

MEMORANDUM

TO: CAPTAIN RENE GONZALEZ
HIDALGO COUNTY SHERIFF'S OFFICE

FROM: ROLANDO (ROLI) FLORES, BUYER
HIDALGO COUNTY PURCHASING DEPARTMENT

DATE: MAY 21, 2007

RE: **BID NO: 07-129-ROL- APPROVAL OR DISAPPROVAL OF SPECIFICATIONS FOR:
HIDALGO COUNTY SHERIFF'S OFFICE DETENTION FACILITY COMMISSARY
Supplies'**

NOTE: Please REVIEW all SPECIFICATIONS and indicate if they meet all your requirements by marking and signing below by 12:00 pm, MAY 21, 2007. If your answer is DISAPPROVE, please make any modifications needed to the specifications and return to me so they can be changed to comply with your requirements to fax no. (956) 318-2629.

APPROVE

DISAPPROVE

Do you currently have funds available to make purchases on this project?

YES

NO

If YES, enter Account Number:



**AUTHORIZED SIGNATURE
HIDALGO COUNTY SHERIFF'S OFFICE**

DATE 6-13-2007

Thank you for your prompt cooperation to this matter.

Enclosures

xc: file

Hidalgo County Sheriff's Office
"Commissary Services"
Bid No.:07-129-ROL

Exhibit "A"

Draft-Specifications

GENERAL REQUIREMENTS

1. The following are the minimum requirements and/or specifications that will be acceptable to the Hidalgo County Sheriff's Office. These requirements and/or specifications may be equal or better. Any bid that does not meet the minimum requirements and/or specifications will be rejected.
2. Hidalgo County is seeking to contract with a qualified vendor(s) to furnish "Commissary products" on an "As Needed Basis" including, but not limited to, the following:

TERMS, CONDITIONS AND REQUIREMENTS

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1. All costs and expenses associated with the preparation and submission of bids shall be the responsibility of the bidder and no reimbursement for such charges or expenses shall be passed onto Hidalgo County.
2. Hidalgo County has the authority to utilize State Contracts when ever it is in the County's best interest to do so.
3. All purchases will be on an "**As Needed Basis**", there are no set quantities to be purchased.
4. The initial contract term for this project will be for one (1) year with the County's option to extend for an additional two (2) one (1) year term under the same rates, terms and conditions.
5. Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period, under the same rates, terms and conditions at the end of the contract term for unforeseen delays in award of new bid for the next contract term.

6. Insurance requirements for this project to be maintained through out the contract term (Refer to limits on the Exhibit "C" for limits).
7. Hidalgo County reserves the right to award to one (1) or multiple vendors which ever is more beneficial to the County.
8. All bid prices for items shall take into consideration shipping and handling costs and any other items mentioned on specifications as part of the fixed item price.
9. Awarded vendor will ensure that all deliveries will be made in full within two to five working days from purchase order.
10. Supplies Required: Hidalgo County requires Total/Full Jail Inmate Commissary products such as but not limited to:

- Snacks
- Sugar & artificial sweetener
- Drinks/drink mix
- Candies
- Small supplies such as pens/pencils/envelopes/etc.
- Personal items (combs, lotion, etc.)
- Personal hygiene items
- Dental care items
- Various over –the-counter medications
- Sports bras, women’s undergarments, men’s undergarments, T-shirts, shower shoes

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11. Inventory History: Commissary history for the period of January through December 2006 is as follows:

Total inventory purchases:

\$ 436,484.62 (Current average daily total detention center population is at 1148.

12. Hidalgo County reserves the right to add/delete items as it deems to be in the best interest of the County.
13. Product Containers: No glass or metal containers shall be allowed. Size and type of containers shall be approved by Hidalgo County. Hidalgo County reserves the right to increase/decrease products offered as it deems to be in the best interest of the County.
14. Security: All security provisions established for the facility shall be strictly followed. Hidalgo County reserves the right to enforce existing or establish new security procedures as deemed to be in the best interest of the County in order to maintain safe and orderly operation of the detention facility.

15. All food products must be properly labeled, only fresh and legal products shall be delivered to the Commissary. Item(s) found defective or not meeting specifications shall immediately be picked and replaced by the awarded vendor.
16. Hidalgo County reserves the right to search any bags or personal items brought into the jail by the awarded vendor at any time. The County may request a complete list of awarded vendor's employees at any time during this contract which will include name, date of birth, social security number, sex, nationality and driver's license. Vendor's employees shall be in company uniform, and be clearly identified as being employed by the company, and present themselves in a professional manner at all times.
17. Record/Inventory: Hidalgo County may require that the vendor provide a monthly inventory to account for commissary activities.
18. Commissary items may be substituted by vendors but, must be equal or better and must be approved by the Hidalgo County Sheriff's Office Detention Facility.

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COMMISSARY ITEMS

1. Hygiene Kit
2. Almond Joy
3. Baby Ruth
4. Butter Finger
5. Snickers Almond Bar
6. Milky Way
7. Pay Day
8. Snickers
9. 3 Musketeers
10. Skittles (Original)
11. M & M Peanuts
12. Twix Candy Bar
13. Peanut Patties
14. Reeses peanut butter cups
15. Breath Savers
16. Cornnuts (Chili/Ranch/Original)
17. Ramen Soups (Chili/Beef/Chicken/Shrimp)
18. Chili (Hot/With Beans/No Beans) 11.25 oz. Pouch
19. Salted Peanuts
20. Beef Jerky
21. Fresh Catch "Light Tuna"
22. Refried Beans 7 oz. Pouch
23. Nacho Cheese (Dip)
24. Jalapeño "Cheese Spread"
25. Jelly (Grape & Strawberry) 12 oz
26. Peanut Butter "Squeezers"
27. Beef Stew 11.25 Oz . Pouch
28. Roast Beef & Gravy 5 Oz Pouch
29. Sardines in Hot Tomato Sauce 3.53 Oz.
30. B.B.Q. Potato Chips
31. Flaming "Hot Cheetos"
32. Chili Cheese Corn Chips
33. Doritos Nacho Chips
34. Tortillas Chips
35. Tostadas Chips
36. Tostadas "Morelos"
37. Pork Cracklings (Hot & Regular) 2 Oz.
38. Snack Crackers
39. Cookies (Duplex/Vanilla/Chocolate/P-Butter)
40. Apple Pies
41. Carrot Cakes
42. Cherry Rolls
43. Chocolate Cupcakes
44. Moon pies (Banana/Strawberry/Chocolate)
45. Coke Drink 12oz.
46. Sprite Drink 12 oz.
47. Fanta Orange Drink 12 oz.
48. Dr. Pepper Drink 12 oz.
49. Diet Coke Drink 12 oz.
50. Maxwell Coffee 12 oz.
51. Coffee Mug
52. Hot Cocoa

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53. Cereal Bowl
54. Ozarka Spring Water 12 oz.
55. Sugar Cubes
56. Sport Bras (Medium -3xL)
57. Sweatshirts (Medium -4xL)
58. Boxer Shorts (Small – 6xL)
59. Thermal Underwear (Small – 6xL)
60. White T-Shirts (Medium thru 6xL)
61. Men Briefs (Small thru 5xL)
62. Men Crew Socks (One Size Fits All)
63. Ladies Socks
64. Ladies Tennies (Size 5-12)
65. Ladies Briefs (Size 5-12)
66. Mens Tennies (Size 7-13)
67. Tylenol Extra Strength (2/ Limit)
68. Halls Cough Drops (2/Limit)
69. Advil Coated Tablets (2/Limit)
70. Motrin Ibuprofen Tablets
71. Short Handle Toothbrush & Cap
72. Jolly Ranchers Assorted Bag
73. Sunflower Kernels
74. Mints
75. Jelly Beans Assorted
76. Antibacterial Irish Spring “Sport”
77. Elastic Pony Tailers (2/Limit)
78. St. Valentines Day Cards
79. Happy Easter Cards
80. Happy “Mothers Day” Card
81. Father’s Day Card
82. Anesthetic Oral Gel
83. Alcohol Free Mouthwash
84. Clear Hair Styling Gel
85. Antifungal Cream
86. Hydrocortisone Cream
87. Chapstick “Regular Flavor”
88. Hemorrhoid Ointment
89. Muscle Rub
90. Medicated Chest Rub
91. Dental Floss “Mint Flavor”
92. Regular Maxi Pads
93. Eye Drops
94. Alka-Seltzer (Original 2/pk)
95. Alka –Seltzer Plus Cold (2/pk)
96. Acne 10 Clear Skin Medication
97. Contact Lens M/P Solution
98. Happy Birthday Cards (English/Spanish)
100. Thanksgiving Day Cards (English/Spanish)
101. Legal Gummed Pads (8 ½ x 11)
102. Flexible Pencils
103. Bubble Cushioned Envelope (6x9)
104. Plain #10 White Large Envelopes
105. .63 Cents Mexico / Canada Stamps
106. Envelope (No Claps) 9x12
107. Twin Pocket Folders
108. 0.39 Cents U.S. Mail Stamps
109. Webster’s Dictionary (Spanish/English)

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110. Variety Wood Seek Puzzle Books
111. Sketch Pad
112. Playing Cards
113. Flexible Security Black Pen
114. Christmas Cards (Spanish/English)
115. Shower Sandals (size 9-12)
116. Colgate "Clear Gel" Toothpaste
117. Close Up Toothpaste
118. Dove Soap
119. Zest Soap
120. Security Razor /Single Edge
121. Three Flowers Brilliantine
122. Head & Shoulders Shampoo
123. Lice Control Shampoo 2 Oz.
124. Nair Hair Remover
125. Old Spice "Pure Sport" Deodorant
126. Razorless Hair Removing Cream
127. After Shave Lotion
128. Baby Lotion
129. Shaving Cream
130. White Handkerchief
131. V05 Extra Body conditioner
132. V05 Extra Body Shampoo
133. Suave "Powder" Deodorant (Unisex)
134. Roloids Antacid
135. Soap Dish Box
136. Skin Cream
137. Artra Complexion Soap
138. Hair Moisturizer 4 oz.
139. Pocket Hair Brush
140. Tampons (Singles)/(Super /Regular/Junior)
141. Disposable Douche
142. White Washcloth

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