

Dane County Contract Cover Sheet

Res 202

Revised 06/2021

Dept./Division	Sheriff's Office -- Security Services Division		
Vendor Name	Elior Inc., dba Summit Food Service LLC.	MUNIS #	30016
Brief Contract Title/Description	Authorizing a 5-year contract for commissary, banking, and trust services for jail residents.		
Contract Term	October 21, 2021 -- October 20, 2026		
Contract Amount	\$ 0.00		

Contract # Admin will assign	14470
Type of Contract	
<input checked="" type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input type="checkbox"/>	Grant
<input type="checkbox"/>	Other

Department Contact Information		Vendor Contact Information	
Name	Lillian Radivojevich	Name	Matt DeRoche
Phone #	(608) 284-4801	Phone #	(215) 283-6006
Email	radivojevich@danesheriff.com	Email	mattderoche@summitfoodservice.com
Purchasing Officer	Pete Patten		

Purchasing Authority	<input type="checkbox"/> \$11,000 or under – Best Judgment (1 quote required)	
	<input type="checkbox"/> Between \$11,000 – \$37,000 (\$0 – \$25,000 Public Works) (3 quotes required)	
	<input checked="" type="checkbox"/> Over \$37,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP # 121015
	<input type="checkbox"/> Bid Waiver – \$37,000 or under (\$25,000 or under Public Works)	
	<input type="checkbox"/> Bid Waiver – Over \$37,000 (N/A to Public Works)	
	<input type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other	

MUNIS Req.	Req #	Org: SHRFSEC	Obj: 83015	Proj:	\$ 0.00
	Year	Org:	Obj:	Proj:	
		Org:	Obj:	Proj:	

Budget Amendment	
<input type="checkbox"/>	A Budget Amendment has been requested via a Funds Transfer or Resolution. Upon addendum approval and budget amendment completion, the department shall update the requisition in MUNIS accordingly.

Resolution Required if contract exceeds \$100,000 (\$40,000 PW)	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works)	
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.	Res # 202
	<input checked="" type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.	Year 2021

CONTRACT MODIFICATIONS – Standard Terms and Conditions		
<input checked="" type="checkbox"/> No modifications.	<input type="checkbox"/> Modifications and reviewed by:	<input type="checkbox"/> Non-standard Contract

APPROVAL	
Dept. Head / Authorized Designee	
Nygaard, Christopher	Digitally signed by Nygaard, Christopher Date: 2021.10.05 10:41:25 -05'00'

APPROVAL – Contracts Exceeding \$100,000	
Director of Administration	Corporation Counsel

APPROVAL – Internal Contract Review – Routed Electronically – Approvals Will Be Attached			
DOA:	Date In: 10/5/21	Date Out: _____	<input type="checkbox"/> Controller, Purchasing, Corp Counsel, Risk Management

Goldade, Michelle

From: Goldade, Michelle
Sent: Tuesday, October 5, 2021 3:40 PM
To: Hicklin, Charles; Gault, David; Patten (Purchasing), Peter; Lowndes, Daniel
Cc: Stavn, Stephanie; Oby, Joe
Subject: Contract #14470
Attachments: 14470.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 10/5/2021 4:31 PM	Approve: 10/5/2021 4:31 PM
	Gault, David	Read: 10/5/2021 3:49 PM	Approve: 10/5/2021 3:50 PM
	Patten (Purchasing), Peter		Approve: 10/5/2021 3:44 PM
	Lowndes, Daniel		Approve: 10/5/2021 4:11 PM
	Stavn, Stephanie	Read: 10/5/2021 4:43 PM	
	Oby, Joe		

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Contract #14470

Department: Sheriff Department

Vendor: Elixor Inc dba Summit Food Service

Contract Description: Authorizing a 5-yr contract for commissary, banking & trust services for jail residents (Res 202)

Contract Term: 10/21/21 – 10/20/26

Contract Amount: \$--

Michelle Goldade

Administrative Manager

Dane County Department of Administration

Room 425, City-County Building

210 Martin Luther King, Jr. Boulevard

Madison, WI 53703

PH: 608/266-4941

Fax: 608/266-4425

TDD: Call WI Relay 711

Please Note: I currently have a modified work schedule...I am in the office Mondays and Wednesdays and working remotely Tuesdays, Thursdays and Fridays in accordance with COVID 19 response guidelines.

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2021 RES-202

AWARD OF CONTRACT TO PROVIDE COMMISSARY, BANKING, AND TRUST SERVICES TO DANE COUNTY SHERIFF'S OFFICE JAIL RESIDENTS

Dane County Sheriff's Office is responsible for the keeping of the Dane County Jail and safely caring for the residents therein. The Sheriff's Office desires to purchase service from Elio Inc. doing business as Summit Food Service, LLC, for the purpose of obtaining commissary, banking, and trust services for jail residents. Commissary service is defined as the provision of service to indirectly sell to residents specified food, snacks, beverages, and personal items and the delivery of such items to each resident in their respective housing units.

Dane County engaged in a competitive Request for Proposal (RFP) process, Proposal # 121015, for a vendor to provide commissary service to jail residents. Summit Food Service LLC, 500 East 52nd North, Sioux Falls, South Dakota, 57104, was the successful bidder in the aforementioned competitive RFP process.

The Sheriff's Office requests approval of a 5-year contract for commissary, banking, and trust services for Dane County Jail residents starting October 21, 2021 through October 20, 2026. Commissions for commissary services may not be charged under this contract.

NOW, THEREFORE, BE IT RESOLVED that a 5-year contract is awarded to Summit Food Service, LLC, for commissary, banking, and trust services for Dane County Jail residents, to begin October 21, 2021 and continuing to October 20, 2026.

BE IT FINALLY RESOLVED that the Dane County Executive and the Dane County Clerk are authorized to execute the necessary documents for the contract.

DANE COUNTY CONTRACT # 14470



# of Pages Including Schedules:	24
Expiration Date:	October 20, 2026
Authority:	Res. # , 21-22
Department:	Sheriff's Office
Maximum Cost:	\$0 <u>(Commission will be paid to the County)</u>
Registered Agent:	Robin Stanton
Registered Agent Address:	101 Valhalla Street #2 Westby, WI 54667

THIS AGREEMENT, made and entered into, by and between the County of Dane (hereafter referred to as "COUNTY") and Elio Inc. doing business as Summit Food Service, LLC (hereafter, "PROVIDER"),

WITNESSETH:

WHEREAS COUNTY, whose address is 210 Martin Luther King, Jr. Blvd. Madison, WI 53703, desires to purchase services from PROVIDER for the purpose of providing inmate commissary and inmate banking and trust services

WHEREAS PROVIDER, whose address is 500 East 52nd Street North, Sioux Falls, SD 57104, is able and willing to provide such services;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, COUNTY and PROVIDER do agree as follows:

I. TERM:

The term of this Agreement shall commence as of the date by which all parties have executed this Agreement and shall end as of the EXPIRATION DATE set forth on page 1 hereof, unless sooner agreed to in writing by the parties. PROVIDER shall complete its obligations under this Agreement not later than the EXPIRATION DATE. Upon failure of PROVIDER to complete its obligation set forth herein by the EXPIRATION DATE, COUNTY may invoke the penalties, if any, set forth in this document and its attachments.

II. SERVICES:

A. PROVIDER agrees to provide the services detailed in the bid specifications, if any; the request for proposals (RFP) and PROVIDER's response thereto, if any; and on the attached Schedule A, which is fully incorporated herein by reference. In the event of a conflict between or among the bid specifications, the RFP or responses thereto, or the terms of Schedule A or any of them, it is agreed that the terms of Schedule A, to the extent of any conflict, are controlling.

B. PROVIDER shall commence, carry on and complete its obligations under this Agreement with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Agreement and all applicable laws. In providing services under this Agreement, PROVIDER agrees to cooperate with the various departments, agencies, employees and officers of COUNTY.

- C. PROVIDER agrees to secure at PROVIDER's own expense all personnel necessary to carry out PROVIDER's obligations under this Agreement. Such personnel shall not be deemed to be employees of COUNTY nor shall they or any of them have or be deemed to have any direct contractual relationship with COUNTY.

III. ASSIGNMENT/TRANSFER:

PROVIDER shall neither assign nor transfer any interest or obligation in this Agreement, without the prior written consent of COUNTY unless otherwise provided herein, provided that claims for money due or to become due PROVIDER from COUNTY under this Agreement may be assigned to a bank, trust company or other financial institution without such approval if and only if the instrument of assignment contains a provision substantially to the effect that it is agreed that the right of the assignee in and to any moneys due or to become due to PROVIDER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Agreement. PROVIDER shall promptly provide notice of any such assignment or transfer to COUNTY.

IV. TERMINATION:

- A. Failure of PROVIDER to fulfill any of its obligations under this Agreement in a timely manner, or violation by PROVIDER of any of the covenants or stipulations of this Agreement, shall constitute grounds for COUNTY to terminate this Agreement by giving a thirty (30) day written notice to PROVIDER.
- B. The following shall constitute grounds for immediate termination:
 - 1. violation by PROVIDER of any State, Federal or local law, or failure by PROVIDER to comply with any applicable States and Federal service standards, as expressed by applicable statutes, rules and regulations.
 - 2. failure by PROVIDER to carry applicable licenses or certifications as required by law.
 - 3. failure of PROVIDER to comply with reporting requirements contained herein.
 - 4. inability of PROVIDER to perform the work provided for herein.
- C. Failure of the Dane County Board of Supervisors or the State or Federal Governments to appropriate sufficient funds to carry out COUNTY's obligations hereunder, shall result in automatic termination of this Agreement as of the date funds are no longer available, without notice.
- D. In the event COUNTY terminates this Agreement as provided herein, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by PROVIDER under this Agreement shall at the option of COUNTY become the property of COUNTY, and PROVIDER shall be entitled to receive just and equitable compensation, subject to any penalty, for any satisfactory work completed on such documents, services, papers, data, products or the like. Notwithstanding the above, PROVIDER shall not be relieved of liability to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by PROVIDER, and COUNTY may withhold any payments to PROVIDER for the purpose of offset.

V. PAYMENT:

COUNTY agrees to make such payments for services rendered under this Agreement as and in the manner specified herein and in the attached Schedule B, which is fully incorporated herein by reference. Notwithstanding any language to the contrary in this Agreement or its attachments, COUNTY shall never be required to pay more than the sum set forth on page 1 of this Agreement under the heading MAXIMUM COST, for all services rendered by PROVIDER under this Agreement.

VI. REPORTS:

PROVIDER agrees to make such reports as are required in the attached Schedule C, which is fully incorporated herein by reference. With respect to such reports it is expressly understood that time is of

the essence and that the failure of PROVIDER to comply with the time limits set forth in said Schedule C shall result in the penalties set forth herein.

VII. DELIVERY OF NOTICE:

Notices, bills, invoices and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth above. It shall be the duty of a party changing its address to notify the other party in writing within a reasonable time.

VIII. INSURANCE:

A. PROVIDER shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER's furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of COUNTY, its agencies, boards, commissions, officers, employees or representatives. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Agreement.

B. In order to protect itself and COUNTY, its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Agreement and otherwise, PROVIDER agrees to preserve COUNTY's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance. Neither these requirements nor the COUNTY's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Agreement. The County expressly reserves the right to require higher or lower insurance limits where County deems necessary.

Commercial General Liability.

PROVIDER agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent PROVIDERs and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.

Commercial/Business Automobile Liability.

PROVIDER agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than \$1,000,000 Each Occurrence. PROVIDER further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event PROVIDER does not own automobiles, PROVIDER agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Environmental Impairment (Pollution) Liability

PROVIDER agrees to maintain Environmental Impairment (Pollution) Liability insurance at a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, and environmental cleanup costs caused by pollution conditions, both sudden and non-sudden. This requirement can be satisfied by either a separate environmental liability policy or through a modification to the Commercial General Liability policy. Evidence of either must be provided.

Workers' Compensation.

PROVIDER agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.

Umbrella or Excess Liability.

PROVIDER may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.

- C. Upon execution of this Agreement, PROVIDER shall furnish COUNTY with a Certificate of Insurance listing COUNTY as an additional insured and, upon request, certified copies of the required insurance policies. If PROVIDER's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services coverage is Claims-Made and indicate the Retroactive Date, PROVIDER shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. PROVIDER shall furnish COUNTY, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that PROVIDER shall furnish the COUNTY with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either PROVIDER or COUNTY may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by PROVIDER. In the event any action, suit or other proceeding is brought against COUNTY upon any matter herein indemnified against, COUNTY shall give reasonable notice thereof to PROVIDER and shall cooperate with PROVIDER's attorneys in the defense of the action, suit or other proceeding. PROVIDER shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.
- D. The parties do hereby expressly agree that COUNTY, acting at its sole option and through its Risk Manager, may waive any and all requirements contained in this Agreement, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by COUNTY's Risk Manager taking into account the nature of the work and other factors relevant to COUNTY's exposure, if any, under this Agreement.

IX. NO WAIVER BY PAYMENT OR ACCEPTANCE:

In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by COUNTY of any breach of the covenants of this Agreement or a waiver of any default of PROVIDER and the making of any such payment or acceptance of any such service or product by COUNTY while any such default or breach shall exist shall in no way impair or prejudice the right of COUNTY with respect to recovery of damages or other remedy as a result of such breach or default.

X. NON-DISCRIMINATION:

During the term of this Agreement, PROVIDER agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). PROVIDER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or

federal law setting forth additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law.

XI. CIVIL RIGHTS COMPLIANCE:

- A. If PROVIDER has 20 or more employees and receives \$20,000 in annual contracts with COUNTY, the PROVIDER shall submit to COUNTY a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. PROVIDER shall also file an Affirmative Action (AA) Plan with COUNTY in accordance with the requirements of chapter 19 of the Dane County Code of Ordinances. PROVIDER shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY. If an approved plan has been received during the previous CALENDAR year, a plan update is acceptable. The plan may cover a two-year period. Providers who have less than twenty employees, but who receive more than \$20,000 from the COUNTY in annual contracts, may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts set forth herein below. If PROVIDER submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health and Family Services Division that covers the services purchased by COUNTY, a verification of acceptance by the State of PROVIDER's Plan is sufficient.
- B. PROVIDER agrees to comply with the COUNTY's civil rights compliance policies and procedures. PROVIDER agrees to comply with civil rights monitoring reviews performed by the COUNTY, including the examination of records and relevant files maintained by the PROVIDER. PROVIDER agrees to furnish all information and reports required by the COUNTY as they relate to affirmative action and non-discrimination. PROVIDER further agrees to cooperate with COUNTY in developing, implementing, and monitoring corrective action plans that result from any reviews.
- C. PROVIDER shall post the Equal Opportunity Policy, the name of PROVIDER's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, applicants for employment and employees. The complaint process will be according to COUNTY's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. PROVIDER shall supply to COUNTY's Contract Compliance Officer upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.
- D. PROVIDER shall provide copies of all announcements of new employment opportunities to COUNTY's Contract Compliance Officer when such announcements are issued.
- E. If PROVIDER is a government entity having its own compliance plan, PROVIDER'S plan shall govern PROVIDER's activities.

XII. COMPLIANCE WITH FAIR LABOR STANDARDS:

- A. Reporting of Adverse Findings. During the term of this Agreement, PROVIDER shall report to the County Contract Compliance Officer, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations Commission (WERC) that PROVIDER has violated a statute or regulation regarding labor standards or relations. If an investigation by the Contract Compliance Officer results in a final determination that the matter adversely affects PROVIDER'S responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this agreement, the County may take such action.

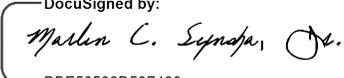
- B. Appeal Process. PROVIDER may appeal any adverse finding by the Contract Compliance Officer as set forth in Dane County Ordinances Sec. 25.08(20)(c) through (e).
- C. Notice Requirement. PROVIDER shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation for union organizing."

XIII. MISCELLANEOUS:

- A. Registered Agent. PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Agreement on its behalf are authorized to do so, and, if a corporation, that the name and address of PROVIDER's registered agent is as set forth opposite the heading REGISTERED AGENT on page 1 of this Agreement. PROVIDER shall notify COUNTY immediately, in writing, of any change in its registered agent, his or her address, and PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner.
- B. Controlling Law and Venue. It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall be in the Dane County Circuit Court.
- C. Limitation Of Agreement. This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.
- D. Entire Agreement. The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.
- E. Counterparts. The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.

IN WITNESS WHEREOF, COUNTY and PROVIDER, by their respective authorized agents, have caused this Agreement and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

FOR PROVIDER:

<p>DocuSigned by:  <small>DBE52592D58F428</small></p> <hr/> <p>Marlin C. Seppala, Jr. President and CEO</p> <hr/>	<p>9/30/2021</p> <hr/> <p>Date Signed</p> <hr/> <p>Date Signed</p>
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FOR COUNTY:

Joseph T. Parisi, Dane County Executive

Date Signed

Scott McDonell, Dane County Clerk

Date Signed

* [print name and title, below signature line of any person signing this document]

SCHEDULE A

Scope of Services

The PROVIDER shall provide commissary service for the Dane County Sheriff's Office, Security Services Division, at the three following facility service locations and any other jail/treatment facility that may be built or occupied under the control of the Sheriff's Office within the term of this AGREEMENT:

1. City-County Building Jail (CCB)
210 Martin Luther King Jr. Blvd.
Madison, WI 53703

2. Public Safety Building (PSB)
115 W. Doty St.
Madison, WI 53703

3. William H. Ferris Center
2120 Rimrock Road
Madison, WI 53713

Commissary Service is defined as the exclusive operation and provision of commissary products (food, snacks, beverages, personal items, etc.), Fresh Express, emails provided by the PROVIDER to indirectly sell to inmates and deliver such items to each inmate in their respective housing units.

The AGREEMENT term is for five years, October 21, 2021-October 20, 2026.

1.0 Terms of Agreement

- 1.1 The successful performance of this AGREEMENT is dependent on a favorable response from the users. The PROVIDER shall meet monthly with the Security Services Captain, or his/her designee, to review sales, explain deviations, discuss problems, and to improve the results of the required service included in the AGREEMENT. PROVIDER shall cooperate at all times with Sheriff's Office, and other Providers providing service to the Sheriff's Office as requested by the Sheriff's Office, to maintain maximum efficiency and good public relations.

- 1.2 PROVIDER shall be financially responsible for obtaining all required permits, licenses, and bonding to comply with pertinent municipal, County, State and federal laws, and shall assume liability for all applicable taxes including but not restricted to sales, property, and beverages.

- 1.3 The Sheriff's Office wishes to limit staff involvement in commissary services to including handing out, collecting, and processing commissary order forms. The PROPOSER should identify a range of options for commissary ordering such as the use of kiosks, tablets, or telephonic ordering. All costs associated with the implementation of associated technology are the responsibility of the provider.

- 1.4 The Inmate Commissary Software must have the ability to receive information from the existing Records Management System, (Spillman Technologies versionFlex 2019.4.15.2595), using an interface that must comply with GJXDM (Global Justice XML Data Model) and the new NIEM (National Information Exchange Model) standards for data exchanges. The Provider is responsible for all costs associated with such interface. In addition, any necessary changes to the interface due to upgrades to the RMS are the responsibility of the Provider.
- 1.5 The Provider should have the ability to restrict access to commissary based on facility security and medical concerns.
- 1.6 The Provider shall be financially responsible for obtaining all required permits, licenses, and bonding to comply with pertinent municipal, County, State and Federal laws, and shall assume liability for all applicable taxes including but not restricted to sales, property, and beverages.

2.0 Commissary Product Specifications

- 2.1 The list of products which shall be offered by the PROVIDER for inmates on an "order basis" from the commissary service includes a minimum of the selections from Appendices 3 & 4, Dane County Menu as agreed upon between the PROVIDER and Sheriff's Office. Products shall include, but are not limited to:
 - Candy, Nuts, Cookies
 - Toilet Articles
 - *Miscellaneous Items-Commissary Service*
 - *Laundry debit cards*
 - *Over the Counter Medications*
 - *Beverages, individual packs*
 - Stamps (Limit of 10 Stamps)
 - *Clothing Items*
 - Food/Pastry Items
 - Snack and food Items for inmates with diet restrictions
- 2.2 The PROVIDER shall take under advisement the Sheriff's Office's wishes regarding such considerations as brand preference, design and container material specifications of all items, use of state products, and use of local vendors where the resulting costs do not significantly impact costs to inmates.
- 2.3 The PROVIDER shall comply with the portions and prices specified in this contract and those additions/deletions arrived at by mutual agreement of the Sheriff's Office and PROVIDER at the start of this contract. The item-portion and price schedule included in these

specifications shall also serve as a price and portion guide for other items not specifically included.

No price changes are allowed during the first year of the contract. Thereafter, price changes may be submitted to the Sheriff's Office for consideration July and January. All requests will be considered within 10 business days. The County reserves the right of final approval on all items, offering and prices. Approved changes will be implemented after providing two weeks notification to the inmate population.

- 2.4 The Sheriff's Office maintains a contract with GTL for inmate telephone services. The PROVIDER agrees to provide phone minutes for sale, to, and for use by inmates through commissary. The PROVIDER is responsible for coordinating this service with GTL. Any costs associated with this are the responsibility of the PROVIDER.

Contact for GTL is: **Kory Chappell**, kory.chappell@gtl.net

- 2.5 The COUNTY expects fair and competitive pricing for inmates with an allowance for a reasonable commission to the COUNTY. One marker for competitive pricing is retail prices of similar items at retail outlets in Dane County.

3.0 Commissary Service Operations

- 3.1 The PROVIDER shall provide a commissary service for inmates on an as needed pre-order basis once per week on a delivery schedule acceptable to both parties. The COUNTY prefers to keep the schedule as outlined in Section 3.8. Such forms or automated order interface shall show the items available, their current price, and indicate that sales tax is included in the price.

The COUNTY will not consider scanned forms as a viable option for commissary ordering. At a minimum, the PROVIDER shall work with the Sheriff's Office inmate telephone provider (GTL) to interface with their call processing equipment to facilitate commissary ordering, and through GTL tablets. Propose options and resultant commission rates for each alternative. In addition specify the firm's willingness to contribute to necessary capital improvements to support the different alternatives.

Any option should support commissary ordering, grievance workflows, medical/dental appointments, inmate handbook, orientation video, PREA and jail information tab at no additional cost to the COUNTY.

All sales shall be made via inmate phone ordering, internet, or tablets using an automated order user interface provided by the PROVIDER.

Should phone ordering be the proposed method, the PROVIDER shall work with the Sheriff's Office telephone provider, GTL. The commissary ordering system must be completely integrated with the trust accounting

system, requiring no additional data entry for ordering or billing in the trust accounting system. The commissary ordering system must allow inmates to identify products for purchase and hear/see their current trust account balance. Completed commissary orders must not be billed to inmate accounts until the inmate's housing unit is processed as an entire batch. Any inmate restrictions existing at the time the housing unit batch is processed shall be enforced.

- 3.2 Unless mutually agreed upon otherwise, the following delivery schedule shall be adhered to:

Commissary Delivery Schedule	
Wednesday	CCB, PSB & FC deliveries
Thursday	Re-delivery to all buildings for inmates that were not available during regular delivery (Attorney visit, court, work-release, etc.)
Credits	Credits shall be issued after two attempts are made to deliver to the inmate (normal delivery and re-delivery attempts). If the inmate is not available, a credit shall be issued to the inmate the following Monday after two failed attempts to deliver.
Holiday Delivery	If Thanksgiving, Christmas, or New Year's Day fall on a delivery day, the PROVIDER shall give the inmates 3 weeks' notice of the schedule change. Schedule changes shall fall within the same week as the holiday.
Emergent Changes	The COUNTY shall be given a minimum of 24 hours' notice of emergent changes to the delivery schedule.

- 3.3 The Sheriff's Office Project and Program Assistant, (608)284-6176 shall be notified of any emergency delivery schedule changes no later than 24 hour prior to regularly scheduled delivery.
- 3.4 PROVIDER's employees shall deliver product directly to the inmate on-site at his/her housing unit. For identification purposes, the PROVIDER's employees shall check the inmate's identification bracelet prior to delivering the commissary to ensure the commissary is delivered to the correct inmate. The PROVIDER shall assure that at least one delivery employee will be able to communicate effectively in English to resolve questions and issues with the inmate at the time of delivery. Service schedule revisions to accommodate security requirements, holiday periods and unique Sheriff's Office needs shall be determined by the Sheriff's Office.
- 3.5 The PROVIDER shall maintain on its own, off-site premise, a large selection of items to be made available through the Sheriff's Office Commissary Program. The PROVIDER shall furnish all food, beverages, supplies and equipment herein specified and all management and labor necessary for the efficient, sanitary and

ecologically sound operation of the commissary services included in this contract, subsequent extension and amendments.

Purchase and payment for inventory and stock is the sole responsibility of the PROVIDER.

The COUNTY reserves the right to inspect the warehouse at the Sheriff's Office discretion.

3.6 The PROVIDER shall maintain an adequate inventory of items specified for this service to fill each inmate's order on the day required. It is acceptable to deliver orders on the day following the placement of the order. "Short" or "Back" orders are not permitted. Substitution, deletions, or additions of products or portions specified shall have prior approval of the Sheriff's Office.

3.7 The Sheriff's Office shall work closely with the PROVIDER to maintain a variety of items and brands that meet inmate needs and have a high turnover rate. Slow moving items may be removed from the required list by mutual agreement of the Sheriff's Office and PROVIDER, with the exception of those items determined to be necessary by medical providers and jail administrators for the health and hygiene of inmates. Consistency in the items and brands sold is a priority, as is the desire to maintain variety.

The COUNTY shall approve all items made available within the Dane County Jail System.

3.8 Product, containers and packaging shall not have metal, glass or powder as part of their content. Product must conform to all precautions for safety and security in a correctional facility, as determined by the Sheriff's Office. All product, containers and packaging must be pre-approved by the Sheriff's Office before the product is made available to inmates.

3.9 The PROVIDER shall process and bag the orders at their facility and deliver the product directly to inmates in the housing units. PROVIDER shall include a copy of the order form for the inmate. Inmates shall sign for items at time of delivery. Sheriff's Office staff will not accept or sign for commissary orders on behalf of inmates. Orders are to be delivered in paper or plastic bags. PROVIDER shall retrieve all plastic bags from inmates.

3.10 Disputes shall be between the PROVIDER and the purchaser. It will be the responsibility of the PROVIDER to provide refunds or deliver the product(s) ordered. No partial credits of product will be processed by the Sheriff's Office. PROVIDER is responsible for settling accounts with inmate directly if inmate is released from jail prior to delivery of order. The PROVIDER shall be responsible for handling inmate grievances relating to commissary services and shall prepare a written response to the inmate and deliver it to the Sheriff's Office within 5 business days.

3.11 Any profit or loss from the commissary service after direct costs, PROVIDER's management and administrative fees shall remain with the PROVIDER.

3.12 During and after the term of this Agreement, including any renewal period (s), PROVIDER shall recognize and protect the confidentiality of all information and shall not disclose information to ANY party other than to the COUNTY, except by written consent of the COUNTY. Names and information are not to be turned over to any party under any circumstance even in the pursuit of collecting or retrieving bad debt.

3.13 Provider shall also utilize a Food Cart for inmate impulse spending with personal funds. Food Cart sales shall not be included in the commissions paid to County. The schedule for the Food Cart shall be mutually agreed upon between the parties. The Food Cart will be tested as a pilot project for 60 days and the PROVIDER and COUNTY will evaluate the items provided and the frequency of service after the test period. Any menu items that are the same on the Food Cart and the current commissary menu shall be sold at the same pricing.

4.0 Personnel, Employment Practices, and Staffing for Commissary Services

In performance of the work, duties and obligations assumed by the PROVIDER, it is mutually understood and agreed that the PROVIDER, including any and all of the PROVIDER's officers, agents and employees, will at all times be acting and performing in an independent capacity and not as an officer, agent, servant, employee, joint venture, partner or associate of the COUNTY.

4.1 PROVIDER shall at all times maintain on duty for the Sheriff's Office an adequate staff of employees for efficient operation. The PROVIDER shall provide expert administrative, purchasing, equipment, consulting and personnel supervision.

The PROVIDER shall have adequate staffing to support inmate trust accounting software issues that arises within four hours, 24/7, 365. In the event an escalation of the issue is needed, advance technical staff must be available within eight (8) hours.

4.2 The PROVIDER shall provide management staff, made known to the Sheriff's Office by name, to routinely review and inspect operations, fill staff vacancies if necessary, consult with the Sheriff's Office on current and future food service programs, and to act with full authority on the PROVIDER's behalf in any and all matters pertaining to the specifications of this contract.

4.3 Employees on the PROVIDER's payroll shall be the PROVIDER's responsibility. The PROVIDER shall comply with all applicable government regulations related to the employment, compensation, and payment of personnel. All employees of the PROVIDER at the Sheriff's Office who handle cash shall be bonded. A list of these employees shall be furnished to the

Sheriff's Office. This list shall be reviewed and approved in writing at any time during the year by the Sheriff's Office.

Personnel of the PROVIDER shall observe all regulations of the Sheriff's Office. Failure to do so may be grounds for revocation of Jail Access.

4.4 The PROVIDER's management, repair service, and commissary service employees assigned to the Sheriff's Office, on both regular and relief schedules, shall be selected with prior approval of the Sheriff's Office. **The PROVIDER, at all times, shall maintain a minimum of four (4) employees on payroll, authorized by the Security Services Division to service the Sheriff's Office.** The PROVIDER shall provide the Sheriff's Office with a list of approved employees prior to the start of the contract and as frequently thereafter as necessary to keep the listing current.

4.5 **Prior to any physical entry into the Jail, all PROVIDER's employees shall receive a written clearance to do so from the Sheriff's Office, based upon a successful security background check.** Each PROVIDER employee cleared for work in the Jail shall be issued a personal identification card by the Sheriff's Office which must be presented for entry and worn at all times during their shift in the Jail area. The Sheriff, or his designee may deny access to the Jail system, to any provider employee or potential employee.

4.6 The PROVIDER's employees assigned to the Sheriff's Office for any period of time shall be required to participate in training classes conducted by the Sheriff's Office to familiarize the employee with such things as security precautions. Training shall occur prior to admission to the jail. The PROVIDER shall be responsible for employee wages, if any, for these training sessions.

4.7 The PROVIDER's employee shall be in uniforms which are easily identifiable, best suited for the job function intended, and identify the employee by name. Such uniforms are the responsibility of the PROVIDER. Exceptions shall be determined by mutual agreement of the Sheriff's Office and PROVIDER.

4.8 The PROVIDER shall not be granted vehicular access to the garage of the City-County Building (CCB) or the Public Safety Building (PSB) at any time. The loading dock at the PSB may be used to unload deliveries to both the PSB and the CCB. Parking is usually available on the surface lot by the loading dock. If PROVIDER wishes to park in the surface lot, they must make sure any vehicle does not block ingress/egress to the surface lot for emergency equipment, nor can it block ingress/egress into the building for emergency personnel and/or equipment. The Sheriff's Office does not guarantee parking will always be available on the surface lot. PROVIDER shall make arrangements for alternate parking as necessary. During the South Tower construction project the Provider will need to be flexible in delivery to the PSB/CCB and may need to use a lift gate delivery truck for offloading in designated areas if the loading dock is inaccessible.

4.9 The Sheriff's Office may prosecute the PROVIDER or its individual employees for acts of property damage, bringing in or passing of contraband material, verbal breach of security, theft, and fraudulent acts.

5.0 Inmate Banking and Trust Account Services

5.1 Software attributes

The PROVIDER shall provide all software for a computerized Inmates Account System to keep accurate and complete records of all commissary activity and balances of individual inmate accounts. This system must be approved by the COUNTY and provided complete access to authorized COUNTY staff. The system shall have multi-terminal with multi-user and function capability and shall allow a jail staff person to create/open an inmate account by using the inmate identification number at the time of booking, and then to enter into the computer system the amount of money in the inmate's possession at that time.

For the term of the contract, the PROVIDER shall agree, at no cost to the COUNTY, to customize the Trust Accounting System to meet the COUNTY's current and future accounting needs. All travel expenses for onsite visits which may be required to fulfill the COUNTY's needs are the responsibility of the PROVIDER.

Software features and services should include, but are not limited to:

- 1) Allow identified Sheriff's Office personnel to create unlimited users with customized security settings without PROVIDER assistance.
- 2) Allow user groups to be established that limit access to program features.
- 3) Automatically deduct a defined portion of incoming inmate deposits to satisfy inmate debts.
- 4) Allow authorized users to create new inmate debts.
- 5) Allow authorized users to void inmate debts. If money has been collected on the debt, even over the course of several weeks, the system should refund all monies collected if the debt is voided. This must be accomplished *without* PROVIDER assistance.
- 6) Allow authorized users to write-off debts or portions of debts.
- 7) Allow predefined transaction amounts and comments to be entered for recurring transactions.
- 8) Allow the creation of new inmate scheduled payments with payment frequencies including daily, weekly, and monthly.
- 9) Allow releases of inmate funds by cash, check or debit card.

- 10) Allow multiple methods of releasing inmate funds (i.e. a portion in cash, remainder in check form debit card).
- 11) Allow group releases of inmates being transferred between facilities with a single check.
- 12) Allow searching for inmates by inmate ID or last name.
- 13) Allow printing of checks directly from system with signatures printed on the check.
- 14) Allow automatic printing of receipts after transaction entry without additional confirmations.
- 15) Allow receipt printing on standard printers to be specified other than using default printer.
- 16) Allow receipt printing on standard laser printers with 3-part perforated paper, 3 receipts per page and on 80MM thermal printers.
- 17) Allow station specific printers to be specified other than using default printer.
- 18) Allow export of reports to PDF, RTF, or Microsoft Excel. Exported reports should optionally disable page headers and footers for better integration with Microsoft Excel.
- 19) Allow import of bank statements for automated monthly reconciliation.
- 20) Automatically create ACH entries for release debit card withdrawals.
- 21) Support Positive Pay export of check information to banks.
- 22) Provide OMR sheet rejection based on inmate balance, privileges or restrictions.
- 23) Automatically export inmate information to other systems for web deposits.
- 24) Automatically import inmate web and phone deposits within 5 minutes with no need for operator intervention.
- 25) Automatically export inmate information to commissary order by phone system.
- 26) Directly interface with kiosk equipment designed to accept bills and coins.
- 27) Allow user-defined indigent tracking based on current balance, days since booking, and deposits over a period, and commissary bills over a period.

- 28) System must allow transactions to be easily voided while maintaining a verifiable audit trail.
- 29) System must allow holding of funds which cannot be spent by the inmate until released. Holds must support automatic removal after a predefined number of days.
- 30) Include predefined reports not limited to:
Trial Balance, Resident Balances, Balance Sheet, Check Postings, Money Receipts, Cash Disbursements, Inmate Debt, Fund Billing, Fund collections, Fund Credits, Payroll, Indigents, Savings, Releases, Bank Deposits, Debt Write-offs, Reconciliation, Commissary Receipts, Commissary Housing Totals, Commissary Product Sales, and Check Register.
- 31) Allow commissary purchase restrictions based on balance, housing locations, product groups, and individual product purchasing patterns.
- 32) Allow dietary, religious, gender, age, indigent, debt, day-of-week, or behavioral restrictions on commissary purchases.
- 33) Allow printing commissary menus in English and Spanish directly from system.
- 34) General ledger accounting capabilities.
- 35) Multiple bank account tracking.
- 36) Security features, including password protection and the ability to restrict access based on user need.
- 37) Provide for cash drawer balancing.
- 38) Electronic signature capabilities.
- 39) ACH capabilities from multiple vendors.
- 40) Robust reporting capabilities.

5.2 Booking Kiosks

The PROVIDER shall provide cash accepting kiosks for the booking area that accept both bills and coins. These units should not require direct network access.

5.3 Release debit cards

The Trust Accounting System must have the capability to directly release an inmates' funds onto a debit card with minimal effort.

The system must have the capability to swipe a debit card at release using PROVIDER provided encrypted magnetic stripe readers and automatically load the debit card with the inmate's balance at release. Redundant data entry including debit card numbers, transaction amounts, or separate login for releases is unacceptable. At no time should unencrypted credit card numbers should be transmitted or stored on the County's network.

The cards should not require additional action by the inmate to activate the card.

The Trust Accounting System must automatically create ACH entries for monthly bank reconciliation based on withdrawals from the Sheriff's Office bank account required to fund the release debit cards.

The PROVIDER is responsible for all costs associated with providing the debit cards and any associated hardware and software for providing this service.

The PROVIDER shall not assess a debit card service fee to the inmate for a minimum of 72 hours after the inmate's release.

5.4 Lobby Kiosks

The PROVIDER must provide bill accepting kiosks for friends and family to place funds on inmate accounts. In addition, the kiosk must also allow payments using credit/debit cards. Vendor must provide proof on PCI compliance certificate. A receipt shall be given for each transaction.

6.0 Accounting and Payment Requirements

- 6.1 Accounting practices to include the use of the PROVIDERs technological solution shall be compliant with the guidelines set forth in Generally Accepted Accounting Principles. Audit trail reports should include operator identification, date of all entries, and updates to records. The system shall provide a series of reports as specified by the COUNTY, including: detailed weekly invoices, cash reconciliation, and records of charges to inmates for other services. The system shall provide various levels of security, including password control. These levels will have the capability to be customized by the jail site manager. The PROVIDER shall install the system, train COUNTY personnel, provide remote support to maximize utilization and minimal down time of the inmate accounts system at no additional cost to the COUNTY. The vendor shall provide continuing support for the software and hardware throughout the length of the contract. Support is to include updates and enhancements to the software.
- 6.2 The COUNTY and their duly authorized representatives shall have prompt access for the purpose of audit and examination to all of the PROVIDER's books, documents, papers, financial transactions, reports and records that pertain to County activities and funds, on an as needed basis.

- 6.3 The PROVIDER shall maintain sufficient records to ensure proper determination of funds due to the COUNTY. Records shall be made available to the COUNTY for review upon request. During and after the term of this Agreement, including any renewal period (s), the PROVIDER shall recognize and protect the confidentiality of all information and shall not disclose information to ANY party other than to the COUNTY, except by written consent of the COUNTY. Names and information shall not to be turned over to any party under any circumstance.
- 6.4 Commissions for commissary services may not be charged under this contract. The vendor will be assessed an annual administrative fee. **The administrative fee is \$290,261.52 in year one. The administrative fee shall increase by 3% per year, as listed in Schedule B.**
- 6.5 The PROVIDER shall maintain complete and accurate records of all commissary service sales in accordance with accepted industry accounting practices, and shall keep in a safe place all such financial records and statement pertaining to the operations at the Sheriff's Office for a period of eight (8) years from the close of **each year's operation**.
- 6.6 The COUNTY may review the PROVIDER's sales records for the commissary service at any time. The PROVIDER may review the COUNTY's commissary records at any time at a mutually agreed time.
- 6.7 Sales tax collected from customers is the responsibility of the PROVIDER. Since the prices include sales tax, then the PROVIDER must post a sign that says "All Prices Include Sales Tax" and include that information on any printed or electronic menus. (Divide gross receipts by 1.055.) The PROVIDER, on request, shall make available to the Sheriff's Office copies of all sales and other excise tax reports that the PROVIDER is required to furnish any government or governmental agency which identify those revenues and resulting taxes generated at the Sheriff's Office.
- 6.8 The PROVIDER is fully responsible for all applicable state, local, and federal excise and sales taxes on all products at the start of this contract.
- 6.9 One-twelfth (1/12) of the administrative fee shall be paid on or before the 15th day of the period following the last day of the period in which commissions were earned. The payment shall be accompanied with a record of receipted sales and State Sales Tax calculations.
- 6.10 All administrative fee payments shall be sent to the Dane County Sheriff's Office, Attention Jail Bookkeeper, 115 W. Doty St., Madison, WI, 53703. Copies of period statements and supporting documents shall be sent to the Security Services Captain and the Sheriff's Office Contract Compliance Officer. Administrative fee payments not received by the Sheriff's Office on the 15th day following the last day of the period in which it was earned shall be subject to a minimum interest penalty on the administrative fee due at the one (1) month LIBOR rate.

6.11 The PROVIDER shall invoice the Sheriff's Office for commissary service sales weekly. **Sales records provided by the Sheriff's Office shall be the determining basis for each invoice.**

7.0 Technological Solutions: JailATM Web Deposit, Lobby ATM's, In-pod Kiosk, tablets, Debit Cards upon Release, Deposit Payment Processing, and Support Services

- 7.1 It is understood that the PROVIDER partners with Tech Friends for technological solutions to include the "Lockdown" software program, JailATM Web Deposit, Booking Kiosk, Lobby ATM's, in-pod kiosks where necessary, tablets when available, debit cards upon release, deposit payment processing and other support services.
- 7.1.1 The PROVIDER shall provide a Booking Kiosk to the COUNTY at no cost to the COUNTY. The booking manager shall accept both bills and coins and shall have a drop slot for manual entry of damaged or soiled currency and checks.
- 7.1.2 The PROVIDER is responsible for the contractual relationship with Tech Friends. The COUNTY'S contractual relationship is with PROVIDER only.
- 7.2 PROVIDER shall provide inmate deposit service (Inmate Deposit Service). For the service locations referenced in AGREEMENT. In addition, the PROVIDER shall install a two (2) Lobby ATM's with the camera feature, at no cost to the COUNTY, in the lobby of the Public Safety Building. The COUNTY is responsible for the cost of providing network cable and wiring.
- 7.2.1 Funds Transfer – Tech Friends shall accept credit/debit card deposit transactions from individuals (End User) who utilize the Inmate Deposit Service through the JailATM.com website or a Lobby ATM . Tech Friends will transfer by ACH, net proceeds resulting from Inmate Deposit Service or Lobby ATM transactions to an account designated by the COUNTY. Funds will be transferred to the County electronically Monday through Friday. The COUNTY will provide written authorization and wire instructions to Tech Friends.
- 7.2.2 Fees and Net Proceeds – Tech Friends shall apply a service fee to deposits made through Inmate Deposit Service or the Lobby ATM's via credit/debit cards. Service Fees will be paid by the End User. Fee amounts will be 10% or \$2.50, whichever is greater. There shall be a \$300 per card transaction limit on all deposits to Inmate Trust Account. "Net Proceeds shall mean amounts collected from End User, less applicable service fees. The PROVIDER will charge a service fee of \$3.25 to the end user for cash deposits made to inmate accounts. Notice of the charge will be clearly noticed to the end user. The PROVIDER shall invoice the Sheriff's Office monthly giving a detailed account of such service fees to include the inmate's name and the date and time of the deposit transaction for verification purposes.
- 7.2.3 Bail/Bond transactions shall not be accepted on-line through the JailATM.com website or through the Lobby ATM's .

- 7.2.4 Transaction and Sales Reporting – PROVIDER shall provide an on-line (web based) reporting tool for the purpose of viewing and verifying deposits made using JailATM or the Lobby ATM's . Transactions will be reflected in the PROVIDER's "Lockdown" software program in real time, as transactions occur. In order for the PROVIDER to respond in a prompt and efficient fashion, the PROVIDER shall notify Tech Friends of any known problems or delays in availability or accuracy. Should the COUNTY discover a problem in the Software program, the COUNTY shall notify the PROVIDER and Tech Friends.
 - 7.2.5 The PROVIDER is responsible for the Interface with Tech Friends and shall ensure the County is provided with an electronic record of each deposit.
 - 7.2.6 The PROVIDER shall ensure that Tech Friends shall be responsible for transferring funds to the COUNTY'S banking system. In the case where the inmate banking system is not able to accept deposit transactions automatically, deposit transactions will be viewable through the PROVIDER's "Lockdown" software program.
 - 7.2.7 End-User Customer Service – The PROVIDER shall have full responsibility for End User, COUNTY and PROVIDER customer service as it relates to the Inmate Deposit Service or use of the Lobby ATM's . The PROVIDER will implement and staff a toll free customer service center and provide service personnel with appropriate resources to address COUNTY service issues and to support inmate trust accounting software issues that arise within four (4) hours, 24/7/365. In the event that an escalation of the issue is needed, the PROVIDER shall be on-site within eight (8) hours.
 - 7.2.8 Any credit or debit card transactions in connection with any of the services provide hereunder, shall comply with all applicable laws, regulation and payment card industry data security standards related to the protection of cardholder data (Data Protection Rules).
- 7.3 At release, inmates shall be issued a debit card for the balance of their trust account, less all debt owed to the Sheriff's Office. The PROVIDER shall provide, at no cost to the COUNTY, debit cards and all associated hardware and software for the issuance of debit cards.
- 7.3.1 The debit card release system must have the capability to swipe a debit card at release using vendor provided encrypted magnetic stripe readers and automatically load the debit card with the inmate's balance at release.
 - 7.3.2 The Trust Accounting System shall automatically create ACH entries for monthly bank reconciliation based on withdrawals from the Sheriff's Office bank account required to fund the release debit cards.
 - 7.3.3 The cards should not require additional action by the inmate to activate the card.
 - 7.3.4 The PROVIDER shall not assess a debit card service fee to the inmate for a minimum of 72 hours after release. After 72 hours, the PROVIDER shall assess a weekly fee of \$2.50 until such time as all funds are depleted.

- 7.4 Tablets and In-pod kiosks shall support, at a minimum, commissary ordering, grievance workflows, inquiries, including medical/dental inquiries and information, inmate handbook, orientation video, PREA orientation and information and a jail information tab at no additional cost to the COUNTY. In addition, it shall support the implementation of law library and secure messaging. Public Defenders and other mutually agreed upon professional partners who require private access to inmates via messaging without being monitored or recorded shall be allowed to do so at no cost to the Public Defender, professional partner or the County as described under section 3.1.
- 7.5 Regular software upgrades are to be implemented throughout the contract term, with new and enhanced features being offered to the COUNTY at no additional charge. Any downtime required for maintenance/upgrades should be scheduled 48 hours in advance by providing written notice to the DCSO and scheduled at a time that results in the least amount of disruption.
 - 7.5.1 The PROVIDER shall provide at least a 5 working day notice to the COUNTY whenever possible when making network configuration changes alerting COUNTY network administrators of potential problems.

Commissary Menus for CCB and PSB locations

3- CCB MENU

CLOTHING		PERSONAL HYGIENE		MISC		CANDY		
1052	Reading Glasses 1.50	5.15	2081	Vitamin C 100ct	6.17	4080	Eye Drops Artificial Tears .5oz	2.82
1055	Reading Glasses 2.0	5.15	2084	Opremezolone 14ct	20.60	4081	Nasal Spray	4.38
1056	Reading Glasses 2.5	5.15	2106	Naproxen 24ct. (Generic Aleve)	6.17	4083	Club Brush	3.08
2000	Freshmint/NatureMint Fluoride Toothpaste 1.5oz	1.70	2136	Melatonin Gummies 2.5mg (60ct)	11.99	4084	Paper Lined Writing Pad - Yellow	1.84
2001	Dial Soap Bar	1.55	4010	Ibuprofen (generic Advil) 2ct	0.31	4086	Horizon Earbuds w/MIC	4.00
2003	Next 1 Sports Bar	1.64	4011	Acetaminophen (generic Tylenol) 2ct	0.31	4089	Flex Spoon TAN	1.84
2004	Generic Speed Stick Deodorant 2.25oz	4.00	4022	Tums - 8ct roll	1.54	4091	Composition Notebook	3.87
2005	Fab Face Skin Cream	4.11	4026	Decongestant Tab 2pk	0.50	4096	Maxell Stereo Ear Buds	4.99
2006	Shampoo Balsam/Protein 4oz	1.23	4029	Bacitracin Antibiotic Ointment	5.14	4100	Fathers Day Card	2.52
2007	Colgate toothpaste 2.5oz	3.09	4032	Hydrocortisone cream	2.86	4103	Full Sized #2 Pencil	0.46
2011	Hair Gel	3.40	4051	Hemorrhoidal ointment	4.12	4104	Valentine's Card	2.52
2014	VO5 Conditioner 12oz	5.61	4000	Envelope #10	0.11	4105	Blank Greeting Card	2.52
2016	Mouthwash-Alcohol Free	1.80	4001	Golf Pencil	0.16	4106	Easter Greeting Card	2.52
2019	Aloe Lotion 20oz	3.62	4003	Eraser Tip	0.20	4107	Thanksgiving Greeting Card	2.52
2021	Lady Speed Stick	3.08	4004	Denture Cup/Bath	1.39	4108	Sympathy Greeting Card	2.52
2022	Women's Deoderant 2oz (generic)	3.08	4005	9x12 Envelope	0.39	4115	Colored Pencils 12ct 7"	6.17
2023	Secret Women's Antiperspirant 1.7oz	4.38	4006	Eraser-Block	1.23	4145	Koss Stereo Earbuds	10.99
2027	Sulfur 8 shampoo 7.5oz	7.88	4007	Stamp 55cent	0.55	5000	Chick-O-Stick (K)(S)(V)(V+)	0.41
2028	Denture Adhesive 2.4oz	4.07	4012	Floss Loops	5.99	5001	PayDay Bar (K)(S)	1.41
2029	Contact Lens Solution 12oz	10.08	4013	Stamp Envelope	0.68	5003	M&M Plain (K)(S)(V)	1.41
2030	Contact Lens Case	5.40	4014	Hair Pick 5in	0.64	5004	Skittles (S)(V)(V+)	1.41
2031	Blue Magic Conditioner 4oz	3.73	4018	Soap Box	0.99	5005	Atomic Fire Ball 3oz (K)(S)(V)(V+)	1.39
2033	Cocoa Butter Lotion 4oz	1.64	4031	Level 10 Lip Balm	1.64	5006	Root Beer Barrels 4.25oz (S)(V)(V+)	1.39
2035	Speed Stick Mens Deodorant	4.00	4033	Winter Holiday Card	2.52	5007	Now & Later 3.25oz (S)(V+)	1.75
2036	VO5 Shampoo 12oz	5.61	4034	Get Well card	2.52	5008	Snickers (K)(S)(V)	1.41
2037	Skin Hand & Body Care Lotion 4oz	1.48	4035	Thank You card	2.52	5009	M&M Peanut (K)(S)(V)	1.41
2039	Dove Bar Soap	4.00	4036	Birthday Card	2.52	5010	Twix (K)(S)(V)	1.41
2040	Toothbrush Long Handled	1.34	4037	Thinking of You Card	2.52	5011	Hersheys Milk Chocolate (K)(S)(V)	1.41
2044	Multi-Vitamin	5.45	4038	Love Card	2.52	5012	Butterfinger (K)(S)(V)	1.41
2045	Bergamot Hair Dressing 3.75oz	3.70	4039	Birthday Card (Spanish)	2.52	5013	Milky Way (K)(S)(V)	1.41
2047	3 in 1 Shampoo, soap, shave 4oz	1.54	4040	2 Pocket Folder	0.77	5014	Kit Kat (K)(S)(V)	1.41
2048	Neutrogena Soap	4.93	4042	Mothers Day Card	2.52	5015	M&M Peanut Butter (K)(S)(V)	1.41
2049	Dove Sensitive Skin	3.90	4043	Crossword puzzle (RANDOM)	2.34	5016	Snickers Almond (K)(S)(V)	1.41
2050	Conditioner Balsam & Protein 4oz	1.29	4044	Dictionary/English	2.81	5017	Baby Ruth (K)(S)(V)	1.41
2051	Generic Deodorant 1.6oz	1.75	4045	Acne Cream	3.79	5019	Whatchamacallit (K)(S)(V)	1.41
2052	Freshmint Sensitive Toothpaste 4.3oz	2.58	4046	Denture Cleanser Tablets 18ct	2.36	5020	3 Musketeer (K)(S)(V)	1.41
2053	CoolWave Toothpaste 4oz	4.10	4048	Colored Pencils 3.5 inch 12ct	3.09	5021	Mike & Ike (K)(S)(V)(V+)	1.41
2055	"Toothbrush Short Handled 3.25""	0.49	4049	Pinochle Cards	3.60	5022	Reese's Peanut Butter Cup (K)(V)	1.41
2062	Freshscent Soap 3oz	1.10	4056	Shower Cap	2.53	5023	Lemon Drops	1.56
2063	Sulfur 8 Conditioner 2oz	6.89	4059	Carmex	1.74	5024	Butterscotch Disc 4.25oz (S)(V)(V+)	1.56
2069	Petroleum Jelly 6oz.	3.49	4060	Foam Ear Plugs	0.60	5028	Jolly Rancher 3.7oz (S)(V)(V+)	1.75
2070	Dial HypoAllergenic Soap 3.2oz	1.95	4061	Economy Playing Cards	1.81	5030	Hershey's Milk Chocolate Almonds (K)(S)(V)	1.41
2090	Scunci PonyTail Band - Black	0.42	4062	Paper Lined Writing Pad - White	1.84	5035	Skittles Sour (S)(V)(V+)	1.41
4030	Panty Liner	2.36	4063	Paper Ssketch Pad	2.36	5037	Starburst Original (S)(V)(V+)	1.41
4050	Tampons 8ct Super	3.53	4066	"Comb 5"" Black"	0.27	5038	Starlite Mints 3.75oz (S)(V)(V+)	1.70
2041	Tolnaftate Antifungal Foot Creme	2.64	4067	Toothbrush Holder	0.82	5039	Tootsie Roll 2.25oz (K)(S)(V)	1.41
2042	Cough Drop Honey Lemon	3.08	4068	Uno Cards	12.36	5040	Twizzlers 5oz (K)(S)(V)(V+)	2.05
2061	Dandruff Shampoo 12oz	6.79	4069	Word Search (RANDOM)	2.99	5041	Gummi Bears 4oz (S)(V)(V+)	1.74
			4077	Sudoku (RANDOM)	2.99	5042	Cinnamon Bears (S)(V)(V+)	1.80
			4079	Fixodent Denture Adhesive Cream 1.4oz	9.22	5045	SF Starlite Mints 3.25oz (K)(S)(V)(V+)	2.46

3- CCB MENU

5047	___ SF Butterscotch Disc 3.25oz (K)(S)(V)(V+)	2.46	7056	___ Graham Cracker Box 14oz (S)(V)(V+)	4.99
5051	___ Skittles Tropical (S)(V)(V+)	1.41	7058	___ Oatmeal Creme Pie Large 3.9oz (V)	1.33
BEVERAGES					
6000	___ Nescafe Tasters Choice Single (K)(V)(V+)	0.43	7059	___ Cheetos Jalapeno (V)	1.35
6001	___ Sweet and low 10 ct (K)(V)(V+)	0.50	7061	___ Doritos Cool Ranch 1.5oz (V)	1.35
6011	___ .5 liter bottled water	0.55	7062	___ Doritos Nacho Cheese 1.5oz (V)	1.35
6012	___ SF Cocoa single (V)	0.50	7064	___ Fritos Chili Cheese 1.5oz (V)	1.35
6018	___ Maxwell House 4oz Coffee (K)	7.45	7068	___ Hot Fries - Small (V)(V+)	0.67
6022	___ Kool Aid Grape 6oz (K)(S)	3.08	7069	___ Jack Links Original Beef Stick	1.74
6023	___ Kool Aid Tropical Punch 6oz (K)(S)	3.08	7070	___ Summer Sausage 5oz	3.83
6025	___ Maxwell House 3oz Coffee (K)(V)(V+)	6.45	7071	___ Jumbo Hot Dill Pickle (K)	1.72
6026	___ Decafe Nescafe SS Coffee (V)(V+)	0.42	7072	___ Kosher Dill Pickle (K)(V)(V+)	1.72
6027	___ Hot Cocoa Mix (V)	0.52	7073	___ Lays BBQ 1.5oz (K)(V)(V+)	1.35
6029	___ Countytime Lemonade 6oz (K)(S)(V)(V+)	3.08	7075	___ Lays Sour Cream & Onion 1.5oz (K)(V)	1.35
6034	___ Protein Health Shake Chocolate	2.63	7077	___ Obriens Beef and Cheddar	1.08
6050	___ SF Fruit punch drink mix 10pk (K)	2.73	7078	___ Obriens Double Barrel Salami	1.08
6051	___ SF Lemonade Drink mix 10pk (K)(V)(V+)	2.73	7080	___ Spicy Vegetable Ramen (V)(V+)	0.71
6052	___ SF Orange drink mix 10pk (K)	2.73	7081	___ Salsitas (V)(V+)	1.22
6053	___ SF Ice Tea drink mix 10pk (K)(V)(V+)	2.73	7083	___ Snyders Hot Buffalo Pieces (K)(V)(V+)	1.43
CHIPS / SNACKS					
5033	___ Nutty Bar SINGLE (K)(S)(V)	0.54	7084	___ Snyders Jalapeno Pieces (K)(V)(V+)	1.43
6028	___ Keefe 3oz. Freeze Dried Columbian Coffee (V)	5.15	7085	___ Krunchers Kettle Jalapeno Chip (K)(V)(V+)	1.35
7004	___ Grandmas Peanut Butter Cookie (K)(V)	1.05	7086	___ Flour Tortillas 6ct. (K)(V)(V+)	1.98
7005	___ Famous Amos 2oz (K)(V)	1.37	7091	___ Cheese and Cracker (K)(S)(V)	0.64
7006	___ Duplex Cookie 5oz (K)(S)(V)(V+)	1.64	7092	___ Cup O Noodle Beef	1.23
7007	___ Lemon Creme Cookie 5oz (K)(S)(V)(V+)	1.64	7093	___ Cup O Noodle Chicken	1.23
7008	___ Peanut Butter Creme Cookie 5oz (K)(S)(V)(V+)	1.64	7094	___ Cup O noodle Spicy Chile Chicken	1.23
7009	___ Vanilla Creme Cookie (K)(S)(V)(V+)	1.64	7095	___ Spicy Refried Beans 8oz (K)(V)(V+)	3.55
7010	___ Oatmeal Apple Cinnamon (K)(V)(V+)	0.50	7102	___ Mustard PC (K)(V)(V+)	0.10
7011	___ Oatmeal Brown Sugar (K)(V)(V+)	0.50	7103	___ Ketchup PC (K)(V)(V+)	0.10
7012	___ Jalapeno Slices (K)(S)(V)	1.08	7106	___ Hot Sauce PC (K)	0.88
7013	___ Hot Peanuts (K)(V)(V+)	1.12	7107	___ Mayo PC (K)(V)	0.16
7016	___ Cheez Its (K)(V)	1.12	7108	___ Oatmeal Variety Pack 10ct (V)	4.00
7020	___ Jalapeno Cheese Tub 16oz	5.55	7109	___ Pop Tart Brown Sugar 2ct (V)	1.03
7021	___ Grape Jelly Squeeze Packet	0.40	7112	___ Sugar Packets 10ct (V)(V+)	0.51
7022	___ Cheetos (V)	1.35	7115	___ Quaker choc chip granola bars (V)	0.97
7024	___ Cheetos Flamin Hots (V)	1.35	7117	___ Mac & Cheese 3oz (K)(V)	1.95
7027	___ Chili Ramen	0.71	7118	___ Ranch Dressing packet (V)	0.92
7028	___ Picante Beef Ramen	0.71	7120	___ Trail Mix 2oz.	1.23
7029	___ Beef Ramen	0.71	7121	___ Peanut Butter Cracker (K)(V)	0.81
7030	___ Chicken Ramen	0.71	7129	___ Peanuts 3.5oz (V)	1.54
7031	___ Shrimp Ramen	0.71	7141	___ Pork Rinds Hot & Spicy 2oz	2.06
7032	___ Squeeze Peanut Butter (V)(V+)	0.88	7142	___ Chocolate Chip Cookie 12oz (K)(S)(V)	2.77
7033	___ Squeeze Cheddar Cheese 2oz. (V)	1.55	7147	___ Snack Crackers Full box (K)(V)(V+)	4.58
7034	___ Squeeze Jalapeno Cheese 2oz. (V)	1.55	7148	___ Saltine Crackers Full Box (K)(V)(V+)	4.17
7035	___ Pre-Cooked White Rice 2oz (K)(S)(V)(V+)	1.16	7149	___ Toast 'Em Strawberry 6ct Box (V)	3.44
7036	___ Pop Tart Strawberry 2ct (V)	1.03	7150	___ Toast 'Em Blueberry 6ct Box (V)	3.44
7037	___ Toast'em Pop Ups S'mores 6ct	3.44	7151	___ Toast 'Em Brown Sugar/Cinnamon 6ct Box (V)	3.44
7041	___ Spanish Rice w/cheese	1.64	7152	___ Blazin Hot Cheese Crunchy Nibblers 7oz	2.98
7045	___ Honey Bun Iced (K)(V)	1.52	7154	___ Cream Cheese Squeeze Packet	1.75
7049	___ Instant Chili 4oz (V)	1.74	7168	___ Oreo Brownie	1.74
7053	___ Honey Bun Glazed (K)	1.52	SPECIAL		
7054	___ Mrs. Freshleys Choc Cupcakes 2pk (V)	1.64	ALL SALES FINAL		
7055	___ Cheddar Cheese Tub 16oz (V)	5.55	TAXES ADDED AS NECESSARY		

- 4103 ___ Full Sized #2 Pencil 0.46
- 4104 ___ Valentine's Card 2.52
- 4105 ___ Blank Greeting Card 2.52
- 4106 ___ Easter Greeting Card 2.52
- 4107 ___ Thanksgiving Greeting Card 2.52
- 4108 ___ Sympathy Greeting Card 2.52
- 4115 ___ Colored Pencils 12ct 7" 6.17
- 4145 ___ Koss Stereo Earbuds 10.99

CANDY

- 5000 ___ Chick-O-Stick (K)(S)(V)(V+) 0.41
- 5001 ___ PayDay Bar (K)(S) 1.41
- 5003 ___ M&M Plain (K)(S)(V) 1.41
- 5004 ___ Skittles (S)(V)(V+) 1.41
- 5005 ___ Atomic Fire Ball 3oz (K)(S)(V)(V+) 1.39
- 5006 ___ Root Beer Barrels 4.25oz (S)(V)(V+) 1.39
- 5007 ___ Now & Later 3.25oz (S)(V+) 1.75
- 5008 ___ Snickers (K)(S)(V) 1.41
- 5009 ___ M&M Peanut (K)(S)(V) 1.41
- 5010 ___ Twix (K)(S)(V) 1.41
- 5011 ___ Hersheys Milk Chocolate (K)(S)(V) 1.41
- 5012 ___ Butterfinger (K)(S)(V) 1.41
- 5013 ___ Milky Way (K)(S)(V) 1.41
- 5014 ___ Kit Kat (K)(S)(V) 1.41
- 5015 ___ M&M Peanut Butter (K)(S)(V) 1.41
- 5016 ___ Snickers Almond (K)(S)(V) 1.41
- 5017 ___ Baby Ruth (K)(S)(V) 1.41
- 5019 ___ Whatchamacallit (K)(S)(V) 1.41
- 5020 ___ 3 Musketeer (K)(S)(V) 1.41
- 5021 ___ Mike & Ike (K)(S)(V)(V+) 1.41
- 5022 ___ Reese's Peanut Butter Cup (K)(V) 1.41
- 5023 ___ Lemon Drops 1.56
- 5024 ___ Butterscotch Disc 4.25oz (S)(V)(V+) 1.56
- 5028 ___ Jolly Rancher 3.7oz (S)(V)(V+) 1.75
- 5030 ___ Hershey's Milk Chocolate Almonds (K)(S)(V) 1.41
- 5035 ___ Skittles Sour (S)(V)(V+) 1.41
- 5037 ___ Starburst Original (S)(V)(V+) 1.41
- 5038 ___ Starlite Mints 3.75oz (S)(V)(V+) 1.70
- 5039 ___ Tootsie Roll 2.25oz (K)(S)(V) 1.41
- 5040 ___ Twizzlers 5oz (K)(S)(V)(V+) 2.05
- 5041 ___ Gummi Bears 4oz (S)(V)(V+) 1.74
- 5042 ___ Cinnamon Bears (S)(V)(V+) 1.80
- 5045 ___ SF Starlite Mints 3.25oz (K)(S)(V)(V+) 2.46
- 5047 ___ SF Butterscotch Disc 3.25oz (K)(S)(V)(V+) 2.46
- 5051 ___ Skittles Tropical (S)(V)(V+) 1.41

BEVERAGES

- 6000 ___ Nescafe Tasters Choice Single (K)(V)(V+) 0.43
- 6001 ___ Sweet and low 10 ct (K)(V)(V+) 0.50
- 6003 ___ Gatorade Fruit Punch (K) 2.05
- 6004 ___ Pepsi 20oz (S) 1.85
- 6005 ___ Mountain Dew 20oz (S) 1.85
- 6006 ___ Diet Pepsi 20oz (S) 1.85
- 6007 ___ Sierra Mist (S) 1.85
- 6008 ___ Root Beer (S) 1.85
- 6009 ___ Diet Dew 20oz. 1.85

- 6011 ___ .5 liter bottled water 0.55
- 6012 ___ SF Cocoa single (V) 0.50
- 6018 ___ Maxwell House 4oz Coffee (K) 7.45
- 6022 ___ Kool Aid Grape 6oz (K)(S) 3.08
- 6023 ___ Kool Aid Tropical Punch 6oz (K)(S) 3.08
- 6025 ___ Maxwell House 3oz Coffee (K)(V)(V+) 6.45
- 6026 ___ Decafe Nescafe SS Coffee (V)(V+) 0.42
- 6027 ___ Hot Cocoa Mix (V) 0.52
- 6029 ___ Countrytime Lemonade 6oz (K)(S)(V)(V+) 3.08
- 6034 ___ Protein Health Shake Chocolate 2.63
- 6036 ___ Orange Crush 20oz (S) 1.85
- 6050 ___ SF Fruit punch drink mix 10pk (K) 2.73
- 6051 ___ SF Lemonade Drink mix 10pk (K)(V)(V+) 2.73
- 6052 ___ SF Orange drink mix 10pk (K) 2.73
- 6053 ___ SF Ice Tea drink mix 10pk (K)(V)(V+) 2.73

CHIPS / SNACKS

- 5033 ___ Nutty Bar SINGLE (K)(S)(V) 0.54
- 6028 ___ Keeffe 3oz. Freeze Dried Columbian Coffee (V) 5.15
- 7004 ___ Grandmas Peanut Butter Cookie (K)(V) 1.05
- 7005 ___ Famous Amos 2oz (K)(V) 1.37
- 7006 ___ Duplex Cookie 5oz (K)(S)(V)(V+) 1.64
- 7007 ___ Lemon Creme Cookie 5oz (K)(S)(V)(V+) 1.64
- 7008 ___ Peanut Butter Creme Cookie 5oz (K)(S)(V)(V+) 1.64
- 7009 ___ Vanilla Creme Cookie (K)(S)(V)(V+) 1.64
- 7010 ___ Oatmeal Apple Cinnamon (K)(V)(V+) 0.50
- 7011 ___ Oatmeal Brown Sugar (K)(V)(V+) 0.50
- 7012 ___ Jalapeno Slices (K)(S)(V) 1.08
- 7013 ___ Hot Peanuts (K)(V)(V+) 1.12
- 7016 ___ Cheez Its (K)(V) 1.12
- 7020 ___ Jalapeno Cheese Tub 16oz 5.55
- 7021 ___ Grape Jelly Squeeze Packet 0.40
- 7022 ___ Cheetos (V) 1.35
- 7024 ___ Cheetos Flamin Hots (V) 1.35
- 7027 ___ Chili Ramen 0.71
- 7028 ___ Picante Beef Ramen 0.71
- 7029 ___ Beef Ramen 0.71
- 7030 ___ Chicken Ramen 0.71
- 7031 ___ Shrimp Ramen 0.71
- 7032 ___ Squeeze Peanut Butter (V)(V+) 0.88
- 7033 ___ Squeeze Cheddar Cheese 2oz. (V) 1.55
- 7034 ___ Squeeze Jalapeno Cheese 2oz. (V) 1.55
- 7035 ___ Pre-Cooked White Rice 2oz (K)(S)(V)(V+) 1.16
- 7036 ___ Pop Tart Strawberry 2ct (V) 1.03
- 7037 ___ Toast'em Pop Ups S'mores 6ct 3.44
- 7041 ___ Spanish Rice w/cheese 1.64
- 7045 ___ Honey Bun Iced (K)(V) 1.52
- 7049 ___ Instant Chili 4oz (V) 1.74
- 7053 ___ Honey Bun Glazed (K) 1.52
- 7054 ___ Mrs. Freshleys Choc Cupeakes 2pk (V) 1.64
- 7055 ___ Cheddar Cheese Tub 16oz (V) 5.55
- 7056 ___ Graham Cracker Box 14oz (S)(V)(V+) 4.99
- 7058 ___ Oatmeal Creme Pie Large 3.9oz (V) 1.33
- 7059 ___ Cheetos Jalapeno (V) 1.35
- 7061 ___ Doritos Cool Ranch 1.5oz (V) 1.35

4- PSB MENU

- 7062 ___ Doritos Nacho Cheese 1.5oz (V) 1.35
- 7064 ___ Fritos Chili Cheese 1.5oz (V) 1.35
- 7068 ___ Hot Fries - Small (V)(V+) 0.67
- 7069 ___ Jack Links Original Beef Stick 1.74
- 7070 ___ Summer Sausage 5oz 3.83
- 7071 ___ Jumbo Hot Dill Pickle (K) 1.72
- 7072 ___ Kosher Dill Pickle (K)(V)(V+) 1.72
- 7073 ___ Lays BBQ 1.5oz (K)(V)(V+) 1.35
- 7075 ___ Lays Sour Cream & Onion 1.5oz (K)(V) 1.35
- 7077 ___ Obriens Beef and Cheddar 1.08
- 7078 ___ Obriens Double Barrel Salami 1.08
- 7080 ___ Spicy Vegetable Ramen (V)(V+) 0.71
- 7081 ___ Salsitas (V)(V+) 1.22
- 7083 ___ Snyders Hot Buffalo Pieces (K)(V)(V+) 1.43
- 7084 ___ Snyders Jalapeno Pieces (K)(V)(V+) 1.43
- 7085 ___ Krunchers Kettle Jalapeno Chip (K)(V)(V+) 1.35
- 7086 ___ Flour Tortillas 6ct. (K)(V)(V+) 1.98
- 7091 ___ Cheese and Cracker (K)(S)(V) 0.64
- 7092 ___ Cup O Noodle Beef 1.23
- 7093 ___ Cup O Noodle Chicken 1.23
- 7094 ___ Cup O noodle Spicy Chile Chicken 1.23
- 7095 ___ Spicy Refried Beans 8oz (K)(V)(V+) 3.55
- 7102 ___ Mustard PC (K)(V)(V+) 0.10
- 7103 ___ Ketchup PC (K)(V)(V+) 0.10
- 7106 ___ Hot Sauce PC (K) 0.88
- 7107 ___ Mayo PC (K)(V) 0.16
- 7108 ___ Oatmeal Variety Pack 10ct (V) 4.00
- 7109 ___ Pop Tart Brown Sugar 2ct (V) 1.03
- 7112 ___ Sugar Packets 10ct (V)(V+) 0.51
- 7115 ___ Quaker choc chip granola bars (V) 0.97
- 7117 ___ Mac & Cheese 3oz (K)(V) 1.95
- 7118 ___ Ranch Dressing packet (V) 0.92
- 7120 ___ Trail Mix 2oz. 1.23
- 7121 ___ Peanut Butter Cracker (K)(V) 0.81
- 7129 ___ Peanuts 3.5oz (V) 1.54
- 7141 ___ Pork Rinds Hot & Spicy 2oz 2.06
- 7142 ___ Chocolate Chip Cookie 12oz (K)(S)(V) 2.77
- 7147 ___ Snack Crackers Full box (K)(V)(V+) 4.58
- 7148 ___ Saltine Crackers Full Box (K)(V)(V+) 4.17
- 7149 ___ Toast 'Em Strawberry 6ct Box (V) 3.44
- 7150 ___ Toast 'Em Blueberry 6ct Box (V) 3.44
- 7151 ___ Toast 'Em Brown Sugar/Cinnamon 6ct Box (V) 3.44
- 7152 ___ Blazin Hot Cheese Crunchy Nibblers 7oz 2.98
- 7154 ___ Cream Cheese Squeeze Packet 1.75
- 7168 ___ Oreo Brownie 1.74

SPECIAL

- 9000 ___ Huber Expense Money (Up to \$35 maximum) 1.00

**ALL SALES FINAL
TAXES ADDED AS NECESSARY**

SCHEDULE B

Pricing Structure and Payment

Commissions for commissary services may not be charged under this contract. Provider shall be assessed an annual administrative fee. The administrative fee is as follows:

Year One	
10/21/2021-10/20/2022	\$ 290,261.52
Year Two	
10/21/2022-10/20/2023	\$ 298,969.37
Year Three	
10/21/2023-10/20/2024	\$ 307,938.45
Year Four	
10/21/2024-10/20/2025	\$ 317,176.60
Year Five	
10/21/2025-10/20/2026	\$ 326,691.90

Commissary Fee Structure

Lobby Kiosk Deposits

\$3.25 Cash Deposits.

\$3.25 or 10%, whichever is greater for Credit/Debit Card Deposits.

Web Deposits

\$3.25 or 10%, whichever is greater for Credit/Debit Card Deposits

Debit Phone Time Purchase

\$0.80 fee phone time purchase.

Example: Inmate purchases \$10 phone time. Their account is deducted. Any unused phone time will be credited to the inmate at time of release.

Inmate Debit Cards

Zero fee to load and fund the card for the inmate and the facility. The inmate has 72 hours to use the card with no weekly maintenance fee.

Bonds

Zero fee for Cash Bonds.

\$3.25 or 10%, whichever is greater for Credit/Debit Card Bonds.

JailATM.com

\$4.99 fee for Care Pack Purchases.

SCHEDULE C

Reports

Reports are required under this contract as described in Schedule A.