

**County of Sacramento
 Department of General Services
 Contract and Purchasing Services Division
 RFP # 8259 - Inmate and Detention Supplies, Solutions and Services
 Addendum #2**

This Addendum consists of clarification for the above captioned request for proposal.

1. RFP # 8259 Page of 2 of 28:

Amended to read:

Appendices and Attachments

- I. Pricing Workbook Revised (**TEN WORKSHEETS**)

2. RFP # 8259 Page of 6 of 28:

Amended to include bullet point:

Section 2.3. Scope of Services

- Toilet Paper

3. RFP # 8259 Page of 7 of 28:

Section 3.1, Table 1 – Schedule of Events **Revised**

Event/Action	Date(s)/Time
RFP Release Date	Feb 3, 2016
Non-Mandatory Pre-Proposal Conference	Feb 19, 2016 at 10:00 AM PST
Deadline for Submitting Written Questions / Comments	Mar 22, 2016
Dissemination of Answers to Written Questions	Apr 5, 2016
NEW Deadline for Proposals	Apr 19, 2016 by 12:00:00 PM PST
Onsite Interview Finalists (If Necessary)	May 6, 2016

4. RFP8259 Page of 8 of 28:

Amended to read:

Section 4.1. Communications Regarding RFP

4.1.1 Upon release of this RFP, all Proposer communications concerning this procurement must be sent via www.publicpurchase.com, Proposers may not contact any County employee or any employee at the Facilities listed in **Appendix O, Appendix O - DETAILED REQUIREMENTS AND PRODUCT**

County of Sacramento
Department of General Services
Contract and Purchasing Services Division
RFP # 8259 - Inmate and Detention Supplies, Solutions and Services
Addendum #2

SPECIFICATIONS FOR THE COUNTY OF SACRAMENTO Revised,
Section 1.1.14 Delivery Locations and Time during the solicitation and evaluation process. Inappropriate contact is grounds for disqualification from this RFP.

5. Provided RFP # 8259 **Revised**
6. Appendix I – Pricing Workbook

Amended the followings:

- a. Revision to Instructions tab
 2. Based on the national pricing structure provided on the Ntl Pricing Structure and Ntl Pricing Misc tabs, apply the structure relevant to the County of Sacramento's specific line items on the SacCty-Clothing, SacCty-Sports Bra, SacCty-Footwear, SacCty-Bedding&Linen, **SacCty-Mattress, SacCty-1 Ply Toilet Paper and SacCty-Personal Hygiene Product** tabs.
 4. This Pricing Workbook has **TEN (10)** tabs (worksheets) including this Instruction. **OPEN / READ EACH WORKSHEET AND ENTER YOUR PROPOSAL.**
- b. SacCty-Bedding&Linen tab
 - Delete Mattress** 1,650 each (row 9)
 - Delete Mattress** for Probation 80 each (row 10)
- c. Insert the following tabs:
 - SacCty-Mattress**
 - SacCty-1 Ply Toilet Paper**
 - SacCty-Personal Hygiene Product**
- d. Provided Appendix I – Pricing Workbook **Revised**

7. Appendix O - Detailed Requirements And Product Specifications For The County Of Sacramento:

Amended to read:

- a. Section 1.1. Detailed Requirements
 - 1.1.14. Delivery Locations and Time: Participating agencies reserve the right to add or delete delivery locations as required by its operations. No additional

County of Sacramento
Department of General Services
Contract and Purchasing Services Division
RFP # 8259 - Inmate and Detention Supplies, Solutions and Services
Addendum #2

delivery charges will be allowed unless included in the Proposers Pricing Workbook. Delivery Time stated in **Appendix I – Pricing Workbook revised** will be the contract delivery time after receipt of purchase order in calendar days.

- b. Add Section 1.2.5 **Product Group 5: Mattress.**
 - c. Move Specifications for Mattress and Specifications for Mattress for Probation to Section 1.2.5.
 - d. Add Section 1.2.6 **Product Group 6: One Ply Toilet Paper**
 - e. Add Section 1.2.7 **Product Group 7: Personal Hygiene Product**
 - f. Provided Appendix O - Detailed Requirements And Product Specifications For The County Of Sacramento **Revised**
8. Added “**Appendix P - National IPA**” as the page header of National IPA Exhibits A through Exhibit F, a total of 22 pages.
9. Replaced document and Appendices within Public Purchase
- a. RFP # 8259 **Revised**
 - b. Appendix I Pricing Workbook **Revised**
 - c. Appendix O Detailed Requirements and Product Specification for the County **Revised**
 - d. Appendix P National IPA Exhibits A through F (**Added page header**)
10. **Clarifications:**
- a. The County has chosen to partner with National IPA for this solicitation. The National IPA Exhibits are a portion of the requirements of the RFP and responses to the RFP are evaluated in whole based on the requirements of the RFP. Proposers will be evaluated on their ability to meet the requirements of the RFP, including the national cooperative contract requirements.
 - b. The County of Sacramento (County) intends to make the resultant contract from this solicitation available to other public agencies nationally..... RFP # 8259, Section 2.2.1, Page 5 of 28 refers.

County of Sacramento
Department of General Services
Contract and Purchasing Services Division
RFP # 8259 - Inmate and Detention Supplies, Solutions and Services
Addendum #2

- c. In view of minimizing the contract administration and ordering costs for the County, Proposer(s) offer multiple items and groups, and entire list may have better chance for awarding the contracts.
- d. With stated in (a) to (c) above, **proposers shall submit their proposals with all the commodity / commodities that they can offer.**
- e. The County reserves the right to award contract(s) for the County and / or for other public agencies nationally.
- f. The County also reserves the right to award responses received on the basis of individual items, or groups of items, or on the entire list of items; Appendix B – Additional Terms and Conditions, Awards, Sections A and B.
- g. In the Appendix I- Pricing Workbook Revised, SacCty-.... Tabs the Columns “Proposed Net Unit Cost for the County of Sacramento” and “Proposed Net Extended Cost for the County of Sacramento”, proposers shall quote firm prices including all charges for delivery, freight and pallets as necessary....APPENDIX O – DETAILED REQUIREMENTS AND PRODUCT SPECIFICATIONS FOR THE COUNTY OF SACRAMENTO Revised, Section 1.1.1 Page 1 of 16 refers.
- h. Miscellaneous delivery charges can result pricing impact for other public agencies nationally, proposers may indicate the details on Appendix I – Pricing Workbook Revised, Ntl Pricing Misc tab, Point 6.
- i. Appendix I – Pricing Workbook Revised, the SacCty-Clothing, SacCty-Sports Bra, SacCty-Footwear, SacCty-Bedding&Linen, SacCty-Mattress, SacCty-1 Ply Toilet Paper and SacCty-Personal Hygiene Product tabs contain the current commodity requirements of the County.
- j. Proposers shall enter additional commodities and their sub-categories in Appendix I – Pricing Workbook Revised, Ntl Pricing Structure tab.
- k. Examples of national responses can be viewed on www.NationalIPA.org.

11. About National IPA:

- a. Introduce National IPA:
National IPA is a cooperative purchasing organization who partners with public agencies to reduce procurement cost by leveraging group purchasing volume. Visit www.NationalIPA.org for further information. Also, see RFP # 8259 Revised Section 2 Introduction 2.2. National Contract and Appendix P National IPA Exhibits A through F.

County of Sacramento
Department of General Services
Contract and Purchasing Services Division
RFP # 8259 - Inmate and Detention Supplies, Solutions and Services
Addendum #2

- b. Describe the roles of National IPA:
National IPA role is to aggregate the purchasing power of participating public agencies in order to receive larger volume discounts from suppliers.
 - c. Provide instructions on Appendix P (Exhibits A through F):
Respondents are required to respond to Exhibit A and B as part of the proposal process to the County of Sacramento RFP.
 - d. Explain the National Cooperative Contract:
Contract(s) that have been competitively solicited and awarded by a public agency, who's awarded supplier(s) have responded to promote pricing across the USA.
 - e. Clarify the Administrative Fee:
Suppliers are required to pay an administrative fee of 2.5% of the greater of the Contract Sales under the Master Agreement (see Appendix P, Exhibit A, Section 1.2 Marketing and Administrative Support Page 3 of 22).
 - f. Give guidelines for contractor's report on sales:
Exhibit E is a template for suppliers to report monthly sales under the Master Agreement.
 - g. See National IPA Promotional Materials: (Pre-Proposal Conference hand-out documents)
 - i. State and Local Regions map
 - ii. Higher Educational Regions map
 - iii. Benefits of Cooperative Purchasing
 - iv. Example:
 - A. Mansfield Fuels. Simplified
 - B. Save Now Through The National IPA Contract
 - C. US Foods
12. Enclosed Pre-Proposal Conference hand-out materials - National IPA leaflet (Added)

Questions for Bid RFP #8259 - Inmate and Detention Supplies, Solutions and Services

Question #1

When filling out the forms online is the typed name in the signature box acceptable? Or do we print it and hand sign?

Feb 3, 2016 3:21:52 PM PST
By: Walkenhorst's - srwalkenhorst

Answers

Please refer to the Public Purchase Instructions.docx (the last attachment) for details. Thanks!

Feb 3, 2016 3:32:08 PM PST
By: pooncapsd

Question #2

Can you tell us who currently has this contract?

Feb 3, 2016 3:55:13 PM PST
By: Walkenhorst's - srwalkenhorst

Answers

Current contractors:
Bob Barker Company, Inc.
Acme Supply C., LTD
ATD-American Co.
Tabb Textiles Co., Inc.

Feb 4, 2016 12:41:16 PM PST
By: pooncapsd

Current contractors:
Bob Barker Company, Inc.
Acme Supply C., LTD
ATD-American Co.
Tabb Textiles Co., Inc.
Pacific Lodging Supply

Feb 4, 2016 1:55:11 PM PST
By: pooncapsd

Question #3

Can you give the previous pricing for the items on this bid?

Feb 5, 2016 7:03:32 AM PST
By: ICS Jail Supplies, Inc. - icswacobids

Answers

To obtain the previous pricing for the items on this bid, the Proposer can send an email to Vivian Poon, Contract Services Officer II, at email: poonv@SacCounty.NET.

Feb 5, 2016 4:58:38 PM PST
By: pooncapsd

Revised Answer
The County's Public Records Act (PRA) system is available online: <http://www.saccounty.net/PRA/Pages/default.aspx>. To obtain the previous pricing for the items on this bid, proposer can submit a request for records through the County's internet.

Feb 11, 2016 11:51:25 AM PST
By: pooncapsd

Question #4

can a supplier offer only one line item ? or is this bid based on all or none?

Feb 18, 2016 8:20:13 PM PST
By: County of Sacramento - capsdview

Answers

Are you registered with Public Purchase? Please give your company name and contact.

Feb 18, 2016 10:53:02 PM PST
By: pooncapsd

Reference Question 12.c.

Mar 8, 2016 12:35:29 PM PST
By: pooncapsd

Question #5

on workbook - sec. Ntl. pricing structure- there are no columns to enter prices, packing etc. where do we enter those if not listed on other tabs

Answers

Use Appendix I, Pricing Workbook Revised, Ntl Pricing Structure Tab to add columns to enter prices, packing and etc., add items to individual categories and subcategories, and/or add items to other categories and their subcategories.

Feb 18, 2016 8:21:21 PM PST
By: County of Sacramento - capsdview

Mar 8, 2016 12:35:44 PM PST
By: pooncapsd

Question #6

are we allowed to offer item for commissary that is not listed in the proposal packet , if so where

Answers

Yes, add item(s) and expand the list where necessary to Appendix I, Pricing Workbook Revised, Ntl Pricing Structure Tab, Additional Categories, Commissary.

Feb 18, 2016 8:22:00 PM PST
By: County of Sacramento - capsdview

Mar 8, 2016 12:36:07 PM PST
By: pooncapsd

Question #7

on pricing workbook line # 112 other categories and their sub categories :
what goes here
can we add item that is not on list of products

what does greeting cards goes under : recreation ?

ref. workbook Ntl.structure , line # 98 recreation can I add item that is not listed under subcategory , if yes where to enter the price and info.

Answers

Yes. You may add products under "Other categories and their sub categories".

Feb 18, 2016 8:25:30 PM PST
By: County of Sacramento - capsdview

Mar 8, 2016 12:36:21 PM PST
By: pooncapsd

Question #8

in Ntl pricing Misc. tab # 2 should all deliveries be calculated based on Sacramento location or nation wide

Answers

Depending on your business model you may have multiple delivery calculations. In the Appendix I, Pricing Workbook Revised, SacCty-.... Tabs, the Columns "Proposed Net Unit Cost for the County of Sacramento" and "Proposed Net Extended Cost for the County of Sacramento", proposers shall quote firm prices including all charges for delivery, freight and pallets as necessary.... Appendix O Revised, Section 1.1.1 Page 1 of 16 refers.

Miscellaneous delivery charges can result pricing impact for other public agencies nationally, proposers may provide details of a proposed shipping structure on Appendix I -Pricing Workbook Revised, Ntl Pricing Misc tab, #6.

Feb 18, 2016 8:26:51 PM PST
By: County of Sacramento - capsdview

Mar 8, 2016 12:36:43 PM PST
By: pooncapsd

Question #9

what does reduce net pricing schedule mean in this bid

Answers

This is a RFP process and Proposed Net Unit Cost for the County of Sacramento means price after all proposed discounts.

Feb 18, 2016 8:27:31 PM PST
By: County of Sacramento - capsdview

Mar 8, 2016 12:37:45 PM PST
By: pooncapsd

Question #10

please clarify where are the delivery locations

Feb 18, 2016 8:28:04 PM PST
By: County of Sacramento - capsdview

Answers

See Appendix O Revised 1.1.14 Delivery Locations and Time.

Mar 8, 2016 12:38:22 PM PST
By: pooncapsd

Question #11

on the RFP document page 10 sec 4.7.6 min. order, what is considered high min. ?

Feb 18, 2016 8:30:40 PM PST
By: County of Sacramento - capsdview

Answers

Not specified. Minimum order requirements will be reviewed individually to determine if the County can easily and routinely meet the requirement.

Mar 8, 2016 12:38:38 PM PST
By: pooncapsd

Question #12

on RFP document p13 section 4.16 proposal of additional services, since greeting cards is not listed on work book how I may add it and quote price and info?

Feb 18, 2016 8:31:56 PM PST
By: County of Sacramento - capsdview

Answers

Refer to Question 7.

Mar 8, 2016 12:38:52 PM PST
By: pooncapsd

Question #13

RPF p17, 6.2.2 last line " evidence showing authority" please clarify what is acceptable by county

Feb 18, 2016 8:32:53 PM PST
By: County of Sacramento - capsdview

Answers

Company President or Vice President. If not, a letter shall be attached for evidence showing authority to bind the company.

Mar 8, 2016 12:39:10 PM PST
By: pooncapsd

Question #14

RFP p20 6.5.4 please explain about " a plan for marketing " give example what is needed or asking for this section

Feb 18, 2016 8:34:06 PM PST
By: County of Sacramento - capsdview

Answers

Review and respond to Appendix P, National IPA, Exhibit A, National IPA Response for National Cooperative Contract.

Mar 8, 2016 12:39:38 PM PST
By: pooncapsd

Question #15

RFP to supply National IPA , can the price be different than the county due to transportation and other expenses , if yes where to note the two pricings ?

Feb 18, 2016 8:35:45 PM PST
By: County of Sacramento - capsdview

Answers

Yes, pricing for County of Sacramento and National can be different. The County's pricing should follow the proposed national pricing structure, taking into consideration any discounts, shipping, etc. identify the structures/discounts that apply to the County. The pieces of the national structure that apply to the County should be used to compute the net price listed on the SacCty pricing tabs

Mar 8, 2016 12:39:54 PM PST
By: pooncapsd

Question #16

RFP P21 6.5.6 line # 3, "identification of manufacturer within each subcategory" please give example what is needed or acceptable

Feb 18, 2016 8:37:05 PM PST
By: County of Sacramento - capsdview

Answers

If the Proposer distributes items not manufactured by the Proposer, identify the manufacturer's products the Proposer distributes.

Mar 8, 2016 12:40:16 PM PST
By: pooncapsd

Question #17

RFP P21 6.5.6.2 what does private line means here

Feb 18, 2016 8:37:48 PM PST
By: County of Sacramento - capsdview

Answers

RFP8259 Page 21, 6.5.6.4 - "Private Line" refers to item(s) supplied by solely from the proposer. These products are offered by the Proposer under their own name or under a brand that they own. They compete with branded goods.

Mar 8, 2016 12:40:32 PM PST
By: pooncapsd

Question #18

RFP p21 6.5.7.1 is this letter is required by service suppliers only or goods as well.

Feb 18, 2016 8:38:36 PM PST
By: County of Sacramento - capsdview

Answers

This letter is specifically for services. Goods are addressed in 6.5.6.1.

Mar 8, 2016 12:40:47 PM PST
By: pooncapsd

Question #19

RFP p21 6.5.7.2 explain " roll out to county staff"

Feb 18, 2016 8:39:14 PM PST
By: County of Sacramento - capsdview

Answers

Describe how you propose to launch the contract with County staff that may be use to ordering from a different supplier in a different manner.

Mar 8, 2016 12:41:01 PM PST
By: pooncapsd

Question #20

RFP p21 6.5.7.4 please explain or give example what is expected by county other than regular communication and answering questions or giving updates?

Feb 18, 2016 8:40:46 PM PST
By: County of Sacramento - capsdview

Answers

This is an RFP, in which the Proposer proposes how they plan to accomplish the tasks identified. The County will compare the responses to all of the evaluation criteria and score accordingly.

Mar 8, 2016 12:41:18 PM PST
By: pooncapsd

Question #21

RFP p22 6.5.8.3 " customer ordering wrong product " can supplier charge restocking

Feb 18, 2016 8:42:09 PM PST
By: County of Sacramento - capsdview

P22 6.5.8.4 please give example of what is expected as min.

Answers

Proposers may propose a restocking charge. If a restocking charge is proposed, it must be specified in Appendix I Revised Pricing Workbook and Appendix E Solicitation Exceptions.

Mar 8, 2016 12:41:34 PM PST
By: pooncapsd

Question #22

RFP p22 6.5.9.1 how do we note and where do we note additional delivery charges for expedited shipments

Answers

List in Appendix E Solicitation Exceptions and Ntl Pricing Misc #12.

Feb 18, 2016 8:44:00 PM PST
By: County of Sacramento - capsdview

Mar 8, 2016 12:41:53 PM PST
By: pooncapsd

Question #23

RFP P22 6.5.10 give example for additional warranty ? other than replacements or refunds

Answers

Any warranty policy offered beyond honoring manufacturers' standard warranties. See reference in Addendum # 2, 10.k.

Feb 18, 2016 8:44:58 PM PST
By: County of Sacramento - capsdview

Mar 8, 2016 12:44:30 PM PST
By: pooncapsd

Question #24

RFP-p23 6.5.14 special prog. please explain and give example of " inventory management "

Answers

If applicable, include additional services Proposer provides. See reference in Addendum # 2, 10.k.

Feb 18, 2016 8:45:48 PM PST
By: County of Sacramento - capsdview

Mar 8, 2016 12:44:42 PM PST
By: pooncapsd

Question #25

on workbook - section Ntl pricing Misc. L# 11 please give detail explanation what exactly this is asking

Answers

If products or services were listed for line 9, but pricing isn't captured on the other tabs, discuss how those items will be priced.

Feb 18, 2016 8:46:51 PM PST
By: County of Sacramento - capsdview

Mar 8, 2016 12:44:58 PM PST
By: pooncapsd

Question #26

work book Ntl pricing Sec # 2 please explain what its asking about " not listed in pricing work book" are we offering multiple pricings

Answers

Describe the pricing structure your company will provide for items not listed on the other tabs.

Feb 18, 2016 8:47:58 PM PST
By: County of Sacramento - capsdview

Mar 8, 2016 12:45:09 PM PST
By: pooncapsd

Question #27

work book -ntl pricing misc. L# 15 item # 4 what is asking about discounted price is this a 3rd price option, if so where to note them, can you kindly explain

Answers

If applicable, this is an opportunity for proposers to provide an additional pricing structure in addition to a discount off list or national core pricing.

Feb 18, 2016 8:49:20 PM PST
By: County of Sacramento - capsdview

Mar 8, 2016 12:45:22 PM PST
By: pooncapsd

Question #28

work book Ntl. pricing misc- L# 19 item # 6 who is considered as participating public agencies (are they in Sacramento or nationwide

Answers

Feb 18, 2016 8:50:42 PM PST
By: County of Sacramento - capsdview

A registered member of National IPA is considered a Participating Public Agency and can be located in Sacramento and/or nationwide. See RFP8259 Section 2.2. National Contract 2.2.1. Page 5 of 28.

Mar 8, 2016 12:45:36 PM PST
By: pooncapsd

Question #29

work book Ntl. pricing Misc. - L# 31 item 11 please give dollar example.

Feb 18, 2016 8:51:26 PM PST
By: County of Sacramento - capsdview

Answers

N/A, the question is not clear and clarification response cannot be provided.

Mar 8, 2016 12:45:51 PM PST
By: pooncapsd

Question #30

appendix I - work book - ntl. pricing structure- what is difference between national core list and supplier catalogue price sheet in order to determine the discount %

Feb 18, 2016 8:53:13 PM PST
By: County of Sacramento - capsdview

Answers

A national core list is a list of items with specific pricing, typically lower than pricing established for general sale by the Proposer, the pricing is specific to this contract and available to agencies across the United States. A supplier catalog is everyday pricing the Proposer offers and could be the pricing the supplier provides on their website. Under the two scenarios a national core list only identifies certain items at specific pricing, a discount off structure typically uses a Proposers catalog price minus a proposed discount to offer pricing on all items available in a Proposer's catalog.

Mar 8, 2016 12:46:04 PM PST
By: pooncapsd

Question #31

where do we enter our actual pricing if not listed on work book

Feb 18, 2016 8:53:59 PM PST
By: County of Sacramento - capsdview

Answers

Appendix I Pricing Work book Revised, you may add columns to enter pricing.

Mar 8, 2016 12:46:19 PM PST
By: pooncapsd

Question #32

work book - ntl pricing structure section: there is no column for us to enter pricing and product info. where do we enter those info. for different items . or under which tab.

Feb 18, 2016 8:56:17 PM PST
By: County of Sacramento - capsdview

Answers

Use Appendix I Pricing Workbook Revised, Pricing Structure Tab, add columns to enter pricing and product information. You may add rows for additional items

Mar 8, 2016 12:46:39 PM PST
By: pooncapsd

Question #33

are we allowed to add item that is not listed on any of the work book tabs but is used by all commissaries. if yes please advise where would you want us to show the details

Feb 18, 2016 8:57:34 PM PST
By: County of Sacramento - capsdview

Answers

Yes, add item(s) on at the end of the Appendix I Pricing Workbook Revised, Ntl Pricing Structure Tab and expand the category lists where needed.

Mar 8, 2016 12:46:52 PM PST
By: pooncapsd

Question #34

does this proposal require that supplier to have retail register for products offering at each site or is that done by the county itself? please be specific

Feb 21, 2016 4:06:40 PM PST
By: Regal Greetings & Gifts Co. - regalco99^

Answers

No, refer Appendix O Revised, Section 1.1.13, Page 3 of 15 "Products shall be ordered and delivered on an "as needed" basis by means of a Contract Shipping Order (CSO) issued against the basic contract number."

Mar 8, 2016 12:47:06 PM PST
By: pooncapsd

Question #35

please give some information how the receiving will be processed and accepted , what departments receive products and accept invoices?

Feb 21, 2016 4:08:58 PM PST
By: Regal Greetings & Gifts Co. - regalco99^

Answers

Product Receiving and Acceptance - Appendix O Revised, Section 1.1.13 to 1.1.16, Pages 3 & 4 of 15. Invoicing - As per Contract Shipping Order (CSO).

Mar 8, 2016 12:47:18 PM PST
By: pooncapsd

Question #36

in case of IPA, who will be the operating company the supplier or IPA?

Feb 21, 2016 4:11:35 PM PST
By: Regal Greetings & Gifts Co. - regalco99^

still not clear if IPA and /or sacramento county only providing space to suppliers to sale products and give a percentage to county and fee to IPA . OR county and IPA are operating all sales by themselves using vendors employees ?

Answers

Refer Appendix P, Section 1.0, Point 1.1, Paragraph 2, Page 2 of 22
"All transactions, purchase orders, etc., will occur directly between the Supplier and each Participating Public Agency individually..."Also, refer Appendix P, Section 1.2, second to last Paragraph Page 3 of 22."Suppliers are required to pay an administrative fee of 2.5%..."

Mar 8, 2016 12:47:34 PM PST
By: pooncapsd

Question #37

how does IPA does its receiving of products who signs in and verifies the invoices and who process the products into locations ?

Feb 21, 2016 4:12:39 PM PST
By: Regal Greetings & Gifts Co. - regalco99^

Answers

Refer Appendix P, Section 1.0, Point 1.1, Paragraph 2, Page 2 of 22
"All transactions, purchase orders, etc., will occur directly between the Supplier and each Participating Public Agency individually..."

Mar 8, 2016 12:47:52 PM PST
By: pooncapsd

Question #38

we can supply multiple products we can support displays for it as well as manpower to do set up and take down , just want to know who is going to be selling them (IPA and county employees) ?

Feb 21, 2016 4:14:38 PM PST
By: Regal Greetings & Gifts Co. - regalco99^

Answers

Yes, you can supply multiple products. Refer Appendix P, Section 1.0, Point 1.1, Paragraph 2, Page 2 of 22 "All

Mar 8, 2016 12:48:12 PM PST
By: pooncapsd

transactions, purchase orders, etc., will occur directly between the Supplier and each Participating Public Agency individually..."

Question #39

Would you please provide us with an estimated annual purchases for the disposable gloves?

Feb 23, 2016 1:51:32 PM PST
By: Tronex - damianka

Answers

The estimated annual purchase amount is \$220,000.00 under current County glove contracts.

Mar 8, 2016 12:48:26 PM PST
By: pooncapsd

Question #40

Can we submit tier pricing based on different minimum order quantities?

Feb 23, 2016 2:08:01 PM PST
By: Tronex - damianka

Answers

Yes, specify on Appendix I Pricing Workbook Revised and Appendix E Solicitation Exceptions.

Mar 8, 2016 12:48:37 PM PST
By: pooncapsd

Question #41

Appendix I Pricing workbook do not show tabs (Group) for Laundry and Laundry Bags, Hygiene and Personal Care and Examination Gloves. Please advise also Need specs for above products group.

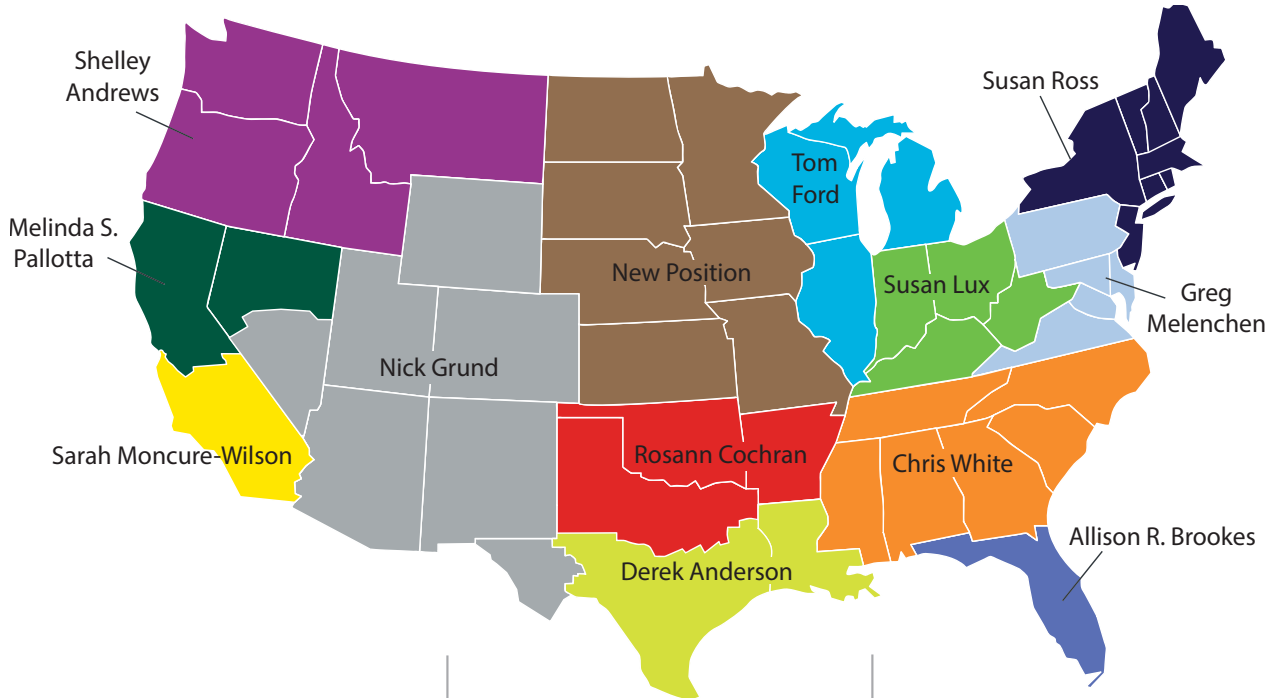
Feb 25, 2016 1:43:52 PM PST
By: Pacific Business Group Inc. - salma@pactex.com

Answers

Appendix I Revised and Appendix O Revised include additional information SacCty-Mattress, SacCty-1 Ply Toilet Paper and SacCty-Personal Hygiene Product. No specifications are provided for the National Pricing Structure Category Description. Those items may be listed under Appendix I, Pricing Workbook Revised along with pricing structure.

Mar 8, 2016 12:48:50 PM PST
By: pooncapsd

State and Local Regions



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New Position (open)
Regional Manager, Heartland

Stephen Maxwell
Group Vice President - East
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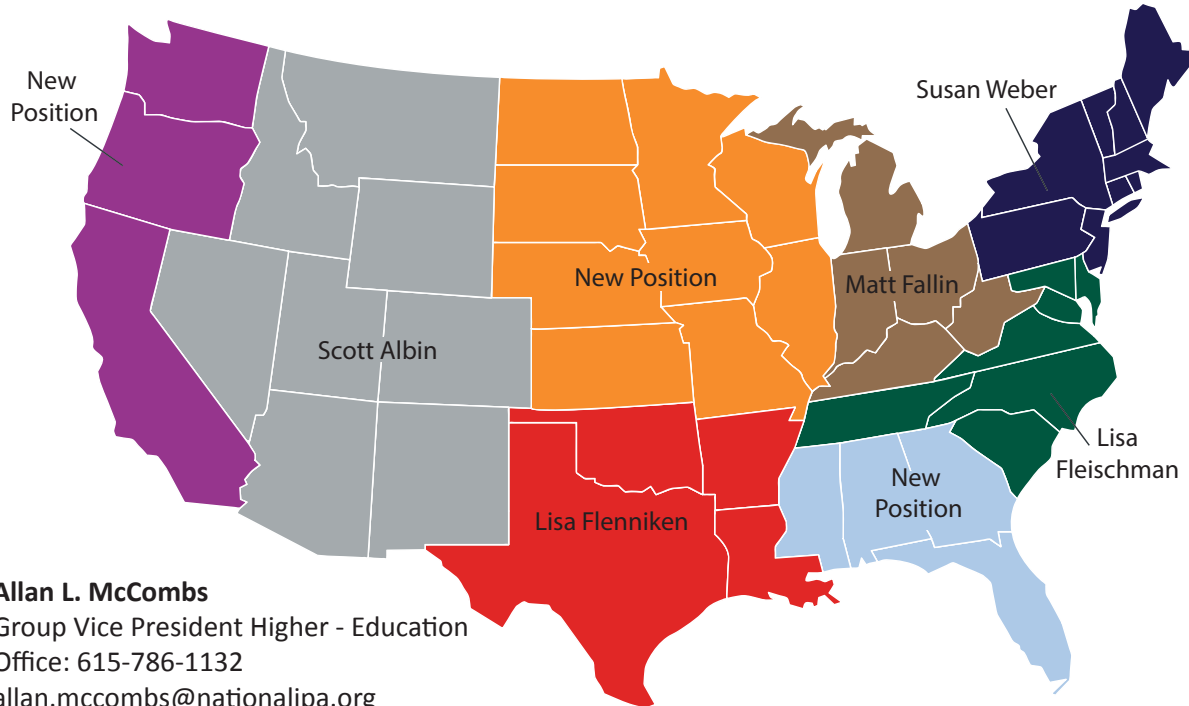
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Higher Education Regions




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Group Vice President Higher - Education
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Higher Education - Rocky Mountain
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 **New Position (open)**
Regional Manager,
Higher Education - Heartland

 **New Position (open)**
Regional Manager,
Higher Education - West






 **Matt Fallin**
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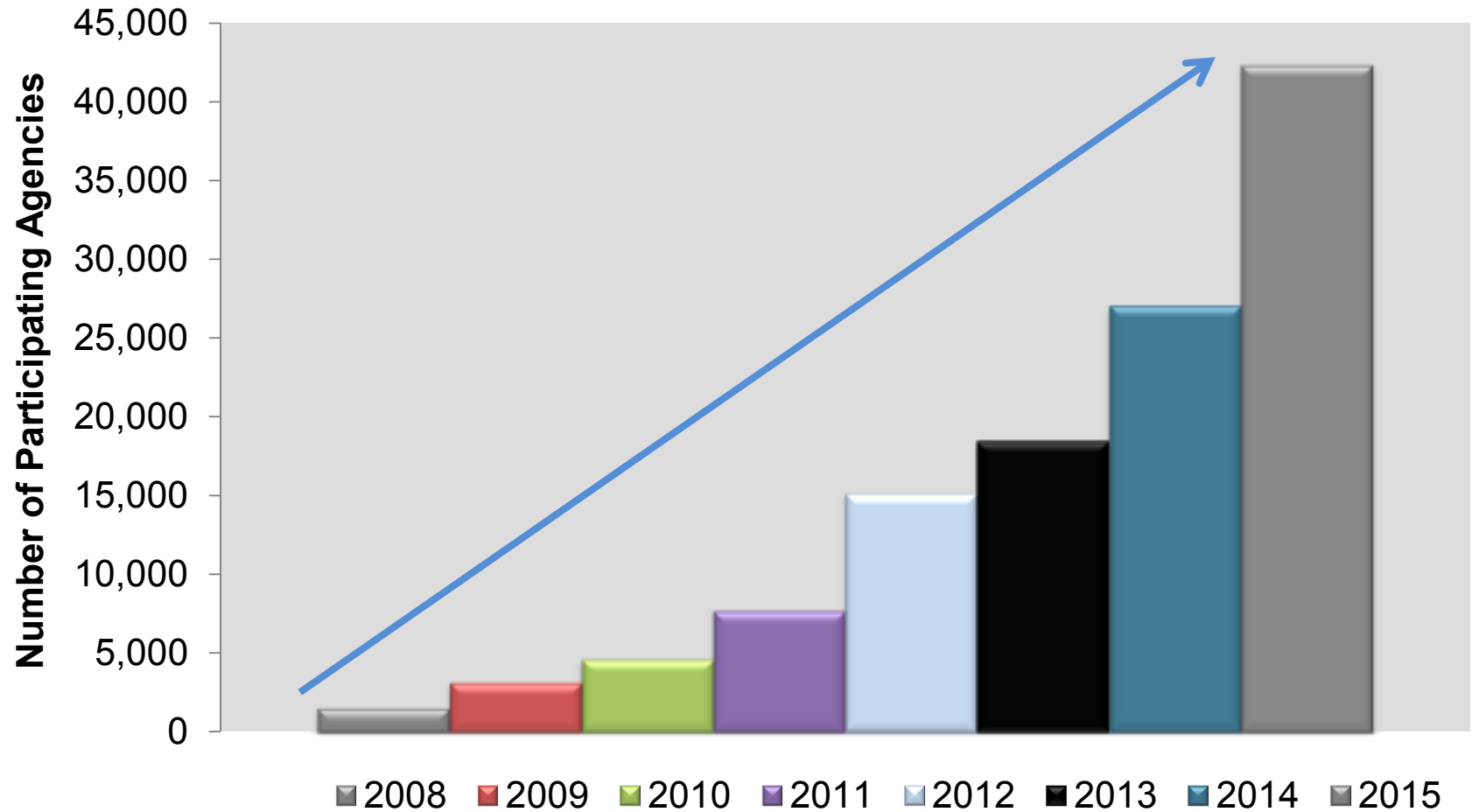
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 **New Position (open)**
Regional Manager,
Higher Education - Southeast

Benefits of Cooperative Purchasing

-  Reduces agency administrative burden of time/resources
-  Opportunity for greater efficiency and economies of scale in acquiring goods and services
-  Product cost savings through nationally leveraged pricing
-  No cost to agencies or minimum purchase amounts
-  First-class purchasing procedures ensuring the most competitive contracts

TCPN/National IPA Participant Growth Jan 2008 – Jan 2015





The City of Fort Worth, TX has awarded a cooperative purchasing agreement for motor fuels, fleet cards, DEF and aviation fuels. This competitively solicited and publicly awarded contract is available to agencies nationwide through National IPA.

Mansfield is a national leader in the dynamic North American energy supply, logistics and services enterprise. We deliver over three and a half billion gallons of petroleum products, ethanol, biodiesel, and DEF annually to customers, one full tanker truck load every minute of every day. We welcome your participation in this cooperative program.



National IPA is a cooperative purchasing organization established with the specific purpose of reducing procurement costs by leveraging group volume. There is no fee to participate.

Contract Highlights:

- Contract Term: January 1, 2015 - December 31, 2019
- Mansfield Oil Award available to 48 contiguous states
- Award agreement includes:
 - DEF (Diesel Exhaust Fluid)
 - Unleaded (all octane levels)
 - Ethanol Blends (all grades)
 - Bio-Diesel Blends
 - Aviation Fuel
 - Propane
 - CNG
 - Fleet Card Program



To participate in National IPA's cooperative purchasing program, visit www.nationalipa.org or request contact from a Mansfield Oil Company representative by emailing nationalipa@mansfieldoil.com.

SAVE NOW THROUGH THE NATIONAL IPA CONTRACT

All government agencies have two things in common: They tirelessly work to serve the public, and they need the right technology to do it. Enjoy discounted prices and the highest-quality procurement services when you upgrade to our full line of integrated technology solutions through the National IPA cooperative purchasing agreement.

CONTRACT NUMBER

120471

CONTRACT AWARD

National cooperative purchasing agreement competitively solicited and publicly awarded by the city of Tucson, AZ, and made available to agencies nationwide via National IPA. Complete documentation available at nationalipa.org/panasonic.html.

SCOPE OF CONTRACT

The contract provides the full line of Panasonic business solutions, plus all related services and accessories, to participating agencies within the National IPA cooperative purchasing organization. This includes state, county, city and municipal agencies, public and private educational institutions, special districts and healthcare entities as well as nonprofit organizations.



SOLUTIONS FOR GOVERNMENT

AUTHORIZED RESELLERS

- ARC
- CDW-G
- GovDirect
- Insight Public Sector
- LEHR
- MCT
- PCS Mobile
- SiteSecure
- TurnKey Mobile
- UPSS

CONTRACT QUESTIONS

For questions or to place an order, please email contracts@us.panasonic.com or contact Amy Lee at Amy.Lee@us.panasonic.com.

For more information on National IPA, please visit www.nationalipa.org



For more information on the full line of Panasonic products, visit panasonic.com/business-solutions.

Panasonic



What can National IPA and US Foods do for YOU?

Running a food service operation has enough challenges, and food distribution should not be one of them. National IPA and US Foods get that – and more. We don't just deliver food; we deliver SOLUTIONS. We are passionate about providing value to our customers and improving their financial rewards. We share their vision, we are committed to their success, and we understand their challenges. Together, National IPA and US Foods provide an unbeatable combination of purchasing power, cost-savings, customer service and convenience.

Economic Value Deeply Discounted Product Agreements Operational Incentives – Off Invoice New Customer Rebate Committed to Transparency	Industry-Leading Technology Business Intelligence Nutritional Information Marketing and Allergen Claims Locally Sourced Flag Operations Excellence
Cost Management Solutions Powerful Tools to Help Improve Revenue and Control Costs Education and Networking	Proactive Service and Account Management Commitment to Innovation, Quality, Food Safety and Sustainable Practices Dedicated Service and Support Teams Focused on Your Success QSP – Quality Service Process

Who are National IPA and US Foods?

- National IPA is a cooperative purchasing organization dedicated to public agencies and educational institutions nationwide. National IPA members using our food contract with US Foods have access to the most competitive and extensive contract portfolio available, leveraging more than \$53 billion in purchasing power, of which \$950 million is food. We deliver solutions to save you money.
- US Foods is one of America's leading foodservice distributors for restaurants, healthcare, education, hospitality and government dining services. We offer a national distribution program with an emphasis on local service support.
- Together we focus on your success by bringing you innovative solutions and ideas. We always conduct business with integrity and a commitment to excellence, safety and environmental responsibility.



Why Choose National IPA and US Foods?

- Easy to access contract, no fees to participate, no LOP, no confidentiality agreement
- Prime Vendor Lead Agency Model reduces contracting costs
- Our purchasing power affords you the ability to save and obtain reduced product cost
- More than 250 manufacturer agreements through US Food's relationship with Novation
- Purchasing POWER = SAVINGS
- Insulation from market and inflation swings
- Firm pricing on many manufacturer agreements for the school year
- Flexibility utilizing best of both – national and local manufacturer agreements
- Contract mark ups cover all items distributed by US Foods, not limited to a small list of items distributed by a co-op bid
- Incentives off invoice based on payment and average drop size performance – these are immediate, no waiting for rebates
- Technology and Value Added tools to help control cost and improve student satisfaction
- Proactive Account Management teams who work to earn your business everyday!

Program Operational Incentives, Provided Off Invoice :

DROP SIZE INCENTIVE:		PROMPT PAY INCENTIVE:	
Average Order Size Bracket	Incentive %	Prompt Pay Schedule	Incentive %
\$3,000 - \$3,499	-0.15%	Prepayment	-0.60%
\$3,500 - \$3,999	-0.25%	0-10 days	-0.30%
\$4,000 - \$5,499	-0.35%	11-15 days	-0.25%
\$5,500 - \$6,999	-0.50%	16-20 days	-0.10%
\$7,000 - \$10,999	-0.65%	21-30	0%
\$11,000 - \$15,999	-0.95%	31-45	0.25%
\$16,000 +	-1.20%	46-60	0.50%
		Each additional 15 days greater than 60	0.25%

MONTHLY VOLUME	TRANSLATES TO QUARTERLY	INCENTIVE %
\$83,000 - 175,999	\$249,000 - 527,997	-0.25%
\$176,000 - 268,999	\$527,997 - 806,997	-0.40%
\$269,000 - 423,999	\$806,997 - 1,271,997	-0.60%
\$424,000 +	\$1,271,997 +	-0.75%

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 Director Education/Government
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National IPA
 Customer Relations
 (866)-408-3077
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COUNTY OF SACRAMENTO
DEPARTMENT OF GENERAL SERVICES
CONTRACT AND PURCHASING SERVICES DIVISION

RFP # 8259 Revised

COMMODITY/SERVICE:
INMATE AND DETENTION SUPPLIES,
SOLUTIONS AND SERVICES

TABLE OF CONTENTS

TABLE OF CONTENTS	1
APPENDICES AND ATTACHMENTS (LISTED SEPARATELY IN PUBLIC PURCHASE)	2
1. DEFINITIONS	3
2. INTRODUCTION	5
3. KEY EVENTS FOR RFP # 8259	7
4. GENERAL PROPOSAL INSTRUCTIONS AND FORMAT	8
5. GENERAL TERMS AND CONDITIONS.....	15
6. PREPARATION OF THE TECHNICAL PROPOSAL RESPONSE.....	17
7. BASIS OF AWARD	24
8. FINAL ACCEPTANCE	28

Appendices and Attachments (Listed Separately in Public Purchase)

- A. Sacramento County General Terms & Conditions
 - B. Additional Terms and Conditions
 - C. DCSS Contractor Certification of Compliance
 - D. Environmental Purchasing Policy
 - E. Solicitation Exceptions
 - F. Non Collusion Affidavit
 - G. Sacramento County Minimum Insurance Requirements (Not Applicable)
 - H. Customer References
 - I. Pricing Workbook **Revised (TEN WORKSHEETS)**
 - J. Small and Local Vendor Preference Program (Not Applicable)
 - K. Risk Assessment Questionnaire (Not Applicable)
 - L. HIPAA Business Associate Exhibit (Not Applicable)
 - M. Good Neighbor Policy (Not Applicable)
 - N. Iran Contracting Act
 - O. Detailed Requirements and Product Specifications for the County of Sacramento
Revised
 - P. National IPA Exhibits A through F
 - Q. Technical Proposal Response
- Public Purchase Instructions
- Pre-Proposal Conference hand-out materials – National IPA leaflet **Added**

1. DEFINITIONS

1.1. **Response**

The written, signed and sealed complete document submitted according to the proposal instructions. Response does not include any verbal or documentary interaction apart from submittal of a formal Response.

1.2. **Request/Proposal/Bid**

The completed and released document, including all subsequent addenda, made publicly available to all prospective proposers.

1.3. **We/Us/Our**

Terms that refer to the County of Sacramento, a duly organized public entity. They may also be used as pronouns for various subsets of the County organization, including, as the context will indicate:

- Purchasing - the Contracts and Purchasing Services Division of the Department of General Services.
- Department/Division - The department or division requesting the goods or services contained in this request, for which this PROPOSAL is prepared and which will be the end user of the requested goods or services.
- Constituency - the client base or County population which may benefit from the procurement of goods and/or services requested herein.

1.4. **You/Your**

Terms that refer to businesses/individuals submitting a response. The term may apply differently as the context will indicate.

- Supplier - A business entity engaged in the business of providing services.
- Proposer - A business entity submitting a Response to this proposal. Suppliers which may express interest in this proposal, but who do not submit a Response, have no obligations with respect to the proposal requirements.
- Contractor - The Proposer(s) whose Response to this proposal is evaluated as meeting the needs of the County. Contractor(s) will be selected for award, and will enter into a contract(s) for provision of the services described in this proposal.

- Contractor's Employee - All persons who can be offered to provide the services described in the proposal. All employees of the Contractor shall be covered by the insurance programs normally provided to persons employed by a company (ex: Worker's Comp, SDI, etc.).

1.5. **Mandatory**

A required element of this request/proposal/bid. Failure to satisfy any element of this request/proposal/bid defined as "mandatory" will disqualify the particular response.

1.6. **Default**

A failure to act as required by any contract resulting from this request, which may trigger the right to sue or may excuse the other party's obligation to perform under the contract.

1.7. **Cancellation/Termination**

A unilateral or mutual decision to not complete an exchange or perform an obligation under any contract resulting from this request.

1.8. **"Or Equal"**

A statement used for reference to indicate the character or quality desired in a requested product or service. When specified in a proposal document, equal items will be considered, provided the response clearly describes the article. Offers of equal items must state the brand and number, or level of quality. When brand, number, or level of quality is not stated by proposer, the offer will be considered exactly as specified. The determination of the Purchasing Agent as to what items are equal is final and conclusive.

2. INTRODUCTION

2.1. Introduction

- 2.1.1. The County of Sacramento (County), as the Principal Procurement Agency, has partnered with National Intergovernmental Purchasing Alliance Company (National IPA) to hereby invite qualified firms to submit proposals for Inmate and Detention Supplies, Solutions and Services.
- 2.1.2. Requirements and qualifications are defined in detail in the Scope of Services Section of this Request for Proposal (RFP).

2.2. National Contract

- 2.2.1. The County, as the Principal Procurement Agency, as defined in Appendix P, has partnered with National IPA to make the resultant contract (also known as the “Master Agreement” in materials distributed by National IPA) from this solicitation available to other public agencies nationally, including state and local governmental entities, public and private primary, secondary and higher education entities, non-profit entities, and agencies for the public benefit (“Public Agencies”), through National IPA’s cooperative purchasing program. The County is acting as the contracting agency for any other Public Agency that elects to utilize the resulting Master Agreement. Use of the Master Agreement by any Public Agency is preceded by their registration with National IPA as a Participating Public Agency in National IPA’s cooperative purchasing program. Appendix P contains additional information on National IPA and the cooperative purchasing agreement.
- 2.2.2. National IPA is the public sector arm of Provista, a multi-industry supply chain improvement company providing group organization and business solutions in various markets nationwide. National IPA partners with sister company, Novation, to leverage over \$53 billion in annual supply spend to command the best prices on products and services. With corporate, pricing and sales commitments from the Supplier, National IPA provides marketing and administrative support for the Supplier that directly promotes the Supplier’s products and services to Participating Public Agencies through multiple channels, each designed to promote specific products and services to Public Agencies on a national basis. Public Agencies benefit from pricing based on aggregate spend and the convenience of a contract that has already been advertised and competed. The Supplier benefits from a contract that allows Participating Public Agencies to directly purchase goods and services without the Supplier’s need to respond to additional competitive solicitations. As such, the Supplier must be able to accommodate a nationwide demand for services and to fulfill obligations as a nationwide Supplier and respond to the National IPA documents Appendix P.
- 2.2.3. The County of Sacramento anticipates spending approximately \$2,000,000.00 in a period of three (3) years for the full potential Master Agreement term for Inmate and Detention Supplies, Solutions and Services. While no minimum volume is guaranteed to the Supplier, the estimated annual volume of inmate and detention supplies, solutions and services purchased under the Master Agreement through National IPA is approximately thirty million (\$30,000,000). This projection is based on the current annual volumes among the County of Sacramento, other Participating Public Agencies that are anticipated to utilize the resulting Master Agreement to be made available to them through National IPA, and volume

growth into other Public Agencies through a coordinated marketing approach between the Supplier and National IPA.

2.3. **Scope of Services**

The intent of this solicitation is to establish a full catalog contract with the successful Proposer that gives Participating Agencies the ability to purchase a comprehensive, wide variety of inmate and detention, supplies, solutions and services including, but not limited to, the following categories:

- Clothing
- Footwear
- Bedding and linens
- Mattress
- Laundry
- Medical Supplies
- Personal Hygiene Products
- Recreation
- Food services
- Toilet Paper

2.4. **Term**

2.4.1. The County will award a contract for a period of three (3) years. The contract shall remain in force for an initial term of three (3) years and shall not bind, nor purport to bind the County for any contractual commitment in excess of the initial term. However, the County shall have the right to renew the contract for two (2) additional one (1) year terms, with thirty (30) days written notice to the Contractor prior to the expiration of the initial term or renewal term of the contract.

2.4.2. An extension of the term of the awarded contract will be accomplished through an amendment to the contract. If the extension of the contract necessitates additional revenue and/or funding beyond that which was included in the original contract, the increase through an amendment to the contract and shall be based upon rates provided for in the original contract and proposal and/or negotiated contract extension incentives.

2.5. **Non-discrimination**

No person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the County's contracted programs or activities on the grounds of disability, age, race, color, religion, sex, national origin, or any other classification protected by federal or California State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the County or in the employment practices of the County's Contractors. Accordingly, all Contractors entering into contracts with the County shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

3. KEY EVENTS FOR RFP # 8259 Revised

3.1. Schedule of Events

The following Schedule of Events represents the County's best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 9:00 a.m. and 5:00 p.m., Pacific Standard Time (PST):

Table 1 - Schedule of Events Revised

Event/Action	Date(s)/Time
RFP Release Date	Feb 3, 2016
Non-Mandatory Pre-Proposal Conference	Feb 19, 2016 at 10:00 AM PST
Deadline for Submitting Written Questions / Comments	Mar 22, 2016
Dissemination of Answers to Written Questions	Apr 5, 2016
Deadline for Proposals	Apr 19, 2016 by 12:00:00 PM PST
Onsite Interview Finalists (If Necessary)	May 6, 2016

3.2. Adjustments to the Schedule of Events

The County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be provided via an Addendum published on www.PublicPurchase.com website.

3.3. Proposal Deadline

Proposals shall be submitted electronically via Public Purchase no later than the Proposal Deadline date and time detailed in the Schedule of Events (please refer to **Section 3.1, Table 1 - Schedule of Events**). Proposers shall respond to the written RFP and any appendices, attachments, or amendments. Failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified.

4. General Proposal Instructions and Format

4.1. Communications Regarding RFP

- 4.1.1. Upon release of this RFP, all Proposer communications concerning this procurement must be sent via www.publicpurchase.com. Proposers may not contact any County employee or any employee at the Facilities listed in **Appendix O - DETAILED REQUIREMENTS AND PRODUCT SPECIFICATIONS FOR THE COUNTY OF SACRAMENTO Revised, Section 1.1.14 Delivery Locations and Time** during the solicitation and evaluation process. Inappropriate contact is grounds for disqualification from this RFP.
- 4.1.2. Proposers should carefully review this RFP and all attachments for comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called “comments”). Proposers that require clarification of the intent or content of this RFP or clarification on procedural matters regarding the solicitation process must submit their questions or comments through the Public Purchase website (www.publicpurchase.com).
- 4.1.3. All questions must be submitted via www.publicpurchase.com for tracking purposes. All communications must cite the section number within the RFP. Questions must be submitted prior to the deadline listed in **Section 3.1, Table 1 - Schedule of Events**.
- 4.1.4. The County shall respond to written communications via responses that shall constitute one or more amendments to the RFP. All amendments will be posted on www.publicpurchase.com. Only written responses to written communications shall be considered official and binding upon the County. The County reserves the right, at its sole discretion, to determine appropriate and adequate responses to written comments, questions, and requests for clarification.
- 4.1.5. Any historical data or factual information provided by the County shall be deemed for informational purposes only. If a proposer relies on said factual historical information it should independently verify the likelihood of these volumes or conditions continuing or obtain the County’s written consent to rely thereon.
- 4.1.6. Protests based on any objection shall be considered waived and invalid if the basis of the objection relate to faults that should reasonably have been brought to the attention of the County, via the Public Purchase website (www.publicpurchase.com), by the Deadline for Written Comments (please refer to **Section 3.1, Table 1 - Schedule of Events**).
- 4.1.7. Any oral communications with the County RFP Contact shall be considered unofficial and nonbinding on the County. Oral communications with any County personnel outside of the pre-proposal meetings and submission of questions shall be considered inappropriate contact.

4.2. General Format

Respond to all requests for information and completion of forms contained in this Request for Proposal. You may use additional sheets as necessary. A qualifying response must address all items. Brochures and advertisements will not be considered a complete reply to requests for information and will not be accepted as such. Proposer is solely responsible for accuracy and completeness of proposal response and for electronically separating and marking documents as confidential when submitting their response through Public Purchase. Responses considered incomplete may be rejected.

4.3. Alteration of Proposal Text

The original text of this proposal document, as well as any attachments, amendments or other official correspondence related to this proposal document, may not be manually, electronically or otherwise altered by proposer or proposer's agent(s). Any response containing altered, deleted, additional or otherwise non-original text will be disqualified.

4.4. Preparation of Response

- 4.4.1. All responses must be signed by an authorized officer or employee of the responder.
- 4.4.2. Responses must be submitted prior to the specified date and time, using the www.publicpurchase.com website. Responses delivered by hand, fax, telephone, e-mail, or any postal carrier will not be accepted. If bidder uploads a file to Public Purchase, it is bidder responsibility to ensure the file is not corrupt or damaged. If County is unable to open an attachment because it is damaged, corrupt, infected, etc., it may disqualify bidder's submission. See document titled "Public Purchase Instructions" for guidance entering your online response.
- 4.4.3. Time of delivery must be stated as the number of calendar days following receipt of the order by the proposer to receipt of the goods or services by the County.
- 4.4.4. Time of delivery may be a consideration in the award.
- 4.4.5. Prices will be considered as net if no cash discount is offered. If a discrepancy between the unit price and the item total exists, the unit price prevails.

4.5. Confidential Information/Public Record

- 4.5.1. All responses become property of the County. All responses, including the accepted proposal and any subsequent contract, become public records per the requirements of the California Government Code, Sections 6250 -6270, "California Public Records Act". Proprietary material must be clearly marked as such. Pricing and service elements of the successful proposal are not considered proprietary information.
- 4.5.2. The County will treat all information submitted in a proposal as available for public inspection once the County has selected a contractor. If you believe that you have a legally justifiable basis under the California Public Records Act (Government Section 6250 et. seq.) for protecting the confidentiality of any information contained within your proposal, you must identify any such

information, together with the legal basis of your claim in your proposal, and present such information separately as part of your response package. Public Purchase allows you to mark such documents as “confidential” when uploaded into the system.

- 4.5.3. The final determination as to whether the County will assert your claim of confidentiality on your behalf shall be at the sole discretion of the County. If the County makes a determination that your information does not meet the criteria for confidentiality, you will be notified as such. Any information deemed to be non-confidential shall be considered public record.

4.6. **Proposal Submittal**

- 4.6.1. Each Proposer must provide all documentation required in the Proposal Submission Requirements Section 4.7 below. A complete response for each section in the RFP Submission Requirements below is required and must be provided by the Proposer. Any RFP terms and conditions requirement not included in **Appendix E – Solicitation Exceptions** by the Proposer will be considered acceptance of the requirements by Proposer.
- 4.6.2. A complete response for each section in **Appendix Q – Technical Proposal Response** is required and must be provided by the Proposer. If the Proposer is in full compliance with the **Appendix Q – Technical Proposal Response** sections or numbered conditions, the appropriate response is, "Read, agreed and will comply." Otherwise, the Proposer's response should state, "Read and do not comply."

4.7. **Proposal Submission Requirements**

- 4.7.1. Proposal Validity period, as used in this provision, means the number of calendar days available to the County for awarding a Contract from the Response Due Date. The County requires a minimum validity period of one hundred and twenty (120) calendar days.
- 4.7.2. In compliance with this RFP, if your proposal is accepted within the validity period, the Contractor agrees to furnish any or all items or services proposed, and under the terms and conditions specified herein. A contract shall be created by the County for execution by the County and the Contractor which will incorporate the required terms and conditions as outlined in this RFP and any addenda.
- 4.7.3. Some of the conditions or numbered sections will require explanation by the Proposer. Please provide exhibits and/or visual aids that clearly reference specific conditions.
- 4.7.4. The Proposers are required to provide any exceptions to RFP terms and conditions, in the online **Appendix E- Solicitation Exceptions**.
- 4.7.5. References: **MUST** include a minimum of two references of customers (of like-size institutions) served over the last 12 months with the same product(s) being proposed.

- 4.7.6. Minimum Order Requirements: Indicated in your proposal response minimum order requirements and other restrictions. The County may reject high minimum order requirements. Exceptions will only be made if savings warrant it and there is available space.
- 4.7.7. Delivery Schedules: Discuss the delivery schedule once a product is ordered. For instance, is there a maximum time for orders within a certain radius from a distribution center? Address the differences in delivery times for routine, in-stock items, special orders and out-of-stock items.
- 4.7.8. Out-of-Stock Remedy: Describe your process for identifying out of stock items, the options available to the ordering agencies, such as:
- Request back order
 - Request a substitute contract item
 - Cancel the item for the order
- 4.7.9. Franchise and Dealer Participation: The Proposer if representing multiple franchise and dealer's locations, shall ensure that these locations have agreed to participate. Provide a national coverage map reflecting participating distribution centers.
- 4.7.10. Product Recall Procedures: Discuss procedures for recall notification, including whether the ordering Agency will have options for credit or replacement for the product recalled. Include information on your process of notification when a recall is issued.
- 4.7.11. Reports: Provide examples of reports that would be available. Examples would be Usage Reports, Green/Sustainability Reports and Small/Disadvantage Business Sales Reports. The minimum reporting requirements, list the manufacturer name, model number, part number, item description, quantity sold and total spend by department, division, ordering entity, etc.
- 4.7.12. Product Warranty: Indicate product warranty. All products supplied shall be warranted against defects in workmanship or materials for their intended use. The vendor shall cover the cost of labor and materials to replace any defective product.
- 4.7.13. In addition to the aforementioned sections/appendices, Proposers are required to complete and submit the following documents:

Appendix C - DCSS Contractor Certification of Compliance
Appendix F - Non Collusion Affidavit
Appendix H - Customer References
Appendix I - Pricing Workbook Revised (TEN WORKSHEETS)
Appendix N - Iran Contracting Act
Appendix P - National IPA Exhibits A through F
Appendix Q - Technical Proposal Response

4.8. Pre-Proposal Conference

- 4.8.1. A non-mandatory pre-proposal conference will be held for vendors who intend to respond to this RFP. The purpose of the conference is to provide for questions and answers regarding terms, conditions, or specifications of the RFP.
- 4.8.2. To attend the Pre-Proposal Meeting, the Proposer must send an email to Vivian Poon, Contract Services Officer II, at email: poonv@SacCounty.NET, 7 business days before the Pre-Proposal Meeting date specified in the Schedule of Events. (Please refer to **Section 3.1, Table 1 - Schedule of Events**). Each Proposer will be limited to two (2) representatives at the Pre-Proposal Conference.
- 4.8.3. The Pre-Proposal Conference will take place at the following location specified in the Schedule of Events. (Please refer to **Section 3.1, Table 1 - Schedule of Events**):

County of Sacramento
Contract & Purchasing Services Division
Ecology Flight Deck Conference Room
1st Floor
9660 Ecology Lane
Sacramento, CA 95827

4.9. **Proposal Preparation Costs**

The County shall not pay any costs associated with the preparation, submittal, or presentation of any proposal. All costs and expenses relating to the preparation, production, handling, reproduction, administration of the proposal and its submission are to be borne solely by the Proposer. All records, documents and information collected and/or maintained by others in the course of the preparation of this proposal shall be made accessible to the County for purposes of inspection, reproduction, and audit without restriction. The Proposer shall agree that the County and/or its Designated Agent may audit, examine, and copy any and all non-proprietary books, records and information relating to the proposed services at no cost to the County. Proposers must maintain all records of their proposal until a successful Proposer has been announced and/or a Contract has been awarded.

4.10. **Proposal Withdrawal**

Proposal responses can be withdrawn by a Proposer by logging into www.PublicPurchase.com and deleting the proposal at any time up until the date and time of the submission deadline. The Proposer may then submit another proposal at any time up to the deadline for submitting proposals.

4.11. **Proposal Amendment**

The County shall not accept any amendments, revisions, or alterations to proposals after the Response Due Date unless such is formally requested, in writing, by the County.

4.12. **Proposal Errors**

Proposers are liable for all errors or omissions contained in their proposals. Proposers shall not be allowed to alter proposal documents, after the deadline for submitting a proposal.

4.13. Incorrect Proposal Information

If the County determines that a Proposer has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the Proposer knew or should have known was materially incorrect, that proposal shall be determined non-responsive, and the proposal shall be rejected.

4.14. Prohibition of Contractor Terms and Conditions

Proposers may not submit their own contract terms and conditions in a response to this RFP. If a proposal contains such substituted terms and conditions, the County, at its sole discretion, may determine the proposal to be a non-responsive counteroffer, and the proposal may be rejected. To take exception to specific terms and conditions use **Appendix E - Solicitation Exceptions**.

4.15. Proposal of Alternate Services

Proposals of alternate services (i.e., proposals that offer something different from that requested by the RFP) shall be considered non-responsive and rejected.

4.16. Proposal of Additional Services

If a Proposer indicates an offer of services in addition to those required by and described in the **Appendix I – Pricing Workbook Revised**, these additional services may be added to the contract before contract signing at the sole discretion of the County.

4.17. Conflict of Interest and Proposal Restrictions

- 4.17.1. By submitting a proposal, Proposer certifies that no amount shall be paid directly or indirectly to an employee or official of the County as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the procurement under this RFP.
- 4.17.2. Notwithstanding this restriction, nothing in this RFP shall be construed to prohibit a County agency or other governmental entity from making a proposal, being considered for award, or being awarded a contract under this RFP.
- 4.17.3. The County agencies shall not contract with an individual who is, or within the past six (6) months has been, an employee of the County. An individual shall be deemed a County employee until such time as all salary, termination pay, and compensations representing annual or compensatory leave have been paid by the County. A contract with a company in which a controlling interest is held by a County employee shall be considered to be a contract with said individual and shall be prohibited.

4.17.4. Any individual, company, or other entity involved in assisting the County in the development, formulation, or drafting of this RFP or its scope of services shall be considered to have been given information that would afford an unfair advantage over other Proposers, and said individual, company, or other entity may not submit a proposal in response to this RFP nor assist a Proposer in submitting a proposal.

4.18. **RFP Amendment and Cancellation**

The County reserves the unilateral right to amend this RFP in writing at any time. The County also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued it shall be provided to all Proposers via the www.PublicPurchase.com website. Proposers shall respond to the final written RFP and any exhibits, attachments, and amendments.

4.19. **Right of Rejection**

4.19.1. The County reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety.

4.19.2. The County reserves the right, at its sole discretion, to select all or any subset of the technologies offered by the Proposer within its proposal.

4.19.3. Any proposal received which does not meet the requirements of this RFP may be considered to be non-responsive, and the proposal may be rejected. The Contractors must comply with all of the terms of this RFP and all applicable State and the County laws and regulations. The County may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

4.19.4. Proposers are to list all exceptions in **Appendix E – Solicitation Exceptions**. Exceptions considered excessive or affecting vital terms, conditions, or specifications may reduce or eliminate prospects for award.

4.19.5. Proposers may not restrict the rights of the County or otherwise qualify their proposals. If a Proposer does so, the County may determine the proposal to be a non-responsive counteroffer, and the proposal may be rejected.

4.19.6. The County reserves the right, at its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the County. Where the County waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the proposer from full compliance with the RFP. Notwithstanding any minor variance, the County may hold any Contractor to strict compliance with the RFP.

5. General Terms and Conditions

5.1. Prior Agreements

The Agreement awarded from this RFP, constitutes the entire contract between the Contractor and the County regarding the subject matter of this Agreement. Any prior agreements, whether oral or written, between Contractor and the County regarding the subject matter of this Agreement are hereby terminated effective immediately upon full execution of this Agreement.

5.2. Severability

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and, the rights and obligations of the County and the resulting Contractors shall be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

5.3. Mergers/Acquisitions

5.3.1. The Contractor expressly acknowledges that it is an independent Contractor. Nothing in this RFP is intended nor shall be construed to create an agency relationship, an employer/employee relationship, a joint venture relationship, or any other relationship allowing the County to exercise control or direction over the manner or method by which the Contractor or its subcontractors perform hereunder.

5.3.2. The services to be performed by the Contractor shall not be assigned, sublet, or transferred without prior written approval of the County.

5.3.3. Proposer shall be required to notify the County of any potential for merger or acquisition of which there is knowledge at the time that a proposal is submitted. Additionally, if subsequent to the award of any contract resulting from this RFP, the Contractor shall merge with or be acquired by another firm, the following documents must be submitted to the County:

5.3.4. Corporate resolutions prepared by the successful Contractor and new entity ratifying acceptance of the original contract, terms, conditions and process.

5.3.5. New Contractor's Federal Identification Number (FEIN).

5.3.6. Additional information deemed necessary by the County.

5.4. Discrepancy

Should there be a discrepancy in the responses provided by the Contractor to this RFP and the resulting contract, the terms and conditions contained in the contract and its amendments will

prevail over the RFP and its addenda, and the RFP and its addenda will prevail over the responses to the RFP.

5.5. Right to Refuse Personnel

The County reserves the right to refuse, at its sole discretion, any subcontractors or any personnel provided by the prime Contractor or its subcontractors.

5.6. Background and Security Investigations

Background and security investigations of the Contractor will be required as a condition of beginning and continuing work under any resulting contract. The Sheriff's Department and Probation Department will conduct background and security checks before work begins. The Contractor will be required to provide valid identifying information for its employees and/or subcontractors.

6. PREPARATION OF THE TECHNICAL PROPOSAL RESPONSE

6.1. The Technical Proposal Response (Appendix Q)

6.1.1. The Technical Proposal shall contain the following sections:

- Proposal Transmittal letter;
- Mandatory Contractor Qualifications;
- General Contractor Qualifications; and
- Technical Approach.

6.1.2. Proposals that fail to detail and address each of the requirements detailed herein may be determined to be non-responsive and rejected.

6.2. Proposal Transmittal Letter

6.2.1. The Technical Proposal must provide a written transmittal and offer of the proposal in the form of a standard business letter. The Proposal Transmittal Letter shall reference and respond to the following subsections in sequence and attach corresponding documentation as required. Each proposal must meet the Proposal Transmittal Letter requirements and provide all required documentation. A Proposal Transmittal Letter is mandatory, and failure to provide the information as required may result in the proposal being considered non-responsive and rejected.

6.2.2. The letter shall be signed by a company officer empowered to bind the proposing firm to the provisions of this RFP and any contract awarded pursuant to it; if said individual is not the company president or vice president, the letter shall attach evidence showing authority to bind the company.

6.2.3. The letter shall state that the proposal remains valid for at least one hundred and twenty (120) days subsequent to the Deadline for Proposals and thereafter in accordance with any resulting contract between the Contractor and the County.

6.2.4. The letter shall provide the complete legal entity name and Federal Employer Identification Number of the firm making the proposal.

6.2.5. The letter shall provide the name, mailing address, and telephone number of the person the County should contact regarding the proposal.

6.2.6. The letter shall state whether the Contractor intends to use subcontractors - if so, clearly identify the names of the subcontractors along with complete mailing addresses and the scope and portions of the work the subcontractors shall perform. (NOTE: The Contractor must obtain written approval from the County prior to the use of any subcontractors in any subsequent contract.)

6.2.7. The letter shall state whether the Contractor or any individual who shall perform work under the contract has a possible conflict of interest (e.g., employment by the County) and, if so, the nature of that conflict. The County reserves the right to cancel an award if any interest disclosed from any source could either give the appearance of a conflict of interest or cause speculation as to the objectivity of the Proposer. Such determination regarding any questions of conflict of interest shall be solely within the discretion of the County.

6.3. **Mandatory Contractor Qualifications**

6.3.1. Proposals shall provide responses and documentation, as required, which indicate that the Contractor has met the Mandatory Contractor Qualifications requirements. Any proposal which does not meet the mandatory requirements and provide all required documentation may be considered non-responsive, and the proposal may be rejected.

6.3.2. Proposals shall provide the following information (referencing the subsections in sequence):

i. Written confirmation that the Contractor shall comply with all of the provisions in this RFP and any addenda.

(NOTE: If the proposal fails to provide said confirmation without exception or qualification, the County, at its sole discretion, may determine the proposal to be a non-responsive counteroffer, and the proposal may be rejected.)

ii. Written certification and assurance of the Contractor's compliance with:

- The laws of the State of California;
- Title VI of the federal Civil Rights Act of 1964;
- Title IX of the federal Education Amendments Act of 1972;
- The Equal Employment Opportunity Act and the regulations issued there under by the federal government;
- The Americans with Disabilities Act of 1990 and the regulations issued there under by the federal government;
- The condition that the submitted proposal was independently arrived at, without collusion, under penalty of perjury as outlined in **Appendix F – Non-Collusion Affidavit**; and
- The condition that no amount shall be paid directly or indirectly to an employee or official of the County as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Contractor in connection with the procurement under this RFP.

6.4. **General Contractor Qualifications and Experience**

6.4.1. Technical Proposals shall provide the following information (referencing the subsections in sequence) to evidence the Contractor's experience in delivering services similar to those required by this RFP:

- i. A brief, descriptive statement indicating the Contractor's credentials to deliver the services sought under this RFP;
- ii. A brief description of the Contractor's background and organizational history;
- iii. Years in business; provide a statement of your annual sales for the past 3 years;
- iv. A brief statement of how long the Contractor has been performing the services required by this RFP and include highlight experience and strong national presence in the industry;
- v. Location of offices including customer service center(s) and support center(s);
- vi. A description of the Contractor organization's number of employees, longevity, client base;
- vii. Whether there have been any mergers, acquisitions, or sales of the Contractor company within the last ten (10) years (if so, an explanation providing relevant details);
- viii. Form of business (i.e., individual, sole proprietor, corporation, non-profit corporation, partnership, joint venture, limited liability company, etc.);
- ix. A statement as to whether the Contractor or any of the Contractor's employees, agents, independent contractors, or subcontractors have been convicted of, pled guilty to, or pled nolo contendere to any felony; and if so, an explanation providing relevant details;
- x. An organizational chart highlighting the qualification of the key people who shall be assigned to accomplish the work required by this RFP and illustrating the lines of authority and designate the individual responsible for the completion of each service component and deliverable of the RFP. Include a narrative describing the qualifications of your sales personnel and technicians;
- xi. A narrative description of the proposed project team, its members, and organizational structure; and
- xii. A personnel roster and resumes of key people who shall be assigned by the Contractor to perform duties or services under the contract (include estimated number of hours to be worked on the contract for each person, and the resumes shall detail each individual's title, education, current position with the Contractor, and employment history).

6.4.2. Customer references are to be listed in **Appendix H – Customer References**. The Contractor must provide references where the Contractor provides the supplies and services comparable to the requirements in the RFP. References from other public agencies, particularly municipal governments, are preferred. The County requests that the references shall be for similar projects representing three (3) accounts currently serviced by the Contractor each reference must include:

- i. The company name and business address;

- ii. The name, title, and telephone number of the company contact;
- iii. Knowledgeable about the project work; and
- iv. A brief description of the service provided and the period of service.

6.4.3. A list, if any, of all current contractual relationships with the County and all those completed within the previous five (5) year period— the list must include:

- i. The contract number;
- ii. The contract term; and
- iii. The procuring County agency for each contract.

(NOTE: Current or prior contracts with the County are NOT a prerequisite to being awarded the maximum available points for the Contractor Qualifications and Experience category. The existence of such current or prior contractual relationships will not automatically result in the addition or deduction of evaluation points. Any such current or prior contractual relationships, like those detailed pursuant to Section 6.4 – General Contractor Qualifications and Experience, shall be generally considered in awarding the Contractor Qualifications and Experience category points.)

6.4.4. Please submit any additional information that you feel is applicable to your qualifications and experience.

6.5. **Technical Approach**

6.5.1. The Contractor shall describe the Contractor’s work plan and approach for accomplishing the request. The information provided shall be in enough detail to enable the County to ascertain the Contractor’s understanding of the effort to be accomplished and should outline the steps in the total service proposed. Technical Proposals shall provide the following narrative information (referencing the subsections in sequence) to evidence the suitability of the Contractor’s technical approach to delivering the services sought under this RFP:

6.5.2. The Contractors must provide a comprehensive narrative, captioned “**Project Understanding, Qualification and Experience,**” that illustrates the Contractor’s understanding of the County’s requirements.

6.5.3. The Contractors must provide a comprehensive narrative, captioned “**Project Approach,**” that illustrates how the Contractor will complete the scope of services, accomplish required objectives, and meet the County's project.

6.5.4. Provide a response to the national program. Include a detailed response to Appendix P - National IPA, Attachment A, Exhibit A, National IPA Response for National Cooperative contract. Responses should highlight experience, demonstrate a strong national presence, describe how

Proposer will educate its national sales force about the contract, describe how products and services will be distributed nationwide, include a plan for marketing the products and services nationwide, and describe how volume will be tracked and reported to National IPA.

6.5.5. The successful Proposer will be required to sign Appendix P - National IPA, Attachment A, Exhibit B, National IPA Administration Agreement. Proposers should have any reviews required to sign the document prior to submitting a response. Proposer's response should include any proposed exceptions to the National IPA Administration Agreement.

6.5.6. Product

6.5.6.1. Provide a detailed written response illustrating how the products offered will meet the requirements of this solicitation. Proposers shall provide the proposed product lines that will meet the Product Requirements of this solicitation. Proposers shall identify and describe their categories. For each proposed category, describe in detail and provide at a minimum the following types of information:

- i. Identification and description of product categories offered;
- ii. Identification and description of sub categories; and
- iii. Identification and description of manufacturers within each sub category.

6.5.6.2. What is the total number of products offered in your catalog? Are all catalog products stocked in your distribution warehouses?

6.5.6.3. How are green products identified in your catalog?

6.5.6.4. Do you offer "Private Line" products? Please describe.

6.5.6.5. Submit all information that will aid the County in evaluating your proposal.

6.5.7. Services

6.5.7.1. Provide a detailed written response illustrating services offered by the Proposer. For each proposed category, describe and/or provide details explaining your capabilities. In your response include information such as:

Policies and programs detailing your efforts in these areas:

- i. Literature explaining your capabilities; and
- ii. Submit all information that will aid the County in evaluating your proposal.

6.5.7.2. Describe how you will roll out your program to County of Sacramento staff?

6.5.7.3. Include in your discussion training, education, meetings, information gathering, annual contract awareness event, etc.

6.5.7.4. Describe how you will develop and maintain relationships with key end users in order to convert sales to this contract, offer relevant solutions, problem solve, introduce new products or services, etc.

6.5.7.5. Describe your sales and reporting capabilities. What level of detail is available?

6.5.8. Ordering and Invoices

6.5.8.1. Describe your ordering capacity (retail locations, telephone, fax, internet, etc.). Provide details of the capabilities of your E Commerce website including ability to display contract pricing, on-line ordering, order tracking, search options, order history, technical assistance, lists, technical data and documentation, identification of alternate green products, etc.

6.5.8.2. Describe your invoicing process. Is electronic invoicing available? Is summary invoicing available? Are there other options on how an agency receives an invoice? Submit sample invoices.

6.5.8.3. Describe how problems – such as a customer ordering a wrong product; a customer receiving a defective or wrong product; etc. – are resolved.

6.5.8.4. Describe how your firm measures performance including identification, calculation, tracking and reporting of measurements. What is your stock fill percentage rate, by line item, of the orders filled without backorders?

6.5.8.5. Describe your process for identifying out of stock items and the options available to ordering agencies, such as: request a back ordered item, requesting a substitute item and cancelling the item from the order.

6.5.9. Delivery and Return Capabilities

6.5.9.1. Propose standard and expedited delivery schedules including the ability to accommodate large orders, multiple delivery locations, and expedited requests. Discuss delivery of in-stock items versus out-of-stock or specialty items. Provide the Proposer's process for tracking and verifying deliveries.

6.5.9.2. Indicate if packing slips will be included with each shipment, indicate the information provided on packing slips and provide a sample packing slip.

6.5.9.3. Discuss the Proposer's approach to resolve problems such as a customer ordering a wrong product, a customer receiving a defective product, etc. Include the Proposer's approach to returns and restocking charges.

6.5.9.4. Describe the Proposer's approach to recall notices. Include how Agencies are informed of the recall notice.

6.5.10. Warranty Policy

Discuss any warranties offered by the Proposer beyond honoring manufacturers' warranties.

6.5.11. Billing Capabilities

Describe Proposer's billing capabilities (per order, monthly, electronically, etc.).

6.5.12. Reporting Capabilities

Describe Proposer's reporting capabilities at the national level and Agency level. Provide sample standard reports.

6.5.13. Customer Service

Discuss the Proposer's approach to customer service. Indicate if there will be customer service individuals dedicated to the County of Sacramento/National IPA Contract.

6.5.14. Special Programs:

Describe special programs and services available that will improve customers' access to products and ability to stay current with changes and improvements. Include recycling programs, web-based programs offered, inventory management programs, on-site management programs, etc.

6.5.15. Other

6.5.15.1. Describe any government rebate or government incentive programs applicable.

6.5.15.2. Describe how your firm will meet the monthly usage reporting criteria. Submit a sample report.

6.5.15.3. The Contractors must provide a comprehensive narrative, captioned "Project Management," that illustrates how the Contractor will manage the project, ensure completion of the scope of services, and accomplish required objectives within the County's project.

7. BASIS OF AWARD

This proposal award will be determined by factors other than price alone. The County's sole purpose in the evaluation process is to determine from among the Responses received, which one is best suited to meet the County's needs. Any final analysis or weighted point score does not imply that one proposal is superior to another, but simply that in our judgment the proposal(s) we select offer(s) the best overall solution for our current and anticipated needs. The County reserves the right to make modifications to any scoring and/or weight structure prior to the evaluation of responses. The responses will remain sealed during the proposal evaluation period, and will be made available for public inspection upon notice of proposal award.

Note: All specifications, terms and conditions of this request will apply to any resulting order.

7.1. Proposal Evaluation

7.1.1. Evaluation Procedures

7.1.1.1. Proposals will be evaluated by an Evaluation Committee comprised of one or more County departments and stakeholders. The Evaluation Committee will consider the completeness of a proposal and how well the proposal meets the needs of the County. In evaluating the proposals, the Evaluation Committee will be using a criteria evaluation process. Evaluations will be based on criteria as outlined in **Section 7.1.2 - Evaluation Factors**. All proposals will be evaluated using the same criteria.

7.1.1.2. The sole purpose in the evaluation process is to determine, from among the Responses received, which one is best suited to meet the County's needs. Any final analysis or weighted score does not imply that one Contractor is superior to another, but simply that, in the Evaluation Committee's judgment, the selected Contractor appears to offer the best overall solution for the County's current and anticipated needs.

7.1.1.3. The Contractor may modify its proposal by submitting a letter to the County at any time prior to the Deadline for Responses included in the Schedule of Events included in **Section 3.1, Table 1 - Schedule of Events**. The County may use a Best and Final Offer option. This allows all the Contractors with potentially acceptable proposals the opportunity to supplement their original proposal. All the Contractors with potentially acceptable proposals will be contacted in writing by the County requesting the submission of the Contractor's Best and Final Offer ("BAFO"). The BAFO must include all discussed and negotiated changes.

7.1.1.4. The County may require the Contractors who receive top rankings during the initial evaluation phase to conduct an on-site interview or oral presentation of their proposal on the date specified in **Section 3.1, Table 1 - Schedule of Events**. The County will provide a required agenda, for those Contractors, specifying the items to be covered during the Contractor's presentation.

7.1.2. Evaluation Factors

The County will evaluate all proposals submitted. The evaluation factors reflect the totality of considerations represented in the requested proposal responses. While cost is important, other factors are also significant and the County may not select the lowest cost proposal. Further, the Contractor with the highest commission offer is not guaranteed the award of the RFP. The objective is to choose the proposal that offers the highest quality services and will achieve the project’s goals and objectives within a reasonable budget. Evaluations will be based on the criteria listed below.

7.1.3. Evaluation Matrix

Evaluation Criteria – RFP (Phase One)	Points Available
Work Plan: Products, Services, Ordering and Invoices, Compliance with RFP Requirements and Evaluation of Exceptions Taken	0-25
Price Proposal:	0-50
Qualifications and Experience	0-25
Total Points Available Per Contractor	100
Evaluation Criteria – Interviews (Phase Two)	Points Available
Oral Interview (Agenda)	0-50
Best and Final Offer	0-50
Total Points Available Per Contractor	100

7.2. **Competitive Negotiation of Proposals**

- 7.2.1. The Contractor is advised that under the provisions of this RFP, the County reserves the right to conduct negotiations of the proposals received and the County reserves the right to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:
- 7.2.2. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals which received the highest rankings during the initial evaluation in Phase One. Only scores in Phase Two are considered for proposal(s) award.
- 7.2.3. Terms, conditions, prices, methodology, or other features of the Contractor’s proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Contractor may be required to submit additional financial information and other data to allow for a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

7.2.4. The requirements listed in this RFP are not negotiable and will remain unchanged unless the County determines that a change in such requirements is in the best interest of the County.

7.3. **Final Selection**

The Evaluation Committee will formulate its recommendation for award of the Contract, and forward its selection to the appropriate parties for approval.

7.4. **Contract Award and Execution**

7.4.1. The County reserves the right to enter into a contract without further discussion of the submitted proposal. Therefore, the proposal should be initially submitted on the most favorable terms the proposing Contractor can offer.

7.4.2. The County reserves the right to withdraw the RFP in whole or in part, at any time and for any reason. Submission of a proposal confers no rights upon the Contractor nor obligates the County in any manner. The County reserves the right to award no contract and to solicit additional offers at a later date.

7.4.3. Each Contractor, by submitting a proposal, agrees that if the County accepts its proposal, such Contractor will furnish all items and services upon the terms and conditions in this RFP and subsequent contract. The Contractor proposals that do not meet the mandatory requirements set forth in this RFP will be considered non-compliant. The Contractors may be disqualified and the proposal may be rejected by the County for any of, but not limited to, the following reasons:

- i. Failure to properly complete the proposal;
- ii. Evidence of collusion among the Contractors submitting the proposals;
- iii. Failure to comply with the specification requirements.

7.4.4. The RFP document and the successful Contractor's proposal response, as amended by agreement between the County and the successful Contractor, including e-mail or written correspondence relative to the RFP, may become part of the contract documents. Additionally, the County may verify the successful Contractor's representations that appear in the proposal. Failure of the successful Contractor to perform as represented may result in elimination of the successful Contractor from competition or in contract cancellation or termination.

7.4.5. The County expressly reserves the right, in its sole judgment, to accept or reject any or all proposals, with or without cause, modify, alter, waive any technicalities or provisions, or to accept the proposal which, in its sole judgment, is determined to be the best evaluated offer resulting from negotiation, taking into consideration the relative importance of commissions offered and other evaluation factors set forth in the RFP. The successful Contractor will be expected to enter into a contract with the County. If the successful Contractor fails to sign a contract within fifteen (15) business days following the delivery of the contract documents, the County may elect to negotiate a contract with the next-highest ranked Contractor.

- 7.4.6. The County shall not be bound, or in any way obligated, until both parties have executed a contract. The proposing Contractor may not incur any chargeable costs prior to final contract execution.
- 7.4.7. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiation of the final Contract.
- 7.4.8. The supplies and services are to be provided in compliance with all applicable state and federal standards relating to the correctional facilities market.
- 7.4.9. The County reserves the right to request additional written and/or oral information from responders at any time before contract award, in order to obtain clarification of their responses.

7.5. Protest of Award

Any objection to the County's final decision will be handled according to applicable state and local procurement laws.

8. FINAL ACCEPTANCE

Equipment/Supplies/Services

The County of Sacramento will agree to final acceptance only after the supplied equipment, product or service is tested and is found to perform within acceptable standards of operation, is in compliance with all published and implied performance standards, and is considered by the County to be ready for practical application.

APPENDIX I Revised

County of Sacramento Pricing Workbook - Instructions

1. Using the tabs *Ntl Pricing Structure* and *Ntl Pricing Misc*, provide a national pricing structure.
2. Based on the national pricing structure provided on the *Ntl Pricing Structure* and *Ntl Pricing Misc* tabs, apply the structure relevant to the County of Sacramento's specific line items on the *SacCty-Clothing*, *SacCty-Sports Bra*, *SacCty-Footwear*, *SacCty-Bedding&Linen*, *SacCty-Mattress*, *SacCty-1 Ply Toilet Paper* and *SacCty-Personal Hygiene Product* tabs.
3. Estimated Annual Required Quantity: Quantities as shown are estimates ONLY. The County does not guarantee to purchase a minimum quantity or to purchase any remaining stock that the vendor may have acquired in support of the contract.
4. This Pricing Workbook has ten (10) tabs (worksheets) including this Instruction. **OPEN / READ EACH WORKSHEET AND ENTER YOUR PROPOSAL.**

APPENDIX I

County of Sacramento Pricing Workbook - Group 1 Clothing

Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount <i>as indicated on Ntl Pricing Structure tab</i>	Other Applicable Discounts <i>as indicated on Ntl Pricing Misc. tab</i>	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
Stenciled Orange Shirt in Sizes								
Medium	190	Each						
Large	550	Each						
XL	750	Each						
2XL	778	Each						
3XL	685	Each						
4XL	480	Each						
5XL	305	Each						
6XL	330	Each						
Stenciled Orange and White Striped Shirt in Sizes								
Medium	135	Each						
Large	105	Each						
XL	50	Each						

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Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount <i>as indicated on Ntl Pricing Structure tab</i>	Other Applicable Discounts <i>as indicated on Ntl Pricing Misc. tab</i>	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
2XL	25	Each						
3XL	25	Each						
4XL	15	Each						
Stenciled Orange Unisex Pants in Sizes								
Small - XL	5,740	Pair						
2XL	1,530	Pair						
3XL	895	Pair						
4XL	320	Pair						
5XL	90	Pair						
Stenciled Navy Blue Unisex Pants in Sizes								
Small - XL	2,700	Pair						
2XL	185	Pair						
3XL	110	Pair						

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Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount <i>as indicated on Ntl Pricing Structure tab</i>	Other Applicable Discounts <i>as indicated on Ntl Pricing Misc. tab</i>	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
4XL - 5XL	108	Pair						
Non-Stenciled Navy Blue Unisex Pants in Sizes								
Extra Small - XL	2,504	Pair						
2XL	120	Pair						
3XL	36	Pair						
4XL	24	Pair						
Stenciled Unisex White Kitted Short-Sleeve Polo Shirt in Sizes								
Small - XL	5	Each						
2XL	5	Each						
3XL	5	Each						
4XL	5	Each						
Non-Stenciled Unisex White Kitted Short-Sleeve Polo Shirt in Sizes								
Small - XL	540	Each						

APPENDIX I

County of Sacramento Pricing Workbook - Group 1 Clothing

Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount <i>as indicated on Ntl Pricing Structure tab</i>	Other Applicable Discounts <i>as indicated on Ntl Pricing Misc. tab</i>	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
2XL	60	Each						
3XL	5	Each						
4XL	5	Each						
Stenciled White Thermal Shirt in Sizes								
XL	5	Each						
2XL	3,000	Each						
3XL	5	Each						
4XL	3,200	Each						
Non-Stenciled White Thermal Shirt in Sizes								
XL	5	Each						
2XL	5	Each						
3XL	5	Each						
4XL	5	Each						

APPENDIX I

County of Sacramento Pricing Workbook - Group 1 Clothing

Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount <i>as indicated on Ntl Pricing Structure tab</i>	Other Applicable Discounts <i>as indicated on Ntl Pricing Misc. tab</i>	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
White Tube Sock	500	Dozen						
White Ankle Sock	8,260	Dozen						
Basic White Men's Briefs								
Small	140	Dozen						
Medium	750	Dozen						
Large	1,030	Dozen						
XL	960	Dozen						
2XL	580	Dozen						
3XL	315	Dozen						
4XL	185	Dozen						
5XL	155	Dozen						
6XL	75	Dozen						
White / Off White Women's Panties in Sizes								

APPENDIX I

County of Sacramento Pricing Workbook - Group 1 Clothing

Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount <i>as indicated on Ntl Pricing Structure tab</i>	Other Applicable Discounts <i>as indicated on Ntl Pricing Misc. tab</i>	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
5	997	Dozen						
6	269	Dozen						
7	1,289	Dozen						
8	222	Dozen						
9	760	Dozen						
10	112	Dozen						
11	355	Dozen						
12	55	Dozen						
13	125	Dozen						
Assorted Print (No Solid Colors) Women's Mumu in Sizes								
Medium	160	Each						
Large	80	Each						
XL	100	Each						

APPENDIX I

County of Sacramento Pricing Workbook - Group 1 Clothing

Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount <i>as indicated on Ntl Pricing Structure tab</i>	Other Applicable Discounts <i>as indicated on Ntl Pricing Misc. tab</i>	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
2XL	100	Each						
3XL	100	Each						
4XL	5	Each						
Stenciled White Men's Tee Shirt in Sizes								
Small	5	Dozen						
Medium	5	Dozen						
Large	90	Dozen						
XL	1,030	Dozen						
2XL	635	Dozen						
3XL	380	Dozen						
4XL	75	Dozen						
5XL	185	Dozen						
6XL	30	Dozen						

APPENDIX I

County of Sacramento Pricing Workbook - Group 1 Clothing

Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount <i>as indicated on Ntl Pricing Structure tab</i>	Other Applicable Discounts <i>as indicated on Ntl Pricing Misc. tab</i>	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
Non-Stenciled White Men's Tee Shirt in Sizes								
Small	72	Dozen						
Medium	180	Dozen						
Large	180	Dozen						
XL	180	Dozen						
2XL	180	Dozen						
3XL	26	Dozen						
4XL	5	Dozen						
5XL	5	Dozen						
6XL	5	Dozen						
Non-Stenciled Navy or Dark Colors Paper Jumpsuit in Sizes								
3XL (Size Fits All)	6,400	Each						
Non-Stenciled Ash Sweatshirts								

APPENDIX I

County of Sacramento Pricing Workbook - Group 1 Clothing

Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount <i>as indicated on Ntl Pricing Structure tab</i>	Other Applicable Discounts <i>as indicated on Ntl Pricing Misc. tab</i>	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
Small	180	Each						
Medium	288	Each						
Large	288	Each						
XL	1,008	Each						
2XL	504	Each						
3XL	144	Each						
4XL	60	Each						
5XL	24	Each						
Non-Stenciled Navy Shorts								
Small	330	Pair						
Medium	400	Pair						
Large	480	Pair						
XL	480	Pair						

APPENDIX I

County of Sacramento Pricing Workbook - Group 1 Clothing

Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount <i>as indicated on Ntl Pricing Structure tab</i>	Other Applicable Discounts <i>as indicated on Ntl Pricing Misc. tab</i>	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
2XL	40	Pair						
3XL	20	Pair						
4XL	5	Pair						
5XL	5	Pair						
Group 1 Clothing - Delivery Time (Number of calendar days following receipt of the order)				Group 1 Clothing - Grand Total				

Firm Name

Printed Name of Authorized Signer

Authorized Signature

APPENDIX I

County of Sacramento Pricing Workbook - Group 2 Sports Bra

Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount <i>as indicated on Ntl Pricing Structure tab</i>	Other Applicable Discounts <i>as indicated on Ntl Pricing Misc. tab</i>	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
White Women's Sports Bra with Sizes								
32	2,412	Each						
34	7,468	Each						
36	6,128	Each						
38	5,156	Each						
40	4,196	Each						
42	1,582	Each						
44	1,388	Each						
46	956	Each						
48	424	Each						
50	105	Each						

APPENDIX I

County of Sacramento Pricing Workbook - Group 2 Sports Bra

Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount <i>as indicated on Ntl Pricing Structure tab</i>	Other Applicable Discounts <i>as indicated on Ntl Pricing Misc. tab</i>	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
52	105	Each						
54	5	Each						
Group 2 Sports Bra - Delivery Time (Number of calendar days following receipt of the order)				Group 2 Sports Bra - Grand Total				

Firm Name

Printed Name of Authorized Signer

Authorized Signature

APPENDIX I

County of Sacramento Pricing Workbook - Group 3 Footware

Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount as indicated on Ntl Pricing Structure tab	Other Applicable Discounts as indicated on Ntl Pricing Misc. tab	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
Men's Deck Shoes, Gum-Soled	5	Pair						
Men's Deck Shoes, High Quality W/Toe Cap	11,000	Pair						
Women's Deck Shoes, Gum-Soled	5	Pair						
Work Boots with Laces	5	Pair						
Work Boots with Velcro Closure Straps	5	Pair						
V-Strap Thongs	2,352	Pair						
Disposable Foam Slippers	5	Pair						
Slip-On Work Boots	5	Pair						
For Eva (Ethyl Vinyl Acetate) Slip-On Shoes	4,500	Pair						

APPENDIX I

County of Sacramento Pricing Workbook - Group 3 Footwear

Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount <i>as indicated on Ntl Pricing Structure tab</i>	Other Applicable Discounts <i>as indicated on Ntl Pricing Misc. tab</i>	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
Canvas Deck Shoe, Navy Sizes (4-16)	11,820	Pair						
Slip-On PVC Sandal, Tan Sizes (6-16)	2,148	Pair						
Group 3 Footwear - Delivery Time (Number of calendar days following receipt of the order)				Group 3 Footwear - Grand Total				

Firm Name

Printed Name of Authorized Signer

Authorized Signature

APPENDIX I

County of Sacramento Pricing Workbook - Group 4 Bedding and Linen

Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount as indicated on Ntl Pricing Structure tab	Other Applicable Discounts as indicated on Ntl Pricing Misc. tab	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
Bath Towels for Mail Jail and RCCC	4,000	Dozen						
Bath Towel for Probation and RCCC	1,070	Dozen						
Bar Towel for Probation	240	Dozen						
Blanket	4,450	Each						
Mattress Cover	2,900	Each						
Cloth Arpon	5,400	Each						
Stenciled Isolation/Suicide Cell Smock	10	Each						
Non-Stenciled Isolation/Suicide Cell Smock	100	Each						
Stenciled Isolation/Suicide Cell Blanket	10	Each						

APPENDIX I

County of Sacramento Pricing Workbook - Group 4 Bedding and Linen

Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount <i>as indicated on Ntl Pricing Structure tab</i>	Other Applicable Discounts <i>as indicated on Ntl Pricing Misc. tab</i>	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
Non-Stenciled Isolation/Suicide Cell Blanket	95	Each						
Group 4 Bedding and Linen - Delivery Time (Number of calendar days following receipt of the order)				Group 4 Bedding and Linen - Grand Total				

Firm Name

Printed Name of Authorized Signer

Authorized Signature

APPENDIX I

County of Sacramento Pricing Workbook - Group 5 Mattress

Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount <i>as indicated on Ntl Pricing Structure tab</i>	Other Applicable Discounts <i>as indicated on Ntl Pricing Misc. tab</i>	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
Mattress	1,650	Each						
Mattress for Probation	80	Each						
Group 5 Mattress - Delivery Time (Number of calendar days following receipt of the order)				Group 5 Mattress - Grand Total				

Firm Name

Printed Name of Authorized Signer

Authorized Signature

APPENDIX I

County of Sacramento Pricing Workbook - Group 6 One Ply Toilet Paper

Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount <i>as indicated on Ntl Pricing Structure tab</i>	Other Applicable Discounts <i>as indicated on Ntl Pricing Misc. tab</i>	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
Toilet Tissue, 1-ply, 4.5"x4", Individually Wrapped, Packaged in Corrugated Case	3,000	Case						
Toilet Tissue, 1-ply, 4.5"x4", Individually Wrapped, Packaged in Poly Wrap	3,000	Case						
Group 6 One Ply Toilet Paper - Delivery Time (Number of calendar days following receipt of the order)				Group 6 One Ply Toilet Paper - Grand Total				

Firm Name

Printed Name of Authorized Signer

Authorized Signature

APPENDIX I

County of Sacramento Pricing Workbook - Group 7 Personal Hygiene Product

Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount <i>as indicated on Ntl Pricing Structure tab</i>	Other Applicable Discounts <i>as indicated on Ntl Pricing Misc. tab</i>	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
Comb, 8.5", Rake Style, Black Plastic, 432 per Case	10	Case						
Hair & Scalp Conditioner, Bergamot, 12 Oz Each, 12 per Case	50	Case						
Body Lotion with Aloe, 14.8 Oz Each, 12 per Case	180	Case						
Body Wash, Coconut, 1 Gal Each, 4 per Case	190	Case						
Tampon, Super Absorbency, Cardboard Applicator, 500 per Case	10	Case						
Toothbrush, Full-Sized, Clear Handle, Nylon Bristle Brush, 30-Tuft, Medium, 144 per Pack, 10 per Case	15	Case						
Toothbrush Cover, Ivory Color, 1,440 per Case	5	Case						
Air Freshener, Various Scents, 12 Oz Can, 12 per Case	15	Case						
Toothpaste, Clear Gel, 0.85 Oz Each, 144 per box, 5 per Case	30	Case						
Deodorant, Roll-On, 1.5 Oz Each, 96 per Case	70	Case						
Finger Nail Clippers, 6 per Box, 48 per Case	1	Case						
Hand Sanitizer, Dispenser Use, 12 Oz Each, 12 per Case	10	Case						

APPENDIX I

County of Sacramento Pricing Workbook - Group 7 Personal Hygiene Product

Pricing provided on National Pricing sheets must be used to determine pricing provided for County of Sacramento items and will be verified.

Item Description	Estimated Annual Required Quantity	U/M	Vendor ID/Catalog Number	Vendor Catalog Unit Cost	Proposed Discount <i>as indicated on Ntl Pricing Structure tab</i>	Other Applicable Discounts <i>as indicated on Ntl Pricing Misc. tab</i>	Proposed Net Unit Cost for the County of Sacramento	Proposed Net Extended Cost for the County of Sacramento
A & D Ointment, 4 Oz Each, 72 per Case	10	Case						
Bar Soap, Unscented, Unwrapped, 0.5 Oz Each, 1,000 per Case	1,500	Case						
Group 7 Personal Hygiene Product - Delivery Time (Number of calendar days following receipt of the order)				Group 7 Personal Hygiene Product - Grand Total				

_____ Firm Name

_____ Printed Name of Authorized Signer

_____ Authorized Signature

APPENDIX I

National Pricing Structure

Instructions: Provide the percentage discount off a verifiable price list for each of the categories listed below. In lieu of a percentage discount off structure, Proposers may propose a National Core List.

Category Description	Proposed Discount
Bedding	
Bedspreads	
Blankets	
Mattress Covers	
Mattresses	
Pillows	
Pillowcases	
Sheets	
Other Subcategories:	
Mattresses	
Stack Bunks	
Institutional Mattress	
Suicide Safety Bedroll	
Other Subcategories:	
Linens	
Shower Curtains	
Other Subcategories:	
Towels: Wash and Bath Towels	

APPENDIX I

National Pricing Structure

Instructions: Provide the percentage discount off a verifiable price list for each of the categories listed below. In lieu of a percentage discount off structure, Proposers may propose a National Core List.

Category Description	Proposed Discount
Economy Grade White 100% Cotton	
Economy Grade White Poly/Cotton Blend	
Other Subcategories & Colors:	
Clothing, Underwear and Socks	
Uniforms & Jumpsuits	
Work Clothes	
Outerwear	
Activewear	
Transport Clothing	
Men's Inmate Underwear & Socks	
Women's Inmate Underwear & Socks	
Socks & Slipper Socks	
Release Clothing	
Other Subcategories:	
Footwear	
Sandals, Shower Shoes & Flip-Flops	
Shoes, Oxfords & Boots	
Slippers, Step-Ins & Pullovers	
Tennis Shoes	

APPENDIX I

National Pricing Structure

Instructions: Provide the percentage discount off a verifiable price list for each of the categories listed below. In lieu of a percentage discount off structure, Proposers may propose a National Core List.

Category Description	Proposed Discount
Shoe Accessories	
Other Subcategories:	
Furnishings: Bathroom and Furniture	
Seating Solutions	
Table Solutions	
Visitation Stations	
Mold Seating	
Mirrors	
Other Subcategories:	
Laundry and Laundry Bags	
Laundry Cart	
Laundry Utility Trucks	
Laundry Hampers	
Laundry Baskets	
Kangaroo Cart	
Property Bags	
Laundry Net or Mesh Bags	
Mesh Storage Bag	
Strong Box	

APPENDIX I

National Pricing Structure

Instructions: Provide the percentage discount off a verifiable price list for each of the categories listed below. In lieu of a percentage discount off structure, Proposers may propose a National Core List.

Category Description	Proposed Discount
Hanging Locker	
In-Cell Organizer (Clear & Mesh)	
Evidence Storage Bag	
Other Subcategories:	
Hygiene and Personal Care	
Combs & Hairbrushes	
Shampoo & Body Bath	
Liquid Soap & Body Lotion	
Bar Soap	
Feminine Hygiene	
Toothpaste & Mouthwash	
Disposable Razors & Shaving Cream	
Other Subcategories:	
Medical Supplies	
Masks & Scrubs	
Over-the-Counter Drugs	
Pain Relieving Lotions & Creams	
Equipment: Sharp Containers, Spill Kits & Misc.	
Infection Control Supplies	

APPENDIX I

National Pricing Structure

Instructions: Provide the percentage discount off a verifiable price list for each of the categories listed below. In lieu of a percentage discount off structure, Proposers may propose a National Core List.

Category Description	Proposed Discount
Other Subcategories:	
Examination Gloves	
Nitrile Gloves	
Latex Gloves	
Powdered Nitrile Gloves	
Powdered Latex Gloves	
Other Subcategories:	
Recreation	
Recreation & Games: Books, Puzzles, Cards Sports & Games	
Batteries	
Electronics: Radios, DVD Player & Misc.	
Exercise Equipment: Trainers & Benches	
Media: Internet, Music & Movies	
Office Supplies: Security Pens, Pencils, Sketch Pads & Paper	
Other Subcategories:	
Additional Categories:	
Commissary:	
Drug Testing Kits:	

APPENDIX I

National Pricing Structure

Instructions: Provide the percentage discount off a verifiable price list for each of the categories listed below. In lieu of a percentage discount off structure, Proposers may propose a National Core List.

Category Description	Proposed Discount
Patient Restraints & Suicide Prevention Services:	
Other categories and their subcategories:	

Firm Name

Printed Name
of Authorized Signer

Authorized Signature

APPENDIX I
National Pricing - Miscellaneous

National Pricing Terms:

1. Sales Promotions: In addition to decreasing prices for the balance of the Contract term due to a change in market conditions, a Contractor may conduct sales promotions involving price reductions for a specified lesser period.

2. Prices: Prices shall be firm and include all charges for delivery, inside delivery, freight and pallets as necessary. No fuel or surcharges are accepted. Firm prices/discounts shall include all charges that may be incurred in fulfilling requirement(s) throughout the term of the contract following contract award. Where applicable, pricing shall be determined by applying Proposers discounts to the prices listed on their manufacturer's price lists, retail price sheets, catalogs or by utilizing the reduced net pricing schedule.

3. FOB Destination Freight Prepaid: Prices shall be FOB Destination Freight Prepaid to the delivery location designated. Contractor shall retain title and control of all goods until they are delivered and the Contract of coverage has been completed. All risk of transportation and all related charges shall be the responsibility of the Contractor. All claims for visible or concealed damage shall be filed by the Contractor. The County designee (by location) will assist the Contractor in arranging for inspection.

National Pricing Proposal:

The intent of the awarded contract is to make the Successful Offeror's complete catalog of inmate products and services available to agencies nationwide.

1. Describe the Proposer's complete product and service offering.

2. Describe how pricing for products and services listed above but not listed in the Pricing Workbook will be priced.

APPENDIX I

National Pricing - Miscellaneous

3. National Core List – In lieu of providing category discounts, Proposers have the ability to offer a national core list with specific line item pricing. A National Core List provides for the deepest discounts on a variety of products to agencies nationwide. Products in this list should represent the largest annual sales in terms of dollars and/or highest volume in terms of quantity. Pricing on the National Core List shall be provided to all Participating Agencies.

If Proposer proposes using a National Core List, provide a separate Pricing Sheet that identifies the product, manufacturer, unit of measure and unit price.

- How many items are being proposed?
- How often does the Proposer propose to update this list?
- Are there certain products that should be updated more frequently than others?

4. Customized Core List by Agency - In addition to a National Core List and a Discount off List by Category pricing structure, Proposers may provide customized core lists to agencies.

- Describe Proposer's ability to provide customized core lists to agencies.
- The number of items Proposer proposes to provide on a customized core list?
- How often does the Proposer propose to update customized core lists?
- Describe any agency size or volume limitation.

5. Provide details of proposed additional discounts or rebates for volume orders, special manufacturer's offers, minimum order quantity, free goods program, total annual spend, etc.

APPENDIX I
National Pricing - Miscellaneous

6. The County's expectation is that the proposed pricing shall include delivery to locations indicated in Sacramento County and Participating Public Agencies. Based on your distribution network, explain the impact of such pricing to Participating Public Agencies residing in large metropolitan areas and Participating Public Agencies residing in rural areas. Propose an optimal solution(s) that would provide Participating Public Agencies with the best pricing including freight costs.

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7. Provide your requested payment terms.

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8. Ordering Methods and Payment Methods
Provide information on any ordering methods - such as electronic ordering or payment via P-Card, or EFT or other criteria which entitle the using agency to additional discounts off on the core lists. If so, please provide the percentage discount.

--

9. Indicate if payment will be accepted via Credit Card. This payment term shall apply to all purchases and to all payment methods.

--

10. Will a third party be processing the commercial credit card payment(s)? Yes No

10a. If "yes", indicate the flat fee per transaction \$_____ (As allowable, Visa Operating Regulations)

10b. If "no", to above, will consideration be given to accept the card? Yes No

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APPENDIX I
National Pricing - Miscellaneous

11. One of the goals of a national contract is to allow agencies to easily audit the price they are paying under a contract. Describe how users across the nation will be able to determine their pricing (including the provision of products, solutions and services) under the national contract using the information contained within the pricing workbook. Describe any regional pricing differences or other factors that will influence an agency's price.

12. Does Proposer offer an expedited process for emergency orders? Explain the process and any additional fees that may be incurred.

Firm Name

Printed Name of Authorized Signer

Authorized Signature

APPENDIX O – DETAILED REQUIREMENTS AND PRODUCT SPECIFICATIONS FOR THE COUNTY OF SACRAMENTO Revised

1 INMATE AND DETENTION SUPPLIES, SOLUTIONS AND SERVICES DETAILED REQUIREMENTS

Although this section reflects the needs and requirements of the County of Sacramento, National IPA Participating Agencies may have different requirements. The awarded Proposer will have the ability to offer their comprehensive catalog of supplies, solutions and services nationally.

1.1 Detailed Requirements

- 1.1.1 **Prices:** Prices shall be firm and include all charges for delivery, inside delivery, freight and pallets as necessary. No fuel or surcharges are accepted. Firm prices/discounts shall include all charges that may be incurred in fulfilling requirement(s) throughout the term of the contract following contract award. Where applicable, pricing shall be determined by applying Proposers discounts to the prices listed on their manufacturer’s price lists, retail price sheets, catalogs or by utilizing the reduced net pricing schedule.
- 1.1.2 **FOB Destination Freight Prepaid:** Prices shall be FOB Destination Freight Prepaid to the delivery location designated. Contractor shall retain title and control of all goods until they are delivered and the Contract of coverage has been completed. All risk of transportation and all related charges shall be the responsibility of the Contractor. All claims for visible or concealed damage shall be filed by the Contractor. The County designee (by location) will assist the Contractor in arranging for inspection.
- 1.1.3 **Price Adjustment:** The County anticipates prices and category discounts will remain consistent throughout the term of the contract. Fully documented requests for price adjustment may be made at the end of the contract term. Price adjustments may be a consideration in the continuance and/or renewal of the contract. The County will determine whether the requested price adjustment or an alternate option, is in the best interest of the County.
- 1.1.4 **Delivery Time:** Time of delivery must be stated as the number of calendar days following receipt of the order by the Proposer to receipt of the goods or services by the County.
- 1.1.5 **Quality:** All items including, clothing, towels, aprons, smocks and blankets must endure institutional washings and dryings. All stenciling on garments is to be heat-cured screen printing ink able to withstand high temperature institutional washings and dryings.
- 1.1.6 **Product Warranty:** Indicate product warranty. All products supplied shall be warranted against defects in workmanship or materials for their intended use. The vendor shall cover the cost of labor and materials to replace any defective product.
- 1.1.7 **Case Quantities:** Proposer shall indicate the full case quantity for applicable line items in the Pricing Sheet, so the County may order line items by their full case quantities. The County defines Case Quantity as the full case quantity indicated on the outside of the box by the manufacturer.

APPENDIX O – DETAILED REQUIREMENTS AND PRODUCT SPECIFICATIONS FOR THE COUNTY OF SACRAMENTO Revised

- 1.1.8 **Sizes:** All sizing must be American. Sizes offered shall meet Federal Commercial Standards. Please note size ranges shown in the specifications. If there is an up-charge for larger sizes, your proposal must so stipulate or you will be expected to deliver any size ordered at the prices proposed.
- 1.1.9 **Irregulars:** Proposals on seconds and irregulars will be considered. Irregularities in sizes are not acceptable. Information describing the type of irregularity which may be expected must be provided with the proposal.
- 1.1.10 **Safety Requirements:** All services and merchandise must comply with current California State Division of Industrial Safety orders and O.S.H.A.
- 1.1.11 **SDS:** Contractor shall submit applicable SDS sheets to ordering agencies for all chemicals delivered.
- 1.1.12 **Samples:** Except as noted otherwise in Appendix E – Solicitation Exceptions, three (3) samples of all items you propose to furnish **MUST** be submitted upon request, including stenciled items if applicable. No samples will be returned. Proposer will not be reimbursed for any samples, including shipping costs. Samples of items proposed will be retained for comparison with shipments, if a contract is awarded to the Proposer. Samples shall be securely labeled with name of Proposer, item description, and items proposed price. Samples **MUST** be of the same brand, style and quality as items proposed.
- 1.1.12.1 All samples must be in the following sizes:
- a. XL for all clothing items (including stencil)
 - b. Size 7 for women’s panties
 - c. Size 36 for sports bra
 - d. Large or Size 7 Female for all footwear
 - e. 2 each for linen
 - f. Mattress can be partials
- 1.1.12.2 Samples that are drop shipped from third party sources **MUST INCLUDE:**
- a. Proposer’s Name
 - b. RFP number (RFP #8259)
 - c. RFP Item Description
 - d. Positive ID as to what product in the specifications the sample represents.
- 1.1.12.3 Samples that the County is unable to quickly identify will be discarded, and considered non-responsive.
- 1.1.12.4 **Samples Delivery:**
Sheriff - Rio Cosumnes Correctional Center
12500 Bruceville Road
Elk Grove, CA 95757
Attention: Duco Van Aalst
Phone: 916-874-1985

APPENDIX O – DETAILED REQUIREMENTS AND PRODUCT SPECIFICATIONS FOR THE COUNTY OF SACRAMENTO Revised

Receiving Hours: 0730 am to 0200 pm

- 1.1.13 **Delivery Requirements:** Products shall be ordered and delivered on an “as needed” basis by means of a Contract Shipping Order (CSO) issued against the basic contract number. Orders not received within 60 days may be cancelled.

Delivery of more than 10 cases should be delivered on shrink wrapped pallets. Delivery of palletized product that requires forklift off of delivery truck will require a scheduled appointment. Vendor must make an appointment at least 24 hours in advance for all deliveries to the County. Deliveries will only be scheduled Monday – Friday between 7:30 am to 2:00 pm. The County will NOT be responsible for hours or days of hold over for freight trucks, or any docking, overnight storage, reloading charges or any other miscellaneous charges related to failure to be able to deliver because the vendor did not make the required appointment. Un-palletized shipments must be off-loaded by the delivering carrier.

Each Participating Public Agency will establish its own delivery schedule based upon its own requirements and the Supplier’s specified time to deliver after receipt of an order. Failure to honor delivery schedules may result in damages to the Participating Public Agency. Participating Public Agencies may, at their own option and convenience, cure late, partial, or missing deliveries in any manner allowed to them by their terms and conditions that best resolves the shortage. The Supplier (s) is liable for all reasonable costs incurred by a Participating Public Agency due to such failures and can also recover any additional losses by deducting the outstanding amount from unpaid invoices.

Supplier(s) shall comply with all regulations established by the US Department of Transportation, as well as any state or local requirements.

- 1.1.14 **Delivery Locations and Time:** Participating agencies reserve the right to add or delete delivery locations as required by its operations. No additional delivery charges will be allowed unless included in the Proposers Pricing Workbook. Delivery Time stated on Appendix I – Pricing Workbook revised will be the contract delivery time after receipt of purchase order in calendar days.

County of Sacramento:
Sheriff - Rio Cosumnes Correctional Center
12500 Bruceville Road
Elk Grove, CA 95757
Attention: Duco Van Aalst
Phone: 916-874-1985
Mail Code: 42-500

Probation Department – Youth Detention Facility
9601 Kiefer Blvd.
Sacramento, CA 95827
Attention: Darell Ross
Phone: 916-875-5090
Mail Code: 75-001

Sheriff - Main Jail

APPENDIX O – DETAILED REQUIREMENTS AND PRODUCT SPECIFICATIONS FOR THE COUNTY OF SACRAMENTO Revised

651 I Street
Sacramento, CA 95814
Attention: Ian Kernot
Phone: 916-874-6038
Mail Code: 05-001

- 1.1.15 **Industry Standards:** Products furnished shall be new. Additionally, all products furnished shall conform to Federal and industry standards applicable to the product (i.e., set by ANSI, ASA, ASME, ASTM, MS SAE, etc.). Similarly, all products shall be furnished in the manufacturer's original packaging or bear the manufacturer's identification or trademark, as required by law.
- 1.1.16 **Current Products:** All products being offered in response to this solicitation shall be in current and ongoing production; shall be formally announced for general marketing purposes; shall be a model or type currently functioning in a user (paying customer) environment and capable of meeting or exceeding all specifications and requirements set forth in this solicitation.
- 1.1.17 **Defective Product:** All defective products shall be replaced and exchanged by the Contractor. The cost of transportation, unpacking, inspection, re-packing, re-shipping or other like expenses shall be paid by the Contractor. All replacement products must be received by the County within seven (7) days of initial notification.
- 1.1.18 **Product Groups:** Inmate Clothing, Sport Bras, Footwear, Bedding & Linen and Mattress

1.2 Product Specifications

1.2.1 Product Group 1: Inmate Clothing:

Specifications for Orange Shirt:

1. V-Neck, slip-on, Raglan short sleeve, no buttons, or pockets.
2. All seams three-needle felled for maximum strength and durability.
3. Sleeve and bottom hems double folded and lock-stitched.
4. Reinforcing bar tacks to be placed at all stress points.
5. Bias to be cleanly finished with no raw edges exposed.
6. Labels to be woven polyester color coded by size with a minimum label size of 2.5" x 1.25".
7. Fabric to be 7.5 oz. twill 65% polyester/35% cotton, first quality fabric only. No irregular, no run mill.
8. Thread to be high quality, heavy-duty, cotton-wrapped polyester, and same color as fabric.
9. All three-needle seams shall be cleanly finished and have no raw or frayed edges.
10. Color - Orange - matching orange unisex work pants.
11. Stencil ink - Black.
12. Stencil on back of shirt:
13. Wording for RCCC - "R C C C" in 3 inch letters.
14. Wording for Main Jail - "SAC CO" in 2 inch letters on first line; "PRISONER" in 3 inch letters on second line.

APPENDIX O – DETAILED REQUIREMENTS AND PRODUCT SPECIFICATIONS FOR THE COUNTY OF SACRAMENTO Revised

Specifications for Orange and White Striped Shirt:

1. V-Neck slip-on, Raglan short sleeve, no buttons, or pockets.
2. All seams three-needle felled for maximum strength and durability.
3. Sleeve and bottom hems double folded and lock-stitched with two bar tacks at neck.
4. Reinforcing bar tacks to be placed at all stress points.
5. Bias to be cleanly finished with no raw edges exposed.
6. Labels to be woven polyester color coded by size with a minimum label size of 2.5" x 1.25".
7. Fabric to be 7.5 oz. twill 65% polyester/35% cotton, first quality fabric only. No irregular, no run mill.
8. Thread to be high quality, heavy-duty, cotton-wrapped polyester, and same color as white stripe in fabric.
9. All three-needle seams shall be cleanly finished and have no raw or frayed edges.
10. Color - Orange and white horizontal stripes, orange stripe to match orange unisex work pants.
11. Stencil ink - Black.
12. Stencil on back of shirt:
13. Wording as requested for Main Jail - "SAC CO" in 2 inch letters on first line; "PRISONER" in 3 inch letters on second line.

Basic Specifications for all Unisex Pants:

1. Pull-on style, elastic waistband, and hemmed bottom; no pockets.
2. Elastic to be 1.5 inch non-curl heat resistant 26 gauge rubber enclosed with waist fabric and securely stitched to pant with a minimum of two rows of stitching with no raw or frayed edges.
3. Labels to be woven polyester color coded by size with a minimum label size of 2.5" x 1.25".
4. All seams three-needle felled.
5. Leg hems double folded and lock stitched.
6. Fabric to be 7.5 oz. twill 65% polyester/35% cotton first quality fabric only. No irregular, no run mill.
7. Thread to be high quality, heavy-duty, cotton-wrapped polyester, and same color as fabric.
8. All three-needle seams shall be cleanly finished and have no raw or frayed edges.
9. Waist Sizes:

Size to Fit	Relaxed Waist	Full Stretched Waist
Small	24 Inch	44 Inch
Medium	28 Inch	48 Inch
Large	32 Inch	52 Inch
XL	36 Inch	56 Inch
2XL	40 Inch	60 Inch
3XL	44 Inch	64 Inch
4XL	48 Inch	68 Inch
5XL	52 Inch	72 Inch
10. Inseam length to be proportionate to pant size.
11. Color - Navy Blue (see OPTIONS below)

APPENDIX O – DETAILED REQUIREMENTS AND PRODUCT SPECIFICATIONS FOR THE COUNTY OF SACRAMENTO Revised

12. Color - Orange to match Orange Shirts (see OPTIONS below)
13. Stencil as described in OPTIONS below.

OPTIONS for Rio Cosumnes Correctional Center (RCCC):

A. Specifications 1-10 above

11. Color - Navy Blue
13. Stencil on back right leg - vertical wording "R C C C" in 3 inch **white** letters.

B. Specifications 1-10 above

12. Color - Orange to match Orange Shirts
 13. Stencil on back right leg - vertical wording "R C C C" in 3 inch **black** letters.
-

OPTIONS for Main Jail:

A. Specifications 1-10 above

11. Color - Navy Blue
13. Stencil on back right leg - horizontal wording "SAC CO" in 2 inch **white** letters centered over vertical wording "PRISONER" in 3 inch **white** letters.

B. Specifications 1-10 above

12. Color - Orange to match Orange Shirts
13. Stencil on back right leg - horizontal wording "SAC CO" in 2 inch **black** letters centered over vertical wording "PRISONER" in 3 inch **black** letters.

OPTIONS for Probation:

A. Specifications 1-10 above

11. Color -Navy Blue
13. No Stencil

Note: Pricing Workbook must provide pricing with Stenciled and Non-Stenciled.

Basic Specifications for Unisex White Knitted Short-Sleeve Polo Shirt:

Double-needle stitched for strength and durability. Flat knit material with taped welt collar, three or four button placket, and ribbed knit cuffs on sleeves. Fabric to be 50% cotton/50% polyester blend. Comparable or equal to Gildan brand. No see-through material.

Main Jail: Stencil on front and back of shirt:

On shirt front - across chest area centered below button placket with horizontal wording "SAC CO" in 2 inch letters on first line; "PRISONER" in 3 inch letters on second line.

On shirt back - center across upper back with horizontal wording "SAC CO" in 2 inch letters on first line; "PRISONER" in 3 inch letters on second line.

APPENDIX O – DETAILED REQUIREMENTS AND PRODUCT SPECIFICATIONS FOR THE COUNTY OF SACRAMENTO Revised

Probation: No Stencil

Note: Pricing Workbook must provide pricing with Stenciled and Non-Stenciled.

Specifications for White Thermal Shirt: (RCCC ONLY)

Long sleeve, extra heavy duty.

Thermal 50/50 preshrunk cotton/poly blend.

Circular knit.

Shrink resistant, non-ravel sleeves with snug fitting rib cuffs and crew neck. "NO V-NECK".

Must endure numerous washings and dryings in institutional setting.

Stencil: "RCCC", 3" lettering, durable wear and washing black ink must be used.

Note: Pricing Workbook must provide pricing with Stenciled and Non-Stenciled.

Specifications for White Tube Sock:

80% cotton 20% polyester with minimum of 22.5 in length without heel pocket.

1/2 inch welted top, double reinforced toe and cushioned foot.

Must be heat resistant, endure numerous washings and dryings in institutional setting.

Specifications for White Ankle Sock:

1st quality white ankle socks, to fit sizes 6-14.

Weight of 20 ounces per dozen.

2 inch ribbed knitted top to keep sock from "slouching".

Cushioned foot and heel.

Must be heat resistant.

Specifications for Basic White Men's Briefs:

60% cotton 40% polyester, double stitched and reinforced seams.

Tacked stress points, with heavy duty institutional waistbands.

Shrink resistant, heat resistant, non-curling elastic waistband.

Specifications for White / Off White Women's Panties:

60% combed cotton, 40% polyester with 1/2 inch exposed elastic waistband, full cut brief, with double panel full cotton crotch.

Must be heat resistant.

Specifications for Assorted Prints (No Solid Colors) Women's Mumu: (RCCC ONLY)

Short Sleeve, Mid-calf length, cotton / polyester, shrink resistant, long wearing.

APPENDIX O – DETAILED REQUIREMENTS AND PRODUCT SPECIFICATIONS FOR THE COUNTY OF SACRAMENTO Revised

All edges must be neatly hemmed.

Specifications for White Men's Tee Shirt:

100% cotton flat or rib knit, shrink resistant, long wearing and capable of enduring numerous washings/dryings in an institutional washer/dryer.

Must be crew neck, absolutely no V-Neck. Neckline shall be enclosed in taped or ribbed reinforced neck band and all sleeves and bottoms must be neatly hemmed.

Stenciling: All stenciling shall be heat-cured screen printing ink able to withstand high temperature institutional washings and dryings.

For RCCC: 4" Horizontal lettering "RCCC"

For Main Jail: "SAC CO" in 2 inch letters on first line; "PRISONER" in 3 inch letters on second line.

Probation: No Stencil

Note: Pricing Workbook must provide pricing with Stenciled and Non-Stenciled.

Specifications for Navy or Dark Colors Paper Jumpsuit:

Lightweight Disposable Coverall, 1oz. spun-bonded, non-woven polypropylene.

Breathable, soft, and pliable

Full length zipper closure. Rot and mildew resistant.

Color: Navy (preferred); other dark colors will be considered as long as they are not see-through.

Case Quantity: Approx. 25/case

Specifications for Non-Stenciled Ash Sweatshirts:

50% Cotton/50% Polyester

7.75 oz square yard

S-5XL

Pull Over, ribbed collar, cuffs and band. Collar is cover-seamed

Machine Wash warm, tumble dry low. Do not bleach.

Ash Gray

Specifications for Non-Stenciled Navy Shorts:

General Description: Knee length walking shorts with 7" inseam is stylish yet modest. Cotton/poly blend. Plain, pull-on boxer-style shorts. Covered elastic waistband with no drawstring. No pockets.

Color: Navy; **Size:** M – 2XL, 4XL, 6XL; **Fabric:** 65% polyester/35% cotton twill

Weight: 6.0-7.0 oz. per yard; **Product Weight:** Minimum of 0.43 lbs.

Construction: Pull on style construction. All seams sewn with 3-needle felling stitch construction. Leg openings have 1/2" clean finished double fold hem. Elastic is 26 Gauge with 4-needle chain stitch.

Stitching: 3-needle felling stitch for optimal strength and durability.

Thread: High-quality, heavy-duty cotton wrapped polyester thread.

Tex Size*: T-40

APPENDIX O – DETAILED REQUIREMENTS AND PRODUCT SPECIFICATIONS FOR THE COUNTY OF SACRAMENTO Revised

*Thread (yarn) size - Unit for expressing linear density, equal to the weight in grams of 1 kilometer of yarn.

Strength: 4.13 lbs (avg. single-end break); **Elongation:** 20.6% (avg. elongation at break)

Shrinkage: 212 o Fahrenheit (boiling water) <1%

Hot Air Shrinkage <2%

Loop Strength: 5.65 lbs. (avg. loop break strength); **Loop Strength Ratio:** 1.3

Seam Strength: LockStitch (8 spi) - 46.3; Chainstitch (8 spi) - 51.7

Elastic: Elastic can handle being boiled at 260o for four hours.

Labels: Color-coded size labels.

Durability: The permanent press poly/cotton blended fabric is easy to care for. Strong, 3-needle felling seam construction insures maximum durability.

Packaging: 36 ea. per master carton (one size per master carton)

1.2.2 Product Group 2: Inmate Sports Bra:

Specifications for White Women's Sports Bra:

Pull over, cotton / polyester / lycra blend, heavy duty elastic under band, double fabric front panel.

No hooks or eyelets.

Shrink resistant, long wearing.

1.2.3 Product Group 3: Inmate Footwear

Specifications for Men's Deck Shoes, Gum-Soled:

1. Men's Deck Shoe, slip on, upper Heavy Weight Canvas 10oz (2x3) minimum, cemented with 5oz lining (2x2) 1.1mm, weight 550g per square yard.
2. Outsole, sipe style full bottom gum color textured rubber 250g weight, 6mm thickness, no slip feature.
3. Insole, one inch layer rubber 150g with 4.3mm thickness bonded to second rubber layer (white) 80g with 1.4mm thickness.
4. Foxing, single band 3mm with toe bumper 2.2mm thickness, combined weight 145g.
5. Construction, slip fast, autoclave foxing, complete stitched insole, heavy duty heel counter, polyester gores, double reinforced stitching at stress points.
6. Sizes: Men's 5 - 16 With Half Sizes 5.5 - 11.5
7. Color: White
8. Case Quantity: Average case quantity should be between 12pr to 24pr maximum.

Specifications for Men's Deck Shoes, High Quality W/Toe Cap:

1. Men's Deck Shoe, slip on, upper Heavy Weight Canvas 12oz (2x3) minimum, cemented with 6oz lining (2x2) 1.1mm, weight 550g per square yard.
2. Outsole, Brown in color textured rubber sole for added traction, weight 250g and 5mm thickness
3. Insole, one inch layer rubber 200g with 2nd layer rubber 100g weight, 2mm with Texon board
4. Foxing, textured 1st layer 100g weight, 2.6mm thickness, 2nd layer 80g weight 2.1mm thickness.

APPENDIX O – DETAILED REQUIREMENTS AND PRODUCT SPECIFICATIONS FOR THE COUNTY OF SACRAMENTO Revised

5. Construction must have toe cap and toe bumper, slip fast, autoclave foxing, complete stitched insole, heavy duty reinforced heel counter for added support 25g weight and 2mm thickness, polyester gores, double reinforced stitching at stress points.
6. Sizes: Men's 5 - 16 With Half Sizes 5.5 - 11.5
7. Color: Orange
8. Case Quantity: Average case quantity should be between 12pr to 24pr maximum.

Specifications for Women's Deck Shoes, Gum-Soled:

1. Women's Deck Shoe, slip on, upper Heavy Weight Canvas 10oz (2x3) minimum, cemented with 5oz lining(2x2) 1.1mm, weight 550g per square yard.
2. Outsole, sipe style full bottom gum color textured rubber 250g weight, 6mm thickness, no slip feature.
3. Insole, one inch layer rubber 150g with 4.3mm thickness bonded to second rubber layer (white) 80g with 1.4mm thickness.
4. Foxing, single band 3mm with toe bumper 2.2mm thickness, combined weight 145g.
5. Construction: slip fast, autoclave foxing, complete stitched insole, heavy duty heel counter, polyester gores, double reinforced stitching at stress points.
6. Sizes: Women's 4-13 with half sizes 4.5 - 13.5
7. Color: White
8. Case Quantity: Average case quantity should be between 12pr to 24pr maximum.

Specifications for Work Boots with Laces:

1. Leather 6 inch upper with smooth brown finish and minimum thickness of 1.822mm.
2. Firm plain hard toe and heel
3. One piece oil resistant, non-marking gum rubber electric hazard lug sole with A.N.S.I., Z41-PT91 rating.
4. Goodyear welt construction, .9oz thread to be used and double stitched at stress points, triple stitched from toe cap to upper.
5. 27mm triple cushion sponge insole with arch support.
6. Riveted at main stress points
7. S sock wrapped anti-bacterial and odor eating Cambrelle lining.
8. Sever rolled antique, non-rust eyelets (no hook)
9. Round nylon Taslan laces (average 54")
10. No metal shanks.
11. Outsole to upper, double stitched and cemented for double reinforcement.
12. Sizes: Men's 5-17 with half sizes 6.5 - 11.5
13. Color: Must be Brown or Black
14. Case Quantity: Average case quantity should be between 8pr to 12pr maximum.

Specifications for Work Boots with Velcro Closure Straps:

1. Leather 6 inch upper with smooth brown finish and minimum thickness of 1.822mm.
2. Firm plain hard toe and heel, with reinforced back-stay.

APPENDIX O – DETAILED REQUIREMENTS AND PRODUCT SPECIFICATIONS FOR THE COUNTY OF SACRAMENTO Revised

3. One piece oil resistant, non-marking gum rubber electric hazard lug sole with A.N.S.I., Z41-PT91 rating.
4. Goodyear welt construction, .9oz thread to be used and double stitched at stress points, triple stitched from toe cap to upper.
5. 27mm triple cushion sponge insole with arch support.
6. Riveted at main stress points
7. S sock wrapped anti-bacterial and odor eating Cambrelle lining.
8. Velcro straps, 3 non-metal loopholes
9. Shankless, no wood or metal shanks.
10. Outsole to upper, double stitched and cemented for double reinforcement.
11. Sizes: Men's 5-17 with half sizes 6.5 - 11.5
12. Color: Must be Brown (black will not be accepted)
13. Case Quantity: Average case quantity should be between 8pr to 12pr maximum.

Specifications for V-Strap Thongs:

1. Construction: 1/2" thick cushioned sole, 5/8" diameter reinforced shaft, 1/2" wide reinforced strap.
2. Sizes: Medium = men's 8/9; X-Large = 12/13
3. Color: Black soles and straps, white insoles (preferred). Other dark color sole/strap, with white/ivory insoles will be considered.
4. Case Quantity: 72/case

Specifications for Disposable Foam Slippers:

Size Medium:

1. Construction: foam composition slipper with non-skid soles.
2. Sizing: Colored coded for sizing - Medium = men's 5-1/5 -7
3. Color: Soles of slipper should be of dark color, and upper portion of slipper should be of light color and must be distinctive between sizes.
4. Case Quantity: Approx. 96/case.

Size X-Large:

1. Construction: foam composition slipper with non-skid soles.
2. Sizing: Colored coded for sizing - X-Large = 9-1/2 - 11
3. Color: Soles of slipper should be of dark color, and upper portion of slipper should be of light color and must be distinctive between sizes.
4. Case Quantity: Approx. 72/case.

Specifications for Slip-On Work Boots:

1. Leather 6 inch upper with smooth brown or black finish and minimum thickness of 1.822mm.
2. Firm plain hard toe and heel
3. One piece oil resistant, non-marking gum rubber electric hazard lug sole with A.N.S.I., Z41-PT91 rating.

APPENDIX O – DETAILED REQUIREMENTS AND PRODUCT SPECIFICATIONS FOR THE COUNTY OF SACRAMENTO Revised

4. 27mm triple cushion sponge insole with arch support.
5. S sock wrapped anti-bacterial and odor eating Cambrelle lining.
6. Non-metal shank.
7. Outsole to upper, double stitched and cemented for double reinforcement.
8. Sizes: Men's 5-17
9. Color: Must Be Brown Or Black
10. Case Quantity: Average case quantity should be between 8pr to 12pr maximum.

Specifications for Eva (Ethyl Vinyl Acetate) Slip-On Shoes:

1. 100% Ethyl Vinyl Acetate
2. Contour insole with arch
3. Clear size marking on outside of shoe
4. Sizes: Men's 5-17
5. Color: Must Be Blue Or Orange
6. Case Quantity: Average case quantity should be between 6pr to 12pr maximum.

Specifications for Canvas Deck Shoes, Navy:

Durable Canvas Deck Shoe

Heavyweight, double-layer 7 oz. canvas material withstands wear and tear, and vulcanized rubber soles prevent skidding and marking. Features full cushion insoles with arch support and reinforced stress points at heel and toe.

Machine washable

Color: Navy

Sizes: 4 – 16

Specifications for Slip-On PVC Sandals, Tan:

Color: Tan

Construction: Slip-on, one piece, machine washable, non-skid and non-marking

Composition Materials: PVC

Quality: First Quality preferred, irregulars acceptable. Please specify which is being proposed.

Size: 6 - 16

1.2.4 Product Group 4: Inmate Bedding and Linen:

Specifications for Bath Towel for Main Jail and RCCC:

Towel, Beige, 14#, 25"x50"

86% cotton, 14% polyester terry cloth, hemmed ends, 16 singles yarn with twin cam borders. Absolutely no red or blue towels

Specifications for Bath Towel for Probation and RCCC:

APPENDIX O – DETAILED REQUIREMENTS AND PRODUCT SPECIFICATIONS FOR THE COUNTY OF SACRAMENTO Revised

Towel, White 6.25#, 22"x44"

86% cotton, 14% polyester terry cloth, hemmed ends, 16 singles yarn with twin cam borders. Absolutely no colors; white only

Specifications for Bar Towel for Probation:

- Bar Towel, Full terry
- 16x19
- Narrow Ribbed
- 100% Cotton
- Width – 16”
- Length 19 “
- White
- 30 oz

Specifications for Blanket:

Minimum weight 4.5 lb

Minimum size 66" x 90"

Fabric to be 55% polyester

30% acrylic, 10% cotton, and 5% other fiber blend;

Must be stitched on all four sides for strength and durability;

Must meet ASTM D 4151-92 flammability requirements;

Darker colors; no red or blue (Navy blue OK);

Specifications for Mattress Cover:

Nylon/vinyl to fit 76"x30"x4" mattress;

Envelope, type-1 enclosure; Heavy-weight material, smooth finish; Minimum double-needle stitching to all seams with 1/2 inch hem on open end; No basting stitches; Flame-resistant and waterproof;

Color - Dark or light green; dark or light blue.

Specifications for Cloth Apron:

Bib style, one pencil pocket at chest, white polyester/cotton blend.

One-piece non-adjustable neck strap and two waist ties same fabric as apron.

Finished size minimum 33"x36"

Sold by the dozen packaged in either five or ten dozen increments.

Shrink resistant and long-wearing.

One size fits all.

Specifications for Isolation/Suicide Cell Smock:

Quilted, collarless, sleeveless gown with adjustable openings at shoulders and along length of gown; All seams and edges securely finished.

APPENDIX O – DETAILED REQUIREMENTS AND PRODUCT SPECIFICATIONS FOR THE COUNTY OF SACRAMENTO Revised

Adjustable hook and loop fasteners to accommodate adults weighing 100 to 300 pounds.
Adjustable chest area from at least 44" to 56"
Outer fabric to be a minimum of two layers of heavy-duty denier polyester lock stitch quilted to a minimum 6 oz. polyester inner batting.
Thread to be heavy-duty nylon.
Garment to be flame-resistant.
Stencil on front and back of smock:
 Main Jail - "MJ" in 6 inch black letters.
 RCCC - "RCCC" in 6 inch black letters.
 Probation: No stencil.

Note: Pricing Workbook must provide pricing with Stenciled and Non-Stenciled.

Specifications for Isolation/Suicide Cell Blanket:

Minimum size 54"x80"
Quilted blanket
All seams and edges securely finished.
Outer fabric to be a minimum of two layers of heavy-duty denier polyester lock stitch quilted to a minimum 6 oz. polyester inner batting.
Thread to be heavy-duty nylon.
Blanket to be flame-resistant
Stencil on blanket:
 Main Jail - "MJ" in 6 inch black letters.
 RCCC - "RCCC" in 6 inch black letters.
 Probation: No stencil.

Note: Pricing Workbook must provide pricing with Stenciled and Non-Stenciled.

1.2.5 Product Group 5: Mattress:

Specifications for Mattress:

Polyester fiber filling, 7.9 lb. minimum;
Finished size 76"x30"x4";
Heavy-duty vinyl cover, smooth finish;
Minimum double-needle stitching to all seams;
Must meet requirements of federal flammability (open flame) standard for mattresses;
Color - Dark or light green; dark or light blue;
Probation prefers dark blue.

Specifications for Mattress for Probation:

General Specifications:

APPENDIX O – DETAILED REQUIREMENTS AND PRODUCT SPECIFICATIONS FOR THE COUNTY OF SACRAMENTO Revised

- General Description: Sealed Seam Cotton Core, Pillow Mattress, 4 inch thickness, unique design allows for greater suppleness to provide superior comfort. All seams RF Welded; all seams are internal except the end-closing seam to protect from fluids and tampering. Vent location is concealed. Vent is designed to allow air to flow in and out of the mattress without the penetration of fluids or solids. Constructed to minimize the potential of tampering or damaging the vent.
- Color: Navy, Antimicrobial, non-fading, non-bleeding w/ rip-stop Nylon Fibers
- Size: 30” W x 75” L x 4” H; Weight: 16.5 lbs; Seams: 100% Sealed Seams (Absolutely No Stitching)
- Cleansing: Wipes clean with soap and water, or properly diluted disinfectant—do not launder.
- Flammability: meets or exceeds the requirements of: California Technical Bulletin 129, California Technical Bulletin 603, 16 CFR Part 1633
- Construction: Constructed with a single piece of vinyl, all seams sealed using Radio Frequency Techniques, seams will not Leak; Country of Origin: Made in USA
- Core Specs
- Material: Rebound Fire Resistant Cotton Core
- General Description: Unique cotton core is composed of recycled post industrial denim, cotton fibers and poly fibers (less than 10% poly) that bond and solidify the cotton matrix. The core is a one piece construction for added durability.
- Composition: 90% recycled cotton/10% bi-component; Environmental: Contains no hazardous material and is 100% recyclable
- Integrated Full Size Pillow: fitted tightly to mattress core
- Pillow Specs
- Material: Fire Resistant polyester staple.
- General Description: Our special pillow core is composed of thermally bonded fire resistant polyester staple. Pillow is constructed with two beveled edges for integrated fit to the core for comfort and durability.
- Cover Specs
- Material: PVC Vinyl with non-cracking properties; Thickness: 17 – 20 mil; Weight: 12 oz. per sq yard
- Color: Navy
- Flammability: Flame Resistant, Passes Cigarette Ignition Std. Passes NFPA-701, Finished product passes 16 CFR 1633 Federal Testing
- Seam Strength:
- Breathable Vent: Vent location is concealed. Vent is designed to allow air to flow in and out of the mattress without the penetration of fluids or solids. Concealed to minimize the potential of tampering or damaging the vent.
- Liquid Penetration Resistant: ASTM D751/A 300; Tear Strength: ASTM D2261 W135 F135
- Breaking Strength: ASTM D5034 W 225 F200
- Electrical Properties test: Surface Resistivity AATCC 76 5x10/10 prevents build up/retention of electrostatic charges.

1.2.6 Product Group 6: One Ply Toilet Paper:

APPENDIX O – DETAILED REQUIREMENTS AND PRODUCT SPECIFICATIONS FOR THE COUNTY OF SACRAMENTO Revised

Toilet Tissue, 1-ply, 4.5”x4”, Individually Wrapped, 100% Post-Consumer Recycled Paper, Meets EPA Requirements for Recovered Fiber Content, Meets Minimum Requirements of EPA’s Comprehensive Procurement Guidelines, No Chlorine Bleach Used in Processing or Manufacturing, Qualifies for LEED Points by the USGBC Certification Standard, 1000sheets/roll 96 rolls/cs, Packaged in Corrugated Case

Toilet Tissue, 1-ply, 4.5”x4”, Individually Wrapped, 100% Post-Consumer Recycled Paper, Meets EPA Requirements for Recovered Fiber Content, Meets Minimum Requirements of EPA’s Comprehensive Procurement Guidelines, No Chlorine Bleach Used in Processing or Manufacturing, Qualifies for LEED Points by the USGBC Certification Standard, 1000sheets/roll 96 rolls/cs, Packaged in Poly Wrap

1.2.7 Product Group 7: Personal Hygiene Products:

Comb, 8.5”, Rake Style, Black Plastic, 432 per Case

Hair & Scalp Conditioner, Bergamot, 12 Oz Each, 12 per Case

Body Lotion with Aloe, 14.8 Oz Each, 12 per Case

Body Wash, Coconut, 1 Gal Each, 4 per Case

Tampon, Super Absorbency, Cardboard Applicator, 500 per Case

Toothbrush, Full-Sized, Clear Handle, Nylon Bristle Brush, 30-Tuft, Medium, 144 per Pack, 10 per Case

Toothbrush Cover, Ivory Color, 1,440 per Case

Air Freshener, Various Scents, 12 Oz Can, 12 per Case

Toothpaste, Clear Gel, 0.85 Oz Each, 144 per box, 5 per Case

Deodorant, Roll-On, 1.5 Oz Each, 96 per Case

Finger Nail Clippers, 6 per Box, 48 per Case

Hand Sanitizer, Dispenser Use, 12 Oz Each, 12 per Case

A & D Ointment, 4 Oz Each, 72 per Case

Bar Soap, Unscented, Unwrapped, 0.5 Oz Each, 1,000 per Case