

CONTRACT

THIS CONTRACT, executed this 1st day of January 2021, by and between the **Consolidated Government of Columbus, Georgia**, hereinafter called the "City", and **Stewart Distribution**, hereinafter called the "Contractor".

WITNESSETH:

That in consideration of the mutual covenants, obligations, and terms set-forth in the attached bid and specifications, the parties hereby agree as follows:

1. That the Contractor met all bid requirements and was evaluated most responsive for providing **Inmate Commissary Services for Muscogee County Prison (Annual Contract)**, per **RFP No. 20-0026**, and was awarded the Contract by Columbus City Council on Tuesday, December 15, 2020, Resolution No. 409-20, for the initial term of two years, beginning January 1, 2021 through December 31, 2022, with the option to renew for three (3) additional twelve-month periods, for furnishing the same in accordance with the specifications prepared by the City and the bid of the Contractor.
2. The Contractor will, at its own cost and expense, furnish all tools, materials and labor required to be furnished, provide all related services required, and meet all other requirements or conditions imposed, all strictly in accordance with the City's Business Requirements, the City's Request for Bids, dated June 10, 2020 (and all addenda thereto), the Contractor's bid dated August 7, 2020 and the bid clarification documents which are attached hereto as exhibits "A", "B", "C" and "D" respectively, and which are by reference made a part hereof to the same extent as if fully set out herein.
3. On the faithful performance of this Contract by the Contractor, the City will pay the Contractor in accordance with the terms and on the conditions stated in this Contract and the exhibits attached to and by reference made a part hereof.

FORM 6

CONTRACT SIGNATURE PAGE
INMATE COMMISSARY SERVICES FOR MUSCOGEE COUNTY PRISON
(ANNUAL CONTRACT)
RFP NO. 20-0026

THE UNDERSIGNED HEREBY DECLARES THAT HE HAS/THEY HAVE CAREFULLY EXAMINED THE SPECIFICATIONS HEREIN REFERRED TO AND WILL PROVIDE ALL EQUIPMENT, TERMS AND SERVICES TO THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA.

[Signature]
Witness as to the signing of the contract

Witness as to the signing of the contract

(Corporate seal, if applicable)

By: [Signature] 1-15-2021
Signature of Authorized Representative Date

William B. Jeffords
Print Name and Title of Signatory

Company: Stewart Distribution

Company Ordering Address

Stewart Distribution
P.O. Box 1888, Waycross, GA 31502
Contact: Will Jeffords
Contact Email willj@stewartcandy.com
Telephone 912-283-1970 Fax 912-283-6070

Company Payment Address

SAME

Contact: _____
Contact Email _____
Telephone: _____ Fax _____

CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA

Accepted this 22nd day of January 2021

[Signature]
Isaiah Hugley, City Manager

ATTEST:
[Signature]
Sandra T. Davis, Clerk of Council

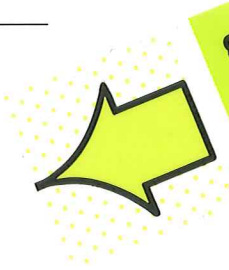
APPROVED AS TO LEGAL FORM:

[Signature]
Clifton C. Fay, City Attorney

EXECUTION AUTHORIZED

By Resolution No. 409-20
[Signature]
Clerk of Council

****COMPLETE AND RETURN THIS PAGE WITH SEALED PROPOSAL****





P.O. Box 1888
Waycross, GA 31502
Phone (912)283-1970
Fax (912)285-0228
www.stewartcandy.com

Columbus Consolidated Government Inmate Commissary Services Agreement at Muscogee County Prison

This agreement is for **Inmate Commissary Services and Inmate Banking Software/Hardware** between the Columbus Consolidated Government and Stewart Distribution. The initial contract period is from January 1, 2021 through December 31, 2022 with 3 optional 12 month renewal periods.

Commissions / Pricing

Stewart Distribution will pay a 47.5% commission on all items purchased by inmates through the commissary. Postage and indigent supplies will be exempt from commission, as it is provided as a convenience for inmates with no markup. Payment will be issued at the first of the month for the previous month's sales.

Stewart Distribution shall provide food, and hygiene items. The selection and pricing of all commissary items shall be subject to the approval of the Director or Deputy Director of the Muscogee County Prison. All additions, deletions, and changes in commissary items offered and their pricing shall be made only with the written approval of the Muscogee County Prison.

Messages and photos commission rate is 25%

Holiday Online Packages commission rate is 25%

Year 1 technology grant of \$10,000

Deposit Fees

Fees submitted in the proposal shall be good for the initial term of the contract. Increases after the initial term of the contract will be mutually agreed upon by both Columbus Consolidated Government and Stewart Distribution.

Equipment and Software Provided

- Twelve (12) Touch Screen kiosks for inmate ordering
- CACTAS - state-of-the-art Cashless Commissary and Trust Fund Accounting System
- Equipment maintenance and repair will be the responsibility of Stewart Distribution

Adjustment, Modifications, and Amendments

- A. Should the Columbus Consolidated Government and Stewart Distribution mutually agree to change the scope of the program during the contract term, Stewart Distribution will be allowed to adjust the contract price.
- B. Changes in the contractual provisions of the services to be furnished under the contract may be made only in writing and must be approved mutually by an authorized agent of Stewart Distribution and the Columbus Consolidated Government.
- C. Stewart Distribution shall give full attention to the faithful execution of the contract, shall keep the contract under their control and shall not, by the power of attorney or otherwise, assign the contract to any other party without prior approval of the Columbus Consolidated Government.
- D. If the work to be done under this contract shall be abandoned or delayed by Stewart Distribution, or at any time the Columbus Consolidated Government shall be of the opinion and shall certify in writing that work has been abandoned or delayed by Stewart Distribution, the Columbus Consolidated Government may annul the contract or any part of the contract thereof, if Stewart Distribution fails to resolve the matter within thirty (30) days.
- E. Should laws change requiring additional services or significant changes in the costs, Stewart Distribution and the Columbus Consolidated Government will negotiate an equitable price adjustment.
- F. During the term of this contract, Stewart Distribution will furnish all of the services specified in this RFP. Stewart Distribution understands and agrees that this is a requirement contract and that the Columbus Consolidated Government will have no responsibility or obligation to Stewart Distribution in providing Stewart Distribution's services.
- G. All notices and requests by the Columbus Consolidated Government or Stewart Distribution shall be in writing, and shall be delivered by certified mail, return receipt requested, to the correct address of the parties listed on the contract. Either party may change address by giving notice of the new address to the other party.

Termination of Contract

- A. Termination for Cause: The Columbus Consolidated Government may terminate the contract at any time that Stewart Distribution fails to carry out its provisions or to make substantial progress under the terms specified in said contract.
- B. The Columbus Consolidated Government shall provide Stewart Distribution with thirty (30) days notice of conditions endangering performance. If after such notice, Stewart Distribution fails to remedy the condition contained in the notice, the Columbus Consolidated Government shall issue an order to stop work immediately.
- C. With the mutual agreement of the Columbus Consolidated Government and Stewart Distribution, upon proper notice, receipt, and acceptance, the contract may be terminated on an agreed date prior to the end of the contract period without penalty to either party.
- D. Termination for Convenience – For the protection of both parties, either party giving 30 days prior notice, in writing to the other party, may cancel this contract.

The Columbus Consolidated Government Offices involved are located at:

Columbus Consolidated Government
100 Tenth Street
P.O. Box 1340
Columbus, GA 31902-1340
Phone: 706-653-4105
Fax: 706-653-4109

Acknowledged and Agree

Columbus Consolidated Government

Signature: Isaiah Hugley *PHodge*

Isaiah Hugley, City Manager

Date: 1/22/2021

Stewart Distribution

Signature: William G. Jeffords

Printed Name: William G. Jeffords

Date: 1-15-2021



EXHIBIT A

Columbus Consolidated Government

Inmate Commissary Services for Muscogee County Prison (Annual Contract)

Business Requirements

RFP No. 20-0026

Client#: 650881

STEWACANDY

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/22/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Marsh & McLennan Agency LLC
INSURED: Stewart Candy Co Inc
CONTACT NAME: Toni Atkinson
PHONE: 912-377-9754
INSURER(S) AFFORDING COVERAGE: Arch Insurance Company, Great American Insurance Company

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RFP No. 21-0026 Inmate Commissary Services for Muscogee County Prison

(GL)CG2010(4-13)Blanket additional insured per written contract
(GL)CG2001(4-13)Blanket primary/non-contributory
(GL)CG2404(5-09)Blanket waiver of subrogation per written agreement
(See Attached Descriptions)

CERTIFICATE HOLDER: Columbus Consolidated Government
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: PETER J. KRANSE

© 1988-2015 ACORD CORPORATION. All rights reserved.

DESCRIPTIONS (Continued from Page 1)

(AUTO)CA0070(10-13)Blanket additional insured per written contract
(AUTO)CA0444(10-13)Blanket waiver of subrogation per written contract
(AUTO)CA0449(11-16)Blanket primary/non-contributory
(WC)WC000313(4-84)Blanket waiver of subrogation



2020 OCCUPATION TAX CERTIFICATE
Pierce County, Georgia

Board of Commissioners
312 Nichols Street, Suite 5
P.O. Box 679
Blackshear, Georgia 31516

Owner(s) Name: Deen J. Stewart

Date of issue: 01/01/2020

Business Name: Stewart Candy Company

Total Fees: \$ \$465.00

Location: P.O. Box 1888

Waycross, GA 31502

400 Bonneyman Road

P.O. Box 1888

Waycross, GA 31502

EXPIRATION DATE	FEE	DESCRIPTION
12/31/2020	\$450.00	Wholesale Distribution
12/31/2020	\$15.00	Administrative Fee

POST IN A CONSPICUOUS PLACE
NOT TRANSFERABLE

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Stewart Candy Company</p>	
	<p>2 Business name/disregarded entity name, if different from above Stewart Distribution</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <i>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</i> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. 400 Bonneyman Road</p>	<p>Requester's name and address (optional) Muscogee County Prison 100 Tenth Street, P.O. Box 1340 Columbus, GA 31902-1340</p>
	<p>6 City, state, and ZIP code Blackshear, GA 31516</p>	
	<p>7 List account number(s) here (optional)</p>	

Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									

or

Employer identification number									

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	<p>Signature of U.S. person ▶ <i>[Handwritten Signature]</i></p>	<p>Date ▶ <i>6/18/20</i></p>
------------------	---	-------------------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

EXHIBIT B

Columbus Consolidated Government

Inmate Commissary Services for Muscogee County Prison (Annual Contract)

Request for Proposals

RFP No. 20-0026

COLUMBUS CONSOLIDATED GOVERNMENT
Georgia's First Consolidated Government



FINANCE DEPARTMENT
PURCHASING DIVISION

100 TENTH STREET, P. O. BOX 1340
COLUMBUS, GEORGIA 31902-1340
706-225-4087, Fax 706-225-3033
BidLine 706-225-4536
www.columbusga.org

August 5, 2020

Addendum No. Four

**Inmate Commissary Services for Muscogee County Prison
(Annual Contract)
RFP No. 20-0026**

Acknowledgment of receipt of Addenda must be included with sealed Proposal.

Initials: _____ Company: _____

Vendors are informed that the above subject Request for Proposal (RFP) is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

A. Changes to RFP Specifications

The *Exceptions to RFP* clause, found on page 16 of the RFP, is hereby revised to read as follows:

Section 5: EXCEPTIONS TO RFP

List **ANY AND ALL** exceptions to the RFP specifications in this section of proposal submission. Exceptions listed in other areas of the vendor's submission will not be considered.

PLEASE NOTE: EXCEPTIONS TO THE RFP GENERAL PROVISIONS WILL NOT BE CONSIDERED, AND IF SUBMITTED WILL AUTOMATICALLY RENDER THE RESPONSE NON-RESPONSIVE.

Exceptions shall be considered by the Evaluation Committee. The vendor's proposal may not receive further consideration, if exceptions are not acceptable and/or cannot be clarified to the Committee's satisfaction. Vendors shall be notified in writing if exceptions are not acceptable.

If there are no exceptions, vendor must include a statement for this Section stating the following: No Exceptions



B. Addendum Acknowledgement

Indicate that your company has received this Addendum in the appropriate areas and include with sealed Bid. **Failure to acknowledge receipt of this addendum may render your Proposal “Incomplete”.**

Andrea J. McCorvey
Purchasing Division Manager



COLUMBUS CONSOLIDATED GOVERNMENT
Georgia's First Consolidated Government



FINANCE DEPARTMENT
PURCHASING DIVISION

100 TENTH STREET, P. O. BOX 1340
COLUMBUS, GEORGIA 31902-1340
706-225-4087, Fax 706-225-3033
BidLine 706-225-4536
www.columbusga.org

July 28, 2020

Addendum No. Three

**Inmate Commissary Services for Muscogee County Prison
(Annual Contract)
RFP No. 20-0026**

Acknowledgment of receipt of Addenda must be included with sealed Proposal.

Initials: _____ Company: _____

Vendors are informed that the above subject Request for Proposal (RFP) is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

A. Additions and Changes to RFP Specifications

- 1) **Changes to Technical Specifications:** The original Appendix A, Technical Specifications has been replaced. Multiple areas of the Technical Specifications have been revised. See attached ***REVISED APPENDIX A***. Please review the revisions carefully.
- 2) **Additions to the RFP Specifications:** The following items are added to the RFP Specifications.

2.10 Transition Period

If the incumbent is not awarded this contract, the successful contractor is expected to coordinate with Stewart Distribution to affect a smooth transition within 30 days.
and

General Specifications: Paragraph 12. Proposal and Submission Requirements

Section 9: Service Plan

Item E. Provide a transition plan, coordinating with the incumbent, that can be accomplished within 30 days.



B. City's response to requests for clarification

1. Question: *"To factor interface fees, please disclose what JMS system that the prison uses."*

Response: **The Muscogee County Prison uses Jailhouse Management System.**

2. Question: *"Does the prison own the current kiosks system? If no, how many kiosks does the prison desire?"*

Response: **No, the kiosk systems are owned by the current contractor Stewart Distribution. The facility currently uses 12 kiosks. Twelve kiosks are sufficient to handle the facility's needs.**

3. Question: *"How many hours labor does it require to distribute commissary with consideration to facility schedule?"*

Response: **Distribution of commissary is done by the facility, not the vendor and typically takes 1½ to 2 hours. The vendor's responsibility includes packaging the items in clear polypropylene packages/bags and delivering those packages to Muscogee County Prison's loading dock. The packages should be delivered in totes for easy stacking and temporary storage. Muscogee County Prison staff will inspect the contents of the totes/packages and assume responsibility for the delivery.**

4. Question: *"Would the facility consider tablets in place of kiosks to allow for more functions, education and commissary?"*

Response: **No, the facility prefers the kiosk system.**

5. Question: *"Does the facility own or own the license to CACTAS Inmate trust fund accounting software or is it provided by the incumbent commissary provider? If provided by incumbent, will the facility consider other trust fund software options that will interface seamlessly with the JMS?"*

Response: **The software is provided by the incumbent. Yes, the facility would consider other trust fund software. However, the JMS system is nearly twenty years old and considered to be obsolete. A newer system similar to JMS may be our only option.**

6. Question: *"Please disclose which inmate telephone company and which inmate food service company that the prison uses."*

Response: **Combined Public Communications, LLC / Client Telephone Solutions, LLC is the current contractor for our inmate telephone company. Aramark is the current Food Service Provider.**

7. Question: *"Can you please provide actual annual commissary sales less any debit time phone revenue?"*

Response: **For calendar year 2019, the approximate sales were \$426,473.59.**



8. Question: *“Does the winning provider have to integrate with the Cactus accounting software, or may we propose a different accounting software?”*

Response: **Vendor may propose a comparable inmate trust fund accounting software.**

9. Question: *“What were annual gross commissary sales for 2019?”*

Response: **The annual gross commissary sales for 2019 were \$395,179.87 (there are no phone time, web sales, or sales tax in this figure. This figure strictly reflects the purchases by inmates for weekly commissary ordering).**

10. Question: *“What are annual commissary sales excluding postage, phone time, web sales and sales tax?”*

Response: **Annual commissary sales are \$392,419.59 (this figure is in response to item #9 minus the postage).**

11. Question: *“What is your current ADP?”*

Response: **Our current ADP is 490.**

12. Question: *“Does the current vendor offer a website in which friends and family can purchase care packs for the inmates?”*

a. *What are the annual web sales in 2019?*

b. *Does the facility receive commission on the web sales? If yes, what is the commission rate on web sales?”*

Response: **Yes, Muscogee County Prison only allow care packages for offenders to be ordered by family and friends during the Christmas holiday. There orders are web-based sales.**

a. **Annual web sales in 2019 were \$7,170.00.**

b. **Yes, the facility receives a 10% commission on web sales.**

13. Question: *“What is your current commission rate?”*

Response: **The current commission rate is 43%.**

14. Question: *“Does the current vendor provide a deposit in the lobby?”*

Response: **No.**

15. Question: *“Can you please provide a commissary items sales report for 1 month?”*

Response: **See Attachment 1 for Commissary Item Sales Report for December 2019.**



16. Question: *“Can you please provide the last 3 months of commissary invoices?”*

Response: **See Attachment 2 for commissary invoices for March, April, and May of 2020.**

17. Question: *“Are the housing units current wired for dorm kiosks (power and Cat 6)?”*

Response: **No.**

18. Question: *“If ordering via kiosks or tablets will all vendors be required to provide new equipment?”*

Response: **Yes.**

19. Question: *“How many dorm kiosks does the current vendor provide?”*

Response: **The current vendor provides 12 dorm kiosks.**

20. Question: *“Is the facility interested in a secure messaging feature that would allow inmates to message friends and family through a secure portal? All messages are reviewable by the facility.”*

Response: **Yes, Muscogee County Prison wants the same capabilities that is on the current kiosks. All messages must be reviewable by the facility. Current capabilities include:**

- **Account balance and activity**
- **Staff request**
- **Messages and photos from the public**
- **Law Library**
- **Change PIN**
- **Transfer money to the phone**

21. Question: *“Is the facility interested in tablets?”*

Response: **No.**

22. Question: *“Does the facility currently purchase indigent or admission kits from the current vendor?”*

a. *If yes, what items (product and size) are included in each kit?*

b. *What is the price of each kit?*

Response: **No.**

a. **N/A.**

b. **N/A.**

23. Question: *“Can an inmate’s account go into a negative balance?”*

Response: **Yes, in certain instances, like a returned money order on funds already spent.**



24. Question: *“Is the facility or inmate charged for the debit card upon release?”*
Response: **No charge at release; however, there are fees associated with the card after a time period and certain activity.**
25. Question: *“Are there any plans for an expansion?”*
Response: **There are currently no plans for expansion.**
26. Question: *“What is the current number of female inmates?”*
Response: **This is a male facility.**
27. Question: *“Are inmates charged a daily room & board fee? If yes, what is the amount?”*
Response: **Inmates are not charged a daily room & board fee, but there is a monthly service fee of \$1.00.**
28. Question: *“What other fees are charged to the inmate (i.e. medical, booking)?”*
Response: **Other fees charged to inmates are Cell Phone Administrative Processing Fee, Disciplinary Reports Fee, Identification Replacement Fee, Medical Copay, Property Damage Fee, Postage Fee, Reserve Account, and Monthly Service Fee.**
29. Question: *“Does the current commissary provider have carts there for the commissary to be delivered in and, if so, how many?”*
Response: **No, all commissary products are delivered and dropped off at the facility’s dock. (Please see Revised Appendix A).**
30. Question: *“How many employees work for the commissary company at facility?”*
Response: **None. (Please see Revised Appendix A).**
31. Question: *“How many hours a week do the commissary employees work?”*
Response: **N/A. (Please see Revised Appendix A).**
32. Question: *“What is the current rate of pay for commissary employees?”*
Response: **N/A. (Please see Revised Appendix A).**
33. Question: *“May we have a copy of your current menu with pricing?”*
Response: **See Attachment 3 for ‘Commissary Customer Item List’.**
34. Question: *“What are the current cash transaction fees at the lobby kiosks?”*
Response: **N/A.**



35. Question: *“How many servers and switches does your vendor currently provide?”*
Response: **The current vendor uses a web-based application.**
36. Question: *“What internet provider does the facility use?”*
Response: **The current provider uses AT&T.**
37. Question: *“What is your current JMS system?”*
Response: **The Muscogee County Prison uses Jailhouse Management System.**
38. Question: *“Who is your current phone provider?”*
Response: **Combined Public Communications, LLC / Client Telephone Solutions, LLC is the current contractor for our inmate telephone company.**
39. Question: *“Who is your current food provider?”*
Response: **Aramark is the current Food Service Provider.**
40. Question: *“Will the vendor be required to interface with JPay to ensure online inmate deposits are limited to the approved visitor list in SCRIBE per the state SOP?”*
Response: **The vendor will not be required to interface with JPay; however, depositors must be restricted to the approved visitor list for each inmate. The list is in the state SCRIBE system.**
41. Question: *“Will an escort be provided for vendor staff?”*
Response: **Yes, escorts will be provided for any vendor staff entering the facility for maintenance purposes.**
42. Question: *“Since the facility is a work camp and inmates are out during the day, what hours will the store call need to be distributed?”*
Response: **The institution’s staff, not the vendor, distributes the commissary items. The vendor is responsible for delivering the packages to the facility in individually packaged bags and placed in totes that are separated by dorms. The facility staff will take custody of the commissary items and temporarily store them until they can be distributed to the offenders by Muscogee County Prison staff.**
43. Question: *“Please provide the current commissary list with pricing and ounce size excluding tax.”*
Response: **See Attachment 3 for ‘Commissary Customer Item List’.**

44. Question: “Does the jail currently utilize any package programs? If so, please explain when the program is active, total sales for 2019, number of orders placed for 2019, spending limit and commission rate, as well as any shipping and handling fees.”

Response: **No, all commissary items are packaged by the vendor. The packages are limited to one per week per offender during the Christmas holiday season. Some packages are \$10.00 with a \$1.00 processing fee and some are \$20.00 with \$2.00 processing fee. Response #12 for most of this information. Annual web sales in 2019 were 7,170.00.**

45. Question: “What is the weekly spending limit?”

Response: **The weekly spending limit is \$60.00.**

46. Question: “How many employees does the current vendor use to deliver orders to the inmates?”

Response: **None. All packages are delivered by truck and turned over to the institutional staff. MCP staff delivers the packages to the inmates. (Please see Revised Appendix A).**

47. Question: “How many hours does each employee work each week?”

Response: **N/A. (Please see Revised Appendix A).**

48. Question: “Does the current vendor handle deposits for the inmate accounts? Please provide the deposit fee structure for each avenue: cash at the kiosk, credit at the kiosk, credit via toll free number and credit via the internet.”

Response: **Yes. The deposit fee structure is as follows:**

Online		By Phone	
Deposit Amount	Fee	Deposit Amount	Fee
\$0.00 to \$20.00	\$3.95	\$0.00 to \$20.00	\$4.95
\$20.01 to \$100.00	\$5.95	\$20.01 to \$100.00	\$6.95
\$100.01 to \$200.00	\$8.95	\$100.01 to \$200.00	\$9.95
\$200.01 to \$300.00	\$10.95	\$200.01 to \$300.00	\$11.95

Lockbox		MoneyGram	
Money Order Lockbox	Fee	Deposit Amount	Fee
Money Order Lockbox	Free	\$0.00 to \$5,000.00	\$4.95

49. Question: “Does facility receive a commission for deposits and how much?”

Response: **No.**



50. Question: *“Please provide the total deposit amount for each avenue for 2019: cash at the kiosk, credit at the kiosk, credit via toll free number and credit via the internet.”*

Response: **Deposits for credit card, phone, lockbox, and MoneyGram equal \$406,219.00. Deposits for money orders and transfer checks entered at the facility equal \$77,962.00, and deposits for inmate wages equal \$130,797.00.**

51. Question: *“Please provide the total number of transactions for each avenue for 2019: cash at the kiosk, credit at the kiosk, credit via toll free number and credit via the internet.”*

Response: **Total number of transactions:**

- **credit card, phone, lockbox, MoneyGram and Toll Free - 8,706**
- **money order and transfer checks entered at the facility - 1,211**
- **inmate wages - 12,215**

52. Question: *“What were the commissary commissionable sales for 2019? Commissionable sales exclude tax, postage, phone time, indigent kits, indigent items, etc.”*

Response: **\$390,419.59.**

53. Question: *“What were the postage sales for 2019?”*

Response: **\$2,760.28.**

54. Question: *“What is the current commission rate on commissary sales?”*

Response: **43%.**

55. Question: *“Please provide a response for the following questions regarding equipment:*

- a. *Is the awarded vendor required to interface with the current kiosk already in place, or provide their own kiosk?*
- b. *If vendor is required to interface with current kiosk, please state current kiosk provider and contact information.*
- c. *If vendor is required to install their own equipment, will they be required to install their own wiring?*
- d. *Will the awarded vendor be required to provide their own network?*

Response:

- a. **The awarded vendor will be required to provide their own kiosks.**
- b. **N/A.**
- c. **No.**
- d. **Yes.**



56. Question: *“Please provide a response for the following questions regarding indigent kits:*

- a. Contents of indigent kits?*
- b. Price of indigent kits?*
- c. Who pays for indigent kits?*
- d. How many indigent kits were passed out in 2019?*

Response: **MCP does not purchase indigent kits.**

- a. N/A.**
- b. N/A.**
- c. N/A.**
- d. N/A.**

57. Question: *“What is the current profit/commission rate on gross sales?”*

Response: **43%.**

58. Question: *“What is the average price per order being processed today?”*

Response: **\$25.79.**

59. Question: *“Is there currently an on-site commissary store?”*

Response: **No.**

60. Question: *“How much commissary supplies is stored on site today?”*

Response: **None.**

61. Question: *“Who is your JMS vendor that we would need to interface with?”*

Response: **Jailhouse Management System.**

62. Question: *“Were your commissary profits higher in 2018 or 2019? Please provide totals.”*

Response: **Commissionable sales in 2018 were slightly higher than those in 2019: Commissionable sales in 2018 were \$393,978.00. Commissionable sales in 2019 were \$392,419.00.**

63. Question: *“Who is the phone vendor?”*

Response: **Combined Public Communications, LLC / Client Telephone Solutions, LLC is the current contractor for our inmate telephone company.**

64. Question: *“Do you pass phone cards out with your commissary or utilize pin debit?”*

Response: **No, this facility does not use phone cards.**



65. Question: “Are we being asked to install the Inmate Kiosk System? If yes, how many are needed?”

Response: **The current contractor owns the Inmate Kiosk System, so yes, any new vendor would be required to install new kiosks. The facility will need twelve (12).**

66. Question: “Can text, pictures, mail, video visitation, etc. be added to your system if Tiger Correctional Services has to provide this system?”

Response: **Yes, text and pictures can be added to the system; however, mail and video visitation are not allowed at this time.**

67. Question: “Is the delivery from our truck only allowed once a week, but commissary is handed out on multiple days?”

Response: **Yes. (Please see Revised Appendix A).**

68. Question: “How many hours and days a week are the commissary staff working?”

Response: **None. The facility passes out all commissary items. (Please see Revised Appendix A).**

69. Question: “Is there a possibility that all commissary could be processed on site?”

Response: **No. All packages must be received already packaged.**

70. Question: “Any extra incentives given to the inmates for good behavior?”

Response: **No.**

71. Question: “How many hours is the training class for an outside vendor to be certified so they can pass commissary in your facility?”

Response: **N/A. Vendors do not pass out commissary items at this facility. (Please see Revised Appendix A).**

D. Addendum Acknowledgement

Indicate that your company has received this Addendum in the appropriate areas and include with sealed Bid. **Failure to acknowledge receipt of this addendum may render your Proposal “Incomplete”.**

Andrea J. McCorvey
Purchasing Division Manager



REVISED APPENDIX A

TECHNICAL SPECIFICATIONS INMATE COMMISSARY SERVICES FOR MUSCOGEE COUNTY PRISON (ANNUAL CONTRACT) RFP No. 20-0026

1. CONTRACTOR QUALIFICATIONS

The successful candidate shall possess the following qualifications and experience:

- 1.1 Possess a minimum of five (5) years' experience in commissary service in similar facilities.
- 1.2 Demonstrate ability to establish and maintain an inmate commissary service, which includes a warehouse, inventory, supply, order processing, and delivery system.
- 1.3 Experience in automating the inmate commissary and accounting systems and ability to provide system training and support to the MCP Staff.
- 1.4 Knowledge of inmate commissary operations / procedures as they relate to safety security issues, turnaround time, order processing, and delivery.
- 1.5 Security policies and procedures as related to personnel screening and selection, product inventory, security at Contractor's site, packaging and transfer of orders to site.
- 1.6 Knowledge and ability to provide a wide range of correctional facilities friendly products / supplies to meet the inmate population needs.
- 1.7 Demonstrate emergency back-up plans for continuing to meet the terms of the contract in light of events occurring such as equipment breakdowns, delivery truck breakdowns, fires, accidents, labor strikes, weather, etc.

2. CONTRACTOR'S RESPONSIBILITIES

- 2.1 The Contractor shall follow all applicable rules, regulations, zoning, permitting, registration, and licensing requirements, whether Local, State, or Federal. The Successful Offeror shall be required to obtain and hold all pertinent permits and licenses.
- 2.2 The Contractor shall be responsible for paying and reporting of all applicable sales taxes.
- 2.3 The Contractor shall process inmate commissary orders utilizing an automated system that interfaces with an Inmate Kiosk System or the Offeror may provide an offer for an alternative automated software system used to manage inmate commissary accounts as long as it will interface with the JMS, or any alternative system.
- 2.4 The Contractor shall service and is responsible for all maintenance issues with the Inmate Kiosk System.
- 2.5 The Contractor shall provide a contingency plan to be used during down time of the Inmate Kiosk System or other alternative system.
- 2.6 The Contractor shall provide customized commissary forms and will be responsible for annotating this document into their Inmate Commissary system. The forms will be for distribution in the event the Inmate Kiosk System malfunctions, and for use by inmates without access to kiosks. The form shall specify the cost of each item (including tax) and indicate if the item is taxable. The order forms shall be distributed to and collected from the inmates by staff. The customized forms shall be forwarded to Contractor to process commissary orders.

- 2.7 The Muscogee County Prison shall create an electronic file of all active account balances in the CACTAS System or alternative system with inmate name, ID number, location code, and a real-time account balance.
 - 2.7.1 The Contractor shall access the order file and the account balance file, process the orders, and create an electronic file of expenditures for each inmate commissary order processed.
- 2.8 The Contractor must deliver the filled orders to Muscogee County Prison. Deliveries to the inmate population will be the responsibility of Muscogee County Prison staff.
- 2.9 It is the Contractor's responsibility to conform to the City's scheduled workweek, holidays, and other appropriate rules and regulations.
- 2.10 The Contractor's Kiosk System shall update automatically any discontinued items and temporary out of stock items. Excess out of stock items will be considered grounds for termination of the contract by default.
- 2.11 **Kiosk Maintenance:** The contractor shall employ only competent maintenance personnel to maintain/update the kiosks. Successful Offeror shall require its maintenance employees and agents to wear nametags and adhere to Muscogee County Prison dress code. Clothing shall include identifying company shirts, such as a t-shirt with Successful Offeror's name, full-length pants and covered shoes when working on the Prison premises.

3. PACKAGING, DELIVERY AND DISTRIBUTION OF COMMISSARY ORDERS

Note: The Contractor shall deliver all commissary orders to Muscogee County Prison. Muscogee County staff will inspect all commissary orders and assume responsibility of those items. Delivery of commissary orders to the inmate population will be done by Muscogee County Prison's staff.

- 3.1 **Packaging:** The Contractor shall package, and heat seal the contents of each inmate order in large, clear individual "polypropylene" double bags of sufficient thickness to enhance security and accountability and prevent easy entry. The order form, and/or two (2) copies of the "pick sheet" and the sales ticket showing the cost of the filled order will be placed in the upper portion of the inmate's bag. The bags should be separated by housing unit and placed in totes with housing unit identification visible.
- 3.2 **Delivery:** The Contractor shall ensure that commissary orders are delivered to the facility. Any losses or damages that occur prior to or during delivery is the responsibility of the Contractor. Deliveries are currently made on Fridays. All commissary orders will be delivered to the loading dock for temporary staging area, and the facility staff will assume responsibility for the commissary orders. Commissary orders shall be delivered to inmates no more than one (1) day per week. Muscogee County Prison will make the final decision on the approved delivery days.
- 3.3 **Distribution:** Muscogee County Prison will distribute commissary orders in the housing units. Muscogee County Prison's personnel are responsible for identifying each inmate in the housing unit who has an order and obtaining a valid signature from the inmate before releasing the order to the individual. Any missing, damaged, or refused items will be noted on the "pick sheet" and the inmate's account will be credited for that amount by the Inmate Finance Office. Any losses that result from improper distribution are the responsibility of the Muscogee County Prison.
- 3.4 The Contractor shall maintain a weekly fill rate of at least ninety-five (95%) of the items ordered by the inmates. Excess out-of-stock items will be considered grounds for termination of the contract for default. No substitution of similar or like items is permitted without the express approval of the Director or Deputy Director of the Muscogee County Prison.
- 3.5 On a daily basis, Contractor personnel will generate a list of inmates due a full or partial refund and a list of commissary orders that could not be delivered to the facility and require a second attempt. These lists will be transmitted to the Inmate Finance Office by the close of each workday.

4. SELECTION AND PRICING OF COMMISSARY ITEMS

- 4.1 The selection and pricing of all commissary items shall be subject to the approval of the Director or Deputy Director of the Muscogee County Prison.
- 4.2 All additions, deletions, and changes in commissary items offered and their pricing shall be made only with the written approval of the Muscogee County Prison.
- 4.3 The Contractor shall provide food, and hygiene items.

5. INVOICES

- 5.1 The Contractor shall provide to the Muscogee County Prison a weekly invoice for the prior week inmate deliveries. The invoices shall include a detailed account of weekly inmate deliveries.
- 5.2 The Muscogee County Prison shall promptly verify the invoices and make payment to the Contractor.
- 5.3 All invoices shall include net totals for the weekly sales, sales taxes, credits, and commission.
- 5.4 On a monthly basis, the Contractor shall provide the Muscogee County Prison with a copy of the filed Georgia Sales and Use Tax Return Form.
- 5.5 Any credits reflected on the invoice shall be supported by detailed itemization.

6. AUTOMATION

- 6.1 The successful Contractor, if not the incumbent, shall provide an Inmate Kiosk System that will interface with the Jailhouse Management System (JMS) for the processing of inmate commissary orders.
- 6.2 The Contractor shall provide automation hardware and software used at the Contractor's off-site facility needed to interface with the Jailhouse Management System (JMS) or an alternative system if chosen.
- 6.3 The commissary ordering process shall primarily utilize an optical scanner Kiosk and forms or an alternative system. A manual system shall be developed as a contingency plan in the event there is automation downtime.
- 6.4 The Contractor shall provide automated and manual order forms. A sample form shall be submitted to the County for review approval prior to the start of the Contract. The Contractor may be requested to modify the form to meet the County's needs.
- 6.5 The interface of the automation processes between the Department of Corrections and the Contractor shall be as follows:
 - 6.5.1 The Department of Corrections shall create a menu-driven formatted file containing the inmate's name, ID number, location code, and current real-time account balance.
 - 6.5.2 The Contractor shall receive the file electronically for downloading to its system. The file shall be used for commissary order processing.
 - 6.5.3 The automated interface shall be protected through system security that maintains complete confidentiality of all transactions.

7. INSPECTION AND AUDIT RECORDS

- 7.1 The Contractor shall keep adequate books and records of accounts and shall permit the Muscogee County Prison or other City Officials to inspect such books and records at any reasonable time during normal business hours on seven (7) calendar days' notice.

- 7.2 The Contractor shall permit the Muscogee County Prison or other City Officials to conduct an annual audit of the Contractor's books and records at any reasonable time during normal business hours on seven (7) calendar days' notice.
- 7.3 If such inspection or audit is refused, this may be sufficient cause for the City to terminate the Agreement in its entirety.

8. DEFAULT

In the event the Contractor defaults in the performance of the Contract, the City shall have any and all of the following options:

- 8.1 The City shall give the Contractor a thirty (30) day written notice of default. If the problem is not resolved within the thirty (30) days, the City may terminate the Contract upon forty-eight (48) hours written notice, assume the operation of said concession, and exclude the Contractor from the premises.
- 8.2 The City may retain any of the Contractor's funds in its possession and any of the Successful Offeror's property on City premises and apply the same to payment of any and all claims which may be due to the City.
- 8.3 In addition to any rights it may have under this contract, the City reserves the right to assert any legal or equitable rights to which it may be entitled under the law.
- 8.4 The City may perform such work as it deems necessary to cure said default and charge Contractor for the full cost of labor and materials expended plus thirty (30%) percent of said cost for administrative overhead.
- 8.5 The Contractor, in accepting this Contract, agrees that the City shall not be liable for damages in the event that the City declares the Contractor in default hereunder.
- 8.6 The assessment of liquidated damages by the City against the Contractor does not supersede the right of the City to impose other remedies available. This includes, but is not limited to, reductions in or withholding payments to the Contractor.

ATTACHMENT 1

Item ID	Item Desc	ScanCode Qty	Ext Price
521351	Drink Mix Tea W/Lemon 18oz.	7	\$23.73
521336	Drink Mix Lemon 18oz.	15	\$50.85
521294	Drink Mix Fruit Punch 18oz	47	\$159.33
530949	Hot Chocolate 1oz packet	46	\$17.94
377861	Organic Milk 8oz(shelf stable)	14	\$26.46
531004	Gatorade 2.12 oz. packet (makes 1 Qt) - Lemon Lime	9	\$10.62
521344	Drink Mix Hot Choc. 18oz	54	\$199.26
531962	Parade Tea Bags 48ct. Box	17	\$45.73
521310	Drink Mix Peach 18oz.	22	\$74.58
521302	Drink Mix Org. Bkfst. 18oz.	4	\$13.56
521377	Drink Mix Grape 18oz.	2	\$6.78
511212	Drink Mix Cherry 19oz	38	\$151.62
385708	Skittles Tropical	55	\$65.45
358309	Milky Way	14	\$16.66
358341	Chick-O-Stick	312	\$78.00
329383	Maxima Sour Fruit Balls 4.5oz bag	43	\$51.17
305110	Maxima Starlight Mints 4.5oz	22	\$26.18
340307	Jolly Rancher Assorted Bag	155	\$215.45
358317	Baby Ruth	11	\$13.09
340505	Butterfinger	17	\$20.23
388124	Almond Joy	3	\$3.57
349803	Payday	17	\$20.23
340489	Skittles Original	19	\$22.61
388108	Twix Bar	7	\$8.33
329482	Maxima Butterscotch 4.5oz bag	22	\$26.18
340521	Reese Peanut Butter Cups	9	\$10.71
388132	Now & Later	18	\$21.42
349787	Snickers	44	\$52.36
349795	Three Musketeers Bar	9	\$10.71
387936	Kellogg Rice Krispy Treat	7	\$7.63
358234	Snickers Almond Bar	7	\$8.33
340471	M&M Plain	16	\$19.04
340463	M&M Peanut	46	\$54.74
349779	Stewart Peppermint 2.5 oz Bag	8	\$7.12
352229	Welch's Mixed Fruit Snacks 5oz	30	\$56.40
308981	Atomic Fireball 4oz bag	76	\$90.44
358382	Ruffles Sour Cream & Cheddar 1.5oz Bag	56	\$82.88
376525	The Whole Shabang Potato Chips 1.5oz	697	\$620.33

Item ID	Item Desc	ScanCode Qty	Ext Price
388009	Tur. Creek Hot Pork Skins 2oz	82	\$122.18
634733	Heinz Ranch Dressing & Dip 2oz	119	\$117.81
358408	Doritos Cool Ranch	191	\$127.97
338954	Zapps 2oz VooDoo Chips	422	\$459.98
309989	Tops Mesquite BBQ 5.5oz	139	\$290.51
309880	Tops Spicy Hot 5.5oz	44	\$91.96
310094	Tops Cheese Puffs 10oz	83	\$264.77
358432	Chester's Hot Fries 1.75oz	504	\$448.56
358390	Doritos Nacho Cheese	487	\$326.29
358697	Lay's Regular Chips	57	\$38.19
375014	Jalapeno Cheetos - 2oz	533	\$527.67
479337	Kanes Buffalo Blue Cheese Chips	383	\$379.17
387985	Tur. Creek BBQ Pork Skins 2oz	70	\$104.30
310086	Tops Sour Cream and Onion 5.5 oz	46	\$96.14
322917	Frito Chili Cheese Corn Chips 2oz	442	\$437.58
426338	Shoe Cross Strap Shower Medium	1	\$1.59
440438	Shorts X Large	1	\$15.99
426320	Shoe Cross Strap Shower Large	4	\$6.36
471532	Thermal Top 3X Large Size	2	\$16.58
516575	Boxer Shorts 2X Large	1	\$4.49
486530	Men's Crew Socks	12	\$23.88
440446	Shorts 2X Large	1	\$18.99
459834	Socks - Ankle	1	\$1.99
440453	Shorts 3X Large	2	\$34.98
482323	Tobaggon Cap	7	\$17.50
471557	Wash Cloth	12	\$9.48
476697	Shoe Cross Strap Shower XL	1	\$1.59
516567	Boxer Shorts X Large	3	\$13.47
501189	French Vanilla Cappuccino Mix - Ind. Pack	136	\$85.68
616813	Maxwell House Coffee 4oz	56	\$335.44
615666	100% Columbian Coffee 3oz Bag	533	\$2,126.67
635615	Pink Sugar Substitute 50 ct. bag	99	\$127.71
485664	Coffee Creamer Packets Bag of 25	57	\$98.61
616789	Sugar 50 ct. Plastic Bag	68	\$44.88
387837	Lance Nekat Peanut Butter Cookies	65	\$35.75
349845	Lil' Dutch Maid Straw. Creme Cookies	36	\$35.64
622175	Lil' Dutch Maid Iced Oatmeal Cookies	100	\$99.00
349829	Lil' Dutch Maid Choc. Chip Cookies	17	\$16.83

Item ID	Item Desc	ScanCode Qty	Ext Price
340414	Lil' Dutch Maid Duplex Creme	15	\$14.85
387860	Lil' Dutch Maid Peanut Butter Creme Cookies	10	\$9.90
387852	Keebler Cheez-It Snack Bag	37	\$73.63
305128	Lance Grilled Cheese on Captain's Wafer	170	\$93.50
375857	Lance Toast Chee Spicy Cheddar - New!	673	\$329.77
387845	Lance Captains Wafers Crm. Chse./Chives	141	\$77.55
387944	Bud's Best Saltines	63	\$22.05
324160	Kane Triple Cheese Popcorn 2.5oz	36	\$60.84
387738	Hostess Twinkies 2 count	77	\$67.43
723668	Peanut Butter Individual Packet	11	\$5.39
383802	Wise Jalapeno Popper 4.5oz	211	\$369.25
364463	Little Debbie Christmas Tree Cakes	131	\$286.89
386763	Mrs. Freshley's Triple Chocolate Cup Cake	80	\$110.40
634519	Aunt Dot's Hot Chili with Beans Pouch	83	\$223.27
404855	Panasonic AAA Battery 2pk	492	\$831.48
404657	Panasonic AA Battery 2pk	99	\$167.31
485755	Koss CL-3 Clear Earbuds	1	\$6.99
466979	Clear Tunes CT-9 AM/FM Radio (2 AAA Bateriaes-Not Included)	5	\$67.25
440388	G. Card Anniversary	2	\$2.00
440354	G. Card Birthday Child	3	\$3.00
440347	G. Card Birthday Adult Female	11	\$11.00
485482	G. Card BDay Adult Male	1	\$1.00
440396	G. Card Thinking of You	4	\$4.00
470146	G. Card Spanish Birthday	1	\$1.00
442855	G. Card Christmas	133	\$133.00
440412	G. Card Thank You	4	\$4.00
440404	G. Card I Love You	14	\$14.00
440362	G. Card Get Well	2	\$2.00
340356	Trail's Best Beef & Cheese Sticks	80	\$79.20
455915	Sardines in Hot Sauce	34	\$64.26
636274	Geisha Smoked Oysters in Oil Pouch 3.53oz	36	\$71.64
456186	Geisha Tuna in a 4.23 oz. Pouch	132	\$394.68
385732	O'Brien's Hot Beef Summer Sausage 5oz	187	\$577.83
388033	Sweet Sue Chicken Breast Pouch	17	\$61.03
317347	Trail's Best Twin Beef Stick	286	\$283.14
636969	Mackerel Fillet in Oil, 3.53 Ounce	84	\$141.96
388231	Word Find Book	2	\$3.18
419994	SUDOKU Puzzles	2	\$3.38

Item ID	Item Desc	ScanCode Qty	Ext Price
481986	Reading Glasses 2.5 Strength	1	\$6.29
216127	Photo Album	5	\$12.95
717504	Insulated Mug with Lid 22oz	6	\$21.90
426395	Mirror / Acrylic	13	\$27.17
388157	Ear Plugs EZ Fit	47	\$16.45
480343	Toilet Tissue 2 ply	103	\$71.07
359927	Maverick Pinochle Cards	3	\$7.47
616938	Cereal Bowl with Lid 24oz	29	\$28.71
471912	Dominos Game	1	\$3.23
421412	Playing Cards Streamline	20	\$33.80
717173	Tumbler with Lid 22 oz	20	\$13.80
307959	Mrs. F. Grand Honey Bun 6oz Iced	1,073	\$1,169.57
364653	Boston Creme 5oz Honey Bun	146	\$173.74
387639	Reese's Peanut Butter Cup Cakes	214	\$318.86
511063	Mrs F. Buddy Bars	228	\$225.72
387910	Mrs. F. Crunch Gem Mini Donuts 6pk	15	\$16.35
387928	Mrs. F. Powder Sugar Mini Donuts 6pk	17	\$18.53
634113	Mrs. Freshley Cherry Cheese Danish 4oz	49	\$58.31
340604	Mrs F. Jumbo Honey Bun 5oz Glazed	135	\$147.15
387894	Mrs. F. Choc. Cup Cakes 2pk	101	\$110.09
381913	Duchess Cinnamon Roll 4oz	287	\$284.13
387878	Moon Pie Banana	11	\$10.89
440271	Magic Razorless Cream 6oz Tube	1	\$5.29
472514	Magic Shave Powder Blue	1	\$3.59
421297	Baby Powder 4oz	21	\$24.99
440149	Palm Hair Brush	3	\$2.97
455634	Mennen Speed Stick Deodorant A/P 2oz	45	\$134.55
455709	Comb 5 inch	7	\$0.84
421321	Colgate Toothpaste 1oz	17	\$28.73
440198	Ambi Complexion Soap	4	\$12.76
440107	Foot Care Powder 4oz	1	\$1.99
476945	Dove Soap Sensitive Skin 4.25oz	13	\$38.87
622266	Vaseline Intensive Care Lotion	7	\$27.93
471920	Hair & Scalp Food	10	\$31.90
456145	Freshscent Brushless Shave	1	\$1.99
477059	Suave Advanced Therapy Lotion 10oz	9	\$35.91
421305	Baby Oil 4 oz	14	\$18.06
455626	Skin Care Lotion 4oz	8	\$6.32

Item ID	Item Desc	ScanCode Qty	Ext Price
440115	Q-Tips	31	\$58.59
455717	Hair Pick	3	\$0.45
486373	Sensodyne Toothpaste 2.7oz	11	\$69.19
486381	Tone Soap with Cocoa Butter	16	\$33.44
616185	Irish Spring Soap 4oz	155	\$168.95
440214	Dandruff Shampoo P.C. 12oz	7	\$15.33
516625	Ivory Soap 3.1oz	50	\$49.50
516963	BIC Twin Select Razor (1)	118	\$35.40
477133	Suave Body Wash12oz	6	\$23.94
616912	Suave Solid Clear Powder 1.4 oz	24	\$57.36
424341	Noxzema Skin Cream 2oz	5	\$13.45
440180	Soap Dish	14	\$9.66
440164	Toothbrush Holder	9	\$3.51
636266	Dawn Mist Deodorant 1.6 oz stick	3	\$2.88
440156	Denture Cream 2oz - DM	3	\$11.97
421362	Cocoa butter lotion 18oz	6	\$16.74
490086	Floss Loops (mint) 30ct.	2	\$5.98
388173	White Rain Shampoo	7	\$16.73
455816	Murray's Pomade 3 oz	6	\$27.54
519330	Comb Large Styling	1	\$1.39
424275	Close Up Toothpaste 4oz	35	\$83.65
440511	Cocoa Butter Stick	7	\$20.86
424762	Tek Toothbrush Meduim	88	\$66.88
388181	White Rain Conditioner	1	\$2.39
440248	Petroleum Jelly 6oz	25	\$57.25
516823	Sure Solid Reg Scent 1.7 oz	1	\$3.39
424259	Suave Shampoo+Cond.12.6oz	14	\$51.66
440289	Mouthwash Alcohol Free 4oz	4	\$3.56
616961	Dove Soap 3.15oz	8	\$19.12
485490	Freshscent Cocoa Butter Lotion 4oz	11	\$10.89
440222	V05 Shampoo	7	\$17.43
622274	Dial Bath Soap 4oz	350	\$381.50
493239	Degree Invisible Solid Extreme Blast	102	\$304.98
473637	Stamps pack of 4 at .55¢	57	\$125.40
455691	Stamped Envelope *Postage*	141	\$91.65
479824	Postcards	24	\$9.36
635771	Cheddar Cheese Spread 8oz Tub	34	\$71.06
369322	Kar's Honey Roasted Peanuts 3.5oz	28	\$35.84

Item ID	Item Desc	ScanCode Qty	Ext Price
616821	Panola Hot Sauce	208	\$205.92
456103	Kellogg Pop-Tart Frost. Brown Cinn.	19	\$20.71
374439	Nature Valley Granola Bar Oats & Honey	89	\$79.21
616763	Salsa Squeeze Bottle	3	\$9.00
456129	Kar's Trail Mix Nut & Yogurt	90	\$89.10
455857	Kellogg Pop-Tart Strawberry	76	\$82.84
717488	Mayonnaise Packet	194	\$29.10
366799	Kar's Cranberry Almond Delight 3oz	59	\$70.21
348474	Kane's Salted Peanut 1.75oz	43	\$32.25
375345	Cinnamon Toast Crunch 1oz. On The Go Pack	31	\$27.59
387969	Mustard Individual Packet	36	\$5.40
375444	Lucky Charms Pouch Cereal 1oz	24	\$21.36
635763	Red Wing Mayo 12oz	77	\$230.23
479360	Sturm's Instant Variety Oatmeal	45	\$179.55
616839	Peanut Butter Smooth 18oz	25	\$109.75
723288	Pickle Ind. Wrapped / Kosher	106	\$106.00
511097	Kellogg Frosted Flakes Cup	1	\$1.99
387951	Ketchup Individual Packet	44	\$6.60
380766	Ole Fashion Corn Flake Chewy 2.5oz	71	\$91.59
622159	Snyders Jalapeno Pretzel Pieces	115	\$125.35
723296	Pickle Ind. Wrapped / Hot	134	\$134.00
329060	Powerbar Pro Plus Chocolate & Peanut Butter	25	\$74.75
528737	Generic 12oz Can Orange	161	\$94.99
528752	Generic 12oz Can Strawberry	530	\$312.70
528661	Coke 12oz Can	198	\$176.22
528679	Diet Coke 12oz Can	10	\$8.90
528711	Generic 12oz Can Cola	739	\$436.01
528729	Generic 12oz Can Grape	179	\$105.61
528745	Generic 12oz Can Peach	358	\$211.22
528703	Sprite 12oz Can	98	\$87.22
528687	Dr. Pepper 12oz Can	135	\$120.15
638452	Ramen Shrimp 3oz	145	\$114.55
614305	Ramen Picante Beef 3oz	318	\$251.22
625087	Ramen Chicken Soup	163	\$128.77
625160	Ramen Beef Soup	144	\$113.76
340299	Ramen Picante Chicken 3oz	623	\$492.17
614289	Ramen Chili 3oz	1,141	\$901.39
525634	Crystal Lt. Peach Tea	14	\$7.70

Item ID	Item Desc	ScanCode Qty	Ext Price
525626	Crystal Lt. Lemonade Packet	31	\$17.05
525642	Crystal Lt. Orange Packets	8	\$4.40
627000	Ramen Low Sodium Beef	8	\$6.32
616896	Jalapeno Cheese Squeeze Bottle	27	\$123.93
616995	Lay's BBQ Chips 1oz	91	\$60.97
388066	Instant Lunch Picante Shrimp	403	\$342.55
388090	Instant Lunch Picante Beef	179	\$152.15
617001	Ramen Creamy Chicken	375	\$296.25
358366	Flour Tortillas 6 ct. 8" - Provecho	43	\$55.47
516534	Ramen Low Sodium Chicken	35	\$27.65
312918	Refried Beans Smooth 8oz/Cookquick	44	\$105.16
516781	Colgate Toothpaste 4 oz	87	\$251.43
511113	Cookquick Spanish Rice	136	\$161.84
388058	Instant Lunch Chicken Hot & Spicy	439	\$373.15
421446	Pencil #2 with Eraser	14	\$2.10
389072	BLUE Flexible Safety Ink Pen	2	\$0.90
377671	Colored Pencils - 3.5"	6	\$11.88
440339	Legal Folders 1/3 Cut	7	\$3.43
456087	Sketch Pad 8.5 x 11	4	\$5.56
424309	Papermate Pen Black	79	\$14.22
426353	Envelopes Large - 9.5 x 12.5	18	\$8.10
388256	Golf Pencil	1	\$0.12
471458	Envelope Single White - NO STAMP	15	\$3.00
388165	Eraser Large Pink	3	\$1.47
487108	Legal Pad 8.5 x 11 (no staples)	33	\$49.17
253		22,841	\$26,574.04

ATTACHMENT 2

Invoice



Invoice No.	May 2020 Invoice		
Date	06/01/2020		
Sales Period	05/01/2020	to	05/31/2020
Terms	Due Upon Receipt		
Total Due	\$37,439.57		

Bill To	
Muscogee Co. Prison	
Address:	Muscogee Co. Prison PO Box 84041 Columbus, GA 31908-4041
Phone:	706-561-3220
Fax:	706-561-4594
Email:	tmclain@columbusga.org

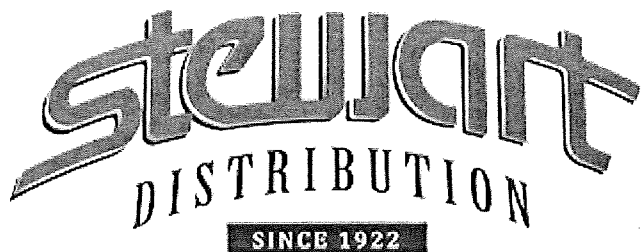
Remit To	
Stewart Distribution	
Address:	P.O. Box 1888 Waycross, GA 31502
Phone:	800-673-7335
Fax:	912-283-6070
Email:	willj@stewartcandy.com

Kind	Count	Tax	Total
Inmate Sales	1260	\$2,753.54	\$37,439.57
Bulk Sales	0	\$0.00	\$0.00
	1260	\$2,753.54	\$37,439.57

Total Sales	\$37,439.57
Commissionable	\$0.00
Non-Commissionable	\$34,686.03
Total Discounts	\$0.00
Commission	\$0.00
Indigent Discount	\$0.00
Invoice Discount	\$0.00
Total Due	\$37,439.57

Thank You for Your Business!!!

Invoice



Invoice No.	April 2020 Invoice		
Date	05/01/2020		
Sales Period	04/01/2020	to	04/30/2020
Terms	Due Upon Receipt		
Total Due	\$46,625.26		

Bill To
Muscogee Co. Prison
Address: Muscogee Co. Prison PO Box 84041 Columbus, GA 31908-4041
Phone: 706-561-3220
Fax: 706-561-4594
Email: tmclain@columbusga.org

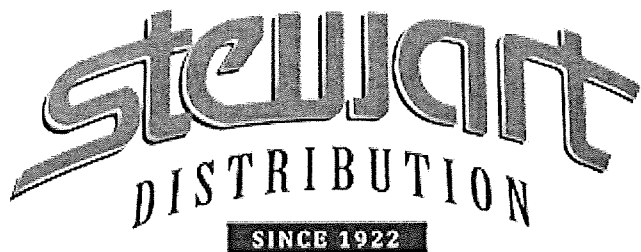
Remit To
Stewart Distribution
Address: P.O. Box 1888 Waycross, GA 31502
Phone: 800-673-7335
Fax: 912-283-6070
Email: willj@stewartcandy.com

Kind	Count	Tax	Total
Inmate Sales	1615	\$3,432.30	\$46,625.26
Bulk Sales	0	\$0.00	\$0.00
	1615	\$3,432.30	\$46,625.26

Total Sales	\$46,625.26
Commissionable	\$0.00
Non-Commissionable	\$43,192.96
Total Discounts	\$0.00
Commission	\$0.00
Indigent Discount	\$0.00
Invoice Discount	\$0.00
Total Due	\$46,625.26

Thank You for Your Business!!!

Invoice



Invoice No.	March 2020 Invoice		
Date	04/01/2020		
Sales Period	03/01/2020	to	03/31/2020
Terms	Due Upon Receipt		
Total Due	\$36,909.20		

Bill To
Muscogee Co. Prison
Address: Muscogee Co. Prison PO Box 84041 Columbus, GA 31908-4041
Phone: 706-561-3220
Fax: 706-561-4594
Email: tmclain@columbusga.org

Remit To
Stewart Distribution
Address: P.O. Box 1888 Waycross, GA 31502
Phone: 800-673-7335
Fax: 912-283-6070
Email: willj@stewartcandy.com

Kind	Count	Tax	Total
Inmate Sales	1346	\$2,719.83	\$36,909.20
Bulk Sales	0	\$0.00	\$0.00
	1346	\$2,719.83	\$36,909.20

Total Sales	\$36,909.20
Commissionable	\$0.00
Non-Commissionable	\$34,189.37
Total Discounts	\$0.00
Commission	\$0.00
Indigent Discount	\$0.00
Invoice Discount	\$0.00
Total Due	\$36,909.20

Thank You for Your Business!!!

ATTACHMENT 3

Item ID	Customer	Description	Price
615666	Muscogee	100% Columbian Coffee 3oz Bag	\$3.99
421412	Muscogee	AAA Playing Cards	\$1.69
388124	Muscogee	Almond Joy	\$1.58
440198	Muscogee	Ambi Complexion Soap	\$3.19
491266	Muscogee	B&L Contact Lense Saline Solution 4oz	\$6.99
421305	Muscogee	Baby Oil 4 oz	\$1.29
421297	Muscogee	Baby Powder 4oz	\$1.19
358317	Muscogee	Baby Ruth	\$1.60
516963	Muscogee	BIC Twin Select Razor (1)	\$0.30
389072	Muscogee	BLUE Flexible Safety Ink Pen	\$0.45
496232	Muscogee	Body Wash & Shampoo 4oz	\$0.79
364653	Muscogee	Boston Creme 5oz Honey Bun	\$1.19
516575	Muscogee	Boxer Shorts 2X Large	\$4.49
477232	Muscogee	Boxer Shorts 3XL Large	\$4.99
478214	Muscogee	Boxer Shorts 4XL Large	\$4.99
519272	Muscogee	Boxer Shorts 5X Large	\$5.19
516559	Muscogee	Boxer Shorts Large	\$4.49
516542	Muscogee	Boxer Shorts Medium	\$4.49
516567	Muscogee	Boxer Shorts X Large	\$4.49
340505	Muscogee	Butterfinger	\$1.62
616938	Muscogee	Cereal Bowl with Lid 24oz	\$0.99
471904	Muscogee	Checker Board Game	\$6.89
635771	Muscogee	Cheddar Cheese Spread 8oz Tub	\$2.09
476796	Muscogee	Chess Game	\$8.13
358432	Muscogee	Chester's Hot Fries 1.75oz	\$0.89
358341	Muscogee	Chick-O-Stick	\$0.32
375345	Muscogee	Cinnamon Toast Crunch 1oz. On The Go Pack	\$0.89
466979	Muscogee	Clear Tunes CT-9 AM/FM Radio (2 AAA Bateries-Not Included)	\$13.45
424275	Muscogee	Close Up Toothpaste 4oz	\$2.39
421362	Muscogee	Cocoa butter lotion 18oz	\$2.79
485664	Muscogee	Coffee Creamer Packets Bag of 25	\$1.73
528661	Muscogee	Coke 12oz Can	\$0.89
421321	Muscogee	Colgate Toothpaste 1oz	\$1.69
377671	Muscogee	Colored Pencils - 3.5"	\$1.98
455709	Muscogee	Comb 5 inch	\$0.12
519330	Muscogee	Comb Large Styling	\$1.39
408179	Muscogee	Crossword Puzzles	\$1.89
525626	Muscogee	Crystal Lt. Lemonade Packet	\$0.55
525642	Muscogee	Crystal Lt. Orange Packets	\$0.55
525634	Muscogee	Crystal Lt. Peach Tea	\$0.55

Item ID	Customer	Description	Price
521294	Muscogee	D. Mix Fruit Punch 18oz	\$3.39
521377	Muscogee	D. Mix Grape 18oz.	\$3.39
521344	Muscogee	D. Mix Hot Choc. 18oz	\$3.69
521336	Muscogee	D. Mix Lemon 18oz.	\$3.39
521302	Muscogee	D. Mix Org. Bkfst. 18oz.	\$3.39
521310	Muscogee	D. Mix Peach 18oz.	\$3.39
521351	Muscogee	D. Mix Tea W/Lemon 18oz.	\$3.39
440214	Muscogee	Dandruff Shampoo P.C. 12oz	\$2.19
636266	Muscogee	Dawn Mist Deodorant 1.6 oz stick	\$0.96
440156	Muscogee	Denture Adhesive Cream	\$3.99
358564	Muscogee	Denture Bath - DM	\$0.25
516518	Muscogee	Denture Tablets box of 40 - DM	\$2.69
358663	Muscogee	Dep Sport Endurance Styling Gel 2oz	\$1.39
622274	Muscogee	Dial Bath Soap 4oz	\$1.09
528679	Muscogee	Diet Coke 12oz Can	\$0.89
471912	Muscogee	Dominos Game	\$3.23
358408	Muscogee	Doritos Cool Ranch 1oz	\$0.67
393116	Muscogee	Doritos Flaming Hot 2oz	\$1.09
358390	Muscogee	Doritos Nacho Cheese 1oz	\$0.67
616961	Muscogee	Dove Soap 3.15oz	\$2.39
528687	Muscogee	Dr. Pepper 12oz Can	\$0.89
511212	Muscogee	Drink Mix Cherry 19oz	\$3.99
381913	Muscogee	Duchess Cinnamon Roll 4oz	\$0.99
388157	Muscogee	Ear Plugs EZ Fit	\$0.35
471458	Muscogee	Envelope Single White - NO STAMP	\$0.20
426353	Muscogee	Envelopes Large - 9.5 x 12.5	\$0.45
388165	Muscogee	Eraser Large Pink	\$0.49
490086	Muscogee	Floss Loops (mint) 30ct.	\$2.99
358366	Muscogee	Flour Tortillas 6 ct. 8" - Provecho	\$1.29
440107	Muscogee	Foot Care Powder 4oz	\$1.99
501189	Muscogee	French Vanilla Cappuccino Mix - Ind. Pack	\$0.63
485490	Muscogee	Freshscent Cocoa Butter Lotion 4oz	\$0.99
322917	Muscogee	Frito Chili Cheese Corn Chips 2oz	\$0.99
470146	Muscogee	G. Card Spanish Birthday	\$1.00
440388	Muscogee	G. Card Anniversary	\$1.00
485482	Muscogee	G. Card BDay Adult Male	\$1.00
440347	Muscogee	G. Card Birthday Adult Female	\$1.00
440354	Muscogee	G. Card Birthday Child	\$1.00
442855	Muscogee	G. Card Christmas	\$1.00
377937	Muscogee	G. Card Easter	\$1.00

Item ID	Customer	Description	Price
457093	Muscogee	G. Card Fathers Day	\$1.00
440362	Muscogee	G. Card Get Well	\$1.00
440404	Muscogee	G. Card I Love You	\$1.00
457085	Muscogee	G. Card Mothers Day	\$1.00
470153	Muscogee	G. Card Spanish Friendship	\$1.00
470161	Muscogee	G. Card Spanish Thinking of You	\$1.00
440370	Muscogee	G. Card Sympathy	\$1.00
440412	Muscogee	G. Card Thank You	\$1.00
440396	Muscogee	G. Card Thinking of You	\$1.00
445544	Muscogee	G. Card Valentine	\$1.00
476994	Muscogee	Garnier Hair Conditioner	\$5.49
489898	Muscogee	Garnier Moisturizing Shampoo	\$5.49
531004	Muscogee	Gatorade 2.12 oz. packet (makes 1 Qt) - Lemon Lime	\$1.18
636274	Muscogee	Geisha Smoked Oysters in Oil Pouch 3.53oz	\$1.99
528711	Muscogee	Generic 12oz Can Cola	\$0.59
528729	Muscogee	Generic 12oz Can Grape	\$0.59
528737	Muscogee	Generic 12oz Can Orange	\$0.59
528745	Muscogee	Generic 12oz Can Peach	\$0.59
528752	Muscogee	Generic 12oz Can Strawberry	\$0.59
388256	Muscogee	Golf Pencil	\$0.12
498220	Muscogee	Good Sense Medicated Dandruff Shampoo 11oz (Selsun Blue equ.)	\$4.79
471920	Muscogee	Hair & Scalp Food	\$3.19
467894	Muscogee	Hair Conditioner 4oz	\$1.00
455717	Muscogee	Hair Pick	\$0.15
404574	Muscogee	Head & Sholders Shampoo 13.5oz	\$8.29
634733	Muscogee	Heinz Ranch Dressing & Dip 2oz	\$0.99
641605	Muscogee	Hot Chili with Beans 11.25oz	\$3.19
530949	Muscogee	Hot Chocolate 1oz packet	\$0.39
388058	Muscogee	Instant Lunch Chicken Hot & Spicy	\$0.85
717504	Muscogee	Insulated Mug with Lid 22oz	\$3.65
616185	Muscogee	Irish Spring Soap 4oz	\$1.09
516625	Muscogee	Ivory Soap 3.1oz	\$0.99
375014	Muscogee	Jalapeno Cheetos - 2oz	\$0.99
340307	Muscogee	Jolly Rancher Assorted Bag	\$2.21
324160	Muscogee	Kane Triple Cheese Popcorn 2.5oz	\$1.69
479337	Muscogee	Kanes Buffalo Blue Cheese Chips	\$0.99
348474	Muscogee	Kane's Salted Peanuts 1.75oz	\$0.75
366799	Muscogee	Kar's Cranberry Almond Delight 3oz	\$1.19
369322	Muscogee	Kar's Honey Roasted Peanuts 3.5oz	\$1.28
456129	Muscogee	Kar's Trail Mix Nut & Yogurt	\$0.99

Item ID	Customer	Description	Price
387852	Muscogee	Keebler Cheez-It Snack Bag	\$1.99
511055	Muscogee	Kellogg Froot Loops Cup	\$1.99
511097	Muscogee	Kellogg Frosted Flakes Cup	\$1.99
456103	Muscogee	Kellogg Pop-Tart Frost. Brown Cinn.	\$1.09
455857	Muscogee	Kellogg Pop-Tart Strawberry	\$1.09
387936	Muscogee	Kellogg Rice Krispy Treat	\$1.16
387951	Muscogee	Ketchup Individual Packet	\$0.15
485755	Muscogee	Koss CL-3 Clear Earbuds	\$6.99
387845	Muscogee	Lance Captains Wafers Crm. Chse/Chives	\$0.55
305128	Muscogee	Lance Grilled Cheese on Captain's Wafer	\$0.55
387837	Muscogee	Lance Nekot Peanut Butter Cookies	\$0.55
392506	Muscogee	Lance Peanut Bar 2.2oz	\$1.19
616995	Muscogee	Lay's BBQ Chips 1oz	\$0.67
358697	Muscogee	Lay's Regular Chips 1oz	\$0.67
440339	Muscogee	Legal Folders 1/3 Cut	\$0.49
487108	Muscogee	Legal Pad 8.5 x 11 (no staples)	\$1.49
349829	Muscogee	Lil' Dutch Maid Choc. Chip Cookies	\$0.99
340414	Muscogee	Lil' Dutch Maid Duplex Creme	\$0.99
622175	Muscogee	Lil' Dutch Maid Iced Oatmeal Cookies	\$0.99
387860	Muscogee	Lil' Dutch Maid Peanut Butter Creme Cookies	\$0.99
349845	Muscogee	Lil' Dutch Maid Straw. Creme Cookies	\$0.99
375444	Muscogee	Lucky Charms Pouch Cereal 1oz	\$0.89
340463	Muscogee	M&M Peanut	\$1.58
340471	Muscogee	M&M Plain	\$1.58
636969	Muscogee	Mackerel Fillet in Oil, 3.53 Ounce	\$1.69
440271	Muscogee	Magic Razorless Cream 6oz Tube	\$5.29
472514	Muscogee	Magic Shave Powder Blue	\$3.59
359927	Muscogee	Maverick Pinochle Cards	\$2.49
308981	Muscogee	Maxima Atomic Fireball 4oz bag	\$1.35
329482	Muscogee	Maxima Butterscotch 4.5oz	\$0.98
329383	Muscogee	Maxima Sour Fruit Balls 4.5oz	\$1.15
305110	Muscogee	Maxima Starlight Mints 4.5oz	\$0.98
320291	Muscogee	Maxima Sugar Free Drops/Assorted	\$1.09
616813	Muscogee	Maxwell House Coffee 4oz	\$5.99
717488	Muscogee	Mayonnaise Packet	\$0.15
455634	Muscogee	Mennen Speed Stick Deodorant A/P 2oz	\$2.99
486530	Muscogee	Men's Crew Socks	\$1.99
358309	Muscogee	Milky Way	\$1.58
426395	Muscogee	Mirror / Acrylic	\$2.09
387878	Muscogee	Moon Pie Banana	\$0.99

Item ID	Customer	Description	Price
440289	Muscogee	Mouthwash Alcohol Free 4oz	\$0.89
511063	Muscogee	Mrs F. Buddy Bars	\$0.99
387894	Muscogee	Mrs. F. Choc. Cup Cakes 2pk	\$1.09
387910	Muscogee	Mrs. F. Crunch Gem Mini Donuts 6pk	\$1.09
340604	Muscogee	Mrs. F. Honey Bun Glazed 5oz	\$1.09
387928	Muscogee	Mrs. F. Powder Sugar Mini Donuts 6pk	\$1.09
634113	Muscogee	Mrs. Freshley Cherry Cheese Danish 4oz	\$1.19
307959	Muscogee	Mrs. Freshley's Iced Honey Bun 6oz	\$1.09
455816	Muscogee	Murray's Pomade 3 oz	\$4.59
387969	Muscogee	Mustard Individual Packet	\$0.15
374439	Muscogee	Nat. Val. Granola Bar Oats & Honey	\$0.89
388132	Muscogee	Now & Later	\$1.60
424341	Muscogee	Noxzema Skin Cream 2oz	\$2.69
385732	Muscogee	O'Brien's Hot Beef Summer Sausage 5oz	\$3.09
616763	Muscogee	Old Fashion Foods Salsa Squeeze Bottle	\$3.00
380766	Muscogee	Ole Fashion Corn Flake Chewy 2.5oz	\$1.29
377861	Muscogee	Organic Milk 8oz(shelf stable)	\$1.89
440149	Muscogee	Palm Hair Brush (No Handle)	\$0.99
404657	Muscogee	Panasonic AA Battery 2pk	\$1.69
404855	Muscogee	Panasonic AAA Battery 2pk	\$1.69
616821	Muscogee	Panola Hot Sauce	\$0.99
424309	Muscogee	Papermate Pen Black	\$0.18
531962	Muscogee	Parade Tea Bags 48ct. Box	\$2.69
349803	Muscogee	Payday	\$1.58
392936	Muscogee	Peanut Butter Packet 1/2 ounce	\$0.35
616839	Muscogee	Peanut Butter Smooth 18oz	\$4.39
421446	Muscogee	Pencil #2 with Eraser	\$0.15
440248	Muscogee	Petroleum Jelly 6oz	\$2.29
216127	Muscogee	Photo Album	\$2.59
723288	Muscogee	Pickle Ind. Wrapped / Kosher	\$1.00
723296	Muscogee	Pickles Ind. Wrapped / Hot	\$1.00
635615	Muscogee	Pink Sugar Substitute 50 ct. bag	\$1.29
479824	Muscogee	Postcards	\$0.39
329060	Muscogee	Powerbar Pro Plus Chocolate & Peanut Butter	\$2.99
440115	Muscogee	Q-Tips	\$1.89
625160	Muscogee	Ramen Beef Soup	\$0.79
653113	Muscogee	Ramen Chicken & Mushroom	\$0.79
625087	Muscogee	Ramen Chicken Soup	\$0.79
614289	Muscogee	Ramen Chili 3oz	\$0.79
516534	Muscogee	Ramen Low Sodium Chicken	\$0.79

Item ID	Customer	Description	Price
614305	Muscogee	Ramen Picante Beef 3oz Hot & Spicy	\$0.79
340299	Muscogee	Ramen Picante Chicken 3oz Hot & Spicy	\$0.79
414151	Muscogee	Reading Glasses 1.5 Strength	\$6.29
489906	Muscogee	Reading Glasses 2.0 Strength	\$6.29
481986	Muscogee	Reading Glasses 2.5 Strength	\$6.29
414250	Muscogee	Reading Glasses 3.0 Strength	\$6.29
635763	Muscogee	Red Wing Mayo 12oz	\$2.99
340521	Muscogee	Reese Peanut Butter Cups	\$1.58
387639	Muscogee	Reese's Peanut Butter Cup Cakes	\$1.49
312918	Muscogee	Refried Beans Smooth 8oz/Cookquick	\$2.39
421404	Muscogee	Royal Crown Hair Dressing 4oz	\$3.69
407874	Muscogee	Rubber Palm Brush	\$0.69
358382	Muscogee	Ruffles Sour Cream & Cheddar 1.5oz	\$1.48
455915	Muscogee	Sardines in Hot Sauce	\$1.89
486373	Muscogee	Sensodyne Toothpaste 2.7oz	\$6.29
456145	Muscogee	Sheffield's Brushless Shave Cream	\$1.99
476697	Muscogee	Shoe Cross Strap Shower XL	\$1.59
426320	Muscogee	Shoe Cross Strap Shower Large	\$1.59
426338	Muscogee	Shoe Cross Strap Shower Medium	\$1.59
426346	Muscogee	Shoe Cross Strap Shower Small	\$1.59
455782	Muscogee	Shoe Navy Slip-On Size 10 (men's)	\$8.99
456152	Muscogee	Shoe Navy Slip-On Size 11 (men's)	\$8.99
470112	Muscogee	Shoe Navy Slip-On Size 12 (men's)	\$8.99
470120	Muscogee	Shoe Navy Slip-On Size 13 (men's)	\$8.99
470138	Muscogee	Shoe Navy Slip-On Size 14 (men's)	\$8.99
482216	Muscogee	Shoe Navy Slip-On Size 5 (men's)	\$8.99
482224	Muscogee	Shoe Navy Slip-On Size 6 (men's)	\$8.99
455758	Muscogee	Shoe Navy Slip-On Size 7 (men's)	\$8.99
455766	Muscogee	Shoe Navy Slip-On Size 8 (men's)	\$8.99
455774	Muscogee	Shoe Navy Slip-On Size 9 (men's)	\$8.99
440446	Muscogee	Shorts 2X Large	\$18.99
440453	Muscogee	Shorts 3X Large	\$17.49
440479	Muscogee	Shorts 4X Large	\$18.99
440420	Muscogee	Shorts Large	\$15.99
440438	Muscogee	Shorts X Large	\$15.99
456087	Muscogee	Sketch Pad 8.5 x 11	\$1.39
455626	Muscogee	Skin Care Lotion 4oz	\$0.79
340489	Muscogee	Skittles Original	\$1.58
385708	Muscogee	Skittles Tropical	\$1.58
349787	Muscogee	Snickers	\$1.58

Item ID	Customer	Description	Price
358234	Muscogee	Snickers Almond Bar	\$1.58
622159	Muscogee	Snyders Jalapeno Pretzel Pieces	\$1.09
440180	Muscogee	Soap Dish	\$0.69
459834	Muscogee	Socks - Ankle	\$1.99
485268	Muscogee	Softee 3-N-One Conditioner 13.5oz	\$5.99
485169	Muscogee	Softee 3-N-One Shampoo 13.5oz	\$5.99
726729	Muscogee	Spoons Individually Wrapped	\$0.08
528703	Muscogee	Sprite 12oz Can	\$0.89
455691	Muscogee	Stamped Envelope *Postage*	\$0.65
473637	Muscogee	Stamps Pack of 4 at .55¢	\$2.20
349779	Muscogee	Stewart Peppermint 2.5 oz Bag	\$0.95
479360	Muscogee	Sturm's Instant Variety Oatmeal	\$3.99
477059	Muscogee	Suave Advanced Therapy Lotion 10oz	\$3.99
477133	Muscogee	Suave Body Wash 12oz	\$3.99
424259	Muscogee	Suave Shampoo+Cond.12.6oz	\$3.69
616912	Muscogee	Suave Solid Clear Powder 1.4 oz	\$2.39
419994	Muscogee	SUDOKU Puzzles	\$1.69
616789	Muscogee	Sugar 50 ct. Plastic Bag	\$0.66
471169	Muscogee	Sunblock SPF30 4oz	\$6.25
516823	Muscogee	Sure Solid Reg Scent 1.7 oz	\$3.39
364550	Muscogee	Swedish Fish 2oz - mini chewy candy	\$1.09
388033	Muscogee	Sweet Sue Chicken Breast Pouch	\$3.59
392225	Muscogee	Tasters Choice Decaf Packet	\$0.55
340356	Muscogee	T'Best Beef & Cheese Sticks	\$0.99
424762	Muscogee	Tek Toothbrush Medium	\$0.76
376525	Muscogee	The Whole Shabang Potato Chips 1.5oz	\$0.89
479915	Muscogee	Thermal Bottom 2XL	\$7.29
479949	Muscogee	Thermal Bottom 3XL	\$7.29
489708	Muscogee	Thermal Bottom 4XL	\$8.18
479881	Muscogee	Thermal Bottom Large	\$6.99
479865	Muscogee	Thermal Bottom Medium	\$6.99
479857	Muscogee	Thermal Bottom Small	\$6.99
479899	Muscogee	Thermal Bottom XL	\$7.29
489716	Muscogee	Thermal Bottoms 5XL	\$8.18
471524	Muscogee	Thermal Top 2X Large Size	\$8.00
471532	Muscogee	Thermal Top 3X Large Size	\$8.29
471508	Muscogee	Thermal Top Large Size	\$8.00
471490	Muscogee	Thermal Top Medium Size	\$8.00
471482	Muscogee	Thermal Top Small Size	\$8.00
471516	Muscogee	Thermal Top X Large Size	\$8.00

Item ID	Customer	Description	Price
349795	Muscogee	Three Musketeers Bar	\$1.58
456111	Muscogee	Thumb Toothbrush 3 Inch	\$0.59
482323	Muscogee	Tobaggon Cap	\$2.50
480343	Muscogee	Toilet Tissue 2 ply	\$1.99
486381	Muscogee	Tone Soap with Cocoa Butter	\$2.09
440164	Muscogee	Toothbrush Holder	\$0.39
310094	Muscogee	Tops Cheese Puffs 10oz	\$3.19
309989	Muscogee	Tops Mesquite BBQ 5.5oz	\$2.09
310086	Muscogee	Tops Sour Cream and Onion 5.5 oz	\$2.09
309880	Muscogee	Tops Spicey Hot 5.5oz	\$2.09
317347	Muscogee	Trail's Best Smoked Beef Stick	\$0.99
717173	Muscogee	Tumbler with Lid 22 oz	\$0.69
387985	Muscogee	Tur. Creek BBQ Pork Skins 2oz	\$1.49
388009	Muscogee	Tur. Creek Hot Pork Skins 2oz	\$1.49
388108	Muscogee	Twix Bar	\$1.58
440222	Muscogee	V05 Shampoo	\$2.49
622266	Muscogee	Vaseline Intensive Care Lotion	\$3.99
471557	Muscogee	Wash Cloth	\$0.79
471896	Muscogee	Webster Pocket Dictionary	\$1.89
352229	Muscogee	Welch's Mixed Fruit Snacks 5oz	\$2.18
388181	Muscogee	White Rain Conditioner	\$2.39
388173	Muscogee	White Rain Shampoo	\$2.39
391896	Muscogee	Wise Hot~n~Honey 4.5oz	\$1.99
440511	Muscogee	Woltra Cocoa Butter Stick	\$2.98
388231	Muscogee	Word Find Book	\$1.59
338954	Muscogee	Zapps 2oz VooDoo Chips	\$1.09
306		306	

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706-225-4087, Fax 706-225-3033
BidLine 706-225-4536
www.columbusga.org

July 21, 2020

Addendum No. Two

Inmate Commissary Services for Muscogee County Prison (Annual Contract) RFP No. 20-0026

Acknowledgment of receipt of Addenda must be included with sealed Proposal.

Initials: _____ Company: _____

Vendors are informed that the above subject Request for Proposal (RFP) is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

A. Due Date Extension

The RFP due date is changed; proposal responses must be submitted via *DemandStar* no later than
5:00 PM on Friday, August 7, 2020.

B. City's response to requests for clarification

The City has received a considerable number of questions for this RFP. Responses will be posted via Addendum No. Three, which is forthcoming.

C. Addendum Acknowledgement

Indicate that your company has received this Addendum in the appropriate areas and include with sealed Bid. **Failure to acknowledge receipt of this addendum may render your Proposal "Incomplete".**

Andrea J. McCorvey
Purchasing Division Manager



COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706-225-4087, Fax 706-225-3033
BidLine 706-225-4536
www.columbusga.org

July 7, 2020

Addendum No. One

Inmate Commissary Services for Muscogee County Prison (Annual Contract) RFP No. 20-0026

Acknowledgment of receipt of Addenda must be included with sealed Proposal.

Initials: _____ Company: _____

Vendors are informed that the above subject Request for Proposal (RFP) is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

A. Due Date Extension

The RFP due date is changed; proposal responses must be submitted via *DemandStar* no later than **5:00 PM on Friday, July 24, 2020.**

B. City's response to requests for clarification

The City has received a considerable number of questions for this RFP. Responses will be posted via Addendum No. Two, which is forthcoming.

C. Addendum Acknowledgement

Indicate that your company has received this Addendum in the appropriate areas and include with sealed Bid. **Failure to acknowledge receipt of this addendum may render your Proposal "Incomplete".**

Andrea J. McCorvey
Purchasing Division Manager



COLUMBUS CONSOLIDATED GOVERNMENT
Georgia's First Consolidated Government



FINANCE DEPARTMENT
PURCHASING DIVISION

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706-225-4087, FAX 706-225-3033
BIDLINE 706-225-4536
www.columbusga.org

June 10, 2020

<p>REQUEST FOR PROPOSALS:</p> <p>RFP NO. 20-0026</p>	<p>Qualified vendors are invited to submit sealed proposals, subject to conditions and instructions as specified, for the furnishing of:</p> <p align="center">INMATE COMMISSARY SERVICES FOR MUSCOGEE COUNTY PRISON (ANNUAL CONTRACT)</p>
<p>GENERAL SCOPE</p>	<p>The Consolidated Government of Columbus, Georgia is seeking proposals from qualified vendors to provide inmate commissary services for the Muscogee County Prison.</p>
<p>DUE DATE</p>	<p align="center">JULY 10, 2020 – 5:00 PM (EASTERN)</p>
<p>PROPOSAL SUBMISSION REQUIREMENTS</p>	<p>Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses and public solicitation openings until further notice. Effective immediately, responses must be submitted via DemandStar. See Appendix C for <i>Submission Requirements, Submission Checklist and Demandstar Registration and Submission Instructions.</i></p>
<p>ADDENDA</p>	<p align="center"><u>IMPORTANT INFORMATION</u></p> <p>The Purchasing Division will post addenda (if any) for this project at https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm. It is the vendors' responsibility to periodically visit the web page for addenda, before the due date and prior to submitting a proposal.</p>
<p>NO PROPOSAL SUBMISSION</p>	<p><i>If you are not interested in this solicitation, please complete and return page 2.</i></p>

Andrea J. McCorvey
Purchasing Division Manager



IMPORTANT INFORMATION

e-Notification

The City uses the Georgia Procurement Registry e-notification system. You must register with the Team Georgia Market Place/Georgia Procurement Registry to receive future procurement notifications via <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

If you have any questions or encounter any problems while registering, please contact the Team Georgia Marketplace Procurement Helpdesk:

Telephone: 404-657-6000

Fax: 404-657-8444

Email: procurementhelp@doas.ga.gov

STATEMENT OF “NO PROPOSAL SUBMISSION”

Notify the Purchasing Division if you do not intend to submit a Proposal:

Email bidopportunities@columbusga.org **or** return this form, via fax or mail, to:

Fax number (706) 225-3033

Attn: Sandra Chandler, Buyer

Columbus Consolidated Government

Purchasing Division

P. O. Box 1340

Columbus, Georgia 31902-1340

We, the undersigned decline to submit a proposal for **RFP No. 20-0026** for **Inmate Commissary Services for Muscogee County Prison (Annual Contract)** for the following reason(s):

- Specifications are too “tight”, i.e. geared towards one brand or manufacturer (explain below).
- There is insufficient time to respond.
- We do not offer this product and/or service.
- We are unable to meet specifications.
- We are unable to meet bond requirements.
- Specifications are unclear (explain below).
- We are unable to meet insurance requirements.
- Other (specify below).

Comments

COMPANY NAME: _____

AGENT: _____

DATE: _____

TELEPHONE: _____

EMAIL: _____

PROPOSALS WILL BE EVALUATED IN ACCORDANCE WITH THE PROCEDURES AS OUTLINED BELOW IN SECTIONS 3-110 OF THE PROCUREMENT ORDINANCE. ALL PROPOSALS WILL BE KEPT CONFIDENTIAL.

3-110 Competitive Sealed Proposals (Competitive Sealed Negotiations) For Equipment, Supplies or Professional Services - \$25,000 and Above

(1) Conditions for Use

When the Purchasing Division Manager determines that the use of competitive sealed bidding for any procurement is either not practicable or not advantageous to the City, a contract may be entered into using the competitive sealed proposals (negotiation) method. In addition, the competitive sealed proposal process shall be used for the procurement of professional services.

The competitive sealed proposal process may be used for procurements with an estimated total cost less than \$25,000, if deemed to be in the best interest of the City. If the total cost can be determined, the authority to approve such solicitations will be as prescribed by Article 3-104, Purchasing Limits. If, due to the required services, a total cost cannot be determined then the award recommendation will be approved by Council.

A. Request for Proposals

Proposals shall be solicited through Request for Proposals. The Purchasing Division shall establish the specifications with the using agency and set the date and time to receive proposals. The request for proposal shall include a clear and accurate description of the technical requirements for the service or item to be procured.

B. Public Notice

Adequate public notice of the Request for Proposals shall be given in the same manner as provided under the section titled "Competitive Sealed Bids."

C. Receipt of Proposals

Proposals must be received by the deadline date established. No public opening will be held. No proposals shall be handled so as to permit disclosure of the identity of any offeror or the contents of any proposal to competing offerors during the process of discussion. A register of proposals shall be prepared as part of the contract file, and shall contain the name of each offeror, the number of modifications received (if any), and a description sufficient to identify the item offered. The register of proposals shall be open for public inspection only after contract award.

D. Evaluation Factors.

The Request for Proposals shall identify all significant evaluation factors (including price or cost) and their relative importance. Mechanisms shall be established for technical evaluation of the proposals received, determinations of responsible offerors for the purpose of written or oral discussions, and selection for contract award.

E. Discussion with Responsible Offerors and Revisions to Proposals

As provided in the Request for Proposals, discussions (negotiations) may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible of being selected for award, to assure full understanding of and conformance to the solicitation requirements. All qualified, responsible offerors shall be given fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of the identity of competing offerors or any information derived from proposals submitted by competing offerors. If only one proposal response is received, then the award recommendation shall be to the single offeror, if the offeror meets all requirements.

F. Award.

After negotiations, the award recommendation must be presented to Columbus City Council for final approval. Award will be made to the responsible offeror whose proposal is determined to be the most advantageous to the City, taking into consideration total cost (if determined) and all other evaluation factors set forth in the Request for Proposals.

After Council approval, a contract based on the negotiations (if negotiations were necessary) will be drawn and signed by all necessary parties. If Council does not approve the award, further negotiations may take place with the recommended offeror or negotiations will begin with the next most qualified offeror. The contract file shall contain the basis on which the award is made.

After contract award, the contract file will be made public. Offerors will be afforded the opportunity to make an appointment to review the contract file.

DO YOU HAVE QUESTIONS, CONCERNS OR NEED CLARIFICATION ABOUT THIS SOLICITATION?

COMMUNICATION CONCERNING ANY SOLICITATION CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITTEN FORM AND ADDRESSED TO THE PURCHASING DIVISION.

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER OR IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED “QUESTION/CLARIFICATION FORM” TO FAX OR EMAIL QUESTION. **QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) BUSINESS DAYS BEFORE THE DUE DATE.**

ANY REQUEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

Email bidopportunities@columbusga.org or use the attached “Question/Clarification” Form (on the following page) to submit questions.

QUESTION/CLARIFICATION FORM

DATE: _____

TO: Sandra Chandler, Buyer I
Email bidopportunities@columbusga.org or
Fax (706) 225-3033

RE: RFP No. 20-0026; Inmate Commissary Services for Muscogee County Prison (Annual Contract)

Questions and requests for clarification must be submitted at least (5) business days before the due date.

From:

Company Name

Website

Representative

Email Address

Complete Address

City

State

Zip

Telephone Number

Fax Number

COLUMBUS CONSOLIDATED GOVERNMENT GENERAL PROVISIONS FOR REQUEST FOR PROPOSALS

Inmate Commissary Services for Muscogee County Prison (Annual Contract) RFP No. 20-0026

The Consolidated Government of Columbus, Georgia (the City) is seeking proposals from qualified vendors to provide inmate commissary services for the Muscogee County Prison.

A. PROPOSAL SUBMITTAL DATE:

SEALED PROPOSALS ARE DUE: JULY 10, 2020 NO LATER THAN 5:00 PM (Eastern Time).
Submit one electronic response.

After award of Contract by Columbus City Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.

The City shall not be held liable for any expenses incurred by the respondent in preparing and submitting the proposal and/or attendance at any interviews, final contract negotiations or applicable site visits. **The City reserves the right to award this project or to reject any and all proposals; whichever is in the best interest of the City.**

B. RECEIPT OF PROPOSALS:

Unless otherwise stated in the technical specifications of the RFP, the City will accept one, and only one, proposal per Offeror. In the event a team of firms is entering into a joint venture to respond to the RFP, one firm shall be named the prime contractor and the proposal shall be submitted in the name of the prime contractor. All correspondence concerning the RFP will be between the City and prime contractor.

C. SUBCONTRACTING:

Should the offeror intend to subcontract all, or any part of the work specified, name(s) and address(es) of subcontractor(s) must be provided in proposal response. The offeror shall be responsible for subcontractor(s) full compliance with the requirements of the RFP specifications.

IF AWARDED THE CONTRACT, PAYMENTS WILL ONLY BE MADE TO THE OFFERORS SUBMITTING THE PROPOSAL. THE COLUMBUS CONSOLIDATED GOVERNMENT WILL NOT BE RESPONSIBLE FOR PAYMENTS TO SUBCONTRACTORS.

D. QUESTIONS ABOUT THE RFP:

COMMUNICATION CONCERNING ANY BID/PROPOSAL CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITING AND ADDRESSED TO THE PURCHASING DIVISION. SEE PAGE TITLED "DO YOU HAVE QUESTIONS..." WITHIN THIS PROPOSAL PACKAGE.

E. PUBLIC INFORMATION:

All information and materials submitted will become the property of the Columbus Consolidated Government, Columbus, Georgia; and shall be subject to the provisions of the Georgia public records law. If awarded the contract, the proposal submission, in its entirety, will be included as part of the contract documents and filed, as public record, with the Clerk of Council.

F. ADDENDA:

The proposer shall include acknowledgment of receipt of addenda (if any) in their sealed proposal. The proposer should include an initialed copy of each addendum in the proposal package. It is the proposer's responsibility to contact the City for copies of addenda if they receive the proposal document from any other source other than the City.

G. CONTRACT:

Each proposal is received with the understanding that an acceptance in writing by the City of the offer to furnish any or all of the services and materials described shall constitute a contract between the proposer and the City. This contract shall bind the proposers to furnish and deliver the services and materials quoted, at the prices stated and in accordance with the condition of said accepted proposal.

It is agreed that the successful respondent will not assign, transfer, convey or otherwise dispose of the contract or its right, title or interest in or to the same, or any part thereof, without previous consent of the City and any sureties.

H. NON-COLLUSION:

Proposer declares that the proposal is not made in connection with any other proposer submitting a proposal for the same commodity or commodities, and that the proposal is bona fide and is in all respects fair and without collusion or fraud.

I. INDEMNITY:

The successful respondent agrees, by entering into this contract, to defend, indemnify and hold City harmless from any and all causes of action or claims of damages arising out or under this contract.

J. DISADVANTAGED BUSINESS ENTERPRISE CLAUSE:

Disadvantaged Business Enterprises (minority or women owned businesses) will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, creed, sex, sexual orientation, gender identity or national origin in consideration for an award. It is the policy of the City that disadvantaged business enterprises and minority business enterprises have an opportunity to participate at all levels of contracting in the performance of City contracts to the extent practical and consistent with the efficient performance of the contract.

K. AFFIRMATIVE ACTION PROGRAM - NON-DISCRIMINATION CLAUSE:

The City has an Affirmative Action Program in connection with Equal Employment Opportunities. The successful vendor will comply with all Federal and State requirements concerning fair employment and employment of the handicapped, and concerning the treatment of all employees, and will not discriminate between or among them by reason of race, color, age, religion, sex, sexual orientation, gender identity, national origin or physical handicap.

L. SPECIFICATION DESCRIPTIONS:

The specifications detailed herein represent the quality of equipment, goods or services required by the City. Whenever in this invitation any particular process, service or equipment is indicated or specified by patent, proprietary or brand name of manufacturer/developer/inventor, such wording will be deemed to be used for the purpose of facilitating descriptions of the process, service or equipment desired by the City. It is not meant to eliminate offerors or restrict competition in any RFP process. Proposals that are equivalent or surpass stated specifications will be considered. Determination of equivalency shall rest solely with the City.

M. TAXES:

The City is exempt from State Retail Tax and Federal Excise Tax. Tax Exemption No. GA Code Sec. 48-8-3. Federal ID No. 58-1097948.

N. DRUG-FREE WORKPLACE:

Per Ordinance No. 93-55, in compliance with Federal and State Drug Free Workplace Acts, the Council of Columbus, Georgia adopted a drug free Workplace Policy. Consequently, any vendor providing goods or services to Columbus Consolidated Government must comply with all applicable Federal and State Drug Free Workplace Acts.

O. FEDERAL, STATE, LOCAL LAWS:

All respondents will comply with all Federal, State and Local laws, ordinances, rules and regulations relative to conducting business in Columbus, Georgia and performing the prescribed service. Ignorance on the part of the respondent shall not, in any way, relieve the respondent from responsibility for compliance with said laws and regulations or any of the provisions of these documents.

P. PROVISIONS OF THE PROCUREMENT ORDINANCE:

The provisions of the Procurement Ordinance for the Consolidated Government of Columbus, Georgia as adopted and amended by Council shall apply to all invitations to respond to Requests for Proposals and is specifically incorporated herein by this reference. A copy of the ordinance is on file in the Purchasing Division.

Q. INSURANCE:

All respondents shall maintain, and if requested, show proof of insurance applicable for services described in these specifications.

R. HOLD HARMLESS AGREEMENT:

The successful respondent hereby agrees to indemnify, hold free and harmless Columbus Consolidated Government (The City), its agents, servants, employees, officers, directors and elected officials or any other person(s) against any loss or expense including attorney fees, by reason of any liability imposed by law upon the City, except in cases of the City's sole negligence, sustained by any person(s) on account of bodily injury or property damage arising out of or in the consequence of this agreement.

S. TERMINATION OF CONTRACT: **This section is superseded by Section 8, Page 22*

- 1. Default:** If the contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract, or any extension thereof, otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Purchasing Division Director

may notify the contractor in writing of the delay or nonperformance and if not cured within **ten (10) days** or any longer time specified in writing by the Purchasing Division Director, such director may terminate the contractor's right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform.

In the event of termination in whole or in part the Purchasing Division Director may procure similar supplies or services, from other sources, in a manner and upon terms deemed appropriate by the Purchasing Division Director. The contractor will continue performance of the contract to the extent it is not terminated and will be liable for excess costs incurred in procuring similar goods or services.

2. **Compensation:** Payment for completed supplies or services delivered and accepted by the City will be at the contract price. The City may withhold from amounts due the contractor such sums as the Purchasing Director deems to be necessary to protect the City against loss because of outstanding liens or claims of former lien holders and to reimburse the City for the excess costs incurred in procuring similar goods and services.
3. **Excuse for Nonperformance or Delayed Performance.** Except with respect to defaults of subcontractors, the contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by the contractor to make progress in the prosecution of the work hereunder which endangers such performance) if the contractor has notified the Purchasing Division Director within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of public enemy; acts of the City and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather, If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar to those set forth above, the contractor shall not be deemed to be in default, unless the supplies or services to be furnished by the subcontractor was reasonably obtainable from other sources in sufficient time to permit the contractor to meet the contract requirements.

Upon request of the contractor, the Purchasing Division Director shall ascertain the facts and extent of such failure, and, if such director determines that any failure to perform was occasioned by anyone or more of the excusable causes, and that, but for the excusable cause, the contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly.

T. TIME FOR CONSIDERATION:

Due to the evaluation process, proposals must remain in effect for at least **120 days** after date of receipt.

U. CONTRACT AWARD:

Award of this contract will be made in the best interest of the City.

V. REQUEST FOR EVALUATION RESULTS:

Per the City's Procurement Ordinance, evaluation results cannot be divulged until after the award of the contract. After contract award, proponents desiring to review documents relevant to the RFP evaluation results will be afforded an opportunity by appointment only.

W. GOVERNING LAW:

The parties agree that this Agreement shall be governed by the laws of Georgia, both as to interpretations and performance.

X. FINAL CONTRACT DOCUMENTS:

It is understood that the final contract shall include the following: 1) The RFP; 2) Addenda; 3) Awarded Vendors(s) response; 4) Awarded Vendor(s) Clarifications; 5) Negotiated Components; and 6) Awarded Vendor(s) Business Requirements.

Y. PAYMENT DEDUCTIONS:

The City reserves the right to deduct, from payments to awarded vendor(s), any amount owed to the City for various fees, to include, but not limited to: False Alarm fees, Ambulance fees, Occupation License Fees, Landfill fees, etc.

Z. PAYMENT TERMS:

The City's standard payment term is usually net 30 days, after successful receipt of goods or services. Payment may take longer if invoice is not properly documented or not easily identifiable, goods/services are not acceptable, or invoice is in dispute.

NOTICE TO VENDORS

Columbus Council, by Ordinance 92-60 has prohibited any business which is owned by any member of Columbus Council or the Mayor, or any business in which any member of Columbus Council or the Mayor has a substantial pecuniary interest from submitting a bid for goods or services to the Consolidated Government of Columbus, Georgia.

Likewise, by Ordinance 92-61, no business which is owned by any member of any board, authority or commission, subordinate or independent entity, or any business in which any member of any board, authority or commission, subordinate or independent entity has substantial pecuniary interest may submit a bid to the Consolidated Government if such bid pertains to the board, authority or commission.

GENERAL SPECIFICATIONS
INMATE COMMISSARY SERVICES FOR MUSCOGEE COUNTY PRISON
(ANNUAL CONTRACT)
RFP No. 20-0026

1. BACKGROUND

- 1.1 The Columbus Consolidated Government is soliciting proposals from qualified firms to provide Inmate Commissary Services at Muscogee County Prison (MCP).
- 1.2 The average daily population for FY 2020 (July 1, 2019 – June 30, 2020) was 562.
- 1.3 Approximately 300-438 orders are processed each week.

2. SCOPE OF SERVICES

- 2.1 The Contractor shall furnish all stock, supplies, labor, supervision, packaging and equipment necessary to satisfactorily provide the services specified in this RFP.
- 2.2 The Contractor shall obtain and hold all pertinent permits and licenses.
- 2.3 Automated processes involved with commissary orders, deliveries, and postings shall require extensive interface between the Contractor and Muscogee County Prison.
- 2.4 The Contractor shall manage the inmate commissary accounts via The Inmate Kiosk System, CACTAS and The Jailhouse Management System (JMS). The Contractor shall be responsible for all cost associated with interfacing onto the Inmate Kiosk and CACTAS System. Contractor shall provide an up-to-date Server.
- 2.5 Inmate commissary orders shall be processed using the Inmate Kiosk System. Commissary orders shall be electronically posted to inmate accounts.

See **Appendix A** for Technical Specifications.

3. COMMISSION

- 3.1 The City is seeking the **greatest commission** on the gross sales, less any sales tax and credits, for each week. Consequently, Offerors shall propose a commission as a percentage of gross sales.
- 3.2 The commission is due before the 10th of each month, made payable to the Muscogee County Prison and mailed to:

Muscogee County Prison
Attn: Tyanna Bell, Office Manager
P.O. Box 84041
Columbus, GA 31908

4. TERM OF CONTRACT

- 4.1 The initial term of the contract will be for two (2) years with the option to renew for three additional twelve-month periods. The City will initiate contract renewal. The renewal will be contingent upon the mutual agreement of the City and the contractor.

Notice of intent to renew will be given to the contractor in writing by the City Purchasing Manager, normally sixty days before the expiration date of the current contract. This notice shall not be deemed to commit the City to a Contract renewal.

4.2 **Termination for Convenience**

For the protection of both parties, either party giving 30 days prior notice, in writing to the other party, may cancel this contract.

5. **VENDOR INFORMATION**

COMMUNICATION CONCERNING ANY BID/PROPOSAL CURRENTLY ADVERTISED MUST TAKE PLACE IN WRITTEN FORM AND ADDRESSED TO THE PURCHASING DIVISION (SEE “QUESTIONS ABOUT THIS BID/PROPOSAL”).

All questions must be submitted in writing by fax (706-225-3033) using the fax sheet enclosed in the bid package, or e-mail questions to bidopportunities@columbusga.org.

6. **ADDENDA AND EXPLANATIONS**

The vendor shall include acknowledgment of receipt of addenda (if applicable) in their sealed bid. The vendor may provide an initialed copy of each addendum or initial the appropriate area on bid form (pricing page). **It is the vendor’s responsibility to contact the City for copies of addenda if bid document is received from any source other than the City. It is also the vendor’s responsibility to check the City’s website https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm for copies of addenda if bid document is downloaded from the City’s Website.**

Explanations desired by a prospective Bidder shall be requested of the City in writing, and if explanations are necessary a reply shall be made in the form of an Addendum, a copy of which will be forwarded to each vendor. Every request for such explanation shall be in writing and addressed to the **Purchasing Manager**. Any verbal statements regarding same by any person, shall be unofficial and not binding on any party.

7. **ERRORS AND OMISSIONS**

If, due to an error or omission in the scope of work, a particular item is not specifically included but is necessary to provide the City with fully functioning inmate commissary services for Muscogee County Prison, then said item is considered to be included in the scope of work just as if it had been listed in detail herein.

8. **INDEMNITY CLAUSE**

The Contractor covenants to save, defend, hold harmless, and indemnify the City, and all of its officers, departments, agencies, agents, and employees (collectively the “City”) from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney’s fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor’s intentional, negligent, or grossly negligent acts or omissions in performance or nonperformance of its work called for by the Contract Documents.

9. **INSURANCE**

The vendors shall be required, at their own expense, to furnish to the City of Columbus Purchasing Division, evidence showing the insurance coverage to be in force throughout the term of the contract. Insurance requirements are listed on the attached **Insurance Checklist (Form I)**. **The limits shown are minimum limits. Vendor shall indicate the actual limit they will provide for each insurance requirement. The bidder shall complete the**

Insurance Checklist and include with bid response. Certificate of Insurance is acceptable. The Insurance Checklist will indicate to the City, the bidder's ability and agreement to provide the required insurance, in the event of contract award.

The successful candidate shall provide the required Certificates of Insurance within **10 business days** after award notification. The Certificates of Insurance will name Columbus Consolidated Government as an additional insured, **as well as, list the applicable project or annual contract name, and/or Solicitation name and number.** The Certificate of Insurance will be included with the contract documents prior to signing.

10. E-VERIFY/GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT

In accordance with the Georgia Security and Immigration Compliance Act/E-Verify, every public employer, every contractor of a public employer, and every subcontractor of a public employer's contractor must register and participate in a federal work authorization program (see http://www.dol.state.ga.us/spotlight/sp_sb_529_new_rules.htm). To access your E-Verify Company Identification Number, see <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES>. **A completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's or individual's proposal non-responsive and ineligible for award consideration.**

11. AWARD

This contract will be awarded in the best interest of the City. Columbus Consolidated Government will be the sole judge of the factors and will award the contract accordingly.

12. PROPOSAL AND SUBMISSION REQUIREMENTS

Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses and public solicitation openings until further notice. **Effective immediately, responses must be submitted via DemandStar.** See *Appendix C for Submission Checklist and DemandStar Submission Requirements.*

The complete proposal shall contain the following information and shall be submitted in the order shown below.

Firms should submit proposals that address each of the sections specified below. *With the exception of the E-Verify affidavit (Form 2), and the form titled "Communication Concerning This Solicitation" (Form 3),* the City reserves the right to request any omitted information. Firms shall be notified, in writing, and shall have two (2) days, after notification, to submit the omitted information. If the omitted information is not received within two (2) days, the firm shall be deemed non-responsive and the proposal will not receive further consideration.

PART A. TECHNICAL PROPOSAL

Section 1: Transmittal Letter

Transmittal letter shall introduce the applicant/business, describe the ownership, include complete address, phone and fax numbers (if applicable), and **include the name and email address of contact person(s) during this proposal process.** Specifically designate the company's representative who will serve as lead contact in all communications, is authorized to negotiate on behalf of the company, and is authorized to enter into a contract with the City. Include a statement to the effect that the proposal

is binding for at least 120 days from the proposal date. **An authorized agent of the business must sign the transmittal letter.**

Section 2: Addenda Acknowledgement

Acknowledge receipt for all addenda (if any). Addenda will be posted at: https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm. It is the vendors' responsibility to periodically visit the web page for addenda, before the due date and before submitting a proposal.

Section 3: Affidavit for E-Verify/Georgia Security and Immigration Compliance Act (Form 2)

A properly completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration. To access your E-Verify Company Identification Number, see <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES>.

Section 4: Communication Concerning This Solicitation

Complete the form titled *Communication Concerning This Solicitation (Form 3)*

A properly completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.

Section 5: EXCEPTIONS TO RFP

List **ANY AND ALL** exceptions to the RFP specifications in this section of proposal submission. **These exceptions shall be considered by the Evaluation Committee.** *Exceptions listed in other areas of the vendor's submission will not be considered.

Note: The vendor's proposal may not receive further consideration, if exceptions are not acceptable and/or cannot be clarified to the Committee's satisfaction.

If there are no exceptions, vendor must include a statement for this Section stating the following: No Exceptions

Section 6: Experience/Qualifications

This section shall address the offeror's minimum 5 (five) years' experience in commissary services.

- A. Describe in detail the firm's experience/qualifications in providing inmate commissary services. Attach any additional facts about you or your firm, which you feel will be an asset in evaluating your proposal.
- B. Vendors are **strongly** encouraged to list professional credentials, i.e., certifications, awards and recognition, professional membership information, DBE/MBE certifications, etc. **Proof of such credentials must be included in this section.**

Section 7: Corporate Stability

Provide statements that demonstrate the financial stability of the firm.

Section 8: Contractor Personnel

- A. Provide resumes of all employees that will be on site.
- B. Provide an organization chart of all employees that will be involved in the contract.
- C. Provide statement of adherence to the following:
 - 1. The contractor shall employ only competent employees in the conduct of work.

2. Successful Offeror shall require its employees and agents to wear nametags and adhere to Muscogee County Prison dress code.
3. Clothing shall include identifying company shirts, such as a t-shirt with Successful Offeror's name, full-length pants and covered shoes when working on the Prison premises.

Section 9: Service Plan

Provide a written narrative, which demonstrates the ability to provide the services required by this contract. Additionally, address the following specific items:

- A. Provide a listing of items to be purchased by inmates with proposed pricing.
- B. Describe Ordering Method
- C. Describe Delivery/Distribution Method
- D. Provide contingency plan to be used during down time of the automated jail management system.

Section 10: Client Work History (Form 5)

Provide the name(s) of at least three (3) entity(ies) for whom similar services have been provided within the last five (5) years. Include facility name, address, contact name, phone number, fax number, and email address.

Section 11: Commission Proposal

Provide proposed commission. Commission shall be a percentage of gross sales, less any sales tax and credits for each week.

Section 12: Contract Signature Page

Complete **Form 6**. City officials will sign the original contract pages after Columbus City Council approves the contract award with the successful firm (*See Note below*). Per the General Provisions, Page 12, Item X, the final contract shall include the following: 1) The RFP; 2) Addenda; 3) Awarded Vendors(s) response; 4) Awarded Vendor(s) Clarifications; 5) Negotiated Components; and 6) Awarded Vendor(s) Business Requirements.

Please note: After award of contract by Columbus Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.

PART B. BUSINESS REQUIREMENTS

SUBMIT ONE (1) COPY OF THE FOLLOWING DOCUMENTS:

1. Provide Insurance Checklist (**Form 1**) or Certificate of Insurance
2. W-9 (**Form 4**)
3. Provide a current copy of the Business License (Occupation License) that is required to conduct business at your location.

If awarded the contract, the successful vendor must obtain a business license from the City of Columbus. However, if the business is located in Georgia and has proof of being properly licensed by a municipality in Georgia, and paid applicable occupation taxes in that city, the contractor will not be required to pay occupation taxes in Columbus, Georgia.

If you have questions regarding this requirement, please contact Yvonne Ivey, Revenue Division Manager, at telephone 706-225-3091.

14.0 RFP EVALUATION

Each submittal will be evaluated to determine the ability of each offeror to provide the required equipment and services. The following weighted criteria will be used to evaluate proposals:

Criteria for Evaluation	Weight
A. Qualification/Experience and Corporate Stability	20%
B. Contract Personnel	15%
C. Service Plan	20%
D. Work History	15%
E. Commission	30%
Total	100%

Each of the above criteria (A - E) will be given a rating, of 1 through 100, by each member of the Evaluation Committee. The ratings are as follows:

RATING	
1-20	Poor
21-40	Fair
41-60	Good
61-80	Excellent
81-100	Superior

After the review and rating of proposal(s) by the evaluation committee, individual scores will be averaged and ranked. Proponents will be ranked in descending order of numerical predominance.

APPENDIX A

TECHNICAL SPECIFICATIONS INMATE COMMISSARY SERVICES FOR MUSCOGEE COUNTY PRISON (ANNUAL CONTRACT) RFP No. 20-0026

1. CONTRACTOR QUALIFICATIONS

The successful candidate shall possess the following qualifications and experience:

- 1.1 Possess a minimum of five (5) years' experience in commissary service in similar facilities.
- 1.2 Demonstrate ability to establish and maintain an inmate commissary service, which includes a warehouse, inventory, supply, order processing, and delivery system.
- 1.3 Experience in automating the inmate commissary and accounting systems and ability to provide system training and support to the MCP Staff.
- 1.4 Knowledge of inmate commissary operations / procedures as they relate to safety security issues, turnaround time, order processing, and delivery.
- 1.5 Security policies and procedures as related to personnel screening and selection, product inventory, security at Contractor's site, packaging and transfer of orders to site, and on-site delivery of orders.
- 1.6 Knowledge and ability to provide a wide range of correctional facilities friendly products / supplies to meet the inmate population needs.
- 1.7 Demonstrate emergency back-up plans for continuing to meet the terms of the contract in light of events occurring such as equipment breakdowns, delivery truck breakdowns, fires, accidents, labor strikes, weather, etc.

2. CONTRACTOR'S RESPONSIBILITIES

- 2.1 The Contractor shall follow all applicable rules, regulations, zoning, permitting, registration, and licensing requirements, whether Local, State, or Federal. The Successful Offeror shall be required to obtain and hold all pertinent permits and licenses.
- 2.2 The Contractor shall be responsible for paying and reporting of all applicable sales taxes.
- 2.3 The Contractor shall process inmate commissary orders utilizing an automated system that interfaces with the Inmate Kiosk System or the Offeror may provide an offer for an alternative automated software system used to manage inmate commissary accounts as long as it will interface with the JMS.
- 2.4 The Contractor shall provide all commissary customized forms. The form shall specify the cost of each item (including tax) and indicate if the item is taxable. The order forms shall be distributed to and collected from the inmates by staff. The customized forms shall be forwarded to Contractor to process commissary orders.
- 2.5 The Contractor shall provide a contingency plan to be used during down time of the Inmate Kiosk System or other alternative system. A standard form, generated by the contractor, will be completed by the offender and forwarded to the contractor. The contractor will be responsible for annotating this document into their Inmate Commissary system.

- 2.6 The Contractor must deliver and distribute filled orders to the inmates in the housing units. Deliveries will take place according to the schedule established by the Muscogee County Prison.
- 2.7 It is the Contractor's responsibility to conform to the City's scheduled workweek, holidays, and other appropriate rules and regulations.
- 2.8 The Contractor's Kiosk System shall update automatically any discontinued items and temporary out of stock items. Excess out of stock items will be considered grounds for termination of the contract by default.
- 2.9 **Contractor Personnel:** The contractor shall employ only competent employees in the conduct of work. Successful Offeror shall require its employees and agents to wear nametags and adhere to Muscogee County Prison dress code. Clothing shall include identifying company shirts, such as a t-shirt with Successful Offeror's name, full-length pants and covered shoes when working on the Prison premises.

3. DELIVERY OF COMMISSARY ORDERS

- 3.1 Commissary orders shall be delivered to inmates no more than one (1) day per week. Deliveries are currently made on Fridays. The Contractor should recommend the days of the week to deliver to the inmates. The Muscogee County Prison will make the final decision on the approved delivery days.
- 3.2 The Contractor shall package and heat seal the contents of each inmate order in clear individual "polypropylene" double bags of sufficient thickness to enhance security and accountability and prevent easy entry. The order form, and/or two (2) copies of the "pick sheet" and the sales ticket showing the cost of the filled order will be placed in the upper portion of the inmate's bag. The Contractor shall distribute packages to inmates.
- 3.3 To allow for easy security inspection, the orders must be in large clear "polypropylene" bags, separated and identified by housing unit. On-site storage is available. The loading dock will provide a temporary staging area or the Department will provide an on-site commissary storage area.
- 3.4 The Contractor shall designate employees who will be assigned to make deliveries to the facility and distribute inmate orders in the housing units. The Contractor's personnel are responsible for identifying each inmate in the housing unit who has an order and obtaining a valid signature from the inmate before releasing the order to the individual. Any missing, damaged, or refused items will be noted on the "pick sheet" and the inmate's account will be credited for that amount by the Inmate Finance Office. Any losses that result from improper distribution are the responsibility of the Contractor.
- 3.5 The Contractor shall maintain a weekly fill rate of at least ninety-five (95%) of the items ordered by the inmates. Excess out-of-stock items will be considered grounds for termination of the contract for default. No substitution of similar or like items is permitted without the express approval of the Department's commissary manager.
- 3.6 On a daily basis, Contractor personnel will generate a list of inmates due a full or partial refund and a list of inmate orders that could not be delivered and require a second attempt. These lists will be transmitted to the Inmate Finance Office by the close of each workday.

Note: The Muscogee County Prison will not provide inmate assistance to the Contractor for the handling and distribution of commissary orders. The Muscogee County Prison load dock staff shall inspect all packages delivered by the Contractor before any delivery is made to the inmates.

- 3.7 The Contractor shall follow the following commissary order process:

- 3.7.1 The Contractor shall service and is responsible for all maintenance issues with the Inmate Kiosk System.
- 3.7.2 The commissary shall provide forms for distribution in the event the Inmate Kiosk System malfunctions.
- 3.7.3 The Muscogee County Prison shall create an electronic file of all active account balances in the CACTAS System or alternative system with inmate name, ID number, location code, and a real-time account balance.
- 3.7.4 The Contractor shall access the order file and the account balance file, process the orders, and create an electronic file of expenditures for each inmate commissary order processed.

4. SELECTION AND PRICING OF COMMISSARY ITEMS

- 4.1 The selection and pricing of all commissary items shall be subject to the approval of the Director or Deputy Director of the Muscogee County Prison.
- 4.2 All additions, deletions, and changes in commissary items offered and their pricing shall be made only with the written approval of the Muscogee County Prison.
- 4.3 The Contractor shall provide food, and hygiene items.

5. INVOICES

- 5.1 The Contractor shall provide to the Muscogee County Prison a weekly invoice for the prior week inmate deliveries. The invoices shall include a detailed account of weekly inmate deliveries.
- 5.2 The Muscogee County Prison shall promptly verify the invoices and make payment to the Contractor.
- 5.3 All invoices shall include net totals for the weekly sales, sales taxes, credits, and commission.
- 5.4 On a monthly basis, the Contractor shall provide the Muscogee County Prison with a copy of the filed Georgia Sales and Use Tax Return Form.
- 5.5 Any credits reflected on the invoice shall be supported by detailed itemization.

6. AUTOMATION

- 6.1 The Contractor shall interface with the Inmate Kiosk System for the processing of inmate commissary orders.
- 6.2 The Contractor shall provide automation hardware and software used at the Contractor's off-site facility needed to interface with the Jailhouse Management System (JMS) or an alternative system if chosen.
- 6.3 The commissary ordering process shall primarily utilize an optical scanner Kiosk and forms or an alternative system. A manual system shall be developed as a contingency plan in the event there is automation downtime.
- 6.4 The Contractor shall provide automated and manual order forms. A sample form shall be submitted to the County for review approval prior to the start of the Contract. The Contractor may be requested to modify the form to meet the County's needs.
- 6.5 The interface of the automation processes between the Department of Corrections and the Contractor shall be as follows:

- 6.5.1 The Department of Corrections shall create a menu-driven formatted file containing the inmate's name, ID number, location code, and current real-time account balance.
- 6.5.2 The Contractor shall receive the file electronically for downloading to its system. The file shall be used for commissary order processing.
- 6.5.3 The automated interface shall be protected through system security that maintains complete confidentiality of all transactions.

7. INSPECTION AND AUDIT RECORDS

- 7.1 The Contractor shall keep adequate books and records of accounts and shall permit the Muscogee County Prison to inspect such books and records at any reasonable time during normal business hours on seven (7) calendar days' notice.
- 7.2 The Contractor shall permit the Muscogee County Prison or other City Officials to conduct an annual audit of the Contractor's books and records at any reasonable time during normal business hours on seven (7) calendar days' notice.
- 7.3 If such inspection or audit is refused, this may be sufficient cause for the City to terminate the Agreement in its entirety.

8. DEFAULT

In the event the Contractor defaults in the performance of the Contract, the City shall have any and all of the following options:

- 8.1 The City shall give the Contractor a thirty (30) day written notice of default. If the problem is not resolved within the thirty (30) days, the City may terminate the Contract upon forty-eight (48) hours written notice, assume the operation of said concession, and exclude the Contractor from the premises.
- 8.2 The City may retain any of the Contractor's funds in its possession and any of the Successful Offeror's property on City premises and apply the same to payment of any and all claims which may be due to the City.
- 8.3 The City may recover at law any and all claims, which may be due the City.
- 8.4 The City may perform such work as it deems necessary to cure said default and charge Contractor for the full cost of labor and materials expended plus thirty (30%) percent of said cost for administrative overhead.
- 8.5 The Contractor, in accepting this Contract, agrees that the City shall not be liable for damages in the event that the City declares the Contractor in default hereunder.
- 8.6 The assessment of liquidated damages by the City against the Contractor does not supersede the right of the City to impose other remedies available. This includes, but is not limited to, reductions in or withholding payments to the Contractor.

APPENDIX B

FORMS

INSURANCE CHECKLIST

RFP No. 20-0026

**INMATE COMMISSARY SERVICES FOR MUSCOGEE COUNTY PRISON
(ANNUAL CONTRACT)**

**CERTIFICATE OF INSURANCE MUST SHOW ALL COVERAGE
AND ENDORSEMENTS INDICATED BY "X"**

CSL = Combined Single Limit; BI = Bodily Injury; PD=Property Damage

Required Coverage(s)		Limits (Figures denote minimums)	Bidders Limits/Response
X	1. Worker’s Compensation and Employer’s Liability	STATUTORY REQUIREMENTS	
	Comprehensive General Liability		
X	2. General Liability Premises/Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	3. Independent Contractors and Sub - Contractors	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
X	4. Products Liability	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	5. Completed Operations	\$1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	6. Contractual Liability (Must be shown on Certificate)	\$ 1 Million CSL BI/PD each occurrence, \$1 Million annual aggregate	
	Automobile Liability		
X	7. *Owned/Hired/Non-Owned Vehicles/ Employer non ownership	\$1 Million BI/PD each Accident, Uninsured Motorist	
	Others		
	8. Miscellaneous Errors and Omissions	\$1 Million per occurrence/claim	
X	9. Umbrella/Excess Liability	\$1 Million Bodily Injury, Property Damage and Personal Injury	
	10. Personal and Advertising Injury Liability	\$1 Million each offense, \$1 Million annual aggregate	
	11. Professional Liability	\$1 Million per occurrence/claim	
	12. Architects and Engineers	\$1 Million per occurrence/claim	
	13. Asbestos Removal Liability	\$2 Million per occurrence/claim	
	14. Medical Malpractice	\$1 Million per occurrence/claim	
	15. Medical Professional Liability	\$1 Million per occurrence/claim	

	Required Coverage(s)	Limits (Figures denote minimums)	Bidders Limits/Response
	16. Dishonesty Bond		
	17. Builder's Risk	Provide Coverage in the full amount of contract	
	18. XCU (Explosive, Collapse, Underground) Coverage		
	19. USL&H (Long Shore Harbor Worker's Compensation Act)		
	20. Contractor Pollution Liability	\$2 Million per occurrence/claim	
	21. Environmental Impairment Liability	\$2 Million per occurrence/claim	
	22. Pollution	\$2 Million per occurrence/claim	
X	23. Carrier Rating shall be Best's Rating of A-VII or its equivalents		
X	24. Notice of Cancellation, non-renewal or material change in coverage shall be provided to City at least 30 days prior to action.		
X	25. The City shall be named Additional Insured on all policies		
X	26. Certificate of Insurance shall show Bid Number and Bid Title		

*If offeror's employees will be using their privately owned vehicles while working on this contract and are privately insured, please state that fact in the **Bidders Limits/Response** column of the insurance checklist.

BIDDER'S STATEMENT:

If awarded the contract, I will comply with contract insurance requirements and provide the required Certificate of Insurance.

BIDDER NAME: _____

AUTHORIZED SIGNATURE: _____

VENDOR INFORMATION REGARDING
GEORGIA SECURITY AND IMMIGRATION COMPLIANCE
and

House Bill 87, also known as,
The Illegal Immigration Reform and Enforcement Act of 2011

Section 3 of House Bill 87 amends O.C.G.A. §13-10-91.

O.C.G.A. §13-10-91(b)(1) states, in part, “A public employer shall not enter into a contract ... for the physical performance of services unless the contractor registers and participates in the federal work authorization program.”

Accordingly, the affidavits on the pages that follow relate to documentation you must provide the City.

All contractors must complete the attached “CONTRACTOR AFFIDAVIT”**. Additionally, if you utilize subcontractors, they must complete the “SUBCONTRACTOR AFFIDAVIT” and or the “SUB-SUBCONTRACTOR AFFIDAVIT.”**

***In lieu of the affidavit required by this subsection, a contractor, subcontractor, or sub-subcontractor who has no employees and does not hire or intend to hire employees for purposes of satisfying or completing the terms and conditions of any part or all of the original contract with the public employer shall instead provide a copy of the state issued driver's license or state issued identification card of such contracting party and a copy of the state issued driver's license or identification card of each independent contractor utilized in the satisfaction of part or all of the original contract with a public employer. A driver's license or identification card shall only be accepted in lieu of an affidavit if it is issued by a state within the United States and such state verifies lawful immigration status prior to issuing a driver's license or identification card.

See <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES> to access your E-Verify Company Identification Number.

Information is available at: http://www.dol.state.ga.us/spotlight/sp_sb_529_new_rules.htm

FORM 2

CONTRACTOR AFFIDAVIT E-VERIFY / GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of ***Columbus Consolidated Government*** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Company ID Number (*numerical, 4-7 digits*)

Date of Authorization

****See <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES> to access your E-Verify Company Identification Number.**

Name of Contractor

Inmate Commissary Services for Muscogee County Prison (Annual Contract)

Name of Project

Columbus Consolidated Government

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

Subscribed and sworn before me on this the ____ day of _____, 20__.

NOTARY PUBLIC

My Commission Expires:

A properly completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.

**“GEORGIA SECURITY AND IMMIGRATION COMPLIANCE”
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(3)**

By executing this affidavit, the undersigned subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract with

(Name Of Contractor)

on behalf of *Columbus Consolidated Government* has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the subcontractor with the information required by O.C.G.A. § 13-10-91(b). Additionally, the undersigned subcontractor will forward notice of the receipt of an affidavit from a sub-subcontractor to the contractor within five business days of receipt. If the undersigned subcontractor receives notice that a sub-subcontractor has received an affidavit from any other contracted sub-subcontractor, the undersigned subcontractor must forward, within five business days of receipt, a copy of the notice to the contractor. Subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Subcontractor

Inmate Commissary Services for Muscogee County Prison (Annual Contract)

Name of Project

Columbus Consolidated Government

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20____ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 20____.

NOTARY PUBLIC

My Commission Expires:

“GEORGIA SECURITY AND IMMIGRATION COMPLIANCE”

Sub-subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(4)

By executing this affidavit, the undersigned sub-subcontractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services under a contract for

(Name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract)
and

(Name of Contractor)

on behalf of **Columbus Consolidated Government** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned sub-subcontractor will continue to use the federal work authorization program throughout the contract period and the undersigned sub-subcontractor will contract for the physical performance of services in satisfaction of such contract only with sub-subcontractors who present an affidavit to the sub-subcontractor with the information required by O.C.G.A. § 13-10-91(b). The undersigned sub-subcontractor shall submit, at the time of such contract, this affidavit to

(Name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract)
Additionally, the undersigned sub-subcontractor will forward notice of the receipt of any affidavit from a sub-subcontractor to

(Name of subcontractor or sub-subcontractor with whom such sub-subcontractor has privity of contract)
Sub-subcontractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Sub-subcontractor

Inmate Commissary Services for Muscogee County Prison (Annual Contract)

Name of Project

Columbus Consolidated Government _____
Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, ____, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME

ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC

My Commission Expires:

COMMUNICATION CONCERNING THIS SOLICITATION

THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION. QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) *BUSINESS* DAYS BEFORE THE DUE DATE.

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.

Vendor Name: _____

Print Name of Authorized Agent: _____

Signature of Authorized Agent: _____

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

6 City, state, and ZIP code

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

				-			-				
--	--	--	--	---	--	--	---	--	--	--	--

or

Employer identification number

				-							
--	--	--	--	---	--	--	--	--	--	--	--

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ _____ Date ▶ _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part 1 of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note: ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
<ul style="list-style-type: none"> Corporation 	Corporation
<ul style="list-style-type: none"> Individual Sole proprietorship, or Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes. 	Individual/sole proprietor or single-member LLC
<ul style="list-style-type: none"> LLC treated as a partnership for U.S. federal tax purposes, LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes. 	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
<ul style="list-style-type: none"> Partnership 	Partnership
<ul style="list-style-type: none"> Trust/estate 	Trust/estate

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.SSA.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/Businesses and clicking on Employer Identification Number (EIN) under Starting a Business. Go to www.irs.gov/Forms to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to www.irs.gov/OrderForms to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor ²
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
6. Sole proprietorship or disregarded entity owned by an individual	The owner ³
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity ⁴
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

***Note:** The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at spam@uce.gov or report them at www.ftc.gov/complaint. You can contact the FTC at www.ftc.gov/idtheft or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see www.IdentityTheft.gov and Pub. 5027.

Visit www.irs.gov/IdentityTheft to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

CLIENT WORK HISTORY
INMATE COMMISSARY SERVICES FOR MUSCOGEE COUNTY PRISON
(ANNUAL CONTRACT)
RFP No. 20-0026

Provide at least three (3) clients for whom similar services have been provided within the last five (5) years.

Name and Address of Client:	Point of Contact: Email: Telephone: Fax:
Description of services provided:	
Date of work completion: Contract Start Date: Contract End Date:	
Name and Address of Client:	Point of Contact: Email: Telephone: Fax:
Description of services provided:	
Date of work completion: Contract Start Date: Contract End Date:	
Name and Address of Client:	Point of Contact: Email: Telephone: Fax:
Description of services provided:	
Date of work completion: Contract Start Date: Contract End Date:	
Name and Address of Client:	Point of Contact: Email: Telephone: Fax:
Description of services provided:	
Date of work completion: Contract Start Date: Contract End Date:	
Name and Address of Client:	Point of Contact: Email: Telephone: Fax:
Description of services provided:	
Date of work completion: Contract Start Date: Contract End Date:	

**CONTRACT SIGNATURE PAGE
INMATE COMMISSARY SERVICES FOR MUSCOGEE COUNTY PRISON
(ANNUAL CONTRACT)
RFP NO. 20-0026**

THE UNDERSIGNED HEREBY DECLARES THAT HE HAS/THEY HAVE CAREFULLY EXAMINED THE SPECIFICATIONS HEREIN REFERRED TO AND WILL PROVIDE ALL EQUIPMENT, TERMS AND SERVICES TO THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA.

Witness as to the signing of the contract

By: _____
Signature of Authorized Representative Date

Witness as to the signing of the contract

(Corporate seal, if applicable)

Print Name and Title of Signatory

Company: _____

Company Ordering Address

Company Payment Address

Contact: _____
Contact Email _____
Telephone _____ Fax _____

Contact: _____
Contact Email _____
Telephone: _____ Fax _____

CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA

Accepted this ___ day of _____ 20__

APPROVED AS TO LEGAL FORM:

Isaiah Hugley, City Manager

Clifton C. Fay, City Attorney

ATTEST:

Sandra T. Davis, Clerk of Council

****COMPLETE AND RETURN THIS PAGE WITH SEALED PROPOSAL****

APPENDIX C

DEMANDSTAR

DEMANDSTAR SUBMISSION REQUIREMENTS

Due to the COVID-19 pandemic, the Purchasing Division is suspending the receipt of hard copies of sealed responses and public solicitation openings until further notice. **Effective immediately, responses must be submitted via DemandStar.**

There is no cost to submit responses electronically through DemandStar; you will only incur a fee if you opt to receive e-notifications directly from DemandStar. You must select “Columbus Consolidated Government” as your free agency (see registration instructions). Solicitations may be accessed thru the DemandStar link that is posted at https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm. Per Georgia HB489, the Purchasing Division will continue to post solicitations on the Georgia Procurement Registry. To receive future procurement notifications, you must register with the Team Georgia Marketplace at <http://doas.ga.gov/state-purchasing/suppliers/getting-started-as-a-supplier>.

Excluding responses to Requests for Proposals (RFP), a tabulation of responses will be available on DemandStar shortly after the solicitation closes. The Purchasing Division will also continue to post tabulations at https://www.columbusga.gov/finance/purchasing/docs/tabulations/bid_tabulations.htm.

Failure to submit electronic responses, via DemandStar, will result in the rejection of your response. Submittals received via U.S. Postal Service, FedEx, UPS, etc., will be returned unopened at the expense of the sender. The Purchasing Division will not accept hand-delivered submittals, and will immediately discard any submittal left in the reception area of the Finance Department.

See following pages for an Electronic Proposal Submission Requirements Checklist and information for DemandStar.

The Purchasing Division sincerely appreciates your cooperation during these unprecedented times.

ELECTRONIC PROPOSAL SUBMISSION CHECKLIST

INMATE COMMISSARY SERVICES FOR MUSCOGEE COUNTY PRISON (ANNUAL CONTRACT) RFP No. 20-0026

Please submit your electronic response as indicated below:

Vendors shall submit **only** the required documents listed using the
“**Bidder Response ALL Documents**” function.
The City will not consider any information submitted as “Supplemental Documentation”.

Due to file size limitations, please do not re-send the City’s full specifications document as this information is already on file.

PART A. TECHNICAL PROPOSAL

- 1. TRANSMITTAL LETTER - **ONE (1) PAGE**
- 2. AFFIDAVIT FOR E-VERIFY/GEORGIA SECURITY AND IMMIGRATION COMPLIANCE (**FORM 2**)
- 3. ADDENDA ACKNOWLEDGEMENT - **ONE (1) PAGE**
- 4. COMMUNICATION CONCERNING THIS SOLICITATION (**FORM 3**)
- 5. EXCEPTIONS TO RFP – **ONE (1) PAGE**
- 6. EXPERIENCE/QUALIFICATIONS – **NOT TO EXCEED FIVE (5) PAGES - PREPARED IN A MANNER THAT WHEN PRINTED WOULD TYPICALLY FIT ON STANDARD (8 ½” X 11”) PAPER. RESPONSES ARE LIMITED TO USING A MINIMUM OF A 12-POINT FONT, SINGLE-SPACED.**
- 7. CORPORATE STABILITY – **NOT TO EXCEED FIVE (5) PAGES - PREPARED IN A MANNER THAT WHEN PRINTED WOULD TYPICALLY FIT ON STANDARD (8 ½” X 11”) PAPER. RESPONSES ARE LIMITED TO USING A MINIMUM OF A 12-POINT FONT, SINGLE-SPACED.**
- 8. CONTRACTOR PERSONNEL – **NOT TO EXCEED FIVE (5) PAGES - PREPARED IN A MANNER THAT WHEN PRINTED WOULD TYPICALLY FIT ON STANDARD (8 ½” X 11”) PAPER. RESPONSES ARE LIMITED TO USING A MINIMUM OF A 12-POINT FONT, SINGLE SPACED.**
- 9. SERVICE PLAN – **NOT TO EXCEED FIVE (5) PAGES - PREPARED IN A MANNER THAT WHEN PRINTED WOULD TYPICALLY FIT ON STANDARD (8 ½” X 11”) PAPER. RESPONSES ARE LIMITED TO USING A MINIMUM OF A 12-POINT FONT, SINGLE-SPACED.**
- 10. CLIENT WORK HISTORY (**FORM 5**) – **ONE (1) PAGE**
- 11. COMMISSION PROPOSAL – **ONE (1) PAGE**
- 12. CONTRACT SIGNATURE PAGE (**FORM 6**)
- 13. AGREEMENTS – **NOT TO EXCEED FIVE (5) PAGES - PREPARED IN A MANNER THAT WHEN PRINTED WOULD TYPICALLY FIT ON STANDARD (8 ½” X 11”) PAPER. RESPONSES ARE LIMITED TO USING A MINIMUM OF A 12-POINT FONT, SINGLE-SPACED.**

PART B. BUSINESS REQUIREMENTS

- 1. INSURANCE CHECKLIST (**FORM 1**)
- 2. W-9 (**FORM 4**)
- 3. BUSINESS LICENSE

Please note: After award of contract by Columbus City Council, awarded vendor will be notified to provide two (2) identical hard copies of submitted proposal with original signatures.

DEMANDSTAR REGISTRATION AND SUBMISSION INSTRUCTIONS

Registering for DemandStar



We are pleased to announce our membership in the DemandStar network. DemandStar is an online marketplace that connects our suppliers directly to the bids, quotes and RFPs that matter to them.

DemandStar is open and accessible to all businesses and provides instant access to our solicitations. By registering for your complimentary DemandStar account, you will receive:

- **Instant** access to bids, quotes and RFPs
- **Automatic** notifications, right to you inbox, of bids that match the commodity codes you select
- The ability to **quickly view** the contractual terms and scope of work
- All the **forms and documents** you need in one place
- Access to **more government bids** in neighboring cities, counties and states

It's EASY! Get started with these 3 easy steps!

1 REGISTER

Go to:

<https://www.demandstar.com/registration>

Create an Account with DemandStar

You are one step away from picking your free government agency

Email Address

Company Name

I accept the DemandStar [Terms of Use](#) and [Privacy Policy](#)

Next



2019 DemandStar® Corporation. All Rights Reserved.
206.940.0305

2 CHOOSE YOUR FREE AGENCY

Type in the name of the government agency you'd like to add, for example "City of Metropolis" in the Search Box

3 CHECK OUT

Check out with your **FREE AGENCY** Registration by clicking "Skip for now" on the page where it gives you options to add additional counties and States

← Choose Your Free Agency

Receive full access to the government agency of your choice and receive advance notifications of new opportunities.

City of Metropolis ✕

Narrow down your search by selecting a state and county.

State County

Select State Select County

City of Metropolis – Board of Commissioners

City of Metropolis Purchasing

Metropolis Technical College

You have chosen **Metropolis Technical College** as your free agency.
Add additional government agencies below for \$25 per County, Statewide and National subscriptions available.

My Subscriptions  [0]

Nation (0)

States (0)

Counties (0)

Total	(0 subscriptions)	Your Current Rate
		\$0/year

Proceed to Checkout

Skip for Now

SIGN UP

Visit www.demandstar.com



2019 DemandStar® Corporation. All Rights Reserved.
206.940.0305

Responding to an Electronic Bid

5 Step Instructions

Step 1

Many governments are moving toward requiring bid responses electronically. Here are the steps to respond to a bid Electronically.

- Click on the solicitation name

The screenshot shows a web application interface for managing bids. At the top, there is a navigation bar with tabs: 'Board', 'Bids', 'Quotes', 'Coming Soon! Activities', 'Coming Soon! Messages', and 'Responses'. Below the navigation bar is a header area with a 'Bids' label and a 'Sort By' dropdown menu set to 'Due Date'. The main content area displays a list of bid items. A red arrow points to the first item, 'TSEBIDVINO24JAN01'. The list includes the following information for each item:

Bid ID	Agency	Broadcast	Due	Planholders	Watch
TSEBIDVINO24JAN01	City of Fort Pierce - Purchasing Department, Fort Pierce, AZ	1/24/2020	3/1/2020	3	Watch
AA-BB-CC-DD-EE	agency2.0, Texas, FL	2/4/2020	2/29/2020	0	Watch
TESTBID	agency2.0, Texas, FL				

Step 2

Once you are in the solicitation, you will see the Bid Details page that is standard for all solicitations

- When you are ready to submit your bid, click on “Submit E-Bid Proposal”

TESTBID

Bid Details

Agency Name	AGN1000
Bid Number	AGN10000
BID ID	8810000000000000
Bid Type	8810 - E-BID
Broadcast Date	12/01/2022 5:40:49 Eastern
Fiscal Year	2022
Due	12/08/2022 11:00 AM Eastern
Bid Status Text	BID 074703

Scope of Work

ROAD COUNTER

Documents

Filename	Type	Date Modified	Status
test	Attachment	12/01/2022	Complete

Distribution Info

Bid Round	None
Plan (Awarded)	None
E-Bidding	Submit
Distributed By	System/Owner
Distribution Method	Download and Mail
Distribution Options	BID HAS NO BIDDING ASSOCIATED WITH IT
Project Estimated Budget	1,000,000.00
Distribution Notes	None

Publications

View Logs (0)

Pre-Bid Conference

No Pre-Bid Conference Data Found

Commodity Code

1001-040-001 PERSONAL SERVICES

Submit E-Bid Proposal

Step 3

Enter information requested page-by-page and you can see what will come next via the menu bar on the left under “E-Bid Progress”

If there is not a total bid amount in your submission, please put “0”

Example: a request for qualifications opportunity may not require a bid amount so vendors will input “0” under “Bid Amount”



DEMANDSTAR Dashboard Bids Quotes Learning Center Learning Smart Messages Responses Robyn Gallardi

Home Bids TESTBD My E-Bid Response Save & Finish Later Cancel

Bid Details

Agency Name agency2.0
Bid Number EBID-123456-0-2020/AD
Bid Due Date 02/29/2020 (PST)
Bid Opening 23 days, 04 hours, 23 minutes, 54 seconds Remaining
Bid Name TESTBD

E-Bid Progress

- Contact Information
- Documents Upload
- Review Bid

E-Bid Response

Contact Information

Company Name
Calgon Carbon Corporation

Address 1
P. O. Box 717

Address 2
Address 2 (optional)

City
Pittsburgh

Country United States of Ame... State/Province Pennsylvania

County Select... Postal Code 15230-0717

Phone Number 4127876810 Extension Extension (optional)

Bid Amount 127,000 Alternate Bid Amount Alternate Bid Amount (optional)

Notes
For the full 6 month contract

Next

Step 4

After you click NEXT on the Contract Information page, you will be directed to enter the documents required.

Create one (1) file containing **only** the required documents listed on the "Electronic Proposal Submission Checklist" page of the specifications and upload using the "Bidder Response ALL Documents" function.

NOTE: Out of fairness to all vendors, the City will not consider any information submitted using the "Supplemental Documents" function.

Due to file size limitations, please do not include the City's specification document in your uploaded response as this information is already on file. Font and page limitations may also apply.

BEST PRACTICE TIP: In some instances, multiple addenda may be issued for a solicitation. To avoid having to re-upload your firm's response file multiple times, it is **recommended** that vendors upload within five (5) business days of the due date. The City posts all documents, to include addenda, on the Finance Department Bid Opportunities web page: https://www.columbusga.gov/finance/purchasing/docs/opportunities/Bid_Opportunities.htm.

The screenshot displays the DEHARDSTAR E-Bid Response interface. On the left, the 'Bid Details' section shows information for Agency 0, Bid Number 0000-00000-000000, Bid Due Date 02/03/2024 (PM), Bid Opening 02/04/2024 09:00:00, and Bid Name 000000. The 'E-Bid Progress' section shows 'Contract Information' as complete, 'Documents Upload' as the current step, and 'Review Bid' as pending. The main 'E-Bid Response' section has a 'Required Documents' area with a list of 'Agency Accepted File Formats' including AutoCAD Drawing (.DWG), PDF Image (.JPG), Microsoft Word (.DOC), Microsoft Word (.DOCX), Microsoft PowerPoint (.PPT), Microsoft PowerPoint (.PPTX), AutoCAD Drawing (.DWT), PDF Image (.PDF), Microsoft Word (.DOC), Microsoft Word (.DOCX), Microsoft PowerPoint (.PPT), Microsoft PowerPoint (.PPTX), AutoCAD Drawing (.DWT), PDF Image (.PDF), Microsoft Word (.DOC), Microsoft Word (.DOCX), Microsoft PowerPoint (.PPT), Microsoft PowerPoint (.PPTX), AutoCAD Drawing (.DWT), PDF Image (.PDF), Microsoft Word (.DOC), Microsoft Word (.DOCX), Microsoft PowerPoint (.PPT), Microsoft PowerPoint (.PPTX). Below this is a table with columns for 'Required Document', 'Submission Option', and 'Uploaded Document'. The 'Required Document' column shows 'Service Doc agency00'. The 'Submission Option' column has a 'Name' field and a 'Choose a File' button. The 'Uploaded Document' column is empty. Below the table is a 'Supplemental Documents' section with a text input field for 'Document Title' and an 'Add Document' button. At the bottom, there are 'Previous' and 'Next' buttons. A green arrow points to the 'Next' button with the text 'UPLOAD COMPLETE FILE'. A red arrow points to the 'Supplemental Documents' section with the text 'DO NOT USE SUPPLEMENTAL DOCUMENTS'.

Step 5

Review Your E-Bid Response, and if everything is correct, then press “Submit Response”

You are done! And the government to which you’ve submitted this will download your responses and documents and see the day and time upon which you submitted your proposal.

The screenshot displays the DEMANDSTAR web application interface for reviewing an e-bid response. The page is titled "Review Your E-Bid Response" and includes the following sections:

- Bid Details:** Agency Name: Agency A, Bid Number: 000-00000-0-000000, Bid Due Date: 10/20/2024 (PST), Bid Opening: 10 days, 16 hours, 10 minutes, 47 seconds remaining, Bid Name: 7027802.
- E-Bid Progress:** A progress indicator showing "Contact Information" as completed and "Review Bid" as the current step.
- Contact Info:** Company Name: Calgon Carbon Corporation, Address 1: P.O. Box 727, City: Pittsburgh, State: Pennsylvania, Country: United States of America, Postal Code: 15230-0717, Phone Number: 4127876600, Fax: , Bid Amount: \$127,000.00, Alternate Bid Amount: , Notes: For the full 6 month contract.
- Agency Required Documents:** Service Doc Agency A (Electronic, Online).
- Supplemental Documents:** Reference (Electronic, Online).
- Instructions:** A list of steps to follow after clicking "Submit Response": 1. The system will verify that your response is complete as entered. 2. You will see a confirmation page with your confirmation number and date/time stamp of your upload. 3. You will receive a confirmation e-mail indicating a successful response submitted. 4. You may track your response submission under the Responses page.
- Buttons:** "Previous" and "Submit Response" buttons are located at the bottom of the form, with a red arrow pointing to the "Submit Response" button.

EXHIBIT C

Inmate Commissary Services for Muscogee County Prison (Annual Contract)

Stewart Distribution

Proposal Submission



Stewart Distribution
Proposal for
Muscogee County Prison
Commissary Services



RFP NO. 20-0026



Section 1

Transmittal Letter



P.O. Box 1888
Waycross, GA 31502
Phone (912)283-1970
Fax (912)285-0228
www.stewartcandy.com

July 9, 2020

Andrea J. McCorvey, CPPB
Purchasing Division Manager
Columbus Consolidated Government
P.O. Box 1340
Columbus, Georgia 31902-1340

Dear Ms. McCorvey:

Stewart Candy Company, Inc. DBA as Stewart Distribution would like to submit a response to your request for proposal: **Inmate Commissary Services for Muscogee County Prison/RFP No. 20-0026**. Please accept this letter of transmittal, per the conditions set forth in the request for proposal. We understand that this obligates the company to the project and contract by the Columbus Consolidated Government. Stewart Distribution, also through this letter of transmittal, agrees to the terms and requirements of the request for proposal. Our proposal will be binding for 120 days from the proposal date.

I will be the primary contact for this bid response. My contact information is listed in the header of this letter. In addition, you may contact me by email at willj@stewartcandy.com or cell phone at 912-614-0303.

Sincerely,

A handwritten signature in blue ink that reads "Will Jeffords".

Will Jeffords
Institutional Sales

Shipping Address: 400 Bonneyman Road, Blackshear, GA 31516



Section 2

Affidavit for E-Verify
Georgia Security and Immigration Compliance
(Form 2)

FORM 2

CONTRACTOR AFFIDAVIT

E-VERIFY / GEORGIA SECURITY & IMMIGRATION COMPLIANCE ACT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of **Columbus Consolidated Government** has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

496814 Company ID Number (numerical, 4-7 digits) 1-30-2012 Date of Authorization

****See <https://e-verify.uscis.gov/emp/vislogin.aspx?JS=YES> to access your E-Verify Company Identification Number.**

Stewart Candy Co
Name of Contractor

Inmate Commissary Services for Muscogee County Prison (Annual Contract)

Name of Project

Columbus Consolidated Government

Name of Public Employer

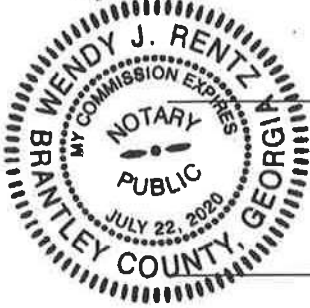
I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on June, 25th 2020 in Blackshear (city), GA (state).

[Signature]
Signature of Authorized Officer or Agent

Amy Stewart Fletcher VP HR
Printed Name and Title of Authorized Officer or Agent

Subscribed and sworn before me on this the 25th day of June, 2020.



Wendy J. Rentz
NOTARY PUBLIC

My Commission Expires: 7/22/2020

A properly completed, notarized E-Verify Affidavit must be included with sealed proposal; failure to do so will render the firm's proposal non-responsive and ineligible for further consideration.



Section 3

Addenda Acknowledgement

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. BOX 1340
COLUMBUS, GEORGIA 31902-1340
706-225-4087, Fax 706-225-3033
BidLine 706-225-4536
www.columbusga.org

July 7, 2020

Addendum No. One

Inmate Commissary Services for Muscogee County Prison (Annual Contract) RFP No. 20-0026

Acknowledgment of receipt of Addenda must be included with sealed Proposal.

Initials: _____

mf

Company: _____

Stewart Distribution

Vendors are informed that the above subject Request for Proposal (RFP) is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

A. Due Date Extension

The RFP due date is changed; proposal responses must be submitted via *DemandStar* no later than **5:00 PM on Friday, July 24, 2020.**

B. City's response to requests for clarification

The City has received a considerable number of questions for this RFP. Responses will be posted via Addendum No. Two, which is forthcoming.

C. Addendum Acknowledgement

Indicate that your company has received this Addendum in the appropriate areas and include with sealed Bid. **Failure to acknowledge receipt of this addendum may render your Proposal "Incomplete".**

Andrea J. McCorvey
Purchasing Division Manager



COLUMBUS CONSOLIDATED GOVERNMENT
Georgia's First Consolidated Government



FINANCE DEPARTMENT
PURCHASING DIVISION

100 TENTH STREET, P. O. BOX 1340
COLUMBUS, GEORGIA 31902-1340
706-225-4087, Fax 706-225-3033
BidLine 706-225-4536
www.columbusga.org

July 21, 2020

Addendum No. Two

**Inmate Commissary Services for Muscogee County Prison
(Annual Contract)
RFP No. 20-0026**

Acknowledgment of receipt of Addenda must be included with sealed Proposal.

Initials: W.J. Company: Stewart Distribution

Vendors are informed that the above subject Request for Proposal (RFP) is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

A. Due Date Extension

The RFP due date is changed; proposal responses must be submitted via *DemandStar* no later than **5:00 PM on Friday, August 7, 2020.**

B. City's response to requests for clarification

The City has received a considerable number of questions for this RFP. Responses will be posted via Addendum No. Three, which is forthcoming.

C. Addendum Acknowledgement

Indicate that your company has received this Addendum in the appropriate areas and include with sealed Bid. **Failure to acknowledge receipt of this addendum may render your Proposal "Incomplete".**

Andrea J. McCorvey
Purchasing Division Manager



COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706-225-4087, Fax 706-225-3033
BidLine 706-225-4536
www.columbusga.org

July 28, 2020

Addendum No. Three

Inmate Commissary Services for Muscogee County Prison (Annual Contract) RFP No. 20-0026

Acknowledgment of receipt of Addenda must be included with sealed Proposal.

Initials: W.J.

Company: Stewart Distribution

Vendors are informed that the above subject Request for Proposal (RFP) is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

A. Additions and Changes to RFP Specifications

- 1) **Changes to Technical Specifications:** The original Appendix A, Technical Specifications has been replaced. Multiple areas of the Technical Specifications have been revised. See attached ***REVISED APPENDIX A***. Please review the revisions carefully.
- 2) **Additions to the RFP Specifications:** The following items are added to the RFP Specifications.

2.10 Transition Period

If the incumbent is not awarded this contract, the successful contractor is expected to coordinate with Stewart Distribution to affect a smooth transition within 30 days.

and

General Specifications: Paragraph 12. Proposal and Submission Requirements

Section 9: Service Plan

Item E. Provide a transition plan, coordinating with the incumbent, that can be accomplished within 30 days.



We do amazing.

COLUMBUS CONSOLIDATED GOVERNMENT
Georgia's First Consolidated Government



FINANCE DEPARTMENT
PURCHASING DIVISION

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706-225-4087, Fax 706-225-3033
BidLine 706-225-4536
www.columbusga.org

August 5, 2020

Addendum No. Four

Inmate Commissary Services for Muscogee County Prison
(Annual Contract)
RFP No. 20-0026

Acknowledgment of receipt of Addenda must be included with sealed Proposal.

Initials: _____

WJ

Company: _____

Steward Distribution

Vendors are informed that the above subject Request for Proposal (RFP) is hereby modified, corrected, or supplemented as specified, described and set forth in this Addendum:

A. Changes to RFP Specifications

The *Exceptions to RFP* clause, found on page 16 of the RFP, is hereby revised to read as follows:

Section 5: EXCEPTIONS TO RFP

List **ANY AND ALL** exceptions to the RFP specifications in this section of proposal submission. Exceptions listed in other areas of the vendor's submission will not be considered.

PLEASE NOTE: EXCEPTIONS TO THE RFP GENERAL PROVISIONS WILL NOT BE CONSIDERED, AND IF SUBMITTED WILL AUTOMATICALLY RENDER THE RESPONSE NON-RESPONSIVE.

Exceptions shall be considered by the Evaluation Committee. The vendor's proposal may not receive further consideration, if exceptions are not acceptable and/or cannot be clarified to the Committee's satisfaction. Vendors shall be notified in writing if exceptions are not acceptable.

If there are no exceptions, vendor must include a statement for this Section stating the following: No Exceptions





Section 4

Communication Form 3

FORM 3

COMMUNICATION CONCERNING THIS SOLICITATION

THIS PAGE MUST BE SIGNED AND RETURNED WITH THE VENDOR'S BID/PROPOSAL. FAILURE TO INCLUDE THIS FORM WILL AUTOMATICALLY RENDER VENDOR'S RESPONSE NON-RESPONSIVE.

ALL QUESTIONS OR CLARIFICATIONS CONCERNING THIS SOLICITATION SHALL BE SUBMITTED IN WRITING. THE CITY WILL NOT ORALLY OR TELEPHONICALLY ADDRESS ANY QUESTION OR CLARIFICATION REGARDING BID/PROPOSAL SPECIFICATIONS. IF A VENDOR VISITS OR CALLS THE PURCHASING DIVISION WITH SUCH QUESTIONS, HE OR SHE WILL BE INSTRUCTED TO SUBMIT THE QUESTIONS IN WRITING.

ALL CONTACT CONCERNING THIS SOLICITATION SHALL BE MADE THROUGH THE PURCHASING DIVISION. BIDDERS SHALL NOT CONTACT CITY EMPLOYEES, DEPARTMENT HEADS, USING AGENCIES, EVALUATION COMMITTEE MEMBERS, INCLUDING NON-CCG EMPLOYEES, CONTRACTED PERSONNEL ASSOCIATED WITH THIS PARTICULAR PROJECT (I.E. ARCHITECTS, ENGINEERS, CONSULTANTS), OR ELECTED OFFICIALS WITH QUESTIONS OR ANY OTHER CONCERNS ABOUT THE SOLICITATION. QUESTIONS, CLARIFICATIONS, OR CONCERNS SHALL BE SUBMITTED TO THE PURCHASING DIVISION IN WRITING. IF IT IS NECESSARY THAT A TECHNICAL QUESTION NEEDS ADDRESSING, THE PURCHASING DIVISION WILL FORWARD SUCH TO THE USING AGENCY, WHO WILL SUBMIT A WRITTEN RESPONSE.

THE PURCHASING DIVISION WILL FORWARD WRITTEN RESPONSES TO THE RESPECTIVE BIDDER. IF IT BECOMES NECESSARY TO REVISE ANY PART OF THIS SOLICITATION, A WRITTEN ADDENDUM WILL BE ISSUED TO ALL BIDDERS.

THE CITY IS NOT BOUND BY ANY ORAL REPRESENTATIONS, CLARIFICATIONS, OR CHANGES MADE TO THE WRITTEN SPECIFICATIONS BY CITY EMPLOYEES, UNLESS SUCH CLARIFICATION OR CHANGE IS PROVIDED TO THE BIDDERS IN A WRITTEN ADDENDUM FROM THE PURCHASING MANAGER.

BIDDERS ARE INSTRUCTED TO USE THE ENCLOSED "QUESTION/CLARIFICATION FORM" TO FAX OR EMAIL QUESTION. QUESTIONS AND REQUESTS FOR CLARIFICATION MUST BE SUBMITTED AT LEAST FIVE (5) *BUSINESS* DAYS BEFORE THE DUE DATE.

ANY REQUEST/CONCERN/PROTEST, AFTER A SOLICITATION HAS CLOSED AND PENDING AWARD, MUST ALSO BE SUBMITTED IN WRITING TO THE PURCHASING DIVISION.

I agree to forward all communication about this solicitation, in writing, to the Purchasing Division. I understand that communication with other persons, other than the Purchasing Division, will render my Bid/Proposal response non-responsive and I will no longer be considered in the solicitation process.

Vendor Name: Stewart Distribution

Print Name of Authorized Agent: Will Jeffords

Signature of Authorized Agent: Will Jeffords



Section 5

Exceptions to RFP



P.O. Box 1888
Waycross, GA 31502
Phone (912)283-1970
Fax (912)285-0228
www.stewartcandy.com

August 5, 2020

Andrea J. McCorvey, CPPB
Purchasing Division Manager
Columbus Consolidated Government
P.O. Box 1340
Columbus, Georgia 31902-1340

Dear Ms. McCorvey:

Stewart Distribution has no exceptions to RFP No. 20-0026.

Sincerely,

A handwritten signature in blue ink, appearing to read "Will Jeffords", is written over a light blue horizontal line.

Will Jeffords
Institutional Sales

Shipping Address: 400 Bonneyman Road, Blackshear, GA 31516



Section 6

Experience/Qualifications

Executive Summary

Why Stewart Distribution?

- A long tradition of customer service - 98 years in business
- Dedicated Account Representatives with long tenure
- Proven track record of servicing inmate commissary in the state of Georgia and Florida
- Started service to the Georgia Dept. of Corrections at Ware State Prison in 1994. Since that time we have grown the business into an exclusive contract with all of GDC facilities.
- History of service to other county prisons – Decatur, Colquitt, Jefferson, Terrell, and Richmond Counties
- ***In the past 15 years Stewart Distribution has not lost any commissary customers. We believe that statistic is a testament to our customer service and support.***
- State of the art web based CACTAS Trust Software with **one on one support.**
 - Staying with Stewart will mean no software change (no work disruption or employee stress related to learning new software)
 - Continued automated process uploading Inmate Wages
- Proven Commissary Kiosk Program currently in place
 - Inmates can order commissary
 - Staff Request feature
 - Check their balance and see account activity
 - Send and receive messages and photos from family and friends
 - Transfer money to the phone
 - Free law library
- Integration with your phone provider
 - Established interface with your current phone provider allowing inmates to transfer funds to the phone a no cost. MANY VENDORS CHARGE A FEE TO THE INMATE TO MOVE MONEY TO THE PHONE.
 - Ability to offer commissary ordering and balance check by inmate phone as a backup to kiosks
- Inmate Family Packages Online – Per approval of the facility
- Integrated with JPay for deposits online and by the phone. This integration allows the facility to restrict depositors to the approved visitors list in SCRIBE and adhere to the SOP. Most other vendors will want to use their own deposit services which won't restrict to the approved visitors list.
- A large selection of items on our commissary menu (per staff approval)
- \$1,000 annual contribution to the Georgia Prison Warden's Association scholarship program on behalf of Muscogee County Prison
- Competitive commission rates!



Company History and Information

Website: www.stewartdistribution.com

Stewart Candy was founded on **April 15, 1922** by James Ernest Stewart, Sr., a young 24 year old businessman and candy maker. With Peanut Brittle and Peppermint Lumps as his original inventory, "J.E." made candy in the morning and sold it from his Model A in the afternoon. From this humble beginning he built a successful Distribution Business that survived the Great Depression, World War II and the subsequent economic and social ups and downs of the 20th Century. Today "J.E.'s" Grandchildren operate and manage the business with the same dedication to the high business and ethical standards as set by the founder.

Stewart Candy Company, Inc. / DBA Stewart Distribution. The registered agent for Stewart Candy Company is James E. Stewart III. Principal office address: PO Box 1888, Waycross, GA, 31502-1888.

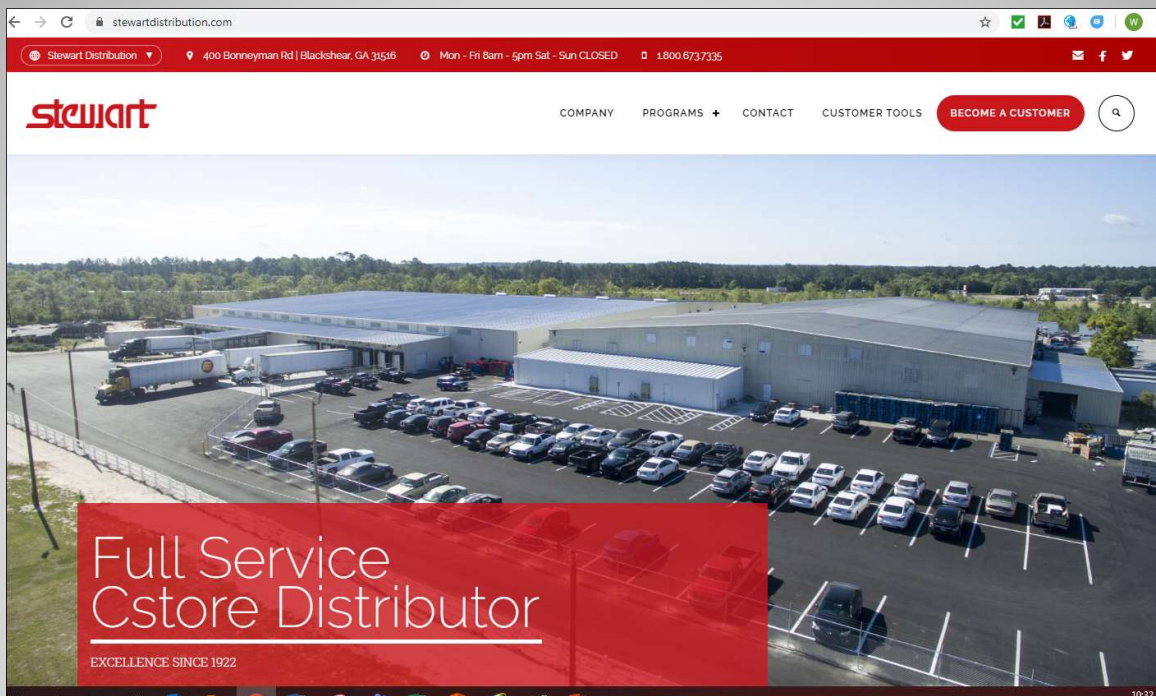
Stewart Distribution is a wholesale distributor for convenient stores jails and prisons. We service a wide variety of customers in Georgia and Florida. Stewart Distribution currently houses over 10,000 items, in a 179,000 sq. ft. warehouse.

Stewart Candy Company manufactures pure sugar candy. We have the original Soft and Hard Peppermint but we also have flavors that you are just not quite use to in a soft pure sugar candy. Our flavors include Peach, Lemon, Cherry, Strawberry, Orange, and Hot Cinnamon.

Experience in Commissary Supply Stewart Distribution started supplying commissaries with the Georgia Department of Corrections in 1992. In the beginning we only sold wholesale items. Over the years we have evolved to packaging individual inmate orders and providing inmate banking software. We have also expanded our service to county prisons and county jails in Georgia and Florida. We provide state of the art kiosks for inmate deposits and inmate ordering.

In 2008, through our LLC company Georgia Commissary Suppliers, we won an exclusive contract for the Georgia Department of Corrections inmate commissaries. We were successful in being awarded this contract again in July of 2014. During this contract we implemented CACTAS software to manage the inmate commissaries across 40 plus facilities.

Stewart Distribution Warehouse 179,000 square feet



- **Located in Waycross, GA our warehouse can service your facility with next day delivery**
- **8.5 million in on-hand inventory ensures maximum fulfillment of orders**



Inmate Banking Software

CACTAS (**C**ashless **C**ommissary and **T**rust Fund **A**ccounting **S**ystem) is a state of the art web based software system designed to manage the commissary and trust fund operations for a single facility, or a multiple facility organization, all from a single website. CACTAS is built with the latest technologies including Microsoft's ASP.Net, Silverlight, WPF, and SQL Server, which allows it to scale up to meet the most demanding environments. It has been designed by engineers with over 30 years of software development experience in the corrections industry. CACTAS has been in operations, for over 18 years, in the smallest correction facilities all the way to the largest multiple correction facility organizations in the United States.

The CACTAS system offers a complete trust fund management solution including Generally Accepted Accounting Principles (GAAP) accounting and financial reporting, unlimited bank account management, checkbook reconciliation, bank deposits, check and cash withdrawals, group withdrawals, journals, and inmate account management. CACTAS also offers advanced features like facility accounts that represent money on deposit in your trust account but don't belong to a particular inmate, and agency billing which allows you to track and invoice agencies that you house inmates for.

CACTAS really shines when it comes to inmate account management with features like unlimited inmate accounts, charges, deposits, investments, transferring of funds between accounts or facility accounts, check and cash withdrawals, unlimited payee disbursements for court orders, intake, release, release disbursements, and housing changes.

Stewart Distribution has been partnering with CACTAS software since 2005. We believe the combination of CACTAS software experience and Stewart's distribution experience offers customers state of the art solutions to their commissary needs!



Additional Stewart and CACTAS Information

Stewart and CACTAS have been in partnership since January of 2005. The long term partnership has been through many upgrades and the move from Client Server technology to the current web-based application that was implemented in 2007 to Stewart customers.

Our personnel have a deep knowledge of the current software and provide one on one support to all our customers. Our customer service is available during normal hours and we are available via toll free and cell phone after hours (contact information was provided in an earlier section).

All upgrades to CACTAS are available to you free of charge. An advantage of web based applications like CACTAS is that once the host server has been updated users will be updated the next time they login into CACTAS. Typically upgrades take place once a quarter.

CACTAS has evolved through 7 major product releases, starting with a DOS product in 1992 and evolving to a client server version incorporating powerful micro computer RDBMS technology released in 2002. This version of CACTAS successfully consolidated all trust accounting and commissary operations onto a single database in the Arkansas Department of Corrections. The SQL version of CACTAS served as the foundation from which our CACTAS Enterprise Web Edition was developed and released in April of 2006 under contract with the Ohio Department of Rehabilitation and Correction (ODRC).

Server Hosting

CACTAS is hosted on Amazon Web Services (AWS) secure servers. AWS is the world's most comprehensive and broadly adopted cloud platform.



Section 7

Corporate Stability

Bank Reference	
Waycross Bank & Trust	Contact Person: Russell Bates
P.O. Box 1339	Phone: 912-283-0001
Waycross, GA 31502-1339	Fax: 912-283-2960

Trade/Supplier References	
National Tobacco Company	Contact: Credit Department
3029 Muhammad Ali Blvd.	Phone: 800-331-0673
Louisville, KY 40212	Fax: 502-774-9275

Hershey Chocolate USA	Contact: Martin Taylor
19 E. Chocolate Ave.	Phone: 717-534-7205
Hershey, PA 17035	Fax: 717-534-7210

M&M Mars	Contact: Credit Department
800 High Street	Phone: 908-852-1000
Hackettstown, PA 07840	Fax: 908-850-0918

Stewart Candy Company
Balance Sheet
December 31, 2019 and 2018

Assets

	<u>2019</u>	<u>2018</u>
<u>Currents Assets</u>		
Cash in bank	\$ 12,329	\$ 236,586
Receivables	9,747,599	9,761,562
Employee Receivable	3,090	1,539
Prepaid Expenses	867,406	830,323
Prepaid Inventory	2,259,304	4,865,459
Inventory	7,556,140	5,839,875
Other Assets	39,177	12,722
Shareholder Loans	4,187,268	3,834,165
	24,672,313	25,382,231
<u>Fixed Assets</u>		
Land	67,477	67,477
Building	5,315,601	5,315,601
Vehicles	2,369,788	2,007,912
Computers	1,764,795	1,732,958
Furniture & Fixtures	9,470	9,470
Machinery & Equipment	1,795,327	1,497,139
Construction in Progress	-	89,109
Total Fixed Assets	11,322,458	10,719,666
Less: Accumulated Depreciation	(5,128,294)	(4,746,945)
	6,194,164	5,972,721
<u>Other Assets</u>		
Stewart Candy Co. MF	153,978	114,720
Laughinghouse Acquisition	338,325	338,325
Accumulated Amortization	(338,325)	(338,325)
CSV Life Insurance	318,442	285,393
	472,420	400,113
Total Other Assets	472,420	400,113
Total Assets	\$ 31,338,897	\$ 31,755,065

See accompanying notes and accountant's report.

Stewart Candy Company
Balance Sheet
December 31, 2019 and 2018

Liabilities and Stockholders Equity

	<u>2019</u>	<u>2018</u>
<u>Current Liabilities</u>		
Accounts Payable	\$ 1,197,817	\$ 2,583,947
Accrued Payroll Taxes	1,805	17,550
Accrued Sales Taxes	48,451	45,235
Accrued Expenses	778,767	724,909
Other Liabilities	148,170	71,305
Line of credit	1,000	708,602
Current portion of Note Payable - UCB	201,609	192,620
	<u>2,377,619</u>	<u>4,344,168</u>
<u>Long-Term Liabilities</u>		
Notes Payable - Stewart Brothers	1,465,943	1,325,662
Note Payable - UCB, net of current portion	8,537	1,186,228
Note Payable - Guardian Bank	280	280
	<u>1,474,760</u>	<u>2,512,170</u>
Total Long-Term Liabilities	<u>1,474,760</u>	<u>2,512,170</u>
Total Liabilities	<u>3,852,379</u>	<u>6,856,338</u>
<u>Stockholders Equity</u>		
Capital Stock	36,000	36,000
Paid in Capital	4,000	4,000
Treasury Stock	(252,000)	(252,000)
Retained Earnings	27,698,518	25,110,727
	<u>27,486,518</u>	<u>24,898,727</u>
Total Stockholders Equity	<u>27,486,518</u>	<u>24,898,727</u>
Total Liabilities and Stockholders Equity	<u>\$ 31,338,897</u>	<u>\$ 31,755,065</u>

See accompanying notes and accountant's report.

Stewart Candy Company
Statements of Income
For the Years Ended December 31, 2019 and 2018

<u>Income</u>	<u>2019</u>	<u>2018</u>
Sales	\$ 277,557,844	\$ 259,770,503
<u>Cost of Goods Sold</u>		
Inventory January 1	5,839,875	5,918,805
Purchases	256,647,514	240,137,660
	<u>262,487,389</u>	<u>246,056,465</u>
Less Inventory December 31	7,556,140	5,839,875
Cost of Goods Sold	<u>254,931,249</u>	<u>240,216,590</u>
Gross Profit	<u>22,626,595</u>	<u>19,553,913</u>
<u>Operating Expenses</u>		
Salaries	8,144,997	7,568,971
Payroll Taxes	567,326	596,201
Workman Comp	127,122	156,123
Insurance	848,242	742,579
Supplies	299,177	284,917
Office Supplies	70,022	60,667
Computer Expense	541,653	668,793
Fuel	826,227	845,539
Repairs Office Equip	81,619	70,972
Repairs Vehicles	452,981	436,852
Repairs - Other	141,388	106,650
Utilities	221,030	209,486
Professional Services	156,683	110,883
Advertising & Promotion	438,260	338,439
Contributions	39,626	38,193
Dues & Subscriptions	19,841	13,448
Employee Moral	51,945	45,951
Travel	240,480	270,868
Meals & Entertainment	45,681	46,612
Meetings & Conventions	44,462	74,156
Flowers & Gifts	1,699	330
Telephone	67,637	72,543
Printing	1,800	5,282
Interest	45,153	132,271
Postage	3,069	3,588
Pension Plan	205,517	173,912

See accompanying notes and accountant's report.

Stewart Candy Company
Statements of Income
For the Years Ended December 31, 2019 and 2018

	<u>2019</u>	<u>2018</u>
<u>Operating Expenses (con't)</u>		
Uniforms	6,492	10,252
Tags, Licenses, & Other Taxes	236,389	44,697
Tolls	2,798	726
Rent	495,053	429,419
Store Setup-Sales/Mkt/Pur	7,810	24,133
Sales Incentives	58,006	50,872
Purchased Outside Service	9,851	-
Service Charges	15,029	16,160
Freight-Out Sales	118,628	56,993
Fines/Penalties	1,360	4,162
Property Tax	96,447	98,656
Depreciation	612,445	538,438
Christmas Cash	114,239	104,914
Commissions	2,597,363	-
Miscellaneous Expense	64,639	81,282
Bad Debt Expense	(14,046)	84,438
Office Life Insurance	16,475	16,355
	<u>18,122,615</u>	<u>14,635,723</u>
Operating Income	<u>4,503,980</u>	<u>4,918,190</u>
<u>Other Income</u>		
Interest Income	5,974	4,959
Other Income	210,060	207,818
Vendors Comp	3,579	3,249
Payables Audit Recovered	16,533	8,327
Gain (Loss) on disposal of Fixed Assets	5,920	13,661
Bad Debt Recovery	-	-
	<u>242,066</u>	<u>238,014</u>
Total Other Income	<u>242,066</u>	<u>238,014</u>
Net Income	<u>\$ 4,746,046</u>	<u>\$ 5,156,204</u>

See accompanying notes and accountant's report.



Section 8

Contractor Personnel



Contractor Personnel

- Your day to day support will be directed by Will Jeffords. Will has 15 years experience at Stewart in the corrections environment. His knowledge of the CACTAS software and Inmate Trust accounting is extensive. He has a team of support personnel to tackle every aspect of your commissary and trust fund operations.
- Your dedicated sales representative will be Mike Kersey. He has 10 years experience with Stewart in the corrections environment. He will handle any day to day issues you may have. He is backed up by our warehouse support team. Including 24hr/365-day toll free support.
- Your support for orders and delivery will be Shannon Callahan. She has worked at Stewart in customer support for over 10 years.
- Kiosk maintenance and support are handled by IT specialists Chris Callahan and Brent Dukes. They will handle most functions remotely, but will also be responsible for any on-site maintenance.
- In addition to the direct support listed above Stewart Distribution has over 180 employees that staff our warehouse, distribution, Sales, and administrative positions. All these positions work together with your direct support personnel to ensure we meet our customer's needs.



Contractor Support Contact Information

Phone and email contact information:

Office/Warehouse	Direct Toll Free #	800-673-7335
Institutional Sales	Mike Kersey Phone extension 140	Cell: 912-614-8305 Email: mikek@stewartcandy.com
Institutional Sales Director	Will Jeffords Phone extension 142	Cell: 912-614-0303 Email: willj@stewartcandy.com
Customer Service	Shannon Callahan Phone extension 148	800-673-7335 Email: shannonc@stewartcandy.com
CACTAS Support	Direct Toll Free #	866-601-2054 Email: support@cashlessystems.com
24 Hour Support	Direct Toll Free #	877-711-6379 Email: cactas@stewartcandy.com

Website:

www.stewartdistribution.com

Mailing address:

Stewart Distribution
Post Office Box 1888
Waycross, GA 31502-1888



Section 9

Service Plan



Service Plan

- Inmate data is uploaded into CACTAS from the prison JMS system. In the event the prison upgrades their JMS software Stewart Distribution will automate with that provider.
- Deposit Services are through JPay/Securus and linked to the approved visitor list from SCRIBE. Most other vendors won't be able to offer this integration with SCRIBE.
- Inmate wages are imported through the department upload into CACTAS. The inmate wages function is very time consuming and laborious. Being able to upload the wages into CACTAS and automate some of the process is a benefit to the prison.
- Transfer checks and money orders are entered into CACTAS at no cost to the depositor.
- Inmates can order commissary 7 days per week. On Thursday morning the orders are processed by Stewart customer service. Once processed the orders are picked and delivered to the prison on a Stewart Distribution vehicle to the facility. All orders are packaged in clear plastic bags with 2 receipts. Those bags are placed in plastic totes to facilitate distribution to the housing areas.



Service Plan

- Stewart Distribution provides direct support of the CACTAS software and the inmate trust account. That support includes reconciliation of the account in CACTAS. Processing of debit card payments. Also support with any issues that arise in day to day operations. Additionally several charge functions are automated: the monthly service charge and the \$10.00 reserve SOP processes have been automated to eliminate manual input.
- Stewart Distribution is automated with your phone provider to allow inmates to transfer money from their commissary account to their phone account. There is no fee charged to the inmate or to the phone provider. Some vendors charge the inmate to make a transfer. We also send a backup report on the first of each month to the phone provider for reconciliation purposes.
- On the kiosks Stewart Distribution provides at no cost to the facility a law library for the inmates to use. Other functions of the kiosk are:
 - Inmate can view their account Balance and activity
 - Send Requests to prison staff
 - Messages and photos from family and friends
 - Change their security PIN number
 - Order commissary
 - Notices and documents can be posted (handbook, etc.)



Service Plan

- The fees charged to inmates for deposit services:

Online	
Deposit Amount	Fee
\$0.00 to \$20.00	\$3.95
\$20.01 to \$100.00	\$5.95
\$100.01 to \$200.00	\$8.95
\$200.01 to \$300.00	\$10.95

By Phone	
Deposit Amount	Fee
\$0.00 to \$20.00	\$4.95
\$20.01 to \$100.00	\$6.95
\$100.01 to \$200.00	\$9.95
\$200.01 to \$300.00	\$11.95

MoneyGram	
Deposit Amount	Fee
\$0.00 to \$5,000.00	\$4.95

Lockbox	
Money Order Lockbox	Fee
Money Order Lockbox	Free

- Money orders can still be mailed directly to the facility and entered into the inmates account in CACATAS at no cost.

Category	Item ID	Description	Price
Beverage Mixes / Milk	521294	D. Mix Fruit Punch 18oz	\$3.69
Beverage Mixes / Milk	521377	D. Mix Grape 18oz.	\$3.69
Beverage Mixes / Milk	521344	D. Mix Hot Choc. 18oz	\$3.69
Beverage Mixes / Milk	521336	D. Mix Lemon 18oz.	\$3.69
Beverage Mixes / Milk	521302	D. Mix Org. Bkfst. 18oz.	\$3.69
Beverage Mixes / Milk	521310	D. Mix Peach 18oz.	\$3.69
Beverage Mixes / Milk	521351	D. Mix Tea W/Lemon 18oz.	\$3.69
Beverage Mixes / Milk	511212	Drink Mix Cherry 19oz	\$3.99
Beverage Mixes / Milk	531004	Gatorade 2.12 oz. packet (makes 1 Qt) - Lemon Lime	\$1.29
Beverage Mixes / Milk	530949	Hot Chocolate 1oz packet	\$0.39
Beverage Mixes / Milk	377861	Organic Milk 8oz(shelf stable)	\$1.89
Beverage Mixes / Milk	531962	Parade Tea Bags 48ct. Box	\$2.69
Candy	388124	Almond Joy	\$1.69
Candy	358317	Baby Ruth	\$1.69
Candy	340505	Butterfinger	\$1.69
Candy	358341	Chick-O-Stick	\$0.35
Candy	340307	Jolly Rancher Assorted Bag	\$2.39
Candy	387936	Kellogg Rice Krispy Treat	\$1.29
Candy	392506	Lance Peanut Bar 2.2oz	\$1.19
Candy	340463	M&M Peanut	\$1.69
Candy	340471	M&M Plain	\$1.69
Candy	308981	Maxima Atomic Fireball 4oz bag	\$1.35
Candy	329482	Maxima Butterscotch 4.5oz	\$1.19
Candy	329383	Maxima Sour Fruit Balls 4.5oz	\$1.19
Candy	305110	Maxima Starlight Mints 4.5oz	\$1.19
Candy	358309	Milky Way	\$1.69
Candy	388132	Now & Later	\$1.69
Candy	349803	Payday	\$1.69
Candy	340521	Reese Peanut Butter Cups	\$1.69
Candy	340489	Skittles Original	\$1.69
Candy	385708	Skittles Tropical	\$1.69
Candy	349787	Snickers	\$1.69
Candy	358234	Snickers Almond Bar	\$1.69
Candy	349779	Stewart Peppermint 2.5 oz Bag	\$0.99
Candy	349795	Three Musketeers Bar	\$1.69
Candy	388108	Twix Bar	\$1.69
Candy	352229	Welch's Mixed Fruit Snacks 5oz	\$2.18
Chips	358432	Chester's Hot Fries 1.75oz	\$1.09
Chips	358408	Doritos Cool Ranch 1oz	\$0.70
Chips	393116	Doritos Flaming Hot 2oz	\$1.19
Chips	358390	Doritos Nacho Cheese 1oz	\$0.70
Chips	322917	Frito Chili Cheese Corn Chips 2oz	\$1.19
Chips	634733	Heinz Ranch Dressing & Dip 2oz	\$0.99
Chips	375014	Jalapeno Cheetos - 2oz	\$1.19
Chips	479337	Kanes Buffalo Blue Cheese Chips	\$1.09
Chips	616995	Lay's BBQ Chips 1oz	\$0.70
Chips	358697	Lay's Regular Chips 1oz	\$0.70
Chips	358382	Ruffles Sour Cream & Cheddar 1.5oz	\$1.48
Chips	376525	The Whole Shabang Potato Chips 1.5oz	\$1.19
Chips	310094	Tops Cheese Puffs 10oz	\$3.39
Chips	309989	Tops Mesquite BBQ 5.5oz	\$2.29
Chips	310086	Tops Sour Cream and Onion 5.5 oz	\$2.29
Chips	309880	Tops Spicey Hot 5.5oz	\$2.29

Category	Item ID	Description	Price
Chips	387985	Tur. Creek BBQ Pork Skins 2oz	\$1.49
Chips	388009	Tur. Creek Hot Pork Skins 2oz	\$1.49
Chips	391896	Wise Hot~n~Honey 4.5oz	\$1.99
Chips	338954	Zapps 2oz VooDoo Chips	\$1.19
Clothing Items & Shoes	516575	Boxer Shorts 2X Large	\$4.49
Clothing Items & Shoes	477232	Boxer Shorts 3XL Large	\$4.99
Clothing Items & Shoes	478214	Boxer Shorts 4XL Large	\$4.99
Clothing Items & Shoes	519272	Boxer Shorts 5X Large	\$5.19
Clothing Items & Shoes	516559	Boxer Shorts Large	\$4.49
Clothing Items & Shoes	516542	Boxer Shorts Medium	\$4.49
Clothing Items & Shoes	516567	Boxer Shorts X Large	\$4.49
Clothing Items & Shoes	486530	Men's Crew Socks	\$1.99
Clothing Items & Shoes	476697	Shoe Cross Strap Shower XL	\$1.59
Clothing Items & Shoes	426320	Shoe Cross Strap Shower Large	\$1.59
Clothing Items & Shoes	426338	Shoe Cross Strap Shower Medium	\$1.59
Clothing Items & Shoes	426346	Shoe Cross Strap Shower Small	\$1.59
Clothing Items & Shoes	455782	Shoe Navy Slip-On Size 10 (men's)	\$8.99
Clothing Items & Shoes	456152	Shoe Navy Slip-On Size 11 (men's)	\$8.99
Clothing Items & Shoes	470112	Shoe Navy Slip-On Size 12 (men's)	\$8.99
Clothing Items & Shoes	470120	Shoe Navy Slip-On Size 13 (men's)	\$8.99
Clothing Items & Shoes	470138	Shoe Navy Slip-On Size 14 (men's)	\$8.99
Clothing Items & Shoes	482216	Shoe Navy Slip-On Size 5 (men's)	\$8.99
Clothing Items & Shoes	482224	Shoe Navy Slip-On Size 6 (men's)	\$8.99
Clothing Items & Shoes	455758	Shoe Navy Slip-On Size 7 (men's)	\$8.99
Clothing Items & Shoes	455766	Shoe Navy Slip-On Size 8 (men's)	\$8.99
Clothing Items & Shoes	455774	Shoe Navy Slip-On Size 9 (men's)	\$8.99
Clothing Items & Shoes	440446	Shorts 2X Large	\$18.99
Clothing Items & Shoes	440453	Shorts 3X Large	\$17.49
Clothing Items & Shoes	440479	Shorts 4X Large	\$18.99
Clothing Items & Shoes	440420	Shorts Large	\$15.99
Clothing Items & Shoes	440438	Shorts X Large	\$15.99
Clothing Items & Shoes	459834	Socks - Ankle	\$1.99
Clothing Items & Shoes	479915	Thermal Bottom 2XL	\$7.29
Clothing Items & Shoes	479949	Thermal Bottom 3XL	\$7.29
Clothing Items & Shoes	489708	Thermal Bottom 4XL	\$8.18
Clothing Items & Shoes	479881	Thermal Bottom Large	\$6.99
Clothing Items & Shoes	479865	Thermal Bottom Medium	\$6.99
Clothing Items & Shoes	479857	Thermal Bottom Small	\$6.99
Clothing Items & Shoes	479899	Thermal Bottom XL	\$7.29
Clothing Items & Shoes	489716	Thermal Bottoms 5XL	\$8.18
Clothing Items & Shoes	471524	Thermal Top 2X Large Size	\$8.00
Clothing Items & Shoes	471532	Thermal Top 3X Large Size	\$8.29
Clothing Items & Shoes	471508	Thermal Top Large Size	\$8.00
Clothing Items & Shoes	471490	Thermal Top Medium Size	\$8.00
Clothing Items & Shoes	471482	Thermal Top Small Size	\$8.00
Clothing Items & Shoes	471516	Thermal Top X Large Size	\$8.00
Clothing Items & Shoes	482323	Tobaggon Cap	\$2.50
Clothing Items & Shoes	471557	Wash Cloth	\$0.79
Coffee Items	615666	100% Columbian Coffee 3oz Bag	\$4.19
Coffee Items	485664	Coffee Creamer Packets Bag of 25	\$1.79
Coffee Items	501189	French Vanilla Cappuccino Mix - Ind. Pack	\$0.63
Coffee Items	616813	Maxwell House Coffee 4oz	\$6.19
Coffee Items	635615	Pink Sugar Substitute 50 ct. bag	\$1.29

Category	Item ID	Description	Price
Coffee Items	616789	Sugar 50 ct. Plastic Bag	\$0.69
Coffee Items	392225	Tasters Choice Decaf Packet	\$0.55
Cookies	387837	Lance Nekot Peanut Butter Cookies	\$0.69
Cookies	349829	Lil' Dutch Maid Choc. Chip Cookies	\$1.19
Cookies	340414	Lil' Dutch Maid Duplex Creme	\$1.19
Cookies	622175	Lil' Dutch Maid Iced Oatmeal Cookies	\$1.19
Cookies	387860	Lil' Dutch Maid Peanut Butter Creme Cookies	\$1.19
Cookies	349845	Lil' Dutch Maid Straw. Creme Cookies	\$1.19
Crackers & Popcorn	387944	Bud's Best Saltines	\$0.39
Crackers & Popcorn	324160	Kane Triple Cheese Popcorn 2.5oz	\$1.69
Crackers & Popcorn	387852	Keebler Cheez-It Snack Bag	\$1.99
Crackers & Popcorn	387845	Lance Captains Wafers Crm. Chse/Chives	\$0.69
Crackers & Popcorn	305128	Lance Grilled Cheese on Captain's Wafer	\$0.69
Crackers & Popcorn	375857	Lance Toast Chee Spicy Cheddar - New!	\$0.69
Electronics	466979	Clear Tunes CT-9 AM/FM Radio (2 AAA Bateriaes-Not In	\$13.45
Electronics	485755	Koss CL-3 Clear Earbuds	\$6.99
Electronics	404657	Panasonic AA Battery 2pk	\$1.69
Electronics	404855	Panasonic AAA Battery 2pk	\$1.69
Greeting Cards	470146	G. Card Spanish Birthday	\$1.25
Greeting Cards	440388	G. Card Anniversary	\$1.25
Greeting Cards	485482	G. Card BDay Adult Male	\$1.25
Greeting Cards	440347	G. Card Birthday Adult Female	\$1.25
Greeting Cards	440354	G. Card Birthday Child	\$1.25
Greeting Cards	442855	G. Card Christmas	\$1.25
Greeting Cards	377937	G. Card Easter	\$1.25
Greeting Cards	457093	G. Card Fathers Day	\$1.25
Greeting Cards	440362	G. Card Get Well	\$1.25
Greeting Cards	440404	G. Card I Love You	\$1.25
Greeting Cards	457085	G. Card Mothers Day	\$1.25
Greeting Cards	470153	G. Card Spanish Friendship	\$1.25
Greeting Cards	470161	G. Card Spanish Thinking of You	\$1.25
Greeting Cards	440370	G. Card Sympathy	\$1.25
Greeting Cards	440412	G. Card Thank You	\$1.25
Greeting Cards	440396	G. Card Thinking of You	\$1.25
Greeting Cards	445544	G. Card Valentine	\$1.25
Meat/Fish Products	636274	Geisha Smoked Oysters in Oil Pouch 3.53oz	\$2.19
Meat/Fish Products	641605	Hot Chili with Beans 11.25oz	\$3.19
Meat/Fish Products	636969	Mackerel Fillet in Oil, 3.53 Ounce	\$1.89
Meat/Fish Products	385732	O'Brien's Hot Beef Summer Sausage 5oz	\$3.29
Meat/Fish Products	455915	Sardines in Hot Sauce	\$1.99
Meat/Fish Products	388033	Sweet Sue Chicken Breast Pouch	\$3.79
Meat/Fish Products	340356	T'Best Beef & Cheese Sticks	\$1.09
Meat/Fish Products	317347	Trail's Best Smoked Beef Stick	\$1.09
Meat/Fish Products	456186	Tuna in a Pouch	\$3.19
Miscellaneous	421412	AAA Playing Cards	\$1.69
Miscellaneous	616938	Cereal Bowl with Lid 24oz	\$0.99
Miscellaneous	471904	Checker Board Game	\$6.89
Miscellaneous	476796	Chess Game	\$8.13
Miscellaneous	408179	Crossword Puzzles	\$1.89
Miscellaneous	471912	Dominos Game	\$3.23
Miscellaneous	388157	Ear Plugs EZ Fit	\$0.35
Miscellaneous	717504	Insulated Mug with Lid 22oz	\$3.65
Miscellaneous	359927	Maverick Pinochle Cards	\$2.49

Category	Item ID	Description	Price
Miscellaneous	426395	Mirror / Acrylic	\$2.09
Miscellaneous	216127	Photo Album	\$2.59
Miscellaneous	414151	Reading Glasses 1.5 Strength	\$7.50
Miscellaneous	489906	Reading Glasses 2.0 Strength	\$7.50
Miscellaneous	481986	Reading Glasses 2.5 Strength	\$7.50
Miscellaneous	414250	Reading Glasses 3.0 Strength	\$7.50
Miscellaneous	726729	Spoons Individually Wrapped	\$0.10
Miscellaneous	419994	SUDOKU Puzzles	\$1.69
Miscellaneous	471169	Sunblock SPF30 4oz	\$6.25
Miscellaneous	480343	Toilet Tissue 2 ply	\$1.99
Miscellaneous	717173	Tumbler with Lid 22 oz	\$0.89
Miscellaneous	388231	Word Find Book	\$1.59
OTC	491266	B&L Contact Lense Saline Solution 4oz	\$6.99
Pastry	364653	Boston Creme 5oz Honey Bun	\$1.39
Pastry	381913	Duchess Cinnamon Roll 4oz	\$1.19
Pastry	387878	Moon Pie Banana	\$1.09
Pastry	511063	Mrs F. Buddy Bars	\$1.09
Pastry	387894	Mrs. F. Choc. Cup Cakes 2pk	\$1.39
Pastry	387910	Mrs. F. Crunch Gem Mini Donuts 6pk	\$1.39
Pastry	340604	Mrs. F. Honey Bun Glazed 5oz	\$1.39
Pastry	387928	Mrs. F. Powder Sugar Mini Donuts 6pk	\$1.39
Pastry	634113	Mrs. Freshley Cherry Cheese Danish 4oz	\$1.49
Pastry	307959	Mrs. Freshley's Iced Honey Bun 6oz	\$1.49
Pastry	387639	Reese's Peanut Butter Cup Cakes	\$1.59
Personal Care	440198	Ambi Complexion Soap	\$3.19
Personal Care	421305	Baby Oil 4 oz	\$1.29
Personal Care	421297	Baby Powder 4oz	\$1.19
Personal Care	516963	BIC Twin Select Razor (1)	\$0.30
Personal Care	496232	Body Wash & Shampoo 4oz	\$0.79
Personal Care	424275	Close Up Toothpaste 4oz	\$2.39
Personal Care	421362	Cocoa butter lotion 18oz	\$2.79
Personal Care	421321	Colgate Toothpaste 1oz	\$1.69
Personal Care	516781	Colgate Toothpaste 4 oz	\$2.89
Personal Care	455709	Comb 5 inch	\$0.12
Personal Care	519330	Comb Large Styling	\$1.39
Personal Care	440214	Dandruff Shampoo P.C. 12oz	\$2.19
Personal Care	636266	Dawn Mist Deodorant 1.6 oz stick	\$0.96
Personal Care	493239	Degree Invisible Solid Extreme Blast	\$2.99
Personal Care	440156	Denture Adhesive Cream	\$3.99
Personal Care	358564	Denture Bath - DM	\$0.25
Personal Care	516518	Denture Tablets box of 40 - DM	\$2.69
Personal Care	358663	Dep Sport Endurance Styling Gel 2oz	\$1.39
Personal Care	622274	Dial Bath Soap 4oz	\$1.09
Personal Care	616961	Dove Soap 3.15oz	\$2.39
Personal Care	476945	Dove Soap Sensitive Skin 4.25oz	\$2.99
Personal Care	490086	Floss Loops (mint) 30ct.	\$2.99
Personal Care	440107	Foot Care Powder 4oz	\$1.99
Personal Care	485490	Freshscent Cocoa Butter Lotion 4oz	\$0.99
Personal Care	476994	Garnier Hair Conditioner	\$5.49
Personal Care	489898	Garnier Moisturizing Shampoo	\$5.49
Personal Care	498220	Good Sense Medicated Dandruff Shampoo 11oz (Selsu	\$4.79
Personal Care	471920	Hair & Scalp Food	\$3.19
Personal Care	467894	Hair Conditioner 4oz	\$1.00

Category	Item ID	Description	Price
Personal Care	455717	Hair Pick	\$0.15
Personal Care	404574	Head & Sholders Shampoo 13.5oz	\$8.29
Personal Care	616185	Irish Spring Soap 4oz	\$1.09
Personal Care	516625	Ivory Soap 3.1oz	\$0.99
Personal Care	440271	Magic Razorless Cream 6oz Tube	\$5.29
Personal Care	472514	Magic Shave Powder Blue	\$3.59
Personal Care	455634	Mennen Speed Stick Deodorant A/P 2oz	\$2.99
Personal Care	440289	Mouthwash Alcohol Free 4oz	\$0.89
Personal Care	455816	Murray's Pomade 3 oz	\$4.59
Personal Care	424341	Noxzema Skin Cream 2oz	\$2.69
Personal Care	440149	Palm Hair Brush (No Handle)	\$0.99
Personal Care	440248	Petroleum Jelly 6oz	\$2.29
Personal Care	440115	Q-Tips	\$1.89
Personal Care	421404	Royal Crown Hair Dressing 4oz	\$3.69
Personal Care	407874	Rubber Palm Brush	\$0.69
Personal Care	486373	Sensodyne Toothpaste 2.7oz	\$6.29
Personal Care	456145	Sheffield's Brushless Shave Cream	\$1.99
Personal Care	455626	Skin Care Lotion 4oz	\$0.79
Personal Care	440180	Soap Dish	\$0.69
Personal Care	485268	Softie 3-N-One Conditioner 13.5oz	\$5.99
Personal Care	485169	Softie 3-N-One Shampoo 13.5oz	\$5.99
Personal Care	477059	Suave Advanced Therapy Lotion 10oz	\$3.99
Personal Care	477133	Suave Body Wash 12oz	\$3.99
Personal Care	424259	Suave Shampoo+Cond.12.6oz	\$3.69
Personal Care	616912	Suave Solid Clear Powder 1.4 oz	\$2.39
Personal Care	516823	Sure Solid Reg Scent 1.7 oz	\$3.39
Personal Care	424762	Tek Toothbrush Meduim	\$0.76
Personal Care	456111	Thumb Toothbrush 3 Inch	\$0.59
Personal Care	486381	Tone Soap with Cocoa Butter	\$2.09
Personal Care	440164	Toothbrush Holder	\$0.39
Personal Care	440222	V05 Shampoo	\$2.49
Personal Care	622266	Vaseline Intensive Care Lotion	\$3.99
Personal Care	388181	White Rain Conditioner	\$2.39
Personal Care	388173	White Rain Shampoo	\$2.39
Personal Care	440511	Woltra Cocoa Butter Stick	\$2.98
Postage	479824	Postcards	\$0.39
Postage	455691	Stamped Envelope *Postage*	\$0.65
Postage	473637	Stamps Pack of 4 at .55¢	\$2.20
Snacks	635771	Cheddar Cheese Spread 8oz Tub	\$2.29
Snacks	375345	Cinnamon Toast Crunch 1oz. On The Go Pack	\$1.09
Snacks	511113	Cookquick Spanish Rice	\$1.29
Snacks	358366	Flour Tortillas 6 ct. 8" - Provecho	\$1.59
Snacks	348474	Kane's Salted Peanuts 1.75oz	\$0.89
Snacks	366799	Kar's Cranberry Almond Delight 3oz	\$1.29
Snacks	369322	Kar's Honey Roasted Peanuts 3.5oz	\$1.39
Snacks	456129	Kar's Trail Mix Nut & Yogurt	\$1.19
Snacks	511055	Kellogg Froot Loops Cup	\$2.09
Snacks	511097	Kellogg Frosted Flakes Cup	\$2.09
Snacks	456103	Kellogg Pop-Tart Frost. Brown Cinn.	\$1.29
Snacks	455857	Kellogg Pop-Tart Strawberry	\$1.29
Snacks	387951	Ketchup Individual Packet	\$0.15
Snacks	375444	Lucky Charms Pouch Cereal 1oz	\$1.09
Snacks	717488	Mayonnaise Packet	\$0.15

Category	Item ID	Description	Price
Snacks	387969	Mustard Individual Packet	\$0.15
Snacks	374439	Nat. Val. Granola Bar Oats & Honey	\$0.99
Snacks	616896	Old Fashion Foods Jalapeno Cheese Squeeze Bottle	\$4.59
Snacks	616763	Old Fashion Foods Salsa Squeeze Bottle	\$3.19
Snacks	380766	Ole Fashion Corn Flake Chewy 2.5oz	\$1.29
Snacks	616821	Panola Hot Sauce	\$1.09
Snacks	392936	Peanut Butter Packet 1/2 ounce	\$0.35
Snacks	616839	Peanut Butter Smooth 18oz	\$4.39
Snacks	723288	Pickle Ind. Wrapped / Kosher	\$1.09
Snacks	723296	Pickles Ind. Wrapped / Hot	\$1.09
Snacks	329060	Powerbar Pro Plus Chocolate & Peanut Butter	\$2.99
Snacks	635763	Red Wing Mayo 12oz	\$3.29
Snacks	312918	Refried Beans Smooth 8oz/Cookquick	\$2.69
Snacks	622159	Snyders Jalapeno Pretzel Pieces	\$1.29
Snacks	479360	Sturm's Instant Variety Oatmeal	\$4.29
Sodas	528661	Coke 12oz Can	\$0.99
Sodas	528679	Diet Coke 12oz Can	\$0.99
Sodas	528687	Dr. Pepper 12oz Can	\$0.99
Sodas	528711	Generic 12oz Can Cola	\$0.70
Sodas	528729	Generic 12oz Can Grape	\$0.70
Sodas	528737	Generic 12oz Can Orange	\$0.70
Sodas	528745	Generic 12oz Can Peach	\$0.70
Sodas	528752	Generic 12oz Can Strawberry	\$0.70
Sodas	528703	Sprite 12oz Can	\$0.99
Soups	388058	Instant Lunch Chicken Hot & Spicy	\$0.89
Soups	388090	Instant Lunch Picante Beef	\$0.89
Soups	388066	Instant Lunch Picante Shrimp	\$0.89
Soups	625160	Ramen Beef Soup	\$0.79
Soups	653113	Ramen Chicken & Mushroom	\$0.79
Soups	625087	Ramen Chicken Soup	\$0.79
Soups	614289	Ramen Chili 3oz	\$0.79
Soups	617001	Ramen Creamy Chicken	\$0.79
Soups	627000	Ramen Low Sodium Beef	\$0.79
Soups	516534	Ramen Low Sodium Chicken	\$0.79
Soups	614305	Ramen Picante Beef 3oz Hot & Spicy	\$0.79
Soups	340299	Ramen Picante Chicken 3oz Hot & Spicy	\$0.79
Soups	638452	Ramen Shrimp 3oz	\$0.79
Sugar Free Items	525626	Crystal Lt. Lemonade Packet	\$0.60
Sugar Free Items	525642	Crystal Lt. Orange Packets	\$0.60
Sugar Free Items	525634	Crystal Lt. Peach Tea	\$0.60
Sugar Free Items	320291	Maxima Sugar Free Drops/Assorted	\$1.19
Writing Materials	389072	BLUE Flexible Safety Ink Pen	\$0.45
Writing Materials	377671	Colored Pencils - 3.5"	\$1.98
Writing Materials	471458	Envelope Single White - NO STAMP	\$0.20
Writing Materials	426353	Envelopes Large - 9.5 x 12.5	\$0.45
Writing Materials	388165	Eraser Large Pink	\$0.49
Writing Materials	388256	Golf Pencil	\$0.15
Writing Materials	440339	Legal Folders 1/3 Cut	\$0.49
Writing Materials	487108	Legal Pad 8.5 x 11 (no staples)	\$1.49
Writing Materials	424309	Papermate Pen Black	\$0.18
Writing Materials	421446	Pencil #2 with Eraser	\$0.15
Writing Materials	456087	Sketch Pad 8.5 x 11	\$1.39
Writing Materials	471896	Webster Pocket Dictionary	\$1.89



Section 10

Client Work History

FORM 5

CLIENT WORK HISTORY INMATE COMMISSARY SERVICES FOR MUSCOGEE COUNTY PRISON (ANNUAL CONTRACT) RFP No. 20-0026

Provide at least three (3) clients for whom similar services have been provided within the last five (5) years.

Name and Address of Client: Colquitt County C.I. P.O. Box 339 Moultrie, GA 31776	Point of Contact: Warden Billy Howell Email: Billy.Howell@gdc.ga.gov Telephone: 229-616-7490 Fax: 229-616-7492
Description of services provided: Inmate Commissary Services	
Date of work completion: Contract Start Date: July 2007 Contract End Date: Current	
Name and Address of Client: Richmond County C.I. 2314 Tobacco Road Augusta, GA 30906	Point of Contact: Warden Evan Joseph Email: ejoseph@augustaga.gov Telephone: 706-798-5572 Fax: 706-798-8110
Description of services provided: Inmate Commissary Services	
Date of work completion: Contract Start Date: Feb 2017 Contract End Date: Current	
Name and Address of Client: Decatur County C.I. 1153 Airport Road Bainbridge, GA 39817	Point of Contact: Warden Gordon Screen Email: wardenscreen@decaturcountyga.gov Telephone: 229-248-3035 Fax: 229-248-3041
Description of services provided: Inmate Commissary Services	
Date of work completion: Contract Start Date: Feb 2003 Contract End Date: Current	
Name and Address of Client: Jefferson County C.I. 1159 Clarks Mill Road Louisville, GA 30434	Point of Contact: Warden Calvin Oliphant Email: coliphant@jeffersoncountyga.gov Telephone: 478-625-7230 Fax: 478-625-4000
Description of services provided: Inmate Commissary Services	
Date of work completion: Contract Start Date: Nov 2017 Contract End Date: Current	
Name and Address of Client: Terrell County C.I. 3110 Albany Highway Dawson, GA 39842	Point of Contact: Warden Greg McLaughlin Email: Greg.McLaughlin@gdc.ga.gov Telephone: 229-995-5381 Fax: 229-995-6173
Description of services provided: Inmate Commissary Services	
Date of work completion: Contract Start Date: Aug 2005 Contract End Date: Current	



Section 11

Commission Proposal



Commissions

Commission Rate = **47.5%**

- The commission rate will be applied to all items except for pass-through items (items not marked up but passed through to the inmate). Postage is an example of a pass-through item. No commission will be paid on the pass-through items.
- Holiday online packages commission rate = **25%**
- Message and photo commission rate = **25%**
- Increase revenue (based off 2019 sales)
 - \$17,658** **4.5%** commission increase on commissary sales
 - \$1,075** **15%** commission increase on holiday packages
 - \$12,065** **15%** commission increase on messages/photos
 - \$30,798** **Total Projected Commission Increase Year 1**
- **5 year projected Increase in commissions \$153,900** based on current volume
- **Year 1 of the contract Stewart Distribution will fund a one time technology grant of \$10,000** (spending of the grant to be determined by the Agency)



Section 12

Contract Signature Page

FORM 6

**CONTRACT SIGNATURE PAGE
INMATE COMMISSARY SERVICES FOR MUSCOGEE COUNTY PRISON
(ANNUAL CONTRACT)
RFP NO. 20-0026**

THE UNDERSIGNED HEREBY DECLARES THAT HE HAS/THEY HAVE CAREFULLY EXAMINED THE SPECIFICATIONS HEREIN REFERRED TO AND WILL PROVIDE ALL EQUIPMENT, TERMS AND SERVICES TO THE CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA.

Witness as to the signing of the contract: Wendy G. Rinty
Signature of Authorized Representative: Will Jeffers Date: 8-4-2020



Witness as to the signing of the contract: _____
Print Name and Title of Signatory: Will Jeffers, Director of Institutional Sales

(Corporate seal, if applicable)

Company: Stewart Distribution

Company Ordering Address

Company Payment Address

P.O. Box 1888

SAME

Waycross, GA 31502-1888

Contact: Shannon Callahan

Contact: _____

Contact Email: shannonc@stewartandy.com

Contact Email: _____

Telephone: 912-283-1970 Fax: 912-283-6070

Telephone: _____ Fax: _____

CONSOLIDATED GOVERNMENT OF COLUMBUS, GEORGIA

Accepted this ___ day of _____ 20__

APPROVED AS TO LEGAL FORM:

Isaiah Hugley, City Manager

Clifton C. Fay, City Attorney

ATTEST:

Sandra T. Davis, Clerk of Council

****COMPLETE AND RETURN THIS PAGE WITH SEALED PROPOSAL.****



Section 13

Agreements



P.O. Box 1888
Waycross, GA 31502
Phone (912)283-1970
Fax (912)285-0228
www.stewartcandy.com

Columbus Consolidated Government Inmate Commissary Services Agreement at Muscogee County Prison

This agreement is for **Inmate Commissary Services and Inmate Banking Software/Hardware** between the Columbus Consolidate Government and Stewart Distribution. The initial contract period is from _____ through _____ with 3 optional 12 month renewal periods.

Commissions / Pricing

Stewart Distribution will pay a 47.5% commission on all items purchased by inmates through the commissary. Postage and indigent supplies will be exempt from commission, as it is provided as a convenience for inmates with no markup. Payment will be issued at the first of the month for the previous month's sales.

Pricing submitted in the proposal shall be good for the initial term of the contract. Increases after the initial term will be mutually agreed upon by both Columbus Consolidate Government and Stewart Distribution.

Messages and photos commission rate is 25%

Holiday Online Packages commission rate is 25%

Deposit Fees

Fees submitted in the proposal shall be good for the initial term of the contract. Increases after the initial term of the contract will be mutually agreed upon by both Columbus Consolidate Government and Stewart Distribution.

Equipment and Software Provided

- Twelve (12) Touch Screen kiosks for inmate ordering
- CACTAS - state-of-the-art Cashless Commissary and Trust Fund Accounting System
- Equipment maintenance and repair will be the responsibility of Stewart Distribution

Adjustment, Modifications, and Amendments

- A. Should the Columbus Consolidate Government and Stewart Distribution mutually agree to change the scope of the program during the contract term, Stewart Distribution will be allowed to adjust the contract price.

- B. Changes in the contractual provisions of the services to be furnished under the contract may be made only in writing and must be approved mutually by an authorized agent of Stewart Distribution and the Columbus Consolidate Government.
- C. Stewart Distribution shall give full attention to the faithful execution of the contract, shall keep the contract under their control and shall not, by the power of attorney or otherwise, assign the contract to any other party without prior approval of the Columbus Consolidate Government.
- D. If the work to be done under this contract shall be abandoned or delayed by Stewart Distribution, or at any time the Columbus Consolidate Government shall be of the opinion and shall certify in writing that work has been abandoned or delayed by Stewart Distribution, the Columbus Consolidate Government may annul the contract or any part of the contract thereof, if Stewart Distribution fails to resolve the matter within thirty (30) days.
- E. Should laws change requiring additional services or significant changes in the costs, Stewart Distribution and the Columbus Consolidate Government will negotiate an equitable price adjustment.
- F. During the term of this contract, Stewart Distribution will furnish all of the services specified in this RFP. Stewart Distribution understands and agrees that this is a requirement contract and that the Columbus Consolidate Government will have no responsibility or obligation to Stewart Distribution in providing Stewart Distribution's services.
- G. All notices and requests by the Columbus Consolidate Government or Stewart Distribution shall be in writing, and shall be delivered by certified mail, return receipt requested, to the correct address of the parties listed on the contract. Either party may change address by giving notice of the new address to the other party.

Termination of Contract

- A. Termination for Cause: The Columbus Consolidate Government may terminate the contract at any time that Stewart Distribution fails to carry out its provisions or to make substantial progress under the terms specified in said contract.
- B. The Columbus Consolidate Government shall provide Stewart Distribution with thirty (30) days notice of conditions endangering performance. If after such notice, Stewart Distribution fails to remedy the condition contained in the notice, the Columbus Consolidate Government shall issue an order to stop work immediately.
- C. With the mutual agreement of the Columbus Consolidate Government and Stewart Distribution, upon proper notice, receipt, and acceptance, the contract may be terminated on an agreed date prior to the end of the contract period without penalty to either party.
- D. The Columbus Consolidate Government shall have the right to terminate the contract without penalty by giving not less than thirty (30) days written notice. Unless otherwise agreed to by the Columbus Consolidate Government and Stewart Distribution, the contract shall become null and void on the last day of the fiscal year.

The Columbus Consolidated Government Offices involved are located at:

Columbus Consolidated Government
100 Tenth Street
P.O. Box 1340
Columbus, GA 31902-1340
Phone: 706-653-4105
Fax: 706-653-4109

Acknowledged and Agree

Columbus Consolidate Government

Stewart Distribution

Signature: _____

Signature: _____

Printed Name: _____

Printed Name: _____

Date: _____

Date: _____



Part B.

Business Requirements

- 1) Insurance Checklist
- 2) W-9
- 3) Business License



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/05/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER J Smith Lanier & Co Waycross 600 Memorial Drive Waycross, GA 31501 912 283-6490	CONTACT NAME: Toni Atkinson PHONE (A/C, No, Ext): 912-377-9754 FAX (A/C, No): 912-283-0338 E-MAIL ADDRESS: tatkinson@jsmoothlanier.com <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width:20%;">NAIC #</th> </tr> <tr> <td>INSURER A : Arch Insurance Company</td> <td>11150</td> </tr> <tr> <td>INSURER B : Great American Insurance Company</td> <td>16691</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Arch Insurance Company	11150	INSURER B : Great American Insurance Company	16691	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Arch Insurance Company	11150														
INSURER B : Great American Insurance Company	16691														
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
INSURED Stewart Candy Co Inc P O Box 1888 Waycross, GA 31502															

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
------------------	----------------------------	-------------------------

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			ZALB9235500	10/01/2019	10/01/2020	EACH OCCURRENCE \$1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000	
	 						MED EXP (Any one person) \$10,000	
	<input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						PERSONAL & ADV INJURY \$1,000,000	
							GENERAL AGGREGATE \$2,000,000	
							PRODUCTS - COMP/OP AGG \$2,000,000	
							\$	
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			ACAT9259300	10/01/2019	10/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000	
	<input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY	<input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/>	<input type="checkbox"/>						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/>	<input type="checkbox"/>						\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR		TUU322587600	10/01/2019	10/01/2020	EACH OCCURRENCE \$9,000,000	
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$9,000,000
	<input type="checkbox"/>	<input type="checkbox"/>						\$
	<input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0							
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			ZAWCI9428601	10/01/2019	10/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N		N/A					E.L. EACH ACCIDENT \$1,000,000
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - EA EMPLOYEE \$1,000,000
	<input type="checkbox"/>							E.L. DISEASE - POLICY LIMIT \$1,000,000
	<input type="checkbox"/>							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Inmate Commissary Services for Muscogee County Prison FP No. 13-0028 RES No. 234-13

CERTIFICATE HOLDER Columbus Consolidated Government 100 Tenth Street P O Box 1340 Columbus, GA 31902-1340	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <div style="text-align: center;"><i>PETER J. KRASE</i></div>
--	--

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
 See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Stewart Candy Company	
2 Business name/disregarded entity name, if different from above Stewart Distribution	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 400 Bonneyman Road	Requester's name and address (optional) Muscogee County Prison 100 Tenth Street, P.O. Box 1340 Columbus, GA 31902-1340
6 City, state, and ZIP code Blackshear, GA 31516	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
5	8	-	0	9	5	3	3	0	0

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ 6/18/20
------------------	----------------------------	-----------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



2020 OCCUPATION TAX CERTIFICATE

Pierce County, Georgia

Board of Commissioners

312 Nichols Street, Suite 5

P.O. Box 679

Blackshear, Georgia 31516

Owner(s) Name: Deen J. Stewart

Date of issue: 01/01/2020

Business Name: Stewart Candy Company

Total Fees: \$ 465.00

Location: P.O. Box 1888

Waycross, GA 31502

400 Bonneyman Road

P.O. Box 1888

Waycross, GA 31502

EXPIRATION DATE	FEE	DESCRIPTION
12/31/2020	\$450.00	Wholesale Distribution
12/31/2020	\$15.00	Administrative Fee

POST IN A CONSPICUOUS PLACE
NOT TRANSFERABLE

EXHIBIT D

Inmate Commissary Services for Muscogee County Prison (Annual Contract)

Stewart Distribution

Clarification Documents

Category	Item ID	Description	Price
Beverage Mixes / Milk	521294	D. Mix Fruit Punch 18oz	\$3.69
Beverage Mixes / Milk	521377	D. Mix Grape 18oz.	\$3.69
Beverage Mixes / Milk	521344	D. Mix Hot Choc. 18oz	\$3.69
Beverage Mixes / Milk	521336	D. Mix Lemon 18oz.	\$3.69
Beverage Mixes / Milk	521302	D. Mix Org. Bkfst. 18oz.	\$3.69
Beverage Mixes / Milk	521310	D. Mix Peach 18oz.	\$3.69
Beverage Mixes / Milk	521351	D. Mix Tea W/Lemon 18oz.	\$3.69
Beverage Mixes / Milk	511212	Drink Mix Cherry 19oz	\$3.99
Beverage Mixes / Milk	531004	Gatorade 2.12 oz. packet (makes 1 Qt) - Lemon Lime	\$1.29
Beverage Mixes / Milk	530949	Hot Chocolate 1oz packet	\$0.39
Beverage Mixes / Milk	377861	Organic Milk 8oz(shelf stable)	\$1.89
Beverage Mixes / Milk	531962	Parade Tea Bags 48ct. Box	\$2.69
Candy	388124	Almond Joy	\$1.69
Candy	358317	Baby Ruth	\$1.69
Candy	340505	Butterfinger	\$1.69
Candy	358341	Chick-O-Stick	\$0.35
Candy	340307	Jolly Rancher Assorted Bag	\$2.39
Candy	387936	Kellogg Rice Krispy Treat	\$1.29
Candy	392506	Lance Peanut Bar 2.2oz	\$1.19
Candy	340463	M&M Peanut	\$1.69
Candy	340471	M&M Plain	\$1.69
Candy	308981	Maxima Atomic Fireball 4oz bag	\$1.35
Candy	329482	Maxima Butterscotch 4.5oz	\$1.19
Candy	329383	Maxima Sour Fruit Balls 4.5oz	\$1.19
Candy	305110	Maxima Starlight Mints 4.5oz	\$1.19
Candy	358309	Milky Way	\$1.69
Candy	388132	Now & Later	\$1.69
Candy	349803	Payday	\$1.69
Candy	340521	Reese Peanut Butter Cups	\$1.69
Candy	340489	Skittles Original	\$1.69
Candy	385708	Skittles Tropical	\$1.69
Candy	349787	Snickers	\$1.69
Candy	358234	Snickers Almond Bar	\$1.69
Candy	349779	Stewart Peppermint 2.5 oz Bag	\$0.99
Candy	349795	Three Musketeers Bar	\$1.69
Candy	388108	Twix Bar	\$1.69
Candy	352229	Welch's Mixed Fruit Snacks 5oz	\$2.18
Chips	358432	Chester's Hot Fries 1.75oz	\$1.09
Chips	358408	Doritos Cool Ranch 1oz	\$0.70
Chips	393116	Doritos Flaming Hot 2oz	\$1.19
Chips	358390	Doritos Nacho Cheese 1oz	\$0.70
Chips	322917	Frito Chili Cheese Corn Chips 2oz	\$1.19
Chips	634733	Heinz Ranch Dressing & Dip 2oz	\$0.99
Chips	375014	Jalapeno Cheetos - 2oz	\$1.19
Chips	479337	Kanes Buffalo Blue Cheese Chips	\$1.09
Chips	616995	Lay's BBQ Chips 1oz	\$0.70
Chips	358697	Lay's Regular Chips 1oz	\$0.70
Chips	358382	Ruffles Sour Cream & Cheddar 1.5oz	\$1.48
Chips	376525	The Whole Shabang Potato Chips 1.5oz	\$1.19
Chips	310094	Tops Cheese Puffs 10oz	\$3.39
Chips	309989	Tops Mesquite BBQ 5.5oz	\$2.29
Chips	310086	Tops Sour Cream and Onion 5.5 oz	\$2.29
Chips	309880	Tops Spicey Hot 5.5oz	\$2.29

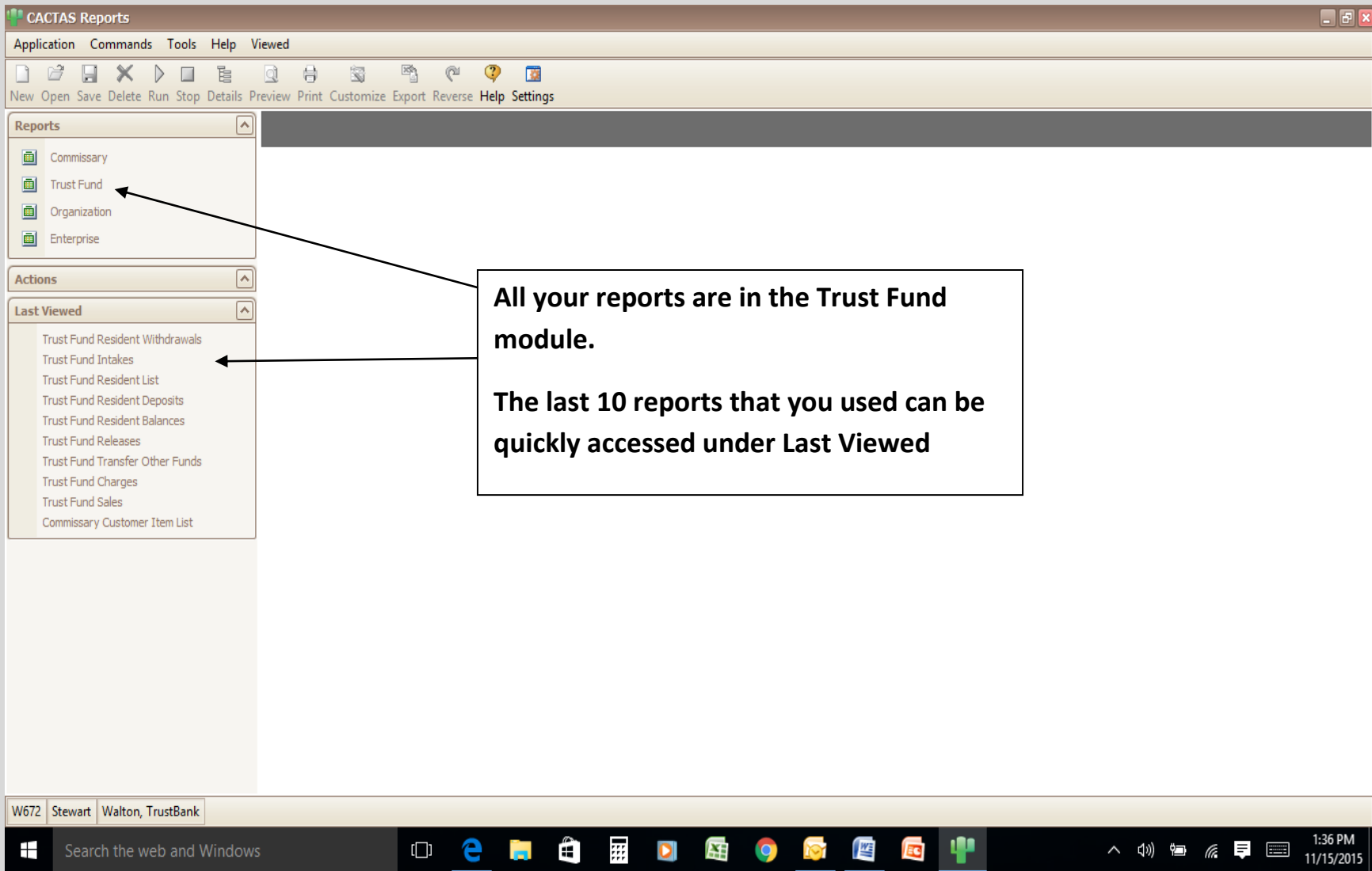
Category	Item ID	Description	Price
Chips	387985	Tur. Creek BBQ Pork Skins 2oz	\$1.49
Chips	388009	Tur. Creek Hot Pork Skins 2oz	\$1.49
Chips	391896	Wise Hot~n~Honey 4.5oz	\$1.99
Chips	338954	Zapps 2oz VooDoo Chips	\$1.19
Clothing Items & Shoes	516575	Boxer Shorts 2X Large	\$4.49
Clothing Items & Shoes	477232	Boxer Shorts 3XL Large	\$4.99
Clothing Items & Shoes	478214	Boxer Shorts 4XL Large	\$4.99
Clothing Items & Shoes	519272	Boxer Shorts 5X Large	\$5.19
Clothing Items & Shoes	516559	Boxer Shorts Large	\$4.49
Clothing Items & Shoes	516542	Boxer Shorts Medium	\$4.49
Clothing Items & Shoes	516567	Boxer Shorts X Large	\$4.49
Clothing Items & Shoes	486530	Men's Crew Socks	\$1.99
Clothing Items & Shoes	476697	Shoe Cross Strap Shower XL	\$1.59
Clothing Items & Shoes	426320	Shoe Cross Strap Shower Large	\$1.59
Clothing Items & Shoes	426338	Shoe Cross Strap Shower Medium	\$1.59
Clothing Items & Shoes	426346	Shoe Cross Strap Shower Small	\$1.59
Clothing Items & Shoes	455782	Shoe Navy Slip-On Size 10 (men's)	\$8.99
Clothing Items & Shoes	456152	Shoe Navy Slip-On Size 11 (men's)	\$8.99
Clothing Items & Shoes	470112	Shoe Navy Slip-On Size 12 (men's)	\$8.99
Clothing Items & Shoes	470120	Shoe Navy Slip-On Size 13 (men's)	\$8.99
Clothing Items & Shoes	470138	Shoe Navy Slip-On Size 14 (men's)	\$8.99
Clothing Items & Shoes	482216	Shoe Navy Slip-On Size 5 (men's)	\$8.99
Clothing Items & Shoes	482224	Shoe Navy Slip-On Size 6 (men's)	\$8.99
Clothing Items & Shoes	455758	Shoe Navy Slip-On Size 7 (men's)	\$8.99
Clothing Items & Shoes	455766	Shoe Navy Slip-On Size 8 (men's)	\$8.99
Clothing Items & Shoes	455774	Shoe Navy Slip-On Size 9 (men's)	\$8.99
Clothing Items & Shoes	440446	Shorts 2X Large	\$18.99
Clothing Items & Shoes	440453	Shorts 3X Large	\$17.49
Clothing Items & Shoes	440479	Shorts 4X Large	\$18.99
Clothing Items & Shoes	440420	Shorts Large	\$15.99
Clothing Items & Shoes	440438	Shorts X Large	\$15.99
Clothing Items & Shoes	459834	Socks - Ankle	\$1.99
Clothing Items & Shoes	479915	Thermal Bottom 2XL	\$7.29
Clothing Items & Shoes	479949	Thermal Bottom 3XL	\$7.29
Clothing Items & Shoes	489708	Thermal Bottom 4XL	\$8.18
Clothing Items & Shoes	479881	Thermal Bottom Large	\$6.99
Clothing Items & Shoes	479865	Thermal Bottom Medium	\$6.99
Clothing Items & Shoes	479857	Thermal Bottom Small	\$6.99
Clothing Items & Shoes	479899	Thermal Bottom XL	\$7.29
Clothing Items & Shoes	489716	Thermal Bottoms 5XL	\$8.18
Clothing Items & Shoes	471524	Thermal Top 2X Large Size	\$8.00
Clothing Items & Shoes	471532	Thermal Top 3X Large Size	\$8.29
Clothing Items & Shoes	471508	Thermal Top Large Size	\$8.00
Clothing Items & Shoes	471490	Thermal Top Medium Size	\$8.00
Clothing Items & Shoes	471482	Thermal Top Small Size	\$8.00
Clothing Items & Shoes	471516	Thermal Top X Large Size	\$8.00
Clothing Items & Shoes	482323	Tobaggon Cap	\$2.50
Clothing Items & Shoes	471557	Wash Cloth	\$0.79
Coffee Items	615666	100% Columbian Coffee 3oz Bag	\$4.19
Coffee Items	485664	Coffee Creamer Packets Bag of 25	\$1.79
Coffee Items	501189	French Vanilla Cappuccino Mix - Ind. Pack	\$0.63
Coffee Items	616813	Maxwell House Coffee 4oz	\$6.19
Coffee Items	635615	Pink Sugar Substitute 50 ct. bag	\$1.29

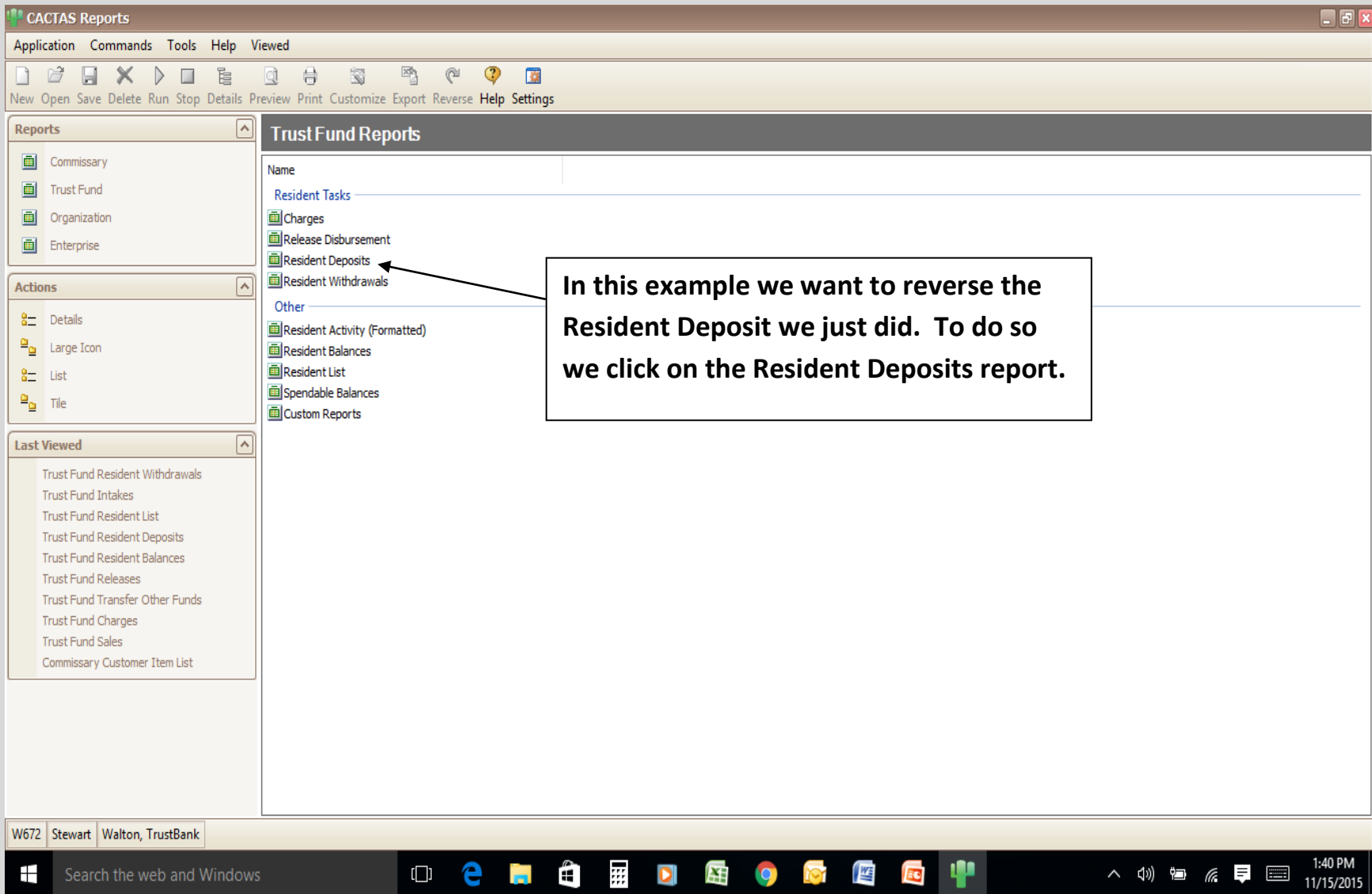
Category	Item ID	Description	Price
Coffee Items	616789	Sugar 50 ct. Plastic Bag	\$0.69
Coffee Items	392225	Tasters Choice Decaf Packet	\$0.55
Cookies	387837	Lance Nekot Peanut Butter Cookies	\$0.69
Cookies	349829	Lil' Dutch Maid Choc. Chip Cookies	\$1.19
Cookies	340414	Lil' Dutch Maid Duplex Creme	\$1.19
Cookies	622175	Lil' Dutch Maid Iced Oatmeal Cookies	\$1.19
Cookies	387860	Lil' Dutch Maid Peanut Butter Creme Cookies	\$1.19
Cookies	349845	Lil' Dutch Maid Straw. Creme Cookies	\$1.19
Crackers & Popcorn	387944	Bud's Best Saltines	\$0.39
Crackers & Popcorn	324160	Kane Triple Cheese Popcorn 2.5oz	\$1.69
Crackers & Popcorn	387852	Keebler Cheez-It Snack Bag	\$1.99
Crackers & Popcorn	387845	Lance Captains Wafers Crm. Chse/Chives	\$0.69
Crackers & Popcorn	305128	Lance Grilled Cheese on Captain's Wafer	\$0.69
Crackers & Popcorn	375857	Lance Toast Chee Spicy Cheddar - New!	\$0.69
Electronics	466979	Clear Tunes CT-9 AM/FM Radio (2 AAA Bateries-Not In	\$13.45
Electronics	485755	Koss CL-3 Clear Earbuds	\$6.99
Electronics	404657	Panasonic AA Battery 2pk	\$1.69
Electronics	404855	Panasonic AAA Battery 2pk	\$1.69
Greeting Cards	470146	G. Card Spanish Birthday	\$1.25
Greeting Cards	440388	G. Card Anniversary	\$1.25
Greeting Cards	485482	G. Card BDay Adult Male	\$1.25
Greeting Cards	440347	G. Card Birthday Adult Female	\$1.25
Greeting Cards	440354	G. Card Birthday Child	\$1.25
Greeting Cards	442855	G. Card Christmas	\$1.25
Greeting Cards	377937	G. Card Easter	\$1.25
Greeting Cards	457093	G. Card Fathers Day	\$1.25
Greeting Cards	440362	G. Card Get Well	\$1.25
Greeting Cards	440404	G. Card I Love You	\$1.25
Greeting Cards	457085	G. Card Mothers Day	\$1.25
Greeting Cards	470153	G. Card Spanish Friendship	\$1.25
Greeting Cards	470161	G. Card Spanish Thinking of You	\$1.25
Greeting Cards	440370	G. Card Sympathy	\$1.25
Greeting Cards	440412	G. Card Thank You	\$1.25
Greeting Cards	440396	G. Card Thinking of You	\$1.25
Greeting Cards	445544	G. Card Valentine	\$1.25
Meat/Fish Products	636274	Geisha Smoked Oysters in Oil Pouch 3.53oz	\$2.19
Meat/Fish Products	641605	Hot Chili with Beans 11.25oz	\$3.19
Meat/Fish Products	636969	Mackerel Fillet in Oil, 3.53 Ounce	\$1.89
Meat/Fish Products	385732	O'Brien's Hot Beef Summer Sausage 5oz	\$3.29
Meat/Fish Products	455915	Sardines in Hot Sauce	\$1.99
Meat/Fish Products	388033	Sweet Sue Chicken Breast Pouch	\$3.79
Meat/Fish Products	340356	T'Best Beef & Cheese Sticks	\$1.09
Meat/Fish Products	317347	Trail's Best Smoked Beef Stick	\$1.09
Meat/Fish Products	456186	Tuna in a Pouch	\$3.19
Miscellaneous	421412	AAA Playing Cards	\$1.69
Miscellaneous	616938	Cereal Bowl with Lid 24oz	\$0.99
Miscellaneous	471904	Checker Board Game	\$6.89
Miscellaneous	476796	Chess Game	\$8.13
Miscellaneous	408179	Crossword Puzzles	\$1.89
Miscellaneous	471912	Dominos Game	\$3.23
Miscellaneous	388157	Ear Plugs EZ Fit	\$0.35
Miscellaneous	717504	Insulated Mug with Lid 22oz	\$3.65
Miscellaneous	359927	Maverick Pinochle Cards	\$2.49

Category	Item ID	Description	Price
Miscellaneous	426395	Mirror / Acrylic	\$2.09
Miscellaneous	216127	Photo Album	\$2.59
Miscellaneous	414151	Reading Glasses 1.5 Strength	\$7.50
Miscellaneous	489906	Reading Glasses 2.0 Strength	\$7.50
Miscellaneous	481986	Reading Glasses 2.5 Strength	\$7.50
Miscellaneous	414250	Reading Glasses 3.0 Strength	\$7.50
Miscellaneous	726729	Spoons Individually Wrapped	\$0.10
Miscellaneous	419994	SUDOKU Puzzles	\$1.69
Miscellaneous	471169	Sunblock SPF30 4oz	\$6.25
Miscellaneous	480343	Toilet Tissue 2 ply	\$1.99
Miscellaneous	717173	Tumbler with Lid 22 oz	\$0.89
Miscellaneous	388231	Word Find Book	\$1.59
OTC	491266	B&L Contact Lense Saline Solution 4oz	\$6.99
Pastry	364653	Boston Creme 5oz Honey Bun	\$1.39
Pastry	381913	Duchess Cinnamon Roll 4oz	\$1.19
Pastry	387878	Moon Pie Banana	\$1.09
Pastry	511063	Mrs F. Buddy Bars	\$1.09
Pastry	387894	Mrs. F. Choc. Cup Cakes 2pk	\$1.39
Pastry	387910	Mrs. F. Crunch Gem Mini Donuts 6pk	\$1.39
Pastry	340604	Mrs. F. Honey Bun Glazed 5oz	\$1.39
Pastry	387928	Mrs. F. Powder Sugar Mini Donuts 6pk	\$1.39
Pastry	634113	Mrs. Freshley Cherry Cheese Danish 4oz	\$1.49
Pastry	307959	Mrs. Freshley's Iced Honey Bun 6oz	\$1.49
Pastry	387639	Reese's Peanut Butter Cup Cakes	\$1.59
Personal Care	440198	Ambi Complexion Soap	\$3.19
Personal Care	421305	Baby Oil 4 oz	\$1.29
Personal Care	421297	Baby Powder 4oz	\$1.19
Personal Care	516963	BIC Twin Select Razor (1)	\$0.30
Personal Care	496232	Body Wash & Shampoo 4oz	\$0.79
Personal Care	424275	Close Up Toothpaste 4oz	\$2.39
Personal Care	421362	Cocoa butter lotion 18oz	\$2.79
Personal Care	421321	Colgate Toothpaste 1oz	\$1.69
Personal Care	516781	Colgate Toothpaste 4 oz	\$2.89
Personal Care	455709	Comb 5 inch	\$0.12
Personal Care	519330	Comb Large Styling	\$1.39
Personal Care	440214	Dandruff Shampoo P.C. 12oz	\$2.19
Personal Care	636266	Dawn Mist Deodorant 1.6 oz stick	\$0.96
Personal Care	493239	Degree Invisible Solid Extreme Blast	\$2.99
Personal Care	440156	Denture Adhesive Cream	\$3.99
Personal Care	358564	Denture Bath - DM	\$0.25
Personal Care	516518	Denture Tablets box of 40 - DM	\$2.69
Personal Care	358663	Dep Sport Endurance Styling Gel 2oz	\$1.39
Personal Care	622274	Dial Bath Soap 4oz	\$1.09
Personal Care	616961	Dove Soap 3.15oz	\$2.39
Personal Care	476945	Dove Soap Sensitive Skin 4.25oz	\$2.99
Personal Care	490086	Floss Loops (mint) 30ct.	\$2.99
Personal Care	440107	Foot Care Powder 4oz	\$1.99
Personal Care	485490	Freshscent Cocoa Butter Lotion 4oz	\$0.99
Personal Care	476994	Garnier Hair Conditioner	\$5.49
Personal Care	489898	Garnier Moisturizing Shampoo	\$5.49
Personal Care	498220	Good Sense Medicated Dandruff Shampoo 11oz (Selsu	\$4.79
Personal Care	471920	Hair & Scalp Food	\$3.19
Personal Care	467894	Hair Conditioner 4oz	\$1.00

Category	Item ID	Description	Price
Personal Care	455717	Hair Pick	\$0.15
Personal Care	404574	Head & Sholders Shampoo 13.5oz	\$8.29
Personal Care	616185	Irish Spring Soap 4oz	\$1.09
Personal Care	516625	Ivory Soap 3.1oz	\$0.99
Personal Care	440271	Magic Razorless Cream 6oz Tube	\$5.29
Personal Care	472514	Magic Shave Powder Blue	\$3.59
Personal Care	455634	Mennen Speed Stick Deodorant A/P 2oz	\$2.99
Personal Care	440289	Mouthwash Alcohol Free 4oz	\$0.89
Personal Care	455816	Murray's Pomade 3 oz	\$4.59
Personal Care	424341	Noxzema Skin Cream 2oz	\$2.69
Personal Care	440149	Palm Hair Brush (No Handle)	\$0.99
Personal Care	440248	Petroleum Jelly 6oz	\$2.29
Personal Care	440115	Q-Tips	\$1.89
Personal Care	421404	Royal Crown Hair Dressing 4oz	\$3.69
Personal Care	407874	Rubber Palm Brush	\$0.69
Personal Care	486373	Sensodyne Toothpaste 2.7oz	\$6.29
Personal Care	456145	Sheffield's Brushless Shave Cream	\$1.99
Personal Care	455626	Skin Care Lotion 4oz	\$0.79
Personal Care	440180	Soap Dish	\$0.69
Personal Care	485268	Softie 3-N-One Conditioner 13.5oz	\$5.99
Personal Care	485169	Softie 3-N-One Shampoo 13.5oz	\$5.99
Personal Care	477059	Suave Advanced Therapy Lotion 10oz	\$3.99
Personal Care	477133	Suave Body Wash 12oz	\$3.99
Personal Care	424259	Suave Shampoo+Cond.12.6oz	\$3.69
Personal Care	616912	Suave Solid Clear Powder 1.4 oz	\$2.39
Personal Care	516823	Sure Solid Reg Scent 1.7 oz	\$3.39
Personal Care	424762	Tek Toothbrush Meduim	\$0.76
Personal Care	456111	Thumb Toothbrush 3 Inch	\$0.59
Personal Care	486381	Tone Soap with Cocoa Butter	\$2.09
Personal Care	440164	Toothbrush Holder	\$0.39
Personal Care	440222	V05 Shampoo	\$2.49
Personal Care	622266	Vaseline Intensive Care Lotion	\$3.99
Personal Care	388181	White Rain Conditioner	\$2.39
Personal Care	388173	White Rain Shampoo	\$2.39
Personal Care	440511	Woltra Cocoa Butter Stick	\$2.98
Postage	479824	Postcards	\$0.39
Postage	455691	Stamped Envelope *Postage*	\$0.65
Postage	473637	Stamps Pack of 4 at .55¢	\$2.20
Snacks	635771	Cheddar Cheese Spread 8oz Tub	\$2.29
Snacks	375345	Cinnamon Toast Crunch 1oz. On The Go Pack	\$1.09
Snacks	511113	Cookquick Spanish Rice	\$1.29
Snacks	358366	Flour Tortillas 6 ct. 8" - Provecho	\$1.59
Snacks	348474	Kane's Salted Peanuts 1.75oz	\$0.89
Snacks	366799	Kar's Cranberry Almond Delight 3oz	\$1.29
Snacks	369322	Kar's Honey Roasted Peanuts 3.5oz	\$1.39
Snacks	456129	Kar's Trail Mix Nut & Yogurt	\$1.19
Snacks	511055	Kellogg Froot Loops Cup	\$2.09
Snacks	511097	Kellogg Frosted Flakes Cup	\$2.09
Snacks	456103	Kellogg Pop-Tart Frost. Brown Cinn.	\$1.29
Snacks	455857	Kellogg Pop-Tart Strawberry	\$1.29
Snacks	387951	Ketchup Individual Packet	\$0.15
Snacks	375444	Lucky Charms Pouch Cereal 1oz	\$1.09
Snacks	717488	Mayonnaise Packet	\$0.15

Category	Item ID	Description	Price
Snacks	387969	Mustard Individual Packet	\$0.15
Snacks	374439	Nat. Val. Granola Bar Oats & Honey	\$0.99
Snacks	616896	Old Fashion Foods Jalapeno Cheese Squeeze Bottle	\$4.59
Snacks	616763	Old Fashion Foods Salsa Squeeze Bottle	\$3.19
Snacks	380766	Ole Fashion Corn Flake Chewy 2.5oz	\$1.29
Snacks	616821	Panola Hot Sauce	\$1.09
Snacks	392936	Peanut Butter Packet 1/2 ounce	\$0.35
Snacks	616839	Peanut Butter Smooth 18oz	\$4.39
Snacks	723288	Pickle Ind. Wrapped / Kosher	\$1.09
Snacks	723296	Pickles Ind. Wrapped / Hot	\$1.09
Snacks	329060	Powerbar Pro Plus Chocolate & Peanut Butter	\$2.99
Snacks	635763	Red Wing Mayo 12oz	\$3.29
Snacks	312918	Refried Beans Smooth 8oz/Cookquick	\$2.69
Snacks	622159	Snyders Jalapeno Pretzel Pieces	\$1.29
Snacks	479360	Sturm's Instant Variety Oatmeal	\$4.29
Sodas	528661	Coke 12oz Can	\$0.99
Sodas	528679	Diet Coke 12oz Can	\$0.99
Sodas	528687	Dr. Pepper 12oz Can	\$0.99
Sodas	528711	Generic 12oz Can Cola	\$0.70
Sodas	528729	Generic 12oz Can Grape	\$0.70
Sodas	528737	Generic 12oz Can Orange	\$0.70
Sodas	528745	Generic 12oz Can Peach	\$0.70
Sodas	528752	Generic 12oz Can Strawberry	\$0.70
Sodas	528703	Sprite 12oz Can	\$0.99
Soups	388058	Instant Lunch Chicken Hot & Spicy	\$0.89
Soups	388090	Instant Lunch Picante Beef	\$0.89
Soups	388066	Instant Lunch Picante Shrimp	\$0.89
Soups	625160	Ramen Beef Soup	\$0.79
Soups	653113	Ramen Chicken & Mushroom	\$0.79
Soups	625087	Ramen Chicken Soup	\$0.79
Soups	614289	Ramen Chili 3oz	\$0.79
Soups	617001	Ramen Creamy Chicken	\$0.79
Soups	627000	Ramen Low Sodium Beef	\$0.79
Soups	516534	Ramen Low Sodium Chicken	\$0.79
Soups	614305	Ramen Picante Beef 3oz Hot & Spicy	\$0.79
Soups	340299	Ramen Picante Chicken 3oz Hot & Spicy	\$0.79
Soups	638452	Ramen Shrimp 3oz	\$0.79
Sugar Free Items	525626	Crystal Lt. Lemonade Packet	\$0.60
Sugar Free Items	525642	Crystal Lt. Orange Packets	\$0.60
Sugar Free Items	525634	Crystal Lt. Peach Tea	\$0.60
Sugar Free Items	320291	Maxima Sugar Free Drops/Assorted	\$1.19
Writing Materials	389072	BLUE Flexible Safety Ink Pen	\$0.45
Writing Materials	377671	Colored Pencils - 3.5"	\$1.98
Writing Materials	471458	Envelope Single White - NO STAMP	\$0.20
Writing Materials	426353	Envelopes Large - 9.5 x 12.5	\$0.45
Writing Materials	388165	Eraser Large Pink	\$0.49
Writing Materials	388256	Golf Pencil	\$0.15
Writing Materials	440339	Legal Folders 1/3 Cut	\$0.49
Writing Materials	487108	Legal Pad 8.5 x 11 (no staples)	\$1.49
Writing Materials	424309	Papermate Pen Black	\$0.18
Writing Materials	421446	Pencil #2 with Eraser	\$0.15
Writing Materials	456087	Sketch Pad 8.5 x 11	\$1.39
Writing Materials	471896	Webster Pocket Dictionary	\$1.89





In this example we want to reverse the Resident Deposit we just did. To do so we click on the Resident Deposits report.

CACTAS Reports

Application Commands Tools Help Viewed

New Open Save Delete Run Stop Details Preview Print Customize Export Reverse Help Settings

Reports

- Commissary
- Trust Fund
- Organization
- Enterprise

Actions

- Post
- Resident Receipt
- Public Receipt
- Export Public Receipt

Last Viewed

- Trust Fund Resident Withdrawals
- Trust Fund Intakes
- Trust Fund Resident List
- Trust Fund Resident Balances
- Trust Fund Releases
- Trust Fund Transfer Other Funds
- Trust Fund Charges
- Trust Fund Sales
- Commissary Customer Item List

Trust Fund Resident Deposits

Filter Report Preview

All Institutions

Institution

From

To

Sunday, November 15, 2015

< November, 2015 >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

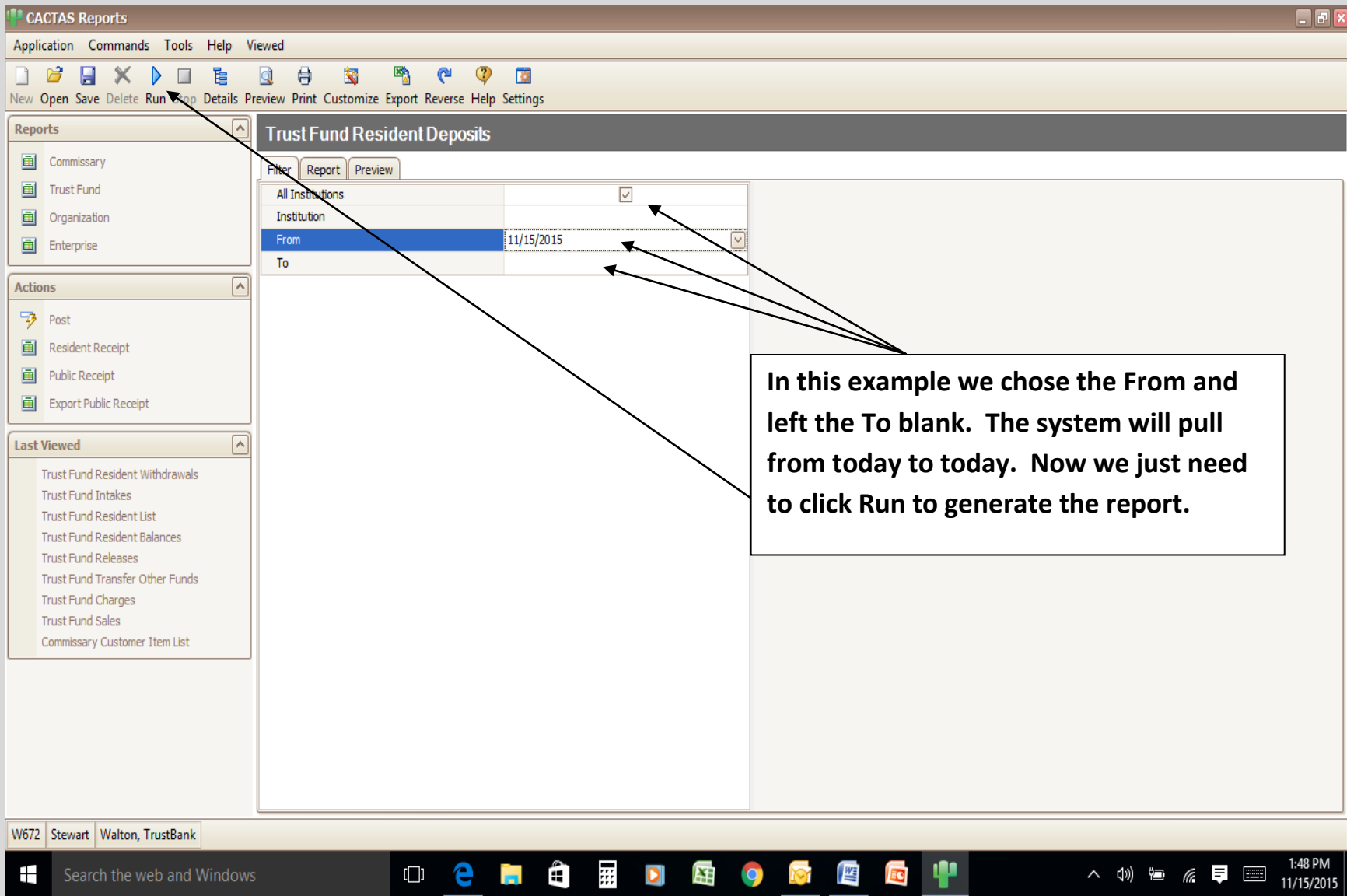
Clear

W672 Stewart Walton, TrustBank

Search the web and Windows

1:42 PM 11/15/2015

Before generating the report you must set the Filter, or give the program the search criteria. The first step is to check the box for All Institutions. You can skip the Institution selection and proceed to the From and To selections. If you click in the box to the right a drop down calendar will appear. Choose the dates you need to see. If you leave the From and To blank it will pull from today to today.



CACTAS Reports

Application Commands Tools Help Viewed

New Open Save Delete Run Stop Details Preview Print Customize Export Reverse Help Settings

Reports

- Commissary
- Trust Fund
- Organization
- Enterprise

Actions

- Post
- Resident Receipt
- Public Receipt
- Export Public Receipt

Last Viewed

- Trust Fund Resident Withdrawals
- Trust Fund Intakes
- Trust Fund Resident List
- Trust Fund Resident Balances
- Trust Fund Releases
- Trust Fund Transfer Other Funds
- Trust Fund Charges
- Trust Fund Sales
- Commissary Customer Item List

Trust Fund Resident Deposits

Filter Report Preview

Drag a column header here to group by that column

Task No.	Date	Roa Type	Resident	Last Name	First Name	Amount
31	11/15/2015 11:05:07 AM	Cash	x1234	Test	Test	\$1.00
32	11/15/2015 11:17:06 AM	Cash	x12345	Test2	Test2	\$1.00
43	11/15/2015 12:31:01 PM	Cash	x1234	Test	Test	(\$1.00)
44	11/15/2015 12:31:07 PM	Cash	x12345	Test2	Test2	(\$1.00)
45	11/15/2015 1:28:59 PM	Money Orders/Transfer Checks	x1234	Test	Test	\$1.00

5 \$1.00

W672 Stewart Walton, TrustBank

Search the web and Windows

1:53 PM 11/15/2015

If you wanted to reverse a deposit on an inmate you would make sure it is highlighted in blue by clicking that line. Then click Reverse at the top of the page.

CACTAS Reports

Application Commands Tools Help Viewed

New Open Save Delete Run Stop Details Preview Print Customize Export Reverse Help Settings

Reports

- Commissary
- Trust Fund
- Organization
- Enterprise

Actions

- Post
- Resident Receipt
- Public Receipt
- Export Public Receipt

Last Viewed

- Trust Fund Resident Withdrawals
- Trust Fund Intakes
- Trust Fund Resident List
- Trust Fund Resident Balances
- Trust Fund Releases
- Trust Fund Transfer Other Funds
- Trust Fund Charges
- Trust Fund Sales
- Commissary Customer Item List

Trust Fund Resident Deposits

Filter Report Preview

Drag a column header here to group by that column

Task No.	Date	Roa Type	Resident	Last Name	First Name	Amount
31	11/15/2015 11:05:07 AM	Cash	x1234	Test	Test	\$1.00
32	11/15/2015 11:17:06 AM	Cash	x12345	Test2	Test2	\$1.00
43	11/15/2015 12:31:01 PM	Cash	x1234	Test	Test	(\$1.00)
44	11/15/2015 12:31:07 PM	Cash	x12345	Test2	Test2	(\$1.00)
45	11/15/2015 1:28:59 PM	Money Orders/Transfer Checks	x1234	Test	Test	\$1.00

Reverse

Are you sure you want to reverse Task No? [45]

Yes No

The program will ask you if you are sure you want to reverse that task. Click yes to complete the reverse.

5 \$1.00

W672 Stewart Walton, TrustBank

Search the web and Windows

1:57 PM 11/15/2015

CACTAS Reports

Application Commands Tools Help Viewed

New Open Save Delete Run Stop Details Preview Print Customize Export Reverse Help Settings

Reports

- Commissary
- Trust Fund
- Organization
- Enterprise

Actions

- Post
- Resident Receipt
- Public Receipt
- Export Public Receipt

Last Viewed

- Trust Fund Resident Withdrawals
- Trust Fund Intakes
- Trust Fund Resident List
- Trust Fund Resident Balances
- Trust Fund Releases
- Trust Fund Transfer Other Funds
- Trust Fund Charges
- Trust Fund Sales
- Commissary Customer Item List

Trust Fund Resident Deposits

Filter Report Preview

Drag a column header here to group by that column

Task No.	Date	Roa Type	Resident	Last Name	First Name	Amount
31	11/15/2015 11:05:07 AM	Cash	x1234	Test	Test	\$1.00
32	11/15/2015 11:17:06 AM	Cash	x12345	Test2	Test2	\$1.00
43	11/15/2015 12:31:01 PM	Cash	x1234	Test	Test	(\$1.00)
44	11/15/2015 12:31:07 PM	Cash	x12345	Test2	Test2	(\$1.00)
45	11/15/2015 1:28:59 PM			Test	Test	\$1.00

Question

Please enter a comment.

OK Cancel

Enter a Comment, or reason for reversing the task and click Ok. To see the completed reversal you have to Run the report again.

5 \$1.00

W672 Stewart Walton, TrustBank

Search the web and Windows

1:59 PM 11/15/2015

The screenshot displays the CACTAS Reports application window. The title bar reads "CACTAS Reports". The menu bar includes "Application", "Commands", "Tools", "Help", and "Viewed". The toolbar contains icons for "New", "Open", "Save", "Delete", "Run", "Stop", "Details", "Preview", "Print", "Customize", "Export", "Reverse", "Help", and "Settings".

On the left side, there are three panels:

- Reports:** Contains icons for "Commissary", "Trust Fund", "Organization", and "Enterprise".
- Actions:** Contains icons for "Details", "Large Icon", "List", and "Tile".
- Last Viewed:** Lists previously viewed reports: "Trust Fund Resident Deposits", "Trust Fund Resident Withdrawals", "Trust Fund Intakes", "Trust Fund Resident List", "Trust Fund Resident Balances", "Trust Fund Releases", "Trust Fund Transfer Other Funds", "Trust Fund Charges", "Trust Fund Sales", and "Commissary Customer Item List".

The main content area is titled "Trust Fund Reports" and lists various report options under the "Name" header:

- Resident Tasks
- Charges
- Release Disbursement
- Resident Deposits
- Resident Withdrawals
- Other
 - Resident Activity (Formatted)
 - Resident Balances
 - Resident List
 - Spendable Balances
 - Custom Reports

An annotation box with a black border and white background is positioned to the right of the "Resident Activity (Formatted)" option. It contains the text: "To see an inmate's activity click on Resident Activity (Formatted)". A black arrow points from the text box to the "Resident Activity (Formatted)" option.

At the bottom of the application window, the breadcrumb path is "W672 | Stewart | Walton, TrustBank". The Windows taskbar at the very bottom shows the search bar "Search the web and Windows", several application icons, and the system tray with the time "2:04 PM" and date "11/15/2015".

CACTAS Reports

Application Commands Tools Help Viewed

New Open Save Delete Run Stop Details Preview Print Customize Export Reverse Help Settings

Reports

- Commissary
- Trust Fund
- Organization
- Enterprise

Actions

- All Balances with Debt
- Personal Balances with Debt
- Personal Balances Only

Last Viewed

- Trust Fund Resident Deposits
- Trust Fund Resident Withdrawals
- Trust Fund Intakes
- Trust Fund Resident List
- Trust Fund Resident Balances
- Trust Fund Releases
- Trust Fund Transfer Other Funds
- Trust Fund Charges
- Trust Fund Sales
- Commissary Customer Item List

Trust Fund Resident Activity (Formatted)

Filter Report Preview

Resident ID	From	To
-------------	------	----

If you know the inmate's ID you can enter it in the box. To search for the inmate click on the box with dots.

W672 Stewart Walton, TrustBank

Search the web and Windows

2:06 PM 11/15/2015

CACTAS Reports

Application Commands Tools Help Viewed

New Open Save Delete Run Stop Details Preview Print Customize Export Reverse Help Settings

Reports

- Commissary
- Trust Fund
- Organization
- Enterprise

Actions

- All Balances with Debt
- Personal Balances with Debt
- Personal Balances Only

Last Viewed

- Trust Fund Resident Deposits
- Trust Fund Resident Withdrawals
- Trust Fund Intakes
- Trust Fund Resident List
- Trust Fund Resident Balances
- Trust Fund Releases
- Trust Fund Transfer Other Funds
- Trust Fund Charges
- Trust Fund Sales
- Commissary Customer Item List

Trust Fund Resident Activity (Formatted)

Filter Report

Resident ID

From To

Resident Search

Search Text: test

Search By: Last Name

Search

Include Released

Released	Resident ID	Personal ID	Last Name	First Name	SSN	Institution	DOB
<input type="checkbox"/>	x1234	x1234	Test	Test		Walton	8/15/1970
<input checked="" type="checkbox"/>	x12345	x12345	Test2	Test2		Walton	

From the search box enter the Last Name of the inmate you are looking for. If they are released, check the Include Released box. Click Search to initiate the search. Double click the inmate you are looking for.

W672 Stewart Walton, TrustBank

Search the web and Windows

2:10 PM 11/15/2015

CACTAS Reports

Application Commands Tools Help Viewed

New Open Save Delete Run Stop Details Preview Print Customize Export Reverse Help Settings

Reports

- Commissary
- Trust Fund
- Organization
- Enterprise

Actions

- All Balances with Debt
- Personal Balances with Debt
- Personal Balances Only

Last Viewed

- Trust Fund Resident Deposits
- Trust Fund Resident Withdrawals
- Trust Fund Intakes
- Trust Fund Resident List
- Trust Fund Resident Balances
- Trust Fund Releases
- Trust Fund Transfer Other Funds
- Trust Fund Charges
- Trust Fund Sales
- Commissary Customer Item List

Trust Fund Resident Activity (Formatted)

Filter Report Preview

Resident ID: x1234

From: 11/15/2015

To: 11/15/2015

Sunday, November 15, 2015

November, 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Clear

W672 Stewart Walton, TrustBank

Search the web and Windows

2:16 PM 11/15/2015

In this example we are looking at the activity From today To today. Once that is set you can Run the report.

CACTAS Reports

Application Commands Tools Help Viewed

New Open Save Delete Run Stop Details Preview Print Customize Export Reverse Help Settings

Reports

- Commissary
- Trust Fund
- Organization
- Enterprise

Actions

- All Balances with Debt
- Personal Balances with Debt
- Personal Balances Only

Last Viewed

- Trust Fund Resident Deposits
- Trust Fund Resident Withdrawals
- Trust Fund Intakes
- Trust Fund Resident List
- Trust Fund Resident Balances
- Trust Fund Releases
- Trust Fund Transfer Other Funds
- Trust Fund Charges
- Trust Fund Sales
- Commissary Customer Item List

Trust Fund Resident Activity (Formatted)

Filter Report Preview

Drag a column header here to group by that column

Current Inst	Released	Class	ResidentId	PersonalId	Full Name	Dob	Gender	Housing
Walton	<input type="checkbox"/>	GP	x1234	x1234	Test, Test	8/15/1970 12:00:00 ...	Male	Walton

W672 Stewart Walton, TrustBank

Search the web and Windows

2:18 PM 11/15/2015

Once you Run the report you will need to chose how much detail you want to see. For most people Personal Balances with Debt is the one to use. Click it.

11/15/2015

Walton County Sheriff's Office Resident Activity Statement

Resident Name: Test, Test Resident ID: x1234
 Housing Location: Walton Date Range: 11/15/2015 Through 11/16/2015

Beginning Account Balances				Ending Account Balances			
Account	Debt	Balance		Account	Debt	Balance	
Begin Totals	\$0.00	\$0.00		End Totals	\$0.00	\$0.00	

Date	Task No.	Check No.	Amount	Type	Comment	Per. Acct Balance	Debt Balance
11/15/2015	31		\$1.00	Resident Deposit	Test	\$1.00	\$0.00
11/15/2015	37	7146	(\$1.00)	Resident Withdrawal	Release Disbursement	\$0.00	\$0.00
11/15/2015	38		\$0.00	Release Disbursement	Test	\$0.00	\$0.00
11/15/2015	39		\$1.00	Resident Withdrawal	Test	\$1.00	\$0.00
11/15/2015	40		(\$1.00)	Resident Withdrawal	Release Disbursement	\$0.00	\$0.00
11/15/2015	41		\$			0.00	\$0.00
11/15/2015	42		\$			1.00	\$0.00
11/15/2015	43		(\$			0.00	\$0.00
11/15/2015	45		\$			1.00	\$0.00
11/15/2015	46		(\$			0.00	\$0.00

The report gives you the activity in order with the account balances at the From and To time frames.

Page 1 of 1 100%

Preview

File View Background

11/15/2015

Walton County Sheriff's Office
Resident Activity Statement

Resident Name: Test, Test
Housing Location: Walton

Date Range: 11/15/2015 Through 11/16/2015

Resident ID: x1234

Beginning Account Balances

To print the report click on one of the printer icons. The one with a ? lets you choose a printer. The one without the ? prints to your default printer.

Click on the X in the center of the page to close the report preview. If you click on the X in the upper right you will close reports all together.

Type							
Resident Deposit							
Resident Withdrawal							
Release Disbursement							
Resident Withdrawal				Test	\$1.00	\$0.00	
Resident Withdrawal	11/15/2015	40	(\$1.00)	Release Disbursement	\$0.00	\$0.00	
Release Disbursement	11/15/2015	41	\$0.00	Release Disbursement	\$0.00	\$0.00	
Resident Withdrawal	11/15/2015	42	\$1.00	Resident Withdrawal	Test	\$1.00	\$0.00
Resident Deposit	11/15/2015	43	(\$1.00)	Resident Deposit	Test	\$0.00	\$0.00
Resident Deposit	11/15/2015	45	\$1.00	Resident Deposit	Check from Escambia SO	\$1.00	\$0.00
Resident Deposit	11/15/2015	46	(\$1.00)	Resident Deposit	Reversed Task No. 45	\$0.00	\$0.00

Page 1 of 1

100%

Search the web and Windows

2:24 PM
11/15/2015

CACTAS Reports

Application Commands Tools Help Viewed

New Open Save Delete Run Stop Details Preview Print Customize Export Reverse Help Settings

Reports

- Commissary
- Trust Fund
- Organization
- Enterprise

Actions

- Issue Debit Card
- Print Check
- Print Receipt

Last Viewed

- Trust Fund Resident Activity (Formatted)
- Trust Fund Resident Deposits
- Trust Fund Intakes
- Trust Fund Resident List
- Trust Fund Resident Balances
- Trust Fund Releases
- Trust Fund Transfer Other Funds
- Trust Fund Charges
- Trust Fund Sales

Trust Fund Resident Withdrawals

Filter Report Preview

Drag a column header here to group by that column

Task No.	Date	Check No	Debit Card Status	Tender Type	Resident	Last Name	First Name	Amount
34	11/15/2015 11:29:27 AM			Check	x12345	Test2	Test2	\$1.00
36	11/15/2015 11:31:39 AM			Check	x12345	Test2	Test2	(\$1.00)
37	11/15/2015 11:33:18 AM	7146		Check	x1234	Test	Test	\$1.00
39	11/15/2015 11:47:19 AM			Check	x1234	Test	Test	(\$1.00)
40	11/15/2015 11:50:33 AM			Debit Card	x1234	Test	Test	\$1.00
42	11/15/2015 12:11:21 PM			Debit Card	x1234	Test	Test	(\$1.00)

6 \$0.00

W672 Stewart Walton, TrustBank

Search the web and Windows

2:34 PM 11/15/2015

The report system allows you to add and remove columns of data. You can also arrange them as you want.

CACTAS Reports

Application Commands Tools Help Viewed

New Open Save Delete Run Stop Details Preview Print Customize Export Reverse Help Settings

Reports

- Commissary
- Trust Fund
- Organization
- Enterprise

Actions

- Issue Debit Card
- Print Check
- Print Receipt

Trust Fund Resident Withdrawals

Filter Report Preview

Drag a column header here to group by that column

Task No.	Date	Check No	Resident	Last Name	First Name	Amount
34	11/15/2015 11:29:27 AM		x12345	Test2	Test2	\$1.00
36	11/15/2015 11:31:39 AM		x12345	Test2	Test2	(\$1.00)
37	11/15/2015 11:33:18 AM	7146	x1234	Test	Test	\$1.00
39	11/15/2015 11:47:19 AM		x1234	Test	Test	(\$1.00)
40	11/15/2015 11:50:33 AM		x1234	Test	Test	\$1.00
42	11/15/2015 12:11:21 PM		x1234	Test	Test	(\$1.00)

Sort Ascending

Sort Descending

Clear Sorting

Group By This Column

Hide Group By Box

Remove This Column

Column Chooser

Best Fit

Best Fit (all columns)

Filter Editor...

Show Auto Filter Row

To arrange a column left click on the column header. Continue to hold it down and you can drag the column off the page to remove it, or in between two column headers if you want to rearrange it.

You can right click on a column header to get this drop down box. If you want the column off the report you would select Remove this column.

6 \$0.00

W672 Stewart Walton, TrustBank

Search the web and Windows

2:37 PM 11/15/2015

CACTAS Reports

Application Commands Tools Help Viewed

New Open Save Delete Run Stop Details Preview Print Customize Export Reverse Help Settings

Reports

- Commissary
- Trust Fund
- Organization
- Enterprise

Actions

- Issue Debit Card
- Print Check
- Print Receipt

Last Viewed

- Trust Fund Resident Activity (Form
- Trust Fund Resident Deposits
- Trust Fund Intakes
- Trust Fund Resident List
- Trust Fund Resident Balances
- Trust Fund Releases
- Trust Fund Transfer Other Funds
- Trust Fund Charges
- Trust Fund Sales

Trust Fund Resident Withdrawals

Filter Report Preview

Drag a column header here to group by this column

Task No.	Date	User	Debit Card Status	Tender Type	Resident
34	11/15/2015 11:29:27 AM	W672		Check	x12345
36	11/15/2015 11:31:39 AM	wilj		Check	x12345
37	11/15/2015 11:33:18 AM	W672		Check	x1234
39	11/15/2015 11:47:19 AM	W672		Check	x1234
40	11/15/2015 11:50:33 AM	W672		Debit Card	x1234
42	11/15/2015 12:11:21 PM	W672		Debit Card	x1234

Customize

- Debit Card State
- Debit Card Zip
- Dob
- FullName
- Gender
- Gender - French
- Inst Desc
- Institution
- Int Gender
- Memo
- Middle Name
- Pay To
- Personal ID
- Pod
- Projected Release
- Release Date
- Released
- ResidentWithdrawalNo
- Section
- Source
- Source Address
- Ssn
- Task Guid
- Wdr Type
- Wdr Type Desc

W672 Stewart Walton, TrustBank

Search the web and Windows

2:43 PM 11/15/2015

You can add columns to the report by clicking the Customize icon in the upper tool bar. That will launch a box containing all the available fields of data. You can drag the field out of the box by left clicking it. You will need to continue to hold it down until you place it in the desired location between two column headers.

Muscogee County Jail Inmate Order			
Inmate Name		ID #	
Item #	Quantity	Item #	Quantity
#1		#24	
#2		#25	
#3		#26	
#4		#27	
#5		#28	
#6		#29	
#7		#30	
#8		#31	
#9		#32	
#10		#33	
#11		#34	
#12		#35	
#13		#36	
#14		#37	
#15		#38	
#16		#39	
#17		#40	
#18		#41	
#19		#42	
#20		#43	
#21		#44	
#22		#45	
#23		#46	

**Fax Order form to:
912-283-6070**

COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706.225.4087, FAX 706.225.3033
www.columbusga.org

September 9, 2020

Mr. Will Jeffords
Stewart Distribution
P.O. Box 1888
Waycross, GA 31502

willj@stewartcandy.com

Reference: RFP No. 20-0026 Inmate Commissary Services for Muscogee County Prison
(Annual Contract)

Dear Mr. Jeffords:

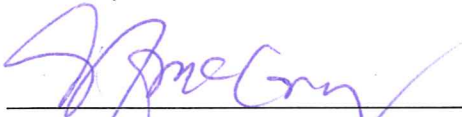
Thank you for your patience during the evaluation phase. The evaluation committee requires the following information:

- 1) Provide an Excel spreadsheet listing all commissary menu items with pricing.
- 2) Provide any sample reports generated from your system.
- 3) Provide an alternate paper ordering system to be used in the event of special conditions, such as inmate isolation, inmate medical issues, power outages, etc.

Please forward your response to the attention of Sandra Chandler at schandler@columbusga.org, or via fax to (706) 225-3033. Your response is requested no later than 3:00 P.M. (EST) on Friday, September 11, 2020.

Your continued cooperation in this process is greatly appreciated.

Sincerely,



Andrea J. McCorvey
Purchasing Division Manager



COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706.225.4087, FAX 706.225.3033
www.columbusga.org

December 16, 2020

Mr. Will Jeffords
Stewart Distribution
P.O. Box 1888
Waycross, GA 31502

wilj@stewartcandy.com

Reference: RFP No. 20-0026 Inmate Commissary Services for Muscogee County Prison (Annual Contract)

Dear Mr. Jeffords:

This is your notification that the referenced annual contract has been awarded to your company. All terms and conditions set forth in the proposal specifications will prevail, as approved by Council, Tuesday, December 15, 2020. The contract is being routed for signature by City officials and a copy will be sent to you upon completion. The current contract will expire on December 31, 2020. ***In the event the contract is not signed by December 31, 2020, this letter will allow the Muscogee County Prison to continue services until the contract is executed.***

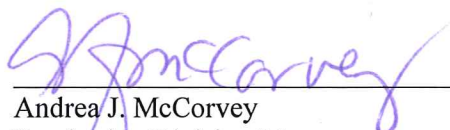
This contract shall be for two years beginning **January 1, 2021 thru December 31, 2022**, with the option to renew for three (3) additional twelve-month periods. Contract renewal will be contingent upon the mutual agreement of the City and the Contractor.

Termination for Convenience

For the protection of both parties, either party giving a thirty (30) days prior notice, in writing to the other party, may cancel this contract.

The City has confidence in your ability to fulfill the requirements of the contract and look forward to a continued relationship, which will be beneficial to all concerned.

Sincerely,



Andrea J. McCorvey
Purchasing Division Manager

cc: Dwight Hamrick, Warden, MCP
Daniel King, Deputy Warden, MCP
Sherman Thomas, Deputy Warden, MCP



COLUMBUS CONSOLIDATED GOVERNMENT

Georgia's First Consolidated Government



FINANCE DEPARTMENT PURCHASING DIVISION

100 TENTH STREET, P. O. Box 1340
COLUMBUS, GEORGIA 31902-1340
706.225.4087, FAX 706.225.3033
www.columbusga.org

January 13, 2021

Mr. Will Jeffords
Stewart Distribution
P.O. Box 1888
Waycross, GA 31502

willj@stewartcandy.com

Reference: RFP No. 20-0026 Inmate Commissary Services for Muscogee County Prison
(Annual Contract) - Agreement

Dear Mr. Jeffords:

The City Attorney's Office has reviewed your Agreement and advises the following:

- The word 'consolidate' in the City's name is misspelled multiple times throughout the Agreement; please correct the spelling to 'Columbus Consolidated Government'.
- The Agreement is proposing changes that are inconsistent with the RFP specifications and are not acceptable:
 - The language in paragraph D of the Termination Section is inconsistent with Page 13, Item 4.2 of the General Specifications which states, '**Termination for Convenience** - For the protection of both parties, either party giving 30 days prior notice, in writing to the other party, may cancel this contract.' Therefore, please replace the Termination of Contract, item D of the Agreement (Page 2), with the City's language as stated.
 - The language on Page 1 – **Commissions / Pricing**, paragraph 2 is inconsistent with Revised Appendix A, Technical Specifications, Page 13, Section 4. **Selection and Pricing of Commissary Items** which states:
 - 4.1 The selection and pricing of all commissary items shall be subject to the approval of the Director or Deputy Director of the Muscogee County Prison.



4.2 All additions, deletions, and changes in commissary items offered and their pricing shall be made only with the written approval of the Muscogee County Prison.

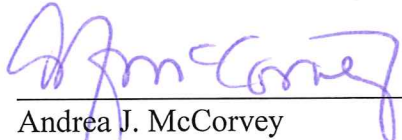
4.3 The Contractor shall provide food, and hygiene items.

Therefore, please remove or replace paragraph 2 with the City's language as stated.

- Add 'Isaiah Hugley, City Manager' on the Signature page (Page 3) on the 'Printed Name' line.

Once we receive the signed Agreement with the changes indicated the contract will be routed for signature by City officials.

Sincerely,



Andrea J. McCorvey
Purchasing Division Manager