



**STATE OF MISSOURI  
MISSOURI DEPARTMENT OF CORRECTIONS  
CONTRACT AMENDMENT**

**RETURN AMENDMENT NO LATER THAN JUNE 16, 2016 TO:**

Danice Chaldez, Procurement Officer I  
Danice.Chaldez@doc.mo.gov  
(573) 522-2109 (Phone)  
(573) 522-1562 (Fax)  
FMU/PURCHASING SECTION  
P.O. BOX 236  
JEFFERSON CITY, MISSOURI 65102

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
June 9, 2016	Attn: Rod Calhoun, President North Operations Jackson Brothers of the South LLC 2060 North Morely Moberly, MO 65270	Amendment #003 Contract Y13709155	Vending Machine Services for Department of Corrections Moberly Correctional Center

**CONTRACT Y13709155 IS HEREBY AMENDED AS FOLLOWS:**

Pursuant to Terms and Conditions page 25, section 24.a, the Missouri Department of Corrections desires to extend the above-referenced contract a period of 90 days, June, 30, 2016 through September 30, 2016. All terms, conditions and provisions, including prices, of the previous contract period shall remain and apply hereto.

The contractor shall complete, sign and return this document as acceptance on or before the date indicated above.



**IN WITNESS THEREOF, THE PARTIES HERETO EXECUTE THIS AGREEMENT.**

Company Name: Jackson Brothers "of the South" LLC

Mailing Address: 2060 N. Morely

City, State Zip: Moberly, MO 65270

Telephone: 800-388-1345

E-Mail Address: rod.calhoun@jacksonbrothers.com

Authorized Signer's Printed Name and Title: Rod Calhoun, President North Operations

Authorized Signature: Rod Calhoun Date: 6-16-16

**THIS AMENDMENT IS ACCEPTED BY THE MISSOURI DEPARTMENT OF CORRECTIONS AS FOLLOWS: In its entirety.**

[Signature] 6/16/16  
Date Dormire, Director, Division of Adult Institutions Date



**STATE OF MISSOURI  
MISSOURI DEPARTMENT OF CORRECTIONS  
CONTRACT AMENDMENT**

**RETURN AMENDMENT NO LATER THAN April 10, 2015 TO:**

Pamela Hodges, Procurement Officer |  
Pamela.Hodges@doc.mo.gov  
(573) 522-2109 (Phone)  
(573) 522-1662 (Fax)  
FMU/PURCHASING SECTION  
P.O. BOX 236  
JEFFERSON CITY, MISSOURI 65102

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
April 1, 2015	Jackson Brothers of the South LLC 2060 North Morely Moberly, MO 65270	Amendment #002 Y13709155	Vending Machine Services For Moberly Correctional Center

**CONTRACT Y13709155 IS HEREBY AMENDED AS FOLLOWS:**

Pursuant to paragraph 2.1.1 and 2.2.1.a, on 3, the Missouri Department of Corrections hereby exercises its option to renew the above-referenced contract for the period of June 28, 2015 through June 30, 2016.

The Department of Corrections hereby desires to amend contract Y13709155, to state the following:

**Paragraph 3.1.12**

All beverage vending machines shall be Energy Star rated, or the contractor shall install a top mounted energy conservation devices (i.e. Vending Miser) for each beverage machine listed on Attachment 1, List of Equipment.

**Paragraph 3.3.6**

Small colored candies such as Skittles, Reece's Pieces, M&M's, etc. are not allowed in visiting room snack machines.

**Paragraph 3.10.1**

All Contractor employees must be 18 years of age or older and submit to and pass a background investigation conducted by the Missouri Department of Corrections or its designee. The contractor and its employees understand and agree that the Department shall complete criminal background records checks every year for those employees that have the potential to have contact offenders.

Pricing for Candy Bars as specified on Attachment 2 of contract Y13709189 shall be \$0.90.

All other terms, conditions and provisions of the previous contract period shall remain and apply hereto.

The contractor shall complete, sign, and return this document as acceptance on or before the date indicated above.

**IN WITNESS THEREOF, THE PARTIES HERETO EXECUTE THIS AGREEMENT.**

Company Name: Jackson Brothers of the South LLC

Mailing Address: 2060 N. Morley

City, State Zip: Moberly MO 65270

Telephone: 1-800-838-1345

E-Mail Address: rodcalhoun@jacksonbrothers.com

Authorized Signer's Printed Name and Title: Rod Calhoun, President North Operations

Authorized Signature: Rod Calhoun Date: 4-14-15

**THIS AMENDMENT IS ACCEPTED BY THE MISSOURI DEPARTMENT OF CORRECTIONS AS FOLLOWS: In its entirety.**

Dave Dormire acting 4-23-15  
Dave Dormire, Director, Division of Adult Institutions Date



**STATE OF MISSOURI  
MISSOURI DEPARTMENT OF CORRECTIONS  
CONTRACT AMENDMENT**

Sam Hammond  
Samuel.Hammond@doc.mo.gov  
573-526-6590  
(573) 522-1562 (Fax)  
FMU/PURCHASING SECTION  
P.O. BOX 236  
JEFFERSON CITY, MISSOURI 65102

DATE	VENDOR IDENTIFICATION	CONTRACT NUMBER	CONTRACT DESCRIPTION
5/22/14	Jackson Brothers of the South LLC 2060 North Morely Moberly, MO 65270	Amendment 1 Y13709155	Vending Machine Services Department of Corrections Moberly Correctional Center

**CONTRACT Y13709155 IS HEREBY AMENDED AS FOLLOWS:**

Pursuant to paragraph 2.1.1 on page 3, the Missouri Department of Corrections hereby exercises its option to renew the above referenced contract for the period of June 28, 2014 through June 27, 2015 with no increase in prices.

All terms, conditions and provisions, of the previous contract period shall remain and apply hereto.

**THIS AMENDMENT IS ACCEPTED BY THE MISSOURI DEPARTMENT OF CORRECTIONS AS FOLLOWS: In its entirety.**

Dave Dormire, Director - Division of Adult Institutions

5/20/14  
Date

# INVITATION FOR BID



Missouri Department of Corrections  
Fiscal Management Unit  
Purchasing Section  
2729 Plaza Drive, P.O. Box 236  
Jefferson City, MO 65102

Buyer of Record:  
Gwen Petet  
Procurement Officer I  
Telephone: (573) 522-2109  
[gwen.petet@doc.mo.gov](mailto:gwen.petet@doc.mo.gov)

# IFB 13709155

## Vending Machine Services

FOR  
Department of Corrections  
Moberly Correctional Center

Contract Period: June 28, 2013 through  
June 27, 2014

Date of Issue: April 17, 2013  
Page 1 of 30

**Bids Must Be Received No Later Than:**

**2:00 p.m., Thursday, May 16, 2013**

Bids must be delivered to the Missouri Department of Corrections, Purchasing Section, 2729 Plaza Drive, Jefferson City, MO 65109, or P.O. Box 236, Jefferson City, Missouri 65102. The bidder should clearly identify the IFB number on the lower right or left-handed corner of the container in which the bid is submitted to the Department. This number is essential for identification purposes.

We hereby agree to provide the services and/or items, at the price quoted, pursuant to the requirements of this document and further agree that when this document is countersigned by an authorized official of the Missouri Department of Corrections, a binding contract, as defined herein, shall exist. The authorized signer of this document certifies that the contractor (named below) and each of its principals are not suspended or debarred by the federal government.

Company Name: Jackson Brothers of the South LLC

Mailing Address: 2060 North Morely

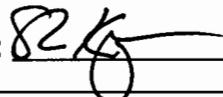
City, State Zip: Moberly, MO 65270

Telephone: 660-263-9128 Fax: 660-263-9119

Federal EIN #: 20-4464350 State Vendor # 20446435000

Email: shane.king@jacksonbrothers.com

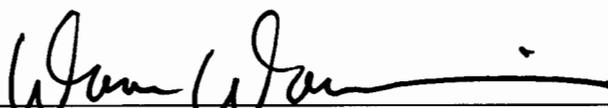
Authorized Signer's Printed Name and Title Shane M. King General Manager

Authorized Signature:  Bid Date May 16, 2013

### NOTICE OF AWARD:

This bid is accepted by the Missouri Department of Corrections as follows: **IN ITS ENTIRETY**

Contract No. Y13709155

  
Dave Dormire, Director, Division of Adult Institutions

5/28/13  
Date

*The original cover page, including amendments, should be signed and returned with the bid.*

**EXHIBIT A**  
**PRICING PAGE**

The bidder must state a firm, fixed commission rate as a percentage of gross sales for the original contract period and each renewal option.

Line Item	Original Contract Period	First Renewal Period	Second Renewal Period
001	<u>18.5</u> % of Gross Sales	<u>18.5</u> % of Gross Sales	<u>18.5</u> % of Gross Sales

By signing, the bidder hereby declares understanding, agreement, and certification of compliance to provide the items at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions. The bidder further agrees that the language of this IFB shall govern in the event of a conflict with his/her bid.

Company Name: Jackson Brothers of the South LLC

Authorized Signature:  Printed Name: Shane M. King

Date: May 10, 2013 Email Address: shane.king@jacksonbrothers.com

**EXHIBIT B**  
**OTHER INFORMATION**

Bidder must state below their refund procedure as described in the IFB.

**Jackson Brothers' current refund policy at MCC is as follows:** \_\_\_\_\_

**Customer calls 800# (listed on vending machines and available 24 hours / day), gives amount** \_\_\_\_\_

**of refund, machine lost in, name and address. Jackson Brothers mails refund to customer** \_\_\_\_\_

**within 48 (forty-eight) hours of receiving refund request.** \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT B (continued)**  
**MISCELLANEOUS INFORMATION**

**Familiarity of Building**

The bidder must document a thorough knowledge of the equipment and service areas based on either (1) the bidder's attendance of a site tour, or (2) through other knowledge of the equipment and service areas gained from some other means.

\_\_\_\_\_ **I attended a site inspection of the equipment and service areas.** (The attendance record shall verify the bidder's attendance.)

**X** \_\_\_\_\_ **I did not attend a site inspection of the equipment and service areas.** (The bidder must provide relevant information regarding their familiarity with the physical layout, condition, etc. of the equipment and service areas. The bidder is advised that neither the review of building floor plans nor an independent public viewing give an accurate account of knowledge of the equipment and service area for vending service purposes.)

**Explanation:** Jackson Brothers is the current vendor for MCC. Jackson Brothers has been the vendor for MCC since September 16, 2010. Jackson Brothers' route, service and management staff are familiar with MCC's facility, procedures, location of machines and points of contact.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# **Pricing Attachment for IFB 13709155**

Jackson Brothers currently sells 12oz canned soda product at MCC. If MCC wishes, Jackson Brothers will convert the cans to bottles.

Jackson Brothers will offer crackers for \$.75.

# **Pricing Attachment for IFB 13709155**

Jackson Brothers currently sells 12oz canned soda product at MCC due to security requests. In addition to offering 20oz products at \$1.25, Jackson Brothers will continue to offer 12oz cans at \$.75.

Jackson Brothers will offer crackers for \$.75.

**Jackson Brothers of the South, LLC**

**Canteen Franchise #1520**

**Principal Office:**

P. O. Box 9465  
1301 W. Webster  
Springfield, MO 65801-9465  
800-772-0219  
417-831-0557 \* 417-831-5752 (fax)  
www.jbofthesouth.com

**Administrative Office:**

3711 Mexico Road  
St. Charles, MO 63033  
636-757-7373 \* 636-757-7375(fax)

**BRANCHES:** Joplin, MO Moberly, MO;  
Sedalia, MO; Mt. Pleasant, IA; Keokuk, IA

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Federal ID Number: 20-4464350  
Missouri Sales Tax Number: 19521979  
Arkansas Sales Tax Number: 2984 2676 001  
Oklahoma Sales Tax Number: 867166  
Kansas Sales Tax Number: 006-204464350F-01  
Iowa Sales Tax Number: 2 00 156451

Missouri LLC, March, 2006

**PRESIDENT / OWNER / MEMBER**

Richard N. Branham  
4793 S. Sydney  
Springfield, MO 65810  
Phone: 417-889-9246

**BANK**

Arvest Bank  
Summer Massey  
730 N. National Ave.  
P. O. Box 14590  
Springfield, MO 65814  
417-885-7361  
417-885-7365 (fax)  
Acct. #0015970125  
Acct. #0015970138

D-U-Ns # 009733053  
NAICS 454210

**MAJOR SUPPLIERS**

JONES VEND AND OCS DISTRIBUTING  
5409 Bulwer  
St. Louis, MO 63147  
314-383-0222

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PEPSI BEVERAGES COMPANY  
2200 E. Turner  
Springfield, MO 65803  
800-963-2424

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INTERSTATE BAKERIES CORPORATION  
12 E. Armour Blvd.  
Kansas City, MO 64111  
913-244-7174

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HILAND DAIRY  
Rob Ballowe  
P.O. Box 2270  
Springfield, MO 65801  
417-862-9311

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FRITO-LAY  
P.O. Box 660059  
Dallas, TX 75266-0059  
800-692-2447  
Account #: 1972692

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EAGLE DISTRIBUTING  
Len Beckring  
2052 Congressional Drive  
St. Louis, MO 63146  
314-432-8363  
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## **1 INTRODUCTION**

### **1.1 Purpose**

- 1.1.1 The Missouri Department of Corrections (hereinafter referred to as the Department) is accepting bids to establish a contract for vending machine services for Moberly Correctional Center (hereinafter referred to as MCC) located at the following address:

Moberly Correctional Center  
5201 S. Morley  
Moberly, MO 65270

### **1.2 Contact**

- 1.2.1 Any and all communication from bidders regarding specifications, requirements, competitive bid process etc. related to the bid document must be referred to the Buyer of Record identified on the first page of this document. Such communication should be received at least ten (10) calendar days prior to the official bid opening date.
- 1.2.2 Bidders are cautioned not to contact any other employee of the Department concerning this procurement during the competitive procurement and evaluation processes. Inappropriate contacts are grounds for exclusion from this and future bidding opportunities.

### **1.3 Site Inspection**

- 1.3.1 A non-mandatory site inspection will be held on Monday, April 29, 2013, beginning promptly at 10:00 a.m. Please contact Carol Stephenson at (660) 263-3778, Ext. 1206, Monday through Friday, 8:00 a.m. to 4:00 p.m., at least four (4) days prior to the site inspection to register.
- a. Any potential bidder interested in participating in a site inspection must provide the full name and valid Missouri driver's license number of each individual planning to attend a site inspection. If the bidder does not have a valid Missouri driver's license, their social security number and date of birth are required.
  - b. Each potential bidder is limited to two (2) individuals at the site inspection.
  - c. Each person attending the site inspection will be required to have a valid government issued ID. Cell phones, cameras, tape recorders and purses will not be permitted inside the facility.
  - d. The Department reserves the right to accept or reject any person requesting a site inspection.
  - e. Other than the questions related to the tour, all questions regarding the Invitation for Bid and/or the competitive procurement process must be directed to Gwen Petet at (573) 522-2109 or [gwen.petet@doc.mo.gov](mailto:gwen.petet@doc.mo.gov).
- 1.3.2 Each bidder is solely responsible for a prudent and complete personal inspection, examination, and assessment of the building and any other existing condition, factor, or item that may affect or impact the performance of service described and required in the Contractual Requirements. The bidder shall not be relieved of responsibility for performance under the contract for any reason whatsoever, including, but not limited to, the bidder's failure to observe existing conditions, etc.
- 1.3.3 Bidders are strongly encouraged to advise the Department at the time of making the appointment of any special accommodations needed for disabled personnel who will be attending the tour so that these accommodations can be made.

## **1.4 Background Information**

- 1.4.1 Estimated sales - gross annual sales at MCC average approximately \$118,939.00. Future sales are not guaranteed.

## **2 CONTRACTUAL REQUIREMENTS**

### **2.1 Contract Period**

- 2.1.1 The original contract period shall be as stated in the Invitation for Bid (IFB). The contract shall not bind, nor purport to bind, the state for any contractual commitment in excess of the original contract period. The Department shall have the right, at its sole option, to renew the contract for two (2) additional one-year periods, or any portion thereof. In the event the Department exercises such right, all terms, and conditions, requirements, and specifications of the contract shall remain the same and apply during the renewal period.

### **2.2 Renewal Periods**

- 2.2.1 If the Department exercises the option for renewal, the contractor shall agree that the commission rates for the renewal period shall equal or exceed the commission rate quoted for the applicable renewal period stated on **Exhibit A, Pricing Page** of the contract.
- a. The Department does not automatically exercise its option for renewal based on the stated commission rate and reserves the right to request renewal of the contract at a commission rate greater than the rate stated. The commission rate shall be considered firm for the duration of the contract period.
  - b. If renewal commission rates are not provided, then the commission rates during the renewal period shall be the same as during the original contract period.

### **2.3 Prices**

- 2.3.1 The contractor shall understand and agree that all selling prices shall remain firm during each contract period.
- 2.3.2 A selling price increase of five (5) cents per item will be allowed upon exercising each renewal option. Any increase in selling price shall be based on manufacturer's price increases during the preceding year. The contractor shall provide to MCC price increase data sheets from each manufacturer prior to implementing any increase in price. The selling price increase shall not exceed five (5) cents per item regardless of the manufacturer price increase.

### **2.4 Contractor Liability and Insurance**

- 2.4.1 The contractor shall be responsible for any and all personal injury (including death) or property damage as a result of the contractor's negligence involving any equipment or service provided under the terms and conditions, requirements and specifications of the contract. In addition, the contractor assumes the obligation to save the State of Missouri, including its agencies, employees, and assignees, from every expense, liability, or payment arising out of such negligent act. The contractor also agrees to hold the State of Missouri, including its agencies, employees, and assignees, harmless for any negligent act or omission committed by any subcontractor or other person employed by or under the supervision of the contractor under the terms of the contract.

## 2.5 Subcontractors

- 2.5.1 Any subcontract for the items/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the Department and to ensure that the Department is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between the Department and the contractor. The contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract. The contractor shall agree and understand that utilization of a subcontractor to provide any of the items/services in the contract shall in no way relieve the contractor of the responsibility for providing the items/services as described and set forth herein. The contractor must obtain the approval of the Department prior to establishing any new subcontracting arrangements and before changing any subcontractors. The approval shall not be arbitrarily withheld.
- 2.5.2 The contractor must function as the single point of contact for the Department, regardless of any subcontract arrangements made, for all products and services provided, including but not limited to, issues related to delivery, restocking, maintenance and commission payment.

## 2.6 Notices

- 2.6.1 Any written notice to the contractor shall be deemed sufficient when emailed to the contractor at the email address designated in the contract, or to an email address the contractor may have requested in writing, or deposited in the United States mail, postage prepaid and addressed to the contractor at the address designated in the contract, or at an address the contractor may have requested in writing.

## 3 PERFORMANCE REQUIREMENTS

### 3.1 Equipment and Supplies

- 3.1.1 The contractor shall provide, install and maintain all equipment listed on **Attachment 1, List of Equipment**. MCC reserves the right to request additional machines to meet the needs of the Department.
- a. All equipment provided by the contractor shall be in new or first class condition.
  - b. The contractor must maintain the equipment at high standards of cleanliness. All vending machines must be National Sanitation Foundation approved.
  - c. The contractor must maintain the equipment at high standards of quality and dependability with minimal malfunctions or breakdowns.
  - d. Change machines must be able to accept old and new currency of one and five dollar bills.
- 3.1.2 Snack machines must have a minimum of twenty (20) large slots and twenty (20) small slots unless the designated area for that machine will only accommodate a smaller sized machine. Any snack machine that does not meet the minimum capacity of twenty (20) large slots and twenty (20) small slots must have pre-approval by the Business Manager/designee before being installed.
- 3.1.3 All staff vending machines shall be able to accept bills (at least \$1.00) and coins (\$.05, \$.10, \$.25 and \$1.00). Offender visiting room vending machines to accept all coins (\$.05, \$.10, \$.25 and \$1.00).
- 3.1.4 The contractor shall provide individually packaged serving size condiments (ketchup, mustard, mayonnaise, napkins, pepper, salt and sporks) for condiment bars as indicated on **Attachment 1, List of Equipment**. Stock must be maintained at an adequate level.

- 3.1.5 All vending machines must not be set to forced vend setting but must be able to instantly refund if the item selected is out of stock.
- 3.1.6 All vending machines shall be equipped with a non re-settable meter to facilitate accounting and audit requirements.
- 3.1.7 The contractor must have trained and competent repair persons available within one (1) working day to make repairs on the vending machines, as needed. The contractor shall immediately notify the Business Manager/designee of when the vending machines have been repaired or a timeline if repairs are unable to be made within one (1) working day.
- 3.1.8 The Department will provide all necessary utilities.
- 3.1.9 MCC reserves the right to final approval of all equipment installed in the facility.

### **3.2 Security**

- 3.2.1 At no time shall the contractor or contractor's personnel leave any merchandise, change or cash unattended, nor leave any unlocked machines unattended. The Department shall not be responsible for any loss incurred by the contractor for machines left unlocked or unattended, nor for the merchandise, change or cash left unattended. Any such loss shall not relieve the contractor from any requirements of the contract.

### **3.3 Item Selection**

- 3.3.1 The contractor shall understand and agree that the only products that will be offered and selling prices charged are those on the approved products list as stated on **Attachment 2, Approved Products/Selling Price**, except as provided for vendor's choice items in paragraph 3.3.3.
- 3.3.2 Duplication of products in snack machines is permissible if required by sales volume. Duplication of more than two (2) slots must be approved by the Business Manager/designee.
- 3.3.3 The contractor is allowed up to two (2) vendor's choice slots per snack machine. Vendor's choice slots are exempt from the requirements of section 3.3.1. The contractor may use vendor's choice slots for new items.
- a. Vendor's choice items must meet any security requirements imposed by MCC.
  - b. If requested by the Business Manager/designee, the contractor must change a vendor's choice item.
  - c. The contractor may provide itemized sales information of vendor's choice items for possible addition to **Attachment 2, Approved Products/Selling Price**. Additions to **Attachment 2, Approved Products/Selling Price** must be by written amendment.
- 3.3.4 Product shall be fresh and of good quality. All product specified herein shall be processed, packaged and delivered in accordance with regulations of the State of Missouri and the USDA, and requirements of the Federal Food, Drug and Cosmetic Act and regulations promulgated there under.
- 3.3.5 Glass containers are not acceptable. Food containers must not have removable metal pop-tops.

### **3.4 Delivery Performance**

- 3.4.1 The contractor shall deliver and stock all vending machines on a regular basis, six days per week, if necessary. The contractor shall coordinate delivery days and times with the Business Manager/designee.

3.4.2 The Business Manager/designee reserves the right to increase/decrease the frequency of deliveries.

3.4.3 The contractor and all of the contractor's employees shall follow the institution's standard operating procedures regarding sign in/out when entering and exiting the institution.

### **3.5 Taxes**

3.5.1 The contractor shall be responsible for all federal, state and local taxes attributable to the vending equipment as well as sales tax for product sold.

### **3.6 Licenses**

3.6.1 The contractor must maintain all necessary permits, licenses, etc. for the operation of a vending service.

### **3.7 Commission Rate**

3.7.1 The contractor shall pay the firm, fixed quoted commission rate as stated on **Exhibit A, Pricing Page** on all gross sales by vending unit.

- a. The same commission rate shall apply to all sales in all machines.

### **3.8 Commission Payment**

3.8.1 The contractor shall submit the correct commission payment no later than the 15<sup>th</sup> of each month for the previous month's sales.

- a. For vending machines that are offender and staff use (offender visiting room), sixty percent (60%) of the commission rate payment shall be made payable to the "Canteen Fund", forty percent (40%) of the commission rate payment shall be made payable to the "MCC Personnel Club".
- b. For vending machine that are staff only use, one hundred percent (100%) of the commission rate payment shall be made payable to the "MCC Personnel Club".

3.8.2 The commission payment shall be made by a company check or bank check, and shall be hand delivered or sent by certified mail or some other traceable courier service to a section or individual designated by the Business Manager. Any hand delivered commission checks must be delivered person-to-person to the individual(s) designated by the Business Manager and not left under a door, on a desk, with the receptionist, etc.

- a. Should the commission check be returned to the MCC for insufficient funds, if requested by the Department, the contractor shall provide a cashier's check or money order for the correct commission payment, as well as, the reimbursement of bank charges for the returned check fee(s).
- b. The Department reserves the right to require cashier's checks or money orders for correct commission payments from the Contractor for any subsequent commission checks.

3.8.3 The contractor must include with the commission check a detailed report of sales by vending machine including machine number, product, and beginning and ending reading of all transaction counters.

- a. Transaction counters replaced due to maintenance/repair issues shall be reported on the detailed sales report under the corresponding machine with the beginning and ending reading, date

removed from the vending machine, along with the replacement transaction counter beginning and ending reading.

3.8.4 Taxes, license fees and other expenses except those specifically listed herein are the responsibility of the contractor and shall not be deducted from the commission payment.

### **3.9 Receipt of Refund**

3.9.1 Within ten (10) days of the contractor's receipt of a refund request, the contractor shall provide the refund to the customer.

3.9.2 The contractor shall not deduct refunds from gross sales when computing commission payments.

### **3.10 Contractor's Employees**

3.10.1 The contractor and all of the contractor's employees and agents providing services in any Department of Corrections institution must be at least 21 years of age. A Missouri Uniform Law Enforcement System (MULES) check or other background investigation shall be required on the contractor, the contractor's employees and agents before they are allowed entry into the institution. The contractor, its employees and agents understand and agree that the Department shall complete criminal background records checks at least every five (5) years for the contractor and the contractor's employees and agents that have the potential to have contact with inmates.

3.10.2 The institution shall have the right to deny access into the institution for the contractor and any of the contractor's employees and agents for any reason, at the discretion of the institution.

3.10.3 The contractor, its employees and agents under active federal or state felony or misdemeanor supervision must receive written division director approval prior to providing services pursuant to a Department contract. Similarly, contractors/employees/agents with prior felony convictions and not under active supervision must receive written division director approval in advance.

3.10.4 The contractor, its employees and agents shall at all times observe and comply with all applicable state statutes, Department rules, regulations, guidelines, internal management policies and procedures, and general orders of the Department that are applicable, regarding operations and activities in and about all Department property. Furthermore, the contractor, its employees and agents, shall not obstruct the Department or any of its designated officials from performing their duties in response to court orders or in the maintenance of a secure and safe correctional environment. The contractor shall comply with the Department's policies and procedures relating to employee conduct.

a. The Department has a zero tolerance policy for any form of sexual misconduct to include staff/contractor/volunteer on offender, or offender on offender, sexual harassment, sexual assault, sexual abuse and consensual sex.

(1) Any contractor or contractor's employee or agent who witnesses any form of sexual misconduct must immediately report it to the warden of the institution. If a contractor or contractor's employee or agent fails to report or knowingly condones sexual harassment or sexual contact with or between offenders, the Department may cancel the contract, or at the Department's sole discretion, require the contractor to remove the employee/agent from providing services under the contract.

(2) Any contractor or contractor's employee or agent who engages in sexual abuse shall be prohibited from entering the institution and shall be reported to law enforcement agencies and licensing bodies, as appropriate.

- 3.10.5 The contractor, its employees and agents shall not interact with the offenders except as is necessary to perform the requirements of the contract. The contractor, its employees and agents shall not give anything to nor accept anything from the offenders except in the normal performance of the contract.
- 3.10.6 If any contractor or contractor's employee or agent is denied access into the institution for any reason or is denied approval to provide service to the Department for any reason stated herein, it shall not relieve the contractor of any requirements of the contract. If the contractor is unable to perform the requirements of the contract for any reason, the contractor shall be considered in breach.

### **3.11 Inspections and Audits**

- 3.11.1 The contractor agrees that each time vending machines are restocked, serviced, or otherwise attended by the contractor, a representative of the site may conduct a vending count to record the number of sale items in the vending machines prior to and/or following any restocking.
- a. If a handheld electronic device is used by the contractor to gather sales information, the machine counters must be functional and visible for the Business Manager/designee of the site to verify or record the number of sale items.
- 3.11.2 The contractor agrees and understands that the Department and/or any appropriate state/federal agency may examine (audit) all pertinent books, documents, papers, and records of the contractor as they relate to the requirements of the contract, and shall make such available upon request.
- a. The contractor must use Generally Accepted Accounting Principles as promulgated by the American Institute of Certified Public Accountants.
- b. The contractor shall retain all records relating to the contract for five (5) years or such time as prescribed by law after the close of the fiscal year in which the contract expires/terminates. Such records may be destroyed at the end of the five (5) year period if the state agency has been notified in writing by the contractor and written approval to destroy the records has been received from the state agency. In all cases where audit questions have arisen before the expiration of the five-year period, records shall be retained until resolution of such.
- c. The contractor shall retain records which relate to appeals, litigation of the settlement of claims arising out of performance of the contract and costs and expenses of the contract to which exception has been taken by the state until such time as the appeal, litigation, claim, or exception has been resolved.
- d. Failure by the contractor to maintain and make available appropriate records shall constitute a material breach of the contract.
- 3.11.3 On any given business day, the Department may request the contractor or one of the contractor's representatives to appear at the location and open any or all vending machines and permit a Department representative to count and determine the amount of money in any or all of the vending machines at the location. The Department will give a minimum of four (4) hours notice of each inspection.

### **3.12 Transition**

- 3.12.1 Upon award of the contract, the contractor shall work with MCC and any other provider designated by MCC to ensure an orderly transition of services under the contract and to ensure uninterrupted service.
- 3.12.2 Upon expiration, termination, or cancellation of the contract, the contractor shall assist MCC and any other provider designated by MCC to ensure an orderly transition of services and responsibilities under the contract and to ensure uninterrupted service.

- a. If requested, the contractor shall agree to continue providing any or all of the services in accordance with the terms and conditions, requirements, specifications, and payment provisions of the contract for a period not to exceed one hundred eighty (180) calendar days after the expiration date of the contract or until a new contract is established.

#### 4 BIDDERS INSTRUCTIONS

##### 4.1 Submission of Bids

4.1.1 Bids must be signed, sealed and returned (with all necessary exhibits) to the Department by the bid receipt date and time specified on page one.

- a. Specifically, any form containing a signature line such as page one of the original IFB and any amendments, pricing pages, etc. shall be manually signed and returned as part of the bid.

4.1.2 Familiarity with the Building – The bidder must be familiar with the building. In order to be considered *familiar* with the building, the bidder must either have attended a tour of the building or have knowledge of the building and any existing conditions and factors of the building that may affect the performance of the required services.

- a. The facility will provide the Department with the attendance record documenting the bidders who attend a tour. The bidder shall be responsible for ensuring the bidder's attendance at the tour is documented. If the attendance record does not document the bidder's attendance at the tour, the bidder will not be recognized for having attended the tour.

- b. If the bidder did not attend a tour, the bidder must provide relevant information regarding the bidder's knowledge of the buildings and any existing conditions and factors of the buildings that may affect the performance of the required services. Space is provided for the bidder to provide such information on **Exhibit B, Miscellaneous Information**.

- 1) For purposes of this procurement, a bidder will be considered knowledgeable of the buildings for reasons including, but not necessarily limited to, providing vending machine services in the buildings within the past three (3) years.

- 2) The bidder is advised that a review of the buildings floor plans, an independent public viewing of the buildings, or discussions with the Department regarding the buildings shall not, for vending machine service purposes, satisfy the requirement regarding a bidder having knowledge of the buildings.

4.1.3 Determination of Responsibility and Reliability – The Department shall determine the responsibility and reliability of the lowest responsive bidder.

- a. The Department reserves the right to reject any bid for reasons which may include but not necessarily be limited to:

- 1) receipt of any information, from any source, regarding unsatisfactory experience and/or performance of similar services by the bidder or any subcontractor(s) proposed to provide the vending machine services within the past three (3) years, **and/or**

- 2) inability of the bidder to document performance of vending machine services within the past three (3) years which are similar to the services required herein, for a period of not less than twelve (12) consecutive months, **and/or**

- 3) the bidder's failure to document familiarity with the building. In addition, the Department reserves the right to reject a bid from one or more evaluations if the bidder

has not had concurrent experience providing vending machine services for the areas proposed and/or for the equipment and products proposed. Space is provided for the bidder to provide such information on **Exhibit B, Current/Prior Experience**.

- b. If the lowest responsive bidder is determined to not be responsible and reliable, the Department shall conduct a determination of responsibility and reliability for the next lowest responsive bidder.

#### **4.2 Vendor Information Data Form**

- 4.2.1 The Department maintains a current vendor database. If the bidder has not submitted a Vendor Information Data form with a revision date of 4-09, this form can be downloaded at <http://doc.mo.gov/DHS/Contracts.php> and submitted with the bid response, mailed or faxed to the numbers indicated on the form, or e-mailed to [doc.vendorinfo@doc.mo.gov](mailto:doc.vendorinfo@doc.mo.gov).

#### **4.3 Compliance with Terms and Conditions**

- 4.3.1 The bidder is cautioned when submitting pre-printed terms and conditions or other types of material to make sure such documents do not contain terms and conditions which conflict with those of the IFB. The bidder agrees that in the event of conflict between any of the bidder's terms and conditions and those contained in the IFB that the IFB shall govern. Taking exception to the Department's terms and conditions may render a bidder's bid non-responsive and may remove it from consideration for award.

#### **4.4 Bid Detail Requirements and Deviations**

- 4.4.1 It is the bidder's responsibility to submit a bid that meets all mandatory requirements stated herein. The bidder should clearly identify any deviations from both the mandatory and desirable requirements stated in the IFB on the pricing pages. Any deviation from a mandatory requirement may render the bid non-responsive; any deviation from a desirable requirement may be reviewed by the Department as to its acceptability and impact on competition.

#### **4.5 Exhibit A, Pricing Page**

- 4.5.1 The bidder must submit a firm, fixed commission rate for the original contract period and all renewal periods on **Exhibit A, Pricing Page**. The commission rate bid shall remain valid for 90 days from bid closing date unless otherwise indicated.

#### **4.6 Exhibit B, Other Information, Miscellaneous Information and Current/Prior Experience**

- 4.6.1 The bidder must state on **Exhibit B, Other Information** its refund procedure which covers cases where a customer does not receive the product paid for or receives an outdated or otherwise unacceptable product.
- 4.6.2 The bidder must state on **Exhibit B, Miscellaneous Information**, its Familiarity with the Building with thorough knowledge of the equipment and service areas based on either (1) the bidder's attendance of a site tour, or (2) through other knowledge of the equipment and service areas gained from some other means.
- 4.6.3 The bidder must state on **Exhibit B, Current/Prior Experience** to demonstrate performance responsibility and reliability of vending machine services.

#### **4.7 Missouri Service-Disabled Business Preference**

- 4.7.1 Pursuant to section 34.074 RSMo, and 1 CSR 40-1.050a, a three (3) bonus point preference shall be granted to bidders who qualify as Missouri service-disabled veteran businesses and who complete and submit **Exhibit C, Missouri Service-Disabled Veteran Business Preference** with the bid. If the bid does

not include the completed **Exhibit C** and the documentation specified on **Exhibit C** in accordance with the instructions provided therein, no preference points will be applied.

#### **4.8 Employee Bidding/Conflict of Interest**

4.8.1 Bidders who are employees of the State of Missouri, a member of the General Assembly or a statewide Elected official must comply with sections 105.450 to 105.458 RSMo regarding conflict of interest. If the bidder or any owner of the bidder's organization is currently an employee of the State of Missouri, a member of the General Assembly or a statewide elected official, please complete **Exhibit D**.

#### **4.9 Evaluation**

4.9.1 Evaluation of commission rate:

- a. The Department will consider the commission rate for the original contract period as well the renewal periods when evaluating cost. The annual gross sales will be multiplied by the stated commission rate for each year, as follows:

Annual gross sales x stated commission rate = commission payment

- b. Annualized commission payment for two (2) renewal periods will be calculated in the same manner. The totals of all three (3) years will be added together to arrive at the total bid commission payment.

- c. The cost evaluation shall be computed as follows:

$$\frac{\text{Compared Bid Price}}{\text{Highest Responsive Bid Price}} \times 100 + \text{earned preference points} = \text{Total Cost Evaluation Points}$$

#### **4.10 Award**

4.10.1 The contract shall be awarded to the bidder with the highest number of total cost evaluation points.

4.10.2 The Department reserves the right to reject any bid which is determined unacceptable for reasons which may include, but are not necessarily limited to: 1) failure of the bidder to meet mandatory general performance specifications; 2) failure of the bidder to meet mandatory technical specifications; and/or, 3) receipt of any information, from any source, regarding delivery of unsatisfactory product or service by the bidder within the past three years; and/or, 4) failure to document familiarity with the building. As deemed in its best interests, the Department reserves the right to clarify any and all portions of any bidder's offering.

**EXHIBIT A**  
**PRICING PAGE**

The bidder must state a firm, fixed commission rate as a percentage of gross sales for the original contract period and each renewal option.

Line Item	Original Contract Period	First Renewal Period	Second Renewal Period
001	<u>18.5</u> % of Gross Sales	<u>18.5</u> % of Gross Sales	<u>18.5</u> % of Gross Sales

By signing, the bidder hereby declares understanding, agreement, and certification of compliance to provide the items at the prices quoted, in accordance with all requirements and specifications contained herein and the Terms and Conditions. The bidder further agrees that the language of this IFB shall govern in the event of a conflict with his/her bid.

Company Name: Jackson Brothers of the South LLC

Authorized Signature:  Printed Name: Shane M. King

Date: May 10, 2013 Email Address: shane.king@jacksonbrothers.com

**EXHIBIT B**  
**OTHER INFORMATION**

Bidder must state below their refund procedure as described in the IFB.

**Jackson Brothers' current refund policy at MCC is as follows:** \_\_\_\_\_

Customer calls 800# (listed on vending machines and available 24 hours / day), gives amount

of refund, machine lost in, name and address. Jackson Brothers mails refund to customer

within 48 (forty-eight) hours of receiving refund request.

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EXHIBIT B (continued)**  
**MISCELLANEOUS INFORMATION**

**Familiarity of Building**

The bidder must document a thorough knowledge of the equipment and service areas based on either (1) the bidder's attendance of a site tour, or (2) through other knowledge of the equipment and service areas gained from some other means.

\_\_\_\_\_ **I attended a site inspection of the equipment and service areas.** (The attendance record shall verify the bidder's attendance.)

**X** \_\_\_\_\_ **I did not attend a site inspection of the equipment and service areas.** (The bidder must provide relevant information regarding their familiarity with the physical layout, condition, etc. of the equipment and service areas. The bidder is advised that neither the review of building floor plans nor an independent public viewing give an accurate account of knowledge of the equipment and service area for vending service purposes.)

**Explanation:** Jackson Brothers is the current vendor for MCC. Jackson Brothers has been the vendor for MCC since September 16, 2010. Jackson Brothers' route, service and management staff are familiar with MCC's facility, procedures, location of machines and points of contact.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EXHIBIT B**  
**CURRENT/PRIOR EXPERIENCE**

**Current/Prior Contracts:** The bidder should provide a list of all contracts for which the bidder is currently or has provided vending machine services within the past five (5) years, the contact name, phone number and email address of where the service is/was provided, the type of machine provided, the total number of machines serviced and the dates of the services provided.

<b>Company/Institution Contact Name, Phone Number and Email</b>	<b>Type of Machine (e.g. Beverage, snack, cold food, frozen food)</b>	<b>Total Number of Machines Serviced</b>	<b>Date of Services Provided</b>
University of Missouri, Brandon Guffey 573-882-7252, guffeyb@missouri.edu	Snack Machines	75	June 22, 1998
3m Jan Fricke, 573-886-1470 jfricke@mmm.com	Snack, Beverage & Cold Food	8	May 15, 2009
Columbia Foods, Andrew Kroeck 573-814-4501, akroeck@kraftfoods.com	Snack, Beverage & Cold Food	19	March 6, 2009
American Air Filters, Jeff Simon 573-814-4505, jsimon@aafintl.com	Snack, Beverage & Cold Food	6	June 27, 2007
Walmart Distribution Center, Dennis McCarter 660-269-4300, dennis.mccarter@wal-mart.com	Snack, Beverage & Cold Food	Open Kloek Vending	March 22, 2002
Everlast Fitness, Ruchelle Jacobi 660-372-8110, ruchelle.jacobi@everlast.com	Snack, Beverage & Cold Food	7	April 2004
UTI Logistics, Anna D'Agostino, 816-559-0111 adagostino@go2uti.com	Snack, Beverage & Cold Food	8	June 25, 2009
Gates Corporation, Judy Burkemper 573-817-7744, jb3283@gates.com	Snack, Beverage & Cold Food	7	August 3, 2004
Dana Corporation, Steve Barton 573-876-2521, steve.barton@dana.com	Snack, Beverage & Cold Food	5	March 25, 2011
Caterpillar, Melinda McAloose, 660-882-1174 mcaloose_melinda@cat.com,	Snack, Beverage & Cold Food	9	April 2, 1998
Nordyne, Charles Melkersman, 660-882-4438 melkersmac@nordyne.com	Snack, Beverage & Cold Food	8	Nov. 3, 1995
Cargill, Wes Craig, 660-886-4537 wes_craig@cargill.com	Snack, Beverage & Cold Food Cafeteria Services	14	August 13, 2001
Moberly Area Community College, Amy Frey 573-234-1067, amyf@maccc.edu	Snack, Beverage & Cold Food	5	October 16, 2009
Scholastic, Diane Farin, 573-832-1741 dfarin@scholastic.com	Snack, Beverage & Cold Food	26	June 23, 2009
U.S. Cellular, Chris Cashatt, 573-442-6620 chris.cashatt@uscellular.com	Beverage & Office Coffee	1	Nov. 14, 2008
Wilson Trailer, Laura Hurt, 660-263-2070 laura.hurt@wilsontrailer.com	Snack, Beverage & Cold Food	5	January 9, 1996

**EXHIBIT C**  
**MISSOURI SERVICE-DISABLED VETERAN BUSINESS PREFERENCE**

Pursuant to section 34.074 RSMo, the Department has a goal of awarding three (3) percent of all contracts for the performance of any job or service to service-disabled veteran businesses (see below for definitions included in section 34.074 RSMo) either doing business as Missouri firms, corporations, or individuals; or which maintain Missouri offices or places of business, when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entity, are comparable.

**Definitions:**

**Service-Disabled Veteran** is defined as any individual who is disabled as certified by the appropriate federal agency responsible for the administration of veterans' affairs.

**Service-Disabled Veteran Business** is defined as a business concern:

- a. not less than fifty-one (51) percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than fifty-one (51) percent of the stock of which is owned by one or more service-disabled veterans; and
- b. the management and daily business operations of which are controlled by one or more service-disabled veterans.

If a bidder meets the definitions of a service-disabled veteran and a service-disabled veteran business as defined in section 34.074 RSMo and is either doing business as a Missouri firm, corporation, or individual; or maintains a Missouri office or place of business, the bidder **must** provide the following with the bid in order to receive the Missouri service-disabled veteran business preference over a non-Missouri service-disabled veteran business when the quality of performance promised is equal or better and the price quoted is the same or less or whenever competing bids, in their entirety, are comparable:

- a. a copy of a letter from the Department of Veterans Affairs (VA), or a copy of the bidder's discharge paper (DD Form 214, Certificate of Release or Discharge from Active Duty) from the branch of service the bidder was in, stating that the bidder has a service-connected disability rating ranging from 0 to 100% disability; and
- b. a completed copy of this exhibit

(NOTE: For ease of evaluation, please attach copy of the above-referenced letter from the VA or a copy of the bidder's discharge paper to this Exhibit.)

By signing below, I certify that I meet the definitions of a service-disabled veteran and a service-disabled veteran business as defined in section 34.074 RSMo and that I am either doing business as a Missouri firm, corporation, or individual; or maintain Missouri offices or places of business at the location(s) listed below.

\_\_\_\_\_  
Service-Disabled Veteran's Name  
(Please Print)

\_\_\_\_\_  
Service-Disabled Veteran Business Name

\_\_\_\_\_  
Service-Disabled Veteran's Signature

\_\_\_\_\_  
\_\_\_\_\_  
Missouri Address of Service-Disabled Veteran Business

**EXHIBIT D**  
**Employee Bidding/Conflict of Interest**

Bidders who are employees of the State of Missouri, a member of the General Assembly or a statewide elected official must comply with Sections 105.450 to 105.458 RSMo regarding conflict of interest. If the bidder and/or any of the owners of the bidder's organization are currently an employee of the State of Missouri, a member of the General Assembly or a statewide elected official, please provide the following information.

Name of State Employee, General Assembly Member, or Statewide Elected Official:	
	In what office/agency are they employed?
	Employment Title:
Percentage of ownership interest in bidder's organization:	_____ %

STATE OF MISSOURI  
MISSOURI DEPARTMENT OF CORRECTIONS

**TERMS AND CONDITIONS – INVITATION FOR BID**

**1. TERMINOLOGY/DEFINITIONS**

Whenever the following words and expressions appear in an Invitation for Bid (IFB) document or any amendment thereto, the definition or meaning described below shall apply.

- a. **1 CSR 40-1 (Code of State Regulations)** refers to the rule that provides the public with a description of the Division of Purchasing and Materials Management within the Office of Administration. This rule fulfills the statutory requirement of section 536.023(3), RSMo.
- b. **Agency and/or Department** means the Missouri Department of Corrections.
- c. **Amendment** means a written, official modification to an IFB or to a contract.
- d. **Attachment** applies to all forms which are included with an IFB to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- e. **Bid Opening Date and Time** and similar expressions mean the exact deadline required by the IFB for the receipt of sealed bids.
- f. **Bidder** means the person or organization that responds to an IFB by submitting a bid with prices to provide the equipment, supplies, and/or services as required in the IFB document.
- g. **Buyer or Buyer of Record** means the procurement staff member of the Department. The **Contact Person** as referenced herein is usually the Buyer of Record.
- h. **Contract** means a legal and binding agreement between two or more competent parties for consideration for the procurement of equipment, supplies, and/or services.
- i. **Contractor** means a person or organization who is a successful bidder as a result of an IFB and who enters into a contract.
- j. **Exhibit** applies to forms which are included with an IFB for the bidder to complete and submit with the sealed bid prior to the specified opening date and time.
- k. **Invitation for Bid (IFB)** means the solicitation document issued by the Department to potential bidders for the purchase of equipment, supplies, and/or services as described in the document. The definition includes these Terms and Conditions as well as all Exhibits, Attachments, and Amendments.
- l. **May** means that a certain feature, component, or action is permissible, but not required.
- m. **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply will result in a bid being considered non-responsive.
- n. **Pricing Page(s)** applies to the Exhibit on which the bidder must state the price(s) applicable for the equipment, supplies, and/or services required in the IFB. The pricing pages must be completed and submitted by the bidder with the sealed bid prior to the specified bid opening date and time.
- o. **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Legislature which govern the operations of all agencies of the State of Missouri. Chapter 34 of the statutes is the primary chapter governing the procurement operations of the Department.
- p. **Shall** has the same meaning as the word **must**.
- q. **Should** means that a certain feature, component, and/or action is desirable but not mandatory.

**2. APPLICABLE LAWS AND REGULATIONS**

- a. The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the Department.
- c. The contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.

- d. The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- e. The exclusive venue for any legal proceeding relating to or arising out of the IFB or resulting contract shall be in the Circuit Court of Cole County, Missouri.
- f. The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws and Executive Order 07-13 for work performed in the United States.

### **3. CONTRACT ADMINISTRATION**

- a. All contractual administration will be carried out by the Buyer of Record or authorized Department Purchasing Section designee. Communications pertaining to contract administration matters will be addressed to: Department of Corrections, Purchasing Section, PO Box 236, Jefferson City, MO 65102.
- b. The Buyer of Record/authorized designee is the only person authorized to approve changes to any of the requirements of the contract.

### **4. OPEN COMPETITION/INVITATION FOR BID DOCUMENT**

- a. It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise the Department if any language, specifications or requirements of an IFB appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the IFB to a single source. Any and all communication from bidders regarding specifications, requirements, competitive bid process, etc., must be directed to the Buyer of Record of the Department, unless the IFB specifically refers the bidder to another contact. Such communication should be received at least ten (10) calendar days prior to the official bid opening date.
- b. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all bidders will be advised, via the issuance of an amendment to the IFB, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the IFB, any questions received less than ten (10) calendar days prior to the IFB opening date may not be answered.
- c. Bidders are cautioned that the only official position of the State of Missouri is that which is issued by the Department in the IFB or an amendment thereto. No other means of communication, whether oral or written, shall be construed as a formal or official response or statement.
- d. The Department monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anticompetitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation shall be referred to the Missouri Attorney General's Office for appropriate action.
- e. Some IFBs are available for viewing and downloading on the Department's website.
- f. The Department reserves the right to officially amend or cancel an IFB after issuance.

### **5. PREPARATION OF BIDS**

- a. Bidders **must** examine the entire IFB carefully. Failure to do so shall be at the bidder's risk.
- b. Unless otherwise specifically stated in the IFB, all specifications and requirements constitute minimum requirements. All bids must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the IFB, any manufacturer names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The bidder may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the bid. In addition, the bidder shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Bids which do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Bids lacking any indication of intent to bid an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the IFB.

- e. In the event that the bidder is an agency of state government or other such political subdivision which is prohibited by law or court decision from complying with certain provisions of an IFB, such a bidder may submit a bid which contains a list of statutory limitations and identification of those prohibitive clauses. The bidder should include a complete list of statutory references and citations for each provision of the IFB which is affected by this paragraph. The statutory limitations and prohibitive clauses may be requested to be clarified in writing by the Department or be accepted without further clarification if statutory limitations and prohibitive clauses are deemed acceptable by the Department. If the Department determines clarification of the statutory limitations and prohibitive clauses is necessary, the clarification will be conducted in order to agree to language that reflects the intent and compliance of such law and/or court order and the IFB.
- f. All equipment and supplies offered in a bid must be new, of current production, and available for marketing by the manufacturer unless the IFB clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- g. Prices shall include all packing, handling and shipping charges, and shall be delivered to the Department's designated destination FOB destination, freight prepaid and allowed unless otherwise specified in the IFB.
- h. Bids, including all pricing therein, shall remain valid for 90 days from the bid opening unless otherwise indicated. If the bid is accepted, the entire bid, including all prices, shall be firm for the specified contract period.
- i. Any foreign bidder not having an Employer Identification Number assigned by the United States Internal Revenue Service (IRS) must submit a completed IRS Form W-8 prior to or with the submission of their bid in order to be considered for award.

## 6. SUBMISSION OF BIDS

- a. Delivered bids must be sealed in an envelope or container, and received in the Department's Purchasing office located at the address indicated on the cover page of the IFB no later than the exact opening time and date specified in the IFB. All bids must be submitted by a duly authorized representative of the bidder's organization, contain all information required by the IFB, and be priced as required. Hard copy bids may be mailed to the Department's post office box address. However, it shall be the responsibility of the bidder to ensure their bid is in the Department's Purchasing office no later than the exact opening time and date specified in the IFB.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside with the official IFB number *and* the official opening date and time. Different bids should not be placed in the same envelope; however, copies of the same bid may be placed in the same envelope.
- c. A bid which has been delivered to the Department may be modified by a signed, written notice which has been received by the Department's Purchasing office prior to the official opening date and time specified. A bid may also be modified in person by the bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to modify a bid shall not be honored.
- d. A bid which has been delivered to the Department's Purchasing office may only be withdrawn by a signed, written document on company letterhead transmitted via mail, e-mail, or facsimile which has been received by the Department's Purchasing office prior to the official opening date and time specified. A bid may also be withdrawn in person by the bidder or its authorized representative provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to withdraw a bid shall not be honored.
- e. A bid may also be withdrawn after the bid opening through submission of a written request by an authorized representative of the bidder. Justification of a withdrawal decision may include a significant error or exposure of bid information that may cause irreparable harm to the bidder.
- f. Bidders must sign and return the IFB cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the bidder of all the IFB terms and conditions. Failure to do so may result in the rejection of the bid unless the bidder's full compliance with those documents is indicated elsewhere within the bidder's response.
- g. Faxed and e-mailed bids shall not be accepted; however, faxed and e-mail no-bid notifications shall be accepted.

## 7. BID OPENING

- a. Bid openings are public on the opening date and time specified in the IFB document. Names, locations, and prices of respondents shall be read at the bid opening. The Department will not provide prices or other bid information via the telephone.
- b. Bids which are not received in the Department's Purchasing office prior to the official opening date and time shall be considered late, regardless of the degree of lateness, and normally will not be opened. Late bids may only be opened under extraordinary circumstances in accordance with 1 CSR 40-1.050.

## 8. PREFERENCES

- a. In the evaluation of bids, preferences shall be applied in accordance with Chapter 34 RSMo. Contractors should apply the same preferences in selecting subcontractors.
- b. By virtue of statutory authority, a preference will be given to materials, products, supplies, provisions and all other articles produced, manufactured, made or grown within the State of Missouri and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Such preference shall be given when quality is equal or better and delivered price is the same or less.

## 9. EVALUATION/AWARD

- a. Any clerical error, apparent on its face, may be corrected by the Buyer of Record before contract award. Upon discovering an apparent clerical error, the Buyer of Record shall contact the bidder and request clarification of the intended bid. The correction shall be incorporated in the notice of award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.
- b. Any pricing information submitted by a bidder shall be subject to evaluation if deemed by the Department to be in the best interest of the State of Missouri.
- c. The bidder is encouraged to propose price discounts for prompt payment or propose other price discounts that would benefit the Department. However, unless otherwise specified in the IFB, pricing shall be evaluated at the maximum potential financial liability to the Department.
- d. Awards shall be made to the bidder(s) whose bid (1) complies with all mandatory specifications and requirements of the IFB and (2) is the lowest and best bid, considering price, responsibility of the bidder, and all other evaluation criteria specified in the IFB and (3) complies with sections 34.010 and 34.070 RSMo and Executive Order 04-09.
- e. In the event all bidders fail to meet the same mandatory requirement in an IFB, the Department reserves the right, at its sole discretion, to waive that requirement for all bidders and to proceed with the evaluation. In addition, the Department reserves the right to waive any minor irregularity or technicality found in any individual bid.
- f. The Department reserves the right to reject any and all bids.
- g. When evaluating a bid, the Department reserves the right to consider relevant information and fact, whether gained from a bid, from a bidder, from a bidder's references, or from any other source.
- h. Any information submitted with the bid, regardless of the format or placement of such information, may be considered in making decisions related to the responsiveness and merit of a bid and the award of a contract.
- i. Any award of a contract shall be made by notification from the Department to the successful bidder. The Department reserves the right to make awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by the Department based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of the State of Missouri.
- j. All bids and associated documentation submitted on or before the official opening date and time will be considered open records pursuant to section 610.021 RSMo.
- k. The Department maintains records of all bid file material for review. Bidders who include an e-mail address with their bid will be notified of the award results via e-mail if requested.
- l. The Department reserves the right to request clarification of any portion of the bidder's response in order to verify the intent of the bidder. The bidder is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.
- m. Any bid award protest must be received within ten (10) calendar days after the date of award in accordance with the requirements of 1 CSR 40-1.050 (10).

- n. The final determination of contract award(s) shall be made by the Department.

#### **10. CONTRACT/PURCHASE ORDER**

- a. By submitting a bid, the bidder agrees to furnish any and all equipment, supplies and/or services specified in the IFB, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the IFB and any amendments thereto, (2) the contractor's response (bid) to the IFB, (3) clarification of the bid, if any, and (4) the Department's acceptance of the response (bid) by "notice of award" or by "purchase order." All Exhibits and Attachments included in the IFB shall be incorporated into the contract by reference.
- c. A notice of award issued by the Department does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services for the Department, the contractor must receive a properly authorized purchase order or other form of authorization given to the contractor at the discretion of the Department.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the contractor and the Department prior to the effective date of such modification. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

#### **11. INVOICING AND PAYMENT**

- a. The State of Missouri does not pay state or federal taxes unless otherwise required under law or regulation.
- b. For each purchase order received, an invoice must be submitted that references the purchase order number and must be itemized in accordance with items listed on the purchase order. Failure to comply with this requirement may delay processing of invoices for payment.
- c. Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the IFB.
- d. The Department assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the Department's rejection and shall be returned to the contractor at the contractor's expense.
- e. All invoices for equipment, supplies, and/or services purchased by the Department shall be subject to late payment charges as provided in section 34.055 RSMo.
- f. The Department reserves the right to purchase goods and services using the state purchasing card.

#### **12. DELIVERY**

- a. Time is of the essence. Deliveries of equipment, supplies, and/or services must be made no later than the time stated in the contract or within a reasonable period of time if a specific time is not stated.
- b. A Missouri Uniformed Law Enforcement System (MULES) background check may be required on the contractor's delivery driver prior to allowing a delivery vehicle entrance to certain institutions. A valid Missouri driver's license is required from the driver to perform the MULES background check. If the driver does not have a valid Missouri driver's license, their social security number and date of birth are required. If a driver or carrier refuses to provide the appropriate information to conduct a MULES background check, or if information received from the background check prohibits the driver or carrier from entering the institution, the delivery will be refused. Additional delivery costs associated with re-deliveries or contracting with another carrier for delivery shall be the responsibility of the contractor.
- c. Unless a pallet exchange is requested at the time of delivery, all pallets used in the delivery of equipment and supplies shall become property of the Department.

**13. INSPECTION AND ACCEPTANCE**

- a. No equipment, supplies, and/or services received by the Department pursuant to a contract shall be deemed accepted until the Department has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements, or which are otherwise unacceptable or defective, may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective, or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection), may be rejected.
- c. The Department reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.
- d. The Department's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the state may have.

**14. WARRANTY**

- a. The contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to or adopted by the Department, (2) be fit and sufficient for the purpose expressed in the IFB, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
- b. Such warranty shall survive delivery and shall not be deemed waived either by reason of the Department's acceptance of or payment for said equipment, supplies, and/or services.

**15. CONFLICT OF INTEREST**

- a. Elected or appointed officials or employees of the State of Missouri or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.452 and 105.454 RSMo regarding conflict of interest.
- b. The contractor hereby covenants that at the time of the submission of the bid the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

**16. CONTRACTOR STATUS**

- a. The contractor represents itself to be an independent contractor offering such services to the general public and shall not represent itself to be an employee of the State of Missouri. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold the State of Missouri, its officers, agents, and employees, harmless from and against, any and all loss, costs (including attorney fees), and damage of any kind related to such matters.

**17. REMEDIES AND RIGHTS**

- a. No provision in the contract shall be construed, expressly or implied, as a waiver by the Department of any existing or future right and/or remedy available by law in the event of any claim by the Department of the contractor's default or breach of contract.
- b. The contractor agrees and understands that the contract shall constitute an assignment by the contractor to the Department of all rights, title and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the Department for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the Department.

**18. SEVERABILITY**

- a. If any provision of this contract or the application thereof is held invalid, the invalidity shall not affect other provisions or applications of this contract which can be given effect without the invalid provisions or application, and to this end the provisions of this contract are declared to be severable.

**19. CANCELLATION OF CONTRACT**

- a. In the event of material breach of the contractual obligations by the contractor, the Department may cancel the contract. At its sole discretion, the Department may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than ten (10) working days from notification, or at a minimum, the contractor must provide the Department within ten (10) working days from notification a written plan detailing how the contractor intends to cure the breach.
- b. If the contractor fails to cure the breach, or if circumstances demand immediate action, the Department will issue a notice of cancellation terminating the contract immediately. If it is determined the Department improperly cancelled the contract, such cancellation shall serve as notice of termination for convenience in accordance with the contract.
- c. If the Department cancels the contract for breach, the Department reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the Department deems appropriate and charge the contractor for any additional costs incurred thereby.
- d. The contractor understands and agrees that if the funds required to fund the contract are appropriated by the General Assembly of the State of Missouri, the contract shall not be binding upon the Department for any contract period in which funds have not been appropriated, and the Department shall not be liable for any costs associated with termination caused by lack of appropriations.
- e. If the Department has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Department shall declare a breach and cancel the contract immediately without incurring any penalty.

**20. TERMINATION OF CONTRACT**

- a. The Department reserves the right to terminate the contract at any time for the convenience of the Department, without penalty or recourse, by giving notice to the contractor at least thirty (30) calendar days prior to the effective date of such termination. The contractor shall be entitled to receive just and equitable compensation for services and/or supplies or equipment delivered to and accepted by the Department pursuant to the contract prior to the effective date of termination.

**21. ASSIGNMENT OF CONTRACT**

- a. The contractor shall neither assign nor transfer any of the rights, interests, or obligations of the contract without the prior written consent of the Department.

**22. COMMUNICATIONS AND NOTICES**

- a. Any notice to the contractor shall be deemed sufficient when e-mailed to the contractor at the e-mail address indicated in the contract, or transmitted by facsimile to the facsimile number indicated in the contract, or deposited in the United States mail, postage prepaid, and addressed to the contractor at the address indicated in the contract, or hand-carried and presented to an authorized employee of the contractor.
- b. If the contractor desires to receive written notices at a different e-mail address, facsimile number, or USPS address than what is indicated in the contract, the contractor must submit this request in writing upon notice of award.

**23. FORCE MAJEURE**

- a. The contractor shall not be liable for any excess costs for delayed delivery of goods or services to the Department if the failure to perform the contract arises out of causes beyond the control of, and without the fault or negligence of, the contractor. Such causes may include, however are not restricted to: acts of God, fires, floods, epidemics, quarantine restrictions, strikes, and freight embargoes. In all cases, the failure to perform must be beyond the control of, and without the fault or negligence of, either the contractor or any subcontractor(s). The contractor shall take all possible steps to recover from any such occurrences.

#### **24. CONTRACT EXTENSION**

- a. In the event of an extended re-procurement effort and the contract's available renewal options have been exhausted, the Department reserves the right to extend the contract. If exercised, the extension shall be for a period of time as mutually agreed to by the Department and the contractor at the same terms, conditions, provisions, and pricing in order to complete the procurement process and transition to a new contract.

#### **25. INSURANCE**

- a. The State of Missouri cannot save and hold harmless and/or indemnify the contractor or its employees against any liability incurred or arising as a result of any activity of the contractor or the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect the State of Missouri, its agencies, its employees, its clients, and the general public against any such loss, damage, and/or expense related to his/her performance under the contract.

#### **26. BANKRUPTCY OR INSOLVENCY**

- a. Upon filing for any bankruptcy or insolvency proceeding by or against the contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the contractor must notify the Department immediately.
- b. Upon learning of any such actions, the Department reserves the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the contractor responsible for damages.

#### **27. INVENTIONS, PATENTS AND COPYRIGHTS**

- a. The contractor shall defend, protect, and hold harmless the Department, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

#### **28. CONTRACTOR PROPERTY**

- a. Upon expiration, termination or cancellation of a contract, any contractor property left in the possession of the Department after forty-five (45) calendar days shall become property of the Department.

#### **29. NON-DISCRIMINATION AND AFFIRMATIVE ACTION**

- a. In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status unless otherwise provided by law. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:
  1. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
  2. The identification of a person designated to handle affirmative action;
  3. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;

4. The exclusion of discrimination from all collective bargaining agreements; and
  5. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.
- b. If discrimination by a contractor is found to exist, the Department shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the Department until corrective action by the contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

### **30. AMERICANS WITH DISABILITIES ACT**

- a. In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

### **31. FILING AND PAYMENT OF TAXES**

- a. The commissioner of administration and other agencies to which the state purchasing law applies shall not contract for goods or services with a vendor if the vendor or an affiliate of the vendor makes sales at retail of tangible personal property or for the purpose of storage, use, or consumption in this state but fails to collect and properly pay the tax as provided in chapter 144, RSMo. For the purposes of this section, "affiliate of the vendor" shall mean any person or entity that is controlled by or is under common control with the vendor, whether through stock ownership or otherwise. Therefore a bidder's failure to maintain compliance with chapter 144, RSMo may eliminate their bid from consideration for award.

### **32. TITLES**

- a. Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.

Revised 4/11/2013

**ATTACHMENT 1**  
**List of Equipment**

**Administration Building**  
**(Staff Only Machines)**

**Main Floor**

- 2 Beverage Machines
- 1 Snack Machine
- 1 Cold Food Machine
- 1 Fruit Juice Machine
- 1 Bill Changer

**Second Floor**

- 1 Beverage Machine
- 1 Snack Machine

**Staff Dining Area**

- 2 Beverage Machines
- 1 Snack Machine
- 1 Microwave

**(Staff and Offender Machines)**

**Visiting Room**

- 4 Beverage Machines
- 3 Snack Machines
- 4 Cold Food Machines
- 1 Fruit Juice Machine
- 2 Microwaves
- 1 Condiment Bars
- 1 Bill Changer

**ATTACHMENT 2**  
Approved Products/Selling Price

**CARBONATED DRINKS / PLASTIC BOTTLES**

<b>Approved Products</b>	<b>Approved Products</b>	<b>Size</b>	<b>Price</b>
Coke	Dr. Pepper	20 oz	\$1.25 each
Diet Coke	Diet Dr. Pepper	20 oz	\$1.25 each
Pepsi	Diet Vanilla Pepsi	20 oz	\$1.25 each
Diet Pepsi	Vanilla Pepsi	20 oz	\$1.25 each
7 Up	Sunkist Orange	20 oz	\$1.25 each
Diet 7 Up	Diet Mountain Dew	20 oz	\$1.25 each
Mountain Dew	A&W or IBC Root Beer	20 oz	\$1.25 each
Water		20 oz	\$1.25 each
Gatorade-Assorted Flavors		20 oz	\$1.50 each

**SNACK ITEMS**

<b>Approved Products</b>	<b>Approved Products</b>	<b>Size</b>	<b>Price</b>
Pork Skins	Munchos	Large Vending	\$1.00 each
Cheez-Its	Ritz Bits	Large Vending	\$1.00 each
Snyder Jalapeno	Honey Nut Chex Mix	Large Vending	\$1.00 each
<b>Lays KC Masterpiece BBQ</b>	Lays Regular	Large Vending	\$1.00 each
Cheetos Crunchy Cheese Snaps	<b>Baked Lays BBQ</b>	Large Vending	\$1.00 each
Doritos Nacho Chips	Baked Lays Sour Cream & Onion	Large Vending	\$1.00 each
Tater Skins Cheddar & Bacon	Fritos Plain	Large Vending	\$1.00 each
Andy Capp Hot Fries	Fritos BBQ	Large Vending	\$1.00 each
Fritos Chili Cheese Corn Chips	Fritos Texas Grill	Large Vending	\$1.00 each
<b>Ruffles Cheddar &amp; Sour Cream</b>	Ruffles BBQ & Cheddar	Large Vending	\$1.00 each
Harvest Cheddar Sun Chips	Rold Gold Mini Pretzels	Large Vending	\$1.00 each
Ruffles Zesty Sour Cream & Onion	Funyuns	Large Vending	\$1.00 each
Frito Lay Wavy Hickory BBQ	Gardettos Original Snack Mix	Large Vending	\$1.00 each
General Mills Bugles	Toasty Peanut Butter Crackers	Large Vending	\$1.00 each
Snyder of Hanover Kosher Dill Chip	Cheese Peanut Butter Cracker	Large Vending	\$1.00 each
Snyder Honey Mustard/Onion	Rice Krispie Treats	Large Vending	\$1.00 each
Nutri Grain Bar	Beef & Cheese Sticks	Large Vending	\$1.00 each
Golden Batch Sugar Free Vanilla Wafers	Golden Batch Sugar Free Chocolate Wafers	Large Vending	\$1.00 each
Golden Batch Sugar Free Strawberry Wafers		Large Vending	\$1.00 each
Act II Microwave Popcom	Pringles Original Can	Single Serve	\$1.25 each
Pop Tarts – Assorted Flavors		Single Serve	\$1.25 each

**CANDY BARS**

<b>Approved Products</b>	<b>Approved Products</b>	<b>Size</b>	<b>Price</b>
Almond Joy	Mounds	Standard Vending	\$0.80 each
Baby Ruth	Snickers	Standard Vending	\$0.80 each
Butterfinger	Snickers Peanut Butter	Standard Vending	\$0.80 each
Hershey's Milk Chocolate	Hershey's MC w/Almonds	Standard Vending	\$0.80 each
Kit Kat	Twix	Standard Vending	\$0.80 each

**ATTACHMENT 2 (continued)**  
Approved Products/Selling Price

**CANDY BARS**

<b>Approved Products</b>	<b>Approved Products</b>	<b>Size</b>	<b>Price</b>
Reese's Peanut Butter Cups	Pay Day	Standard Vending	\$0.80 each
Twizzlers	Planters Peanuts	Standard Vending	\$0.80 each
Zero	Whatchamacallit	Standard Vending	\$0.80 each
Mars Bar	3 Musketeers	Standard Vending	\$0.80 each
York Peppermint Patty	Milky Way	Standard Vending	\$0.80 each

**COOKIES**

<b>Approved Products</b>	<b>Approved Products</b>	<b>Size</b>	<b>Price</b>
Grandma's Home Style Vanilla	Grandma's Home Style Oatmeal	Large Vending	\$1.00 each
Grandma's Home Style Peanut Butter	Cookie Mate Peanut Butter Crème	Large Vending	\$1.00 each
Famous Amos Chocolate Chip	Cookie Mate Duplex	Large Vending	\$1.00 each
N.E. Brownies	Chips Ahoy	Large Vending	\$1.00 each
Austin Animal Cookies	Nabisco Nutter Butter Bits	Large Vending	\$1.00 each
Nabisco Mint Oreo		Large Vending	\$1.00 each

**PASTRIES/DONUTS**

<b>Approved Products</b>	<b>Approved Products</b>	<b>Size</b>	<b>Price</b>
Cupcakes	Honey Buns	Single Serve	\$1.25 each
Powdered Sugar Donuts	Chocolate Covered Donuts	Single Serve	\$1.25 each
Muffins	Fruit Pies	Single Serve	\$1.25 each

**REFRIGERATED SANDWICHES & ENTREES**

<b>Approved Products</b>	<b>Approved Products</b>	<b>Size</b>	<b>Price</b>
Murachan Ramen Noodles	Jumbo Corn Dog	Single Serve	\$1.25 each
Otis Spunkmeyer Cheese Streusel Muffin		Single Serve	\$1.25 each
Ultimo Personal Pizza's	White Castle Cheeseburgers	Single Serve	\$1.75 each
Hot Pockets Pepperoni Pizza	Hot Pockets Breakfast Burrito	Single Serve	\$1.75 each
Chef BoyArDee Beef Ravioli in Tomato & Meat Sauce		Single Serve	\$1.75 each
Ham & Cheese Lunchable	Don Miguel Mini Beef Tacos	Single Serve	\$2.25 each
Fresh to You Biscuit & Gravy	Landshire Turkey & Cheese	Single Serve	\$2.25 each
Ham & Cheese	Beef Sub with Cheese	Single Serve	\$2.25 each
Hormel Compleats Chicken Chipotle Pasta	Fresh to You Turkey & Cheese Sub	Single Serve	\$2.25 each
<b>Fresh to You Ham &amp; Cheese Sub</b>		Single Serve	\$2.25 each
Fresh to You Club Sandwich	Fresh to You Chili dogs	Single Serve	\$2.75 each
Fresh to You Canadian Ham, Egg & Cheese Croissant Sandwich	Fresh to You Pepper, Bacon, Egg & Cheese on English Muffin	Single Serve	\$2.75 each
Fast Choice BBQ Big Beef Charbroil	Fresh to You Sausage, Egg & Cheese on English Muffin	Single Serve	\$2.75 each
Buddy Ham & Cheese Croissant		Single Serve	\$2.75 each

**ATTACHMENT 2 (continued)**  
Approved Products/Selling Price

**REFRIGERATED SANDWICHES & ENTREES**

<b>Approved Products</b>	<b>Approved Products</b>	<b>Size</b>	<b>Price</b>
Buddy Roast Beef & Cheddar on Onion Bun	Fast Choice Double Beef Stack with Cheese	Single Serve	\$2.75 each
Fresh to You Chef Salad with Ranch Dressing	Fresh to You 1/2 Sandwich with Salad	Single Serve	\$3.25 each
Big AZ Country Fried Chicken Sandwich with Cheese	Fresh to You Philly Steak Sub	Single Serve	\$3.25 each

Jackson Brothers of the  
South



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