

OPEN ENROLLMENT  
DRCI-14-1052  
Inmate Food and Sundry Packaging Qualification  
Application Process

ADDENDUM #3

Issued on January 31, 2014

**Reason for Addendum:**

This Addendum is issued to amend language in Addendum #1 on when to submit special pricing or holiday catalogs for ODRC's approval.

Revised Application Page #5, 3<sup>rd</sup> Paragraph.

Revised Page #6.

Revised MOU Page # M-2.

All other terms and conditions and specifications remain the same.

Inquiry Period Begin:	December 24, 2013
Inquiry Period Ends:	February 21, 2014
Opening Date & Time:	February 28, 2014 at 2:00 P.M. Local Time
Opening Location:	Ohio Department of Rehabilitation and Correction 770 West Broad Street Columbus, OH 43222 Attn: Ollie Chandler, Contract Analyst

## **Revised Addendum #1**

Revised Page #10, Paragraph #9 of the Application – Second Paragraph (response to inquiry #30398):

This may include copies of letters from the manufacturers; or the Consumer Price Index for Urban consumers (CPI-U at <http://www.bls.gov/news.release/cpi.nr0.htm>) for the same period of the price change. No price increase shall be effective until approved. Price decreases on the same item offered will be approved as quickly as possible. On a limited basis, the ODRC will make exceptions and add items to the catalog during the year. Special pricing is allowed, but must be less than the price listed in the catalog or on-line. Cans or glass jars are not acceptable. The list of available products must clearly identify Kosher and Halal foods. No peppers beyond the rating of mild are permitted. Special pricing or holiday catalogs may be submitted for ODRC's approval, no less than 90 days in advance of the intended effective date.

### **Is hereby changed to read as follows:**

This may include copies of letters from the manufacturers; or the Consumer Price Index for Urban consumers (CPI-U at <http://www.bls.gov/news.release/cpi.nr0.htm>) for the same period of the price change. No price increase shall be effective until approved. Price decreases on the same item offered will be approved as quickly as possible. On a limited basis, the ODRC will make exceptions and add items to the catalog during the year. Special pricing is allowed, but must be less than the price listed in the catalog or on-line. Cans or glass jars are not acceptable. The list of available products must clearly identify Kosher and Halal foods. No peppers beyond the rating of mild are permitted. Special pricing or holiday catalogs may be submitted for ODRC's approval, no less than 30 days in advance of the intended effective date.

## **Revised Application Page #5, 3<sup>rd</sup> Paragraph**

### **The existing sentence below:**

Prospective vendors can submit applications during the 2014 open enrollment period beginning January 1 through January 31, 2014.

### **Is hereby changed to read as follows:**

Prospective vendors can submit applications during the 2014 open enrollment period beginning January 1 through February 28, 2014.

**Revised Page #6, after the following paragraph:**

Two-years after the effective date of the MOU, approved vendors must send the ODRC a letter requesting to re-apply and continue service during the new ODRC application process. All vendors are required to submit a non-refundable application fee in the amount of \$2,000. The fee must be presented at the same time the vendor submits their application to the ODRC to re-apply to continue service. If the vendor is not in good standing with the ODRC, the vendor will be required to resubmit the Vendor Application Criteria package correcting deficiencies and revising policies or processes to resolve the ODRC's concerns.

**Is hereby changed to read as follows:**

During this current Open Enrollment Period, approved vendors must send the ODRC a letter requesting to re-apply and continue service during the new ODRC application process. Approved vendors shall also submit a current Self Certified Inventory Report, revised catalogs and pricing proposed for the next effective service period as specified in the MOU herein.

All vendors are required to submit a non-refundable application fee in the amount of \$2,000. The fee must be presented at the same time the vendor submits their application to the ODRC to re-apply to continue service. If the vendor is not in good standing with the ODRC, the vendor will be required to resubmit the Vendor Application Criteria package correcting deficiencies and revising policies or processes to resolve the ODRC's concerns.

All submissions are due no later than the end of the open enrollment period.

**Revised MOU Page# M-2**

**The existing section below:**

1) **The Term, Modification and Termination:**

- a) This MOU continues until terminated by either Party upon thirty (30) days advanced written notice to the other party. In any event, this MOU shall be concluded no later than the \_\_\_\_\_ day of \_\_\_\_\_, 201\_.

**Is hereby changed to read as follows:**

1) **The Term, Modification and Termination:**

- a) The service provided for in this MOU shall begin the 1st day of September, 2014 and continue until terminated by either Party upon thirty (30) days advanced written notice to the other party or the MOU shall expire no later than the 30th day of August, 2017, whichever is first.

**Self Certified Inventory for the ODRC Inmate Food and Sundry Package Program**

ODRC Contract Section  
Attn: Ollie Chandler  
770 West Broad St.  
Columbus, OH 43222

County of: \_\_\_\_\_  
Name of County wherein this document is being signed

State of: \_\_\_\_\_  
Name of State wherein this document is being signed

Company Name and Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUBJECT: Self Certified Inventory for the ODRC Inmate Food and Sundry Package Program

I, \_\_\_\_\_, acting as \_\_\_\_\_  
(name of official representative) (title of official representative)

representing the said Company, do hereby certify that the attached Inventory represents the merchandise presently on the said Company premises, in a minimum amount of \$250,000.00 (advertised retail value), and the said amount shall be maintained on the said Company premises at all times during the said program.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(signature of official representative)

Notary: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**(ATTACH INVENTORY REPORT)**