

APPENDIX "A"
Specifications/Requirements
"Commissary Supplies For Adult Detention Facility (Jail)"

SCOPE

Hidalgo County Sheriff's Office is seeking to contract with a qualified vendor(s) to furnish "**COMMISSARY SUPPLIES**" on an "**As Needed Basis**" including, but not limited to, the following:

REQUIREMENTS/SPECIFICATIONS, TERMS & CONDITIONS

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.

- 1) Hidalgo County Sheriff's Office has the authority to utilize State Contracts from its membership with their existing or new cooperatives whenever it is in the County's best interest to do so.
- 2) All purchases will be on an "**As Needed Basis**", there are no set quantities to be purchased.
- 3) 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.
- 4) 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.
- 5) Awarded vendor will ensure that all deliveries will be made in full within two (2) to five (5) working days from purchase order.
- 6) **SUPPLIES REQUIRED:**

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

White T-Shirt (6XL-8XL)
White Sports Bras (Small-5XL)
Sweatshirts (Small-5XL)
Boxer Shorts (Small-8XL)
Thermal Underwear (Small-6XL)
White T-Shirts (Small-5XL)
Men's Briefs (Small - 8XL)
Men/Ladies White Crew Socks (One Size Fits All)
Ladies Panties (Size 5-18)
Men/Ladies Orange Velcro Tennis Shoes (Size 6-13)
Tylenol Extra Strength 500mg (2 Tablets Per Pouch)
Advil Coated 200mg (2 Tablets Per Pouch)
Motrin Ibuprofen 200mg (2 Tablets Per Pouch)
Toothbrush & Clear Cap 3"
Jolly Ranchers Assorted Bag 3.7oz
Sunflower Kernels 4oz
Starlite Mints Bag 3.75oz
Vanilla Caramels Bag 3oz
Gummy Bears Bag 4oz
Elastic Pony Tail Band (Non-Metal)
Valentine's Day Cards (English & Spanish)

Happy Easter Cards (English & Spanish)
Mother's Day Cards (English & Spanish)
Father's Day Cards (English & Spanish)
Oral Pain Relief Tube .33oz
Alcohol Free Mint Mouthwash Bottle 8oz
Styling Hair Gel 16oz
Athlete's Foot Cream Tube 0.5oz
Hydrocortisone Cream Tube 1oz
Chap stick Lip Balm Stick .16oz
Hemorrhoid Ointment Tube 2oz
Muscle Rub Tube 3oz
Chest Rub Jar 3.53oz
Denture Adhesive Tube 2oz
Antacid Roll (Tablets) (Rolaids/Tums)
Eye Drops 0.5oz
Alka-Seltzer Original (2 Tablet) Pouches
Alka-Seltzer Plus/Cold (2 Tablet) Pouches
Acne Gel Medication 1oz
Contact Lens M/P Solution 4oz
Happy Birthday Cards (English & Spanish)
Thanksgiving Day Cards (English Only)
Contact Lens Case (Clear Case Only)
\$10.00 Calling Card
Hygiene Kit (Toothbrush/Toothpaste/Soap/Deodorant)
Almond Joy Bar 1.61oz
Baby Ruth Bar 2.1oz
Butter Finger Bar 2.1oz
Snickers Almond Bar 1.76oz
Milky Way Bar 2.05oz
Pay Day Bar 1.85oz
Snickers Bar 1.86oz
3 Musketeers Bar 1.92oz
Skittles "Original Fruits" 2.17oz
M&M Peanuts 1.74oz
Hershey's Almond Bar 1.55oz
Twix Bar 2.0oz
Peanut Pattie 1.75oz
Reese's Peanut Butter Cups 1.5oz
Bubu Lubu 1.2oz
Mild Dill Pickle 5oz
Cornuts (Ranch or Chili) 1.4oz
Ramen Soups (Chili/Beef/Chicken/Shrimp) 3oz
Chili Pouch (Hot with Beans/No Beans) 11.25oz
Sugar Free Candy (Assorted Flavors) 1.75oz
Sliced Jalapeno Peppers Bag .7oz
Salted Peanuts Bag 1.75oz
Beef Jerky & Cheese Stick 1.2oz
Hormel Spam Singles Pouch 3oz
Chunk Light Tuna Pouch 4.23oz
Refried Beans Re-Sealable Pouch 6oz
Jalapeno Cheese Spread Plastic Tub 8oz
Jelly (Grape & Strawberry) 12oz
Peanut Butter Squeezers 1.12oz

Chicken Vienna Sausages Pouch- 3oz.
Roast Beef & Gravy 10oz Pouch
Sardines in Hot Tomato Sauce Pouch 3.53oz
Fillet of Mackerel Pouch 3.53 oz
Squeezable Cheese (Sharp Cheddar) 16oz
Summer Sausage Original Flavor 1.625oz
Takis Fuego 4oz Bag
BBQ Potato Chips 1.5oz Bag
Flaming Hot Cheetos 1.5 oz Bag
Corn Chips 1.25oz Bag
Doritos Nacho Cheese 1.5oz Bag
Churritos Red Chili Lime 4oz Bag
Round Tortilla Chips 12oz Bag
Corn Tostadas 12oz
Carmel Popcorn 3.53oz
Hot Pork Cracklings 2oz
Super Cantinero 5.25 oz Peanuts & Chips
Takis Guacamole 3.7oz
Japanese Style Peanuts Crunchy Coated 3.2oz
Sour Cream & Onion Chip 1.5oz
Snack Crackers 4 Pack Box 12oz
Cookies 5oz (Duplex/Vanilla/Chocolate/Strawberry/PB)
Gansito 2ct 3.53oz
Conchas 2ct 4.23oz
Mini Mantecadas Muffins 4.41oz
Cinnamon Rolls 4oz
Honey Bun 6oz
Chocolate Cupcakes (2-pk) 4oz
Moonpies (Banana/Strawberry/Chocolate) 2.75oz
Danish (Strawberry/Apple/Cherry/Cheese) 4.25oz
Coca Cola Classic 20oz
Sprite 20oz
Fanta Orange 20oz
Dr Pepper 20oz
Diet Coca Cola 20oz
Instant Coffee Reseal able Bag 4oz
Diet Dr Pepper 20oz
Coffee Mug w/ Lid 14oz
Hot Cocoa Mix 1oz
Cereal Bowl w/ Lid
Spring Water 20oz
Sugar Cubes Box 11b
Topochico Mineral Water 20oz
Sports Drink (Gatorade or equal) 20oz
Gummed Note Pad Legal 8 1/2 X 11
Bubble Cushion Envelope 6"X9"
#10 White Envelope 4.25" X 9.5"
No Clasp Envelope (9"X12")
Twin Pocket Folders (White No Fasteners)
Large Word Search Book
Dictionary Translator (English/Spanish & English)
Gummed Sketch Pads 8 1/2 X 11
Playing Cards Deck

4" Flexible Black Ink Pen
 U.S. Stamps Forever
 Christmas Cards (Spanish & English)
 Shower Sandals (Size 8-13)
 Colgate Toothpaste 4oz
 Close Up Toothpaste 4oz
 Dial Soap 4oz
 Hypoallergenic Soap 3.2oz
 Dove White Moisturizing Soap 3oz.
 Security Razors (Anti-Shank Short Handle)
 Dandruff Shampoo 12oz
 2 In 1 Dandruff Shampoo 12oz - 16oz
 Speed Stick Deodorant A/P 3oz
 Razorless Hair Removing Cream 6oz
 After Shave Lotion 4oz
 Cocoa Butter Lotion 4oz
 Shaving Gel Clear Tube 3oz
 Baby Lotion 4oz
 White Handkerchief (15"X15")
 Suave Fresh Anti-Perspirant Deodorant 1.4oz
 Shampoo 12oz - 16oz
 Conditioner 12oz - 16oz
 Hinged Soap Dish Box
 Greaseless Skin Cream 4.5oz
 Cocoa Butter Moisturizing Soap 3.6oz
 Hair Moisturizer Tube 4oz
 Palm Hair Brush
 Tampon Singles (Super/Regular/Junior)
 Disposable Douche 6oz
 White Washcloth (12"X12")
 Wet Wipes 40ct - 48ct
 Reading Glasses +1.25 - +3.00
 White Velcro Shoe W/Clear Sole DD Shoes
 Chocolate Honey Bun 4.75oz
 Dill Pickle 15oz
 Electrolyte Hydration Drink Assorted Flavors 20oz - 30oz
 Extreme Ripple Potato Chips 1.5oz Bag
 Flour Tortillas Resealable 8oz - 16oz Bag
 Hot Dill Pickle 15oz
 Hot Dill Pickle 5oz
 Mini Donuts 6ct 3oz (Powdered/Chocolate)
 Nutty Bar Wafers 2oz
 Potato Chips Regular/Original 1.5oz Bag
 Sour Gummies 3oz Bag
 Toaster Pastries 2ct (Strawberry/Blueberry/Cherry)
 Twinkies 2.7oz
 UNO Card Game
 Sugar-Free Sweetener (Box/Packet)
 Pre-Cooked Rice Pouch 8oz
 Instant Oatmeal Pouch (Original) .98oz - 1.51oz

7) Hidalgo County Sheriff's Office Inventory History: Commissary history for the period of January through December 2022 is as follows:

Total inventory purchases: **\$ 1,349,748.19 (Current average daily total detention center population is at [FY2022])**

8) Hidalgo County Sheriff's Office reserves the right to add/delete items as it deems to be in the best interest of the County.

9) **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.

10) **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.

11) 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.

12) 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.

13) **RECORD/INVENTORY:**

Hidalgo County Sheriff's Office may require that the vendor provide a monthly inventory to account for commissary activities.

14) Commissary items may be substituted by vendors but, must be equal or better and must be approved by the Hidalgo County Sheriff's Office.

15) **PRODUCTS QUALITY:**

All commissary products are subjected to the upmost quality in the intent of retailing all bided items. The vendor is responsible for supplying items that are not damaged and or expired. If the items do not meet any retail standard the vendor is responsible for replacing and or an issuance of credit to any items that are deemed sub-quality for retail or consumption.

Garments awarded to vendors must meet retail quality. Garments that are procured for the intent of resale through the commissary must not be stained or damaged. The vendor is responsible for replacing and or crediting any damaged items.

16) **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. Hidalgo 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.