

# INVITATION TO BID

INVITATION TO BID (ITB) NUMBER: DRCB-14-1053

DATE ISSUED: January 21, 2013

The Ohio Department of Rehabilitation and Correction (DRC)  
issues this ITB for:

## VENDING SERVICES

INQUIRY PERIOD BEGINS: January 21, 2014

INQUIRY PERIOD ENDS: February 20, 2014

BID DUE DATE: March 11, 2014

BID DUE TIME: 3:00 P.M. Local Time

BID SHOULD BE LABELED AND DELIVERED TO: TPA-ELECTRICITY AGGREGATION ITB  
c/o Yolanda Cooks, Contract Analyst  
ODRC Operation Support Center Mail Room  
770 West Broad Street 1<sup>ST</sup> Floor  
Columbus, OH 43222

BID OPENING LOCATION: (Do not hand carry bids into the Bid Opening Room, they will be rejected.)

DRC Operation Support Center  
770 West Broad Street, 1<sup>ST</sup> Floor  
Columbus, OH 43222

BID OPENING DATE AND TIME: March 11, 2014 at 3:00 P.M.  
Local Time

This ITB consists of five (5) numbered Parts totaling \_\_\_ consecutively numbered pages, and five (5) lettered attachments, 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 installation, stocking, servicing, maintenance and repair of all vending machines at various institutions (hereinafter referred to as the “Project”). 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 selected Bidder perform the Service. Once awarded, the term of the Contract will be for up to three years with up to two optional renewals for up to three years each unless otherwise indicated in Attachment A. or where an existing agreement has not yet expired.

In the event an existing agreement is in place, the particular Institution, at its option, may choose to order from the proposed contract pursuant to this ITB. If the Institution joins this contract, at any time during the term of the contract or any renewals, the order will still co-terminate with the termination date of a contract pursuant to this ITB.

In the event an Institution chooses to expand the locations where vending services are offered, the Institution and the Contractor shall agree on the location and items and pricing that is already within a contract pursuant to the ITB. If the Institution adds service locations to the contract, at any time during the term of the contract or any renewals, the order will still co-terminate with the termination date of a contract pursuant to this ITB.

In the event an Institution chooses to reduce the locations where vending services are offered, for any reason, the Institution and the Contractor shall agree on the reduction location and arrange for the Contractor to remove any equipment and all refuse associated with the removal. All cost for the removal shall be borne by the Contractor, and the Institution shall provide ease of secure access and responsive answers to Contractor as needed.

The Contractor shall provide; install; stock; service; repair and maintain in proper operating condition and at high standards of quality, sanitation and cleanliness, vending machines of agreed types and agreed locations for the sale of food products, non-alcoholic beverages, and other such articles.

This ITB provides details on what is required to submit a Bid, how the Institution will evaluate the Bids and what will be required of the Bidder who executes a Contract (hereinafter referred to as “Contractor”).

### Calendar of Events

The schedule for the ITB is given below to assist the Bidder in responding to this ITB, The following is the ITB schedule:

|                                    |   |
|------------------------------------|---|
| ITB Issued:                        | January 21, 2014                        |
| Deadline to Schedule Site Visit:   | Per each Institution (see Attachment A) |
| Inquiry Period Begins:             | 1/21/2014                               |
| Inquiry Period Ends:               | 2/20/2014                               |
| Bid Due Date:                      | 3/11/2014                               |
| Tentative Contract Award:          | 3/26/2014                               |
| Equipment Installation Completion: | Per each Institution (see Attachment A) |

## Structure of ITB

The ITB consists of the following Parts and Attachments:

|              |  |
|--------------|--|
| Part One     | Executive Summary  |
| Part Two     | General Instructions   |
| Part Three   | Scope of Project   |
| Part Four    | Evaluation of Bids   |
| Part Five    | Requirements For Bids  |
| Part Six     | General Terms and Conditions   |
| Attachment A | Institution Specific pages including:<br>Commission and Price Worksheets per Institution |
| Attachment B | Bidder's Profile Summary   |
| Attachment C | Standards of Conduct   |
| Attachment D | Contract Performance   |
| Attachment E | Contract   |

**ODRC ITB Representative.** Yolanda Cooks, Contract Analyst of the ODRC Office of Acquisition and Contract Compliance shall be the ODRC representative during the ITB process until contracts are executed. No other person can provide valid responses to any queries, nor issue any official addenda during the process.

**Contract Monitor.** After the contract award, the ODRC will designate a Contract Monitor who will be the Contractor's primary point of contact for matters relating to the Contractor's performance of the vending service.

**Site Visit.** Bidders are strongly encouraged to arrange for and accomplish a site visit before the Bid Due Date. The site visit shall be arranged with the designated Institution contact person as specified in Attachment A. Bidders that do not arrange for or accomplish the site visit(s) shall still remain responsible for any particular logistical/electrical needs that the Institution may present with regard to delivery and location of the vending machines at the time of such placement.

### Part Two General Instructions

**Inquiries.** Potential Bidders may make inquiries utilizing the procedures in this section, regarding this ITB any time during the Inquiry Period listed in the Calendar of Events (see Part One.) The ODRC ITB Representative Yolanda Cooks, Contract Analyst of the ODRC Office of Acquisition and Contract Compliance shall coordinate inquiry responses in matters relating to this ITB and the Bidding process.

To make an inquiry, Bidders must use the following process:

- Access the State Procurement web site at <http://www.ohio.gov/procure>;
- From the Navigation Bar on the left, select "Find it Fast";
- Select "Doc/Bid/Schedule #" as the Type;
- Enter the ITB Number found on Page 1 of the document (ITB Numbers begin with DRC followed by a number);
- Click the "Find It Fast" button;
- On the document information page, click the "Submit Inquiry" button;
- On the document inquiry page, complete the required "Personal Information" section by providing:
  - ✓ First and last name of the prospective bidder's representative who is responsible for the inquiry;
  - ✓ Name of the prospective bidder;
  - ✓ Representative's business phone number; and

Part Two      General Instructions (continued)

- ✓ 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; and
- ✓ The page number of the ITB where the provision can be found.
- ✓ 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. 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 using the following process:

- Access the State Procurement web site at <http://www.ohio.gov/procure>;
- From the Navigation Bar on the left, select "Find it Fast";
- Select "Doc/Bid/Schedule #" as the Type;
- Enter the ITB Number found on Page 1 of the document (ITB Numbers begin with DRC followed by a number);
- Click the "Find It Fast" 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. But 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 the bid may result in the Bidder being deemed not responsive.

**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, at the address listed on page one (1) with the outside of each envelope clearly marked "Vending Services."

Bids must be received no later than 3:00 p.m. local time on the Bid Due Date. The ODRC ITB Representative 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 the Bids are opened.

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 State-scheduled retention period, the Institution may return, destroy, or otherwise dispose of the Bids and copies.

The requirements for the Bid contents and formatting are contained in Part Five of this ITB.

## Part Two General Instructions (continued)

**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 State will not be liable for any costs incurred by any Bidder in responding to this ITB, even if the State does not award a Contract through this process. The ODRC reserves the right to decide not to select a Bidder for the services. It may also cancel this ITB and select a service provider through some other process or by issuing 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 the ODRC will only do so if it believes that is in the ODRC's 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 3:00 p.m. local time on the Bid Due Date. Communications of amendments and withdrawals of bids shall be submitted exactly as the bid submittal instructions including the address, location, and method of delivery; and clearly marked with the subject of the bid. Indicate the amendment or withdrawal INSIDE the envelope. 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, at the address listed on page one (1) with the outside of each envelope clearly marked "Vending Services."

Bids must be received no later than 3:00 p.m. local time on the Bid Due Date. The ODRC ITB Representative 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 Institution and shall not be returned. The Bidder should not include proprietary information in a Bid because the Institution 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 State-scheduled retention period, or, in the event of bid cancellation/non-award of contracts, 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 to the Ohio Department of Rehabilitation and Correction at the institutions indicated. The successful Bid will form the basis of a contract for such services.

## **BACKGROUND – INSTITUTION 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 require interruption of service to the machines and equipment in cases of critical incident management or for other just cause reasons. 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, including but not limited to, L.E.A.D.S., local law enforcement checks and checks through the BCI&I and FBI.

### **Contractor Scope of Work for Vending Services**

- 1) The Contractor shall provide for the installation, service, maintenance and repair of the machines and equipment listed in Attachment A. without charge. The Contractor shall coordinate with the 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 Contract Monitor. The Institution and the Contractor may agree to install additional machines. The Contractor shall be the owner of and retain title to, all 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 all one and five dollar bills. All vending machines must also have cash counters.
- 3) The Contractor must provide their vending personnel at the Institution as designated in Attachment A. The Contractor shall hire and maintain all employees necessary for the performance of the Contract. These employees shall be subject to health examinations as required by city, state or federal authorities.
- 4) The Contractor agrees to not permit any of its personnel not reasonably acceptable to the Contract Monitor to enter the Institution and to not hire, without the prior written consent of the Contract Monitor, any person formerly incarcerated at any ODRC institution.
- 5) The Contractor agrees that any of its employees shall attend an orientation session prior to entering the Institution in accordance with ODRC Policy 39-TRN-12 (see [www.drc.ohio.gov](http://www.drc.ohio.gov).) The Contractor shall be financially responsible for the employee's time to attend this orientation. The Institutions shall provide the instructors and the training site.
- 6) 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.
- 7) 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. The Contractor shall report monthly commissions per Institution to the ODRC ITB Coordinator and Contract Monitor during the course of the contract pursuant to this ITB.

Part Three Scope of Project (continued)

- 8) 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. If a quicker response time is required by a particular Institution, as noted in Attachment A, that timing shall supersede the timing in this paragraph.
- 9) The Contractor shall be responsible for providing forms to request refunds – posted at each machine, and refunds in fourteen calendar days of notification, to customers who fail to receive goods that have been paid for as well as damaged goods, outdated goods and unsatisfactory goods.
- 10) The Contractor agrees to meet as needed, at least quarterly, with the Contract Monitor, or their designee, to discuss Contract performance and compliance. The Contract Monitor will review all products that are sold in the employee vending areas on a quarterly basis and will play an active role in determining the selection and pricing of items to be stocked in these machines.
- 11) The Contractor agrees to maintain the prices of vending items submitted as part of this Bid to be fixed for the term of the Contract. Any request for a price change must be submitted, in writing, to the Contract Monitor. Such request shall be considered only if the Contractor can document an incurred cost increase of at least five percent. The Contract Monitor has the final approval for any price changes.
- 12) 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.
- 13) In consideration of performing the vending services in the Employee Vending Area or the Inmate Visiting or the Inmate Areas, the Contractor shall make monthly commission payments to the Institution as specified in the Institution Specific pages of Attachment A. Where commission is to be charged, the Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable as specified in Attachment A. Where applicable, the Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings as specified in Attachment A.
- 14) The Contractor's transaction card program shall be easy to use and fully explained in the response to this ITB.

## Part Four Evaluation of Bids

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

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

It is within the purview of the 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.

A. The Institution **may** reject any Bid for one of the following reasons:

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

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

Additionally, the Institution may cancel this ITB, reject all the Bids, and seek services through a new ITB or other means.

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

**Clarifications & Corrections.** During the evaluation process, the ODRC ITB Representative 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 believes 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 will review all Bids for their format and completeness. The ODRC ITB Representative may reject any incomplete or incorrectly formatted Bid, though they may also elect to waive any immaterial defects or allow a Bidder to submit a correction or clarification.

**Bid Evaluation.** The Award shall be made on an Institution by Institution basis. For each institution; the Evaluation Committee will total the average prices for items in the four categories listed in Attachment A. The maximum number of points (20) will be awarded to the lowest total price. Remaining bids will be ranked awarded points based on their total price with each subsequent higher bid receiving a one point reduction (e.g. 19 ... 18...). Similarly, the Evaluation Committee will award the maximum number of points (20) to the highest percentage of commission offered. The remaining bids will be awarded points based on the percentage of commission offered with each subsequent lower bid receiving a one point reduction (e.g. 19...18...). The points for price and commission for both areas, employee and inmate areas (visiting and non-visiting if applicable), will be added together for a possible total of eighty points. The highest point total will determine contract award if the bidder considered responsive and responsible.

#### Part Four Evaluation of Bids (continued)

In the event of a tie for a specific institution, the Evaluation Committee will multiply the prior fiscal year's sales for each vending area as noted in Attachment A., Institutional Demographics, by the offered commission and add the two fund totals together. The highest total dollar amount will determine the contract award.

**Bidder's History of Contract Performance.** The Evaluation Committee may 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 Institution 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 Evaluation Committee to ensure whether or not the Bidder can fulfill the requirements of this ITB.

**Interviews, Demonstrations, and Presentations.** The Evaluation Committee may require Bidders to interview, make a presentation about the 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.

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.

**Background Investigations.** All of the Contractor's employees that will be working at the Institution must pass a background investigation prior to entering the Institution. The ODRC will conduct a criminal background check that includes, 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 Contractor's employees coming on site and at no expense to the Contractor.

The Contractor will perform, be financially responsible for, and provide a copy to the ORDC ITB Representative of the following background checks:

- Employer reference checks;
- Personal reference checks;
- Operators license checks;
- Military service checks; and
- Drug tests.

**Financial Ability.** If the Evaluation Committee is concerned that a Bidder may not be a viable going concern or 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.

#### Part Four Evaluation of Bids (continued)

**Contract Award.** The Contract shall be awarded to the responsive and responsible Bidder with the highest point total as set forth in the provision for Bid Evaluation in Part Four. The Award may be for one or multiple Institutions, however the evaluation shall be conducted per Institution.

At that time, the selected Bidder will receive two original Contracts, as exemplified by Attachment E, to sign, date and return to the ODRC ITB Representative.

If this ITB results in a Contract award, 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. Attachments A. through E. are attached and incorporated into this ITB. The general terms and conditions for the Contract are contained in Part Six of this ITB.

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

1. This ITB, as amended;
2. The documents and materials attached and incorporated into this ITB;
3. The Contractor's Bid, as amended; and
4. The documents and materials attached and incorporated into the Contractor's Bid.

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

**Notice of Award.** The ODRC shall send the notice of the decision to award the Contract for this Project by e-mail to each Bidder once all contracts have been executed.

#### Part Five 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 Compliance
- Available Products and Pricing
- Commission and Price Worksheet
- Conflict of Interest Statement
- Contract Performance
- Insurance

## Part Five Requirements For Bids (continued)

**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:

- a) General company profile including a description of the Bidder's legal structure (e.g. corporation, partnership, etc.) and number of employees;
- b) The address of the Bidder's home office; and
- c) 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 Institution (e.g., hospitals, schools, jails, and businesses.) Attachment B may be replicated if additional space is needed.

**Statement of Compliance.** The Bidder must include a paragraph stating that they are able to contractually comply with all requirements included in the Contractor's Scope of Work for Vending Services listed in Part Three of this ITB as well as the Terms and Conditions listed in Part Six of this ITB. If there are any requirements in the Contractor's Scope of Work for Vending Services or Terms and Conditions with which the Bidder is unable to contractually comply, the Bidder must provide a detailed statement as to why that term cannot be met.

**Available Products, Pricing and Transaction Methods.** The Bidder will submit a list of standard food products to be vended, including portion sizes and selling prices in order to provide the range of items available. The Bidder will also submit a copy of their cycle menu. The Contractor's card transaction program shall be easy to use and fully explained in the response to this ITB.

**Commission and Price Worksheet.** The Bidder shall complete Attachment A for each Institution for which it is to be evaluated. The Bidder shall NOT bundle Institutions or condition pricing/commissions upon receiving the award of two or more Institutions.

For both the Employee Vending and Inmate areas (Inmate Visiting AND Non-visiting Vending areas), the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food. In addition, the Bidder shall list the items used to determine the average in of Attachment A.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate areas (Visiting and Non-visiting Vending Areas.) as required in Attachment A

Once the Contract is awarded, an Institution may negotiate an advancement of the commission with the Contractor.

**Conflict of Interest Statement.** Each Bid must include a statement indicating whether the Bidder, or any people that may work on the Project through the Bidder, 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.

Part Five Requirements For Bids (continued)

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

**Insurance.** Bidders shall submit proof of the ability to procure and maintain insurance with a carrier licensed to do business in the State of Ohio with limits not less than those set forth in Contractor's Indemnification-Insurance heading in Part Six.

**Part Six General Terms and Conditions**

For each provision in Part Five of this ITB, the Bidder shall state that it has read, understands, and shall be contractually obligated to comply with each such provision.

**Performance**

**Grant.** The Institution hereby grants the Contractor exclusive right and privilege to operate a vending service on the Premises of the Institution (hereinafter referred to as the "Premises") and to sell upon such Premises, through automatic vending machines, food products, non-alcoholic beverages and other articles as shall be approved by the Institution's Deputy Warden of Administration (hereinafter referred to as the "DWA") or designee.

**Term.** This Contract shall become effective when all signatures are affixed (hereafter referred to as "Effective Date") and remain in full force and effect for a period of up to two years from the Effective Date. This Contract shall be deemed to be automatically renewed for an additional period of up to two years and thereafter for up to two years, unless terminated by either party by giving sixty days notice in writing to the other party of its intention to do so. However, all contracts shall expire no later than the time periods stated above or March 31, 2020, Where an institution executes a Contract pursuant to the bid AFTER April 1, 2014, the contract shall still expire no later than March 31, 2020.

**Taxes.** The Contractor agrees to pay all federal, state and local taxes which may be assessed against the Contractor's equipment or merchandise while in or upon the Premises, as well as all federal, state or local taxes assessed in connection with the operation of its vending services upon the Premises.

**Contract Administration**

**Records And Financial Arrangement.** During the term of this Contract, the Contractor shall maintain accurate records, including but not limited to, all sales revenues and merchandise inventories in connection with the services under this Contract. The Contractor shall keep all records on file by Contractor for a period of three years from the termination date of this Contract. Contractor shall, upon reasonable notice, give any authorized representative of the Institution the privilege of inspecting, examining, copying and auditing such business records during normal business hours, at Contractor's headquarters in the State of Ohio. The Contractor will freely lend its own assistance in making such inspections, examinations and audits.

**Equal Employment Opportunity.** The Contractor, in performing work required by this Contract, shall not discriminate against any employee or applicant for employment because of race, religion, sex, color, national origin, sexual preference, disability, veteran status or age in violation of federal, state or local laws.

**Contractor's Indemnification – Insurance** The Contractor shall save the Institution harmless from any and all claims of its employees for wages, salaries or related taxes and benefits.

The Contractor shall indemnify and hold the Institution, its employees agents, guests or visitors, harmless from any and all loss, damage, injury, death or liability arising directly or indirectly out of the Contractor's operations under this Contract. This includes operation of equipment, acts of omission, commission or negligence of the Contractor under this Contract, and any loss, damage, injury, death or liability caused by the Contractor's negligent acts, omissions or commissions and arising out of the consumption or use of the products sold.

Each party shall promptly notify the other party in writing of any claims that may involve liability for the other party.

During the term of the Contract, the Contractor shall procure and maintain with insurance carrier licensed to do business in the State of Ohio the following insurance with limits not less than those set forth below:

- (1) Workers' Compensation Insurance covering Contractor's employees as prescribed by the laws of the State of Ohio;
- (2) Commercial Automobile Liability insurance with a combined single of at least \$500,000.
- (3) Comprehensive General Liability At all times during the term of this Contract, the Contractor, at its sole cost and expense, shall carry and maintain a policy of commercial general liability insurance coverage for bodily injury, personal injury, wrongful death and property damage coverage together with all costs of defense. The defense cost shall be outside of the policy limits. Such policy shall designate as an additional insured the "State of Ohio, as its interest may appear" and shall bear an endorsement to the effect that the insurer agrees to notify the Institution in writing not less than thirty days in advance of cancellation, non-renewal or decrease in coverage. This insurance shall be primary and non-contributory over all other applicable insurance. The policy should include a per project aggregate to provide full policy limits for each state contract. The policy will also be endorsed to include a blanket waiver of subrogation. Such policy of insurance shall be issued by an insurance company licensed by the State of Ohio and be classified as an admitted carrier protected by the Ohio Insurance Guarantee Association and acceptable to the State of Ohio. Before the execution of this Contract, the Contractor shall provide to the Institution a certificate of insurance to evidence such policy, for approval by the ODRC's Legal Counsel. The insurance company issuing the policy must carry at least an A-rating or better from A.M. Best.

**MINIMUM POLICY LIMITS:**

|             |   |
|-------------|---|
| \$2,000,000 | General Aggregate                       |
| \$2,000,000 | Products/Completed Operations Aggregate |
| \$1,000,000 | Occurrence Limit                        |
| \$1,000,000 | Personal and Advertising Injury Limit   |
| \$ 100,000  | Fire Legal Liability                    |
| \$ 10,000   | Medical Payments                        |

**Termination Of Contract** If either party fails to meet or fulfill the terms and provisions of this Contract, the party claiming such failure may, at its option, give written notice of the breach claimed to the other party. If, within thirty days from receipt of such notice, such failure has not been corrected or arrangements made for settlement, the claiming party may then terminate this Contract for cause sixty days after giving written notice of termination to the breaching party.

Either party may terminate this Contract at any time and for a valid reason by providing the other party a written notice sixty days prior to the date of termination.

If either party is prevented from performing under this Contract because of fire, civil disturbances, the public enemy, acts of God, other casualties, labor disputes or other disturbances beyond the control of either of the parties, the disruption shall not be considered a default of the terms of this Contract. The effective term of this Contract may be extended for a period equal to the periods of suspended performance in order to provide the number of operating days, based on the terms of this Contract. The party wishing to exercise this option must notify the other party in writing at least sixty days prior to the date that this Contract or an extension of it would normally terminate.

On termination or expiration of this Contract, the Contractor shall, as soon thereafter as is feasible, vacate all parts of Premises occupied by the Contractor and return the Premises to together with all the equipment and fixtures furnished by the Institution pursuant to this Contract in the same condition as when originally made available to Contractor, excepting reasonable wear and tear. If the Contractor fails to remove its property and effects within thirty days after the actual termination date, the Institution may remove and ship any remaining property and effects to the Contractor at the address listed herein at the Contractor's expense.

**Independent Contractor Relationship** It is mutually understood and agreed, and it is the intent of the parties that an independent Contractor relationship is not established under the terms and conditions of this Contract; that employees of Contractor are not, nor shall they be deemed to be employees of the Institution, and that employees of the Institution are not, nor shall they be deemed to be employees of Contractor.

## **Construction**

**Entire Contract** This Contract constitutes the entire understanding between the parties and all other communications whether written or oral with reference to the subject matter of this Contract are cancelled and superseded.

**Amendments – Waiver** No variation or modification of this Contract and no waiver of its provision shall be valid unless in writing and signed by the duly authorized officers of the Contractor and the Institution.

The failure of either party at any time to demand strict performance by the other party of any of the terms of this Contract will not be a waiver of those terms. Waivers must be in writing to be effective. Either party may at any later time demand strict performance.

**Severability** If any term or provision of this Contract is held by a court of competent jurisdiction to be contrary to law, the remaining provisions or terms of this Contract will remain in force and effect to the fullest permitted by law.

Part Six      General Terms and Conditions (continued)

**Construction** This Contract will be construed in accordance with the plain meaning of its language and neither for nor against the drafting party.

**Headings** The headings used herein are for the sole sake of convenience and will not be used to interpret any section.

**Notices** For any notice under this Contract to be effective, it must be made in writing and sent by hand, certified or registered mail to the mailing address of the appropriate representative as provided below unless the ODRC or the Contractor has notified the other party, in accordance with the provisions of this section, of a new mailing address.

For the Contractor:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

For the Institution:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**Law And Courts**

**Compliance With Laws** The Contractor agrees to comply with all federal, state and local laws and regulation governing the preparation, handling and serving of foods and to procure and keep in effect all necessary licenses, permits and food handler's cards required by law. Further, the Contractor agrees to post such permits within the vending areas in a prominent place as required by law. The Contractor agrees to comply with all applicable federal, state, and local laws and regulations in performing this Contract, including but not limited to, wages and hours of employment. The Institution reserves the right to send an inspection committee to visit the Contractor's food preparation areas, as it deems necessary.

**Drug-Free Workplace** The Contractor will comply with all applicable state and federal laws regarding keeping a drug-free workplace. The Contractor will make a good faith effort to ensure that all of its employees while working on state property will not have or be under the influence of illegal drugs or alcohol or abuse prescription drugs in any way.

**Conflicts Of Interest** No personnel of the Contractor may voluntarily acquire any personal interest that conflicts with their responsibilities under this Contract. Additionally, the Contractor will not knowingly permit any public official or public employee who has any responsibilities related to this Contract, to acquire an interest in anything or any entity under the Contractor's control if such an interest would conflict with that official's or employee's duties. The Contractor will disclose to the Institution any such person who acquires an incompatible or conflicting personal interest related to this Contract and the Contractor will take steps to ensure that such a person does not participate in any action affecting the work under this Contract. This will not apply when the Institution has determined that said person's participation in any such action would not be contrary to the public interest.

**Ohio Ethics And Elections Laws** The Contractor agrees that no employees of the Ohio Department of Rehabilitation and Correction (ODRC) will be hired or contacted by the Contractor without compliance with Ohio Ethics Laws after the termination of their employment with ODRC.

The Contractor certifies that it is currently in compliance with, and will continue to adhere to the requirements of the Ohio ethics law, Ohio Revised Code (ORC) Section 102.04. The Contractor affirms that, as applicable to the Contractor, no party listed in Divisions (I) or (J) of ORC Section 3517.13 or spouse of such party has made, as an individual, within the two previous calendar years, one or more contributions totaling in excess of \$1,000.00 to the Governor of the State of Ohio or to his campaign committees.

**Injunctive Relief** Nothing in this Contract is intended to limit the Institution's right to injunctive relief if such is deemed necessary to protect its interests.

**Assignment and Subcontracting** Neither party shall assign or transfer this Contract, or any part thereof, nor enter into any subcontracts for services under the Contract, without the prior, written consent of the other party.

**Governing Law** This Contract and any amendment, modification, alternation or attachment shall be governed by, construed, enforced and interpreted in accordance with the laws of the State of Ohio, without giving effect to any conflicts or choice of laws principles which otherwise might be applicable.

Any action or proceeding against any of the parties hereto relating in any way to this Contract or the subject matter hereof shall be brought and enforced exclusively in the competent courts of Ohio. The Ohio Court of Claims is the proper jurisdiction for any action or proceeding against the Institution. The parties hereto consent to the exclusive jurisdiction of such courts in respect of any such action or proceeding.

**Multiple Counterparts** This Contract may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

**ATTACHMENT A**  
**Institution-specific information on location of machines and equipment**  
**including bid and commission worksheets**

**Institution Name: Allen Oakwood Correctional (AOCI)**

**Institution Demographics** The Institution is a Male inmate various security level. General population visiting is conducted 7 days per week, 6 hours per day, Sunday through Saturday. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$41,000.00 (Employee Vending) \$85,000.00 (Inmate Visiting) \$ 0 (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

Thomas R. Ferry, Business Administrator III  
2338 N. West Street  
Lima, Ohio 45801  
419-224-8000-2155  
Fax: 419-224-0636  
E-mail: tom.ferry@odrc.state.oh.us

**Site Visit.** There will be a site visit at the Institution on February 4, 2014 at 9:00 pm only. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than 48 hours prior to visit. Interested Bidders may contact Tom Ferry at 419-224-8000-2155 to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

1. The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Seven days per week in the Employee Vending Area keeping machines fully stocked at 8:00 am and 2:00 pm. Machines in Inmate/Inmate Visiting Area(s) will be stocked 7 days per week by 10:30 am and 2:30 pm or as needed to meet demand.
2. 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 6 hours from the time of any emergency call from the Institution.
3. In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The Allen Oakwood Correctional Institution Employee Vending Commission Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Allen Oakwood Correctional (AOCI)**

4. In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The Allen Oakwood Correctional Institution Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words "Vending Items/Costs in US Dollars." For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Allen Oakwood Correctional (AOCI)**

**Location of Required Machines and Equipment**

| Facility | Machine type | Location               | Availability<br>(Staff/Inmate) | Cash/Card/Cash<br>Card | # of people<br>accessing |
|----------|--------------|------------------------|--------------------------------|------------------------|--------------------------|
| AOCI     | SANDWICH     | H1A                    | INMATE/STAFF                   | CASH/CARD              | 83                       |
| AOCI     | SNACK        | H1A                    | INMATE/STAFF                   | CASH/CARD              | 83                       |
| AOCI     | SANDWICH     | H1B                    | INMATE/STAFF                   | CASH/CARD              | 101                      |
| AOCI     | SNACK        | H1B                    | INMATE/STAFF                   | CASH/CARD              | 101                      |
| AOCI     | SANDWICH     | H2A                    | INMATE/STAFF                   | CASH/CARD              | 123                      |
| AOCI     | SNACK        | H2A                    | INMATE/STAFF                   | CASH/CARD              | 123                      |
| AOCI     | SANDWICH     | H2B                    | INMATE/STAFF                   | CASH/CARD              | 124                      |
| AOCI     | SNACK        | H2B                    | INMATE/STAFF                   | CASH/CARD              | 124                      |
| AOCI     | SANDWICH     | H3A                    | INMATE/STAFF                   | CASH/CARD              | 140                      |
| AOCI     | SNACK        | H3A                    | INMATE/STAFF                   | CASH/CARD              | 140                      |
| AOCI     | SANDWICH     | H3B                    | INMATE/STAFF                   | CASH/CARD              | 140                      |
| AOCI     | SNACK        | H3B                    | INMATE/STAFF                   | CASH/CARD              | 140                      |
| AOCI     | SANDWICH     | H4A                    | INMATE/STAFF                   | CASH/CARD              | 140                      |
| AOCI     | SNACK        | H4A                    | INMATE/STAFF                   | CASH/CARD              | 140                      |
| AOCI     | SANDWICH     | H4B                    | INMATE/STAFF                   | CASH/CARD              | 140                      |
| AOCI     | SNACK        | H4B                    | INMATE/STAFF                   | CASH/CARD              | 140                      |
| AOCI     | SANDWICH     | H5                     | INMATE/STAFF                   | CASH/CARD              | 248                      |
| AOCI     | SNACK        | H5                     | INMATE/STAFF                   | CASH/CARD              | 248                      |
| AOCI     | POP          | BREAK ROOM             | STAFF                          | CASH                   | 368                      |
| AOCI     | SANDWICH     | BREAK ROOM             | STAFF                          | CASH                   | 368                      |
| AOCI     | SNACK        | BREAK ROOM             | STAFF                          | CASH                   | 368                      |
| AOCI     | COFFEE       | BREAK ROOM             | STAFF                          | CASH                   | 368                      |
| AOCI     | SANDWICH     | E1                     | INMATE/STAFF                   | CASH/CARD              | 100                      |
| AOCI     | SNACK        | E1                     | INMATE/STAFF                   | CASH/CARD              | 100                      |
| AOCI     | SANDWICH     | W1                     | INMATE/STAFF                   | CASH/CARD              | 106                      |
| AOCI     | SNACK        | W1                     | INMATE/STAFF                   | CASH/CARD              | 106                      |
| AOCI     | SNACK        | TRAINING               | INMATE/STAFF                   | CASH/CARD              | SEASONAL<br>50           |
| AOCI     | POP          | TRAINING               | INMATE/STAFF                   | CASH/CARD              | SEASONAL<br>50           |
| AOCI     | POP          | BREAK ROOM-<br>OAKWOOD | STAFF                          | CASH                   | 50                       |
| AOCI     | SANDWICH     | BREAK ROOM-<br>OAKWOOD | STAFF                          | CASH                   | 50                       |
| AOCI     | SNACK        | BREAK ROOM-<br>OAKWOOD | STAFF                          | CASH                   | 50                       |
| AOCI     | SANDWICH     | VISITING               | INMATE/STAFF                   | CASH/CARD              | 100                      |
| AOCI     | POP          | VISITING               | INMATE/STAFF                   | CASH/CARD              | 100                      |
| AOCI     | COFFEE       | VISITING               | INMATE/STAFF                   | CASH/CARD              | 100                      |

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

|      |          |                        |              |           |     |
|------|----------|------------------------|--------------|-----------|-----|
| AOCI | SNACK    | VISITING               | INMATE/STAFF | CASH/CARD | 100 |
| AOCI | SNACK    | VISITING-<br>OAKWOOD   | INMATE/STAFF | CASH/CARD | 36  |
| AOCI | POP      | VISITING-<br>OAKWOOD   | INMATE/STAFF | CASH/CARD | 36  |
| AOCI | COFFEE   | VISITING-<br>OAKWOOD   | INMATE/STAFF | CASH/CARD | 36  |
| AOCI | SANDWICH | VISITING-<br>OAKWOOD   | INMATE/STAFF | CASH/CARD | 36  |
| AOCI | COFFEE   | BREAK ROOM-<br>OAKWOOD | STAFF        | CASH      | 50  |

**INSTITUTION: Allen Oakwood Correctional (AOCI)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                        | COMMISSION BID                       |
|-----------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)    | ____ % commission*                   |
| INMATE VISTING VENDING AREA | ____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

**ALLEN CORRECTIONAL (AOCI) VENDING ITEMS/COSTS IN US DOLLARS**

HOT BEVERAGES

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

COLD BEVERAGES

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

CONFECTIONS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

COLD FOODS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Belmont Correctional Institution (BECI)**

**Institution Demographics** The Institution is Male inmate minimum/ medium security facility. General population visiting is conducted 5 days per week, 7 hours per day, 8:00 am through 3:00 pm. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$65,308.80 (Employee Vending) \$161,607.62 (Inmate Visiting) \$11,273.66 (Inmate Vending)

**Institution Monitor.** The Institution 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 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

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on January 30, 2014 from 8:00 am 12:00 pm until. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than January 28, 2014. Interested Bidders may contact Roger Moore at 740 695-5169 ext 2155 to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Main Compound & Camp Employee M-F-5:15am, 7:15am, 10:30 am & 1:00pm and S/S 5:15am and 1:00pm Machines in Inmate/Inmate Visiting Area(s) will be stocked five days per week by 7:00am and 11:30am or as needed to meet demand.]
- 2) 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 3 hours from the time of any emergency call from the Institution
- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to: *The BeCI Employee Activity Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later

**Belmont Correctional (BECI)**

than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least monthly.

- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The BeCI Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly/monthly (institution discretion).

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words "Vending Items/Costs in US Dollars." For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Belmont Correctional (BECI)**

**Location of Required Machines and Equipment**

| Facility | Machine type                         | Location          | Availability (Staff/Inmate) | Cash/Card/Cash Card | # of people accessing |
|----------|--------------------------------------|-------------------|-----------------------------|---------------------|-----------------------|
| BECI     | COLD BEVERAGE                        | ROLL CALL HALLWAY | STAFF                       | CASH                | 450 ROTATING PER WEEK |
| BECI     | HOT BEVERAGE                         | ROLL CALL HALLWAY | STAFF                       | CASH                | 450 ROTATING PER WEEK |
| BECI     | REF FRESH FOOD TO INCLUDING SANDWICH | ROLL CALL         | STAFF                       | CASH                | 450 ROTATING PER WEEK |
| BECI     | SNACK                                | ROLL CALL         | STAFF                       | CASH                | 450 ROTATING PER WEEK |
| BECI     | HOT BEVERAGE                         | MAIN VISITING     | VISITORS/STAFF              | CARD                | 100 PER VISIT DAY     |
| BECI     | COLD BEVERAGE                        | MAIN VISITING     | VISITORS/STAFF              | CARD                | 100 PER VISIT DAY     |
| BECI     | SNACK                                | MAIN VISITING     | VISITORS/STAFF              | CARD                | 100 PER VISIT DAY     |
| BECI     | REF FRESH FOOD TO INCLUDING SAND     | MAIN VISITING     | VISITORS/STAFF              | CARD                | 100 PER VISIT DAY     |
| BECI     | REF FRESH FOOD TO INCLUDING SANDWICH | MAIN VISITING     | VISITORS/STAFF              | CARD                | 100 PER VISIT DAY     |
| BECI     | REF FRESH FOOD TO INCLUDING SANDWICH | CAMP VISITING     | VISITORS/STAFF              | CARD                | 60 PER VISIT DAY      |
| BECI     | HOT BEVERAGE                         | CAMP VISITING     | VISITORS/STAFF              | CARD                | 60 PER VISIT DAY      |
| BECI     | COLD BEVERAGE                        | CAMP VISITING     | VISITORS/STAFF              | CARD                | 60 PER VISIT DAY      |
| BECI     | SNACK                                | CAMP VISITING     | VISITORS/STAFF              | CARD                | 60 PER VISIT DAY      |
| BECI     | SNACK                                | CAMP STAFF AREA   | STAFF                       | CASH                | 28 PER DAY            |
| BECI     | COLD BEVERAGE                        | CAMP STAFF AREA   | STAFF                       | CASH                | 28 PER DAY            |
| BECI     | COLD BEVERAGE                        | WEST CAMP DORM    | INMATE/STAFF                | CARD                | 235 PER DAY           |
| BECI     | REF FRESH FOOD TO INCLUDING SANDWICH | WEST CAMP DORM    | INMATE/STAFF                | CARD                | 235 PER DAY           |
| BECI     | SNACK                                | WEST CAMP DORM    | INMATE/STAFF                | CARD                | 235 PER DAY           |
| BECI     | SNACK                                | SOUTH CAMP DORM   | INMATE/STAFF                | CARD                | 235 PER DAY           |
| BECI     | COLD BEVERAGE                        | SOUTH CAMP DORM   | INMATE/STAFF                | CARD                | 235 PER DAY           |

**INSTITUTION: Belmont Correctional (BECI)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                        | COMMISSION BID                       |
|-----------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)    | ____ % commission*                   |
| INMATE VISTING VENDING AREA | ____ % commission paid on all items. |

\*Per Commission & Price Worksheet for this institution

**Belmont Correctional (BECI) VENDING ITEMS/COSTS IN US DOLLARS**

HOT BEVERAGES

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

COLD BEVERAGES

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

CONFECTIONS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

COLD FOODS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Chillicothe Correctional Institution**

**Institution Demographics** The Institution is a male inmate medium security facility, as well as housing 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 (Monday through Sunday) and 5:30 PM to 8:30 PM (Saturday only). Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$86,109.35 (Employee Vending)    \$244,405.11 (Inmate Visiting)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

Name: Jane Ellen McAfee, Business Administrator 3  
15802 State Route 104, North  
Chillicothe, Ohio 45601  
Telephone: 740-774-7080, Ext. 2277  
Fax: 740-774-7092  
E-mail: [Jane.McAfee@odrc.state.oh.us](mailto:Jane.McAfee@odrc.state.oh.us)

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on Thursday, February 6, 2014 from 9:00 AM until 11:00 AM. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than Tuesday, February 4, 2014. Interested Bidders may contact Jane Ellen McAfee, Business Administrator 3 at 740-774-7080, Ext. 2277 ([Jane.McAfee@odrc.state.oh.us](mailto:Jane.McAfee@odrc.state.oh.us)) to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Seven days per week in the Employee Vending Areas with the machines fully stocked by 7:00 AM and again by 1:00 PM. Seven days per week in the Inmate/Inmate Visiting areas, including Death Row Visiting, with the machines fully stocked by 7:00 AM and again by 1:00 PM (additional stocking by 5:00 PM on Saturday only)
- 2) 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 six hours from the time of any emergency call from the Institution.
- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to: The *Chillicothe Correctional Institution's Employee Vending Fund*. The Contractor agrees to forward commissions to the Contract

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Chillicothe Correctional (CCI)**

Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.

- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The Chillicothe Correctional Institution's Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly/monthly (institution discretion).

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words "Vending Items/Costs in US Dollars." For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Chillicothe Correctional (CCI)  
Location of Required Machines and Equipment**

| Facility | Machine type  | Location                 | Availability (Staff/Inmate) | Cash/Card/Cash Card | # of people accessing |
|----------|---|--------------------------|-----------------------------|---------------------|-----------------------|
| CCI      | SODA MACHINE  | ENTRY BUILDING (2-A)     | STAFF                       | CASH                | 575                   |
| CCI      | SNACK MACHINE   | ENTRY BUILDING (2-A)     | STAFF                       | CASH                | 575                   |
| CCI      | SODA MACHINE  | REAR GATE                | STAFF                       | CASH                | 575                   |
| CCI      | SODA MACHINE  | FOOD SERVICE             | STAFF                       | CASH                | 575                   |
| CCI      | SODA MACHINE (PEPSI PRODUCTS)   | STAFF BREAK ROOM         | STAFF                       | CASH                | 575                   |
| CCI      | SODA MACHINE (COKE PRODUCTS)  | STAFF BREAK ROOM         | STAFF                       | CASH                | 575                   |
| CCI      | SNACK MACHINE   | STAFF BREAK ROOM         | STAFF                       | CASH                | 575                   |
| CCI      | COLD FOODS  | STAFF BREAK ROOM         | STAFF                       | CASH                | 575                   |
| CCI      | FROZEN FOODS  | STAFF BREAK ROOM         | STAFF                       | CASH                | 575                   |
| CCI      | COFFEE MACHINE  | STAFF BREAK ROOM         | STAFF                       | CASH                | 575                   |
| CCI      | TOASTER   | STAFF BREAK ROOM         | STAFF                       |                     | 575                   |
| CCI      | SODA MACHINE (PEPSI PRODUCTS)   | VISITATION - MAIN        | VISITORS/STAFF              | CARD                | 204 DAILY             |
| CCI      | SODA MACHINE (COKE PRODUCTS)  | VISITATION - MAIN        | VISITORS/STAFF              | CARD                | 204 DAILY             |
| CCI      | JUICE/WATER MACHINE   | VISITATION - MAIN        | VISITORS/STAFF              | CARD                | 204 DAILY             |
| CCI      | COLD FOODS  | VISITATION - MAIN        | VISITORS/STAFF              | CARD                | 204 DAILY             |
| CCI      | COLD FOODS  | VISITATION - MAIN        | VISITORS/STAFF              | CARD                | 204 DAILY             |
| CCI      | SNACK MACHINE   | VISITATION - MAIN        | VISITORS/STAFF              | CARD                | 204 DAILY             |
| CCI      | FROZEN FOODS  | VISITATION - MAIN        | VISITORS/STAFF              | CARD                | 204 DAILY             |
| CCI      | COFFEE MACHINE  | VISITATION - MAIN        | VISITORS/STAFF              | CARD                | 204 DAILY             |
| CCI      | SNACK MACHINE   | D-4 (REINTEGRATION UNIT) | INMATE/STAFF                | CARD                | 74                    |
| CCI      | COLD/FROZEN FOODS   | D-4 (REINTEGRATION UNIT) | INMATE/STAFF                | CARD                | 74                    |
| CCI      | SODA MACHINE (CANS ONLY) *  | INMATE PROCESSING CENTER | INMATE/STAFF                | CARD                | 2459                  |
| CCI      | SNACK MACHINE *   | INMATE PROCESSING CENTER | INMATE/STAFF                | CARD                | 2459                  |
| CCI      | FROZEN FOODS *  | INMATE PROCESSING CENTER | INMATE/STAFF                | CARD                | 2459                  |
| CCI      | COLD FOODS *  | INMATE PROCESSING CENTER | INMATE/STAFF                | CARD                | 2459                  |
| CCI      | SNACK MACHINE   | DEATH ROW VISITATION     | VISITORS                    | CARD                | 72 DAILY              |
| CCI      | SODA MACHINE  | DEATH ROW VISITATION     | VISITORS                    | CARD                | 72 DAILY              |
| CCI      | COLD FOODS  | DEATH ROW VISITATION     | VISITORS                    | CARD                | 72 DAILY              |
| CCI      | * = COMPANY TO DETERMINE NUMBER OF MACHINES REQUIRED TO PROVIDE SERVICE |                          |                             |                     |                       |

**INSTITUTION: Chillicothe Correctional (CCI)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                        | COMMISSION BID                       |
|-----------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)    | ____ % commission *                  |
| INMATE VISTING VENDING AREA | ____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

**Chillicothe Correctional (CCI) VENDING ITEMS/COSTS IN US DOLLARS**

HOT BEVERAGES

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

COLD BEVERAGES

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

CONFECTIONS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

COLD FOODS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

Institution Name: CORRECTIONAL RECEPTION CENTER

**Institution Demographics** The Institution is a MALE inmate medium security facility. General population visiting is conducted 7 days per week, 6 hours per day, Sunday through Saturday. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13: \$19,945.89 (Employee Vending) \$30,465.68 (Inmate Visiting) \$0 (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

Karen Duffel, Business Administrator 3  
11271 State Route 762  
Orient, OH 43146  
Telephone: (614) 877-7000  
Fax: (614) 877-0100  
E-mail karen.duffel@odrc.state.oh.us

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on Thursday, February 13, 2014 from 10:00 am until 12:00 pm. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than Friday, February 7, 2014. Interested Bidders may contact Karen Duffel at (614) 877-7000 to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Sunday through Saturday (Seven days a week), 8:00 am to 3:00 pm that service should be performed. For example: Seven days per week in the Employee Vending Area(s) with machines fully stocked by 8:00 am to 2:30 pm. Machines in Inmate/Inmate Visiting Area(s) will be stocked seven days per week by 8:00 am to 2:30 pm or as needed to meet demand.]
- 2) 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 4 hours from the time of any emergency call from the Institution.
- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to: *The Correctional Reception Center, Employee Vending Fund for Employee Vending Machines*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no

**Correctional Receptionist Center (CRC)**

later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least monthly.

- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The Correctional Reception Center*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly/monthly

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words "Vending Items/Costs in US Dollars." For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Correctional Reception Center (CRC)**

**Location of Required Machines and Equipment**

| Facility | Machine type              | Location                    | Availability (Staff/Inmate) | Cash/Card/Cash Card | # of people accessing |
|----------|---------------------------|-----------------------------|-----------------------------|---------------------|-----------------------|
| CRC      | SODA MACHINE              | ENTRANCE BUILDING ONE       | VISITORS/STAFF              | CASH                | 200                   |
| CRC      | SNACK MACHINE             | ENTRANCE BUILDING ONE       | VISITORS/STAFF              | CASH                | 200                   |
| CRC      | SODA MACHINE              | ADMINISTRATIVE. BUILDING 3  | STAFF                       | CASH                | 150                   |
| CRC      | SODA MACHINE              | ADMINISTRATIVE. BUILDING 3  | STAFF                       | CASH                | 150                   |
| CRC      | GOURMET COFFEE MACHINE    | ADMINISTRATIVE. BUILDING 3  | STAFF                       | CASH                | 150                   |
| CRC      | SNACK MACHINE             | ADMINISTRATIVE. BUILDING 3  | STAFF                       | CASH                | 150                   |
| CRC      | REFRIGERATED FOOD MACHINE | ADMINISTRATIVE. BUILDING 3  | STAFF                       | CASH                | 150                   |
| CRC      | SNACK MACHINE             | VISITING                    | INMATE/STAFF                | CASH                | 135                   |
| CRC      | SNACK MACHINE             | VISITING                    | INMATE/STAFF                | CASH                | 135                   |
| CRC      | SODA MACHINE              | VISITING                    | INMATE/STAFF                | CASH                | 135                   |
| CRC      | SODA MACHINE              | VISITING                    | INMATE/STAFF                | CASH                | 135                   |
| CRC      | JUICE/WATER               | VISITING                    | INMATE/STAFF                | CASH                | 135                   |
| CRC      | REFRIGERATED FOOD MACHINE | VISITING                    | INMATE/STAFF                | CASH                | 135                   |
| CRC      | REFRIGERATED FOOD MACHINE | VISITING                    | INMATE/STAFF                | CASH                | 135                   |
| CRC      | GOURMET COFFEE MACHINE    | VISITING                    | INMATE/STAFF                | CASH                | 135                   |
| CRC      | SODA MACHINE              | BUILDING 4 - EDUCATION      | STAFF                       | CASH                | 50                    |
| CRC      | SNACK MACHINE             | BUILDING 4 - EDUCATION      | STAFF                       | CASH                | 50                    |
| CRC      | SODA MACHINE              | BUILDING 5 - CLASSIFICATION | STAFF                       | CASH                | 75                    |
| CRC      | SNACK MACHINE             | BUILDING 5 - CLASSIFICATION | STAFF                       | CASH                | 75                    |
| CRC      | SODA MACHINE              | BUILDING 12 - MENTAL HEALTH | STAFF                       | CASH                | 60                    |
| CRC      | SNACK MACHINE             | BUILDING 12 - MENTAL HEALTH | STAFF                       | CASH                | 60                    |
| CRC      | SODA MACHINE              | OFFICER DINING ROOM         | STAFF                       | CASH                | 125                   |
| CRC      | SNACK MACHINE             | OFFICER DINING ROOM         | STAFF                       | CASH                | 125                   |
| CRC      | SODA MACHINE              | TRAINING                    | STAFF                       | CASH                | 75                    |
| CRC      | SNACK MACHINE             | TRAINING                    | STAFF                       | CASH                | 75                    |

**INSTITUTION: Correctional Reception Center (CRC)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                         | COMMISSION BID                       |
|------------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)     | ____ % commission *                  |
| INMATE VISITING VENDING AREA | ____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

**Correctional Reception Center (CRC) VENDING ITEMS/COSTS IN US DOLLARS**

HOT BEVERAGES

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

COLD BEVERAGES

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

CONFECTIONS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

COLD FOODS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Dayton Correctional Institution**

**Institution Demographics** The Institution is a female inmate, minimum, medium and maximum security facility. General population visiting is conducted five days per week, six hours per day, morning and afternoon. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$51,000 (Employee Vending) \$144,000 (Inmate Visiting) \$0 (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

David Gedeon, Acting BA  
4104 Germantown Pk.  
Dayton, OH 45417  
Telephone (937) 263-0060 ex 5005  
Fax (937) 263-1322  
E-mail david.gedeon@odrc.state.oh.us

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on 2/18/2014 from 9:00 AM until 11:00 AM. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than close of business on 2/11/2014. Interested Bidders may contact David Gedeon at (937) 263-0060 ex 5005 to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Seven days per week 8:00 AM-completion of machine servicing for employee vending area or as needed to meet demand. Visiting room machines shall be fully stocked prior to start of early and late visiting Wednesdays through Sundays, 12:30-3:30 and 4:30-7:30. The Contractor shall provide an emergency contact telephone number, as emergency coverage must be available seven days per week, twenty-four hours per day.
- 2) The Contractor shall provide a service response time of not more than six hours from the time of any emergency call from the Institution.
- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to: *The Dayton Correctional Institution Employee Vending Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The Dayton Correctional Institution Industries & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly/monthly (institution discretion).

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words "Vending Items/Costs in US Dollars." For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

**\* Commission will be paid on all items including cold (perishable) food, vended in the areas identified as Inmate Vending/Visiting Areas. No commission is requested on items sold in the Employee Vending Areas; therefore, lower prices are expected. Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.**

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Dayton Correctional (DCI)**

**Location of Required Machines and Equipment**

| Facility | Machine type                      | Location            | Availability<br>(Staff/Inmate) | Cash/Card/Cash<br>Card | # of<br>people<br>accessing |
|----------|-----------------------------------|---------------------|--------------------------------|------------------------|-----------------------------|
| DCI      | SNACK                             | STAFF BREAK<br>ROOM | STAFF                          | CASH                   | 260                         |
| DCI      | BOTTLED SOFT<br>DRINKS/WATER      | STAFF BREAK<br>ROOM | STAFF                          | CASH                   | 260                         |
| DCI      | COFFEE/HOT CHOC.                  | STAFF BREAK<br>ROOM | STAFF                          | CARD                   | 260                         |
| DCI      | SNACK                             | VISITING            | VISITORS/STAFF                 | CASH/CARD              | 150                         |
| DCI      | REFRIGERATED/SANDWICH,<br>TWO     | VISITING            | VISITORS/STAFF                 | CASH/CARD              | 150                         |
| DCI      | BOTTLED SOFT<br>DRINKS/WATER, TWO | VISITING            | VISITORS/STAFF                 | CASH/CARD              | 150                         |
| DCI      | BOTTLED SOFT<br>DRINKS/WATER      | OPERATIONS          | STAFF                          | CASH                   | 70                          |
| DCI      | SNACK                             | OPERATIONS          | STAFF                          | CASH                   | 70                          |
| DCI      | SNACK                             | HOUSING UNIT        | INMATE/STAFF                   | CARD                   | 130                         |
| DCI      | BOTTLED SOFT<br>DRINKS/WATER      | HOUSING UNIT        | INMATE/STAFF                   | CARD                   | 130                         |
| DCI      | REFRIGERATED/SANDWICH             | HOUSING UNIT        | INMATE/STAFF                   | CARD                   | 130                         |

**INSTITUTION: Dayton Correctional (DCI)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                        | COMMISSION BID                       |
|-----------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)    | ____ % commission *                  |
| INMATE VISTING VENDING AREA | ____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Dayton Correctional (DCI) VENDING ITEMS/COSTS IN US DOLLARS**

HOT BEVERAGES

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

COLD BEVERAGES

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

CONFECTIONS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

COLD FOODS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Franklin Medical Center (FMC)**

**Institution Demographics** The Institution is a 2 part facility comprised of Zone A physically located at 1990 Harmon Avenue, Columbus, OH 43223, and Zone B physically located at 1800 Harmon Avenue, Columbus, OH 43223. Zone B has all male inmates of minimum security status. Zone A is a secondary health care facility (having similarities to medical units including a prenatal unit, a long term care facility, long term illness and surgery recovery, and end of life care unit) having both male and female inmates of all security levels. General population visiting is conducted five (5) days per week in both zones, 8 hours per day, Thursday through Monday. Very ill or terminally ill patient visits vary from general population and can conceivably occur on any day at any time. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$94,225 (Employee Vending) \$63,940 (Inmate Visiting) \$ N/A (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

Steve Sroufe Business Administrator 3  
Street Address: 1990 Harmon Ave, Columbus, OH 43223  
Columbus, OH 43223  
614-445-8600 x2101 or 614-397-1345  
Fax: 614-445-6116  
E-mail: Steven.Sroufe@odrc.state.oh.us

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on Jan 29, 2013 from 10:00 am until 11:30 am. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than 2:00pm Jan 28, 2013. Interested Bidders may contact Steve Sroufe at 614-445-8600 x2101 or by e-mail: Steven.Sroufe@odrc.state.oh.us (e-mail is the preferred method of contact) to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Employee Vending Area(s) - Seven days per week with machines fully stocked by 11:00am. Inmate Living Areas - Seven days per week with machines fully stocked by 4:00 pm. Inmate Visiting Areas - Five days per week with machines fully stocked by 9:30 am or as needed to meet demand.
- 2) 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 (8) hours from the time of any emergency call from the Institution.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to the FMC *Employee Activity* fund. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.
- 4) In consideration of performing the vending services in the Inmate Visiting and Inmate Living Vending Areas, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to the FMC *Industrial & Entertainment* fund. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words “Vending Items/Costs in US Dollars.” For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Franklin Medical Center (FMC)**

**Location of Required Machines and Equipment**

| Facility  | Machine type                 | Location                | Availability<br>(Staff/Inmate) | Cash/Card/Cash<br>Card | # of people<br>accessing |
|-----------|------------------------------|-------------------------|--------------------------------|------------------------|--------------------------|
| FMC A     | COLD<br>SNACK/SALAD/SANDWICH | INMATE VISITING         | INMATE/STAFF                   | CARD                   | 35                       |
| FMC A     | COLD DRINK                   | INMATE VISITING         | INMATE/STAFF                   | CARD                   | 35                       |
| FMC A     | SNACK                        | STAFF BREAK<br>ROOM     | STAFF                          | CASH                   | 300                      |
| FMC A     | HOT DRINK                    | STAFF BREAK<br>ROOM     | STAFF                          | CASH                   | 300                      |
| FMC A     | COLD<br>SNACK/SALAD/SANDWICH | STAFF BREAK<br>ROOM     | STAFF                          | CASH                   | 300                      |
| FMC A     | COLD DRINK                   | STAFF BREAK<br>ROOM     | STAFF                          | CASH                   | 300                      |
| FMC A     | SNACK                        | CLINIC HALL NEAR<br>R&D | STAFF                          | CASH                   | 110                      |
| FMC A     | COLD<br>SNACK/SALAD/SANDWICH | CLINIC HALL NEAR<br>R&D | STAFF                          | CASH                   | 110                      |
| FMC A     | COLD DRINK                   | CLINIC HALL NEAR<br>R&D | STAFF                          | CASH                   | 110                      |
| FMC A     | DRINK                        | 2 SOUTH DAY<br>ROOM     | INMATE/STAFF                   | CARD                   | 100                      |
| FMC A     | SNACK                        | 2 SOUTH DAY<br>ROOM     | INMATE/STAFF                   | CARD                   | 100                      |
| FMC A     | DRINK                        | 2 NORTH DAY<br>ROOM     | INMATE/STAFF                   | CARD                   | 100                      |
| FMC A     | SNACK                        | 2 NORTH DAY<br>ROOM     | INMATE/STAFF                   | CARD                   | 100                      |
| FMC<br>B* | DRINK                        | DORM 1 DAY<br>ROOM      | INMATE/STAFF                   | CARD                   | 65                       |
| FMC<br>B* | SNACK                        | DORM 1 DAY<br>ROOM      | INMATE/STAFF                   | CARD                   | 65                       |
| FMC B     | DRINK                        | DORM 2 DAY<br>ROOM      | INMATE/STAFF                   | CARD                   | 110                      |
| FMC B     | SNACK                        | DORM 2 DAY<br>ROOM      | INMATE/STAFF                   | CARD                   | 110                      |
| FMC B     | DRINK                        | DORM 3 DAY<br>ROOM      | INMATE/STAFF                   | CARD                   | 110                      |
| FMC B     | SNACK                        | DORM 3 DAY<br>ROOM      | INMATE/STAFF                   | CARD                   | 110                      |
| FMC B     | DRINK                        | DORM 4 DAY<br>ROOM      | INMATE/STAFF                   | CARD                   | 110                      |
| FMC B     | SNACK                        | DORM 4 DAY<br>ROOM      | INMATE/STAFF                   | CARD                   | 110                      |
| FMC B     | DRINK                        | DORM 5 DAY<br>ROOM      | INMATE/STAFF                   | CARD                   | 110                      |

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

|       |                           |   |              |      |     |
|-------|---------------------------|---|--------------|------|-----|
| FMC B | SNACK                     | DORM 5 DAY ROOM                               | INMATE/STAFF | CARD | 110 |
| FMC B | DRINK                     | A-BUILDING HALL NEAR FOOD SERVICE DOOR        | STAFF        | CASH | 55  |
| FMC B | DRINK                     | A-BUILDING HALL NEAR FOOD SERVICE DOOR        | STAFF        | CASH | 55  |
| FMC B | SNACK                     | A-BUILDING HALL NEAR FOOD SERVICE DOOR        | STAFF        | CASH | 55  |
| FMC B | HOT DRINK                 | INMATE VISITING                               | INMATE/STAFF | CARD | 55  |
| FMC B | COLD SNACK/SALAD/SANDWICH | INMATE VISITING                               | INMATE/STAFF | CARD | 55  |
| FMC B | COLD DRINK                | INMATE VISITING                               | INMATE/STAFF | CARD | 55  |
| FMC B | ICE CREAM                 | A-BUILDING HALL ACROSS FROM FOOD SERVICE DOOR | INMATE/STAFF | CARD | 350 |
| FMC B | ICE CREAM                 | A-BUILDING HALL ACROSS FROM FOOD SERVICE DOOR | INMATE/STAFF | CARD | 350 |

**INSTITUTION: Franklin Medical Center (FMC)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                        | COMMISSION BID                       |
|-----------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)    | ____ % commission*                   |
| INMATE VISTING VENDING AREA | ____ % commission paid on all items. |

\*Per Commission & Price Worksheet for this institution

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Franklin Medical Center (FMC) VENDING ITEMS/COSTS IN US DOLLARS**

HOT BEVERAGES

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

COLD BEVERAGES

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

CONFECTIONS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

COLD FOODS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Institution Name: Grafton Correctional Institution/Grafton Reintegration Center**

**Institution Demographics** The Institution is a male inmate minimum security facility. General population visiting is conducted 5 (GCI), 2 (GRC) days per week, 8 hours per day, 8AM through 5PM, NO HOLIDAYS, (Both facilities). Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$50,027.00 (Employee Vending) \$338,466.00 (Inmate Visiting) \$0 (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

Patti Capelety, Business Administrator  
2500 S Avon Belden Rd.  
Grafton Ohio 44044  
Telephone: 440-748-5410  
Fax: 440-748-5417  
E-mail: [Patti.Capelety@odrc.state.oh.us](mailto:Patti.Capelety@odrc.state.oh.us)

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on February 04, 2014 from 10AM until 2PM. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than January 28, 2014. Interested Bidders may contact Patti Capelety at 440-748-5410 to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Seven days per week in the Employee Vending Area(s) with machines fully stocked by 9:00 a.m. & 1:00 p.m. Machines in Inmate/Inmate Visiting Area(s) will be stocked five days per week by 8:00 a.m., 12:30 p.m. or as needed to meet demand.
- 2) 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 eight hours from the time of any emergency call from the Institution.
- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The Employee Activity Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words "Vending Items/Costs in US Dollars." For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

- \* **Commission will be paid on all items, including cold (perishable) food, vended in the areas identified as Inmate Visiting Vending Areas. In the Employee Vending areas, commission will be paid on all items *excluding* cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Grafton Correctional Institution/Grafton Reintegration Center**

**Location of Required Machines and Equipment**

| Facility | Machine type | Location              | Availability<br>(Staff/Inmate) | Cash/Card/Cash<br>Card | # of people<br>accessing |
|----------|--------------|-----------------------|--------------------------------|------------------------|--------------------------|
| GCI      | REFRIGERATED | VISITING              | INMATE/STAFF                   | CARD                   | 125                      |
| GCI      | SNACK        | VISITING              | INMATE/STAFF                   | CARD                   | 125                      |
| GCI      | SANDWICH     | VISITING              | INMATE/STAFF                   | CARD                   | 125                      |
| GCI      | REFRIGERATED | VISITING              | INMATE/STAFF                   | CARD                   | 125                      |
| GCI      | SNACK        | VISITING              | INMATE/STAFF                   | CARD                   | 125                      |
| GCI      | SANDWICH     | VISITING              | INMATE/STAFF                   | CARD                   | 125                      |
| GCI      | REFRIGERATED | VISITING              | INMATE/STAFF                   | CARD                   | 125                      |
| GCI      | HOT BEVERAGE | VISITING              | INMATE/STAFF                   | CARD                   | 125                      |
| GCI      | HOT BEVERAGE | ENTRY BUILDING        | STAFF                          | CASH                   | 250                      |
| GCI      | REFRIGERATED | ENTRY BUILDING        | STAFF                          | CASH                   | 250                      |
| GCI      | HOT BEVERAGE | STAFF BREAK AREA      | STAFF                          | CASH                   | 250                      |
| GCI      | REFRIGERATED | STAFF BREAK AREA      | STAFF                          | CASH                   | 250                      |
| GCI      | SNACK        | STAFF BREAK AREA      | STAFF                          | CASH                   | 250                      |
| GCI      | SANDWICH     | STAFF BREAK AREA      | STAFF                          | CASH                   | 250                      |
| GCI      | SNACK        | STAFF BREAK AREA-CAMP | STAFF                          | CASH                   | 50                       |
| GCI      | REFRIGERATED | STAFF BREAK AREA-CAMP | STAFF                          | CASH                   | 50                       |
| GCI      | SANDWICH     | STAFF BREAK AREA-CAMP | STAFF                          | CASH                   | 50                       |
| GCI      | HOT BEVERAGE | STAFF BREAK AREA-CAMP | STAFF                          | CASH                   | 50                       |
| GCI      | REFRIGERATED | STAFF DINING          | STAFF                          | CASH                   | 20                       |
| GCI      | REFRIGERATED | ENTRY BUILDING-CAMP   | STAFF                          | CASH                   | 50                       |
| GCI      | REFRIGERATED | VISITING-CAMP         | INMATE/STAFF                   | CARD                   | 100                      |
| GCI      | SANDWICH     | VISITING-CAMP         | INMATE/STAFF                   | CARD                   | 100                      |
| GCI      | SNACK        | VISITING-CAMP         | INMATE/STAFF                   | CARD                   | 100                      |
| GCI      | HOT BEVERAGE | VISITING-CAMP         | INMATE/STAFF                   | CARD                   | 100                      |
| GCI      | REFRIGERATED | VISITING-CAMP         | INMATE/STAFF                   | CARD                   | 100                      |
| GCI      | SANDWICH     | VISITING-CAMP         | INMATE/STAFF                   | CARD                   | 100                      |

**INSTITUTION: Grafton Correctional Institution/Grafton Reintegration Center**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                        | COMMISSION BID                       |
|-----------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)    | ____ % commission*                   |
| INMATE VISTING VENDING AREA | ____ % commission paid on all items. |

\*Per Commission & Price Worksheet for this institution

**Grafton Correctional Institution/Grafton Reintegration Center  
VENDING ITEMS/COSTS IN US DOLLARS**

HOT BEVERAGES

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

COLD BEVERAGES

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

CONFECTIONS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

COLD FOODS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Lebanon Correctional (LECI)**

**Institution Demographics** The Institution is Male inmate close security facility. General population visiting is conducted 7 days per week, 6 hours per day, 12:30p through 8:00p. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$39,121.80 (Employee Vending) \$24,320.00 (Inmate Visiting) \$0 (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

Name: Laura Orahoske, Business Administrator  
Street Address: 3791 State Route 63  
City and zip: Lebanon, Ohio 45036  
Telephone: (513) 932-1211 x2006  
Fax: (513) 932-5093  
E-mail: [laura.orahoske@odrc.state.oh.us](mailto:laura.orahoske@odrc.state.oh.us)

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on February 12, 2014 from 9am until 11am. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than February 7, 2014. Interested Bidders may contact Laura Orahoske at (513) 932-1211 x2006 to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: daily 7:00am, Monday through Friday that service should be performed. For example: Seven days per week in the Employee Vending Area(s) with machines fully stocked 7:00 am. Machines in Inmate/Inmate Visiting Area(s) will be stocked seven days per week by 7:00 am\_or as needed to meet demand.]
- 2) 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 two hours from the time of any emergency call from the Institution.
- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to: *Lebanon Correctional Institution Employee Vending Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The Lebanon Correctional Institution Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly/monthly (institution discretion).

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words "Vending Items/Costs in US Dollars." For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Lebanon Correctional (LECI)**

**Location of Required Machines and Equipment**

| Facility | Machine type             | Location         | Availability<br>(Staff/Inmate) | Cash/Card/Cash<br>Card | # of<br>people<br>accessing |
|----------|--------------------------|------------------|--------------------------------|------------------------|-----------------------------|
| LECI     | COFFEE                   | VISIT<br>ROOM    | STAFF                          | CASH                   | 350                         |
| LECI     | SNACK                    | VISIT<br>ROOM    | INMATE/STAFF                   | CARD                   | 300                         |
| LECI     | SNACK                    | VISIT<br>ROOM    | INMATE/STAFF                   | CARD                   | 300                         |
| LECI     | DRINK                    | VISIT<br>ROOM    | INMATE/STAFF                   | CARD                   | 300                         |
| LECI     | DRINK                    | VISIT<br>ROOM    | INMATE/STAFF                   | CARD                   | 300                         |
| LECI     | REFRIGERATED<br>SANDWICH | VISIT<br>ROOM    | STAFF                          | CASH                   | 350                         |
| LECI     | REFRIGERATED<br>SANDWICH | VISIT<br>ROOM    | INMATE/STAFF                   | CARD                   | 300                         |
| LECI     | REFRIGERATED<br>SANDWICH | ASSEMBLY<br>ROOM | STAFF                          | CASH                   | 350                         |
| LECI     | SNACK                    | ASSEMBLY<br>ROOM | STAFF                          | CASH                   | 350                         |
| LECI     | DRINK                    | ASSEMBLY<br>ROOM | STAFF                          | CASH                   | 350                         |
| LECI     | DRINK                    | ASSEMBLY<br>ROOM | STAFF                          | CASH                   | 350                         |
| LECI     | SNACK                    | TRAINING<br>ROOM | STAFF                          | CASH                   | 350                         |
| LECI     | SNACK                    | M BLOCK          | STAFF                          | CASH                   | 350                         |
| LECI     | DRINK                    | M BLOCK          | STAFF                          | CASH                   | 350                         |
| LECI     | SNACK                    | CAMP             | INMATE/STAFF                   | CARD                   | 150                         |
| LECI     | DRINK                    | CAMP             | INMATE/STAFF                   | CARD                   | 150                         |
| LECI     | REFRIGERATED<br>SANDWICH | CAMP             | INMATE/STAFF                   | CARD                   | 150                         |

**INSTITUTION: Lebanon Correctional (LECI)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                         | COMMISSION BID                       |
|------------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)     | ____ % commission *                  |
| INMATE VISITING VENDING AREA | ____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

**Lebanon Correctional (LECI) VENDING ITEMS/COSTS IN US DOLLARS**

**HOT BEVERAGES**

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

**COLD BEVERAGES**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**CONFECTIONS**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**COLD FOODS**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: LONDON CORRECTIONAL INSTITUTION (LOCI)**

**Institution Demographics** The Institution is a male inmate medium security facility. General population visiting is conducted 5 days per week, 7.5 hours per day, Wednesday through Sunday. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$10,648.90 (Employee Vending) \$215,747.00 (Inmate Visiting) \$23,044.07 (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

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

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on February 10, 2014 from 9 am only. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than February 7, 2014. Interested Bidders may contact Jeff Stanforth at Business Office to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Wednesday – Sunday, 7 am – 3:30 pm that service should be performed. For example: Seven days per week in the Employee Vending Area(s) with machines fully stocked by 1:30 p.m. Machines in Inmate/Inmate Visiting Area(s) will be stocked five days per week by 8:00 a.m. and 2:30 p.m. or as needed to meet demand.]
- 2) 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.
- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *the London Correctional Employee Vending Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *the London Correctional Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly/monthly (institution discretion).

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words "Vending Items/Costs in US Dollars." For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*Commission will be paid on all items including cold (perishable) food, vended in the areas identified as Inmate Vending/Visiting Areas. No commission is requested on items sold in the Employee Vending Areas; therefore, lower prices are expected.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**London Correctional (LOCI)**

**Location of Required Machines and Equipment**

| Facility | Machine type             | Location                | Availability<br>(Staff/Inmate) | Cash/Card/Cash<br>Card | # of<br>people<br>accessing |
|----------|--------------------------|-------------------------|--------------------------------|------------------------|-----------------------------|
| LOCI     | REFRIGERATED<br>SANDWICH | VISIT ROOM              | INMATE/STAFF                   | CARD                   | 300                         |
| LOCI     | REFRIGERATED<br>SANDWICH | VISIT ROOM              | INMATE/STAFF                   | CARD                   | 300                         |
| LOCI     | POP                      | ASSEMBLY ROOM           | STAFF                          | CASH                   | 210                         |
| LOCI     | POP                      | ASSEMBLY ROOM           | STAFF                          | CASH                   | 210                         |
| LOCI     | SNACK                    | ASSEMBLY ROOM           | STAFF                          | CASH                   | 210                         |
| LOCI     | CHANGE                   | ASSEMBLY ROOM           | STAFF                          |                        | 210                         |
| LOCI     | POP                      | VISITING ROOM           | INMATE/STAFF                   | CARD                   | 350                         |
| LOCI     | POP                      | VISITING ROOM           | INMATE/STAFF                   | CARD                   | 350                         |
| LOCI     | COFFEE                   | VISITING ROOM           | INMATE/STAFF                   | CARD                   | 350                         |
| LOCI     | SNACK                    | VISITING ROOM           | INMATE/STAFF                   | CARD                   | 350                         |
| LOCI     | SNACK                    | VISITING ROOM           | INMATE/STAFF                   | CARD                   | 350                         |
| LOCI     | SANDWICH                 | VISITING ROOM           | INMATE/STAFF                   | CARD                   | 350                         |
| LOCI     | SANDWICH                 | VISITING ROOM           | INMATE/STAFF                   | CARD                   | 350                         |
| LOCI     | POP                      | FRONT KEYS              | STAFF                          | CASH                   | 240                         |
| LOCI     | POP                      | FRONT KEYS              | STAFF                          | CASH                   | 240                         |
| LOCI     | SNACK/CHANGE             | FRONT KEYS              | STAFF                          | CASH                   | 240                         |
| LOCI     | POP                      | DORM C-3                | INMATE/STAFF                   | CARD                   | 100                         |
| LOCI     | SANDWICH                 | DORM C-3                | INMATE/STAFF                   | CARD                   | 100                         |
| LOCI     | SNACK                    | DORM C-3                | INMATE/STAFF                   | CARD                   | 100                         |
| LOCI     | POP                      | DORM C-1                | INMATE/STAFF                   | CARD                   | 200                         |
| LOCI     | SANDWICH                 | DORM C-1                | INMATE/STAFF                   | CARD                   | 200                         |
| LOCI     | SNACK                    | DORM C-1                | INMATE/STAFF                   | CARD                   | 200                         |
| LOCI     | POP                      | MEDICAL                 | STAFF                          | CASH                   | 35                          |
| LOCI     | POP                      | ADMINISTRATIVEISTRATIVE | STAFF                          | CASH                   | 20                          |
| LOCI     | SNACK                    | ADMINISTRATIVEISTRATIVE | STAFF                          | CASH                   | 20                          |
| LOCI     | POP                      | TEC BUILDING            | STAFF                          | CASH                   | VARIES                      |
| LOCI     | SNACK                    | TEC BUILDING            | STAFF                          | CASH                   | VARIES                      |

**INSTITUTION: London Correctional (LOCI)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                         | COMMISSION BID                       |
|------------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)     | ____ % commission *                  |
| INMATE VISITING VENDING AREA | ____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

**London Correctional (LOCI) VENDING ITEMS/COSTS IN US DOLLARS**

HOT BEVERAGES

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

COLD BEVERAGES

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

CONFECTIONS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

COLD FOODS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Lorain Correctional Institution (LORCI)**

**Institution Demographics** The Institution is a male inmate close security facility. General population visiting is conducted 6 days per week, 6 hours per day, Tuesday through Sunday. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$41,487.40 (Employee Vending) \$135,521.11 (Inmate Visiting) \$0 (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

Tobey Carpenter, Business Administrator  
2075 S Avon-Belden Rd.  
Grafton, OH 44044  
(440) 748-1049 x203  
Fax: 440) 748-3675  
E-mail: [tobey.carpenter@odrc.state.oh.us](mailto:tobey.carpenter@odrc.state.oh.us)

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on 2/5/13 from 9:00 am until 11:00 am. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than 2/4/13. Interested Bidders may contact Tobey Carpenter at Lorain Correctional Institution to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Seven days per week for the employee vending area with machines fully stocked by 5:30 am. Machines in Inmate/Inmate Visiting Area(s) will be stocked six days per week, Tuesday through Sunday closed on Mondays for the inmate visiting area and fully stocked by 7:30 am or as needed to meet demand.
- 2) 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 4 (four) hours from the time of any emergency call from the Institution. (Institution may want to look at shortening this time period.)

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The LorCI EAC Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least monthly.
- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The LorCI I&E Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least monthly.

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words “Vending Items/Costs in US Dollars.” For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Lorain Correctional (LORCI)**

**Location of Required Machines and Equipment**

| Facility | Machine type            | Location               | Availability (Staff/Inmate) | Cash/Card/Cash Card | # of people accessing |
|----------|-------------------------|------------------------|-----------------------------|---------------------|-----------------------|
| LORCI    | REFRIGERATED - BEVERAGE | STAFF BREAK AREA - B2  | STAFF                       | CASH                | 432                   |
| LORCI    | REFRIGERATED - BEVERAGE | STAFF BREAK AREA - B2  | STAFF                       | CASH                | 432                   |
| LORCI    | REFRIGERATED - FOOD     | STAFF BREAK AREA - B2  | STAFF                       | CASH                | 432                   |
| LORCI    | SNACKS                  | STAFF BREAK AREA - B2  | STAFF                       | CASH                | 432                   |
| LORCI    | COFFEE                  | STAFF BREAK AREA - B2  | STAFF                       | CASH                | 432                   |
| LORCI    | REFRIGERATED - BEVERAGE | VISITATION             | VISITORS                    | CARD                | 108                   |
| LORCI    | REFRIGERATED - BEVERAGE | VISITATION             | VISITORS                    | CARD                | 108                   |
| LORCI    | REFRIGERATED - FOOD     | VISITATION             | VISITORS                    | CARD                | 108                   |
| LORCI    | REFRIGERATED - FOOD     | VISITATION             | VISITORS                    | CARD                | 108                   |
| LORCI    | SNACKS                  | VISITATION             | VISITORS                    | CARD                | 108                   |
| LORCI    | COFFEE                  | VISITATION             | VISITORS                    | CARD                | 108                   |
| LORCI    | REFRIGERATED - BEVERAGE | TRAINING AREA          | STAFF                       | CASH                | 432                   |
| LORCI    | SNACKS                  | TRAINING AREA          | STAFF                       | CASH                | 432                   |
| LORCI    | REFRIGERATED - BEVERAGE | STAFF BREAK AREA – ODR | STAFF                       | CASH                | 432                   |
| LORCI    | SNACKS                  | STAFF BREAK AREA – ODR | STAFF                       | CASH                | 432                   |

**INSTITUTION: Lorain Correctional (LORCI)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                        | COMMISSION BID                        |
|-----------------------------|---------------------------------------|
| EMPLOYEE VENDING AREA(S)    | _____ % commission                    |
| INMATE VISTING VENDING AREA | _____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

**Lorain Correctional (LORCI) VENDING ITEMS/COSTS IN US DOLLARS**

**HOT BEVERAGES**

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

**COLD BEVERAGES**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**CONFECTIONS**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**COLD FOODS**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Madison Correctional (MACI)**

**Institution Demographics** The Institution is a male inmate minimum, medium and close security facility. General population visiting is conducted 5 days per week, 6-1/2 hours per day, Thursday through Monday. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$22,198.17 (Employee Vending) \$66,695.86 (Inmate Visiting) \$0.00 (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

Darcy Turner-Olinger, Business Administrator  
1851 State Route 56SW  
London, Ohio 43140-0740  
740-852-9777, Extension 2103  
Fax: 740-852-4893  
E-mail: Darcy.Turner-Olinger@drc.state.oh.us

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on January 29, 2014 from 8:00 am until 4:00 pm. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than January 28, 2014. Interested Bidders may contact Darcy Turner-Olinger at 740-852-9777, extension 2103 to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Seven days per week in the Employee Vending Area(s) with machines fully stocked by 5:30 am and 1:30 pm. Machines in Inmate/Inmate Visiting Area(s) will be stocked five days per week Thursday through Monday by 8:00 am and 11:30 am or as needed to meet demand through 2:30 pm or close of visiting hours on listed visiting days.
- 2) 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 4 (four) hours from the time of any emergency call from the Institution.
- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to: *Madison Correctional Institution/Employee Vending Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least monthly for reconciliation purposes.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to: *Madison Correctional Institution/Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least monthly for reconciliation purposes.

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words "Vending Items/Costs in US Dollars." For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Madison Correctional (MACI)**

**Location of Required Machines and Equipment**

| Facility | Machine type              | Location                           | Availability (Staff/Inmate) | Cash/Card/Cash Card | # of people accessing |
|----------|---------------------------|------------------------------------|-----------------------------|---------------------|-----------------------|
| MACI     | REFRIGERATED              | ADMINISTRATIVE/STRATIVE. BUILDING. | STAFF                       | CASH                | 225                   |
| MACI     | REFRIGERATED              | ADMINISTRATIVE/STRATIVE. BUILDING. | STAFF                       | CASH                | 225                   |
| MACI     | SANDWICH                  | ADMINISTRATIVE/STRATIVE. BUILDING. | STAFF                       | CASH                | 225                   |
| MACI     | SNACK                     | ADMINISTRATIVE/STRATIVE. BUILDING. | STAFF                       | CASH                | 225                   |
| MACI     | REFRIGERATED/STORAGE UNIT | ADMINISTRATIVE/STRATIVE. BUILDING. | STAFF                       | CASH                | 225                   |
| MACI     | SNACK                     | VISITING/ZONE B                    | VISITORS                    | CARD                | 275                   |
| MACI     | SANDWICH                  | VISITING/ZONE B                    | VISITORS                    | CARD                | 275                   |
| MACI     | SANDWICH                  | VISITING/ZONE B                    | VISITORS                    | CARD                | 275                   |
| MACI     | COFFEE                    | VISITING/ZONE B                    | VISITORS                    | CARD                | 275                   |
| MACI     | REFRIGERATED              | VISITING/ZONE B                    | VISITORS                    | CARD                | 275                   |
| MACI     | SNACK                     | ENTRY BUILDING/ZONE B              | STAFF                       | CASH                | 215                   |
| MACI     | SANDWICH                  | ENTRY BUILDING/ZONE B              | STAFF                       | CASH                | 215                   |
| MACI     | REFRIGERATED              | ENTRY BUILDING/ZONE B              | STAFF                       | CASH                | 215                   |
| MACI     | REFRIGERATED              | ENTRY BUILDING/ZONE B              | STAFF                       | CASH                | 215                   |
| MACI     | REFRIGERATED              | ENTRY BUILDING/ZONE A              | STAFF                       | CASH                | 300                   |
| MACI     | REFRIGERATED              | VISITING/ZONE A                    | VISITORS                    | CARD                | 220                   |
| MACI     | SNACK                     | VISITING/ZONE A                    | VISITORS                    | CARD                | 220                   |
| MACI     | SANDWICH                  | VISITING/ZONE A                    | VISITORS                    | CARD                | 220                   |
| MACI     | SANDWICH                  | VISITING/ZONE A                    | VISITORS                    | CARD                | 220                   |
| MACI     | COFFEE                    | VISITING/ZONE A                    | VISITORS                    | CARD                | 220                   |
| MACI     | SANDWICH                  | OPERATIONS BUILDING/ZONE A         | STAFF                       | CASH                | 300                   |
| MACI     | SNACK                     | OPERATIONS BUILDING/ZONE A         | STAFF                       | CASH                | 300                   |
| MACI     | COFFEE                    | OPERATIONS BUILDING/ZONE A         | STAFF                       | CASH                | 300                   |
| MACI     | REFRIGERATED              | HOUSING UNIT/ZONE A                | INMATE/STAFF                | CARD                | 235                   |
| MACI     | REFRIGERATED              | HOUSING UNIT/ZONE A                | INMATE/STAFF                | CARD                | 235                   |
| MACI     | SANDWICH                  | HOUSING UNIT/ZONE A                | INMATE/STAFF                | CARD                | 235                   |
| MACI     | SANDWICH                  | HOUSING UNIT/ZONE A                | INMATE/STAFF                | CARD                | 235                   |
| MACI     | SNACK                     | HOUSING UNIT/ZONE A                | INMATE/STAFF                | CARD                | 235                   |
| MACI     | SNACK                     | HOUSING UNIT/ZONE A                | INMATE/STAFF                | CARD                | 235                   |
| MACI     | REFRIGERATED              | HOUSING UNIT/ZONE B                | INMATE/STAFF                | CARD                | 220                   |

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

|      |              |                     |              |      |     |
|------|--------------|---------------------|--------------|------|-----|
| MACI | REFRIGERATED | HOUSING UNIT/ZONE B | INMATE/STAFF | CARD | 220 |
| MACI | SANDWICH     | HOUSING UNIT/ZONE B | INMATE/STAFF | CARD | 220 |
| MACI | SANDWICH     | HOUSING UNIT/ZONE B | INMATE/STAFF | CARD | 220 |
| MACI | SNACK        | HOUSING UNIT/ZONE B | INMATE/STAFF | CARD | 220 |
| MACI | SNACK        | HOUSING UNIT/ZONE B | INMATE/STAFF | CARD | 220 |

**INSTITUTION: Madison Correctional (MACI)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                         | COMMISSION BID                       |
|------------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)     | ____ % *                             |
| INMATE VISITING VENDING AREA | ____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

**Madison Correctional (MACI) VENDING ITEMS/COSTS IN US DOLLARS**

HOT BEVERAGES

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

COLD BEVERAGES

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

CONFECTIONS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

COLD FOODS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Mansfield Correctional (MANCI)**

**Institution Demographics** The Institution is a Male inmate close security facility. General population visiting is conducted 4 days per week, 9 hours per day, Wednesday through Saturday. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$20,812.00 (Employee Vending) \$0 (Inmate Visiting) \$44,716.77 (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

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

(The e-mail and street address are provided for correspondence during the inquiry period)

*(An update to the Site Visit Section below will be provided in an addendum to the ITB.)*

**Site Visit.** There will be a site visit at the Institution on to be determined (TBD) from (TBD) until (TBD). Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than (TBD.) Interested Bidders may contact Thomas Bond (TBD) at (TBD) to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Main Compound & Camp Employee M-F-5:15am, 7:15am, 10:30 am & 1:00pm and S/S 5:15am and 1:00pm Machines in Inmate/Inmate Visiting Area(s) will be stocked five days per week by 7:00am and 11:30am or as needed to meet demand.]
- 2) 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 4 hours from the time of any emergency call from the Institution.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The Mansfield Correctional Institution Employee Activity Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.
- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The Mansfield Correctional Institution Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly/monthly (institution discretion).

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words “Vending Items/Costs in US Dollars.” For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Mansfield Correctional (MANCI)**

**Location of Required Machines and Equipment**

| Facility | Machine type              | Location                         | Availability<br>(Staff/Inmate) | Cash/Card/Cash<br>Card | # of<br>people<br>accessing |
|----------|---------------------------|----------------------------------|--------------------------------|------------------------|-----------------------------|
| MANCI    | HOT BEVERAGE              | VISIT ROOM                       | VISITORS/STAFF                 | CARD                   | 75                          |
| MANCI    | GLASS FRONT<br>COLD       | VISIT ROOM                       | VISITORS/STAFF                 | CARD                   | 75                          |
| MANCI    | GLASS FRONT<br>COLD       | VISIT ROOM                       | VISITORS/STAFF                 | CARD                   | 75                          |
| MANCI    | GLASS FRONT<br>SNACK      | VISIT ROOM                       | VISITORS/STAFF                 | CARD                   | 75                          |
| MANCI    | COLD FOOD<br>MERCHANDISER | VISIT ROOM                       | VISITORS/STAFF                 | CARD                   | 75                          |
| MANCI    | HOT BEVERAGE              | VISIT ROOM-CAMP                  | VISITORS/STAFF                 | CARD                   | 75                          |
| MANCI    | GLASS FRONT<br>COLD       | VISIT ROOM-CAMP                  | VISITORS/STAFF                 | CARD                   | 75                          |
| MANCI    | GLASS FRONT<br>COLD       | VISIT ROOM-CAMP                  | VISITORS/STAFF                 | CARD                   | 75                          |
| MANCI    | GLASS FRONT<br>SNACK      | VISIT ROOM-CAMP                  | VISITORS/STAFF                 | CARD                   | 75                          |
| MANCI    | COLD FOOD<br>MERCHANDISER | VISIT ROOM-CAMP                  | VISITORS/STAFF                 | CARD                   | 75                          |
| MANCI    | COMBINATION<br>MACHINE    | SMU VISIT ROOM                   | VISITORS/STAFF                 | CARD                   | 30                          |
| MANCI    | COLD FOOD<br>MERCHANDISER | SMU VISIT ROOM                   | VISITORS/STAFF                 | CARD                   | 30                          |
| MANCI    | HOT BEVERAGE              | ADMINISTRATIVE/ASSEMBLY          | STAFF                          | CASH                   | 300                         |
| MANCI    | GLASS FRONT<br>COLD       | ADMINISTRATIVE/ASSEMBLY          | STAFF                          | CASH                   | 300                         |
| MANCI    | GLASS FRONT<br>COLD       | ADMINISTRATIVE/ASSEMBLY          | STAFF                          | CASH                   | 300                         |
| MANCI    | SNACK                     | ADMINISTRATIVE/ASSEMBLY          | STAFF                          | CASH                   | 300                         |
| MANCI    | COLD FOOD<br>MERCHANDISER | ADMINISTRATIVE/ASSEMBLY          | STAFF                          | CASH                   | 300                         |
| MANCI    | GLASS FRONT<br>COLD       | RANGE HOUSE                      | STAFF                          | CASH                   | 25                          |
| MANCI    | GLASS FRONT<br>COLD       | RANGE HOUSE                      | STAFF                          | CASH                   | 25                          |
| MANCI    | SNACK                     | RANGE HOUSE                      | STAFF                          | CASH                   | 25                          |
| MANCI    | GLASS FRONT<br>COLD       | ENTRY, OPERATIONS<br>,WHAREHOUSE | STAFF                          | CASH                   | 300                         |
| MANCI    | COMBINATION<br>MACHINE    | SMU VISIT ROOM                   | STAFF                          | CASH                   | 40                          |
| MANCI    | SNACK                     | SMU VISIT ROOM                   | STAFF                          | CASH                   | 40                          |

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

|       |                           |                                  |              |      |     |
|-------|---------------------------|----------------------------------|--------------|------|-----|
| MANCI | HOT BEVERAGE              | VISIT ROOM                       | INMATE/STAFF | CARD | 75  |
| MANCI | GLASS FRONT<br>COLD       | VISIT ROOM                       | INMATE/STAFF | CARD | 75  |
| MANCI | GLASS FRONT<br>COLD       | VISIT ROOM                       | INMATE/STAFF | CARD | 75  |
| MANCI | GLASS FRONT<br>SNACK      | VISIT ROOM                       | INMATE/STAFF | CARD | 75  |
| MANCI | COLD FOOD<br>MERCHANTISER | VISIT ROOM                       | INMATE/STAFF | CARD | 75  |
| MANCI | COMBINATION<br>MACHINE    | SMU VISIT ROOM                   | INMATE/STAFF | CARD | 30  |
| MANCI | COLD FOOD<br>MERCHANTISER | SMU VISIT ROOM                   | INMATE/STAFF | CARD | 30  |
| MANCI | HOT BEVERAGE              | ADMINISTRATIVE/ASSEMBLY          | STAFF        | CASH | 300 |
| MANCI | GLASS FRONT<br>COLD       | ADMINISTRATIVE/ASSEMBLY          | STAFF        | CASH | 300 |
| MANCI | GLASS FRONT<br>COLD       | ADMINISTRATIVE/ASSEMBLY          | STAFF        | CASH | 300 |
| MANCI | SNACK                     | ADMINISTRATIVE/ASSEMBLY          | STAFF        | CASH | 300 |
| MANCI | COLD FOOD<br>MERCHANTISER | ADMINISTRATIVE/ASSEMBLY          | STAFF        | CASH | 300 |
| MANCI | GLASS FRONT<br>COLD       | RANGE HOUSE                      | STAFF        | CASH | 25  |
| MANCI | GLASS FRONT<br>COLD       | RANGE HOUSE                      | STAFF        | CASH | 25  |
| MANCI | SNACK                     | RANGE HOUSE                      | STAFF        | CASH | 25  |
| MANCI | GLASS FRONT<br>COLD       | ENTRY, OPERATIONS<br>,WHAREHOUSE | STAFF        | CASH | 300 |
| MANCI | COMBINATION<br>MACHINE    | SMU VISIT ROOM                   | STAFF        | CASH | 40  |
| MANCI | SNACK                     | SMU VISIT ROOM                   | STAFF        | CASH | 40  |
| MANCI | SNACK                     | CAMP DORMS                       | INMATE/STAFF | CARD | 400 |
| MANCI | SNACK                     | CAMP DORMS                       | INMATE/STAFF | CARD | 400 |
| MANCI | COLD POP                  | CAMP DORMS                       | INMATE/STAFF | CARD | 400 |
| MANCI | COLD POP                  | CAMP DORMS                       | INMATE/STAFF | CARD | 400 |

**INSTITUTION: Mansfield Correctional (MANCI)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| <b>AREA</b>                 | <b>COMMISSION BID</b>                 |
|-----------------------------|---------------------------------------|
| EMPLOYEE VENDING AREA(S)    | _____ % commission*                   |
| INMATE VISTING VENDING AREA | _____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

**Mansfield Correctional (MANCI) VENDING ITEMS/COSTS IN US DOLLARS**

HOT BEVERAGES

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

COLD BEVERAGES

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

CONFECTIONS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

COLD FOODS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Marion Correctional (MCI)**

**Institution Demographics** The Institution is Male inmate [minimum, medium, close, maximum] Medium/minimum security facility. General population visiting is conducted 7 days per week, 7.25 hours per day, 7:45am through 3:00pm. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$57,200 (Employee Vending) \$286,000 (Inmate Visiting) \$57,200 (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

Rebecca Shafer, Business Administrator 3  
940 Marion Williamsport Road  
740-382-5781 x 2400  
Fax: 740-382-0595  
E-mail: rebecca.shafer@odrc.state.oh.us

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on February 5, 2014 from 9am until 11am. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than February 1, 2104. Interested Bidders may contact Rebecca Shafer at 740-382-5781 x 240to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: 1 contracted employee covers shift from Thursday-Tuesday 4am-10:30am, 2<sup>nd</sup> contracted employee covers shift Monday-Sat. 9:30am-4pm. that service should be performed. For example: Seven days per week in the Employee Vending Area(s) with machines fully stocked by 8am-11 & noon-3pm. Machines in Inmate/Inmate Visiting Area(s) will be stocked five days per week by 8am, 11am & 3pm or as needed to meet demand.]
- 2) 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 2 hours from the time of any emergency call from the Institution.
- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The MCI Employee Vending Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.

- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The MCI Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly/monthly.

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words "Vending Items/Costs in US Dollars." For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

*The Commission requirements are yet to be determined and will be issued in an Addendum.*

*They will be one of the following:*

The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.

Commission will be paid on all items, including cold (perishable) food, vended in the areas identified as Inmate Visiting Vending Areas. In the Employee Vending areas, commission will be paid on all items *excluding* cold (perishable) food.

Commission will be paid on all items including cold (perishable) food, vended in the areas identified as Inmate Vending/Visiting Areas. No commission is requested on items sold in the Employee Vending Areas; therefore, lower prices are expected.

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Marion Correctional (MCI)**

**Location of Required Machines and Equipment**

| Facility | Machine type            | Location        | Availability (Staff/Inmate) | Cash/Card/Cash Card | # of people accessing |
|----------|-------------------------|-----------------|-----------------------------|---------------------|-----------------------|
| MCI      | BEVERAGE (LARGE BOTTLE) | LOBBY           | STAFF                       | CASH                | 350                   |
| MCI      | REFRIGERATED CAROSEL    | POINT           | INMATE/STAFF                | CASH/CARD           | 2550                  |
| MCI      | SNACK & ICE CREAM       | POINT           | INMATE/STAFF                | CASH/CARD           | 2550                  |
| MCI      | POP                     | POINT           | INMATE/STAFF                | CASH/CARD           | 2550                  |
| MCI      | REFRIGERATED CAROSEL    | NEAR RECREATION | INMATE/STAFF                | CASH/CARD           | 2550                  |
| MCI      | SNACK                   | NEAR RECREATION | INMATE/STAFF                | CASH/CARD           | 2550                  |
| MCI      | POP                     | NEAR RECREATION | INMATE/STAFF                | CASH/CARD           | 2550                  |
| MCI      | SNACK                   | P3              | STAFF                       | CASH                | 350                   |
| MCI      | POP                     | P3              | STAFF                       | CASH                | 350                   |
| MCI      | COFFEE                  | P3              | STAFF                       | CASH                | 350                   |
| MCI      | POP                     | VISITING        | INMATE/STAFF                | CARD                | 200                   |
| MCI      | POP                     | VISITING        | INMATE/STAFF                | CARD                | 200                   |
| MCI      | REFRIGERATED CAROSEL    | VISITING        | INMATE/STAFF                | CARD                | 200                   |
| MCI      | REFRIGERATED CAROSEL    | VISITING        | INMATE/STAFF                | CARD                | 200                   |
| MCI      | REFRIGERATED CAROSEL    | VISITING        | INMATE/STAFF                | CARD                | 200                   |
| MCI      | REFRIGERATED CAROSEL    | VISITING        | INMATE/STAFF                | CARD                | 200                   |
| MCI      | SNACK                   | VISITING        | INMATE/STAFF                | CARD                | 200                   |
| MCI      | COFFEE                  | VISITING        | INMATE/STAFF                | CARD                | 200                   |
| MCI      | SNACK & ICE CREAM       | VISITING        | INMATE/STAFF                | CARD                | 200                   |
| MCI      | COFFEE                  | A BUILDING      | STAFF                       | CASH                | 350                   |
| MCI      | POP                     | A BUILDING      | STAFF                       | CASH                | 350                   |
| MCI      | SNACK                   | A BUILDING      | STAFF                       | CASH                | 350                   |
| MCI      | REFRIGERATED CAROSEL    | A BUILDING      | STAFF                       | CASH                | 350                   |
| MCI      | SNACK & ICE CREAM       | MCC             | INMATE/STAFF                | CASH/CARD           | 450                   |
| MCI      | POP                     | MCC             | INMATE/STAFF                | CASH/CARD           | 450                   |
| MCI      | SNACK                   | MCC             | INMATE/STAFF                | CASH/CARD           | 450                   |
| MCI      | REFRIGERATED CAROSEL    | MCC             | INMATE/STAFF                | CASH/CARD           | 450                   |
| MCI      | COFFEE                  | MCC             | INMATE/STAFF                | CASH/CARD           | 450                   |
| MCI      | BEVERAGE (LARGE BOTTLE) | MCC             | INMATE/STAFF                | CASH/CARD           | 450                   |

**INSTITUTION: Marion Correctional (MC)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                         | COMMISSION BID                       |
|------------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)     | ____ % commission*                   |
| INMATE VISITING VENDING AREA | ____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

**Marion Correctional (MCI) VENDING ITEMS/COSTS IN US DOLLARS**

**HOT BEVERAGES**

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

**COLD BEVERAGES**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**CONFECTIONS**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**COLD FOODS**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Noble Correctional**

**Institution Demographics** The Institution is a Male inmate medium security facility. General population visiting is conducted 5 days per week, 8 hours per day, Wednesday through Sunday. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13 \$62,492.62 (Employee Vending) \$14,217.57 (Inmate Visiting) \$0 (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

Darin Clark, Business Administrator  
15708 McConnellsville Rd.  
Caldwell, OH 43724  
740-732-5188 ext. 2154 Fax: 740-732-6478  
E-mail: darin.clark@odrc.state.oh.us

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on February 4, 2014 from 9 AM until 3PM. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than January 24, 2014. Interested Bidders may contact Darin Clark at 740-732-5188 x2154 to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Seven days per week in the Employee Vending Area(s) with machines fully stocked by 8:00 a.m. and 2:00 p.m.) Machines in Inmate/Inmate Visiting Area(s) will be stocked five days per week by 8:00 a.m. and 2:00 p.m. or as needed to meet demand.
- 2) 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 four (4) hours from the time of any emergency call from the Institution.
- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to: *The Noble Correctional Institution Employee Vending Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least choose quarterly or monthly.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The Noble Correctional Institution Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly/monthly

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words "Vending Items/Costs in US Dollars." For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Noble Correctional (NCI)**

**Location of Required Machines and Equipment**

|     |              |                         |          |      |        |
|-----|--------------|-------------------------|----------|------|--------|
| NCI | REFRIGERATED | ASSEMBLY                | STAFF    | CASH | 200    |
| NCI | SNACK        | ASSEMBLY                | STAFF    | CASH | 200    |
| NCI | SANDWICH     | ASSEMBLY                | STAFF    | CASH | 200    |
| NCI | COFFEE       | HALLWAY(ADMINISTRATIVE) | STAFF    | CASH | 200    |
| NCI | REFRIGERATED | HALLWAY(ADMINISTRATIVE) | STAFF    | CASH | 200    |
| NCI | REFRIGERATED | VISITING                | VISITORS | CARD | VARIES |
| NCI | SNACK        | VISITING                | VISITORS | CARD | VARIES |
| NCI | SANDWICH     | VISITING                | VISITORS | CARD | VARIES |
| NCI | SNACK        | TBD                     | INMATES  | CARD | 242    |
| NCI | REFRIGERATED | TBD                     | INMATES  | CARD | 242    |

**INSTITUTION: Noble Correctional (NCI)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                        | COMMISSION BID                       |
|-----------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)    | ____ % commission *                  |
| INMATE VISTING VENDING AREA | ____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Noble Correctional (NCI) VENDING ITEMS/COSTS IN US DOLLARS**

HOT BEVERAGES

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

COLD BEVERAGES

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

CONFECTIONS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

COLD FOODS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Northeast Reintegration Center (NERC)**

**Institution Demographics** The Institution is a female inmate minimum/medium\_security facility. General population visiting is conducted four (4) days per week, eight (8) hours per day, Tuesday, Saturday, and Sunday 8am - 5pm & Monday 9 am- 6 pm. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$ 6,688.58 this is commission, not sales. (Employee Vending) \$31,267.32 this is commission, not sales figures. (Inmate Visiting) \$0 (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

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

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on February 7, 2014 from 10:00 am until 12:00 pm. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than January 31, 2014. Interested Bidders may contact Robbyn Ware at (216) 771-6460 ext. 2006 to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Monday thru Sunday that service should be performed. For example: Seven days per week in the Employee Vending Area(s) with machines fully stocked by *8:00 am and 1:30 pm*. Machines in Inmate/Inmate Visiting Area(s) will be stocked five days per week by 8:00 a.m. and 1:30 p.m.) or as needed to meet demand.]
- 2) 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 eight hours from the time of any emergency call from the Institution.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to: *The Northeast Reintegration Center/ Employee Vending Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly, with the option to change to monthly, if needed.
  
- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The Northeast Reintegration Center/Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly/monthly (institution discretion).

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words “Vending Items/Costs in US Dollars.” For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Northeast Reintegration Center (NERC)**

**Location of Required Machines and Equipment**

| Facility | Machine type | Location           | Availability<br>(Staff/Inmate) | Cash/Card/Cash<br>Card | # of people<br>accessing |
|----------|--------------|--------------------|--------------------------------|------------------------|--------------------------|
| NEPRC    | POP (CANS)   | H-UNIT             | INMATE/STAFF                   | CARD                   | 85                       |
| NEPRC    | SNACK        | H-UNIT             | INMATE/STAFF                   | CARD                   | 85                       |
| NEPRC    | POP (CANS)   | K-UNIT             | INMATE/STAFF                   | CARD                   | 85                       |
| NEPRC    | SNACK        | K-UNIT             | INMATE/STAFF                   | CARD                   | 85                       |
| NEPRC    | POP (CANS)   | L-UNIT             | INMATE/STAFF                   | CARD                   | 85                       |
| NEPRC    | SANDWICH     | L-UNIT             | INMATE/STAFF                   | CARD                   | 85                       |
| NEPRC    | POP (CANS)   | VISITATION<br>AREA | INMATE/STAFF                   | CASH/CARD              | 150                      |
| NEPRC    | SANDWICH     | VISITATION<br>AREA | INMATE/STAFF                   | CASH/CARD              | 150                      |
| NEPRC    | SNACK        | VISITATION<br>AREA | INMATE/STAFF                   | CASH/CARD              | 150                      |
| NEPRC    | POP (CANS)   | E-UNIT             | INMATE/STAFF                   | CARD                   | 85                       |
| NEPRC    | SNACK        | E-UNIT             | INMATE/STAFF                   | CARD                   | 85                       |
| NEPRC    | POP (CANS)   | F-UNIT             | INMATE/STAFF                   | CARD                   | 85                       |
| NEPRC    | SNACK        | F-UNIT             | INMATE/STAFF                   | CARD                   | 85                       |
| NEPRC    | POP (CANS)   | J-UNIT             | INMATE/STAFF                   | CARD                   | 85                       |
| NEPRC    | SNACK        | J-UNIT             | INMATE/STAFF                   | CARD                   | 85                       |
| NEPRC    | POP (CANS)   | G-UNIT             | INMATE/STAFF                   | CARD                   | 85                       |
| NEPRC    | SNACK        | G-UNIT             | INMATE/STAFF                   | CARD                   | 85                       |

**INSTITUTION: Northeast Reintegration Center (NERC)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                        | COMMISSION BID                       |
|-----------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)    | ____ % commission *                  |
| INMATE VISTING VENDING AREA | ____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Northeast Reintegration Center (NERC) VENDING ITEMS/COSTS IN US DOLLARS**

HOT BEVERAGES

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

COLD BEVERAGES

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

CONFECTIONS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
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| _____ | _____ | _____ |

COLD FOODS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Ohio Reformatory for Women (ORW)**

**Institution Demographics** The Institution is a female minimum/ medium security facility. General population visiting is conducted 5 days per week, 8.5 hours per day, Tuesday through Saturday. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$48,462.29 (Employee Vending) \$187,636.20 (Inmate Visiting) \$3,595.00 (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

Boniface Ogbonna, Business Administrator  
1479 Collins Ave  
Marysville OH 43040  
937-642-1065 X2221  
Fax: 937-642-7603  
E-mail: Boniface.Ogbonna@odrc.state.oh.us

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on 2/11/14 from 10am until 3pm. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than 2/7/14. Interested Bidders may contact Boniface Ogbonna at 937-642-1065 x2221 to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Tuesday thru Saturday, 7am to 3pm. Seven days per week in the Employee Vending Area(s) with machines fully stocked. 8:00 a.m., 2:00 p.m. Machines in Inmate/Inmate Visiting Area(s) will be stocked five days per week by 7:00 a.m. and 3.30 p.m.) or as needed to meet demand.
- 2) 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 eight hours from the time of any emergency call from the Institution.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The ORW Employee Vending Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.
  
- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The ORW Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly/monthly (institution discretion).

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words “Vending Items/Costs in US Dollars.” For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Ohio Reformatory for Women (ORW)**

**Location of Required Machines and Equipment**

| Facility | Machine type      | Location                 | Availability (Staff/Inmate) | Cash/Card/Cash Card | # of people accessing |
|----------|-------------------|--------------------------|-----------------------------|---------------------|-----------------------|
| ORW      | SNACK             | ARN 1                    | INMATES                     | CARD                | 105                   |
| ORW      | SNACK             | JG                       | INMATES                     | CARD                | 110                   |
| ORW      | SNACK             | TAPESTRY / A2            | INMATES                     | CARD                | 99                    |
| ORW      | SNACK             | HALE                     | INMATES                     | CARD                | 183                   |
| ORW      | POP MACHINE       | STAFF LOUNGE             | STAFF                       | CASH                | 550                   |
| ORW      | POP MACHINE       | STAFF LOUNGE             | STAFF                       | CASH                | 550                   |
| ORW      | POP MACHINE       | STAFF LOUNGE             | STAFF                       | CASH                | 550                   |
| ORW      | POP MACHINE       | STAFF LOUNGE             | STAFF                       | CASH                | 550                   |
| ORW      | POP MACHINE       | STAFF LOUNGE             | STAFF                       | CASH                | 550                   |
| ORW      | POP MACHINE       | STAFF LOUNGE             | STAFF                       | CASH                | 550                   |
| ORW      | SNACK             | STAFF LOUNGE             | STAFF                       | CASH                | 550                   |
| ORW      | SNACK             | STAFF LOUNGE             | STAFF                       | CASH                | 550                   |
| ORW      | FOOD/<br>SANDWICH | STAFF LOUNGE             | STAFF                       | CASH                | 550                   |
| ORW      | COFFEE            | STAFF LOUNGE             | STAFF                       | CASH                | 550                   |
| ORW      | POP MACHINE       | MCC                      | STAFF                       | CASH                | 40                    |
| ORW      | SNACK             | MCC                      | STAFF                       | CASH                | 40                    |
| ORW      | POP MACHINE       | MENTAL HEALTH            | STAFF                       | CASH                | 30                    |
| ORW      | POP MACHINE       | EB                       | STAFF                       | CASH                | 620                   |
| ORW      | POP MACHINE       | TRANSCENDING<br>BUILDING | STAFF                       | CASH                | 50                    |
| ORW      | SNACK             | TRANSCENDING<br>BUILDING | STAFF                       | CASH                | 50                    |
| ORW      | COFFEE            | VISITOR HALL             | OFFENDER<br>VISITOR         | CARD                | 70                    |
| ORW      | JUICE             | VISITOR HALL             | OFFENDER<br>VISITOR         | CARD                | 70                    |
| ORW      | SNACK             | VISITOR HALL             | OFFENDER<br>VISITOR         | CARD                | 70                    |
| ORW      | POP MACHINE       | VISITOR HALL             | OFFENDER<br>VISITOR         | CARD                | 70                    |
| ORW      | POP MACHINE       | VISITOR HALL             | OFFENDER<br>VISITOR         | CARD                | 70                    |
| ORW      | FOOD<br>SANDWICH  | VISITOR HALL             | OFFENDER<br>VISITOR         | CARD                | 70                    |
| ORW      | FOOD<br>SANDWICH  | VISITOR HALL             | OFFENDER<br>VISITOR         | CARD                | 70                    |

**INSTITUTION: Ohio Reformatory for Women (ORW)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                        | COMMISSION BID                       |
|-----------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)    | ____ % commission*                   |
| INMATE VISTING VENDING AREA | ____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

**Ohio Reformatory for Women (ORW) VENDING ITEMS/COSTS IN US DOLLARS**

**HOT BEVERAGES**

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

**COLD BEVERAGES**

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**CONFECTIONS**

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**COLD FOODS**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Ohio State Penitentiary (OSP)**

**Institution Demographics** The Institution is a Male inmate Level 4 and 5 security facility. General population visiting is conducted 5 days per week, 8 hours per day, Wednesday through Sunday. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$82,154.77 (Employee Vending) \$23,912.66 (Inmate Visiting) \$0 (Inmate Vending)  
)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

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

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on February 6, 2014 from 9:30am until 11:30 pm. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than February 4, 2014. Interested Bidders may contact Carolyn Nowak at 330-743-0700 X2130 to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: 7:00am – 12:00pm seven days a week that service should be performed. For example: Seven days per week in the Employee Vending Area(s) with machines fully stocked by 7:00am and 12:00pm. Machines in Inmate/Inmate Visiting Area(s) will be stocked 5 days per week by 7:00am and 12:00pm or as needed to meet demand.
- 2) 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 4 hours from the time of any emergency call from the Institution.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The Ohio State Penitentiary Vending Commission Fund. Employee Vending Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least monthly.
  
- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to: *The Ohio State Penitentiary Industrial and Entertainment Fund Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly/monthly

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words “Vending Items/Costs in US Dollars.” For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Ohio State Penitentiary (OSP)**

**Location of Required Machines and Equipment**

| Facility | Machine type               | Location   | Availability<br>(Staff/Inmate) | Cash/Card/Cash<br>Card | # of<br>people<br>accessing |
|----------|----------------------------|------------|--------------------------------|------------------------|-----------------------------|
| OSP      | REFRIGERATED<br>FOOD       | 4TH FLOOR  | STAFF                          | CASH                   | 145                         |
| OSP      | SNACK                      | 4TH FLOOR  | STAFF                          | CASH                   | 145                         |
| OSP      | COFFEE<br>MACHINE          | 4TH FLOOR  | STAFF                          | CASH                   | 145                         |
| OSP      | CRUSHED ICE<br>POP MACHINE | 4TH FLOOR  | STAFF                          | CASH                   | 145                         |
| OSP      | SNACK                      | 4TH FLOOR  | STAFF                          | CASH                   | 145                         |
| OSP      | COLD BEVERAGE              | 4TH FLOOR  | STAFF                          | CASH                   | 145                         |
| OSP      | COFFEE<br>MACHINE          | 4TH FLOOR  | STAFF                          | CASH                   | 145                         |
| OSP      | COLD BEVERAGE              | 4TH FLOOR  | STAFF                          | CASH                   | 145                         |
| OSP      | ICE CREAM<br>MACHINE       | 4TH FLOOR  | STAFF                          | CASH                   | 145                         |
| OSP      | REFRIGERATED<br>FOOD       | VISITATION | VISITORS                       | CARD                   | 26                          |
| OSP      | SNACK                      | VISITATION | VISITORS                       | CARD                   | 26                          |
| OSP      | COFFEE<br>MACHINE          | VISITATION | VISITORS                       | CARD                   | 26                          |
| OSP      | COLD BEVERAGE              | VISITATION | VISITORS                       | CARD                   | 26                          |

**INSTITUTION: Ohio State Penitentiary (OSP)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                       | COMMISSION BID                       |
|----------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)   | ____ % commission *                  |
| INMATE VISINT VENDING AREA | ____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

**Ohio State Penitentiary (OSP) VENDING ITEMS/COSTS IN US DOLLARS**

**HOT BEVERAGES**

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

**COLD BEVERAGES**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
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**CONFECTIONS**

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| _____ | _____ | _____ |
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| _____ | _____ | _____ |
| _____ | _____ | _____ |

**COLD FOODS**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Pickaway Correctional (PCI)**

**Institution Demographics** The Institution is a male inmate minimum/ medium security facility. General population visiting is conducted 5 days per week, 8 hours per day, 8:00 am through 4:00 pm. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$12,132.83 (Employee Vending) \$56,615.00 (Inmate Visiting) \$0 Included with Inmate Visiting total (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

Margaret Brown, Business Administrator 3  
St. Rt. 762  
Orient, OH 43146  
614-877-4362 Ext.2560  
Fax: 614-877-9038  
E-mail: margaret.brown@odrc.state.oh.us

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on Tuesday, February 4, 2014 from 9:00 am until 11:00 am. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than Friday, January 31, 2014. Interested Bidders may contact Margaret Brown at 614-877-4362, ext. 2560 to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Three days per week: Monday, Thursday and Saturday in the Employee Vending Area(s) with machines fully stocked by 8:00 a.m., 2:00 p.m. or as needed to meet demand. Machines in Inmate Visiting Area(s) will be stocked five days per week, Thursday through Monday, with machines fully stocked by 7:30 a.m. and noon (12:00pm) or as needed to meet demand. Machines in the Inmate Housing units (Inmate Vending) will be stocked 3 days per week: Monday, Thursday and Saturday, once per day or as needed to meet demand.
- 2) 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 four hours from the time of any emergency call from the Institution. The contractor shall respond to routine service calls within 24 hours.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to the *PCI Employee Activity Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings quarterly.
- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *the PCI Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words “Vending Items/Costs in US Dollars.” For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

**\*The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.**

The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Pickaway Correctional (PCI) VENDING ITEMS/COSTS IN US DOLLARS**

**Location of Required Machines and Equipment**

| Facility | Machine type          | Location     | Availability<br>(Staff/Inmate) | Cash/Card/Cash<br>Card | # of<br>people<br>accessing |
|----------|-----------------------|--------------|--------------------------------|------------------------|-----------------------------|
| PCI      | SODA                  | VISITING     | VISITORS/STAFF                 | CASH/CARD              | 140                         |
| PCI      | SODA                  | VISITING     | VISITORS/STAFF                 | CASH/CARD              | 140                         |
| PCI      | SODA                  | VISITING     | VISITORS/STAFF                 | CASH/CARD              | VARIES                      |
| PCI      | SANDWICH/COLD<br>FOOD | VISITING     | VISITORS/STAFF                 | CASH/CARD              | 140                         |
| PCI      | SANDWICH/COLD<br>FOOD | VISITING     | VISITORS/STAFF                 | CASH/CARD              | 140                         |
| PCI      | SNACK                 | VISITING     | VISITORS/STAFF                 | CASH/CARD              | 140                         |
| PCI      | SNACK                 | VISITING     | VISITORS/STAFF                 | CASH/CARD              | 140                         |
| PCI      | COFFEE                | VISITING     | VISITORS/STAFF                 | CASH/CARD              | 140                         |
| PCI      | SNACK                 | ENTRY        | VISITORS/STAFF                 | CASH/CARD              | 300                         |
| PCI      | SODA                  | ENTRY        | VISITORS/STAFF                 | CASH/CARD              | 300                         |
| PCI      | SNACK                 | MPB          | STAFF                          | CASH                   | 150                         |
| PCI      | SODA                  | MPB          | STAFF                          | CASH                   | 150                         |
| PCI      | SNACK                 | FHC          | STAFF                          | CASH                   | 150                         |
| PCI      | SODA                  | FHC          | STAFF                          | CASH                   | 150                         |
| PCI      | ICE CREAM             | UNKNOWN(NEW) | STAFF                          | CASH                   | 150                         |
| PCI      | COFFEE                | B BUILDING   | STAFF                          | CASH                   | 150                         |
| PCI      | SODA                  | B BUILDING   | STAFF                          | CASH                   | 150                         |
| PCI      | SNACK                 | B BUILDING   | STAFF                          | CASH                   | 150                         |
| PCI      | SANDWICH/COLD<br>FOOD | B BUILDING   | STAFF                          | CASH                   | 150                         |
| PCI      | SNACK                 | A-2          | INMATE                         | CARD                   | 300                         |
| PCI      | SODA                  | A-2          | INMATE                         | CARD                   | 300                         |
| PCI      | SANDWICH/COLD<br>FOOD | A-2          | INMATE                         | CARD                   | 300                         |
| PCI      | SNACK                 | A-1 (NEW)    | INMATE                         | CARD                   | 300                         |
| PCI      | SANDWICH/COLD<br>FOOD | A-1 (NEW)    | INMATE                         | CARD                   | 300                         |
| PCI      | SODA                  | A-1 (NEW)    | INMATE                         | CARD                   | 300                         |

**INSTITUTION: Pickaway Correctional (PCI  
Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                         | COMMISSION BID                       |
|------------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)     | ____ % commission *                  |
| INMATE VISITING VENDING AREA | ____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Pickaway Correctional (PCI) VENDING ITEMS/COSTS IN US DOLLARS**

HOT BEVERAGES

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

COLD BEVERAGES

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
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CONFECTIONS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
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| _____ | _____ | _____ |
| _____ | _____ | _____ |

COLD FOODS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Richland Correctional Institution (RICI)**

**Institution Demographics** The Institution is a male inmate, minimum security facility. General population visiting is conducted five (5) days per week, eight (8) hours per day, Tuesday through Saturday. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$67,184.00 (Employee Vending) \$222,716.00 (Inmate Visiting) \$estimated \$3500.00 (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

Rebecca Avery, Business Administrator 3  
1001 Olivesburg Road  
Mansfield, Ohio 44905  
419-526-2100 ext 2032  
Fax: 419-521-2811  
E-mail: rebecca.avery@odrc.state.oh.us

**Site Visit.** There will be a site visit at the Institution on Wednesday, February 5, 2014 from 8:00 am until 11:00 am. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than Monday, February 3, 2014. Interested Bidders may contact Rebecca Avery at 419-526-2100 ext 2032 to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

1. The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Sunday through Saturday, 6:00 am to 2:00 pm that service should be performed. For example: Seven days per week in the Employee Vending Area(s) with machines fully stocked by 8:00 a.m. Machines in Inmate/Inmate Visiting Area(s) will be stocked five days per week by 8:00 am, or as needed to meet demand.
2. 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 eight (8) hours from the time of any emergency call from the Institution.
3. In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to: *Richland Correctional Institution Employee Activity Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.

4. In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The (name of fund here): Richland Correctional Institution Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words "Vending Items/Costs in US Dollars." For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Richland Correctional (RICI)**

**Location of Required Machines and Equipment**

| Facility | Machine type         | Location     | Availability (Staff/Inmate) | Cash/Card/Cash Card | # of people accessing |
|----------|----------------------|--------------|-----------------------------|---------------------|-----------------------|
| RICI     | COLD BOTTLE BEVERAGE | ROLL CALL    | STAFF                       | CASH                | 330                   |
| RICI     | COLD BOTTLE BEVERAGE | ROLL CALL    | STAFF                       | CASH                | 330                   |
| RICI     | SNACK SHOWCASE       | ROLL CALL    | STAFF                       | CASH                | 330                   |
| RICI     | REFRIGERATED FOOD    | ROLL CALL    | STAFF                       | CASH                | 330                   |
| RICI     | HOT BEVERAGE         | ROLL CALL    | STAFF                       | CASH                | 330                   |
| RICI     | COLD BOTTLE BEVERAGE | ODR          | STAFF                       | CASH                | 330                   |
| RICI     | COLD BOTTLE BEVERAGE | ODR          | STAFF                       | CASH                | 330                   |
| RICI     | SNACK SHOWCASE       | ODR          | STAFF                       | CASH                | 330                   |
| RICI     | REFRIGERATED FOOD    | ODR          | STAFF                       | CASH                | 330                   |
| RICI     | HOT BEVERAGE         | ODR          | STAFF                       | CASH                | 330                   |
| RICI     | COLD BOTTLE BEVERAGE | VISITING     | INMATE/STAFF                | CARD                | 255                   |
| RICI     | COLD BOTTLE BEVERAGE | VISITING     | INMATE/STAFF                | CARD                | 255                   |
| RICI     | SNACK SHOWCASE       | VISITING     | INMATE/STAFF                | CARD                | 255                   |
| RICI     | REFRIGERATED FOOD    | VISITING     | INMATE/STAFF                | CARD                | 255                   |
| RICI     | REFRIGERATED FOOD    | VISITING     | INMATE/STAFF                | CARD                | 255                   |
| RICI     | HOT BEVERAGE         | VISITING     | INMATE/STAFF                | CARD                | 255                   |
| RICI     | COLD CAN BEVERAGE    | UNIT 1 LOWER | INMATE/STAFF                | CARD                | 240                   |
| RICI     | SNACK SHOWCASE       | UNIT 1 LOWER | INMATE/STAFF                | CARD                | 240                   |

**INSTITUTION: Richland Correctional (RICI)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                         | COMMISSION BID                       |
|------------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)     | ____ % commission *                  |
| INMATE VISITING VENDING AREA | ____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Richland Correctional (RIC) VENDING ITEMS/COSTS IN US DOLLARS**

HOT BEVERAGES

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

COLD BEVERAGES

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
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CONFECTIONS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

COLD FOODS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Ross Correctional Institution (RCI)**

**Institution Demographics** The Institution is a male level 3: with Future level 2's inmate security facility. General population visiting is conducted 5 days per week, 6 hours per day, Wednesday through Sunday. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13: \$22,108.93 (Employee Vending) \$63,607.96 (Inmate Visiting) \$0 (Inmate Vending) Future site is projected (J-Dorm).

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

Dwight Presler, Business Administrator, III  
Ross Correctional Institution (RCI)  
16149 State Route 104  
Chillicothe, OH 45601  
Phone 740-774-7050 ext. 2351  
Fax: 740-774-7055  
Email: [dwight.presler@odrc.state.oh.us](mailto:dwight.presler@odrc.state.oh.us)

**Site Visit.** There will be a site visit at the Institution on January 29, 2014 from 9:00 am until 11:00 am. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than January 24, 2014. Interested Bidders may contact Dwight Presler, Business Administrator III, at 740-774-7050 ext. 2351 to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: 8:00 am to 4:00 pm that service should be performed. For example: Seven days per week in the Employee Vending Area(s) with machines fully stocked 9:00 am and 1:30 pm. Machines in Inmate/Inmate Visiting Area(s) will be stocked five days per week by or as needed to meet demand.]
- 2) 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. (Institution may want to look at shortening this time period.)

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *(name of fund here): The Ross Correctional Institution Employee Vending Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least monthly.
  
- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The Ross Correctional Institution Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly/monthly (institution discretion).

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words “Vending Items/Costs in US Dollars.” For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**INSTITUTION: Ross Correctional (RCI)**

**Location of Required Machines and Equipment**

| Facility | Machine Type      | Location         | Availability (Staff/Inmates) | Cash/Card/Cash Card | # of people accessing |
|----------|-------------------|------------------|------------------------------|---------------------|-----------------------|
| RCI      | REFRIGERATED/SODA | STAFF BREAK ROOM | STAFF                        | CASH                | 550                   |
| RCI      | REFRIGERATED/SODA | STAFF BREAK ROOM | STAFF                        | CASH                | 550                   |
| RCI      | REFRIGERATED/SODA | STAFF BREAK ROOM | STAFF                        | CASH                | 550                   |
| RCI      | SNACK             | STAFF BREAK ROOM | STAFF                        | CASH                | 550                   |
| RCI      | SNACK             | STAFF BREAK ROOM | STAFF                        | CASH                | 550                   |
| RCI      | SANDWICH          | STAFF BREAK ROOM | STAFF                        | CASH                | 550                   |
| RCI      | COFFEE            | STAFF BREAK ROOM | STAFF                        | CASH                | 550                   |
| RCI      | REFRIGERATED      | CAPTAIN'S OFFICE | STAFF                        | CASH                | 300                   |
| RCI      | SANDWICH          | CAPTAIN'S OFFICE | STAFF                        | CASH                | 300                   |
| RCI      | REFRIGERATED/SODA | VISITING         | INMATE/STAFF                 | CASH/CARD           | 250                   |
| RCI      | REFRIGERATED/SODA | VISITING         | INMATE/STAFF                 | CASH/CARD           | 250                   |
| RCI      | SANDWICH          | VISITING         | INMATE/STAFF                 | CASH/CARD           | 250                   |
| RCI      | SANDWICH          | VISITING         | INMATE/STAFF                 | CASH/CARD           | 250                   |
| RCI      | SNACK             | VISITING         | INMATE/STAFF                 | CASH/CARD           | 250                   |
| RCI      | SNACK             | VISITING         | INMATE/STAFF                 | CASH/CARD           | 250                   |

**INSTITUTION: Ross Correctional (RCI)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                        | COMMISSION BID                       |
|-----------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)    | ____ % commission*                   |
| INMATE VISTING VENDING AREA | ____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

**Ross Correctional (RCI) VENDING ITEMS/COSTS IN US DOLLARS**

**HOT BEVERAGES**

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

**COLD BEVERAGES**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**CONFECTIONS**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**COLD FOODS**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Richland (RIC)**

**Institution Demographics** The Institution is a male inmate minimum/ medium security facility. General population visiting is conducted 5 days per week, 8 hours per day, 8:00 am through 4:00 pm. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$12,132.83 (Employee Vending) \$56,615.00 (Inmate Visiting) \$0 Included with Inmate Visiting total (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

Margaret Brown, Business Administrator 3  
St. Rt. 762  
Orient, OH 43146  
614-877-4362 Ext.2560  
Fax: 614-877-9038  
E-mail: margaret.brown@odrc.state.oh.us

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on Tuesday, February 4, 2014 from 9:00 am until 11:00 am. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than Friday, January 31, 2014. Interested Bidders may contact Margaret Brown at 614-877-4362, ext. 2560 to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Three days per week: Monday, Thursday and Saturday in the Employee Vending Area(s) with machines fully stocked by 8:00 a.m., 2:00 p.m. or as needed to meet demand. Machines in Inmate Visiting Area(s) will be stocked five days per week, Thursday through Monday, with machines fully stocked by 7:30 a.m. and noon (12:00pm) or as needed to meet demand. Machines in the Inmate Housing units (Inmate Vending) will be stocked 3 days per week: Monday, Thursday and Saturday, once per day or as needed to meet demand.
- 2) 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 four hours from the time of any emergency call from the Institution. The contractor shall respond to routine service calls within 24 hours.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks

**Richland Correctional (RICI)**

for the vending areas must be made payable to the *PCI Employee Activity Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings quarterly.

- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *the PCI Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words “Vending Items/Costs in US Dollars.” For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Richland Correctional (RICI)**

**Location of Required Machines and Equipment**

| Facility | Machine type         | Location        | Availability<br>(Staff/Inmate) | Cash/Card/Cash<br>Card | # of people<br>accessing |
|----------|----------------------|-----------------|--------------------------------|------------------------|--------------------------|
| RICI     | COLD BOTTLE BEVERAGE | ROLL CALL       | STAFF                          | CASH                   | 330                      |
| RICI     | COLD BOTTLE BEVERAGE | ROLL CALL       | STAFF                          | CASH                   | 330                      |
| RICI     | SNACK SHOWCASE       | ROLL CALL       | STAFF                          | CASH                   | 330                      |
| RICI     | REFRIGERATED FOOD    | ROLL CALL       | STAFF                          | CASH                   | 330                      |
| RICI     | HOT BEVERAGE         | ROLL CALL       | STAFF                          | CASH                   | 330                      |
| RICI     | COLD BOTTLE BEVERAGE | ODR             | STAFF                          | CASH                   | 330                      |
| RICI     | COLD BOTTLE BEVERAGE | ODR             | STAFF                          | CASH                   | 330                      |
| RICI     | SNACK SHOWCASE       | ODR             | STAFF                          | CASH                   | 330                      |
| RICI     | REFRIGERATED FOOD    | ODR             | STAFF                          | CASH                   | 330                      |
| RICI     | HOT BEVERAGE         | ODR             | STAFF                          | CASH                   | 330                      |
| RICI     | COLD BOTTLE BEVERAGE | VISITING        | INMATE/STAFF                   | CARD                   | 255                      |
| RICI     | COLD BOTTLE BEVERAGE | VISITING        | INMATE/STAFF                   | CARD                   | 255                      |
| RICI     | SNACK SHOWCASE       | VISITING        | INMATE/STAFF                   | CARD                   | 255                      |
| RICI     | REFRIGERATED FOOD    | VISITING        | INMATE/STAFF                   | CARD                   | 255                      |
| RICI     | REFRIGERATED FOOD    | VISITING        | INMATE/STAFF                   | CARD                   | 255                      |
| RICI     | HOT BEVERAGE         | VISITING        | INMATE/STAFF                   | CARD                   | 255                      |
| RICI     | COLD CAN BEVERAGE    | UNIT 1<br>LOWER | INMATE/STAFF                   | CARD                   | 240                      |
| RICI     | SNACK SHOWCASE       | UNIT 1<br>LOWER | INMATE/STAFF                   | CARD                   | 240                      |

**INSTITUTION: Richland Correctional (RICI)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                         | COMMISSION BID                       |
|------------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)     | ____ % commission*                   |
| INMATE VISITING VENDING AREA | ____ % commission paid on all items. |

\*Per Commission & Price Worksheet for this institution

**Richland Correctional (RICI) VENDING ITEMS/COSTS IN US DOLLARS**

**HOT BEVERAGES**

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

**COLD BEVERAGES**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**CONFECTIONS**

|       |       |       |
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| _____ | _____ | _____ |
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| _____ | _____ | _____ |

**COLD FOODS**

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|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: SCC/HOCKING & LANCASTER**

**Institution Demographics** The Institution is a male inmate minimum/ medium security facility. General population visiting is conducted 5 days per week, 8 hours per day, 8:00 am through 4:00 pm. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$45,000.00(Employee Vending) \$10,500.00 (Inmate Visiting) \$0 Included with Inmate Visiting total (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

Craig Rich, Business Administrator 3  
5900 B.I.S. Road  
Lancaster, OH 43130  
740-653-4324 X 2100  
Fax: 614-877-9038  
E-mail: craig.rich@odrc.state.oh.us

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on Tuesday, February 4, 2014 from 9:00 am until 11:00 am. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than Friday, January 31, 2014. Interested Bidders may contact Margaret Brown at 614-877-4362, ext. 2560 to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Three days per week: Monday, Thursday and Saturday in the Employee Vending Area(s) with machines fully stocked by 8:00 a.m., 2:00 p.m. or as needed to meet demand. Machines in Inmate Visiting Area(s) will be stocked five days per week, Thursday through Monday, with machines fully stocked by 7:30 a.m. and noon (12:00pm) or as needed to meet demand. Machines in the Inmate Housing units (Inmate Vending) will be stocked 3 days per week: Monday, Thursday and Saturday, once per day or as needed to meet demand.
- 2) 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 four hours from the time of any emergency call from the Institution. The contractor shall respond to routine service calls within 24 hours.
- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

SCC/HOCKING & LANCASTER

- 4) for the vending areas must be made payable to the *SCI/HC Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings quarterly.
- 5) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *the SCI/HC Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words "Vending Items/Costs in US Dollars." For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**SCC/HOCKING & LANCASTER**

**Location of Required Machines and Equipment**

| Facility      | Machine type                    | Location           | Availability<br>(Staff/Inmate) | Cash/Card/Cash<br>Card | # of people<br>accessing |
|---------------|---------------------------------|--------------------|--------------------------------|------------------------|--------------------------|
| SCC-Hocking   | HOT BEVERAGE                    | VISITING #         | INMATE/STAFF                   | CASH/CARD              | 160                      |
| SCC-Hocking   | COLD BOTTLED<br>BEVERAGE        | VISITING #         | INMATE/STAFF                   | CASH/CARD              | 160                      |
| SCC-Hocking   | SNACK<br>MERCHANDISER           | VISITING #         | INMATE/STAFF                   | CASH/CARD              | 160                      |
| SCC-Hocking   | COLD FRESH FOOD<br>MERCHANDISER | VISITING #         | INMATE/STAFF                   | CASH/CARD              | 160                      |
| SCC-Hocking   | SMALL COLD<br>BOTTLED BEVERAGE  | FRONT ENTRY<br>*   | STAFF                          | CASH/CARD              | 160                      |
| SCC-Hocking   | SMALL COLD<br>BOTTLED BEVERAGE  | FRONT ENTRY<br>*   | STAFF                          | CASH/CARD              | 160                      |
| SCC-Hocking   | COLD FRESH FOOD<br>MERCHANDISER | EMP. BREAK<br>ROOM | STAFF                          | CASH/CARD              | 86                       |
| SCC-Hocking   | SNACK<br>MERCHANDISER           | EMP. BREAK<br>ROOM | STAFF                          | CASH/CARD              | 86                       |
| SCC-Hocking   | COLD BOTTLED<br>BEVERAGE        | EMP. BREAK<br>ROOM | STAFF                          | CASH/CARD              | 86                       |
| SCC-Hocking   | HOT BEVERAGE                    | EMP. BREAK<br>ROOM | STAFF                          | CASH/CARD              | 86                       |
| SCC-Hocking   | ICE CREAM<br>MACHINE            | A-DORM @           | INMATE/STAFF                   | CASH/CARD              | 280                      |
| SCC-Hocking   | COLD FRESH FOOD<br>MERCHANDISER | A-DORM @           | INMATE/STAFF                   | CASH/CARD              | 280                      |
| SCC-Hocking   | SNACK<br>MERCHANDISER           | A-DORM @           | INMATE/STAFF                   | CASH/CARD              | 280                      |
| SCC-Hocking   | COLD BOTTLED<br>BEVERAGE        | A-DORM @           | INMATE/STAFF                   | CASH/CARD              | 280                      |
| SCC-Lancaster | HOT BEVERAGE                    | VISITING #         | INMATE/STAFF                   | CASH/CARD              | 586                      |
| SCC-Lancaster | COLD BOTTLED<br>BEVERAGE        | VISITING #         | INMATE/STAFF                   | CASH/CARD              | 586                      |
| SCC-Lancaster | COLD BOTTLED<br>BEVERAGE        | VISITING #         | INMATE/STAFF                   | CASH/CARD              | 586                      |
| SCC-Lancaster | SNACK<br>MERCHANDISER           | VISITING #         | INMATE/STAFF                   | CASH/CARD              | 586                      |
| SCC-Lancaster | COLD FRESH FOOD<br>MERCHANDISER | VISITING #         | INMATE/STAFF                   | CASH/CARD              | 586                      |
| SCC-Lancaster | CONDIMENT STAND                 | VISITING #         | INMATE/STAFF                   | CASH/CARD              | 586                      |
| SCC-Lancaster | HOT BEVERAGE                    | EMP. BREAK<br>ROOM | STAFF                          | CASH/CARD              | 258                      |
| SCC-Lancaster | COLD BOTTLED<br>BEVERAGE        | EMP. BREAK<br>ROOM | STAFF                          | CASH/CARD              | 258                      |

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

|               |                              |                       |              |           |     |
|---------------|------------------------------|-----------------------|--------------|-----------|-----|
| SCC-Lancaster | COLD BOTTLED BEVERAGE        | EMP. BREAK ROOM       | STAFF        | CASH/CARD | 258 |
| SCC-Lancaster | SNACK MERCHANDISER           | EMP. BREAK ROOM       | STAFF        | CASH/CARD | 258 |
| SCC-Lancaster | COLD FRESH FOOD MERCHANDISER | EMP. BREAK ROOM       | STAFF        | CASH/CARD | 258 |
| SCC-Lancaster | SNACK MERCHANDISER           | E - BUILDING.         | STAFF        | CASH/CARD | 258 |
| SCC-Lancaster | COLD BOTTLED BEVERAGE        | E - BUILDING.         | STAFF        | CASH/CARD | 258 |
| SCC-Lancaster | COLD BOTTLED BEVERAGE        | O - BUILDING.         | STAFF        | CASH/CARD | 258 |
| SCC-Lancaster | HOT BEVERAGE                 | O - BUILDING.         | STAFF        | CASH/CARD | 258 |
| SCC-Lancaster | SNACK MERCHANDISER           | O - BUILDING.         | STAFF        | CASH/CARD | 258 |
| SCC-Lancaster | COLD BOTTLED BEVERAGE        | SCHOOL - A - BUILDING | STAFF        | CASH/CARD | 258 |
| SCC-Lancaster | SNACK MERCHANDISER           | SCHOOL - A - BUILDING | STAFF        | CASH/CARD | 258 |
| SCC-Lancaster | COLD BOTTLED BEVERAGE        | HILLTOP CAFÉ          | STAFF        | CASH/CARD | 258 |
| SCC-Lancaster | COLD BOTTLED BEVERAGE        | F-1 DORM @            | INMATE/STAFF | CASH/CARD | 272 |
| SCC-Lancaster | COLD BOTTLED BEVERAGE        | F-1 DORM @            | INMATE/STAFF | CASH/CARD | 272 |
| SCC-Lancaster | COLD FRESH FOOD MERCHANDISER | F-1 DORM @            | INMATE/STAFF | CASH/CARD | 272 |
| SCC-Lancaster | SNACK MERCHANDISER           | F-1 DORM @            | INMATE/STAFF | CASH/CARD | 272 |
| SCC-Lancaster | COLD BOTTLED BEVERAGE        | M- DORM @             | INMATE/STAFF | CASH/CARD | 272 |

**INSTITUTION: SCC/HOCKING**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                         | COMMISSION BID                       |
|------------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)     | ____ % commission*                   |
| INMATE VISITING VENDING AREA | ____ % commission paid on all items. |

\*Per Commission & Price Worksheet for this institution

**SCC/HOCKING VENDING ITEMS/COSTS IN US DOLLARS**

HOT BEVERAGES

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

COLD BEVERAGES

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

CONFECTIONS

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|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

COLD FOODS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Southern Ohio Correctional Facility (SOCF)**

**Institution Demographics** The Institution is a Male inmate Maximum security facility. General population visiting is conducted 4 days per week, 9 hours per day, Wednesday through Saturday. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$34,846.35 (Employee Vending) \$19,051.49 (Inmate Visiting) \$ 0 (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

Denise Gray, Business Administrator  
1724 State Route 728  
Lucasville, OH 45648  
740-259-5544 ext. 3278  
Fax: 740-259-3226  
E-mail: [denise.gray@odrc.state.oh.us](mailto:denise.gray@odrc.state.oh.us)

**Site Visit.** There will be a site visit at the Institution on 1/27/14 from 9:00 am until 10:00 am. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than 1/23/14. Interested Bidders may contact Denise Gray at ext. 3278 to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: 7:30 am to 2:30 pm seven days per week.
- 2) 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 4 hours from the time of any emergency call from the Institution.
- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to: *The Southern Ohio Correctional Facility Employee Vending Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The Southern Ohio Correctional Facility Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly/monthly (institution discretion).

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words "Vending Items/Costs in US Dollars." For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Institution Name: Southern Ohio Correctional Facility (SOCF)**

**Location of Required Machines and Equipment**

| Facility | Machine Type         | Location            | Availability<br>(Staff/Inmates) | Cash/Card/Cash<br>Card | # of people<br>accessing |
|----------|----------------------|---------------------|---------------------------------|------------------------|--------------------------|
| SOCF     | SANDWICH             | B BUILDING<br>LOBBY | STAFF                           | CASH                   | 374                      |
| SOCF     | COLD BOTTLE BEVERAGE | B BUILDING<br>LOBBY | STAFF                           | CASH                   | 374                      |
| SOCF     | HOT BEVERAGES        | B BUILDING<br>LOBBY | STAFF                           | CASH                   | 374                      |
| SOCF     | SNACK                | B BUILDING<br>LOBBY | STAFF                           | CASH                   | 374                      |
| SOCF     | SANDWICH             | TRAINING            | STAFF                           | CASH                   | 374                      |
| SOCF     | HOT BEVERAGES        | TRAINING            | STAFF                           | CASH                   | 374                      |
| SOCF     | SNACK                | TRAINING            | STAFF                           | CASH                   | 374                      |
| SOCF     | COLD BOTTLE BEVERAGE | TRAINING            | STAFF                           | CASH                   | 374                      |
| SOCF     | COLD BOTTLE BEVERAGE | CC2                 | STAFF                           | CASH                   | 374                      |
| SOCF     | SNACK                | CC2                 | STAFF                           | CASH                   | 374                      |
| SOCF     | SANDWICH             | CC2                 | STAFF                           | CASH                   | 374                      |
| SOCF     | COLD BOTTLE BEVERAGE | CC3                 | STAFF                           | CASH                   | 374                      |
| SOCF     | SNACK                | CC3                 | STAFF                           | CASH                   | 374                      |
| SOCF     | COLD BOTTLE BEVERAGE | E COMPLEX           | STAFF                           | CASH                   | 16                       |
| SOCF     | COLD BOTTLE BEVERAGE | K4                  | STAFF                           | CASH                   | 100                      |
| SOCF     | COLD BOTTLE BEVERAGE | K5                  | STAFF                           | CASH                   | 100                      |
| SOCF     | COLD BOTTLE BEVERAGE | L2                  | STAFF                           | CASH                   | 100                      |
| SOCF     | COLD BOTTLE BEVERAGE | L6                  | STAFF                           | CASH                   | 100                      |
| SOCF     | COLD BOTTLE BEVERAGE | L7                  | STAFF                           | CASH                   | 100                      |
| SOCF     | COLD BOTTLE BEVERAGE | J                   | STAFF                           | CASH                   | 100                      |
| SOCF     | COLD BOTTLE BEVERAGE | GARAGE              | STAFF                           | CASH                   | 6                        |
| SOCF     | COLD BOTTLE BEVERAGE | WAREHOUSE           | STAFF                           | CASH                   | 9                        |
| SOCF     | HOT BEVERAGES        | VISITING<br>ROOM    | VISITORS/STAFF                  | CARD                   | 75                       |
| SOCF     | SANDWICH             | VISITING<br>ROOM    | VISITORS/STAFF                  | CARD                   | 75                       |
| SOCF     | SANDWICH             | VISITING<br>ROOM    | VISITORS/STAFF                  | CARD                   | 75                       |
| SOCF     | COLD BOTTLE BEVERAGE | VISITING<br>ROOM    | VISITORS/STAFF                  | CARD                   | 75                       |
| SOCF     | SNACK                | VISITING<br>ROOM    | VISITORS/STAFF                  | CARD                   | 75                       |

**INSTITUTION: Southern Ohio Correctional Facility (SOCF)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                       | COMMISSION BID                        |
|----------------------------|---------------------------------------|
| EMPLOYEE VENDING AREA(S)   | _____ % commission *                  |
| INMATE VISINT VENDING AREA | _____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

**Southern Ohio Correctional Facility (SOCF) VENDING ITEMS/COSTS IN US DOLLARS**

**HOT BEVERAGES**

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

**COLD BEVERAGES**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**CONFECTIONS**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**COLD FOODS**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Toledo Correctional Institution (TOCI)**

**Institution Demographics** The Institution is a male inmate close, security facility. General population visiting is conducted 5 days per week 7 hours per day, 8:00 am through 3:00 pm. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$54,399.26 (Employee Vending) \$16,005.31 (Inmate Visiting) \$60,761.15 (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

Felicitas Jackson, Business Administrator  
2001 E. Central Ave.  
Toledo, OH 43608  
419-726-7977 X7188 Fax: 419-726-7158  
E-mail: felicitas.jackson@odrc.state.oh.us

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on February 3, 2014 from 1:00 pm until 3:00 pm. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than January 22, 2014. Interested Bidders may contact Felicitas Jackson at 419-726-7977 Ext. 7188 to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Seven days per week in the Employee Vending Area(s) with machines fully stocked by 5:30 am & 1:30 pm. Machines in Inmate/Inmate Visiting Area(s) will be stocked five days per week by 10:00 a.m. and 2:30 p.m. or as needed to meet demand.
- 2) 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 two hours from the time of any emergency call from the Institution.
- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *Employee Vending Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least monthly.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least monthly.

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words "Vending Items/Costs in US Dollars." For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Toledo Correctional (TOCI)**

**Location of Required Machines and Equipment**

| Facility | Machine Type | Location            | Availability<br>(Staff/Inmates) | Cash/Card/Cash<br>Card | # of people<br>accessing |
|----------|--------------|---------------------|---------------------------------|------------------------|--------------------------|
| TOCI     | REFRIGERATED | B 1/2 CIRCULAR AREA | INMATE/STAFF                    | CASH/CARD              | 150                      |
| TOCI     | SNACK        | B 1/2 CIRCULAR AREA | INMATE/STAFF                    | CASH/CARD              | 150                      |
| TOCI     | SANDWICH     | B 1/2 CIRCULAR AREA | INMATE/STAFF                    | CASH/CARD              | 150                      |
| TOCI     | REFRIGERATED | B 3/4 CIRCULAR AREA | INMATE/STAFF                    | CASH/CARD              | 150                      |
| TOCI     | SNACK        | B 3/4 CIRCULAR AREA | INMATE/STAFF                    | CASH/CARD              | 150                      |
| TOCI     | REFRIGERATED | TRAINING            | STAFF                           | CASH                   | 50                       |
| TOCI     | SANDWICH     | TRAINING            | STAFF                           | CASH                   | 50                       |
| TOCI     | SNACK        | TRAINING            | STAFF                           | CASH                   | 50                       |
| TOCI     | REFRIGERATED | ODR/ROLL CALL       | STAFF                           | CASH                   | 40                       |
| TOCI     | SANDWICH     | ODR/ROLL CALL       | STAFF                           | CASH                   | 40                       |
| TOCI     | SNACK        | ODR/ROLL CALL       | STAFF                           | CASH                   | 40                       |
| TOCI     | REFRIGERATED | ADMINISTRATION      | STAFF                           | CASH                   | 65                       |
| TOCI     | SANDWICH     | ADMINISTRATION      | STAFF                           | CASH                   | 65                       |
| TOCI     | SNACK        | ADMINISTRATION      | STAFF                           | CASH                   | 65                       |
| TOCI     | REFRIGERATED | VISITATION AREA     | VISITORS                        | CARD                   | 50                       |
| TOCI     | SANDWICH     | VISITATION AREA     | VISITORS                        | CARD                   | 50                       |
| TOCI     | SNACK        | VISITATION AREA     | VISITORS                        | CARD                   | 50                       |

**INSTITUTION: Toledo Correctional (TOCI)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                         | COMMISSION BID                       |
|------------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)     | ____ % commission *                  |
| INMATE VISITING VENDING AREA | ____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

**Toledo Correctional (TOCI) VENDING ITEMS/COSTS IN US DOLLARS**

**HOT BEVERAGES**

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

**COLD BEVERAGES**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**CONFECTIONS**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**COLD FOODS**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Trumbull Correctional Institution**

**Institution Demographics** The Institution is a Male inmate Minimum & Close security facility. General population visiting is conducted 5 days per week, 7 hours per day, 7:45 am through 2:45 pm. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$16,308.87 (Employee Vending) \$60,819.48 (Inmate Visiting) \$0 (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

*Name: Jacqueline Scott, Business Administrator 3  
Street Address: 5701 Burnett Road  
Leavittsburg, OH 44430  
Telephone: 330-898-0820 ext 2023  
Fax: 330-898-0646  
E-mail: jacqueline.scott@odrc.state.oh.us*

(The e-mail and street address are provided for correspondence during the inquiry period)

**Site Visit.** There will be a site visit at the Institution on 1/29/2014 from 10:00 am until 12:00 pm. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than 1/24/2014. Interested Bidders may contact Jacqueline Scott at 330-898-0820 ext 2023 to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

**Contractor Site Specific Scope of Work for Vending Services at this Institution:**

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Seven days per week in the Employee Vending Area with machines fully stocked by 7:30 am. Machines in Inmate/Inmate Visiting Area(s) will be stocked five days per week by 7:30 am or as needed to meet demand.
- 2) 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 two hours from the time of any emergency call from the Institution. .
- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to: *Trumbull Correctional Institution Employee Vending Fund*. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *Trumbull Correctional Institution Industrial & Entertainment Fund*. The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly.

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words "Vending Items/Costs in US Dollars." For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Trumbull Correctional (TCI)**

**Location of Required Machines and Equipment**

| Facility | Machine Type                                      | Location                   | Availability<br>(Staff/Inmates) | Cash/Card/Cash<br>Card | # of<br>people<br>accessing |
|----------|---|----------------------------|---------------------------------|------------------------|-----------------------------|
| TCI      | COLD BEVERAGE (CANS ONLY)                         | B1 FRONT ENTRANCE          | VISITORS/STAFF                  | CASH                   | 250                         |
| TCI      | SNACK   | B1 FRONT ENTRANCE          | VISITORS/STAFF                  | CASH                   | 250                         |
| TCI      | HOT BEVERAGE                                      | B1 FRONT ENTRANCE          | VISITORS/STAFF                  | CASH                   | 250                         |
| TCI      | REFRIGERATED( SANDWICHES,<br>SALADS, FRESH FRUIT) | B2 WEST - STAFF<br>VENDING | STAFF                           | CASH                   | 250                         |
| TCI      | SNACK   | B2 WEST - STAFF<br>VENDING | STAFF                           | CASH                   | 250                         |
| TCI      | COLD BEVERAGE (CANS ONLY)                         | B2 WEST - STAFF<br>VENDING | STAFF                           | CASH                   | 250                         |
| TCI      | HOT BEVERAGE                                      | B2 WEST - STAFF<br>VENDING | STAFF                           | CASH                   | 250                         |
| TCI      | COOLER FOR STAFF USE                              | B2 WEST - STAFF<br>VENDING | STAFF                           | CASH                   |                             |
| TCI      | COLD BEVERAGE (CANS ONLY)                         | TCI – VISITATION           | VISITORS/STAFF                  | CARD                   | 100                         |
| TCI      | SNACK   | TCI – VISITATION           | VISITORS/STAFF                  | CARD                   | 100                         |
| TCI      | HOT BEVERAGE                                      | TCI – VISITATION           | VISITORS/STAFF                  | CARD                   | 100                         |
| TCI      | REFRIGERATED( SANDWICHES,<br>SALADS, FRESH FRUIT) | TCI – VISITATION           | VISITORS/STAFF                  | CARD                   | 100                         |
| TCI      | REFRIGERATED( SANDWICHES,<br>SALADS, FRESH FRUIT) | TCI – VISITATION           | VISITORS/STAFF                  | CARD                   | 100                         |
| TCI      | COLD BEVERAGE (CANS ONLY)                         | TCC – VISITATION           | VISITORS/STAFF                  | CARD                   | 150                         |
| TCI      | SNACK   | TCC – VISITATION           | VISITORS/STAFF                  | CARD                   | 150                         |
| TCI      | HOT BEVERAGE                                      | TCC – VISITATION           | VISITORS/STAFF                  | CARD                   | 150                         |
| TCI      | REFRIGERATED( SANDWICHES,<br>SALADS, FRESH FRUIT) | TCC – VISITATION           | VISITORS/STAFF                  | CARD                   | 150                         |
| TCI      | SNACK   | TCC - A DORM               | INMATE/STAFF                    | CARD                   | 250                         |
| TCI      | SNACK   | TCC -B DORM                | INMATE/STAFF                    | CARD                   | 250                         |

**INSTITUTION: Trumbull Correctional (TCI)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                         | COMMISSION BID                       |
|------------------------------|--------------------------------------|
| EMPLOYEE VENDING AREA(S)     | ____ % commission *                  |
| INMATE VISITING VENDING AREA | ____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

**Trumbull Correctional (TCI) VENDING ITEMS/COSTS IN US DOLLARS**

**HOT BEVERAGES**

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

**COLD BEVERAGES**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**CONFECTIONS**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

**COLD FOODS**

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**Institution Name: Warren Correctional Institution (WCI)**

**Institution Demographics** The Institution is a male inmate Close / L3 security facility. General population visiting is conducted 5 days per week, 8 hours per day, Wednesday through Sunday. Visitors are not permitted to bring food and beverages into the Institution. Visitors depend solely on the vending machines in the visitor area to purchase consumable products for themselves and inmates they are visiting.

The following information reflects the annual sales for each vending area during FY13:  
\$28,191.46 (Employee Vending) \$8,358.99 (Inmate Visiting) \$19,832.47 (Inmate Vending)

**Institution Monitor.** The Institution 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 Monitor may be contacted as follows:

Mr. Jody "Chris" DeHart, Deputy Warden of Special Services  
5787 SR 63 / P.O. Box 120  
Lebanon, Ohio 45036  
513-932-3388 Ext 2152  
Fax: 513-932-2244  
E-mail: [jody.dehart@odrc.state.oh.us](mailto:jody.dehart@odrc.state.oh.us)

**Site Visit:** There will be a site visit at the Warren Correctional Institution (WCI) on February 05, 2014 from 09:00 am until 1:00 pm. Bidders are strongly encouraged to attend this site visit. Whether or not they attend, Bidders shall be held responsible for the site visit information provided by the Institution Monitor. Participation in the site visit must be scheduled no later than January 21, 2014. Interested Bidders may contact Mr. Jody "Chris" DeHart at [jody.dehart@odrc.state.oh.us](mailto:jody.dehart@odrc.state.oh.us) to register for site visit activities. The Institution Monitor will respond to questions asked during the Site Visit via the agency's web site.

Contractor Site Specific Scope of Work for Vending Services at this Institution:

- 1) The Contractor must provide their vending personnel at this Institution in accordance with the following schedule: Staff Vending area, 7 days per week between 4:30 am & 6:30 am and Inmate Vending area will be stocked five days per week Wednesday thru Sunday by 4:30 am to 06:30 am or as needed to meet demand. For example: Seven days per week in the Employee Vending Area(s) with machines fully stocked by 4:30 am to 06:30 am ) Machines in Inmate/Inmate Visiting Area(s) will be stocked five days per week Wednesday thru Sunday by 4:30 am to 6:30 am or as needed to meet demand.
- 2) 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 two (2) hours from the time of any emergency call from the Institution.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

- 3) In consideration of performing the vending services in the Employee Vending Area, the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales adjusted for taxes (and perishable cold products – if excluded from commission) as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to the Warren Institution Employee Activity Fund (EAC), Employee Vending Area, in building 2. The Contractor agrees to forward commissions to the Contract Monitor at The Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least monthly.
- 4) In consideration of performing the vending services in the Inmate Visiting Vending Area or the Inmate Vending Area(s), the Contractor shall make monthly commission payments to the Institution based on a fixed percentage paid on gross sales, adjusted for taxes, as set forth on the Commission and Price Worksheet for the specific institution indicated. The Contractor shall submit with the monthly commission check documentation supporting their gross sales. Commission checks for the vending areas must be made payable to *The Warren Correctional Institution, Industrial & Entertainment, I & E Fund, Inmate Vending Area Building 3.* . The Contractor agrees to forward commissions to the Contract Monitor at the Institution no later than the 20<sup>th</sup> of the month after sales are made. Such commissions are calculated according to monthly sales utilizing cash meter readings. The Contractor and the Contract Monitor shall verify these readings at least quarterly/monthly (institution discretion).

**Commission and Price Worksheet.** The Bidder shall complete the Commission and Price Worksheets for the Institution indicated. In addition, the Bidder shall list the items used to determine the average in this section for the institution indicated on the worksheet that includes the words “Vending Items/Costs in US Dollars.” For both the Employee Vending and Inmate (Visiting and if applicable, Vending) areas, the Bidder will calculate the average selling price of items in four categories: hot beverages, cold beverages, confections and cold food.

The Bidder will also submit percentages of commissions that will be paid based on the sale of items in the Employee Vending and Inmate Visiting Vending Areas.

**\*The Industrial & Entertainment Fund and Employee Activity Fund both request that commission be paid on all vended items including cold (perishable) food.**

Once the Contract is awarded, the Institution Monitor may negotiate an advancement of the commission with the Contractor.

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Warren Correctional (WCI)**

**Location of Required Machines and Equipment**

| Facility | Machine type                         | Location                   | Availability<br>(Staff/Inmate) | Cash/Card/Cash<br>Card | # of people<br>accessing |
|----------|--------------------------------------|----------------------------|--------------------------------|------------------------|--------------------------|
| WCI      | REFRIGERATED PEPSI                   | VISITING AREA              | VISITORS/STAFF                 | CASH/CARD              | 90                       |
| WCI      | REFRIGERATED COKE                    | VISITING AREA              | VISITORS/STAFF                 | CASH/CARD              | 90                       |
| WCI      | SNACK                                | VISITING AREA              | VISITORS/STAFF                 | CASH/CARD              | 90                       |
| WCI      | SNACK                                | VISITING AREA              | VISITORS/STAFF                 | CASH/CARD              | 90                       |
| WCI      | SANDWICH-USED FOR<br>PICTURE TICKETS | VISITING AREA              | VISITORS                       | CASH/CARD              | 90                       |
| WCI      | SANDWICH                             | VISITING AREA              | VISITORS/STAFF                 | CASH/CARD              | 90                       |
| WCI      | SANDWICH                             | VISITING AREA              | VISITORS/STAFF                 | CASH/CARD              | 90                       |
| WCI      | SANDWICH                             | VISITING AREA              | VISITORS/STAFF                 | CASH/CARD              | 90                       |
| WCI      | BEVERAGE HOT                         | VISITING AREA              | VISITORS/STAFF                 | CASH/CARD              | 90                       |
| WCI      | REFRIGERATED COKE                    | ADMINISTRATIVE<br>BUILDING | STAFF                          | CASH                   | 110                      |
| WCI      | REFRIGERATED PEPSI                   | ADMINISTRATIVE<br>BUILDING | STAFF                          | CASH                   | 110                      |
| WCI      | SNACK                                | ADMINISTRATIVE<br>BUILDING | STAFF                          | CASH                   | 110                      |
| WCI      | SANDWICH                             | ADMINISTRATIVE<br>BUILDING | STAFF                          | CASH                   | 110                      |
| WCI      | BEVERAGE HOT                         | ADMINISTRATIVE<br>BUILDING | STAFF                          | CASH                   | 110                      |

**INSTITUTION: Warren Correctional (WC)**

**Commission and Price Worksheet**

EMPLOYEE VENDING AREA

| <b>CATEGORY</b>  | <b>AVERAGE PRICE</b> |
|--|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)            |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                              |                      |
|  |                      |
| <b>TOTAL</b>   |                      |

INMATE VISITING AND/OR VENDING AREA

| <b>CATEGORY</b>   | <b>AVERAGE PRICE</b> |
|---|----------------------|
| HOT BEVERAGES<br>(Small and Large Regular Coffee,<br>Small and Large Flavored Coffee)             |                      |
| COLD BEVERAGES<br>(Bottled pop, canned pop, bottled water,<br>canned juice, and 8-oz carton milk) |                      |
| CONFECTIONS<br>(Small and large bags of snacks, candy bars,<br>and pastries)                      |                      |
| COLD FOODS: (dinners, sandwiches on a<br>bun, single-serving soups)                               |                      |
|   |                      |
| <b>TOTAL</b>  |                      |

My offered percentage of commission for the term of the Contract is as follows:

| AREA                         | COMMISSION BID                        |
|------------------------------|---------------------------------------|
| EMPLOYEE VENDING AREA(S)     | _____ % commission *                  |
| INMATE VISITING VENDING AREA | _____ % commission paid on all items. |

**\*Per Commission & Price Worksheet for this institution**

Attachment A. Institution Specific pages including:  
Commission and Price Worksheets per Institution

**Warren Correctional (WCI) VENDING ITEMS/COSTS IN US DOLLARS**

HOT BEVERAGES

| SIZE  | DESCRIPTION | COST  |
|-------|-------------|-------|
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |
| _____ | _____       | _____ |

COLD BEVERAGES

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

CONFECTIONS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

COLD FOODS

|       |       |       |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I attest that I am a representative of the organization, business or company listed in this Bid and have the authority to bind the Bidder to provide the Project services requested for the time period specified at the commission and product pricing listed above.

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, state, zip code:** \_\_\_\_\_

**END OF ATTACHMENT A**

### ATTACHMENT B – Bidder Profile Summary

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

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

|   |   |  |
|---|---|--|
| Business Name:                            | Contact Person:                           |  |
| Business Address:                         | Phone Number:                             |  |
| Project Name:                             | Beginning Date of Contract:<br>Month/Year | Ending Date of Contract:<br>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. - Contract**

**A Contract Between  
the Ohio Department of Rehabilitation and Correction, The Institution  
AND**

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**This Contract** is between the Ohio Department of Rehabilitation and Correction, The Institution(s) listed below, and \_\_\_\_\_ (the Contractor).

*(to be completed by the ODRC)*

This Contract consists of and is governed by: (a) this document, (b) The Institution's Invitation to Bid (ITB) for vending services, issued January 21, 2014, and (c) Contractor's Bid (Bid) dated \_\_\_\_\_, 20\_\_ in response to the ITB. The ITB and Bid are attached hereto and incorporated herein.

The Contractor agrees that this Contract, as defined and described is Part Four Evaluation of Bids, Contract Award, of the ITB, is the complete and exclusive statement of the agreements and understandings between the Contractor and The Institution concerning the vending services at the Institution. The General Terms and Conditions of this Contract are contained in Part Six of the ITB.

This Contract shall have an effective date of the date of the last signature below.

**In Witness Whereof**, the parties have caused this Contract to be executed by their duly authorized representatives, in duplicate originals, on the date(s) below.

**By:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Approved as to Form Only

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Legal Counsel,  
Ohio Department of Rehabilitation and Corrections