit, depending on inmate demand for said card as reflected by such purchases. At the beginning of the month following a month of such card purchases, the institution Cashier shall pay the Contractor for the total amount of said cards purchased by inmates during the previous month.

The vending machines in the inmate living area must be capable of using multiple cards for a single vend. For example, if a vending card has only \$0.05 left in value, an inmate must be able to use the remaining \$0.05 from that card with the additional funds needed to purchase an item taken from another vending card, which is inserted (scanned / swiped) after the card with the \$0.05.

The Institutions will keep said cards in a secure area. Prior to opening for sales, the institution Commissary staff shall pick-up the number of cards of each denomination expected to be sold that day then after sales are completed that day, return any unsold cards to the secure location.

The inmate shall pay a one-time charge of \$2.00 for the card. The inmate will keep and use the card until its purchasing power is exhausted then the inmate may exchange the card, if in workable condition, by purchasing the monetary denomination on a new card without incurring said \$2.00 charge. Inmates shall be responsible for their vending card as they are responsible for their own inmate identification card. A new card, incurring the \$2.00 charge, must be purchased if a vending card is lost, stolen, broken or otherwise unusable. If a card has credit available that is less than the cost of the least expensive vend, and the inmate still wishes to retain that card, a new card must be purchased, which will incur the \$2.00 card charge.

The vended products shall meet the following requirements:

- Only plastic utensils are distributed with the vend, as appropriate (no metal or wooden sticks);
- Not identical to items sold in the commissary unless the Commissary Manager approves (e.g., cold pop vending); and
- No fruit.

The vending machines shall have security grade glass appropriate for a correctional setting.

Inmate Visiting, Vending Area Guidelines.

The machines, equipment and components needed to implement a cashless vending system for the areas designated for visitors at Institutions generally consist of vending machines with a cashless payment controller for visitor use, payment media (e.g., user card), card dispenser, card crediting, readers/payment terminals, data collection devices, card programming software, system software and, if applicable pursuant to Attachment A, a bill validator and coin acceptor for ODRC staff use. No wiring is permitted to connect point-of-sale devices or crediting machines to a centralized host computer. All cashless equipment must be reasonably secure and theft and tamper resistant. All cash collected from the equipment shall be considered the Contractor's cash and it is the responsibility of the Contractor to collect and secure the cash on a periodic basis.

The cashless vending system will be comprised of a card-dispensing machine that accepts cash only and dispenses either cards or PAYKEYS for a fee of \$2.00. The card (all future references to "card" also refers to PAYKEYS) can then be placed into a crediting machine accepting cash only to deposit

cash credits/value on the card so it can be used in the inmate visiting area, vending machines only, not the inmate living, vending area. As each bill is inserted, the total credits are visibly displayed on the crediting machine. Each vending machine must be Multi-Drop Bus (MDB) compatible of recent vintage and display card balances. The card system involves an account balance residing in the reader/payment media. The transaction is completed entirely inside the reader. Each vending machine will have a card reader that debits the card the amount of each purchase and the remaining funds are stored on the card. The card can be revalued, meaning the card's value can be increased at the crediting station. The number (i.e., one or two) of card-dispensing machine(s) and crediting station(s) that an institution requires is set forth at the bottom of Attachment A Locations, Types and Users of Required Machines and Equipment. The vending machines shall be equipped to accept cash and/or cards as designated in Attachment A.

The card must be programmable, that is either a smart card with stored value or a PAYKEY with RFID (radio frequency identification technology) capabilities. Security is a concern at the Institutions; therefore, any card must be durable, tamper resistant, reusable, not easily destroyed, and exclusively usable at a specific institution. The card must be capable of establishing maximum credit (e.g., up to \$50.00) as determined by Institutions and unused credits are non-refundable. The ability to control card acceptance is important. Therefore, cards purchased by visitors must only work in the Institutions' visiting area and be neither useable at other institutions nor in the inmate living area.

The card dispenser shall be secured to the wall in the visitor waiting section of the Institutions (e.g., entry building) for the visiting persons to purchase both the cards and credits anticipated to be spent during the visit. The Institutions prefer only one machine that both dispenses and adds credit to the card. However, if such a combination machine is not possible, the crediting machine should be secured to the wall next to the card dispenser.

If the cash-to-card crediting machine(s) is not properly operating (i.e., capable of crediting/adding value to the card) then the Contractor must provide the institution with a backup point-of-sale device to sell and credit/value cards on a temporary emergency basis until the Contractor can repair the machine(s). The backup device will be operated and maintained by the institution and be accessible, for auditing or other justified purpose, to the Contractor upon a reasonable request. It is the responsibility of the Contractor to replace any backup device that is not repairable unless the institution negligently caused the damage to the equipment as determined by the Ohio Court of Claims or appellate court judgment.

A sign shall be posted by the Contractor next to the card dispensing and crediting machine(s) instructing visitors on the "no cash" policy in the visiting area and how to use the cashless vending system. The instructions will cover the following areas:

- How to purchase the card and its cost.
- How to purchase credits on the card and unused credits are non-refundable.
- Maximum credit allowed on the card.
- The \$2.00 purchase price of the card is non-refundable.
- The card is reusable only at the institution of purchase.
- A card purchased by a visitor shall not be given to an inmate.
- How to use the vending machine to access available credit on the card.
- Contractor contacts (e.g., names and phone numbers) for any visitor problems.
- The institution and Contractor are not responsible for lost, damaged, or stolen cards.

Accounting of electronic funds spent at each vending machine is not necessary for the Institution. **Any monies collected, during a particular month, by the Contractor for the \$2.00 cost of the cards purchased by the inmates if applicable, and or the visitors, plus any and all credit purchased on the cards by the visitors, plus the denominational amount (i.e., \$5.00, \$10.00, \$25.00, and \$50.00) on all cards purchased by the inmates if applicable, shall be considered the "total monthly sales revenue from cards" upon which the monthly commission for the inmate visiting area including,**

if applicable, the inmate living area is based. In order to verify these commissions, the Contractor shall provide each institution with the ability to read and verify the “total monthly sales revenue from cards” of the crediting and card dispensing machine(s). The Contractor shall provide the Institutions with a “total card/value key” or some other reasonable means to verify the grand total of monies (e.g., cash) in these machines by reading a non-resettable meter. If the machine is replaced for any reason then the Institution shall be given the opportunity to read the grand total from the meter(s) before it is replaced. **The best practice is for the Contractor and Institution Contract Monitor to meet anytime the Contractor takes readings to verify the “total monthly sales revenue from cards” of the crediting and card dispensing machine(s) as the basis for issuing the monthly commission check for the inmate visiting vending area.**

Employees using the inmate visiting, vending area are not required to use the card/cashless system, but instead they will use cash for vending purchases in a vending machine capable of handling both types of transactions as required by Attachment A. Commissions due on the employee cash deposited into these vending machines shall be handled in the manner provided in Part Three, Item #14. Once again, the Contractor shall provide the Institutions with a “total card/value key” or some other reasonable means to verify the amount of cash revenue in these machines by reading a non-resettable meter.

The strategy for cashless vending for the inmate visiting, vending area is to have the following outcomes: high technology, low infrastructure, and simple operation and use. The Contractor is required to provide each institution except for the Correctional Reception Center and the Lorain Correctional Institution, one of the following four cashless vending systems for use in the inmate visiting, vending machines:

eSecure Peripherals www.esecureperipherals.com
Debittek www.debittek.com
PAYKEY www.paykeytech.com
ITC Systems www.itcsystems.com

If any of the following four systems software, hardware, equipment or other component specifications are outdated then the latest version of that specification or its comparable shall be used.

eSecure Peripherals System Requirements.

eSecure Peripheral’s cashless payment solution is comprised of several components, including user access media, card dispenser, card recharge, card programming software, data collection software, and card readers attached to vending machines. eSecure Peripherals’ smart cards contain an embedded RFID smart chip which communicates, via radio frequency, with an eSecure ecTouchRF vending terminal to provide cashless transactions. ecTouchRF allows users, upon authentication of valid funds residing on the smart card, to make purchases from the vending machines.

Visitors can purchase a card from an eCash card-dispensing machine by inserting cash into the bill acceptor. The eCash recharge machine adds credits to a card after the initial purchase of the card. Users simply touch their ecSmart card to start the transaction and insert bills into the bill validator. Touching the ecSmart card a second time puts funds onto the card and ends the loading process.

eSecure’s data collection software enables the Institutions and a Contractor to download usage summary data from ecTouchRF vending terminal, eCash Recharge Station, and eCash Card Dispenser. The Institutions will only be collecting data from the station and dispenser to verify commissions due. **In order to verify these commissions, the Contractor shall provide each institution with the ability to read and verify the “total monthly sales revenue from cards” from the station and dispenser machine(s). The Contractor shall provide the Institutions with a “total card/value key” or some other reasonable means to verify the grand total of monies (e.g., cash) in these machines by reading a non-resettable meter.**

The software provides the Contractor the ability to manage smart cards. The card programming software is installed onto the Contractor's computer. An eSecure programming terminal is connected to the computer. Card operating parameters (i.e., site code, Contractor code, pre-value cards, and maximum card balance) can be downloaded onto the smart cards through the programming terminal.

Debitex System Requirements.

The Debitex MoneyClip Electronic Cash System uses a smart card. The Cash-to-Card Revalue Station with Card Dispenser allows the user to purchase a smart card and then purchase credits for the card. **In order to verify commissions for these purchases, the Contractor shall provide each institution with the ability to read and verify the "total monthly sales revenue from cards" of the Cash-to-Card Revalue Station with Card Dispenser machine(s). The Contractor shall provide the Institutions a hard meter and a "View Grand Totals" card for the Cash-to-Card Revalue Station with Dispenser and the vending machines in order to verify the grand total of monies (e.g., cash) in these machines or station by reading a non-resettable meter.**

Each MDB vending machine must be equipped with a MoneyClip MDB-NP Vending Interface System (VIS) that is installed in the machine allowing users to make purchases using their smart card.

The Datacollector Advantage System programs readers with locations, asset numbers, prices, and site codes. This is used in the Cash-to-Card with Dispenser as well as in the readers of the vending machines. The Contractor must use Datacollector Advantage operating on a commercially available Palm device with Serial Cable to collect data from each reader. Once transactions have been collected, data is downloaded into Debutil and reports are generated for Contractor/Institution settlement such as supporting documents for payments of monthly commissions for inmate visiting, vending area including inmate living, vending area if applicable.

Debitex DebUtil for Windows Settlement Software reconciles electronic cash transaction data--all of the total card purchases and total card credits from the Cash-to-Card Station and sales at the vending machines. Debutil provide sales data by site code.

Debitex Prime Solution Software Suite provides all of the tools necessary to manage the MoneyClip System. The suite includes Key Administration System, Administrative Card Maker, and User Card Maker. It has program modules to create and manage encrypted keys, as well as the creation of programming, maintenance, and user cards. This insures that the Contractor has control of the security of the system and can service and create the keys and cards that enable the system.

PAYKEY System Requirements.

PAYKEY uses RFID to securely transfer money and data from a visitor's PAYKEY (cashless media device) to and from a vending machine. The PAYKEY acts as a small computer equipped with a microprocessor that can be read by the PK1 reader on all vending machines. The PK1 reader recognizes the PAYKEY's codes for the system and allows vends by inserting the PAYKEY into the reader.

The visitor makes a cash purchase of a PAYKEY from a PAYKEY Purchase Station/vending machine. The minimum standard for this machine is a Crane National 168 or GPL178 snack vendor or API 121/131 snack vendor equipped with a currency validator and PAYKEY PK2 reader.

The visitor then credits the PAYKEY by inserting both cash and PAYKEY into a RCS 101 Recharge Station attached to the Purchase Station. The Recharge Station is equipped with a PAYKEY PK2 reader and a currency validator.

The PAYKEY PK2 accountability device with a Special Accountability PAYKEY allows the Contractor and the Institution to extract sales data from the Purchase Station and the Recharge Station. **In order to verify commissions from this sales data, the Contractor shall provide each institution with the ability to read and verify the "total monthly sales revenue from cards [PAYKEY]" from the Purchase Station and the Recharge Station. The Contractor shall provide the Institutions with reasonable means to verify the grand total of monies (e.g., cash) in these machines or stations by reading a non-resettable meter.**

If the Recharge Station is inoperative, the Contractor shall provide the Institutions with a PAYKEY PK300, a point-of-sale reader that will be used as a backup by institution staff for manual crediting of PAYKEYs until the Station is repaired. The PK 300 keeps track of the credited total for repayment to the Contractor. The PK300 is equipped with a printer to allow the Institutions and Contractor to print a report/receipt that reveals the amount of credited money owed the Contractor.

In the event the Purchase Station becomes inoperative, the Institution will also need a reasonable supply of PAYKEYS to sell to visitors until the Station is repaired.

The PAYKEY Airwrite Software and the Base Unit used to connect to a PC provide the Contractor a secure method to "codify" PAYKEYs, PK1s, and PK2s used in the machines.

ITC Systems Requirements.

ITC Systems offers a stored value off-line solution where transactions are deducted from value encoded on smart chip cards. Cards utilized in this solution are durable, highly secure and reusable. All cards are programmed with high security encryption including a site code to limit use to a particular institution.

Each vending machine is interfaced to an ITC card reader installed in the machine, which deducts the transaction amount from the value stored on the card. These readers can be programmed to only accept cards with up to a specific amount encoded on them, as required by the Institutions. Visitors can purchase and/or add value to their cards using ITC Systems' Card Dispensing/Value Adding Kiosk which accepts bills up to \$20.00 in value (optionally larger bills). This Model #2080U-I-D Kiosk (or latest equivalent) can also be programmed to only allow loading up to a specific value on to a card.

In the event a Kiosk ever becomes inoperable, loading value to cards can also be easily accomplished on an "across the counter" basis via an ITC Systems' Model 2035, Mini Transaction Till (or latest equivalent) (a Smart Card Reader with keypad specifically designed for adding/deducting value from cards).

In order to obtain revenue readings from the Kiosk and readers, comprehensive meter readings/non-resettable meter information can be obtained via the units LCD display, or printed out via a hand held printer.

ITC Systems' optional "SmarTrack" Transaction and Financial Settlement Software enables card system administrators to securely track and manage all their off-line transactions, financial information and reconciliation. The software enables administrators to efficiently collect transaction data, including deposits, expenditures, and e-purse transactions from every terminal in the system using a hand-held Palm or Pocket PC device with ITC data-collection software. Transaction data is then processed and reconciled through SmarTrack's settlement system where customized reporting and fund disbursement is managed. Reports for specific device(s) groups and more can be accessed over the web, with information available dependent on the security access rights of the user. **In order to verify commissions, the Contractor shall provide each institution with the ability to read and verify the "total monthly sales revenue from cards" of the ITC Systems. The Contractor shall provide the Institutions with a reasonable means to verify the grand total of monies (e.g., cash) in the ITC Systems by reading a non-resettable meter.**

Part Four Requirements For Bids

Bid Format. Each Bid must include sufficient information to allow the Evaluation Committee to verify all aspects of the ITB in order to ensure all of the Bidder's claims of meeting the ITB's requirements. Each Bid must respond to every request for information in this ITB whether the request requires a simple "yes" or "no" or a detailed explanation. These instructions describe the required format for a responsive Bid. All required specifications must be met for the Bid to be considered responsive.

The Bidder may include any additional information it believes is relevant. All pages, except pre-printed technical inserts, must be sequentially numbered.

Each Bid shall be organized in the following order and contain the following information:

- Cover Letter;
- Bidder Profile Summary;
- Statement of Compliances;
- Available Products and Pricing;
- Commission and Cost Worksheet; and
- Contract Performance.

Failure of the Bidder to provide any of the above-stated information may result in rejection of the Bid.

Cover Letter. The Bidder must include a standard business letter signed by an individual authorized to legally bind the Bidder. The Bidder must be engaged in the business of providing vending services. The letter must include the following:

- General company profile including a description of the Bidder's legal structure (e.g., corporation, partnership) and number of employees;
- The address of the Bidder's home office; and
- The name, telephone number, fax number and electronic-mail address of a contact person who has authority to answer questions regarding the Bid and receive notices following Contract award.

Bidder Profile Summary. Using Attachment B, the Bidder must show at least three years experience providing and servicing vending machines at sites comparable to the Institutions (e.g., hospitals, schools, jails, and businesses.) Attachment B may be replicated if additional space is needed.

Statement of Compliances. The Bidder must complete Attachment G as to the statement that the Bidder is able to contractually comply with **all requirements listed in Part Three Scope of Project** of this ITB. If there are any such requirements which the Bidder is unable to contractually comply, the Bidder must provide a detailed statement as to why a particular requirement cannot be met.

The Bidder must complete Attachment G as to the statement that the Bidder is able to contractually comply with **all the terms and conditions set forth in Attachment E Purchase Contract** including paragraph 7.5 which references the "Standards of Conduct for Contractor" which is Attachment C of this ITB. If there are any such terms and conditions which Bidder is unable to contractually comply, the Bidder must provide a detailed statement as to the reason(s) such term and or condition cannot be met.

The Bidder must complete Attachment G as to the statement that the Bidder, and any people that may work on the Project through the Bidder, do not have a possible **conflict of interest**, direct or indirect, which is incompatible with the fulfillment of the Project. The ODRC has the right to reject a Bid in which a conflict is disclosed or cancel the Contract if any interest is later discovered that could give the appearance of a conflict.

Available Products and Pricing. The Bidder will submit a list of standard food products to be vended, including brand names, portion sizes (i.e., large, small, and ounces,) and selling prices in order to provide the range of items available. The portion sizes and selling prices of all of the products on this list shall include the portion sizes and selling prices for the thirty-two items listed on Attachment H. Such sizes and prices shall remain the same during the term of the Contract except as provided in this ITB at Part Three, Item # 12. The sole purpose for submitting this list is for the Institution to select the products to be vended by the Contractor.

Commission and Cost Worksheet. For the employee vending area and inmate visiting vending area, including if applicable, the inmate living vending area, the Bidder shall complete the two (2) page, Commission and Cost Worksheet, as set forth in Attachment H for each institution for which Bidder seeks to Bid.

To so complete, the Bidder shall list the following for the thirty-two vended items: brand names, portion sizes, selling prices and cost per ounce. The Bidder shall then calculate (totaling the cost per ounce for the four items in each category and dividing by four) and list the average cost per ounce for each of the following four categories: hot beverages, cold beverages, confections and cold food.

To so complete, the Bidder shall Bid a percentage for a monthly commission that will be paid by the Contractor on all vended items (including cold, perishable food) sold in the employee vending machines, including if applicable as determined by Attachment A, any and all cash in the inmate visiting, vending machines.

To so complete, the Bidder shall also Bid a percentage for a monthly commission that will be paid by the Contractor on any monies collected, during the prior month, by the Contractor for the \$2.00 cost of the cards purchased by the inmates if applicable, and or the visitors, plus any and all credit purchased on the cards by the visitors, plus the denominational amount (i.e., \$5.00, \$10.00, \$25.00, and \$50.00) on all cards purchased by the inmates if applicable. These monies shall be considered the "total monthly sales revenue from cards" upon which the monthly commission is based for the inmate visiting, vending area including, if applicable, the inmate living, vending area.

Attachment H will be used by the ODRC Evaluation Committee to evaluate Bids for each institution as described in Part Five Evaluation of Bids of this ITB. The Bidder shall not bid more than one, two page, Attachment H per institution. In other words, multiple bids for one institution are prohibited.

Once the Contract is awarded, the institution may negotiate an advancement of the **monthly commissions** to be paid to the institution Employee Activity Fund, for the sale of all vended items in the employee vending area(s), including, if applicable, **as provided in Attachment A**, cash in the inmate visiting, vending area.

Contract Performance. The Bidder must complete Attachment D Contract Performance.

Part Five Evaluation of Bids

Evaluation of Bids Generally. The evaluation process may consist of up to four phases:

- Initial review for defects;
- Bid Evaluation;
- Bidder's Performance History with Other Jurisdictions; and
- Interviews, Presentations, and/or Demonstrations.

It is within the purview of the ODRC Evaluation Committee to decide whether phases three or four are necessary. The committee has the right to eliminate or add phases if the committee believes doing so will improve the evaluation process.

Rejection of Bids. The ODRC **may** reject any Bid for one of the following reasons:

- Any requirements for Bids in Part Four are not met;
- An affirmative answer to any question as set forth in Attachment D;
- A material deviation from the required format and the Bid instructions; and
- The Bid does not address any other material requirements of the ITB.

The ODRC shall reject any Bid that is submitted after the Bid Due Date and Time.

For Institutions or a particular institution(s), the ODRC may cancel this ITB, reject any or all the Bids, and seek vending services through a new ITB.

If a Bid is not rejected pursuant to the above criteria then the Evaluation Committee shall review it.

Clarifications and Corrections. During the evaluation process, the ODRC ITB Representative and Central Contract Monitor or the Evaluation Committee may request clarifications from any Bidder under consideration. Also, the Bidder may be given the opportunity to correct defects in its Bid if the ODRC ITB Representative and Central Contract Monitor believe doing so does not result in an unfair advantage for the Bidder and it is in the ODRC's best interests.

Initial Review. The ODRC ITB Representative and Central Contract Monitor will review all Bids for their format and completeness. The ODRC ITB Representative and Central Contract Monitor may reject any incomplete or incorrectly formatted Bid, though he/she may also elect to waive any immaterial defects or allow a Bidder to submit a correction or clarification.

Bid Evaluation. For each institution, the Evaluation Committee will verify the Bidder's average cost per ounce for each of the four categories (i.e., hot and cold beverages, confections, and cold foods). The average cost per ounce for each category will be totaled for a single dollar amount. This calculation will be done for both the employee and inmate visiting vending areas including, if applicable, the inmate living vending area(s).

The maximum number of points (20) will be separately assigned to the **lowest**, single dollar amount for the employee vending areas and then the inmate visiting, vending area(s) including, if applicable, the inmate living, vending area(s). The remaining bids will be assigned points based on their single dollar amount with each subsequent higher, single dollar amount receiving a one point reduction (e.g., 19 ... 18...etc.).

The Evaluation Committee will also separately assign the maximum number of points (20) to the **highest** percentage of commission offered for the employee vending areas and then the inmate visiting, vending area(s) including, if applicable, the inmate living, vending areas. The remaining bids will be separately assigned points based on the percentage of commission offered for the employee vending areas and then the inmate visiting, vending area(s) including, if applicable, the inmate living, vending areas with each subsequent lower percentage of commission offered receiving a one point reduction (e.g., 19...18...etc.).

The points for single dollar amounts and commissions for both the employee vending areas and inmate visiting, vending areas including, if applicable, the inmate living, vending area(s) will be added together for a possible total of eighty points. For each institution, the highest total points will determine contract award if the Bidder is considered responsive and responsible. **The award of the Contract(s) shall be made on an institution by institution basis.**

In the event of a tie for the highest total points at a specific institution, the Evaluation Committee will total that institution's three fiscal year sales for each vending area excluding inmate living area, as noted in Attachment A, and multiply that total by the offered, applicable commission percentage then add

those two multiplied, dollar amounts together for a totaled dollar amount. The highest total, dollar amount will determine the contract award.

The Evaluation Committee shall document all major evaluation decisions in writing and make these a part of the Contract file along with the evaluation results for each Bid.

Bidder's History of Contract Performance. The Evaluation Committee shall conduct evaluations of each Bidder by contacting current and/or past customers of the Bidders taken from the list responsive to Attachment B. This will aid in the determination of whether the Bidder is responsible. The Evaluation Committee shall obtain information relevant to the requirements of this ITB that is deemed critical not only to a successful Project, but also to the working relationship between the Institutions and the Contractor.

To maintain quality assurance in this phase of the evaluation process, all information sought by the Evaluation Committee shall be obtained in a manner such that no Bidder is provided an unfair competitive advantage. The Evaluation Committee has the right to determine the number of contacts made by the committee to ensure whether the Bidder is responsible and can fulfill the requirements of this ITB.

Interviews, Demonstrations, and Presentations. The Evaluation Committee may require Bidders to interview, make a presentation about its Bid and/or demonstrate their equipment, machines, products or services. Such presentations, demonstrations and interviews provide a Bidder with an opportunity to clarify its Bid and to ensure a mutual understanding of the ITB content. This phase shall be scheduled at the convenience and discretion of the Evaluation Committee. This phase is not an opportunity for any Bidder to engage in any negotiations over the form of the Bid or requirements of this ITB.

Background Investigations. All of the Contractor's employees that will be working at the Institutions must pass a background investigation prior to entering the Institutions. The ODRC shall conduct a criminal background check that may include, but is not limited to, L.E.A.D.S., local law enforcement checks and checks through the Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation. This will be done prior to the Contractor's employees coming on site and at no expense to the Contractor.

Pursuant to the discretion of the Institution Contract Monitor, the Contractor may be required to perform, be financially responsible for, and provide a copy to the Institution Contract Monitor (or their designee) of any of the following background checks:

- Employer reference;
- Personal reference;
- Operator's license;
- Military service; and
- Drug tests.

Financial Ability. If the Evaluation Committee is concerned that a Bidder may not have sufficient financial backing to perform the Contract, they may insist that a Bidder submit financial statements (i.e., financial statements audited by independent, certified public accountant) for the past three years. This is not an essential element of the initial evaluation phase, but may be requested at any time. If the Evaluation Committee finds that the Bidder's financial ability is not acceptable, they may reject the Bid despite its other merits.

Contract Award. The Contract(s) shall be awarded to the responsive and responsible Bidder with the highest total points as stated in this ITB. This award may be for one or multiple institutions, however the evaluation of bids shall be conducted on an institution by institution basis. The ODRC shall send to each awarded Bidder, an e-mail notification of the decision to award a Contract for one or multiple

institutions. Upon such award, the Bidder will receive a Contract, as exemplified by Attachment E, to sign, date and return to the ODRC ITB Representative and Central Contract Monitor.

If this ITB results in a Contract, the Contract will include this ITB, written amendments to this ITB, the Contractor's Bid, and written, authorized amendments to the Contractor's Bid. The Contract may also include any materials or documents attached and incorporated in these documents. For instance, Attachments A through H are attached and incorporated into this ITB. The sample Purchase Contract is contained in Attachment E of this ITB.

If there are conflicting provisions between the documents that make up this Contract, the order of precedence for the documents is as follows:

- This ITB, as amended;

- The documents and materials attached and incorporated into this ITB;

- The Contractor's Bid, as amended; and

- The documents and materials attached and incorporated into the Contractor's Bid.

Notwithstanding this order, amendments issued after the Contract is executed may expressly change the provisions of the Contract. If so, then the most recent amendment will take precedence.

ATTACHMENT A

Institution Specific Information including Locations, Types and Users of Required Machines and Equipment

Institution Name: Allen/Oakwood Correctional Institution (AOCI)

Institution Demographics. AOCI houses male inmates with various security levels. General population visiting is conducted 7 days per week, 7 hours per day (7:45 a.m. to 2:45 p.m.). Visiting at the Oakwood Unit is by reservation only. Visitors are not permitted to bring food and beverages into AOCI. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during Fiscal Year (hereinafter referred to as FY) 13-15:

FY 13: \$54,706.35 Employee Vending and \$ \$161,605.63 Inmate Visiting.

FY 14: \$ \$58,419.87 Employee Vending and \$ \$150,462.86 Inmate Visiting.

FY 15: \$ \$57,011.57 Employee Vending and \$ \$155,469.60 Inmate Visiting.

Institution Contract Monitor. The Institution Contract Monitor shall represent AOCI in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor's performance of the Project. The Institution Contract Monitor may be contacted as follows:

Thomas R. Ferry, Business Administrator III
 2338 N. West Street
 Lima, Ohio 45801
 419-224-8000 Ext. 2152
 Fax: 419-224-0636
 E-mail: tom.ferry@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment.

Facility	Machine type	Location & Security Level	Availability Staff/Inmates/Visitors	Cash &/ Card	# of people accessing
AOCI - Allen	Cold Foods	H1A L 1 - 3	Inmates	Card	83
AOCI - Allen	Confections	H1A L 1 - 3	Inmates	Card	83
AOCI - Allen	Cold Foods	H1B L 1 - 3	Inmates	Card	101
AOCI - Allen	Confections	H1B L 1 - 3	Inmates	Card	101
AOCI - Allen	Cold Foods	H2A L 1 - 3	Inmates	Card	123
AOCI - Allen	Confections	H2A L 1 - 3	Inmates	Card	123
AOCI - Allen	Cold Foods	H2B L 1 - 2	Inmates	Card	124
AOCI - Allen	Confections	H2B L 1 - 2	Inmates	Card	124
AOCI - Allen	Cold Foods	H3A L 1 - 2	Inmates	Card	140
AOCI - Allen	Confections	H3A L 1 - 2	Inmates	Card	140
AOCI - Allen	Cold Foods	H3B L 1 - 2	Inmates	Card	140
AOCI - Allen	Confections	H3B L 1 - 2	Inmates	Card	140
AOCI - Allen	Cold Foods	H4A L 1 - 2	Inmates	Card	140
AOCI - Allen	Confections	H4A L 1 - 2	Inmates	Card	140
AOCI - Allen	Cold Foods	H4B L 1 - 2	Inmates	Card	140
AOCI - Allen	Confections	H4B L 1 - 2	Inmates	Card	140
AOCI - Allen	Cold Foods	H5 Front L1-2	Inmates	Card	124
AOCI - Allen	Confections	H5 Front L1-2	Inmates	Card	124
AOCI - Allen	Cold Beverages	Break Room	Staff	Cash	368
AOCI - Allen	Cold Foods	Break Room	Staff	Cash	368

AOCI - Allen	Confections	Break Room	Staff	Cash	368
AOCI - Allen	Hot Beverages	Break Room	Staff	Cash	368
AOCI - Oakwood	Cold Foods	W2 L1	Inmates	Card	100
AOCI - Oakwood	Confections	W2 L1	Inmates	Card	100
AOCI - Oakwood	Cold Foods	W1 L1	Inmates	Card	106
AOCI - Oakwood	Confections	W1 L1	Inmates	Card	106
AOCI - Oakwood	Confections	Training	Staff	Cash	50
AOCI - Oakwood	Cold Beverages	Training	Staff	Cash	50
AOCI - Oakwood	Cold Beverages	Break Room	Staff	Cash	50
AOCI - Oakwood	Cold Foods	Break Room	Staff	Cash	50
AOCI - Oakwood	Confections	Break Room	Staff	Cash	50
AOCI - Allen	Cold Foods	Main Visiting	Visitors & Staff	Cash & Card	100
AOCI - Allen	Cold Beverages	Main Visiting	Visitors & Staff	Cash & Card	100
AOCI - Allen	Hot Beverages	Main Visiting	Visitors & Staff	Cash & Card	100
AOCI - Allen	Confections	Main Visiting	Visitors & Staff	Cash & Card	100
AOCI - Oakwood	Confections	Main Visiting	Visitors & Staff	Cash & Card	36
AOCI - Oakwood	Cold Beverages	Main Visiting	Visitors & Staff	Cash & Card	36
AOCI - Oakwood	Hot Beverages	Main Visiting	Visitors & Staff	Cash & Card	36
AOCI - Oakwood	Cold Foods	Main Visiting	Visitors & Staff	Cash & Card	36
AOCI - Oakwood	Hot Beverages	Break Room	Staff	Cash	50
AOCI - Allen	Cold Foods	H5 Back L1-2	Inmate	Card	124
AOCI - Allen	Confections	H5 Back L1-2	Inmate	Card	124
AOCI - Oakwood	Hot Beverages	Training	Staff	Cash	50
AOCI - Oakwood	Cold Foods	Training	Staff	Cash	50

AOCI Equipment Needed:

1. Twenty microwaves and one stand. Microwaves: 2 in Allen Break Room, 2 in Allen Main Visiting, 1 in Oakwood Break Room, and 2 in Oakwood Main Visiting, 1 Oakwood Training, 1-H1A, 1-H1B, 1-H2A, 1-H2B, 1-H3A, 1-H3B, 1-H4A, 1-H4B, 1-H5 Front, 1-H5 Back, 1-W1, 1-W2 and 1 Stand Oakwood Training.
2. Two card dispensers and two card up-chargers: 1 each at Allen Main Visiting and Oakwood Main Visiting Areas.

Note: Cold beverage machines will dispense 12 oz. cans in visiting rooms and 20 oz. plastic bottles in the employee break rooms and training.

Institution Name: Belmont Correctional Institution (BECI)/Belmont Correctional Camp (BECC)

Institution Demographics. BECI and BECC houses male inmates with a minimum and medium security levels. Visiting is conducted 5 days per week (Wednesday through Sunday), 7 hours per day (8:00 am through 3:00 pm). Visitors are not permitted to bring food and beverages into BECI and BECC. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13-15:

FY 13: \$65,308.80 Employee Vending; \$161,607.62 Inmate Visiting; and \$11,273.66 Inmate Vending.
 FY 14: \$65,653.02 Employee Vending; \$172,238.08 Inmate Visiting; and \$11,746.97 Inmate Vending.
 FY 15: \$55,987.27 Employee Vending; \$168,161.30 Inmate Visiting; and \$19,203.81 Inmate Vending.

Institution Contract Monitor. The Institution Contract Monitor shall represent BECI and BECC in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor’s performance of the Project. The Institution Contract Monitor may be contacted as follows:

Roger Moore, Business Administrator
 68518 Bannock Rd.
 St. Clairsville, OH 43950
 740-695-5169 ext 2155
 Fax: 740-699-1081
 Email: roger.moore@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Facility	Machine type	Location & Security Level	Availability Staff/Inmates/Visitors	Cash &/ Card	# of people accessing
BECI	Cold Beverages	Administration Bldg.	Staff	Cash	450
BECI	Hot Beverages	Administration Bldg.	Staff	Cash	450
BECI	Cold Foods	Administration Bldg.	Staff	Cash	450
BECI	Confections	Administration Bldg.	Staff	Cash	450
BECI	Hot Beverages	Main Visiting	Visitors & Staff	Card & Cash	100
BECI	Cold Beverages	Main Visiting	Visitors & Staff	Card & Cash	100
BECI	Confections	Main Visiting	Visitors & Staff	Card & Cash	100
BECI	Cold Foods	Main Visiting	Visitors & Staff	Card & Cash	100
BECI	Cold Foods	Main Visiting	Visitors & Staff	Card & Cash	100
BECC	Cold Foods	Camp Visiting	Visitors & Staff	Card & Cash	60
BECC	Hot Beverages	Camp Visiting	Visitors & Staff	Card & Cash	60
BECC	Cold Beverages	Camp Visiting	Visitors & Staff	Card & Cash	60
BECC	Confections	Camp Visiting	Visitors & Staff	Card & Cash	60
BECC	Confections	Camp Staff Area	Staff	Cash	28
BECC	Cold Beverages	Camp Staff Area	Staff	Cash	28
BECC	Cold Beverages	West Camp Dorm L1	Inmates	Card	235
BECC	Cold Foods	West Camp Dorm L1	Inmates	Card	235
BECC	Confections	West Camp Dorm L1	Inmates	Card	235
BECC	Confections	South Camp Dorm L1	Inmates	Card	235
BECC	Cold Beverages	South Camp Dorm L1	Inmates	Card	235

BECI and BECC Equipment Needed:

1. Four microwaves and four stands: 1 each at Camp Visiting, 2 each at Main Visiting, and 1 each in Administration Bldg.
2. Two card dispensers and two card up-chargers: 1 each at Main Visiting and 1 each at Camp Visiting.

Note: Cold beverage machines will dispense 20 oz. plastic bottles and cold food machines may dispense 12 oz. aluminum cans. However, all beverages are to be dispensed in cans at the BECI Main Visiting and Camp Visiting. Bottles are not to be used for vending beverages in these two areas.

Institution Name: Chillicothe Correctional Institution (CCI)

Institution Demographics. CCI houses male inmates with a medium security level, as well as housing inmates on death row. General population visiting is conducted seven days per week, eight hours per day (8:00 am to 12:00 noon and 1:00 pm to 5:00 pm, additionally on Saturday 5:30 pm to 8:30 pm.). Visitors are not permitted to bring food and beverages into CCI. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13-15:

FY13: \$86,109.35 Employee Vending and \$244,405.11 Inmate Visiting.

FY14: \$75,684.75 Employee Vending, \$266,127.60 Inmate Visiting and \$2,579.85 Inmate Vending.

FY15: \$69,171.42 Employee Vending, \$315,995.30 Inmate Visiting and \$596.20 Inmate Vending.

Institution Contract Monitor. The Institution Contract Monitor shall represent CCI in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor’s performance of the Project. The Institution Contract Monitor may be contacted as follows:

Jane Ellen McAfee, Business Administrator
 15802 State Route 104, North
 Chillicothe, Ohio 45601
 740-774-7080 ext 2277
 Fax: 740-774-7092
 E-mail: Jane.McAfee@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Machine type	Location & Security Level	Availability Staff/Inmates/Visitors	Cash&/Card	# of people accessing
Cold Beverages	Entry Building (2-A)	Staff	Cash	575
Confections	Entry Building (2-A)	Staff	Cash	575
Cold Beverages	Rear Gate	Staff	Cash	575
Cold Beverages	Food Service	Staff	Cash	575
Cold Beverages	Staff Break Room	Staff	Cash	575
Cold Beverages	Staff Break Room	Staff	Cash	575
Confections	Staff Break Room	Staff	Cash	575
Cold Foods	Staff Break Room	Staff	Cash	575
Frozen Foods	Staff Break Room	Staff	Cash	575
Coffee Only	Staff Break Room	Staff	Cash	575
Cold Beverages	Visitation - Main	Visitors & Staff	Cash & Card	204
Cold Beverages	Visitation - Main	Visitors & Staff	Cash & Card	204
Cold Beverages	Visitation - Main	Visitors & Staff	Cash & Card	204
Cold Foods	Visitation - Main	Visitors & Staff	Cash & Card	204
Cold Foods	Visitation - Main	Visitors & Staff	Cash & Card	204
Confections	Visitation - Main	Visitors & Staff	Cash & Card	204
Frozen Foods	Visitation - Main	Visitors & Staff	Cash & Card	204
Coffee Only	Visitation - Main	Visitors & Staff	Cash & Card	204
Cold Beverages	D-4 Reintegration Unit L1	Inmates	Card	74

Cold Foods	D-4 Reintegration Unit L1	Inmates	Card	74
Confections	Death Row Visitation	Visitors	Cash & Card	72
Cold Beverages	Death Row Visitation	Visitors	Cash & Card	72
Cold Foods	Death Row Visitation	Visitors	Cash & Card	72
Cold Beverages	C1 L1/L2	Inmates	Card	200
Cold Foods	C1 L1/L2	Inmates	Card	200
Cold Beverages	C2 L1/L2	Inmates	Card	198
Cold Foods	C2 L1/L2	Inmates	Card	198
Cold Beverages	E1 L1/L2	Inmates	Card	332
Cold Foods	E1 L1/L2	Inmates	Card	332
Cold Beverages	F1 L1/L2	Inmates	Card	348
Cold Foods	F1 L1/L2	Inmates	Card	348

CCI Equipment Needed:

1. Four microwaves and four stands; one each in Staff Break Room, two each in Main Visitation, and one each in Death Row.
2. One card dispenser and one card up-charger.

Note:

1. Cold beverage machines in all inmate housing units shall dispense cans only.
2. Cold beverage machines in Death Row visitation shall dispense bottles only.
3. Cold food machines in all inmate housing units shall be a dual refrigerated/frozen food machine.

Institution Name: CORRECTIONAL RECEPTION CENTER (CRC)

Institution Demographics. CRC houses male inmates with a medium security level. General population visiting is conducted 7 days per week, 7 hours per day (8:30 a.m. to 3:15 p.m.). Visitors are not permitted to bring food and beverages into CRC. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13-15:

FY 13: \$19,945.89 Employee Vending and \$30,465.68 Inmate Visiting.

FY 14: \$67,876.87 Employee Vending and \$145,767.15 Inmate Visiting.

FY 15: \$70,823.19 Employee Vending and \$145,575.93 Inmate Visiting.

Institution Contract Monitor. The Institution Contract Monitor shall represent CRC in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor’s performance of the Project. The Institution Contract Monitor may be contacted as follows:

Karen Duffel, Business Administrator
 11271 State Route 762
 Orient, OH 43146
 (614) 877-2441 ext 7000
 Fax: (614) 877-0100
 E-mail: karen.duffel@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Machine type	Location	Availability Staff/Visitor	Cash	# of people accessing
Cold Beverages	Entrance Bldg.	Visitors & Staff	Cash	200
Confections	Entrance Bldg.	Visitors & Staff	Cash	200
Cold Beverages	Administrative Bldg.	Staff	Cash	150
Cold Beverages	Administrative Bldg.	Staff	Cash	150
Hot Beverages	Administrative Bldg.	Staff	Cash	150
Confections	Administrative Bldg.	Staff	Cash	150
Cold Foods	Administrative Bldg.	Staff	Cash	150
Confections	Visiting	Visitors	Cash	135
Confections	Visiting	Visitors	Cash	135
Cold Beverages	Visiting	Visitors	Cash	135
Cold Beverages	Visiting	Visitors	Cash	135
Cold Beverages	Visiting	Visitors	Cash	135
Cold Beverages	Visiting	Visitors	Cash	135
Cold Foods	Visiting	Visitors	Cash	135
Cold Foods	Visiting	Visitors	Cash	135
Hot Beverages	Visiting	Visitors	Cash	135
Cold Beverages	Bldg. 4 - Education	Staff	Cash	50
Confections	Bldg. 4 - Education	Staff	Cash	50
Cold Beverages	Bldg. 5 - Classification	Staff	Cash	75
Confections	Bldg. 5 - Classification	Staff	Cash	75

Cold Beverages	Bldg. 12 - Mental Health	Staff	Cash	60
Confections	Bldg. 12 - Mental Health	Staff	Cash	60
Cold Beverages	Officer Dining Room	Staff	Cash	125
Confections	Officer Dining Room	Staff	Cash	125
Cold Beverages	Training Room	Staff	Cash	75
Confections	Training Room	Staff	Cash	75
Combo Confections/Cold Beverages	Bldg. 11 - Mental Health	Staff	Cash	50

CRC Equipment Needed:

Three microwaves and three stands: 2 each in Visiting and 1 each in Admin. Bldg.

Note: Cold beverage machines will dispense 20 oz. plastic bottles.

Institution Name: Dayton Correctional Institution (DCI)

Institution Demographics. DCI houses female inmates with various security levels. General population visiting is conducted five days per week (Wednesday through Sunday), six hours per day (1230 p.m. to 3:30 p.m. and 4:30 p.m. until 7:30 p.m.). Visitors are not permitted to bring food and beverages into DCI. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13-15:

FY 13: \$37,843.00 Employee Vending and \$113,529.00 Inmate Visiting.

FY14: \$37,661.00 Employee Vending and \$112,983.00 Inmate Visiting.

FY15: \$36,985.00 Employee Vending and \$110,955.00 Inmate Visiting.

Institution Contract Monitor. The Institution Contract Monitor shall represent the Institution in matters relating to this ITB Site Visit and eventually, for matters related to the Contractor’s performance of the vending Service process. The Institution Contract Monitor may be contacted as follows:

Randy Strong, Business Administrator
4104 Germantown Pk.
Dayton, OH 45417
(937) 263-0060 Ext. 2156
Fax: (937) 263-1322
E-mail: randy.strong@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Machine type	Location	Availability Staff/Visitor	Cash &/ Card	# of people accessing
Confections	Staff Break Room	Staff	Cash	260
Cold Beverages	Staff Break Room	Staff	Cash	260
Hot Beverages	Staff Break Room	Staff	Cash	260
Confections	Visiting	Visitors/Staff	Card & Cash	150
Cold Foods	Visiting	Visitors/Staff	Card & Cash	150
Cold Beverages	Visiting	Visitors/Staff	Card & Cash	150
Cold Beverages	Operations	Staff	Cash	70
Confections	Operations	Staff	Cash	70

DCI Equipment Needed:

1. Three microwaves and three stands: 2 each in Visiting and 1 each in Break Room.
2. One card dispenser and one card up-charger in the Entry Building.

Note: Cold beverage machines will dispense plastic bottles.

Institution Name: Franklin Medical Center (FMC), Zones A and B

Institution Demographics. FMC consists of two institutions known as Zone A, located at 1990 Harmon Avenue, Columbus, OH 43223, and “next door” known as Zone B, located at 1800 Harmon Avenue, Columbus, OH 43223. Zone B houses male inmates with minimum security level. Zone A is a health care facility (medical units include prenatal care, long term care, long term illness and surgery recovery, and end of life care) housing both male and female inmates with various security levels. Zone B general population visiting is conducted five (5) days per week (Thursday through Monday), 6 hours per day (8:30 a.m. to 11:30 a.m. and 12:00 p.m. to 3:00 p.m.).

Zone A general population visiting is conducted four (4) days per week (Thursday through Sunday), 6 hours per day except Thursday 8 hours per day. Very ill or terminally ill patient visits (only one visitor per inmate) vary from general population and can conceivably occur on any day and at any time, however, the regular schedule is 6 hours per day, Tuesday and Wednesday. Visitors are not permitted to bring food and beverages into Zone A. Visitors depend solely on the vending machines in the visitor areas to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during Years 2013-15:

Zone A Year 2013: \$66,016.85 Employee Vending and \$13,079.21 Inmate Visiting.
Zone A Year 2014: \$54,438.03 Employee Vending and \$10,397.95 Inmate Visiting.
Zone A Year 2015 (6 months only): \$22,794.20 Employee Vending and \$6,807.00 Inmate Visiting.
Zone B Year 2013: \$18,234.49 Employee Vending and \$44,829.51 Inmate Visiting.
Zone B Year 2014: \$21,277.44 Employee Vending and \$55,152.05 Inmate Visiting.
Zone B Year 2015 (6 months only): \$8,503.10 Employee Vending and \$33,318.91 Inmate Visiting.

Institution Contract Monitor. The Institution Contract Monitor shall represent FMC in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor’s performance of the Project. The Institution Contract Monitor may be contacted as follows:

Steve Sroufe Business Administrator
1990 Harmon Ave.
Columbus, OH 43223
614-445-5960 ext 2101 or 614-397-1345
Fax: 614-445-6116
E-mail: Steven.Sroufe@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Facility	Machine type	Location & Security Level	Availability Staff/Inmates/Visitors	Cash &/ Card	# of people accessing
FMC A	Cold Foods	Visiting	Visitors & Staff	Card & Cash	200
FMC A	Cold Beverages	Visiting	Visitors & Staff	Card & Cash	200
FMC A	Confections	Visiting	Visitors & Staff	Card & Cash	200
FMC A	Confections	Staff Break Room	Staff	Cash	300
FMC A	Hot Beverages	Staff Break Room	Staff	Cash	300
FMC A	Cold Foods	Staff Break Room	Staff	Cash	300
FMC A	Cold Beverages	Staff Break Room	Staff	Cash	300

FMC A	Confections	Clinic Hall	Staff	Cash	110
FMC A	Cold Foods	Clinic Hall	Staff	Cash	110
FMC A	Cold Beverages	Clinic Hall	Staff	Cash	110
FMC A	Cold Beverages	2 South L1 - 3A	Inmates	Card	100
FMC A	Confections	2 South L1 - 3A	Inmates	Card	100
FMC A	Cold Beverages	2 North L1 - 3B	Inmates	Card	100
FMC A	Confections	2 North L1 - 3B	Inmates	Card	100
FMC B	Cold Beverages	Dorm 1 L1 - 2A	Inmates	Card	110
FMC B	Confections	Dorm 1 L1 - 2A	Inmates	Card	110
FMC B	Cold Beverages	Dorm 2 L1 - 2A	Inmates	Card	110
FMC B	Confections	Dorm 2 L1 - 2A	Inmates	Card	110
FMC B	Cold Beverages	Dorm 3 L1 - 2A	Inmates	Card	110
FMC B	Confections	Dorm 3 L1 - 2A	Inmates	Card	110
FMC B	Cold Beverages	Dorm 4 L1 - 2A	Inmates	Card	110
FMC B	Confections	Dorm 4 L1 - 2A	Inmates	Card	110
FMC B	Cold Beverages	Dorm 5 L1 - 2A	Inmates	Card	110
FMC B	Confections	Dorm 5 L1 - 2A	Inmates	Card	110
FMC B	Cold Beverages	A Building	Staff	Cash	55
FMC B	Cold Beverages	A Building	Staff	Cash	55
FMC B	Confections	A Building	Staff	Cash	55
FMC B	Hot Beverages	Visiting	Visitors & Staff	Card & Cash	100
FMC B	Cold Foods	Visiting	Visitors & Staff	Card & Cash	100
FMC B	Cold Beverages	Visiting	Visitors & Staff	Card & Cash	100
FMC B	Cold Foods	Visiting	Visitors & Staff	Card & Cash	100
FMC B	Confections	Visiting	Visitors & Staff	Card & Cash	100
FMC B	Ice Cream	Outside A Building, against exterior wall, L1 - 2A	Inmates & Staff	Card & Cash	350
FMC A	Ice Cream	2nd Floor Hallway	Inmates & Staff	Card & Cash	450

FMC Equipment Needed:

1. Five microwaves and two stands
2. Two card dispensers and two card up-chargers: one each for FMC A and FMC B visiting areas.

Note: Cold beverage machines will dispense 12 oz. aluminum cans unless the product is exclusively contained in plastic bottles (i.e., water and Gatorade).

Institution Name: Grafton Correctional Institution (GCI)/Grafton Reintegration Center (GRC)

Institution Demographics. GCI and GRC house male inmates with minimum and medium security levels. GCI general population visiting is conducted 5 days per week (Wednesday through Sunday) and 8 hours per day (8 a.m. to 12 p.m. and 1 p.m. to 5 p.m.). GRC general population visiting is conducted 3 days per week (Friday through Sunday) and 8 hours per day (8 a.m. to 12 p.m. and 1 p.m. to 5 p.m.). Visitors are not permitted to bring food and beverages into GCI and GRC. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13-15:

FY 13: \$45,440.50 for Employee Vending and \$338,466.00 for Inmate Visiting.

FY14: \$47,811.48 for Employee Vending and \$280,904 for Inmate Visiting.

FY15: \$36,633.62 for Employee Vending and \$328,490 for Inmate Visiting.

Institution Contract Monitor. The Institution Contract Monitor shall represent GCI and GRC in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor’s performance of the Project. The Institution Contract Monitor may be contacted as follows:

Patti Capelety, Business Administrator
 2500 S Avon Belden Rd.
 Grafton Ohio 44044
 440-748-1161 ext 5410
 Fax: 440-748-5417
 E-mail: Patti.Capelety@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Facility	Machine type	Location & Security Level	Availability Staff/Inmates/Visitors	Cash &/ Card	# of people accessing
GCI	Cold Beverages	Entry Bldg.	Staff	Cash	250
GCI	Confections	Entry Bldg.	Staff	Cash	250
GRC	Cold Beverages	Entry Bldg.	Staff	Cash	50
GRC	Confections	Entry Bldg.	Staff	Cash	50
GCI	Cold Beverages	Staff Dining	Staff	Cash	20
GCI	Cold Beverages	Visiting	Visitors/Staff	Card & Cash	125
GCI	Cold Beverages	Visiting	Visitors/Staff	Card & Cash	125
GCI	Cold Beverages	Visiting	Visitors/Staff	Card & Cash	125
GCI	Cold Food	Visiting	Visitors/Staff	Card & Cash	125
GCI	Cold Food	Visiting	Visitors/Staff	Card & Cash	125
GCI	Hot Beverages	Visiting	Visitors/Staff	Card & Cash	125
GCI	Confections	Visiting	Visitors/Staff	Card & Cash	125
GCI	Confections	Visiting	Visitors/Staff	Card & Cash	125
GRC	Cold Beverages	Visiting	Visitors/Staff	Card & Cash	100
GRC	Cold Beverages	Visiting	Visitors/Staff	Card & Cash	100
GRC	Cold Food	Visiting	Visitors/Staff	Card & Cash	100
GRC	Cold Food	Visiting	Visitors/Staff	Card & Cash	100
GRC	Confections	Visiting	Visitors/Staff	Card & Cash	100

GRC	Hot Beverages	Visiting	Visitors/Staff	Card & Cash	100
GCI	Confections	Staff Break	Staff	Cash	250
GCI	Cold Beverages	Staff Break	Staff	Cash	250
GCI	Cold Food	Staff Break	Staff	Cash	250
GCI	Hot Beverages	Staff Break	Staff	Cash	250
GRC	Cold Beverages	Staff Break	Staff	Cash	50
GRC	Cold Food	Staff Break	Staff	Cash	50
GRC	Confections	Staff Break	Staff	Cash	50
GRC	Hot Beverages	Staff Break	Staff	Cash	50
GRC	Cold Food	C1	Inmate L1	Card	260
GRC	Cold Food	C2	Inmate L1	Card	260
GRC	Cold Food	C3	Inmate L1	Card	260
GCI	Cold Beverages	C1	Inmate L1	Card	260
GCI	Cold Beverages	C2	Inmate L1	Card	260
GCI	Cold Beverages	C3	Inmate L1	Card	260

GCI and GRC Equipment Needed:

1. Two microwaves and one stand each for: GCI Staff Break Area, GRC Staff Break Area, GRC Visiting, and GCI Visiting.
2. Two card dispensers and two card up-chargers: one each in the Entry Buildings of GCI and GRC.

Note: Cold beverage machines will dispense aluminum cans unless the product is exclusively contained in plastic bottles (i.e., water and Gatorade).

Institution Name: Lebanon Correctional (LECI)

Institution Demographics. LECI houses male inmates with close security levels. General population visiting is conducted 7 days per week and 7 hours per day (12:15 pm through 7:15 pm.). Visitors are not permitted to bring food and beverages into LECI. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13-15:

FY 13: \$39,121.80 Employee Vending and \$24,320.00 Inmate Visiting.

FY 14: \$45,543.42 Employee Vending and \$244,449.00 Inmate Visiting.

FY 15: \$42,166.46 Employee Vending and \$244,474.00 Inmate Visiting.

Institution Contract Monitor. The Institution Contract Monitor shall represent LECI in matters relating to this ITB Site Visit and eventually, for matters related to the Contractor’s performance of the Project. The Institution Contract Monitor may be contacted as follows:

Laura Orahoske, Business Administrator
3791 State Route 63
Lebanon, Ohio 45036
(513) 932-1211 Ext. 2006
Fax: (513) 932-5093
E-mail: laura.orahoske@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Machine type	Location & Security Level	Availability Staff/Inmates/Visitors	Cash&/Card	# of people accessing
Hot Beverages	Main Visiting	Staff/Visitors	Cash & Card	350
Confections	Main Visiting	Staff/Visitors	Cash & Card	300
Confections	Main Visiting	Staff/Visitors	Cash & Card	300
Cold Beverages	Main Visiting	Staff/Visitors	Cash & Card	300
Cold Beverages	Main Visiting	Staff/Visitors	Cash & Card	300
Cold Foods	Main Visiting	Staff/Visitors	Cash & Card	350
Cold Foods	Main Visiting	Staff/Visitors	Cash & Card	300
Confections	Assembly Room	Staff	Cash	350
Cold Beverages	Assembly Room	Staff	Cash	350
Cold Beverages	Assembly Room	Staff	Cash	350
Keurig	Assembly Room	Staff	Cash	350
Keurig	Training Room	Staff	Cash	350
Cold Beverages	Training Room	Staff	Cash	350
Confections	Training Room	Staff	Cash	350
Confections	M Block	Staff	Cash	350
Cold Beverages	M Block	Staff	Cash	350
Confections	Camp Visiting	Staff/Visitors	Cash & Card	150
Cold Beverages	Camp Visiting	Staff/Visitors	Cash & Card	150
Cold Foods	Camp Visiting	Staff/Visitors	Cash & Card	150
Cold Beverages	Keyroom Staff	Staff	Cash	350
Confections	Keyroom Staff	Staff	Cash	350

Confections	Maintenance Staff	Staff	Cash	350
Confections	Camp Housing L1	Inmates	Card	350
Cold Beverages	Camp Housing L1	Inmates	Card	350

LECI Equipment Needed:

1. Three microwaves and three microwave stands: 1 each in Main Visiting, Assembly Room and Camp Visiting.
2. Two card dispensers and two card up-chargers: 1 in Main Visiting and 1 in Camp Visiting.

Note: Cold beverage machines will dispense 20 oz. plastic bottles only.

Institution Name: LONDON CORRECTIONAL INSTITUTION (LOCI)

Institution Demographics. LOCI houses male inmates with medium security levels. General population visiting is conducted 4 days per week (Wednesday through Sunday) and 7.5 hours per day (8:15 am to 10:45 am, 11:30 am to 2:00 pm and 2:45 pm to 5:15 pm). Visitors are not permitted to bring food and beverages into LOCI. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13-15:

FY 13: \$10,648.90 Employee Vending; \$215,747.00 Inmate Visiting; and \$23,044.07 Inmate Vending.
 FY14: \$10,913.80 Employee Vending; \$300,821.00 Inmate Visiting; and \$20,151.40 Inmate Vending.
 FY15: \$10,063.21 Employee Vending; \$217,472.97 Inmate Visiting; and \$25,210.21 Inmate Vending.

Institution Contract Monitor. The Institution Contract Monitor shall represent LOCI in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor’s performance of the Project. The Institution Contract Monitor may be contacted as follows:

Jeff Stanforth, Business Administrator
 1580 St Rt 56
 London, OH 43140
 740-852-2454 ext 1102
 Fax: 740-845-3398
 E-mail: Jeff.Stanforth@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Machine type	Location & Security Level	Availability Staff/Inmates/Visitors	Cash&/Card	# of people accessing
Cold Foods	Visiting Room	Staff & Visitors	Cash & Card	300
Cold Foods	Visiting Room	Staff & Visitors	Cash & Card	300
Cold Beverages	Assembly Room	Staff	Cash	210
Cold Beverages	Assembly Room	Staff	Cash	210
Confections	Assembly Room	Staff	Cash	210
Cold Beverages	Visiting Room	Staff & Visitors	Cash & Card	350
Cold Beverages	Visiting Room	Staff & Visitors	Cash & Card	350
Hot Beverages	Visiting Room	Staff & Visitors	Cash & Card	350
Confections	Visiting Room	Staff & Visitors	Cash & Card	350
Confections	Visiting Room	Staff & Visitors	Cash & Card	350
Cold Foods	Visiting Room	Staff & Visitors	Cash & Card	350
Cold Foods	Visiting Room	Staff & Visitors	Cash & Card	350
Cold Beverages	Front Keys	Staff	Cash	240
Cold Beverages	Front Keys	Staff	Cash	240
Confections	Front Keys	Staff	Cash	240
Change	Front Keys	Staff		240
Cold Foods	Front Keys	Inmates L1 – 2	Card	134
Confections	Front Keys	Inmates L1 – 2	Card	134
Cold Beverages	Front Keys	Inmates L1 – 2	Card	134
Cold Beverages	Dorm C-3 L2	Inmates	Card	100

Cold Foods	Dorm C-3 L2	Inmates	Card	100
Confections	Dorm C-3 L2	Inmates	Card	100
Cold Beverages	Dorm C-1 L1	Inmates	Card	200
Cold Foods	Dorm C-1 L1	Inmates	Card	200
Confections	Dorm C-1 L1	Inmates	Card	200
Cold Beverages	Medical	Staff	Cash	35
Confections	Medical	Staff	Cash	35
Cold Beverages	Administrative	Staff	Cash	20
Confections	Administrative	Staff	Cash	20
Cold Beverages	TEC Building	Staff	Cash	Varies
Confections	TEC Building	Staff	Cash	Varies

LOCI Equipment Needed:

1. Three microwaves; two in visiting room and one in assembly room with (1) stand.
2. One card dispenser and one card up-charger.

Note: Cold beverage machines will dispense 20 oz. plastic bottles only.

Institution Name: Lorain Correctional Institution (LORCI)

Institution Demographics. LORCI houses male inmates with close security levels. General population visiting is conducted 6 days per week (Tuesday through Sunday) and 6 hours per day (8:00 a.m. to 11:00 a.m. and 12:00 p.m. to 3:00 p.m.). Visitors are not permitted to bring food and beverages into LORCI. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13-15:

FY 13: \$41,487.40 Employee Vending and \$135,521.11 Inmate Visiting.

FY 14: \$40,370.74 Employee Vending and \$124,886.96 Inmate Visiting.

FY 15: \$41,505.89 Employee Vending and \$133,766.13 Inmate Visiting.

Institution Contract Monitor. The Institution Contract Monitor shall represent LORCI in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor’s performance of the Project. The Institution Contract Monitor may be contacted as follows:

Tobey Carpenter, Business Administrator
 2075 S Avon-Belden Rd.
 Grafton, OH 44044
 (440) 748-1049 Ext. 203
 Fax: (440) 748-3675
 E-mail: tobey.carpenter@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Machine type	Location & Security Level	Availability Staff/Inmates/Visitors	Cash&/Card	# of people accessing
Cold Beverages	Staff Break Area - B2	Staff	Cash	432
Cold Beverages	Staff Break Area - B2	Staff	Cash	432
Cold Food	Staff Break Area - B2	Staff	Cash	432
Confections	Staff Break Area - B2	Staff	Cash	432
Hot Beverages	Staff Break Area - B2	Staff	Cash	432
Cold Beverages	Visiting	Visitors	Card	108
Cold Beverages	Visiting	Visitors	Card	108
Cold Food	Visiting	Visitors	Card	108
Cold Food	Visiting	Visitors	Card	108
Cold Food	Visiting	Visitors	Card	108
Confections	Visiting	Visitors	Card	108
Hot Beverages	Visiting	Visitors	Card	108
Confections	Training Area	Staff	Cash	432
Cold Beverages	Staff Break Area - ODR	Staff	Cash	432

LORCI Equipment Needed:

1. Six microwaves and four stands: Microwaves: 3 in visiting, 2 in staff break area, and 1 in training.
Stands: 2 in visiting, 1 in staff break area, and 1 in training.
2. One card dispenser and one card up-charger in the Entry Building.

Note: Cold beverage machines will dispense aluminum cans unless the product is exclusively contained in plastic bottles (i.e., water and Gatorade).

Institution Name: Madison Correctional (MACI)

Institution Demographics. MACI houses male inmates with minimum, medium and close security levels. General population visiting is conducted 5 days per week (Thursday through Monday) and 6.5 hours per day (8 a.m. to 11:15 a.m. and 11:45 a.m. to 3 p.m.). Visitors are not permitted to bring food and beverages into MACI. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FY 13-15:

FY 13: \$22,198.17 Employee Vending and \$66,695.86 Inmate Visiting.

FY14: \$67,890.51 Employee Vending and \$246,843.04 Inmate Visiting.

FY15: \$60,908.82 Employee Vending and \$248,875.87 Inmate Visiting.

Institution Contract Monitor. The Institution Contract Monitor shall represent MACI in matters relating to this ITB Site Visit and eventually, for matters related to the Contractor’s performance of the Project. The Institution Contract Monitor may be contacted as follows:

Tonya Briggs, Business Administrator
1851 State Route 56 SW
London, Ohio 43140-0740
740-852-9777, Ext. 2103
Fax: 740-852-4893
E-mail: Tonya.R.Briggs@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Machine type	Location & Security Level	Availability Staff/Inmates/Visitors	Cash&/Card	# of people accessing
Cold Beverages	Administration Bldg.	Staff	Cash	225
Hot Beverages	Administration Bldg.	Staff	Cash	225
Cold Foods	Administration Bldg.	Staff	Cash	225
Confections	Administration Bldg.	Staff	Cash	225
Confections	Visiting Zone B	Visitors	Card	275
Cold Foods	Visiting Zone B	Visitors	Card	275
Cold Foods	Visiting Zone B	Visitors	Card	275
Hot Beverages	Visiting Zone B	Visitors	Card	275
Cold Beverages	Visiting Zone B	Visitors	Card	275
Confections	Entry Bldg Zone B	Staff	Cash	215
Cold Foods	Entry Bldg Zone B	Staff	Cash	215
Cold Beverages	Entry Bldg Zone B	Staff	Cash	215
Hot Beverages	Entry Bldg Zone B	Staff	Cash	215
Cold Beverages	Entry Bldg Zone A	Staff	Cash	300
Cold Beverages	Visiting Zone A	Visitors	Card	220
Confections	Visiting Zone A	Visitors	Card	220
Cold Foods	Visiting Zone A	Visitors	Card	220
Cold Foods	Visiting Zone A	Visitors	Card	220
Hot Beverages	Visiting Zone A	Visitors	Card	220

Cold Foods	Operations Bldg Zone A	Staff	Cash	300
Confections	Operations Bldg Zone A	Staff	Cash	300
Hot Beverages	Operations Bldg Zone A	Staff	Cash	300
Cold Beverages	Bannaker L-2	Inmates	Card	235
Cold Beverages	Bannaker L-2	Inmates	Card	235
Cold Foods	Bannaker L-2	Inmates	Card	235
Cold Foods	Bannaker L-2	Inmates	Card	235
Confections	Bannaker L-2	Inmates	Card	235
Confections	Bannaker L-2	Inmates	Card	235
Cold Beverages	Jefferson L-1	Inmates	Card	220
Cold Beverages	Monroe L-1	Inmates	Card	220
Cold Foods	Jefferson L-1	Inmates	Card	220
Cold Foods	Monroe L-1	Inmates	Card	220
Confections	Jefferson L-1	Inmates	Card	220
Confections	Monroe L-1	Inmates	Card	220

MACI Equipment Needed:

1. Seven microwaves and five stands: 2 microwaves and 1 stand each in Visiting Zone A and Visiting Zone B; 1 microwave and 1 stand each in Administrative Bldg., Entry Bldg. Zone B, and Operations Bldg. Zone A.
2. One card dispenser and one card up-charger for Entry Building.

Note: Cold beverage machines will dispense 16 oz. plastic bottles for staff and visitors and 12 oz. aluminum cans for inmates.

Institution Name: Mansfield Correctional Institution (MANCI)/Mansfield Correctional Camp (MANCC)

Institution Demographics. MANCI houses male inmates with close security levels. MANCC houses male inmates with minimum security levels. MANCI general population visiting is conducted 4 days per week (Wednesday through Saturday) and 9 hours per day (7:15 a.m. to 9:45 a.m., 10:00 a.m. to 12:45 p.m. and 1:15 p.m. to 4:30 p.m.). MANCI SMU (Segregation) visiting is conducted 2 days per week (Wednesday through Friday) 5 hours per day (8:00 a.m. to 10:00 a.m. and 11:30 a.m. to 2:30 p.m.). MANCC visiting is conducted 2 days per week (Saturday and Sunday) and 7 hours per day (7:30 a.m. to 9:50 a.m., 10:05 a.m. to 12:25 p.m. and 12:40 p.m. to 2:50 p.m.). Visitors are not permitted to bring food and beverages into MANCI. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FY 13:

FY 13: \$20,812.00 Employee Vending and \$44,716.77 Inmate Vending.
 FY 14: \$23,679.84 Employee Vending and \$43,131.43 Inmate Vending.
 FY 15: \$21,673.59 Employee Vending and \$43,510.26 Inmate Vending.

Institution Contract Monitor. The Institution Contract Monitor shall represent MANCI in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor’s performance of the Project. The Institution Contract Monitor may be contacted as follows:

Thomas Bond, Business Administrator
 1150 North Main Street
 Mansfield, OH 44903
 419-525-4455 or 419-806-2060
 Fax: 419-524-8023
 Email: tom.bond@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Facility	Machine type	Location & Security Level	Availability Staff/Inmates/Visitors	Cash &/ Card	# of people accessing
MANCI	Hot Beverages	Visiting	Visitors & Staff	Card & Cash	75
MANCI	Cold Beverages	Visiting	Visitors & Staff	Card & Cash	75
MANCI	Cold Beverages	Visiting	Visitors & Staff	Card & Cash	75
MANCI	Confections	Visiting	Visitors & Staff	Card & Cash	75
MANCI	Cold Foods	Visiting	Visitors & Staff	Card & Cash	75
MANCC	Hot Beverages	Visiting - Camp	Visitors & Staff	Card & Cash	75
MANCC	Cold Beverages	Visiting - Camp	Visitors & Staff	Card & Cash	75
MANCC	Cold Beverages	Visiting - Camp	Visitors & Staff	Card & Cash	75
MANCC	Confections	Visiting - Camp	Visitors & Staff	Card & Cash	75
MANCC	Cold Foods	Visiting - Camp	Visitors & Staff	Card & Cash	75
MANCI	Combination Cold Beverages & Confections	SMU Visiting	Visitors & Staff	Card & Cash	30
MANCI	Cold Foods	SMU Visiting	Visitors & Staff	Card & Cash	30
MANCI	Hot Beverages	Administrative/Assembly	Staff	Cash	300

MANCI	Cold Beverages	Administrative/Assembly	Staff	Cash	300
MANCI	Cold Beverages	Administrative/Assembly	Staff	Cash	300
MANCI	Confections	Administrative/Assembly	Staff	Cash	300
MANCI	Cold Foods	Administrative/Assembly	Staff	Cash	300
MANCI	Cold Beverages	Range House	Staff	Cash	25
MANCI	Cold Beverages	Range House	Staff	Cash	25
MANCI	Confections	Range House	Staff	Cash	25
MANCI	Cold Beverages	Entry, Operations, Warehouse	Staff	Cash	300
MANCC	Confections	Dorms L1 & L2	Inmates	Card	400
MANCC	Confections	Dorms L1 & L2	Inmates	Card	400
MANCC	Cold Beverages	Dorms L1 & L2	Inmates	Card	400
MANCC	Cold Beverages	Dorms L1 & L2	Inmates	Card	400

MANCI and MANCC Equipment Needed:

1. Ten microwaves: 2 at Camp, 4 in Visiting, 1 in Administration, 2 at line-up, and 1 at Range. Three stands: 1 at Camp, 1 in Administration, and 1 at line-up.
2. Two card dispensers and two card up-chargers: 1 each at main visiting and 1 each at camp visiting.

Note: Cold beverage machines will dispense plastic bottles only.

Institution Name: Noble Correctional Institution (NCI)

Institution Demographics. NCI houses male inmates with medium security levels. General population visiting is conducted 5 days per week (Wednesday through Sunday) and 7 hours per day (8:00 a.m. to 3:00 p.m.). Visitors are not permitted to bring food and beverages into NCI. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13-15:

- FY 13: \$62,492.62 Employee Vending and \$14,217.57 Inmate Visiting.
- FY 14: \$58,839.01 Employee Vending and \$152,529.07 Inmate Visiting.
- FY 15: \$59,057.11 Employee Vending and \$181,391.85 Inmate Visiting.

Institution Contract Monitor. The Institution Contract Monitor shall represent NCI in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor’s performance of the Project. The Institution Contract Monitor may be contacted as follows:

Darin Clark, Business Administrator
 15708 McConnellsville Rd.
 Caldwell, OH 43724
 740-732-5188 Ext. 2012
 Fax: 740-732-6478
 E-mail: darin.clark@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Machine type	Location & Security Level	Availability Staff/Inmates/Visitors	Cash&/Card	# of people accessing
Cold Beverages	Assembly	Staff	Cash	200
Confections	Assembly	Staff	Cash	200
Cold Foods	Assembly	Staff	Cash	200
Coffee Only	Hallway - Administrative	Staff	Cash	200
Cold Beverages	Hallway - Administrative	Staff	Cash	200
Cold Beverages	Visiting	Visitors	Card	100
Cold Beverages	Visiting	Visitors	Card	100
Confections	Visiting	Visitors	Card	100
Confections	Visiting	Visitors	Card	100
Cold Foods	Visiting	Visitors	Card	100
Cold Foods	Visiting	Visitors	Card	100
Coffee Only	Visiting	Visitors	Card	100
Coffee Only	Visiting	Visitors	Card	100
Confections	Housing C1 L 1 - 2	Inmates	Card	242
Cold Foods	Housing C1 L 1 - 2	Inmates	Card	242
Cold Beverages	Housing C1 L 1 - 2	Inmates	Card	242
Confections	Housing D1 L 1	Inmates	Card	242
Cold Foods	Housing D1 L 1	Inmates	Card	242
Cold Beverages	Housing C1 L 1 - 2	Inmates	Card	242

NCI Equipment Needed:

1. Three microwaves – 1 in Assembly and 2 in Visiting.
2. One card dispenser and one card up-charger for Entry Building.

Institution Name: Northeast Reintegration Center (NERC)

Institution Demographics. NERC houses female inmates with minimum and medium security levels. General population visiting is conducted 4 days per week (Saturday through Tuesday) and 9 hours per day (8 am to 12:30 pm and 1 pm to 5:30 pm). Visitors are not permitted to bring food and beverages into the NERC. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13-15:

FY 13: \$21,496.20 Employee Vending and \$97,090.60 Inmate Visiting.

FY 14: \$25,197.72 Employee Vending and \$93,103.00 Inmate Visiting.

FY 15: \$23,279.80 Employee Vending and \$94,589.58 Inmate Visiting.

Institution Contract Monitor. The Institution Contract Monitor shall represent NERC in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor's performance of the Project. The Institution Contract Monitor may be contacted as follows:

Robbyn Ware, Business Administrator
 2675 East 30th Street
 216-771-6460 ext 2006
 E-mail: robbyn.ware@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Machine type	Location & Security Level	Availability Staff/Inmates/Visitors	Cash&/Card	# of people accessing
Cold Beverages	H-Unit L1 & L2	Inmates	Card	85
Confections	H-Unit L1 & L2	Inmates	Card	85
Cold Beverages	K-Unit L1 & L2	Inmates	Card	85
Confections	K-Unit L1 & L2	Inmates	Card	85
Cold Beverages	L-Unit L1 & L2	Inmates	Card	85
Confections	L-Unit L1 & L2	Inmates	Card	85
Cold Beverages	Visitation Area	Visitors & Staff	Cash & Card	150
Cold Foods	Visitation Area	Visitors & Staff	Cash & Card	150
Confections	Visitation Area	Visitors & Staff	Cash & Card	150
Cold Beverages	E-Unit L1 & L2	Inmates	Card	85
Confections	E-Unit L1 & L2	Inmates	Card	85
Cold Beverages	F-Unit L1 & L2	Inmates	Card	85
Confections	F-Unit L1 & L2	Inmates	Card	85
Cold Beverages	J-Unit L1 & L2	Inmates	Card	85
Confections	J-Unit L1 & L2	Inmates	Card	85
Cold Beverages	G-Unit L1 & L2	Inmates	Card	85
Confections	G-Unit L1 & L2	Inmates	Card	85
Hot Beverages	Medical Area	Staff	Cash	150
Cold Beverages	Medical Area	Staff	Cash	150
Confections	Medical Area	Staff	Cash	150

NERC Equipment Needed:

1. Two microwaves located in Visitation Area.
2. One card dispenser and one card up-charger.

Note: Cold beverage machines will dispense the largest sized aluminum cans unless the product is exclusively contained in plastic bottles (i.e., 16 oz. water and Gatorade).

Institution Name: Ohio Reformatory for Women (ORW)

Institution Demographics. ORW houses female inmates with minimum and medium security levels. General population visiting is conducted 5 days per week (Wednesday through Sunday) and 7.5 hours per day (7:00 a.m. to 10:45 a.m. and 12:00 p.m. to 3:45 p.m.). Visitors are not permitted to bring food and beverages into ORW. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13-15:

FY 13: \$248,859.60 Employee Vending; \$186,636.20 Inmate Visiting; and \$3,879.75 Inmate Vending.
 FY14: \$247,809.25 Employee Vending; \$193,964.01 Inmate Visiting; and \$3,321.75 Inmate Vending.
 FY15: \$261,774.15 Employee Vending; \$213,128.88 Inmate Visiting; and \$3,433.25 Inmate Vending.

Institution Contract Monitor. The Institution Contract Monitor shall represent ORW in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor’s performance of the Project. The Institution Contract Monitor may be contacted as follows:

Boniface Ogbonna, Business Administrator
 1479 Collins Ave
 Marysville OH 43040
 937-642-1065 Ext. 2221
 Fax: 937-642-7603
 E-mail: Boniface.Ogbonna@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Machine type	Location & Security Level	Availability Staff/Inmates/Visitors	Cash&/Card	# of people accessing
Confections	ARN 1 L1	Inmates	Card	105
Confections	JG L1	Inmates	Card	110
Confections	Shirley 1	Inmates	Card	260
Cold Beverages	Staff Lounge	Staff	Cash	550
Cold Beverages	Staff Lounge	Staff	Cash	550
Cold Beverages	Staff Lounge	Staff	Cash	550
Cold Beverages	Staff Lounge	Staff	Cash	550
Confections	Staff Lounge	Staff	Cash	550
Confections	Staff Lounge	Staff	Cash	550
Cold Foods	Staff Lounge	Staff	Cash	550
Hot Beverages	Staff Lounge	Staff	Cash	550
Cold Beverages	MCC	Staff	Cash	40
Confections	MCC	Staff	Cash	40
Cold Beverages	Mental Health	Staff	Cash	30
Cold Beverages	EB	Staff	Cash	620
Cold Beverages	Transcending Building	Staff	Cash	50
Confections	Transcending Building	Staff	Cash	50
Hot Beverages	Visitor Hall	Visitors	Card	70
Cold Beverages	Visitor Hall	Visitors	Card	70
Cold Beverages	Visitor Hall	Visitors	Card	70

Cold Beverages	Visitor Hall	Visitors	Card	70
Confections	Visitor Hall	Visitors	Card	70
Cold Foods	Visitor Hall	Visitors	Card	70
Cold Foods	Visitor Hall	Visitors	Card	70

ORW Equipment Needed:

1. Four microwaves and four stands: 2 each in Staff Lounge and 2 each in Visitor Hall.
2. One card dispenser and one card up-charger in the Entry Building.

Note: Cold beverage machines will dispense aluminum cans unless the product is exclusively contained in plastic bottles (i.e., water and Gatorade).

Institution Name: Ohio State Penitentiary (OSP) and Ohio State Penitentiary Correctional Camp (OSPCC)

Institution Demographics. OSP houses male inmates with maximum and administrative maximum security levels. Visiting is conducted 5 days per week (Wednesday through Sunday) and 6 hours per day. Visitors are not permitted to bring food and beverages into OSP. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13-15:

FY 13: \$82,154.77 Employee Vending and \$23,912.66 Inmate Visiting.

FY 14: \$74,926.25 Employee Vending and \$17,681.40 Inmate Visiting.

FY 15: \$73,334.80 Employee Vending and \$16,076.82 Inmate Visiting.

Institution Contract Monitor. The Institution Contract Monitor shall represent OSP in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor’s performance of the Project. The Institution Contract Monitor may be contacted as follows:

Carolyn Nowak, Business Administrator
 878 Coitsville Hubbard Rd
 Youngstown, Ohio 44505
 330-743-0700 ext 2130
 Fax: 330-742-5144
 E-mail: Carolyn.Nowak@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Facility	Machine type	Location & Security Level	Availability Staff/Inmates/Visitors	Cash &/ Card	# of people accessing
OSP	Cold Foods	4 th Floor/ODR	Staff	Cash	145
OSP	Confections	4 th Floor/ODR	Staff	Cash	145
OSP	Hot Beverages	4 th Floor/ODR	Staff	Cash	145
OSP	Crushed Ice fountain drink & ice cream machine	4th Floor/ODR	Staff	Cash	145
OSP	Confections	4th Floor/Roll Call	Staff	Cash	145
OSP	Cold Beverages	4 th Floor/Roll Call	Staff	Cash	145
OSP	Hot Beverages	4 th Floor/Roll Call	Staff	Cash	145
OSP	Cold Beverages	1 st Floor	Staff	Cash	35
OSP	Cold Foods	Visitation/OSP	Visitors	Card	15
OSP	Confections	Visitation/OSP	Visitors	Card	15
OSP	Cold Beverages	Visitation/OSP	Visitors	Card	15
OSP	Hot Beverages	Visitation/OSP	Visitors	Card	15
OSPCC	Cold Foods	Dorm	Inmate	Card	200
OSPCC	Cold Beverages	Dorm	Inmate	Card	200
OSPCC	Ice Cream	Dorm	Inmate	Card	200
OSPCC	Confections	Front Entry/OSPCC	Staff	Cash	15
OSPCC	Cold Beverages	Front Entry/OSPCC	Staff	Cash	15

OSPCC		Front Entry/OSPCC	Staff	Cash	15
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OSP and OSPCC Equipment Needed:

1. Three microwaves and three stands in Visitation, OSPCC Dorm, and ODR
2. One card dispenser and one card up-charger in the OSP Main Entry Building.

Note: All cold beverage machines will dispense plastic bottles only.

Institution Name: Pickaway Correctional (PCI)

Institution Demographics. PCI houses male inmates with minimum and medium security levels. General population visiting is conducted 5 days per week (Thursday through Monday) and 7.5 hours per day. Visitors are not permitted to bring food and beverages into PCI. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13-15:

FY 13: \$12,132.83 Employee Vending and \$56,615.00 Inmate Visiting.

FY 14: \$10,040.20 Employee Vending; \$53,901.58 Inmate Visiting; and \$17,578.00 Inmate Vending.

FY 15: \$8,501.38 Employee Vending; \$56,816.93 Inmate Visiting; and \$21,428.00 Inmate Vending.

Institution Contract Monitor. The Institution Contract Monitor shall represent PCI in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor’s performance of the Project. The Institution Contract Monitor may be contacted as follows:

Margaret Brown, Business Administrator
 St. Rt. 762
 Orient, OH 43146
 614-877-4362 Ext.2560
 Fax: 614-877-9038
 E-mail: margaret.brown@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Machine type	Location & Security Level	Availability Staff/Inmates/Visitors	Cash&/Card	# of people accessing
Cold Beverages	Visiting	Visitors	Card	140
Cold Beverages	Visiting	Visitors	Card	140
Cold Beverages	Visiting	Visitors	Card	Varies
Cold Foods	Visiting	Visitors	Card	140
Cold Foods	Visiting	Visitors	Card	140
Confections	Visiting	Visitors	Card	140
Confections	Visiting	Visitors	Card	140
Coffee	Visiting	Visitors	Card	140
Confections	Entry	Staff	Cash	300
Cold Beverages	Entry	Staff	Cash	300
Confections	MPB	Staff	Cash	150
Cold Beverages	MPB	Staff	Cash	150
Confections	FHC	Staff	Cash	150
Cold Beverages	FHC	Staff	Cash	150
Coffee	B Building	Staff	Cash	150
Cold Beverages	B Building	Staff	Cash	150
Confections	B Building	Staff	Cash	150
Cold Foods	B Building	Staff	Cash	150
Confections	A-2 L1 & L2	Inmates	Card	300

Cold Food	A-2 L1 & L2	Inmates	Card	300
Confections	A-1 L1 & L2	Inmates	Card	300
Cold Foods	A-1 L1 & L2	Inmates	Card	300

PCI Equipment Needed:

1. Three microwaves and three stands: 2 each in Visiting and 1 each in B Building.
2. One card dispenser and one up-charger for Entry Building.

Note: Cold beverage machines will dispense 12 oz. aluminum cans unless the product is exclusively contained in plastic bottles (i.e., water and Gatorade).

Institution Name: Richland Correctional Institution (RICI)

Institution Demographics. RICI houses male inmates with minimum security levels. General population visiting is conducted 5 days per week (Tuesday through Saturday) and 5.5 hours per day. Visitors are not permitted to bring food and beverages into RICI. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13-15:

FY 13: \$15071.55.00 Employee Vending; \$49380.09 Inmate Visiting
 FY14: \$15,125.60 Employee Vending and \$56,338.15 Inmate Visiting.
 FY15: \$15,002.39 Employee Vending and \$58,691.71 Inmate Visiting.

Institution Contract Monitor. The Institution Contract Monitor shall represent RICI in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor’s performance of the Project. The Institution Contract Monitor may be contacted as follows:

Catherine Mosier, Business Administrator
 1001 Olivesburg Road
 Mansfield, Ohio 44905
 419-526-2100 Ext. 2032
 Fax: 419-521-2811
 E-mail: Catherine.Mosier@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Machine type	Location & Sec. Level	Availability Staff/Inmates/Visitors	Cash &/ Card	# of people accessing
Cold Beverages	Roll Call	Staff	Cash	330
Cold Beverages	Roll Call	Staff	Cash	330
Confections	Roll Call	Staff	Cash	330
Cold Foods	Roll Call	Staff	Cash	330
Hot Beverages	Roll Call	Staff	Cash	330
Cold Beverages	ODR	Staff	Cash	330
Cold Beverages	ODR	Staff	Cash	330
Confections	ODR	Staff	Cash	330
Cold Foods	ODR	Staff	Cash	330
Hot Beverages	ODR	Staff	Cash	330
Cold Beverages	Visiting	Visitors	Card	255
Cold Beverages	Visiting	Visitors	Card	255
Confections	Visiting	Visitors	Card	255
Cold Foods	Visiting	Visitors	Card	255
Cold Foods	Visiting	Visitors	Card	255
Hot Beverages	Visiting	Visitors	Card	255
Cold Beverages	Unit 1 Lower L1 & L2	Inmates	Card	240
Confections	Unit 1 Lower L1 & L2	Inmates	Card	240

RICI Equipment Needed:

1. Four microwaves and two stands: 1 each in Roll Call, 1 microwave only in ODR, and 2 microwaves and 1 stand in Visiting.
2. One card dispenser and one card up-charger for Entry Building.

Note: Cold beverage machines will dispense plastic bottles except aluminum cans for inmates.

Institution Name: Ross Correctional Institution (RCI)

Institution Demographics. RCI houses male inmates with medium and mainly close security levels. General population visiting is conducted 5 days per week (Wednesday through Sunday) and 7 hours per day. Visitors are not permitted to bring food and beverages into RCI. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13-15:

FY 13: \$76,310.58 Employee Vending and \$190,989.84 Inmate Visiting.

FY14: \$62,441.17 Employee Vending and \$154,860.80 Inmate Visiting.

FY15: \$66,100.42 Employee Vending and \$152,792.50 Inmate Visiting.

Institution Contract Monitor. The Institution Contract Monitor shall represent RCI in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor’s performance of the Project. The Institution Contract Monitor may be contacted as follows:

Dwight Presler, Business Administrator
 16149 State Route 104
 Chillicothe, OH 45601
 740-774-7050 Ext. 2351
 Fax: 740-774-7055
 Email: dwight.presler@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Machine type	Location & Sec. Level	Availability Staff/Inmate/Visitor	Cash &/ Card	# of people accessing
Cold Beverages	Staff Break Room	Staff	Cash	550
Cold Beverages	Staff Break Room	Staff	Cash	550
Cold Beverages	Staff Break Room	Staff	Cash	550
Confections	Staff Break Room	Staff	Cash	550
Confections	Staff Break Room	Staff	Cash	550
Cold Foods	Staff Break Room	Staff	Cash	550
Coffee	Staff Break Room	Staff	Cash	550
Cold Beverages	Captain's Office	Staff	Cash	300
Cold Foods	Captain's Office	Staff	Cash	300
Cold Beverages	Visiting	Visitors/Staff	Card & Cash	250
Cold Beverages	Visiting	Visitors/Staff	Card & Cash	250
Cold Foods	Visiting	Visitors/Staff	Card & Cash	250
Cold Foods	Visiting	Visitors/Staff	Card & Cash	250
Confections	Visiting	Visitors/Staff	Card & Cash	250
Confections	Visiting	Visitors/Staff	Card & Cash	250
Cold Beverages	J Dorm L-2	Inmates	Card	300
Cold Foods	J Dorm L-2	Inmates	Card	300
Ice Cream	J Dorm L-2	Inmates	Card	300

Confections	J Dorm L-2	Inmates	Card	300
Cold Beverages	8 House L-3	Inmates	Card	126
Cold Foods	8 House L-3	Inmates	Card	126
Ice Cream	8 House L-3	Inmates	Card	126
Confections	8 House L-3	Inmates	Card	126

RCI Equipment Needed:

1. Five microwaves and five stands: 1 each in Staff Break Room, Visiting, Captain's Office, J Dorm, and 8 House.
2. One card dispenser and one card up-charger located in Entry Building.

Note: Cold beverage machines will dispense plastic bottles in employee areas and aluminum cans in inmate areas unless beverage is only contained in plastic bottles (i.e., water and Gatorade).

Institution Name: Southeastern Correctional Complex (SCC) at Lancaster and Nelsonville (Hocking), Ohio

Institution Demographics. SCC houses male inmates with minimum and medium security levels. General population visiting is conducted 5 days per week (Thursday through Monday) and 8 hours per day. Visitors are not permitted to bring food and beverages into SCC. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13 - 15:

FY 13: 18,246.66 Employee Vending; \$47,260.12 Inmate Visiting; and \$18,157.86 Inmate Vending.

FY 14: \$22,939.15 Employee Vending; \$41,416.00 Inmate Visiting; and \$13,071.16 Inmate Vending.

FY 15: 20,493.03 Employee Vending; \$39,666.79 Inmate Visiting; and \$10,640.78 Inmate Vending.

Institution Contract Monitor. The Institution Contract Monitor shall represent SCC in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor's performance of the Project. The Institution Contract Monitor may be contacted as follows:

Charles Ressler, Business Administrator
 5900 B.I.S. Road
 Lancaster, OH 43130
 740-653-4324 ext 2035
 Fax: 614-877-9038
 E-mail: charles.ressley@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Facility	Machine type	Location & Security Level	Availability Staff/Inmates/Visitors	Cash &/ Card	# of people accessing
SCC-Hocking	Hot Beverages	Visiting	Visitors/Staff	Card & Cash	160
SCC-Hocking	Cold Beverages	Visiting	Visitors/Staff	Card & Cash	160
SCC-Hocking	Cold Beverages	Visiting	Visitors/Staff	Card & Cash	160
SCC-Hocking	Confections	Visiting	Visitors/Staff	Card & Cash	160
SCC-Hocking	Cold Foods	Visiting	Visitors/Staff	Card & Cash	160
SCC-Hocking	Cold Beverages /Cans	Front Entry	Staff	Cash	160
SCC-Hocking	Confections	Front Entry	Staff	Cash	160
SCC-Hocking	Cold Foods	Employee Break Room	Staff	Cash	116
SCC-Hocking	Confections	Employee Break Room	Staff	Cash	116
SCC-Hocking	Cold Beverages/Bottles	Employee Break Room	Staff	Cash	116
SCC-Hocking	Hot Beverages	Employee Break Room	Staff	Cash	116
SCC-Hocking	Confections	Admin. Building	Staff	Cash	116
SCC-Hocking	Cold Beverages/Bottles	Admin. Building	Staff	Cash	116
SCC-Lancaster	Hot Beverages	Visiting	Visitors/Staff	Card & Cash	586
SCC-Lancaster	Cold Beverages/Bottles	Visiting	Visitors/Staff	Card & Cash	586
SCC-Lancaster	Cold Beverages/Bottles	Visiting	Visitors/Staff	Card & Cash	586
SCC-Lancaster	Confections	Visiting	Visitors/Staff	Card & Cash	586
SCC-Lancaster	Cold Foods	Visiting	Visitors/Staff	Card & Cash	586
SCC-Lancaster	Cold Foods	Visiting	Visitors/Staff	Card & Cash	586

SCC-Lancaster	Hot Beverages	Employee Break Room	Staff	Cash	341
SCC-Lancaster	Cold Beverages/Bottles	Employee Break Room	Staff	Cash	341
SCC-Lancaster	Cold Beverages/Cans	Employee Break Room	Staff	Cash	341
SCC-Lancaster	Confections	Employee Break Room	Staff	Cash	341
SCC-Lancaster	Cold Foods	Employee Break Room	Staff	Cash	341
SCC-Lancaster	Confections	E-Building	Staff	Cash	341
SCC-Lancaster	Cold Beverages/Bottles	E-Building	Staff	Cash	341
SCC-Lancaster	Cold Beverages/Bottles	O-Building	Staff	Cash	258
SCC-Lancaster	Hot Beverages	O-Building	Staff	Cash	258
SCC-Lancaster	Confections	O-Building	Staff	Cash	258
SCC-Lancaster	Cold Beverages/Bottles	School - A-Building	Staff	Cash	258
SCC-Lancaster	Cold Beverages/Bottles	Hilltop Café	Staff	Cash	258
SCC-Lancaster	Cold Beverages/Bottles	Hilltop Café	Staff	Cash	258
SCC-Lancaster	Cold Beverages/Bottles	F-1 Dorm L1	Inmates	Card	272
SCC-Lancaster	Cold Beverages/Bottles	F-1 Dorm L1	Inmates	Card	272
SCC-Lancaster	Cold Foods	F-1 Dorm L1	Inmates	Card	272
SCC-Lancaster	Confections	F-1 Dorm L1	Inmates	Card	272
SCC-Lancaster	Cold Beverages/Bottles	M-Dorm L1 & L2	Inmates	Card	272
SCC-Lancaster	Hot Beverages	E-Building	Staff	Cash	341
SCC-Lancaster	Cold Beverages/Cans	E-Building	Staff	Cash	341
SCC-Lancaster	Cold Foods	E-Building	Staff	Cash	341

SCC and Hocking Equipment Needed:

1. Seven microwaves and seven stands: 1 each at SCC-Hocking Visiting, SCC-Hocking Employee Break Room, SCC-Lancaster E-Building, SCC Lancaster F Dorm, SCC Lancaster Employee Break Room, and 2 each at SCC-Lancaster Visiting.
2. Two card dispensers and two card up-chargers: one each in the Entry Buildings of SCC-Hocking and SCC-Lancaster.

Institution Name: Southern Ohio Correctional Facility (SOCF)

Institution Demographics. SOCF houses male inmates with maximum security levels. General population visiting is conducted 4 days per week (Wednesday through Saturday) and 9 hours per day (8:30 a.m. to 5:30 p.m.). Visitors are not permitted to bring food and beverages into SOCF. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13-15:

FY 13: \$34,846.35 Employee Vending and \$19,051.49 Inmate Visiting.

FY14: \$34,407.84 Employee Vending and \$17,174.42 Inmate Visiting.

FY15: \$33,423.70 Employee Vending and \$14,685.18 Inmate Visiting.

Institution Contract Monitor. The Institution Contract Monitor shall represent SOCF in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor's performance of the Project. The Institution Contract Monitor may be contacted as follows:

Nancy Behn, Business Administrator
 1724 State Route 728
 Lucasville, OH 45648
 740-259-5544 ext. 3280
 Fax: 740-259-3226
 E-mail: Nancy.Behn@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Machine Type	Location & Security Level	Availability Staff/Visitors	Cash &/Card	# of people accessing
Cold Foods	B Building Lobby	Staff	Cash	374
Cold Beverages	B Building Lobby	Staff	Cash	374
Hot Beverages	B Building Lobby	Staff	Cash	374
Confections	B Building Lobby	Staff	Cash	374
Cold Foods	Training	Staff	Cash	374
Hot Beverages	Training	Staff	Cash	374
Confections	Training	Staff	Cash	374
Cold Beverages	Training	Staff	Cash	374
Cold Foods	CC2	Staff	Cash	374
Confections	CC2	Staff	Cash	374
Cold Beverages	CC2	Staff	Cash	374
Confections	CC3	Staff	Cash	374
Cold Beverages	CC3	Staff	Cash	374
Cold Beverages	E Complex	Staff	Cash	20
Cold Beverages	K4	Staff	Cash	100
Cold Beverages	K5	Staff	Cash	100
Cold Beverages	L2	Staff	Cash	100
Cold Beverages	L6	Staff	Cash	100
Cold Beverages	L7	Staff	Cash	100
Cold Beverages	J-complex	Staff	Cash	100

Cold Beverages	Garage	Staff	Cash	6
Cold Beverages	Warehouse	Staff	Cash	9
Hot Beverages	Visiting	Visitors	Card	75
Cold Foods	Visiting	Visitors	Card	75
Cold Foods	Visiting	Visitors	Card	75
Cold Beverages	Visiting	Visitors	Card	75
Confections	Visiting	Visitors	Card	75

SOCF Equipment Needed:

1. Four microwaves and four stands: 1 each in Training, B Building Lobby, Visiting, and CC2.
2. One card dispenser and one card up-charger in the Entry Building.

Note: Cold beverage machines will dispense plastic bottles.

Institution Name: Toledo Correctional Institution and Camp (TOCI)

Institution Demographics. TOCI houses male inmates with close security levels. General population visiting is conducted 5 days per week (Wednesday through Sunday) and 7 hours per day (8:30 a.m. to 11:30 a.m. and 12:00 p.m. to 3:00 p.m.). Visitors are not permitted to bring food and beverages into TOCI. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13-15:

FY 13: \$54,399.26 Employee Vending; \$16,005.31 Inmate Visiting; and \$60,761.15 Inmate Vending.
 FY 14: \$59,773.00 Employee Vending; \$130,791.05 Inmate Visiting; and \$41,302.45 Inmate Vending.
 FY 15: \$57,097.35 Employee Vending; \$101,844.00 Inmate Visiting; and \$24,377.30 Inmate Vending.

Institution Contract Monitor. The Institution Contract Monitor shall represent TOCI in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor’s performance of the Project. The Institution Contract Monitor may be contacted as follows:

Felicitas Jackson, Business Administrator
 2001 E. Central Ave.
 Toledo, OH 43608
 419-726-7977 Ext. 7188
 Fax: 419-726-7158
 E-mail: felicitas.jackson@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Machine type	Location & Security Level	Availability Staff/Inmates/Visitors	Cash&/Card	# of people accessing
Cold Beverages	Training	Staff	Cash	50
Confections	Training	Staff	Cash	50
Cold Foods	Training	Staff	Cash	50
Hot Beverages	Training	Staff	Cash	50
Hot Beverages	ODR/Roll Call	Staff	Cash	40
Cold Beverages	ODR/Roll Call	Staff	Cash	40
Confections	ODR/Roll Call	Staff	Cash	40
Cold Beverages	Administration	Staff	Cash	65
Cold Foods	Administration	Staff	Cash	65
Confections	Administration	Staff	Cash	65
Cold Beverages	Visiting	Visitors	Card	50
Cold Beverages	Visiting	Visitors	Card	50
Hot Beverages	Visiting	Visitors	Card	50
Confections	Visiting	Visitors	Card	50
Cold Foods	Visiting	Visitors	Card	50
Cold Foods	Visiting	Visitors	Card	50
Hot Beverages	Camp Visiting	Visitors	Card	180
Cold Beverages	Camp Visiting	Visitors	Card	180

Confections	Camp Visiting	Visitors	Card	180
Cold Foods	Camp Visiting	Visitors	Card	180
Cold Beverages	Camp Visiting	Visitors	Card	180

TOCI Equipment Needed:

1. Five microwaves and five stands: 2 each in Visiting, 1 each in Roll Call, 1 each in Camp Visiting and 1 each in Training.
2. Two card dispensers and Two card up-chargers, one of each in both the Entry Building and Camp Visiting.

Note: Cold beverage machines will dispense 12 oz. cans for inmates and visitors, and plastic bottles for staff. Camp visiting machines will be used by staff/inmates/visitors. Staff and visitors will purchase cards from the card dispenser and up-charge equipment and the inmates will purchase the pre-loaded cards in the denominational amounts: \$5.00, \$10.00, \$25.00, and \$50.00. The cards purchased from the equipment must be clearly distinguishable in appearance from the pre-loaded cards. The institution needs such a distinction for security reasons including preventing the visitor from giving the inmate a visitor card to be used by the inmate outside the presence of the visitor. If the inmate is found to be in possession of a visitor/employee card it will be confiscated from him as contraband.

Institution Name: Trumbull Correctional Institution (TCI) and Trumbull Correctional Camp (TCC)

Institution Demographics. TCI and TCC houses male inmates with minimum and close security levels. General population visiting is conducted 5 days per week (Wednesday through Sunday) and 6 hours per day. Visitors are not permitted to bring food and beverages into TCI and TCC. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13-15:

FY13: \$16,308.87 Employee Vending and \$60,819.48 Inmate Visiting.

FY 14: \$50,061.73 Employee Vending and \$213,366.06 Inmate Visiting.

FY 15: \$48,813.92 Employee Vending and \$206,977.66 Inmate Visiting.

Institution Contract Monitor. The Institution Contract Monitor shall represent TCI and TCC in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor's performance of the Project. The Institution Contract Monitor may be contacted as follows:

Jacqueline Scott, Business Administrator
 5701 Burnett Road
 Leavittsburg, OH 44430
 330-898-0820 Ext. 2023
 Fax: 330-898-0646
 E-mail: jacqueline.scott@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Facility	Machine type	Location & Security Level	Availability Staff/Inmates/Visitors	Cash&/Card	# of people accessing
TCI	Cold Beverages	B1 Front Entrance	Visitors/Staff	Cash	250
TCI	Confections	B1 Front Entrance	Visitors/Staff	Cash	250
TCI	Hot Beverages	B1 Front Entrance	Visitors/Staff	Cash	250
TCI	Cold Foods	B2 West	Staff	Cash	250
TCI	Confections	B2 West	Staff	Cash	250
TCI	Cold Beverages	B2 West	Staff	Cash	250
TCI	Hot Beverages	B2 West	Staff	Cash	250
TCI	Cold Beverages	Visitation	Visitors	Card	100
TCI	Confections	Visitation	Visitors	Card	100
TCI	Hot Beverages	Visitation	Visitors	Card	100
TCI	Cold Foods	Visitation	Visitors	Card	100
TCI	Cold Foods	Visitation	Visitors	Card	100
TCC	Cold Beverages	Visitation	Visitors	Card	150
TCC	Confections	Visitation	Visitors	Card	150
TCC	Hot Beverages	Visitation	Visitors	Card	150
TCC	Cold Foods	Visitation	Visitors	Card	150
TCC	Confections	A Dorm L2	Inmates	Card	250
TCC	Confections	B Dorm L2	Inmates	Card	250

TCI and TCC Equipment Needed:

1. Five microwaves and three stands: 2 microwaves and 1 stand for TCI Visiting and TCC Visiting and 1 each at B2 West.
2. Two card dispensers and two card up-chargers: one each in the Entry Buildings of TCI and TCC.

Note: Cold beverage machines will dispense aluminum cans only. No bottles.

Institution Name: Warren Correctional Institution (WCI)

Institution Demographics. WCI houses male inmates with close security levels. General population visiting is conducted 5 days per week (Wednesday through Sunday) and 8 hours per day (12:00 p.m. to 2:00 p.m., 2:30 p.m. to 4:30 p.m. and 5:00 p.m. to 7:00 p.m.). Visitors are not permitted to bring food and beverages into WCI. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

Vending Sales History. The following information reflects the annual sales for each vending area during FYs 13-15:

FY 13: \$8,358.99 Employee Vending; \$28,191.46 Inmate Visiting.

FY14: \$9,807.87 Employee Vending and \$34,511.12 Inmate Visiting.

FY15: \$9,811.37 Employee Vending and \$25,265.06 Inmate Visiting.

Institution Contract Monitor. The Institution Contract Monitor shall represent WCI in matters relating to the ITB Site Visit and eventually, for matters related to the Contractor’s performance of the Project. The Institution Contract Monitor may be contacted as follows:

Dawn Vencil, Business Administrator
5787 St. Rt. 63 / P.O. Box 120
Lebanon, Ohio 45036
513-932-3388 Ext. 2153
Fax: 513-932-2241
E-mail: dawn.brown@odrc.state.oh.us

Locations, Types and Users of Required Machines and Equipment

Machine type	Location	Availability Staff/Visitors	Cash&/Card	# of people accessing
Cold Beverages	Visiting Area	Visitors & Staff	Cash & Card	90
Cold Beverages	Visiting Area	Visitors & Staff	Cash & Card	90
Confections	Visiting Area	Visitors & Staff	Cash & Card	90
Confections	Visiting Area	Visitors & Staff	Cash & Card	90
Cold Foods	Visiting Area	Visitors & Staff	Cash & Card	90
Cold Foods	Visiting Area	Visitors & Staff	Cash & Card	90
Cold Foods	Visiting Area	Visitors & Staff	Cash & Card	90
Hot Beverages	Visiting Area	Visitors & Staff	Cash & Card	90
Cold Beverages	Administrative Building	Staff	Cash	110
Cold Beverages	Administrative Building	Staff	Cash	110
Confections	Administrative Building	Staff	Cash	110
Cold Foods	Administrative Building	Staff	Cash	110
Hot Beverages	Administrative Building	Staff	Cash	110

WCI Equipment Needed:

1. Three microwaves and three stands; two each in Visiting Area and one each in Administrative Building.
2. One card dispenser and one card up-charger.

Note: Cold beverage machines will dispense 20 oz. plastic bottles only.

ATTACHMENT B – Bidder Profile Summary

Business Name:	Contact Person:	
Business Address:	Phone Number:	
Project Name:	Beginning Date of Contract: Month/Year	Ending Date of Contract: Month/Year
Description of related services provided:		

Business Name:	Contact Person:	
Business Address:	Phone Number:	
Project Name:	Beginning Date of Contract: Month/Year	Ending Date of Contract: Month/Year
Description of related services provided:		

Business Name:	Contact Person:	
Business Address:	Phone Number:	
Project Name:	Beginning Date of Contract: Month/Year	Ending Date of Contract: Month/Year
Description of related services provided:		

ATTACHMENT C. – Standards of Conduct

Standard of Conduct for Contractors, Volunteers and Interns

Definitions

Contractor – Any individual or business under legal agreement with the Ohio Department of Rehabilitation and Correction (ODRC) to provide goods, services or construction for a certain price.

Volunteer – Any individual who has been recruited and has requested volunteer status. The person will be involved in on-going programs and will have direct contact with offenders and offenders under supervision. Paid or unpaid student interns shall be considered as volunteers.

Intern – A paid or unpaid individual in an educational or experiential capacity whose institution or department assignment will deliver a work product of material benefit to the individual and ODRC.

Purpose

The purpose of this document is to provide guidance to contractors, volunteers and interns entering the facilities of the ODRC or working with offenders under Division of Parole and Community Services (DPCS) supervision. In view of the nature and purpose of the various facilities of ODRC and DPCS it is necessary that all persons who enter the facilities or work with offenders in the community, understand the rules and security requirements of a correctional environment. Persons entering a correctional facility or who provide services to offenders under supervision, have certain obligations under law to insure that their actions do not jeopardize the safe and secure operation of ODRC and DPCS.

Responsibilities

The Site Manager (APA Regional Administrative/Designee, appropriate Section Manager, or Warden) of each facility/region has the responsibility to ensure that all contractors, volunteers and interns understand the guidelines necessary for their safe entrance and operation while in a correctional setting. Staff will be assigned by the Site Manager to insure that all such persons are properly oriented to working in a correctional environment. Contractors, volunteers and interns must realize their responsibility to follow the rules of conduct, ethics, policies, and law relating to their assignments. The Site Manager will approve entrance and training of all contractors, volunteers and interns and has the authority to terminate entrance authorization or working relationships for any such person who has demonstrated an inability to follow the approved guidelines. In addition, violations may result in termination of contracts/services and/or prosecution.

Personal Conduct

It is essential to the orderly operation of a correctional department that all persons conduct themselves in a professional manner. The following are several types of behavior that cannot be tolerated within a correctional environment, including DPCS offices. (This is not intended to be an all-inclusive list).

1. The use, possession, conveyance, or unauthorized distribution of illegal drugs, narcotics, or controlled substances is strictly prohibited at any time. Use of alcoholic beverages or being under the influence of alcohol or drugs while on duty or conducting volunteer work is prohibited.

2. No person shall, without authorization from Site Manager, allow themselves to show partiality toward, or become emotionally, physically, or financially involved with offenders, parolees, probationers, transitional controlees or their families, or establish a pattern of social fraternization with same.
 - A. No persons shall offer, send or give to an offender, parolee, probationer, transitional controlee, or a member of his/her family, or to any person known to be associated with him/her, any article, monies, favor, or service which is not authorized in the performance of the person's assigned duties. Contractors/volunteers or interns shall not accept any gift, personal service, or favor from an offender, parolee, probationer, or transitional controlee, or his/her family, or person known to be associated with him/her which is not authorized in the performance of the person's duties and which conflicts, or appears to conflict, with the person's duties.
 - B. Contractors shall not visit an offender, parolee, probationer, or transitional controlee while such an individual is under the supervision of the Department unless such a visit is given prior authorization during the contract service period by the ODRC Contract Person and Site Manager of the respective facility or the visit is part of the job duties.
 - C. Volunteers/Interns shall not visit an offender at the institution or DOCS office that they are volunteering at except as referenced by ODRC policy 71-SOC-01. Volunteers must notify their staff supervisor and complete form DRC1500, Staff Nexus, if/when they choose to visit an offender at another prison.
 - D. Contractors who become involved in any set of circumstances as described above, have an affirmative responsibility of notifying their contact person at the correctional institution who will be responsible for notifying the Site Manager.
3. No such person shall, without the express authorization of the Site Manager, show favoritism or give preferential treatment to an individual under supervision of the ODRC to include, but not limited to offering, receiving, or giving of a favor or anything of value.
4. Brutality, physical violence, or intimidation of inmates, and/or their families, by such persons will not be permitted, nor will force be used beyond that necessary to protect any person from physical harm.
5. The use of obscene, threatening, or abusive language by Contractors/Volunteers toward offenders or others will not be tolerated.

Work Schedule

Due to staffing and security concerns and the nature of services being performed by Contractors, Volunteers, and Interns, it is essential that Contractors, Volunteers, and Interns work out a mutually acceptable work schedule with their ODRC Contact Person or Intern Mentor. Failure to perform services consistent with the mutually agreed upon schedule may be considered failure to fulfill the requirements of the contract, volunteer service or internship program.

Responsiveness

1. Inattentiveness to job responsibilities and procedures in a correctional environment can result in escapes, assaults, and other incidents. Therefore, Contractors, Volunteers, and Interns must remain fully alert and attentive during the time they are on state property or in a state operated office.

2. To insure safety and security to the facility and DPCS operations, such persons must abide the instructions of their ODRC Contact Person or Intern Mentor regarding safety and security related issues.

Confidentiality

1. Some Contractors/Volunteers may have access to official information, ranging from personal data concerning staff and inmates to information involving security. Because of the various degrees of sensitivity afforded to this information, official information may be disclosed or released only as required in the performance of any contractor's duties upon specific authorization from someone with the delegated authority to release official information. The Director or his designee in the Central Office and the Managing Officers of the institutions are the only persons authorized to release official information.
2. The above shall not be construed as a reason to deny authorized persons access to official records and files. The Department of Rehabilitation and Correction has an obligation to supply official information in response to requests from organizations or individuals upon determining that such individuals are properly identified and acting in an official capacity. To ensure the proper use of official information the following rules of conduct are established:
 - A. Contractors will verify the identification and authority of individuals requesting access to information prior to giving or discussing records, personnel files, or other official information.
 - B. Authorized persons will not be denied access to official information.
 - C. Contractors will not use, or release for use, official information for private purposes unless this information is available to the general public.
 - D. Contractor will not remove from file, or make copies of records or documents except in accordance with established procedures or upon proper authorization.
 - E. No Contractors will make statements or release official information that could breach the security of the institution or unduly endanger any person.
 - F. Former Contractors will be granted access only to information available to other members of the general public, and will have no greater standing than members of the public, irrespective of their past contractual relationship and/or any associations developed in the course of such relationship.

Illegal Activity

The very nature and purpose of the Department's existence demand that it closely monitors any alleged illegal activity by its employees and non-employees. Should a Contractors, Volunteers, or Interns be arrested for, charged with or convicted of any felony or degree misdemeanor (except for a minor misdemeanor), or is required to be a plaintiff in any court in a criminal matter, that person shall immediately inform his/her ODRC Contact Person or Intern Mentor. Such information shall be evaluated and may be reason to terminate the contract/service/internship immediately.

Conveying or Trafficking in Contraband

The introduction of contraband into or upon the grounds of any state property, or taking or attempting to take contraband there from, or otherwise trafficking in contraband without the knowledge and consent of the Site Manager of such institution/regional office is prohibited. Contraband is defined as "any" article which is intended for the unauthorized use or possession of any inmate or which is prohibited by law or Department Policy from being carried onto the grounds of an institution, detention facility, or APA Office. Examples of contraband, which could be intended for an inmate's/offender's unauthorized possession or use, include letters, stamps, tools, paper, food, messages and money. Examples of contraband, which are prohibited by law (ORC Section 2921.36), include firearms, knives, explosives, ammunition, drugs, and alcoholic beverages.

Investigations

Every Contractor/Volunteer/Intern is required to immediately report to the Site Manager, or designee, any violation or attempted violation of any law or regulation, and any act or omission by any person which has resulted in a breach of institution security, or jeopardizes the safety of others.

Allegation of misconduct will be investigated by the Appointing Authority or his designee (could be immediate supervisor or anyone else in the chain of command). Where appropriate, investigations will be coordinated and conducted by the Departmental Chief Inspector and/or other appropriate agency. The Ohio State Highway Patrol is responsible for investigating violations of Ohio laws occurring on state property.

During the course of an official investigation, Contractors, Volunteers, Interns are to cooperate fully by providing all pertinent information that they may have. Failure to answer any inquiry fully and to the best of his/her knowledge may be grounds to terminate the contract or internship.

Government Property

1. All government property, including automobiles, identification badges, supplies, equipment, telephones, and facilities are to be used for official purposes only. Loss, misplacement, theft, damage, or destruction of government property issued to and used by Contractors, Volunteers, and Interns must be reported to his/her ODRC Contact Person or Intern Mentor immediately.
2. ODRC credentials, identification cards, or badges shall not be used to coerce, intimidate, or deceive others or to obtain any privilege or article not otherwise authorized in the performance of official duties.

Chain of Command

Every Contractor/Volunteer will be assigned an ODRC Contact Person or Intern Mentor who will be responsible for informing each person of the rules, policies, and regulations relevant to their work at the institution. In their absence, the Contact Person shall be the Shift Supervisor, generally known as the Shift Captain or Acting Shift Captain or the previously designated DPCS staff. In cases of emergency, this person will always be available to respond to questions or needs.

Standard of Conduct

Violation of the Standards of Conduct may result in termination of authorization to enter the grounds of the facility or DPCS Office Site, referral to the Ohio State Highway Patrol for criminal investigation, referral to the Appointing Authority for investigation, and/or termination of an existing contract with the institution or DPCS. The following acts are prohibited and considered violations of appropriate conduct:

1. Visiting an offender unless the person is a verified immediate family member and/or has been approved by the Warden, DPCS Administration Assistant of the institution per ODRC Policy 71-SOC-01 and ODRC Policy 76-VIS-01.
2. Deliberate destruction, damage, and/or theft of state property, offender property, property of visitors, or property of an employee, including state vehicles.
3. Failure to carry out directions provided by the ODRC Contact Person.
4. Commission of a felony or misdemeanor.
5. Interfering with the orderly operation of the institution.
6. Willfully making false, abusive, or obscene statements towards employees, inmates/offenders, or the general public is prohibited.
7. Any acts of discrimination or harassment on the basis of sex, race, color, age, religion, national origin, disability or sexual orientation.
8. Theft.
9. Misusing official position for personal gain, including soliciting bribes, in the course of carrying out assigned duties at the institution, APA District Office or Central Office.
10. Failure to report accidents or unsafe work conditions.
11. Threatening, intimidating, or coercing another for personal gain or satisfaction.
12. Fighting with a fellow worker, employee, visitor, or inmate/offender.
13. Interfering or failing to permit an official search, including searches of your person and of your personal property, or failing to cooperate with any official inquiry or investigation.
14. Distribution, possession, misuse, conveyance, or display of weapons, explosives, money, or other contraband.
15. Loss of control of any instrument that could result in a breach of security and/or jeopardize the safety of others, e.g., to include but not limited to, Class A tools, keys, communication devices, identification badges, et.
16. Possession or consumption of alcoholic beverages or illegal drugs while on state property.
17. Reporting to the institution, DPCS office or place where, as the Contractor, Volunteer, or Intern, you are performing official duties, under the influence of intoxicants, alcohol, or illegal drugs.
18. The posting or removal of any matter on a bulletin board without permission.

19. Other actions that could harm or potentially harm others.
20. Use of excessive force or physical abuse towards an inmate/offender.
21. Threatening or intimidating an inmate/offender.
22. Giving preferential treatment to an inmate/offender, the offering, receiving, or giving of a favor or anything of value to an offender without authorization from ODRC.
23. Engaging in unauthorized personal relationships with inmates or their families, including correspondence or phone communications with inmates and their families.

Entry Procedures

Institution Entry:

The ODRC Contact Person, Intern Mentor will coordinate the initial on-site visit. It is the responsibility of this person to ensure that Contractors, Volunteers, and Interns are aware of the rules and regulations governing activities in the institution. A designated administrative staff member must authorize entrance into the facility. Any person entering a correctional environment is subject to search at any time. This search may include a metal detector search, a frisk search, or a strip search. Failure to comply with any authorized search will result in removal from the institution and possible denial of future entry.

All Contractors, Volunteers, and Interns must show identification to enter. Generally, a driver's license or state picture identification is appropriate for this identification process. Contractors, Volunteers, and Interns will be issued either a temporary badge or a temporary picture identification badge, which must be turned in at the conclusion of services each day. Such identifications are government property and may only be used at the institution/APA District Office/Central Office for identification purposes. They must be worn at all times and must not be left unattended.

Contractors, Volunteers, and Interns must sign in and out upon entry and exiting state property. Appropriate attire for men includes a shirt and slacks. Women may wear a dress or pants, and a blouse or sweater. Shoes are required. Shorts, short skirts, see-through blouses, men's sleeveless shirts, and clothing with vulgar symbols or statements are examples of items of clothing which are not permitted.

It is recommended that only items necessary for the volunteer/contracted service or internship be brought into the correctional environment. Large sums of money, pocket knives, etc., are discouraged. The Contractor/Volunteer will be asked to store the items either in their car or available lockers in the entrance area. If a Contractor/Volunteer requires medication they should take only that amount that is necessary for the day. All persons must sign the medication log if they require a dosage during their stay. This log will identify the type of medication and the amount. The institution cannot be responsible for loss of property. If a tradesman requires tools to perform their contracted service, all tools must be inventoried and a copy supplied to the Major. The Major may wish to review institution tool control policy and discuss security of equipment. A written authorization for all tools from the Deputy Warden of Operations or Major will be required before they are authorized to enter the institution.

The Contractor/Volunteer service or internship may or may not require contact with inmates/offenders. Contractors, Volunteers, and Interns are prohibited from developing any relationship with inmates outside of contractor, volunteer or internship activity. They cannot mail letters or make telephone calls to the inmate/offender for them. If a Contractor/Volunteer/Intern receives mail or telephone calls from inmates or their families, they must report this to their ODRC Contact Person or the Deputy Warden, or APA Administrative Assistant. A Contractor/Volunteer/Intern should never disclose personal information such as their address, telephone number, or any personal information about their family or friends. There is no instance where sharing such information will serve a useful purpose.

DPCS Office Entry:

Entrance procedures will be explained during the orientation process to each DPCS Volunteer or Contractor that must report to a regional office.

If at any time a Contractor/Volunteer has a question, he/she should contact their ODRC Contact Person, Intern Mentor, DPCS Administrative Assistant, the Shift Captain, or the Deputy Warden of Operations.

Acknowledgement of Receipt of the
Standards of Conduct for
Contractors, Volunteers and Interns

I have read and understand the Standards of Conduct for Contractors, Volunteers and Interns, including the rules and guidelines listed above. I understand that entering a correctional institution, DPCS Office, or Central Office carries responsibilities necessary to ensure safety and security to the facility and will abide by all rules and guidelines contained herein.

Signature of Contractor/Volunteer/Intern:	
Printed Name of Contractor/Volunteer/Intern:	Job Title:

Staff Witness Signature:	
Staff Witness Printed Name:	Job Title:
Institution/Agency:	Date:

ATTACHMENT D. - Contract Performance

Date: _____

The Bidder must provide the following information for this section for the past seven years. Please indicate yes or no in each column.

Yes/No	Description
	The Bidder has had a contract terminated for default or cause. If so, the Bidder must submit full details, including the other party's name, address, and telephone number.
	The Bidder has been assessed any penalties in excess of five thousand dollars (\$5,000), including liquidated damages, under any of its existing or past contracts with any organization (including any governmental entity). If so, the Bidder must provide complete details, including the name of the other organization, the reason for the penalty, and the penalty amount for each incident.
	The Bidder was the subject of any governmental action limiting the right of the Bidder to do business with that entity or any other governmental entity.
	Trading in the stock of the company has been suspended. If so, the Bidder must submit full details including the date(s) and explanation(s).
	The Bidder, any officer of the Bidder, or any owner of a twenty percent interest or greater in the Bidder has filed for bankruptcy, reorganization, a debt arrangement, moratorium, or any proceeding under any bankruptcy or insolvency law, or any dissolution or liquidation proceeding.
	The Bidder, any officer of the Bidder, or any owner with a twenty percent interest or greater in the Bidder has been convicted of a felony or is currently under indictment on any felony charge.

If the answer to any item is affirmative, the Bidder must provide complete background details about the matter. While an affirmative answer to any of these items will not automatically disqualify a Bidder from consideration, at the sole discretion of the Evaluation Committee, such an answer and a review of the background details may result in a rejection of the Bid. The Evaluation Committee will make this decision based on its determination of the seriousness of the matter, the matter's possible impact on the Bidder's performance on the Project, and the best interests of the ODRC.

ATTACHMENT E
Purchase Contract
Between the
Ohio Department of Rehabilitation and Correction

INSTITUTION

And

CONTRACTOR

THIS CONTRACT is made and entered into effective ___ day of **Month, 2014** by and between the Ohio Department of Rehabilitation and Correction, **Institution Name** (hereinafter collectively referred to as “Agency”), located at **Institution Address** and **Contractor** (hereinafter referred to as “Contractor”), and located at **Address** (hereinafter referred to as “Contract”).

WHEREAS, Agency desires to engage Contractor to provide the Vending Services Project which includes the installation, stocking, servicing, maintenance and repair of all vending machines for the sale of food products;

WHEREAS, pursuant to Section 5120.09 of the Ohio Revised Code, Agency may enter into agreements with contractors to effectuate the purposes for which Agency was created;

WHEREAS, Contractor desires to provide such services and/or such goods in accordance with the terms and conditions prescribed by Agency; and

NOW, THEREFORE, in consideration of the mutual promises, covenants, and agreements set forth herein, the parties hereto agree as follows:

ARTICLE 1: NATURE OF CONTRACT

- 1.1 Contractor shall be employed as an independent contractor, to fulfill the terms of this Contract. It is specifically understood that the nature of the services and/or goods to be rendered under this Contract are of such a personal nature that Agency is the sole judge of the adequacy of such services and/or goods. Agency thus reserves the right to cancel this Contract should Agency at any time be dissatisfied with Contractor’s performance of its duties under this Contract.
- 1.2 Agency enters into this Contract in reliance upon Contractor’s representations that it has the necessary expertise and experience to perform its obligations hereunder, and Contractor warrants that it does possess the necessary expertise and experience.
- 1.3 Contractor shall provide services and/or goods and Agency shall not hire, supervise, or pay any assistants to Contractor in its performance under this Contract. Agency shall not be required to provide any training to Contractor to enable it to provide services and/or goods required hereunder except the orientation session prior to entering the institution in accordance with ODRC Policy 39-TRN-12.

- 1.4 All provisions of this Contract relating to “confidentiality” shall remain binding upon Contractor in the event of cancellation.
- 1.5 Agency may, from time to time, communicate specific instructions and requests to Contractor concerning the performance of the work described in this Contract. Upon such notice and within ten (10) days after receipt of instructions, Contractor shall comply with such instructions and fulfill such requests to Agency’s satisfaction. It is expressly understood by the parties that these instructions and requests are for the sole purpose of performing the specific tasks requested to ensure satisfactory completion of the work described in this Contract. The management of the work, including the exclusive right to control or direct the manner or means by which the work is performed, remains with the Contractor. Agency retains the right to ensure that Contractor’s work is in conformity with the terms and conditions of this Contract. It is fully understood and agreed that Contractor is an independent contractor and neither Contractor nor its personnel shall at any time, or for any purpose, be considered as agents, servants, or employees of Agency or the State of Ohio.

ARTICLE 2: SCOPE OF SERVICES AND/OR GOODS

- 2.1 Since the purchase was solicited, the solicitation (number _____) documents, which describe the goods and/or services to be provided and the payment terms are attached hereto and incorporated herein.
- 2.2 The Contractor’s Agency contact person for this Contract is the Institution Contract Monitor who is responsible for overseeing compliance of the terms and conditions of this Contract and must verify and account for commissions which are state funds resulting from Contractor’s provision of services and/or goods.
- 2.3 Contractor shall not discuss or disclose with any non-party any information or material obtained pursuant to its obligations under this Contract without the prior written consent of Agency.
- 2.4 Due to institutional security requirements, available hours to provide services and/or goods may be limited. In that event, the Contractor and Agency will negotiate a mutually agreeable schedule to provide services and/or goods.

ARTICLE 3: TIME OF PERFORMANCE

- 3.1 This Contract shall remain in effect until the work described in Article 2, Scope of Services and/or Goods, is completed to the satisfaction of Agency or until terminated as provided in Article 6, Termination of Contractor’s Services and/or Goods, whichever is sooner.
- 3.2 Prior to expiration of the original term or any renewed term, Agency may automatically renew this Contract on the same terms and conditions by not giving notice of termination ninety (90) days prior to any renewed term as set forth in Article 18 of this Contract. Such renewal shall begin upon the expiration of the original term or any renewed term, as applicable, and expire as set forth in this Contract including the above-state solicitation documents.
- 3.3 It is expressly agreed by the parties that none of the rights, duties, and obligations herein shall be binding on either party if award of this Contract would be contrary to the terms of Ohio Revised

Code (“O.R.C.”) Section 3517.13 (campaign contribution), O.R.C. Section 127.16 (controlling board), or O.R.C. Chapter 102 (public officers – ethics).

ARTICLE 4: COMMISSIONS

- 4.1 Contractor shall pay Agency for services and/or goods rendered in accordance with the above-stated solicitation documents.
- 4.2 Any travel that the Contractor requires to perform its obligations under this Contract will be at the Contractor's expense.

ARTICLE 5:

Intentionally Left Blank

ARTICLE 6: TERMINATION OF CONTRACTOR’S SERVICES AND/OR GOODS

- 6.1 Agency may, at any time prior to the completion of services and/or delivery of all goods by Contractor under this Contract suspend or terminate this Contract with cause by giving written notice to Contractor. Before terminating this Contract with cause, the Agency shall provide written notice to Contractor of a material breach of the Contract and permit the Contractor to cure the breach. Such cure period shall be no longer than 21 calendar days. The Agency may, if the breach is not cured, terminate the Contract with cause, upon written notice to the Contractor. Notwithstanding the Agency permitting a period of time to cure the breach or the Contractor’s cure of the breach, the Agency does not waive any of its rights and remedies provided in this Contract.
- 6.2 Contractor, upon receipt of notice of suspension or termination, shall cease work on the suspended or terminated activities under this Contract, suspend or terminate all subcontracts relating to the suspended or terminated activities, take all necessary or appropriate steps to minimize costs, and, if requested by Agency, furnish a report, as of the date of receipt of notice of suspension or termination, describing the status of all work under this Contract, including, without limitation, results, conclusions resulting therefrom, and any other matters Agency requires.
- 6.3 Contractor agrees to waive any right to, and shall make no claim for, compensation against Agency by reason of such suspension or termination.
- 6.4 Contractor may terminate this Contract upon 90 days prior written notice to Agency.
- 6.5 The Contractor and Agency may terminate this Contract upon mutual written agreement, within a mutually agreeable time period.
- 6.6 A Contractor who breaches this Contract or fails to perform on this Contract may be precluded from being awarded any subsequent contract for the same or similar services and/or goods for up to two (2) years after the termination of this Contract, for cause, by Agency.

ARTICLE 7: RELATIONSHIP OF PARTIES

- 7.1 Agency and Contractor agree that, during the term of this Contract, Contractor shall be engaged by Agency solely on an independent contractor basis, and Contractor shall therefore be responsible for all Contractor's business expenses, including, but not limited to, employees' wages and salaries, insurance of every type and description, and all business and personal taxes, including income and Social Security taxes and contributions for Workers' Compensation and Unemployment Compensation coverage, if any.
- 7.2 While Contractor shall be required to provide services and/or goods described hereunder for Agency during the term of this Contract, nothing herein shall be construed to imply, by reason of Contractor's engagement hereunder on an independent contractor basis, that Agency shall have or may exercise any right of control over Contractor with regard to the manner or method of Contractor's provision of services and/or goods hereunder.
- 7.3 Except as expressly provided herein, neither party shall have the right to bind or obligate the other party in any manner without the other party's prior written consent.
- 7.4 The Contractor will maintain any professional licensing required to fulfill the Contract.
- 7.5 The Contractor recognizes the security requirements for entering Agency's facilities and acknowledges receipt of the "Standards of Conduct for Contractor" (DRC 4376). [NOTE-SEE ATTACHMENT C OF THIS ITB FOR THOSE STANDARDS.] The Contractor agrees to comply with these standards and with safety rules and procedures. Due to institutional security requirements, the Agency staff may require the Contractor to document when the Contractor or any subcontractor is on state property.
- 7.6 The Contractor understands and agrees that Agency expressly reserves the right to conduct a background investigation on the Contractor, subcontractor, assistants and any employee required to provide services and or goods. An unacceptable background history may, at Agency's discretion, be grounds to terminate the Contract or reject any unacceptable subcontractors or other individuals providing services and/or goods under the Contract.
- 7.7 Any misrepresentation or omission of a material fact concerning the Contractor's qualifications and fitness to provide services and/or goods under this Contract may be grounds for termination, as may be determined within the discretion of the Agency.

ARTICLE 8: RECORD KEEPING

During performance of this Contract and for a period of three years after its completion, Contractor shall maintain auditable records of all services and/or goods pertaining to this Contract and shall make such records available to Agency as Agency may reasonably require.

ARTICLE 9: RELATED AGREEMENTS

- 9.1 The work contemplated in this Contract is to be performed by Contractor, who may subcontract without Agency's approval for the purchase of articles, supplies, components, or special mechanical services that do not involve the type of work or services and/or goods described in Article 2, Scope of Services and/or Goods, but which are required for its satisfactory completion. Contractor shall not enter into other subcontracts without prior written approval by Agency. All work subcontracted shall be at Contractor's expense.

- 9.2 Contractor shall bind its subcontractors to the terms of this Contract, so far as applicable to the work of the subcontractor, and shall not agree to any provision which seeks to bind Agency to terms inconsistent with, or at variance from, this Contract.
- 9.3 Contractor shall furnish to Agency a list of all subcontractors, their addresses, their principal location of business, tax identification numbers, and the dollar amount of each subcontract.

ARTICLE 10: CONFLICTS OF INTEREST AND ETHICS COMPLIANCE

- 10.1 No personnel of Contractor or member of the governing body of any locality or other public official or employee of any such locality in which, or relating to which, the work under this Contract is being carried out, and who exercise any functions or responsibilities in connection with the review or approval of this Contract or carrying out of any such work, shall, prior to the completion of said work, voluntarily acquire any personal interest, direct or indirect, which is incompatible or in conflict with the discharge and fulfillment of his or her functions and responsibilities with respect to the carrying out of said work.
- 10.2 Any such person who acquires an incompatible or conflicting personal interest, on or after the effective date of this Contract, or who involuntarily acquires any such incompatible or conflicting personal interest, shall immediately disclose his or her interest to Agency in writing. Thereafter, he or she shall not participate in any action affecting the work under this Contract, unless Agency shall determine in its sole discretion that, in the light of the personal interest disclosed, his or her participation in any such action would not be contrary to the public interest.
- 10.3 All contractors who are actively doing business with the State of Ohio or who are seeking to do business with the State of Ohio are responsible to review and comply with all relevant provisions of O.R.C. Section 102.01 to 102.09. Contractor certifies that it is currently in compliance and will continue to adhere to the requirements of Ohio ethics laws.

ARTICLE 11: NONDISCRIMINATION OF EMPLOYMENT

- 11.1 Pursuant to O.R.C. Section 125.111, Contractor agrees that Contractor, any subcontractor, and any person acting on behalf of Contractor or a subcontractor, shall not discriminate, by reason of race, color, religion, sex, age, national origin, or disability against any citizen of this state in the employment of any person qualified and available to perform the work under this Contract.
- 11.2 Contractor further agrees that Contractor, any subcontractor, and any person acting on behalf of Contractor or a subcontractor shall not, in any manner, discriminate against, intimidate, or retaliate against any employee hired for the performance of work under this Contract on account of race, color, religion, sex, age, national origin, or disability.
- 11.3 The O.R.C. section 125.111, requires any Contractor doing business with the state of Ohio to maintain a written affirmative action program addressing employment practices. The law further requires that this plan be filed annually with the Department of Administrative Services, Equal Employment Opportunity Division.
- 11.4 Contractor and any subcontractor shall not engage in discriminatory employment practices. Contractor certifies that it and any subcontractor will comply with all applicable federal and state laws, as well as rules and regulations governing fair labor and employment practices. Contractor

and any subcontractor are encouraged to purchase goods and services from certified Minority Business Enterprise and Encouraging Diversity, Growth and Equity vendors.

ARTICLE 12: RIGHTS IN DATA AND COPYRIGHTS/PUBLIC USE

Agency shall have unrestricted authority to reproduce, distribute and use (in whole or in part) any reports, data or materials prepared by Contractor pursuant to this Contract.

ARTICLE 13: LIABILITY

- 13.1 Contractor agrees to indemnify and to hold Agency and the State of Ohio harmless and immune from any and all claims for injury or damages arising from this Contract which are attributable to Contractor's own actions or omissions or those of its trustees, officers, agents, employees, subcontractors, suppliers, third parties utilized by Contractor, or joint venturers while acting under this Contract. Such claims shall include any claims made under the Fair Labor Standards Act or under any other federal or state law involving wages, overtime, or employment matters and any claims involving patents, copyrights, and trademarks.
- 13.2 Contractor shall bear all costs associated with defending Agency and the State of Ohio against any claims.
- 13.3 In no event shall either party be liable to the other party for indirect, consequential, incidental, special, or punitive damages, or lost profits.
- 13.4 Contractor agrees, at its own cost, to procure and continue in force at all times during the term of the Contract, general liability insurance with a \$2,000,000 annual aggregate and a \$1,000,000 per occurrence limit for bodily injury, personal injury, wrongful death and property damage. The defense cost shall be outside of the policy limits. Such policy shall designate the State of Ohio and the Ohio Department of Rehabilitation and Correction as an Additional Insured. The policy shall also be endorsed to include a waiver of subrogation and provide the state with thirty (30) day written notice of cancellation or expiration or material change. It is agreed upon that the Contractor's commercial general liability insurance shall be primary over any other coverage. Umbrella/excess liability insurance may be used to meet the required limits and the coverage must follow form.

The state reserves the right to approve all policy deductibles, levels of self-insured retention, captive insurance programs and may require the Contractor to have their policy(s) endorsed to reflect per project/per location general aggregate limits. Such insurance shall be written by a company authorized to conduct such business in the State of Ohio, with at least an A- "Excellent" rating from A.M. best Company.

The requirement to procure general liability insurance may be reduced/waived/self-insured with the prior written consent of the Agency's Division of Legal Services since certain contractors have potentially less or no exposure in liability depending on the nature of their work under the Contract.

- 13.5 Contractor agrees, at its own cost, to maintain workers' compensation as required by Ohio law and in compliance with the Ohio Bureau of Workers' Compensation.

ARTICLE 14: COMPLIANCE WITH LAWS

Contractor, in the execution of duties and obligations under this Contract, agrees to comply with all applicable federal, state and local laws, rules, regulations and ordinances.

ARTICLE 15: DRUG FREE WORKPLACE

Contractor agrees to comply with all applicable federal, state and local laws regarding smoke-free and drug-free work places and shall make a good faith effort to ensure that none of its employees or permitted subcontractors engaged in the work being performed hereunder purchase, transfer, use, or possess illegal drugs or alcohol, or abuse prescription drugs in any way.

ARTICLE 16: CAMPAIGN CONTRIBUTIONS

Contractor hereby certifies that all applicable parties listed in Division (I) (3) or (J) (3) of O.R.C. Section 3517.13 are in full compliance with Divisions (I) (1) and (J) (1) of O.R.C. Section 3517.13.

ARTICLE 17: ENTIRE AGREEMENT/WAIVER

- 17.1 This Contract contains the entire agreement between the parties hereto and shall not be modified, amended or supplemented, or any rights herein waived, unless specifically agreed upon in writing by the parties hereto.
- 17.2 This Contract supersedes any and all previous agreements, whether written or oral, between the parties.
- 17.3 A waiver by any party of any breach or default by the other party under this Contract shall not constitute a continuing waiver by such party of any subsequent act in breach of or in default hereunder.

ARTICLE 18: NOTICES

All notices, consents, and communications hereunder shall be given in writing, shall be deemed to be given upon receipt thereof, and shall be sent to the addresses first set forth above.

ARTICLE 19: HEADINGS

The headings in this Contract have been inserted for convenient reference only and shall not be considered in any questions of interpretation or construction of this Contract.

ARTICLE 20: SEVERABILITY

The provisions of this Contract are severable and independent, and if any such provision shall be determined to be unenforceable in whole or in part, the remaining provisions and any partially enforceable provision shall, to the extent enforceable in any jurisdiction, nevertheless be binding and enforceable.

ARTICLE 21: CONTROLLING LAW

This Contract and the rights of the parties hereunder shall be governed, construed, and interpreted in accordance with the laws of the State of Ohio and only Ohio courts shall have jurisdiction over any action or proceeding concerning the Contract and/or performance thereunder.

ARTICLE 22: ASSIGNMENT / DELEGATION

The Contractor will not assign any of its rights nor delegate any of its duties and responsibilities under this Contract without prior written consent of the State. Any assignment or delegation not consented to may be deemed void by the State.

ARTICLE 23: FINDINGS FOR RECOVERY

Contractor warrants that it is not subject to an “unresolved” finding for recovery under O.R.C. Section 9.24. If this warranty is found to be false, this Contract is void *ab initio* and Contractor shall immediately repay to Agency any funds paid under this Contract.

ARTICLE 24: DEBARMENT

Contractor represents and warrants that it is not debarred from consideration for contract awards by the Director of the Department of Administrative Services, pursuant to either O.R.C. Section 153.02 or O.R.C. Section 125.25. If this representation and warranty is found to be false, this Contract is void *ab initio* and Contractor shall immediately repay to Agency any funds paid under this Contract.

ARTICLE 25: FORCE MAJEURE

If the Agency or Contractor is unable to perform any part of its obligations under this Contract by reason of force majeure, the party will be excused from its obligations, to the extent that its performance is prevented by force majeure, for the duration of the event. The party must remedy with all reasonable dispatch the cause preventing it from carrying out its obligations under this Contract. The term “force majeure” means without limitation: acts of God; such as epidemics; lightning; earthquakes; fires; storms; hurricanes; tornadoes; floods; washouts; droughts; any other severe weather; explosions; restraint of government and people; war; strikes; and other like events; or any cause that could not be reasonably foreseen in the exercise of ordinary care, and that is beyond the reasonable control of the party.

ARTICLE 26: “SWEATSHOP-FREE” PURCHASING

Contractor certifies that all facilities used for the production of the goods or performances of services under this Contract are not sweatshops and are in compliance with applicable domestic labor, employment, health and safety, environmental and building laws. This certification applies to any and all manufacturers, suppliers and/or subcontractors used by the Contractor in furnishing the goods or services.

If DAS receives a complaint alleging non-compliance with this “sweatshop-free” certification, DAS may enlist the services of an independent monitor to investigate allegations of such non-compliance on the part of the Contractor, any sub-contractors or suppliers used by the Contractor in performance of the Contract. If allegations are proven to be accurate, the Contractor will be advised by DAS of the next course of action to resolve the complaint and the Contractor will be responsible for any costs associated

with the investigation. Consequences for violation this certification may include, but are not limited to, cancellation of the contract. A finding by the Agency that the Contractor is not a responsible bidder or a determination that the Contractor is ineligible to receive future contract bid awards. Items that will be considered in an investigation include, but are not limited to standards for wages, occupational safety and work hours.

ARTICLE 27: EXECUTIVE ORDER REQUIREMENTS

The Contractor affirms to have read and understands Executive Order 211-12K and shall abide by those requirements in the performance of this Contract, and shall perform no services required under this Contract outside of the United States. The Executive Order is provided as an attachment to this contract.

The Contractor also affirms, understands, and agrees to immediately notify the State of any change or shift in the location(s) of services performed by the Contractor or its subcontractors under this Contract, and no services shall be changed or shifted to a location(s) that are outside of the United States.

ARTICLE 28: TERMINATION, SANCTION, DAMAGES

If Contractor or any of its subcontractors perform services under this Contract outside of the United States, the performance of such services shall be treated as a material breach of the Contract. The State may recover from the Contractor all costs associated with any corrective action the State may undertake, including but not limited to an audit or a risk analysis, as a result of the Contractor performing services outside the United States.

The State may, at any time after the breach, terminate the Contact, upon written notice to the Contractor. The State may recover all accounting, administrative, legal and other expenses reasonably necessary for the preparation of the termination of the Contract.

The State, in its sole discretion, may provide written notice to Contractor of a breach and permit the Contractor to cure the breach. Such cure period shall be no longer than 21 calendar days.

Notwithstanding the State permitting a period of time to cure the breach or the Contractor’s cure of the breach, the State does not waive any of its rights and remedies provided the State in this Contract, including but not limited to recovery of costs associated with corrective action.

ARTICLE 29: EXECUTION

This Contract is not binding upon Agency unless executed in full.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed by their duly authorized officers, as of the day and year first written above.

Signature of Contractor:	
Printed Name of Contractor:	Date of Signing:
Warden:	Date:
Legal Services:	Date:
Deputy Director, Administration:	Date:



JOHN R. KASICH
GOVERNOR
STATE OF OHIO

Executive Order 2011-12K

Governing the Expenditure
of Public Funds for Offshore Services

WHEREAS, State of Ohio officials and employees must remain passionately focused on initiatives that will create and retain jobs in the United States in general and in Ohio in particular, and must do so especially during Ohio's continuing efforts to recover from the recent recession.

WHEREAS, allowing public funds to pay for services provided offshore has the potential to undermine economic development objectives in Ohio.

WHEREAS, the expenditure of public funds for services provided offshore may deprive Ohioans and other Americans of critical employment opportunities and may also undermine efforts to attract businesses to Ohio and retain them in Ohio, initiatives in which this State has invested heavily.

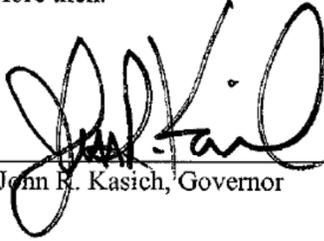
NOW THEREFORE, I, John R. Kasich, Governor of the State of Ohio, by virtue of the authority vested in me by the Constitution and the laws of this State, do hereby order and direct that:

1. No State Cabinet Agency, Board or Commission ("Executive Agency") shall enter into any contract which uses any public funds within its control to purchase services which will be provided outside the United States. This Executive Order applies to all purchases of services made directly by an Executive Agency and services provided by subcontractors of those providing services purchased by an Executive Agency.
2. This Executive Order will be personally provided, by the Director, Chair or other chief executive official of each Executive Agency, to the Chief Procurement Officer or other individual at that entity responsible for contracts for services.
3. The Department of Administrative Services, through Ohio's Chief Procurement Officer, shall have in place, by July 1, 2011, procedures to ensure all of the following:
 - a. All agency procurements officers (APOs), or the person with equivalent duties at each Executive Agency, have standard language in all Executive Agency contracts which:
 - i. Reflect this Order's prohibition on the purchase of offshore services.

- ii. Require service providers or prospective service providers to:
 - 1. Affirm that they understand and will abide by the requirements of this Order.
 - 2. Disclose the location(s) where all services will be performed by any contractor or subcontractor.
 - 3. Disclose the locations(s) where any state data associated with any of the services they are providing, or seek to provide, will be accessed, tested, maintained, backed-up or stored.
 - 4. Disclose any shift in the location of any services being provided by the contractor or any subcontractor.
 - 5. Disclose the principal location of business for the contractor and all subcontractors who are supplying services to the state under the proposed contracts.
 - b. All APOs confirm that all quotations, statements of work, and other such proposals for services affirm this Order's prohibition on the purchase of offshore services and include all of this Order's disclosure requirements.
 - i. Any such proposal for services lacking the affirmation and disclosure requirements of this Order will not be considered.
 - ii. Any such proposal where the performance of services is proposed to be provided at a location outside the United States by the contractor or any subcontractor will not be considered.
 - c. All procurement manuals, directive, policies, and procedures reflect the requirements of this Order.
 - d. All APOs have adequate training which addresses the terms of this Order.
4. Nothing in this Order is intended to contradict any state or federal law. In addition, this Order does not apply to:
- a. Services necessary to support the efforts of the Department of Development to attract jobs and business to the state of Ohio;
 - b. Academic, instructional, educational, research or other services necessary to support the international missions of Ohio's public colleges and universities; or
 - c. Situations in which the Director of the Department of Administrative Services, or the Director's designee, shall determine that it is an emergency or that it is necessary for the State to waive some or all of the requirements of this Order. The Director shall establish standards by which Executive Agencies may request a waiver of some or all of the requirements of this Order and by which such requests will be evaluated and may be granted.
5. Executive Order 2010-09S is hereby rescinded.

I signed this Executive Order on June 21, 2011 in Columbus, Ohio and it will expire on my last day as Governor of Ohio unless rescinded before then.





John R. Kasich, Governor

ATTEST:

Jon Husted, Secretary of State

**ATTACHMENT F
INSTITUTION ADDRESS LIST AND MAP**

Allen/Oakwood Correctional Institution (AOCl)

2338 North West Street
Lima, Ohio 45802
419-224-8000; Fax 419-224-5828

Chillicothe Correctional Institution (CCI)

15802 State Route 104 North
Chillicothe, Ohio 45601
740-774-7080; Fax 740-779-5398

Dayton Correctional Institution (DCI)

4104 Germantown Street
Dayton, Ohio 45417
Dayton - 937-263-0058; Fax 937-263-1322

Franklin Medical Center (FMC) ZONE B

1800 Harmon Avenue
Columbus, Ohio 43223
614-445-8600; Fax 614-444-8267

Lebanon Correctional Institution (LeCI)

3791 State Route 63
Lebanon, Ohio 45036
513-932-1211; Fax 513-932-1320

Lorain Correctional Institution (LorCI)

2075 South Avon Beldon Road
Grafton, Ohio 44044
440-748-1049; Fax 440-748-2191

Mansfield Correctional Institution (ManCI)

1150 North Main Street
Mansfield, Ohio 44901
419-525-4455; Fax 419-524-8022

Belmont Correctional Institution (BeCI)

68518 Bannock Road, S.R. 331
St. Clairsville, Ohio 43950
740-695-5169; Fax 740-526-0511

Correctional Reception Center (CRC)

11271 State Route 762
Orient, Ohio 43146
614-877-2441; Fax 614-877-3853

Franklin Medical Center (FMC) ZONE A

1990 Harmon Avenue
Columbus, Ohio 43223
614-445-5960; Fax 614-445-7040

Grafton Correctional Institution (GCI)

2500 South Avon Beldon Road
Grafton, Ohio 44044
440-748-1161; Fax 440-748-2521

London Correctional Institution (LoCI)

1580 State Route 56
London, OH 43140
740-852-2454; Fax 740-845-3399

Madison Correctional Institution (MaCI)

1851 State Route 56
London, Ohio 43140-0740
740-852-9777; Fax 740-852-3666

Noble Correctional Institution (NCI)

15708 McConnelsville Road
Caldwell, Ohio 43724
740-732-5188; Fax 740-732-2651

Northeast Re-Integration Center (NERC)
2675 East 30th Street
Cleveland, Ohio 44115
216-771-6460; Fax 216-787-3540

Ohio State Penitentiary (OSP)
878 Coitsville-Hubbard Road
Youngstown, Ohio 44505
330-743-0700; Fax 330-743-0841

Richland Correctional Institution (RiCI)
1001 Olivesburg Road
Mansfield, OH 44901
419-526-2100; Fax 419-521-2810

Southeastern Correctional Complex (SCC) - Hocking
16759 Snake Hollow Road
Nelsonville, Ohio 45764
740-753-1917; Fax 740-753-4277

Southern Ohio Correctional Facility (SOCF)
1724 Lucasville-Minford Road
Lucasville, Ohio 45699
740-259-5544; Fax 740-259-2882

Trumbull Correctional Institution (TCI)
5701 Burnett Road
Leavittsburg, Ohio 44430
330-898-0820; Fax 330-898-0848

Ohio Reformatory for Women (ORW)
1479 Collins Avenue
Marysville, Ohio 43040
937-642-1065; Fax 937-642-7678

Pickaway Correctional Institution (PCI)
11781 State Route 762
Orient, Ohio 43146
614-877-4362; Fax 614-877-1740

Ross Correctional Institution (RCI)
16149 State Route 104
Chillicothe, Ohio 45601
740-774-7050; Fax 740-774-7055

Southeastern Correctional Complex (SCC) - Lancaster
5900 B.I.S. Road
Lancaster, Ohio 43130
740-653-4324; Fax 740-653-6155

Toledo Correctional Institution (ToCI)
2001 East Central Avenue
Toledo, Ohio 43608
419-726-7977; Fax 419-726-7157

Warren Correctional Institution (WCI)
5787 State Route 63
Lebanon, Ohio 45036
513-932-3388; Fax 513-933-0150

ODRC Institution Map



- AOCI- Allen/Oakwood Correctional Institution, Lima
- BeCI- Belmont Correctional Institution, St. Clairsville
- CCI- Chillicothe Correctional Institution, Chillicothe
- CRC- Correctional Reception Center, Orient
- DCI- Dayton Correctional Institution, Dayton
- FMC- Franklin Medical Center, Columbus
- GCI- Grafton Correctional Institution, Grafton
- HCF- Hocking Correctional Facility, Nelsonville
- LeCI- Lebanon Correctional Institution, Lebanon
- LoCI- London Correctional Institution, London
- LorCI- Lorain Correctional Institution, Grafton
- MaCI- Madison Correctional Institution, London
- ManCI- Mansfield Correctional Institution, Mansfield
- MCI- Marion Correctional Institution, Marion
- NCI- Noble Correctional Institution, Caldwell
- NEPRC- Northeast Pre-Release Center, Cleveland

- ORW- Ohio Reformatory for Women, Marysville
- OSP- Ohio State Penitentiary, Youngstown
- PCI- Pickaway Correctional Institution, Orient
- RCI- Ross Correctional Institution, Chillicothe
- RiCI- Richland Correctional Institution, Mansfield
- SCI- Southeastern Correctional Institution, Lancaster
- SOCF- Southern Ohio Correctional Facility, Lucasville
- TCI- Trumbull Correctional Institution, Leavittsburg
- ToCI- Toledo Correctional Institution, Toledo
- WCI- Warren Correctional Institution, Lebanon
- Private - Lake Erie Correctional Institution, Conneaut (LaECI)
- Private - North Central Correctional Complex, Marion (NCCC)

Note: NEPRC - Northeast Pre-Release Center is now NERC – Northeast Re-Integration Center

Attachment G: Statement of Compliances

Contractor's Scope of Work.

_____, Bidder, acknowledges to having read, understood, and agrees to all requirements listed in Part Three of this ITB. If there are any such requirements which the Bidder is unable to contractually comply, the Bidder must provide a detailed statement as to why a particular requirement cannot be met.

ODRC Purchase Contract.

_____, Bidder, acknowledges to having read, understood, and agrees to the Purchase Contract as set forth in Attachment E. Bidder is able to contractually comply with all the terms and conditions set forth in the Purchase Contract including paragraph 7.5 which references the "Standards of Conduct for Contractor" which is Attachment C of this ITB. If there are any such terms and conditions which Bidder is unable to contractually comply, the Bidder must provide a detailed statement as to the reason(s) such term and or condition cannot be met.

Conflict of Interest Statement.

_____, Bidder, confirms Bidder and any people who may work on the Project through the Bidder do not have a conflict of interest, direct or indirect, which is incompatible with the fulfillment of the Project. Bidder further agrees that the ODRC has the right to reject a Bid in which a conflict is disclosed or cancel the Contract if any interest is later discovered that could give the appearance of a conflict.

By: _____

Title: _____

Print Name: _____

Organization Name: _____

Date: _____

ATTACHMENT H Page 1 (STAFF VENDING AREA)
(REPLICATE FOR EACH BID ON AN INSTITUTION IN ATTACHMENT A AND IDENTIFY INSTITUTION.)
INSTITUTION NAME: _____

4 Categories and 16 Items	Brand Name & Portion Size	Selling Price	Cost Per Oz.
<u>HOT BEVERAGES</u>			
Large Hot Coffee	_____	_____	_____
Small Hot Coffee	_____	_____	_____
Large Hot Chocolate	_____	_____	_____
Small Hot Chocolate	_____	_____	_____
<i>AVERAGE COST PER OZ.</i>			_____
<u>COLD BEVERAGES</u>			
20 oz. Brand Name Bottled Pop	_____	_____	_____
12 oz. Brand Name Fruit Juice	_____	_____	_____
20 oz. Brand Name Bottled Water	_____	_____	_____
12 oz. Brand Name Canned Pop	_____	_____	_____
<i>AVERAGE COST PER OZ</i>			_____
<u>CONFECTIONS</u> (Representative sampling, comparable items shall be priced/cost the same as sampling)			
Large Bag Brand Name Potato Chips	_____	_____	_____
2.07 oz. Standard Size Snickers Candy Bar	_____	_____	_____
3.5 oz. Brand Name Microwavable Popcorn	_____	_____	_____
Hostess Cupcakes	_____	_____	_____
<i>AVERAGE COST PER OZ.</i>			_____
<u>COLD FOODS</u>			
Cheeseburger Sandwich	_____	_____	_____
Sausage and Egg Biscuit Sandwich	_____	_____	_____
Brand Name Yogurt	_____	_____	_____
Plain Bagel with Cream Cheese	_____	_____	_____
<i>AVERAGE COST PER OZ.</i>			_____

AREA	COMMISSION BID
EMPLOYEE VENDING AREAS (<i>including cash in the inmate visiting, vending machines, if applicable</i>)	_____ Percentage of commission paid on gross sales (i.e., all vended items sold) adjusted for sales taxes.

**ATTACHMENT H Page 2 [INMATE VISITING, VENDING AREA(S) INCLUDING, IF APPLICABLE, INMATE LIVING, VENDING AREA(S)]
(REPLICATE FOR EACH BID ON AN INSTITUTION IN ATTACHMENT A AND IDENTIFY INSTITUTION.)
INSTITUTION NAME: _____**

4 Categories and 16 Items **Brand Name & Portion Size** **Selling Price** **Cost Per Oz.**

HOT BEVERAGES

Large Hot Coffee _____

Small Hot Coffee _____

Large Hot Chocolate _____

Small Hot Chocolate _____

AVERAGE COST PER OZ. _____

COLD BEVERAGES

20 oz. Brand Name Bottled Pop _____

12 oz. Brand Name Fruit Juice _____

20 oz. Brand Name Bottled Water _____

12 oz. Brand Name Canned Pop _____

AVERAGE COST PER OZ _____

CONFECTIONS (Representative sampling, comparable items shall be priced/cost the same as sampling)

Large Bag Brand Name Potato Chips _____

2.07 oz. Standard Size Snickers Candy Bar _____

3.5 oz. Brand Name Microwavable Popcorn _____

Hostess Cupcakes _____

AVERAGE COST PER OZ. _____

COLD FOODS

Cheeseburger Sandwich _____

Sausage and Egg Biscuit Sandwich _____

Brand Name Yogurt _____

Plain Bagel with Cream Cheese _____

AVERAGE COST PER OZ. _____

AREA	COMMISSION BID (see below Note)
INMATE VISITING, VENDING AREA(S) INCLUDING, IF APPLICABLE, INMATE LIVING, VENDING AREA(S)	_____ Percentage of monthly commission paid on the "total monthly sales revenue from cards" adjusted for sales taxes. "Total monthly sales revenue from cards" includes any monies collected, during a particular month, by the Contractor for the \$2.00 cost of the cards purchased by the inmates if applicable, and or the visitors, plus any and all credit purchased on the cards by the visitors, plus the denominational amount (i.e., \$5.00, \$10.00, \$25.00, and \$50.00) on all cards purchased by the inmates if applicable, is the basis for paying the monthly commission.

Note-Before submitting a commission bid on a particular institution, the Contractor shall determine from Attachment A, whether inmate living, vending area applies to that institution.