

**MODIFICATION #13 – MAY 4, 2020; EXTENSION #2 – JULY 1, 2020****CITY OF ST. LOUIS  
COMMISSARY SERVICES (DIVISION OF CORRECTIONS)  
DURATION: JULY 1, 2020 TO DECEMBER 31, 2020****KEEFE COMMISSARY NETWORK  
13870 Corporate Woods Trail  
Bridgeton, MO 63044****Buyer: Dotlyn M. Bedessie  
(T): 314-622-4369  
(F): 314-622-4141  
(E): bedessied@stlouis-mo.gov****Document #: 64160; Bond: None  
Contact: Joe Bauer  
(T): 314-264-2967  
(F): 314-264-2901  
(E): [jbauer@keefegroup.com](mailto:jbauer@keefegroup.com)****Dept. Contact: Kimberly Maloney  
(T): 314-621-5848 x1059  
(F): 314-588-0273****Payment Terms: Net 30  
Cooperative Procurement: Yes****Tax Check: 3/27/20  
SAM Check: 3/27/20  
DUNS #: 83-943-9601****COMMISSION TO BE PAID ON GROSS RECEIPTS: 15% of Gross Receipts****COMMISSARY ITEMS (Price Increases Effective 8-15-19)**

<b>Item</b>	<b>Alias</b>	<b>Description</b>	<b>Prices</b>
20024	1	Shampoo, Crawford Balsam & Protein 4oz.	\$0.83
20025	2	Conditioner , Crawford Balsam & Protein 4oz.	\$0.83
20032	20	Dandruff Shampoo, 4oz.	\$1.28
20200	31	Sulfur 8 Conditioner, 2oz. 12/cs	\$3.71
822661	36	D&L Perm Cream Relaxer Kit	\$9.44
22952	40	Hair Food w/Vitamin E, 5oz, 12/cs	\$2.74
22949	50	Hairdress 5 oz.	\$2.37
28377	56	Murray's Pomade 4 oz	\$2.72
28380	68	Luster Pink Oil Moisturizer 8 oz	\$5.82
28510	70	Proglo Cocoa Butter Crème	\$3.13
28006	100	Roll-On A/P Deodorant	\$1.83
822340	105	P-Up Extreme Deodorant	\$2.48
822344	106	P-Up Women's A/P Deodorant, 2.5oz, 24/cs	\$2.49
822336	147	P-Up Cool Wave A/P Deodorant	\$2.94
824755	205	4 oz Baby Oil	\$1.11
822331	207	Hypo-Allergen Skin Lotion	\$1.83
20028	210	Skin Care Lotion 4 oz	\$0.83
20033	215	Cocoa Butter Lotion 4 oz, 72/cs	\$0.83
28319	221	Petroleum Jelly 3.75 oz	\$1.63
20646	240	Generic Stridex (Htg Skin Cream)	\$2.16
824723	250	Hydrocortisone Cream	\$2.37
824126	251	Generic Tinactin (Tolnaft Cream).5oz 72/cs	\$2.22
20517	273	Lip Balm	\$1.23
824936	355	Shampoo w/Aloe Ginseng	\$2.68
822323	356	Volume Conditioner 15 oz	\$2.61
821487	400	Irish Spring 3.2 oz Soap	\$1.06
28456	402	Freshscent Soap 1.5 oz	\$0.48
28920	412	Dial Antibacterial Soap	\$1.12
928531	420	Jergen Mild 4.5 oz Soap - 1 bar 4pk,24pk/cs	\$1.12
24967	212	Coconut Lime Aloe Lotion	\$1.96

Commissary Services...con't.

<b>Item</b>	<b>Alias</b>	<b>Description</b>	<b>Prices</b>
822097	424	Moisturizing Soap 5 oz	\$1.12
822098	426	Sport Bar Soap	\$1.22
28463	431	3 oz Freshscent Soap	\$0.28
28272	490	Soap Dish, hinged 12/cs	\$0.86
822456	500	8 oz Mouthwash Mint (Non-Alcohol) 8oz. 24/cs	\$1.93
824893	520	Colgate Toothpaste, 2.5oz, 24/cs	\$2.16
821017	530	Cool Wave Clear Toothpaste, 4oz, 48/cs	\$2.31
28464	538	Freshmint Toothpaste 2.75	\$0.64
28458	553	Toothbrush	\$0.09
28275	580	Toothbrush Holder	\$0.68
824416	583	Generic Motrin (Ibuprofen Tablets)	\$0.48
824125	590	Denture Tablet	\$3.34
28312	595	2.5 oz Effergrip	\$4.17
822998	598	Oral Pain Relief	\$1.78
821428	611	Aspirin - Generic, 325MG, 2pk,250pk/cs	\$0.48
824526	614	Generic Tylenol (Non Aspirin), 325MG,2pk,250/cs	\$0.48
28502	641	Rolaids Original Flavor	\$1.40
824730	650	Generic Ex-lax (Laxative Tablets)	\$2.24
28545	671	Generic Cough Drops - Cherry - 30 ct, 24/cs	\$1.02
821337	680	1 Day Multi-Vitamin (No Iron), 100ct, 72/cs	\$3.06
821067	713	Panty Liners - 22 ct	\$2.04
28285	800	5 Inch Comb	\$0.30
8983	1001	Large Stamped Envelope, 500/cs	\$0.56
28240	1010	#10 White Envelope, 500/cs	\$0.06
28243	1015	Manila Envelope, no clasp, 9.5x12.5, 500/cs	\$0.22
928	1050	Book of Ten (10) Stamps	\$4.50
28235	1060	8.5 x 11 Letter Pad - White, 8.5x11, 50 sheets	\$1.20
28768	1076	Bic Blue Pen Soft Feel - Medium	\$0.68
824573	1077	#2 Pencil	\$0.28
824328	1080	Colored Pencils	\$2.52
28251	1085	Beveled Eraser	\$0.33
824214	1086	Pocket Dictionary II	\$5.64
28225	1089	Pen Clear (Black Ink)	\$0.43
29016	1100	Birthday Card, 6/cs	\$1.12
29034	1101	Juvenile Birthday Card, 6/cs	\$1.12
29026	1115	Anniversary Card, 6/cs	\$1.07
29036	1120	Thank You Card, 6/cs	\$1.07
80000104	1121	Seasonal Greeting Card, 1 EA	\$1.12
821675	1210	AA 4Pk Ion3 Batteries	\$1.11
50774010	1255	Ear Buds	\$5.45
51168010	1275	Reading Glasses +1.25	\$7.49
51168030	1281	Reading Glasses +1.75	\$7.49

Commissary Services...con't.

<b>Item</b>	<b>Alias</b>	<b>Description</b>	<b>Prices</b>
51168050	1282	Reading Glasses +2.25	\$7.49
28580	1400	Bowl, Cereal w/Lid, 24oz,144/cs	\$1.21
21610	1415	Plastic Cup w/Lid - 22 oz, 350/cs	\$0.61
22602	1450	Small Shower Shoe, 72/cs	\$1.67
22603	1451	Medium Shower Shoe, 72/cs	\$1.67
22604	1452	Large Shower Shoe, 72/cs	\$1.67
822613	1458	XLarge Deluxe Velcro Slip-On	\$2.14
5160209001	1496	Boxers 5XLarge, Mens, white, EA	\$3.37
5160105001	1507	XLarge T-Shirt, Mens, white, EA	\$2.30
5160106001	1508	XXLarge T-Shirt, Mens, white, EA	\$3.10
5160107001	1509	3XLarge T-Shirt, Mens, white, EA	\$3.10
5160203001	1530	Medium Boxer Shorts - Mens, white, EA	\$2.19
5160205001	1532	XLarge Boxer Shorts - Mens, white, EA	\$2.19
5088801001	1540	Tube Sock (One Size Fit All), #350, white, EA	\$1.37
5054304099	1552	Large Thermal Top, Bulk pked,natural	\$6.42
5054305099	1553	XLarge Thermal Top, Bulk pked,natural	\$6.42
5054404099	1562	Large Thermal Bottoms, Bulk pked,natural	\$6.42
5054405099	1563	XLarge Thermal Bottoms, Bulk pked,natural	\$6.42
52632070	1751	Size 7 V4ORCE Swagger	\$24.60
52632130	1761	Size 13 V4ORCE Swagger	\$24.60
52632090	1853	Size 9 V4ORCE Swagger	\$24.60
52632100	1854	Sz 10 V4ORCE Swagger	\$24.60
52632120	1856	Sz 12 V4ORCE Swagger	\$24.60
51168020	1976	Reading Glasses 1.50	\$7.49
51168040	1977	Reading Glasses 2.00	\$7.49
51168060	1978	Reading Glasses 2.50	\$7.49
8235	2000	S.S. Keefe Coffee	\$0.41
84452	2006	Decaf Coffee (1 Stick)	\$0.32
8021	2010	4 oz Keefe Coffee	\$5.11
8905	2014	Instant Cappuccino French Vanilla	\$0.62
7022	2015	Fd Coffee Clear Pk w/Zip - 3 oz, 24/cs	\$4.58
87028	2016	Nescafe Clear Pk w/Zip - 4 oz	\$4.60
3871	2035	Salt - 10/pk, 300/10pks/cs	\$0.27
3872	2036	Pepper - 10/pk, 300/10pks/cs	\$0.27
114	2070	S.S. Hot Cocoa, .8oz, 300/cs, 1SRV PK	\$0.46
82136	2078	Sugar - 10/pk	\$0.45
81237	2087	Non Dairy Creamer - 10/pk, 100/10PKS/CS	\$0.65
1265	2091	Sugar-twin Sweetener - 10/pk,120/10pks/cs pkt yellow	\$0.37
961443	2115	N/S SS Black Cherry, Bulk, 100/cs	\$0.33
901444	2120	N/S SS Lemonade	\$0.33
8110	2200	S.S. Orange Breakfast Drink	\$0.23
8111	2205	S.S. Tea w/Lemon	\$0.23

## Commissary Services...con't.

<b>Item</b>	<b>Alias</b>	<b>Description</b>	<b>Prices</b>
80000362	2210	S.S. Fruit Punch, .5oz, 500/cs	\$0.23
8113	2215	S.S. Cherry Drink	\$0.23
80000363	2220	S.S. Lemonade, .5oz, 500/cs	\$0.23
7040	2300	Tang Clear - Instant Breakfast Drink 6oz.	\$1.36
871545	2301	Nestea w/Lemon Clear - 5.5 oz	\$1.46
7044	2310	Lemonade Clear - Drink Mix 6 oz	\$1.47
7043	2311	Grape Kool-Aid Clear - Drink Mix 6 oz	\$1.36
7041	2330	Tropical Punch Kool-Aid Clear - 6 oz	\$1.61
7042	2334	Cherry Kool-Aid Clear - Drink Mix 6 oz	\$1.36
83116	2353	Cherry Coke - 20 oz	\$1.38
83117	2354	Orange Soda - 20 oz	\$1.38
83118	2355	Sprite - 20 oz	\$1.38
83555	2365	Mellow Yellow - 20 oz	\$1.38
82284	2392	Coke - 20 oz	\$1.38
82285	2393	Diet Coke - 20 oz	\$1.38
3564	2500	Bottled Water - 20 oz	\$1.38
84936	2665	Spicy Macaroni & Cheese - 30 oz	\$2.37
84937	2666	Cheesy Rice 2 oz	\$1.57
84938	2667	Spicy Cheesy Rice - 2 oz	\$1.52
84939	2668	Cheesy Refried Beans	\$2.59
84941	2670	Spicy Refried Beans & Rice	\$2.08
10055	3004	ZC PB Crème Cookies - 6 oz, 24/cs	\$1.23
48707	3005	Vanilla Crème Cookies	\$0.67
80003305	3020	Oreo Sandwich Cookies, 2.4oz, 120/cs, Bag	\$0.68
10057	3030	ZC Vanilla Cream Cookies - 6 oz, 24/cs, Bag	\$0.94
10056	3031	ZC Orange-Pineapple Cream Cookies - 6 oz, 24/cs	\$1.12
6072	3035	ZC Chocolate Chip Cookies - 6 oz, 46/cs, Bag	\$1.12
6071	3040	ZCIced Oatmeal Cookies - 6 oz, 46/cs, Bag	\$1.16
10058	3045	ZC Duplex Cream Cookies - 6 oz, 24/cs, Bag	\$1.12
84495	3110	Simply Social Crackers	\$1.99
9590	3115	Cheez Its Crackers - 1.5 oz, 60/cs	\$0.86
4492	3124	Peanut Butter Cracker - Sleeve, 1.38oz, 8bx/cs	\$0.77
4493	3130	Cheese Sandwich Crackers - Sleeve, 1.35oz	\$0.77
9474	3139	Saltine Crackers - Sleeve, .25lb, 36cs	\$0.66
8562	3201	Strawberry Moon Pies	\$0.82
908540	3206	Chocolate Marshmallow Pie	\$0.82
908542	3207	Banana Marshmallow Pie	\$0.82
86049	3226	ZC Chocolate Iced Zu Zu	\$1.03
6052	3230	ZC PB Wafers (each), 2pk, 12oz, 6/bx	\$0.76
6053	3231	ZC Yum Yum's (each), 16oz, 12/bx, 24bx/cs	\$0.36
86055	3236	ZC Swiss Rolls (each)	\$0.76
6051	3245	ZC D-Dunx (each), 10oz, 6/bx, 16bx/cs	\$0.65

## Commissary Services...con't.

<b>Item</b>	<b>Alias</b>	<b>Description</b>	<b>Prices</b>
80005739	3248	Cinnamon Roll	\$1.23
6044	3261	ZC Mega Buneez, 4.75 oz, 36/cs	\$1.38
85514	3269	Crunchy Cheese Chips	\$0.91
6060	3270	ZC Chocolate Crème Cupcake, 4 oz, 36/cs	\$1.04
6043	3274	ZC Monster Iced Buneez, 6oz, 36/cs	\$1.74
6046	3290	ZC Strawberry Zu Zu - 2/pk, 4 oz, 36/cs	\$1.28
86119	3329	ZC Long John Jelly Filled	\$1.18
8954	4000	M & M Plain	\$1.24
955	4001	M & M Peanut, 1.74 oz, 48/bx, 8bx/cs	\$1.24
80000662	4005	Butterfinger, candy bar singles, 1.9 oz	\$1.06
10502	4010	Snickers Bar, 1.86oz, 384cs/8bx/48 per box	\$1.24
1477	4019	Chick-O-Stick, .7oz,200/cs	\$0.52
1949	4035	Reeses Peanut Butter Cup, 1.5 oz	\$1.15
984	4040	Skittles, 2.17 oz	\$1.19
71500	4065	Big Hunk	\$0.96
40606	4100	Butterscotch Buttons, 4.25oz, 48/cs	\$0.93
40609	4110	Lemon Drops, 4.25oz, 60/cs	\$1.01
40608	4120	Rootbeer Barrels, 4.25oz, 48/cs	\$0.94
81476	4124	Mint Stick - .8 oz	\$0.37
40601	4135	Jolly Ranchers (Assorted) - 3.70 oz.	\$1.47
40605	4145	Starlight Mints - 3.75 oz	\$0.98
40686	4146	Atomic Fire Balls, 3oz.	\$1.11
40607	4150	Sour Fruit Balls - 4.25 oz	\$0.87
40615	4155	Sugar Free Wild Fruit - 1.7oz	\$0.91
82047	4315	Tootsie Pops	\$0.21
87016	4387	Rocky Road Bar	\$0.96
86063	4428	ZC Vanilla Cream Cupcake - 2/pk	\$1.38
6069	4429	ZC Strawberry Sugar Free Wafers, 4.25oz	\$1.32
6059	4430	ZC Blueberry Cheese Danish, 4.25oz	\$1.07
6058	4431	ZC Strawberry Cheese Danish, 4.25oz	\$1.07
8	6046	CWE Chicken Ramen Noodles	\$0.93
15	6053	CWE Cajun Shrimp	\$0.93
13	6018	CWE Texas Beef Ramen Noodle	\$0.93
10	6026	CWE Chili Ramen Noodle	\$0.93
18	6013	CWE Cajun Chicken Ramen Noodle	\$0.93
86766	6011	CWE Hot & Spicy Vegetable Ramen Noodle	\$0.93
85880	6050	KK Instant Rice	\$2.51
6025	6079	Whole Shabang - Potato Chips, original 1.5 oz	\$0.91
6022	6100	Potato Chips, regular, 1.5oz	\$0.92
7637	6102	Stuffed Jalapeno Chips - 1.5 oz	\$1.01
87666	6103	Habanero Tortilla Chips	\$1.21
6023	6105	BBQ Potato Chips, 1.5oz	\$0.91

## Commissary Services...con't.

<b>Item</b>	<b>Alias</b>	<b>Description</b>	<b>Prices</b>
7999	6111	CA Hot & Spicy Corn Chips, 1.5 oz	\$0.89
6743	6114	Hot Fries (Andy Capp), 0.85oz	\$0.59
87994	6116	Cheese Puffs	\$0.97
8920	6120	Nacho Tortilla Chips	\$0.92
86026	6125	Hot Chips - 1.5 oz	\$0.91
1266	6127	Hot & Spicy Pork Rinds, 2oz	\$1.09
81105	6132	Cheese Popcorn	\$1.34
87758	6134	ML Caramel Popcorn	\$1.09
8911	6150	Keefe Nacho Chips - 10 oz	\$2.07
87991	6155	CA Corn Chips	\$2.27
85111	6160	Potato Chips - 6 oz bag	\$2.17
85112	6165	BBQ Potato Chips - 6 oz	\$2.16
87989	6171	Hot Corn Chips	\$2.32
1712	6174	BC Hot Chili w/Beans, 11.25 oz	\$2.80
81715	6176	BC Beef Stew	\$3.13
4385	6178	FC Mackerel, Fillet in oil, 3.53oz	\$2.49
5360	6195	Premium Chicken Breast, Diced, 4.5oz	\$5.12
48645	6212	Spicy Cajun Mix - 3.5 oz	\$1.35
48647	6217	Tropical Blend	\$1.55
8172	6250	Onion Dip - 3.5 oz	\$1.29
82858	6255	CC Jalapeno Nacho Cheese Dip	\$1.38
6510	6262	Mayonnaise - 12/pk, 9G pk=strip	\$1.11
6513	6263	Mustard - 12/pk, 4.5G	\$0.67
6514	6264	Bago Ketchup - 12/pk, 9G	\$0.66
6517	6268	Hot Sauce - 12/pk, 7G pk=strip	\$0.90
5379	6300	Twin Beef Stick, 1.125oz	\$1.34
82934	6305	Lil Chub High Heat - 1.63 oz	\$0.93
8286	6310	Pepperoni Summer Sausage	\$0.92
8231	6312	Beef Summer Sausage - 3 oz	\$1.94
89455	6390	Cheese Popcorn	\$1.34
9366	6400	Chewy Chocolate Chip Granola (each), 6.72oz	\$0.70
4787	6412	Grape Jelly - 1 oz	\$0.25
3786	6415	SS Peanut Butter, 1.12 oz	\$0.66
8080	6417	Creamy Peanut Butter - 18 oz	\$3.98
2586	6428	CA Sharp Cheddar Cheese Squeeze, 2 oz	\$0.94
2585	6429	CA Jalapeno Cheese Squeeze, 2 oz	\$0.94
82853	6452	CC Jalapeno Cheese Spread	\$2.54
383	6500	Pickle (hot), 9.6 oz, 12/cs	\$0.98
381	6501	Pickle (mild), 9.6 oz, 12/cs	\$0.98
1590	6507	Sliced Jalapeno Peppers, .7oz	\$0.79
86045	6540	ZC Strawberry Cereal Bar	\$1.53
5070	6600	Flour Tortillas, 8oz, 6ct 8in, 48/cs	\$1.92

Commissary Services...con't.

<b>Item</b>	<b>Alias</b>	<b>Description</b>	<b>Prices</b>
7550	6606	Salted Peanuts - 1.75 oz	\$0.74
9783	6700	SV Refried Beans, 8oz, 18/cs	\$2.10
5940	6711	Hot Chili Refried Beans & Rice, 4.4oz	\$1.91
4397	6721	Fish Steaks in Hot Sauce, 3.53oz	\$2.01
4317	6826	Fresh Catch Tuna - 4.23 oz, 48/cs	\$5.25
51005010	7009	SRF39-FP Clear Radio w/Ear Bud	\$20.80

**PROPERTY ROOM: INDIGENT/INTAKE KIT ITEMS**

<b>Item</b>	<b>Alias</b>	<b>Description</b>	<b>Prices</b>
28458	553	Toothbrush	\$0.08
28463	431	3 oz. Fresh Scent Soap	\$0.28
28464	538	2.75 oz. Fresh Mint Toothpaste	\$0.62
28465	121	1.5 oz. Fresh Scent Roll-On	\$0.51
5069106001	1650	Size 6 Women's Panties, 3pk, white	\$1.47
5069108001	1651	Size 8 Women's Panties, 3pk, white	\$1.47
5069110001	1652	Size 10 Women's Panties, 3pk, white	\$1.47
5069111001	1653	Size 11 Women's Panties, 3pk, white	\$1.66
3069112	1697	Size 2XL Women's Panties	\$1.66
3069113	1672	Size 3XL Women's Panties	\$1.66
5044732	5926	Bra - 32B	\$4.12
5044732	5927	Bra - 32C	\$4.12
5044734	5928	Bra - 34B	\$4.12
5044734	5929	Bra - 34C	\$4.12
5044734	5930	Bra - 34D	\$4.12
5044736	5931	Bra - 36B	\$4.12
5044736	5932	Bra - 36C	\$4.12
5044736	5933	Bra - 36D	\$4.12
5044738	5934	Bra - 38B	\$4.12
5044738	5935	Bra - 38C	\$4.12
5044738	9004	Bra - 38D	\$4.12
5044740	5939	Bra - 40D	\$4.12
5044740	9006	Bra - 40B	\$4.12
5044740	9007	Bra - 40C	\$4.12
5044742	5942	Bra - 42D	\$4.12
5044742	9009	Bra - 42B	\$4.12
5044744	5945	Bra - 44D	\$4.12
5044744	9012	Bra - 44B	\$4.12
5044744	9013	Bra - 44C	\$4.12
5044746	9015	Bra - 46D	\$4.12
5044748	5902	Bra - 48D	\$4.12
5044748	5949	Bra - 48B	\$4.12

Commissary Services...con't.

<b>Item</b>	<b>Alias</b>	<b>Description</b>	<b>Prices</b>
5044750	5900	Bra - 50C	\$4.12
5044750	5952	Bra - 50B	\$4.12
5044750	5954	Bra - 50D	\$4.12
5067406	5728	Small (Size 6) - Women's Brief	\$1.01
5067408	5729	Medium (Size 8) - Women's Brief	\$1.12
5067410	5730	Large (Size 10) - Women's Brief	\$1.12
5088801001	1540	Tube Socks (One Size Fits All) #350, white	\$1.32
5160102001	1504	T-Shirt - Small, crewneck, mens, white	\$2.30
5160103001	1505	T-Shirt - Medium, crewneck, mens, white	\$2.30
5160104001	1506	T-Shirt - Large, crewneck, mens, white	\$2.30
5160105001	1507	T-Shirt - XLarge, crewneck, mens, white	\$2.30
5160106001	1508	T-Shirt - 2XLarge, crewneck, mens, white	\$3.10
5160107001	1509	T-Shirt - 3XLarge, crewneck, mens, white	\$3.10
5160108	5727	T-Shirt (Men S Crew Neck) - 4XLarge	\$3.33
5160109	3652	T-Shirt (Men S Crew Neck) - 5XLarge	\$3.35
5160112	1484	T-Shirt - 8XLarge	\$4.01
5160202001	1529	Boxer Shorts - Small -mens, White	\$2.19
5160203001	1530	Boxer Short - Medium -mens, White	\$2.19
5160203	5720	Boxer (Men's) - Medium	\$2.11
5160204001	1531	Boxer Shorts - Large -mens, White	\$2.19
5160204	5721	Boxer (Men's) - Large	\$2.11
5160205001	1532	Boxer Shorts - XLarge, mens, white	\$2.19
5160209	5726	Boxer (Men's) - 5XLarge	\$3.25
5298105	5955	Size 5 - Canvas Velcro Shoes	\$7.22
5298106	5956	Size 6 - Canvas Velcro Shoes	\$7.22
5298107	5957	Size 7 - Canvas Velcro Shoes	\$7.22
5298108	5958	Size 8 - Canvas Velcro Shoes	\$7.22
5298109	5959	Size 9 - Canvas Velcro Shoes	\$7.22
5298110	5960	Size 10 - Canvas Velcro Shoes	\$7.22
5298111	5961	Size 11 - Canvas Velcro Shoes	\$7.22
5298112	5962	Size 12 - Canvas Velcro Shoes	\$7.22
5298113	5963	Size 13 - Canvas Velcro Shoes	\$7.22
5298114	5964	Size 14 - Canvas Velcro Shoes	\$7.22
5298115	5965	Size 15 - Canvas Velcro Shoes	\$7.22

**NOTE: NO COMMISSION SHALL BE PAID ON ANY PROPERTY ROOM PURCHASES BY CITY OF ST. LOUIS: INDIGENT/INTAKE KIT ITEMS.**

**I. SECTION - Scope of Work (For Inmate Population housed in the Division of Corrections at 7600 Hall St and St. Louis Justice Center at 200 South Tucker**

- A. The successful bidder must provide a bar-code badge and/or bracelet production technology which has video capabilities.
- B. Provide a computerized Inmate Trust Fund Accounting System, complete with all necessary hardware (computers, printers and networking, software installation, training and support); provide the wiring and labor necessary to connect various points of service throughout the various facilities.
- C. The Vendor's System must adhere to generally accepted accounting principles and be compatible with auditing principles used by the City of St. Louis.



## Commissary Services...con't.

- D. The Trust Accounting System must be approved by the Division of Corrections Business Office and the Comptroller's Office and must have the capacity to pay inmates upon release by check which will be performed as a Business Office function.
  - (1) Provide continual support for the software throughout the length of the contract period, including enhancements, at no additional cost to the City.
  - (2) Provide a complete audit trail on all transactions.
  - (3) Provide a detailed weekly invoice for products sold to inmates.
  - (4) Provide three (3) Personal Computers and necessary printers as needed for both receipts and check writing.  
one (1) in Processing Unit at the New Justice Center; one (1) in Processing Unit at MSI; one (1) in business office at MSI; also necessary printers as needed for both receipts and check writing.
  - (5) Provide all necessary identification bracelets and equipment to operate the Bar-Code Identification System.

## **II. PROCEDURE**

- A. The Vendor is to positively identify inmates (by use of bar-coded wrist bands issued to the inmate upon entering the facility) prior to issuing commissary items.
- B. The Vendor will provide all inmates with appropriate size clothing.
- C. The Vendor will maintain operating hours from 8 a.m. to 7 p.m.
- D. The Vendor employees will be required to submit written reports detailing inappropriate inmate behavior.
- E. Vendor must provide the facility with a background check including a police record check prior to any employee entering any Division facilities. All workers are subject to a search while in Division facilities, and all equipment used to provide services may also be searched at any time.
- F. Commissary workers shall not present any item other than commissary items that were ordered and paid for. Neither shall they pass any item from one inmate to another or take anything out of the facilities for an inmate.
- G. Commissary workers shall confine their activities to those areas designated to perform described services.
- H. The vendor shall utilize a numbered credit memo system. If items cannot be successfully issued to an inmate after two attempts or the order as delivered fails to include an item or items, the Vendor will generate a credit form.
  - (1) The vendor shall submit an invoice at the end of each business day for the total amount of sales (corrected of credits). This amount will balance with the Department's account clerk's total. A check will be issued for the agreed upon amount once per month.
  - (2) Policies and Procedures of the Department must be observed at all times. A copy of the Division Policy Manual will be made available to the Vendor.

Commissary Services...con't.

- (3) Postage Stamps and Pre-stamped envelopes will be sold at face value with no markup.
- (4) Inmates on Disciplinary Segregation status or on Commissary Restriction will only be allowed to order and receive basic writing and hygiene items.

### **III. MERCHANDISE**

- A. The Vendor shall make available for purchase by all male and female inmates items including, but not limited to, hygiene products, writing materials, games, candies, and limited clothing items. No items will be added, deleted or changed without the approval of the Correctional Superintendent or his/her designee.
- B. The Vendor shall maintain and/or supply a sufficient stock of printed two-part Order Forms and numbered Credit Memos at all times.
- C. The Vendor shall list all prices on the Order Form.
- D. The Vendor must be able to set up all systems and be operational within sixty (60) days of the bid being awarded and the contract being signed.
- E. The Vendor shall abide by the orders of Division Security Staff including, but not limited to, the adherence to all Division Policies and Procedures.

The Vendor shall not increase any prices without written authorization from the Commissioner of Corrections or his/her designee. Authorized price increases are effective on the first order day after the increase has been approved. All price increase requests must be submitted to the Commissioner of Corrections or designee with supporting invoices or documentation for review and approval.

The Vendor shall provide basic toiletries, writing materials, etc., to indigent population at a nominal fee to be charged to the Inmate Improvement Fund. The Vendor will be provided a list of indigent inmates and what basic items are to be included.

### **IV. CAPABILITIES OF VENDOR'S COMPUTER SYSTEM**

All computer systems used by Vendors, including the bar-code Identification System must be capable of interfacing with the Integrated Jail Management System (IJMS) currently under development.

### **V. STAFF**

The Division of Corrections Services will be involved in the final selection process of the Vendor's personnel. Vendor shall remove any personnel at the request of the Commissioner or designee. Involvement would include a limited criminal background check but may include an in-person or telephone interview. Contract personnel working in the facility will:

- (1) Sign a "Confidentiality of Information" statement
- (2) Attend mandatory training classes provided by the Department
- (3) Be subject to criminal background check

Criminal record checks on all Vendor applicants/employees who will enter the facilities will be conducted periodically by the City. Those employees found to have outstanding felony/misdemeanor warrants will be denied access to the facilities and are subject to arrest. Those

Commissary Services...con't.

with a recent history of arrest may not be considered for employment or admission. **Vendor will furnish the following information on all employees/applicants:** Last and First Name, Middle

Initial, Race, Sex and Date of Birth, Social Security Number, Citizenship or Green Card. This information will be provided prior to hiring.

The Vendor will provide laminated picture ID cards and clips for all Vendor employees. These will be maintained at the facilities to be issued only when a valid driver's license or state ID card is surrendered. **Identification (ID) cards will be worn in plain view on the left shirt pocket at all times when entering, working inside and leaving the facility.** Access will be denied without proper ID. Employees not displaying proper ID will be instructed to exit the premises. All ID cards must be signed by a representative of the Vendor and Correctional Superintendent. The Vendor shall provide all commissary employees with tastefully tailored uniforms which conform to the Division's Dress Code.

The Vendor will provide trained commissary clerks to deliver commissary items to the inmate population, adequate staff to review the accuracy of the actual orders the morning of each delivery day, staff to provide services in a timely manner and maintain efficient commissary operations, and trained relief staff to accommodate vacation and sick time coverage.

The Vendor must provide a pre-assignment medical examination of all employees designated to work in Division Facilities. The results of medical examinations will be maintained by the Vendor, but will be made available for Division review prior to any employee working in Division Facilities. Included will be Tuberculosis or chest x-ray and contagious disease status.

## **VI. PRODUCT PRICING**

Gross receipts shall be construed to be all monies received from sale of merchandise, product or service, less any refunds, allowances or adjustments for return, defective or unsatisfactory merchandise, product or service and applicable sales tax.

### **Price Increases:**

Division officials will be notified of any price increases in advance. The Division will have the option of dropping any item offered by the Vendor should it be determined the item is unreasonably priced. Vendor shall be given a ten (10) day written notice advising said item is to be removed from the commissary list.

**As a part of the bid process, please consider the attached items and the hardware and software packages.**

### **Intake:**

In lieu of the present "Money Transfer Voucher" which travels with the inmate and in turn is used to credit inmates for monies taken at time of admission, information such as each inmate's name, number, amount and date of classification will be transferred electronically to the institution by Intake Service Center (i.e., Justice Center, Medium Security Institution).

**Following approximately twenty-four (24) hours of activity, all inmate monies taken in Intake along with a computer generated transmittal detailing each inmate name, account number, amount, institution transferred to, date of transfer, and total amount of all monies transferred is to be included with money prior to deposit.**

### **Balance Sheet:**

Each institution is to balance all funds received and deducted on a daily basis and subsequently generate a balance sheet headlined by the name of the institution (i.e., Justice Center, Medium Security Institution).

**Balance Sheet Receivable/Credit Entries:**

Each institution's computer generated balance sheet is also to total separate receivable categories for money orders, money transfer vouchers, checks, cash, transfers from other institutions with the Division, i.e., Justice Center, Medium Security Institution and other categories for adjustments not included above (i.e., sales adjustments).

Backup Computer Generated Transmittals for the above are to include the following:

- **Money Orders:** Inmate name, number, amount, total amount of all money transfer vouchers
- **Money Transfer Vouchers:** Inmate name, number amount, total amount of all money transfer vouchers
- **The only cash accepted will come with the inmate at the time of admittance. The balance sheet should contain inmate name, number, amount, total amount of checks.**
- **Checks:** Inmate's name, number, amount, total amount of checks for inmates receiving checks.
- **Transfers from other institutions:** Inmate name, number, ending balance, institution transferred from (i.e., Justice Center, Medium Security Institution) followed by a total amount transferred from each individual institution.
- **Other:** Inmate name, number, amount, date, brief description of credit in approximately five (5) words.

**Balance Sheet Deductions/Debit Entries**

Each institutions' computer generated balance sheet is also to total deductions for each of the following categories: Petty Cash reimbursements under \$5.00, inmate check pay-out upon release over \$5.00, Commissary sales, transfers to other institutions within the Division (i.e., Justice Center, Medium Security Institution and other agencies/institutions outside the Division), special checks, and "other" categories for adjustments not included above.

**Backup Computer Generated Transmittals for the above are to include the following:**

- **Petty Cash reimbursements over \$5.00:** Inmate's name, number, amount, check number, check date, followed by a total of all inmates receiving checks greater than \$5.00.
- **Inmate Reimbursements over \$5.00:** Inmate's name, number, amount, check number, check date, followed by a total of all inmates receiving checks greater than \$5.00.
- **Commissary Sales:** Inmate's name, number, amount of sale, date of sale, followed by a total of all inmate sales. **NOTE:** These transmittals will be used to balance against vendor invoices.
- **Transfers to other institutions with-in the Division:** Inmate name, number, amount of money, check number, check date, institution transferred to (i.e., Justice Center, Medium Security Institution) followed by a total amount of all inmates transferred to the Justice Center/Medium Security Institution and other institutions/authorities.
- **Special Checks:** Inmate name, number, amount, date, brief description of deduction in approximately five (5) words.
- **Finally, each institution's balance sheet is to reflect all funds received and deducted to a net ending balance.**

## **COMMISSIONS**

The Vendor shall pay a commission to the City of St. Louis, Division of Corrections on all items sold under this proposal other than those items noted as being sold with no markup.

## **LENGTH OF CONTRACT**

The Contract shall commence on the effective date, and shall continue in effect for four (4) years from the effective date. Thereafter, the contract may be renewed for an additional term, not to exceed the original term of the contract, upon written approval of the parties, unless terminated earlier as set forth herein, or vendor must provide Commissioner with notice of its intent not to renew this Agreement at least ninety (90) days prior to the end of the then current term.

## **INSURANCE REQUIREMENTS/COMMISSARY**

The Vendor shall maintain insurance coverage, as indicated below, during the period of this contract and will provide the St. Louis City Division of Corrections with the certificates of insurance on all required coverage prior to commencement of work under this contract. The City shall be named as additional insured on all parties.

- (1) **AGGREGATE LIMITS OF INSURANCE** (Per Project) – The General Aggregate limit under Limits of Insurance applies separately to each of your projects away from premises owned by or rented to you.
- (2) **WORKER'S COMPENSATION** – As required by the law of the State of Missouri, including Employer's Liability.
- (3) **GENERAL LIABILITY** – Limits of not less than **\$1,000,000.00** per occurrence with an aggregate lime of **\$2,000,000.00.**
- (4) **AUTOMOBILE BODILY INJURY AND PROPERTY DAMAGE LIABILITY** – Limits of not less than **\$1,000,000.00** per occurrence for bodily injury and property damage is required, non-ownership hired counsel to be included in the coverage.

## **VII. TERMS AND CONDITIONS – FIXED PRICE SUPPLY CONTRACT**

### **Definition –**

- (1)The term "City" as used herein means City of St. Louis, Missouri, acting through the Department of Corrections and its designated representatives.
- (2)The term "Supplier" as used herein, means those mentioned as Vendor, or Seller and includes their designated representatives.

### **Acceptances and Approvals**

The contract provider premises are subject to inspection during normal business hours. The City will accept or give notice of rejection of items delivered under this contract within a reasonable time after receipt. Acceptance shall not waive any warranty. All items to be supplied under this contract are subject to final inspection and acceptance by the City notwithstanding any payment or other prior inspections or design approvals. The City may at its option require prompt replacement or correction of rejected items at the Supplier's expense. Supplier shall not resubmit rejected items to the City without prior written approval and instructions from Division of Corrections. Supplier shall identify resubmitted items as

Commissary Services...con't.

previously rejected. Supplier shall provide and maintain a quality assurance and control system acceptable to the City.

### **Warranty**

Unless otherwise agreed to in writing by the parties, Supplier guarantees that items ordered to specifications will conform thereto and to any drawing, samples, or other descriptions furnished or adopted by the City, or if not ordered to specifications will be fit and sufficient for the purpose intended, and that all items will be new, merchantable, of good material and workmanship, and free from defect. The City may at its option, return for credit or require prompt correction or replacement of the defective or nonconforming items or have the defective item corrected or replaced at suppliers expense. Defective or nonconforming items shall not be corrected or replaced unless specified on the City's written order. Items required to be corrected or replaced shall be subject to the provisions of this clause and the clause hereof entitled "Inspection, Acceptance and Approvals" in the same manner to the same extent as items originally delivered under this contract.

### **Assignments**

This contract or any portion of this contract or any interest therein or any claim arising hereunder, shall not be assigned by the Supplier without the prior written approval of the City.

### **Payment**

Supplier will be paid for the items called for in this contract when the items are delivered and accepted by the City and upon submission of certified invoices in triplicate. The price or prices stated in this contract are not tax exempt. Supplier represents and warrants that the price or prices specified in this contract are the lowest prices for which like items have been sold to the most favored customers. In the event the stated prices are determined to be higher than the prices for which the items, or services have been sold by supplier to others this contract price shall be reduced accordingly.

### **Changes**

The City may at any time, by a written order, make changes within the general scope of this contract. If any such changes cause an increase in the cost or time required for the performance of any part of the work under this contract, whether changed or not changed by any such order, or affects any other provision of this contract, an equitable adjustment shall be made in the price or delivery schedule or both and in such other provision of this contract as may be affected and this contract shall be modified in writing accordingly. Any claim by supplier for adjustment under this clause shall be asserted within fifteen (15) days from the date of receipt of this written order directing the change, provided, however, that the City (if it decides that the facts justify such payment under this contract). Where the cost of property made obsolete as a result of a change is included in the equitable adjustment, the City shall have the right to prescribe the manner of dispositions of such property. Nothing in this clause shall excuse the Suppliers from proceeding with the contract as changed. Any action taken by the Supplier which affects any provision of this contract, including delivery and price, whether or not accomplished with concurrence of St. Louis City's employees shall not entitle the Supplier to any equitable adjustment in accordance with this clause unless such action has been specifically directed by written order issued by the Commissioner of Corrections or his duly authorized representative.

Commissary Services...con't.

## **Deliveries**

Deliveries shall be made strictly in accordance with the delivery schedule defined in this contract and in the exact quantity ordered. Should Supplier fail to do this, the City may terminate this contract, in whole or in part in accordance with the "Termination" clause of this contract. St. Louis City expressly retains all other rights and remedies provided for any violation of this clause and no action by the City shall constitute a waiver of any such right or remedy.

- (1) Each inmate at MSI may receive commissary once a week
- (2) Each inmate at the City Justice Center may receive commissary twice a week. This may be increased by mutual agreement between the Vendor and the City.
- (3) Deliveries to inmates will be in an area determined by mutual agreement between vendor and institutions.

## **Responsibilities for Supplies**

Except as otherwise provided in this contract, Supplier, shall be responsible and bear all risks for loss and damages to the items required by this contract.

- (1) until they are delivered at City facilities, regardless of F.O.B. point, or point of inspection or acceptance; and
- (2) if such items are rejected.

Unless otherwise specified in this contract, Supplier shall sufficiently package the items to be delivered hereunder to protect such items during transportation and storage.

## **St. Louis City Furnished Property**

Supplier shall keep segregated and clearly marked, all property furnished by the City and all property to which the City acquired title by virtue of this contract, and shall maintain complete inventory thereof. Supplier assumes the risk or loss or damage to such property while in Supplier's care, custody, or control. Upon termination or expiration of this contract, Suppliers shall deliver such property (to the extent not incorporated in delivered end product) to the City in good condition subject to ordinary wear and tear.

## **Calibration**

The Supplier agrees to protect, indemnify and save harmless the City from all attorney's fees, costs, expenses and damages arising out of:

- (1) any infringement or claim of infringement of patents, trademarks or copyrights in the use or resale of any articles covered by this contract unless material or articles hereby ordered are made specifically to the City's design or method,
- (2) failure by Supplier to comply with all applicable Federal, State laws and regulations enacted now or to be enacted in the future pertaining to the services, material or articles ordered and labor expended in this contract;
- (3) all claims, suits, actions costs, counsel fees, expenses damages, judgements or decrees by reason of any person or persons being injured or property damaged as a result of the work or services to be performed pursuant to this agreement.

## **Waivers**

Failure of the City to insist on performance of the terms and conditions or requirements of this contract shall not be construed as a waiver of such terms; conditions or requirements and the same shall remain in full force and effect for the duration of this contract.

## **Choice of Law**

This contract shall be governed and interpreted according to the laws of the State of Missouri, St Louis City Ordinances and all applicable Federal Laws.

## **Termination**

### **General**

The performance of work under this contract may be terminated with or without cause or penalty or recourse by the City should it be determined that such termination is in its best interest. Any such termination shall be effected by delivery to Supplier of a Notice of Termination specifying the extent to which performance of work under this contract is terminated and the date upon which such termination becomes effective. If such notice does not indicate that the termination is pursuant to either subparagraph (b); (c), or (d), of the paragraph entitled "Termination," the City shall have the right to so indicate within thirty (30) days. If no notice is delivered within the thirty (30) day period, or such longer period as mutually agreed to by the parties, the Original Notice of Termination shall be deemed to be issued pursuant to subparagraph (c) of this paragraph entitled "Termination."

### **a) Responsibilities of Parties**

Termination of this Agreement shall extinguish all obligations of the Parties except as specifically otherwise provided herein. Upon termination, Vendor shall be entitled to any and all payments accruing prior to the effective date of such termination.

### **b) Cooperation**

In the event of termination of this Agreement, Vendor shall cooperate fully with the City to provide continuing services on a month to month basis until such time as a new Vendor is identified to assume provision of services.

### **c) Cessation of Operation**

In the event the Vendor is sanctioned or loses its license or certification to operate in the fashion anticipated according to the Agreement hereunder, the City may immediately terminate this Agreement by providing the Vendor with written notice of termination of this Agreement which states the effective date of such termination.

### **d) Delinquency**

In the event the City becomes ninety (90) days or more delinquent in payment of its account hereunder to Vendor, Vendor may immediately terminate this agreement upon seven (7) days written notice to City of the termination of this Agreement. Failure to promptly exercise this option to terminate does not waive the option.



**e) Bankruptcy or Insolvency**

In the event of the institution of any bankruptcy proceedings by or against Supplier or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustees or a general assignment for the benefit of creditors of either party, the City shall be entitled to terminate this contract without further cost or liability.

**f) Release Void**

The City representatives shall not be required to waive or release any rights in connection with any visits to Supplier or Supplier's subcontractor's premises. Supplier agrees that no such waiver or release shall be pleaded by Supplier or any third persons in any action or proceeding.

**g) Supplier agrees to comply** with the requirements of the Federal Office of Safety and Health Administration as specified in Federal Register, Volume 37, Number 33, dated February 17, 1972.

**h) Supplier is further required** to impose these requirements on subcontractors and Suppliers wherever it applies.

**i) Notice and Service Thereof**

Any notice to any Vendor from the City relative to any part of this contract will be in writing and considered delivered and the service thereof completed when said notice is posted, by certified or regular mail, to the said Vendor at the last given address, or delivered in person to said Vendor or authorized representative.

**j) Provisions Required By Law Deemed Inserted**

Each and every provision of law and clause required by law to be inserted in this contract will be deemed to be inserted herein and the contract will be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or it is not correctly inserted, then upon the application of either party the contract will forthwith be physically amended to make such insertion or correction.

**k) Contract Terms**

The performance of this contract shall be governed solely by the terms and conditions as set forth in this contract notwithstanding any language contained on any invoice, shipping order, bill of lading or other document furnished the Seller at any time and the acceptance by the City of any goods furnished hereunder accompanied by any such document shall not be construed as an acceptance by the City of any terms or conditions contained in such document which is inconsistent with the terms and conditions set forth on this contract. Any different or additional terms other than those herein-contained in Seller's acceptance are hereby objected to.

**l) Compliance with Applicable Laws**

The Seller warrants it has complied with all applicable laws, rules and ordinances of the United States or any State, municipality or any other Government authority or agency in the manufacture or sale of items covered by this order, including but not limited to all provisions of the Fair Labor Standards Act, as amended.

**m) Acts of God**

Neither party shall be liable for delays, or defaults in the performance of this contract due to acts of God or the public enemy, riots, strikes, fires, explosions, accidents, Governmental action of any kind or any other causes of a similar character beyond its control and without its fault or negligence.

**Note:** Payments hereunder are subject to annual appropriation.

**Subletting:** Subletting or assigning of any bid under these specifications, or any contract to a successful bidder under these specifications, cannot be made without the approval of the City.

**Price Escalation:** Prices quoted must be firm for one (1) year from date of award. The vendor must provide notification of any proposed price increase forty-five (45) days prior to the proposed effective date. The amount of the increase shall not exceed actual documented increase in Vendor's Direct Cost and shall not ever total more than 5% in any one year. To request a price increase, the Vendor must submit a letter setting the amount of the increase, along with an itemized list of any increased prices, showing the

Vendor's current price, revised price, the actual dollar difference and the percentage of the price increase by line item. Documentation from the Vendor's supplier(s) showing the actual dollar increase/decrease to the Vendor must accompany this request. Such documentation from the Vendor's supplier must clearly show the dollar increase incurred by the Vendor on the applicable Contract per item bid. The letter and documentation shall be sent to the following address: Supply Commissioner, City of St. Louis, 1200 Market Street, Room 324, St. Louis, MO 63103. If the Supply Commissioner approves the increase, the Vendor will be notified in writing; no price increase will be effective until the Vendor receives this notice.

**Termination:** The City of St. Louis Missouri reserves the right to cancel this contract by giving 30 days written notice at the Contractor's regular mailing address.