

EXHIBIT “A”
Hidalgo County Sheriff’s Office
“Commissary Supplies”
BID No. 2011-083 00-00-SMA
SPECIFICATIONS/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 Sheriff’s Office 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

- 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 Sheriff’s Office.
- 2) Hidalgo County Sheriff’s Office has the authority to utilize State Contracts from its membership with their existing or new cooperatives 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.
- 5) Hidalgo County Sheriff’s Office 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 Sheriff’s Office reserves the right to award to the lowest qualified bid on a lump sum basis to one bidder or to multiple bidders if the County determines it is in the best interest to do so.
- 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 (2) to five (5) working days from purchase order.

10) Supplies Required:

Hidalgo County Sheriff’s Office requires Total/Full Jail Inmate Commissary products such as but not limited to following :

- 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

**HIDALGO COUNTY SHERIFF'S OFFICE
COMMISARY ITEMS**

1.	Hygiene Kit (4" T-Brush / T-Paste 1.05 oz. / Deodorant 0.05 oz.)
2.	Almond Joy Bar 1.61.oz
3.	Baby Ruth 2.1 oz.
4.	Butter Finger Bar 2.1 oz.
5.	Snickers Almond Bar 1.76 oz.
6.	Milky Way Bar 2.05 oz.
7.	Pay Day Bar 1.85 oz.
8.	Snickers Bar 2.07 oz.
9.	3 Musketeers Bar 2.13 oz.
10.	Skittles "Original Fruits" 2.17 oz. bag
11.	M & M Peanuts 1.74 oz. bag
12.	Twix Bar 2.0 oz.
13.	Peanut Pattie 1.75 oz.
14.	Reese's Peanut Butter Cups 1.5 oz.
15.	Ramen Soups 3 oz. Clear Pack (chili,beef,chicken,Shrimp Chili Lime Shrimp,Spicy Chicken, Spicy Beef)
16.	Chili Corn Nuts-1.4 oz
17.	Ranch Corn Nuts -1.4 oz
18.	Salted Peanuts 1.75 oz. bag
19.	Chunk Light Tuna 4.23 oz. Pouch
20.	Refried Beans Resealable Pouch 6 oz.
21.	Jalapeno Cheese Spread 8 oz. Plastic Tub
22.	Beef Jerky Stick 2 oz.
23.	Jelly (Grape & Strawberry) 12 oz. Squeeze Bottle
24.	Peanut Butter Squeezers 1.12 oz.
25.	Chili No Beans 11.25oz. Pouch
26.	Chili w/Beans 11.25oz. Pouch
27.	Hot Chili w/Beans 11.25 oz. Pouch
28.	Roast Beef & Gravy 10 oz. Pouch
29.	Sardines in Hot Tomato Sauce 3.53oz. Pouch
30.	Fish Fillets 3.53oz. Pouch
31.	B.B.Q. Potato Chips 1.5 oz. bag
32.	Flaming Hot Cheetos 1.5oz. bag
33.	BBQ Corn Chips 1.5oz. bag
34.	Doritos Nacho Cheese 1.5oz
35.	Tortilla Chips 12 oz. bag
36.	Tostadas 12oz. pack
37.	Tabikos or Takis 4 oz. bag
38.	Hot/Spicy Pork Cracklings 2 oz.
39.	Snack Crackers 12 oz. box
40.	Cookies (duplex/vanilla/chocolate/strawberry) 6 oz. Tray

41.	Zinger Cremes 4 oz. pack
42.	Cinnamon Rolls 4 oz. pk
43.	Honey Bun 6oz. pk
44.	Chocolate Cupcakes (2-pk) – 4 oz.
45.	Moon pies (banana/strawberry/chocolate) 2.75 oz.
46.	Cherry/Strawberry Danish
47.	Coca Cola Classic 20 oz. plastic bottle
48.	Sprite 20 oz. plastic bottle
49.	Fanta Orange 20 oz. plastic bottle
50.	Dr. Pepper 20 oz. plastic bottle
51.	Diet Coke 20 oz. plastic bottle
52.	Diet Dr. Pepper 20 z. plastic bottle
53.	Maxwell House Instant Coffee 4 oz. Resealable Clear Pouch
54.	Coffee Mug w/Lid 14 oz.
55.	Hot Cocoa Mix 1oz. bag
56.	Cereal Bowl w/Lid 24 oz.
57.	Ozarka Spring Water 20 oz. plastic bottle
58.	Sugar Cubes 1 lb. bx
59.	Grey Sweatshirts (small thru 4XL)
60.	White Sport Bras (medium thru 3XL)
61.	White Boxer Shorts (small thru 6XL)
62.	White Thermal Underwear Set (small thru 6XL)
63.	Men White Crew Neck T-shirts (Small thru 6XL)
64.	White Men Briefs (small thru 5XL)
65.	Men's/Ladies Crew Socks (one size fits all)
66.	White Ladies Panties (Size 5 thru 18)
67.	White Men's/Ladies Velcro Tennis Shoes (Size 6-13)
68.	Tylenol Extra Strength (2 gel pouch) 50 ct. bx
69.	Advil Coated (2 tablet pouch) 50 ct. box
70.	Motrin Ibuprofen (2 tablet pouch) 50 ct. bx
71.	Tums
72.	Anti Shank Security Toothbrush & Clear Cap
73.	Anti-Shank Security Razor – Single Edge
74.	Jolly Ranchers 3.7 oz. Assorted Bag
75.	Sunflower Kernels 4 oz. Bag
76.	Starlite Mints 3.75 oz. Bag
77.	Elastic Pony Tails 18 ct. pk-black
78.	St. Valentines Cards (English/Spanish) 6/pk
79.	Happy Easter Card (English/Spanish) 6/pk
80.	Happy Mother's Day Card (English/Spanish) 6/pk
81.	Father's Day Card (English/Spanish) 6/pk
82.	Happy Birthday Card (English/Spanish) 6/pk

83.	Thanksgiving Day Card (English/Spanish) 6/pk
84.	Christmas Card (English/Spanish) 6/pk
85.	Oral Pain Relief 0.33 oz. Tube
86.	Alcohol – Free Mouthwash 8 oz. Plastic Bottle
87.	Alcohol – Free Hair Gel 16 oz. Plastic Bottle
88.	Athletes Foot Cream 0.05 oz. Tube
89.	Hydrocortisone Cream 1 oz. Tube
90.	Chap Stick Lip Balm 15 oz.
91.	Hemorrhoid Ointment 2 oz. Tube
92.	Muscle Rub 3 oz. Tube
93.	Medicated Chest Rub 3.53 oz.
94.	Floss Loops “Mint Flavor” 30 ct. Plastic Bag
95.	Eye Drops 0.05 oz.
96.	Alka Seltzer (Original Effervescent 2-tablet Pouch) 116.ct. box
97.	Alka Seltzer (Plus Cold Effervescent 2-tablet Pouch) 72 ct. bx
98.	Acne Gel Medication 1 oz. Tube
99.	Contact Lens M/P Solution 8 oz.
100.	Legal Gummed Pads (8 ½ x 11”)
101.	3 ½” Flexible Pencil
102.	Bubble Cushioned Envelope (6” x 9”)
103.	#10 White Security Envelopes
104.	No Clasp Envelope (9” x 12”)
105.	Twin Pocket Folders
106.	Dictionary (English – Spanish & English)
107.	Word Seek Puzzles Books
108.	Sketch Pads (50 Sheets)
109.	Playing Cards Deck
110.	4 ½” Flexible Black Ink Pen
111.	Tracing Paper Pad (40 Sheets)
112.	Tan PVC Shower Sandals (Size 8 thru 13)
113.	Colgate “Red Gel” Toothpaste 4.2 oz.
114.	Close Up “Red Gel” Toothpaste 4.0 oz.
115.	Three Flowers Brilliantine 4 oz.
116.	Dandruff Shampoo & Conditioner 14.2 oz.
117.	Nair Hair Removal 9 oz.
118.	Speed Stick Aqua Sport Anti-Perspirant Gel 3 oz.
119.	Razorless Hair Removing Cream 6 oz.
120.	After Shave Lotion 4 oz.
121.	Baby Lotion 15 oz.
122.	Shaving Gel 3 oz. Clear Tube
123.	White Handkerchief (15” x 15”)
124.	VO5 Extra Body Shampoo 15.0 oz.

125.	VO5 Extra Body Conditioner 15.0 oz.
126.	Suave Powder Fresh Deodorant 1.7 oz. Clear
127.	Hinged Soap Dish Box- Regular Size
128.	Dial -Hypo Allergenic Soap
129.	Dial Soap 4 oz.
130.	Greaseless Skin Cream 4.5 oz.
131.	Cocoa Butter Moisturizing Soap 3.6 oz.
132.	Hair Moisturizer 4 oz. Tube
133.	Palm Hair Brush Flexible – Black
134.	Tampons – Singles (Regular/Super/Junior) 40 ct. Box
135.	Disposable Douche 6 oz.
136.	White Washcloth (12"x12")

- 11) Hidalgo County Sheriff's Office Inventory History: Commissary history for the period of January through December 2010 is as follows:
Total inventory purchases:
➤ **\$ 588,905.00** (Current average daily total detention center population is at 1148).
- 12) Hidalgo County Sheriff's Office 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 Sheriff's Office. Hidalgo County Sheriff's Office 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 Sheriff's Office 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 Sheriff's Office 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 Sheriff's Office 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.
- 19) **Market Volatility and Unit Price Adjustments:**
Hidalgo County recognizes that during periods of national crisis and unstable economic conditions, unforeseen price increases might affect costs for goods and services contracted on an annual basis. The following procedure may be employed to mediate price volatility:
- A) **Requesting Price Adjustment:** Upon written request of the Vendor to the County Purchasing Agent, the County may review evidence of prevailing industry-wide market conditions that warrant an adjustment in bid prices contained in the contract.

- A Vendor must tie any price change clause to an industry-wide or otherwise nationally recognized index, or some other form of verifiable document. Such written request must be accompanied by a certified copy of the supplier's advisory or notification to the vendor of the price changes.
 - The Vendor must put the Purchasing Agent on the mailing lists for such publications so that the Purchasing Agent can monitor said changes. Such membership shall be at no cost to the County.
 - The County Purchasing Agent retains the right to determine whether or not such proposed price changes are in the best interest of the County.
 - No price escalation will be authorized in excess of the amount of the increase referred to in the supplier's notice.
 - The County may only grant a price increase if the evidence presented is deemed reliable. Should the County allow a price increase, the approved price change shall be honored for all orders received by the vendor or contractor after the effective date of such price change. Approved price changes are not applicable to orders already issued and in process at time of price change.
- B) Price Reduction:** Vendor shall notify the County at the time when the Vendor's costs for items and/or supplies reduce due to stabilization in the market at which time prices for items on this contract shall be reduced accordingly. Failure by the Vendor to notify the County of a decrease in costs for items and/or supplies for which the Vendor was granted a price adjustment, may result in immediate termination of this contract and the County shall not be obligated to pay the Vendor the difference between the contract price and the price adjustment.
- C) Time frame for Adjusted Price Increases:** Price increases are only valid for the quarter in which they are requested and approved. Prices shall return to the original contract price at the beginning of the following quarter unless a Vendor notifies the County in writing within ten (10) days of expiration of the quarter in which the price increase is in effect, that it desires to have the price increase continue or that the Vendor is requesting a different price increase for the following quarter. Such request must be supplemented with sufficient justification to demonstrate that the price increase remains necessary. The County Purchasing Department shall have sole discretion whether to grant the price increase extension. The County too, shall have discretion to unilaterally reduce, eliminate or extend a price adjustment to the Vendor at any time upon written notice from the County to the Vendor demonstrating justification for such reduction, elimination or extension of the price adjustment.
- D) Allowable Review Periods:** Price adjustment reviews may only be requested by the Vendor on a quarterly basis. However, the County may at its own discretion, conduct temporary price adjustment reviews at any time. The County Purchasing Agent and/or the County Auditor reserve the right to audit and/or examine any pertinent books, documents, papers, records or invoices relating directly to the contract transaction in question after reasonable notice and during normal business hours.
- E) Dollar Limit to Price Changes:** The total increase in contract price shall not exceed twenty-five percent (25%) of the original contract price during the contract term.

ADDITIONAL INFORMATION:

Hidalgo County is requesting that any and all questions, inquires and clarifications regarding quotes, bids, proposals or statements of qualifications be addressed to Martha L. Salazar, CPPB, Purchasing Agent, 2812 South Business Hwy. 281, Edinburg, Tx 78539

ALL WRITTEN INQUIRIES WILL BE ACCEPTED VIA FACSIMILE NO LATER THAN, Wednesday, Month 00, 2011 by 5:00 p.m. Responses to said inquiries will be sent to all applicants via facsimile by no later than Friday, month , 2011 by 5:00 p.m.