

State of Delaware Department of Correction

TO: All Potential Bidders

FROM: Erika Martine-Duquette
Purchasing Services Administrator

SUBJECT: ADDENDUM TO PROFESSIONAL SERVICES REQUEST FOR PROPOSAL (RFP)
CONTRACT NO. DOC1212-COMMISSARY
COMMISSARY SERVICES

ADDENDUM #2

QUESTIONS & ANSWERS

November 2, 2012

1. What is the current commission rate per facility by your current inmate commissary provider?
This information can be located within the Award Notice (page 12 of 13) posted on the Contract website: http://contracts.delaware.gov/contracts_detail.asp?i=1198
2. Please explain Market Price Philosophy per Page 4 Paragraph 3. Is this convenience store pricing?
Market price philosophy involves comparison to local convenience store pricing.
3. Who will supply and pay for the Law Library per Page 5 Paragraph 8.
The vendor should include in their proposal how their model would provide the services listed in paragraph 8. This should also include any pricing options or costs incurred by the offender or State. The Law Library is currently funded through offender funds, and coordinated by DOC staff.
4. Please provide current number of Commissary Staff and Hours Worked per Week per Facility by current inmate commissary provider and same for James T. Vaughn which DOC currently operates. This would include any inmate help.
HRICI Response – 4 vendor staff 12 inmate workers
SCI Response – SCI has two full time 40 hour per week employees and two inmate workers who work 7 hours a day, Monday through Friday.
BWCI Response – Vendor staff and 1 Correctional Officer.

JTVCC Response – 6 staff who work 40 hours per week, plus approximately 16 inmate commissary workers.

5. Are Inmates charged a Booking Fee, Room and Board, Medical Fees and Medication Fees? If so what are the charges?

All facilities – Medical visit \$4.00 and medication fees \$2.00 each.

6. Please explain satellite office/warehouse within Close Proximity to DOC.

The awarded vendor should explain or describe the proximity of their warehouse/office to DOC facilities and their ability to provide efficient and effective services.

7. For security reasons would it be expectable to pick and pack all commissary orders across state line? This would give greater security to the DOC as it would lessen the probability of a friend or family member working at the distribution center and would still have next day delivery.

The vendor needs to provide in their proposal how they plan on providing the services described in the RFP. As stated in the RFP, all employees who work for the vendor must successfully pass a background clearance and be approved by the DOC.

8. How many times a week are orders processed and delivered to each facility?

HRICI Response –Orders are placed and delivered once a week.

SCI Response – Orders are processed once a week and deliveries are received twice a week from the warehouse.

BWCI Response – Order are placed once a week.

JTVCC Response – Orders are gathered and processed weekly. The number of times inmates can submit commissary orders depends on the privileges of their individual classification levels.

9. Please Explain, DOC reserves the right to determine final retail selling price. Would this be during final negotiations? **Yes.**

10. On Page 16 Paragraph III-A-1 Delaware Business License. Can this be obtained if awarded Inmate Commissary Contract? **Yes, evidence of a Delaware business license, or Delaware business license application should be provided. Please take note of Section IV D(5)(c) on page 34, regarding licenses and permits.**

11. Please give all the Equipment Needs/Requests by Facility and by Housing unit which would include the following: Lobby Kiosks, Dorm Kiosks, Booking Kiosks, Debit Card Release units, Computers, Monitors, Scanners (for Bubble Sheets), Printers by type (Ink Jet, Check Writer and etc.), Surge Protectors and other types of equipment.

HRICI Response – Provided on RFP attachment.

SCI Response –

Pre-Trial Building

Housing Units

5 Kiosks

Commissary Office		2 Computers, 2 Scanners, 2 Report Printers, 2 Receipt Printers, 1 Server
Receiving Room		2 Computers
Front Door		1 ATM/Banker Kiosk
Merit Building	East Side	1 Kiosk
	West Side	1 Kiosk
Boot Camp	Hallway	2 Kiosks
Key South	Housing Units	4 Kiosks
Medium Bldg.	Upstairs	1 Kiosk
	Downstairs	1 Kiosk
Minimum Bldg.	Housing Units	2 Kiosks
MSB Building	Housing Units	4 Kiosks
Business Office	Office Staff	6 Computers, 1 Check Writer, 1 Report Printer, 6 Receipt Printers

BWCI Response - Lobby Kiosk; Booking & Receiving Kiosk; two (2) Kiosks in Units 3, 4, 5, 6, 7, 8, 9 (need a debit card release swipe); three (3) computers and monitors for Business Office, Account Specialist and Commissary Room; one (1) scanner for commissary room; and three (3) printers for the Business Office.

JTVCC Response – Requests inmate account system with all equipment required to run that system, with access in 4 different offices. All other proposals will be considered (lobby kiosks, housing unit kiosks, etc.)

12. What is the time frame for completion of the installation of equipment and interface with the DOC's offender management system once awarded?

The awarded vendor is responsible for the install of all equipment. They will run on a separate network from the existing DOC network, so therefore they are responsible for any wiring that needs to be done, along with any network equipment that needs to be ordered and placed. The Department will explore the interface to DOC Offender's Management System after the contract has been awarded.

13. Who will be responsible for the installation of the Equipment and Cost? **The awarded vendor.**

14. Who will be responsible for the installation and cost of the 110V outlets and wiring and the CAD5 Cables? **The awarded vendor.**

15. The Commissary Pricing Sheet(s) that was provided with the RFP, are the prices the same for all facilities? Is the pricing the current selling prices? **Pricing will be uniform at each facility.**

16. **James T Vaughn is currently self-operated by the DOC; please provide a current selling price list for all items.**

JTVCC Response – See attachment.

17. Please provide the Monthly Revenues (gross) by Facility and by Housing Unit for the last Twelve (12) Months.

HRYCI Response – Approximately \$20,000.

SCI Response – Not available by housing unit. Approximately \$25,000 per month.

BWCI Response – Approximately \$15,000.

JTVCC Response – See attachment.

18. Are Indigent and or admission kits part of the RFP? If so, please provide a list of items and size that are currently in the kits.

HRYCI Response – N/A

SCI Response – Indigent kits contain 4 stamped envelopes once a month.

BWCI Response – N/A

JTVCC Response – The only indigent supplies provided from Commissary funds are mail supplies (paper, pens, envelopes, paper and stamps). Inmates are charged on their accounts for these supplies and the funds are returned to the Commissary account as they become available.

19. It appeared that Inmate Help was provided at Howard R. Young. Will Inmate help be available at all four facilities and if so are the inmates paid and how much.

HRYCI Response – Offenders are paid by HRYCI.

SCI Response – 2 Inmate workers which are paid by the institution.

BWCI Response – No.

JTVCC Response – Inmate workers will be permitted. JTVCC will hire the inmates, assign them to the Commissary and pay for them from Commissary profits.

20. Are all inmate orders delivered to the housing units and to the inmates by inmate commissary provider staff and or inmate help?

HRYCI Response – Commissary vendor staff.

SCI Response – Delivered and handed out by Commissary staff only.

BWCI Response – Vendor staff.

JTVCC Response – Some housing units go to the commissary to pick-up their pre-bagged orders. Some housing units' commissary orders are delivered to the tier (by staff) and some housing units' commissary orders are delivered cell-front (by staff). Upon outside vendor providing commissary services, the vendor will be required to make deliveries to those areas requiring such, with DOC staff providing security back-up.

21. What space (room(s)) will be available to the inmate commissary provider and the size of the rooms by facility?

HRYCI Response – Space was shown on the tour.

SCI Response – Both spaces were shown during the tour.

BWCI Response - There is one commissary room space which is approximately 12 x 15 located in the room adjacent to the main dining hall.

JTVCC Response – The available rooms were shown to the bidders during the site tour.

22. During the site visits some housing units had Inmate Commissary restriction such as Hygiene Only, No Food Items and etc. Please list all housing units by facility and what are restricted.

HRYCI Response – Hygiene Only units are Infirmary & Disciplinary units. Others units may vary at the discretion of the Warden.

SCI Response – Pre-Trial Building – All Five Housing Units: Hygiene items only. Boot Camp – All 4 Bays: Hygiene items only. ASDA area in MSB Building: Hygiene items only.

BWCI Response – Commissary items are available to all inmates but restrictions will be done on an individual basis governing disciplinary actions and/or sanctions given by the disciplinary hearing officer adjustment board (will need to access to this program).

JTVCC Response – Restrictions are noted on the attached price list, and are subject to change at the Warden's discretion.

23. Section II, Page 4, Number 2: What does "All products must be appropriately labeled for resale" mean?

Cannot be marked "Not for individual sale."

24. In reference to the Law Library-

- a. Who currently pays for access to the Law Library? **The Law Library is currently funded through offender funds.**
- b. Will commissary vendors be allowed to charge for access to the program? **See Question #3.**
- c. Is the DOC currently being charged for access to a Law Library? **Refer to 24.a.**
- d. If the information gathered a web-based application or is the information housed on an on-site server. **Web based access only to DOC staff.**
- e. Please specify which facilities are currently utilizing this system. **All facilities utilize a law library.**

25. What are the preferred operating methods at EACH facility? Does each facility want product stored on-premise or do they want inmate's orders delivered from a vendor's warehouse?

- a. Baylor's Preferred Operational Plan: **Orders delivered to vendor's warehouse, no storage on premises.**
- b. James T Vaughn's Preferred Operational Plan: **JTVCC is open to considering whatever plan(s) the vendors choose to propose. Knowing our facility, an off-site bag & deliver operation would likely be easier for the vendor. However, there may need to be a combination of on-site and off-site operations for some products.**
- c. Howard R. Young's Preferred Operational Plan: **Will review all options but to be determined with tour of Awarded Vendor's facility.**
- d. Sussex's Preferred Operational Plan: **Orders delivered from vendor's warehouse.**

26. Will each facility accept both an on-site AND off-site proposal?

HRYCI Response – Will review all options.

SCI Response – No, off-site only.

BWCI Response – Will review all options.

JTVCC Response – We will consider whatever proposal the vendor chooses to make.

27. For the facilities planning on an on-site operation, will this be a window operation or will orders need to be delivered directly to the inmate in each housing unit?

HRYCI Response – May require both options.

SCI Response – N/A

BWCI Response – To be discussed.

JTVCC Response – If an operation is run on-site, some inmates' classification level allows them to go to a window, while others will have to be delivered to the unit or to the cell-front.

28. Will there be oral presentations in reference for this RFP? If yes, what are the award criteria for the presentation? **NO oral presentations.**

29. Regarding the requirement in Section III, Paragraph A, Page 16, Question 3A, "Evidence of a valid and active license and a surety bond" Do you want to see evidence of the surety bond that corresponds with Transmission of Money License, or a different type of surety bond? If a different type, please supply details on the type of bond, amount of bond, oblige, etc.

A copy of the Bond supplied to the Bank Commissioner at time of application is what we are requesting.

30. Please specify who will be responsible for sending processed orders to the Vendors warehouse for order fulfillment if an off-site operation is required?

HRYCI Response –Awarded Vendor

SCI Response – Awarded Vendor

BWCI Response – Awarded Vendor

JTVCC Response – The vendor's staff will be responsible for collecting the orders and processing them in their entirety.

31. If the commissary operation at James T. Vaughn was to be an on-site operation, in which delivery to the inmates will encompass a cell to cell delivery, will the successful vendor be allowed to utilize their own box trucks inside the compound?

JTVCC Response – There are windows of time each day where vendor vehicles are permitted access to the compound, once searched by DOC staff.

32. At BCWI, please verify that the commissary room can be utilized by the successful vendor.

BWCI Response – The space provided next to the main kitchen/dining hall is available.

33. At SCI, does the current vendor need to supply printers for the business office? If so, how many?

SCI Response – Yes – 1 report printer, 1 check writer and 6 receipt printers.

34. Please supply the breakdown of the commissary delivery schedule at each facility.

HRYCI Response – Monday-Friday.

SCI Response – Monday – Orders processed; Tuesday – Orders delivered to: Pre-Trial Building, Key South Building; Wednesday – Orders Delivered to: Merit Building, Boot Camp and Minimum Building; Thursday – Orders delivered to: Medium Building and MSB Building; Friday – Orders delivered to inmates who were not in their buildings during normal commissary delivery days.

BWCI Response – Saturday.

JTVCC Response – See attachment.

35. Please provide a breakdown of all hardware necessary for each facility. For example, how many housing unit kiosks, lobby kiosks, printers, computers, etc.

HRYCI Response – Provided on RFP attachment.

SCI Response – See question #11.

BWCI Response – Lobby Kiosk, B&R Kiosk, 2 Kiosks in Units 3, 4, 5, 6, 7, 8, 9, (We need a debit card release swipe, (3) computers and monitors for Business Office, Account Specialist and Commissary Room; 1- scanner for commissary room. 3 printers for Business office; one for check writer and 1 for commissary room.

JTVCC Response – This breakdown is dependent upon the vendor's proposed plans for how they intend to operate the commissary. Kiosks are an option, as are lobby kiosks, etc. The only housing units that absolutely could not utilize a kiosk option are SHU (Bldgs. 17, 18, 19), MHU (Bldgs. 21, 22, 23) and D Infirmary.

36. For each facility, what is the breakdown by PODS/housing units? e.x A-1, A-2, A-3 etc.

HRYCI Response – provided on RFP attachment

SCI Response –

Pre-Trial Building - Housing Units 1 through 5

Merit Building – East and West Side

Boot Camp – Bay 1 through 4

Key South Bldg – Quad A through D

Medium Building – Tier A through D

Minimum Building – North Side, South Side, Greentree Program

MSB Building – Tier A through F and ASDA

BWCI Response – Unit III (2 Kiosks) [94 inmates]; Unit IV (2 Kiosks) [77 inmates]; Unit V (2kiosks)[72 inmates]; Unit VI, (2 Kiosks)[52 inmates]; Unit VII (2 Kiosks)[72 inmates];Unit VIII (2 Kiosks) [25 inmates]; Units IX (2 kiosks) [55 inmates]

JTVCC Response –	B Bldg	B Annex	C Bldg
	D East	D West	E Bldg
	S Bldg	T1	T2
	V Bldg	W Bldg	D Infirmary
	Bldg 17	Bldg 18	Bldg 19
	Bldg 21	Bldg 22	Bldg 23

37. What is the preferred method of releasing inmates for each facility? Ex. Cash, check, release cards?

HRICI Response – Cash, Check or Release cards (with no additional cost).

SCI Response – Cash and/or check.

BWCI Response – Cash drawer, checks, release cards without a fee.

JTVCC Response – Cash and checks are currently utilized. Other options considered.

38. How many Kiosks are going to be required at each facility?

a. Please identify this by Institution and Pod or Unit identification. (i.e. BWCI, UNIT X – 2 kiosks; UNIT Y – 1 kiosk)

HRICI Response – Provided on RFP attachment.

SCI Response – See question #11.

BWCI Response – Lobby Kiosk, B&R Kiosk, 2 Kiosks in Units 3, 4, 5, 6, 7, 8, 9, (We need a debit card release swipe, (3) computers and monitors for Business Office, Account Specialist and Commissary Room; 1- scanner for commissary room. 3 printers for Business office; one for check writer and 1 for commissary room

JTVCC Response – Kiosks are an option that would be considered. If the vendor chooses to utilize this option, the quantities we believe would be required are listed below. Since JTVCC does not currently utilize kiosks for ordering, this list may need to be altered to meet the facility needs.

Ordering Kiosks

3	B Bldg
2	B Annex
3	C Bldg
3	D East
3	D West
4	E Bldg
8	S Bldg
1	T1
1	T2
4	V Bldg
12	W Bldg

The remaining housing units would not be able to order via kiosks.

39. Following the most recent service and vendor changes, which DDOC facilities are currently operating onsite commissary storefronts?

HRICI Response – Store front and delivery.

SCI Response – Not applicable at SCI.

BWCI Response – N/A.

JTVCC Response – All commissary is pre-bagged. Some inmates pick-up their bags from a window (storefront), while others are delivered to the inmates in their units or at their cells.

40. Do those facilities (if any) prefer to continue receiving service from an onsite store?

HRICI Response – All options considered.

SCI Response – Not applicable at SCI.

BWCI Response – To be discussed.

JTVCC Response – We are open to considering any operating option the vendor wishes to propose.

41. What is the State's preferred kiosk to inmate ratio (if any)?

HRYCI Response -60

SCI Response – 60 to 1

BWCI Response – 40

JTVCC Response – Having no experience with kiosks, we cannot intelligently assign a kiosk to inmate ratio. Because of the times when inmates are going to be able to access kiosks, it is going to be more important to have a kiosk available on each tier.

42. Regarding part B. RFP Submissions item 2 (first paragraph) on page 20 of the State's RFP which reads:

"Each proposal must be submitted with seven (7) paper copies and seven (7) electronic copies on CD." Please clarify- does the State require a signed original hardcopy plus 6 copies (7 hardcopies total)? Or a signed original plus 7 copies? Are the 7 electronic copies to be on a single CD or on seven separate CDs?

One original copy, plus 6 copies – 7 hardcopies total and 7 separate CD's.

JTVCC ATTACHMENTS

Fiscal Year 2012 Sales	PAGES 11-15
Fiscal Year 2013 Sales	PAGES 16-20
Commissary Items and Pricing	PAGES 21-22
Commissary Schedule	PAGE 23

FY12	B Annex	B	C	D/E
Jul	6,417.83	9,519.72	7,325.64	9,412.29
Aug	9,117.09	13,729.95	7,033.83	11,425.34
Sep	7,382.00	8,106.63	6,903.22	9,902.91
Oct	7,717.21	8,671.27	7,324.50	8,770.99
Nov	8,688.12	9,879.92	8,936.79	11,208.36
Dec	7,817.13	9,551.74	8,246.97	9,362.34
Jan	5,636.10	9,136.29	6,389.04	7,921.18
Feb	8320.39	9,853.51	7,040.71	9,955.87
Mar	7,530.04	11,612.70	9,064.72	9,353.15
Apr	9,298.34	11,162.68	11,670.05	10,563.69
May	6,263.34	10,383.62	8,271.85	10,670.46
Jun	4,639.52	8,800.98	7,630.26	7,007.98
TOTALS	88,827.11	120,409.01	95,837.58	115,554.56

D/W	E	INF	S	T1
8,151.93	13,578.93	858.62	17,692.96	2,709.92
9,292.85	16,084.54	1,477.27	20,204.95	4,069.35
7,551.12	12,848.07	827.44	18,225.23	3,119.17
7,630.32	14,554.18	435.99	17,671.18	3,124.77
7,419.12	14,903.83	379.35	20,869.31	4,227.39
8,973.12	14,821.25	370.27	19,456.96	3,715.56
8,727.97	12,188.46	363.99	16,274.90	2,411.31
8,916.94	12,979.35	516.79	17,599.65	2,867.02
9,129.19	13,741.44	923.75	18,501.97	2,569.23
9,237.26	13,295.80	505.55	18,737.80	2,861.26
9,801.98	15,123.39	761.37	22,673.81	3,924.78
7,193.61	12,540.03	453.05	17,645.81	3,054.22
102,025.41	166,659.27	7,873.44	225,554.53	38,653.98

T2	V	W	17	18
2,557.53	11,868.91	30,940.41	2,654.89	2,931.79
3,101.19	14,893.51	36,172.72	3,845.45	5,819.28
2,199.25	13,145.92	30,877.51	2,600.36	2,239.94
2,522.85	11,770.41	30,458.54	2,772.00	2,967.94
3,363.14	14,007.32	34,819.84	2,616.42	1,693.37
2,933.53	12,494.02	30,640.66	2,917.55	2,637.79
2,523.61	12,179.12	24,833.51	3,338.25	1,284.86
2,499.36	14,009.89	33,233.05	2,766.25	3,562.30
2,838.25	16,188.79	32,737.72	2,866.28	3,341.20
2,964.14	15,743.45	31,689.07	2,972.92	2,557.99
1,704.22	14,424.12	42,118.51	4,105.53	2,620.34
3,431.28	13,663.69	32,147.64	3,633.61	2,888.58
32,638.35	164,389.15	390,669.18	37,089.51	34,545.38

19	21	22	23	Refunds
2,776.25	5,842.98	7,367.12	7,208.90	(3,223.32)
4,045.88	4,807.30	8,302.03	6,716.04	(2,734.29)
2,239.99	5,110.05	10,289.92	7,827.67	(3,720.44)
2,490.51	5,478.54	10,563.08	6,828.71	(3,480.89)
2,951.25	7,985.46	12,177.25	15,057.98	(2,739.73)
2,809.42	5,333.99	10,178.22	9,047.65	(3,626.19)
2,957.67	5,327.47	8,520.31	7,271.14	(2,969.70)
4,749.95	6,398.91	9,516.60	8,796.15	(4,022.69)
4,171.29	5,990.49	9,836.04	8,997.55	(4,416.15)
3,861.35	5,476.32	8,283.72	9,763.59	(3,667.91)
3,783.89	6,369.48	12,682.26	12,333.49	(3,841.90)
3,821.84	5,429.57	7,872.20	8,452.69	(3,558.90)
40,659.29	69,550.56	115,588.75	108,301.56	(42,002.11)

TOTAL**Commissary**

146,593.30	146,593.30
177,404.28	177,404.28
147,675.96	147,675.96
148,272.10	148,272.10
178,444.49	178,444.49
316,057.02	316,057.02
170,373.12	170,373.12
159,560.00	159,560.00
164,977.65	164,977.65
166,977.07	166,977.07
184,174.54	184,174.54
146,747.66	146,747.66

2,107,257.19**2,107,257.19**

FY13	B Annex	B	C	D/E
Jul	6,729.48	14,208.05	6,204.47	9,976.72
Aug	5,591.69	10,583.88	6,450.26	7,862.41
Sep	6,186.99	9,074.42	5,626.53	8,180.14
Oct	8,266.84	9,131.97	10,216.48	8,602.12
Nov				
Dec				
Jan				
Feb				
Mar				
Apr				
May				
Jun				
TOTALS	26,775.00	42,998.32	28,497.74	34,621.39

[illegible]

[illegible]

19	21	22	23	Refunds
4,964.93	7,688.68	8,990.85	8,537.34	(4,471.64)
3,100.48	5,883.73	6,147.10	6,113.89	(7,386.11)
6,013.93	4,657.74	3,836.06	4,397.30	(3,310.38)
3,156.82	5,093.38	9,411.30	9,480.63	(4,212.89)
17,236.16	23,323.53	28,385.31	28,529.16	(19,381.02)

TOTAL**Commissary**

177,030.11

177,030.11

145,773.00

145,773.00

148,700.27

148,700.27

176,541.00

176,541.00

648,044.38**648,044.38**

Commissary Price List
Art Supplies (Max Allowed)

Art Brush, #4	\$ 0.07
Art Brush (HQ)	\$ 0.24
Bristle Pad 14x17	\$ 12.47
Water Color Set (12pk)	\$ 4.68
Markers (8/pk)	\$ 3.32
Markers (12/pk)	\$ 6.00
Pastels (12/pk)	\$ 4.91
Pencil Sharpener (1) ^^	\$ 1.52
Prismacolor Pencils, (24/pk) ^^	\$ 19.55
Protractor Set (1)	\$ 3.59
Ruler (1)	\$ 0.80
Tag Board, 100 sheets	\$ 5.83

Religious Items

Cross, Silver w/ chain	\$ 33.95
Kufi (Muslims only)	\$ 6.83
Prayer Rug (Muslims only)	\$ 17.03
Yarmulke (Jews Only)	\$ 2.51

3 PLY Miscellaneous

Locker box ^^	\$ 99.00
Photo Album	\$ 2.56
Shower Shoes, Reebok	\$ 14.40
Sunglasses	\$ 4.91
Watch, Digital	\$ 18.41
Watch Band	\$ 8.99

ELECTRONICS

Flat Screen TV Clear Tunes 13" W/Remote	\$ 181.00
Digital Remote (replacement)	\$ 5.50
Ext. Cord (3 outlets)(Brown) ^^ ^^	\$ 2.96
Ext. Cord (1 outlet; 3 prong)(Gray) ^^ ^^	\$ 5.23
Fan (8", non-rotating) ^^ ^^	\$ 20.90
Headphone Extension, 6-ft	\$ 2.18
Headphones, SONY, small	\$ 6.72
Headphones, SONY, large	\$ 31.22
Headphones, Koss	\$ 29.06
Radio, Super III, no speaker	\$ 46.19
RCA Universal Remote	\$ 10.45

Personal Clothing

Baseball Cap	\$ 7.67
Bathrobe (terry cloth)	\$ 39.76
Cotton Gloves ^^	\$ 1.20
Gym Shorts, XL	\$ 12.00
Gym Shorts, 2X	\$ 12.30
Gym Shorts, 3X	\$ 13.26
Gym Shorts, 4X	\$ 14.40
Gym Shorts, 5X	\$ 15.84
Handkerchief	\$ 0.95
Knit Cap	\$ 2.51
Pajamas (S-XL)	\$ 17.63
Pajamas (2X-5X)	\$ 21.83
Sneakers, Nike Air	\$ 58.85
Sneakers, Court Lines	\$ 24.20
Sneakers, Nike Running	\$ 54.96
Sneakers, New Balance (Special Order)	\$ 62.91
Socks (3 pr)	\$ 4.32
Sweatband (head / wrist)	\$ 1.61
Sweatshirts, S-2X	\$ 18.09
Sweatshirts, 3X	\$ 25.53
Sweatshirts, 4X	\$ 34.44
Sweatshirts, 5X	\$ 32.73
Sweatshirts, 6X	\$ 35.15
Sweatpants, S-2X	\$ 14.35
Sweatpants, 3X	\$ 18.10
Sweatpants, 4X	\$ 19.64
Thermal Bottoms, S-XL	\$ 5.63
Thermal Bottoms, 2X-3X	\$ 7.55
Thermal Bottoms, 4X	\$ 11.39
Thermal Bottoms, 5X	\$ 15.11
Thermal Tops, S-XL	\$ 5.63
Thermal Tops, 2X-3X	\$ 7.55
Thermal Tops, 4X	\$ 11.39
Thermal Tops, 5X	\$ 15.11
Towel	\$ 3.73
Towel (Large)	\$ 8.38
T-Shirts S-XL	\$ 3.61
T-Shirts 2x	\$ 5.10
T-Shirts 3X	\$ 5.29
T-Shirts 4X	\$ 5.05
T-Shirts 5XL-6XL	\$ 5.29
T-Shirts 7XL	\$ 4.38
Underwear, Boxers (3/pk)(S-XL)	\$ 13.38
Underwear, Boxers (3/pk)(2X)	\$ 17.76
Underwear, Boxers (2/pk)(3X)	\$ 12.83
Underwear, Briefs (3/pk)(S-3X)	\$ 6.95
Washcloth	\$ 0.66

Form #174 (Revised April, 2012)

Shaded items must be ordered on 3-ply Form #661 & submitted with your regular list.

++ Items not permitted in SNU, ^^ not permitted in SHU, ** not permitted in MHU

Games

Backgammon ^^	\$ 4.52
Checkers ^^	\$ 3.59
Chess ^^	\$ 5.70
Dominoes ^^	\$ 4.80
Pinochle Cards	\$ 2.46
Poker Cards	\$ 2.28

Miscellaneous

Address book	\$ 0.71
Alarm Clock, Digital	\$ 9.23
Batteries, 9-Volt (ea) ^^	\$ 1.43
Batteries, AA (4/pk) ^^	\$ 1.38
Batteries, AAA (4/pk) ^^	\$ 1.38
Batteries, Watch (#377)	\$ 1.57
Batteries, Watch (#2016)	\$ 1.57
Bowl, Cereal	\$ 1.49
Clothes Hooks (4/pk) ^^ ^^	\$ 5.03
Coaxial Cable (3 ft) ^^	\$ 3.11
Coffee Cup (Brown)	\$ 0.70
Drinking Cup w/ Lid	\$ 0.50
Eye Glass Strap	\$ 4.80
Headphone Adapter	\$ 2.51
Lock ^^	\$ 5.94
Mirror (w/magnet) ^^ ^^	\$ 2.34
Rain Poncho ^^	\$ 4.31
Shoe Strings	\$ 1.50
Shower Shoes (Sizes 8-14)	\$ 4.16
Spork	\$ 0.36
Toenail Clippers ^^ ^^	\$ 1.02

Shaving / Skin Care Products

Lotion, Coconut Lime & Aloe (15oz)	\$ 1.80
Lotion, Cocoa & Shea Butter (15oz)	\$ 1.80
Aftershave (7oz) ^^ ++	\$ 1.20
Baby Oil (14oz)	\$ 2.54
Baby Powder (15oz)	\$ 1.74
Cotton Swabs (100 ct)	\$ 1.01
Gillette Razor ^^++^^	\$ 9.18
Gillette Cartridge Refills (5pk)**++^^	\$ 13.38
Magic Shave Cream ^^ ++	\$ 3.89
Shaving Cream, 7oz ^^ ++	\$ 2.04

Over the Counter Medications

Acetaminophen (100 tablets)	\$ 2.15
Allergy Tablets (yellow, 24 ea)	\$ 0.95
Antacid, Flavored Chewables (150 ct)	\$ 3.35
Antifungal Cream (0.5oz)	\$ 1.54
Antifungal Foot Powder (3oz)	\$ 2.33
Antihistamine Tabs (pink, 24)	\$ 1.54
Artra Skin Tone (2oz)	\$ 4.25
Aspirin (100 tablets)	\$ 1.43
Black & White Soap (3.5oz)	\$ 2.53
Bump Stopper (0.5oz)	\$ 3.86
Chapstick	\$ 1.45
Cocoa Butter Sticks (1oz)	\$ 1.82
Cough Drop(Honey/Cherry)(30 ct)	\$ 0.83
Eye Drops (0.5oz)	\$ 2.03
Hemorrhoid Ointment (2oz)	\$ 3.53
Hydrocortisone Cream (1oz)	\$ 1.64
Ibuprofen, (24 tablets)	\$ 1.31
Milk of Magnesia (12oz)	\$ 2.36
Muscle Rub (3oz)	\$ 2.27
Noxzema Cleansing Cream (2oz)	\$ 2.03
Pink Bismuth (8oz)	\$ 2.81
Vegetable Powder (11.5oz)	\$ 6.62
Vitamins, Natural Choice (100 ct)	\$ 1.79
Vitamins, Super (50 ct)	\$ 5.45

Soaps

Caress (4.25 oz)	\$ 1.58
Coast (5 oz)	\$ 1.06
Dial (4.5 oz)	\$ 0.90
Irish Spring (5 oz)	\$ 0.92
Ivory (3 oz)	\$ 0.49
Lever 2000 (3.15 oz)	\$ 1.12
Next 1 Moisturizing Bar (5 oz)	\$ 0.91
Safeguard (4.3 oz)	\$ 0.79
Tone (3.5 oz)	\$ 0.86
Soap Dish	\$ 0.50

Dental Care

Dental Loops (30 ct)	\$ 1.80
Denture Adhesive (Effergrip) (2.5oz)	\$ 5.53
Denture Adhesive (Staydent) (2.4oz)	\$ 3.16
Denture Cleaner (40 ct)	\$ 1.24
Mouthwash (8oz)	\$ 1.34
Toothbrush (Firm / Soft)	\$ 0.44
Toothbrush, Colgate (soft / Med.)	\$ 0.88
Toothbrush Holder	\$ 0.41
Toothpaste, Close-Up (4oz)	\$ 1.80
Toothpaste, Colgate (6.4oz)	\$ 2.66
Toothpaste, Sensodyne (4oz)	\$ 6.23

Deodorant

Aqua Sport Gel (3oz)	\$ 3.19
Clear Deodorant (MHU/SHU)	\$ 0.95
Dial Roll-On (1.5oz)	\$ 1.28
Old Spice Deodorant (2.25oz)	\$ 2.30
Sports Talc (dry, 3 oz)	\$ 3.22

Hair Care

Afro Comb	\$ 0.48
Afro Pik ^^	\$ 0.43
Brush, Military	\$ 2.58
Brush, Vent	\$ 0.90
Comb, 5"	\$ 0.08
Comb, 10"	\$ 0.34
Comb, Professional	\$ 0.34
Murrays Pomade (4oz)	\$ 2.24
Protein 29 Hair Gel (3oz)	\$ 2.93
Shampoo, Dandruff (15oz)	\$ 3.18
Softie Hair Grease (5oz)	\$ 2.47
Sulfur 8 Conditioner (2oz)	\$ 2.99
Sulfur 8 Shampoo (7.5oz)	\$ 3.74
VO5 Conditioner (15oz)	\$ 1.74
VO5 Shampoo (15oz)	\$ 1.74
VO5 Hairdressing Tube (1.5oz)	\$ 3.70

Writing Supplies

All Occasion Cards	\$ 0.54
Black Pen	\$ 0.17
Colored Pencils	\$ 2.53
Composition Books	\$ 1.20
Envelope, Brown (6x9")	\$ 0.06
Envelope, Brown (9x12")	\$ 0.11
Envelope, Brown (12x15.5")	\$ 0.19
Envelope, Large White	\$ 0.04
Envelope, Small White	\$ 0.04
Large White Tablet, 8.5x11"	\$ 0.85
Legal Pad (yellow)	\$ 1.43
Pencil	\$ 0.13
Postcards	\$ 0.02
Small White Tablet, 5x8"	\$ 0.77
Stamps	\$ 0.45
Stamps (postcards)	\$ 0.32
Stamps	\$ 0.28
Stamps	\$ 0.20
Stamps	\$ 0.03
Stamps	\$ 0.02
Stamps	\$ 0.01
Unlined Paper (100 sheets)	\$ 1.20

Rice / Beans / Soups

Brown Rice (6.5oz)	\$ 1.22
Macaroni & Cheese (3oz)	\$ 0.72
Beef Soup (6pk)	\$ 1.50
Chicken Soup (6pk)	\$ 1.50
Shrimp Soup (6pk)	\$ 1.50
Refried Beans (8 oz)	\$ 2.02
Spicy Cheese & Rice (2oz)	\$ 0.46
White Rice (7oz)	\$ 0.88

Meats / Fish

Beef Jerky (3oz)	\$ 4.19
Beef Stew Pouch (11.25oz)	\$ 1.50
Chili with Beans Pouch (11.25oz)	\$ 1.54
Chunky Chicken Pouch (4.5oz)	\$ 2.69
Fish Steak (3.53oz)	\$ 0.95
Lasagna Pouch (11.25oz)	\$ 1.49
Mackerel (12oz)	\$ 1.50
Meatballs (10oz)	\$ 2.58
Pepperoni (3.5oz)	\$ 2.14
Roast Beef & Gravy (10oz)	\$ 2.44
Sausage (5oz)	\$ 1.44
Sloppy Joe Pouch (11.25oz)	\$ 1.85
Smoked Oysters (3.53oz)	\$ 2.24
Taco Filling (11.25oz)	\$ 1.98
Tuna Fish (7.1oz)	\$ 2.40

Condiments

BBQ Sauce (18oz)	\$ 1.55
Cheese Spread, Jalapeno (14oz)	\$ 2.58
Dill Pickle	\$ 0.79
Honey (Bottle) (12oz)	\$ 2.77
Jam, Strawberry (20oz)	\$ 2.58
Jelly, Grape (20oz)	\$ 2.21
Ketchup (14oz)	\$ 1.64
Mayonnaise (11.5oz)	\$ 2.03
Mustard (8oz)	\$ 1.04
Nacho Cheese Sauce (1.5oz)	\$ 0.96
Peanut Butter (18oz)	\$ 2.53
Pizza Sauce (18oz)	\$ 1.90
Relish (10oz)	\$ 1.51
Salsa (15.5oz)	\$ 1.79
Soy Sauce (6oz)	\$ 1.20

Breakfast Foods

Cereal Bars, Strawberry	\$ 0.29
Promax Power Bar (2.64oz)	\$ 1.25
Frosted Flakes Cereal (21oz)	\$ 3.31
Frosted Mini Spooners (18oz)	\$ 2.89
Honey Nut Toasted Oats (19oz)	\$ 4.22
Choc. Marshmallow Mateys (16oz)	\$ 3.78
Granola Cereal, Fruit & Nut (16oz)	\$ 2.40
Grits (12pk)	\$ 2.40
Quick Oats (16oz)	\$ 1.58
Oatmeal, Variety (10pk)	\$ 2.35
Raisin Bran Cereal (22.5oz)	\$ 4.20
Toaster Pastries, Cinnamon (6 ct)	\$ 1.68
Toaster Pastries, Strawberry (6 ct)	\$ 1.72

Crackers/Tortilla Shells

Graham Crackers (14.4oz)	\$ 1.85
Saltines (16oz)	\$ 2.05
Saltines, Unsalted (16oz)	\$ 2.03
Tortilla Shells (6ct.)	\$ 1.08
Cheese Itz (9oz)	\$ 2.29
PB on Cheese Crackers (8-6pks)	\$ 2.30

Snacks

Corn Chips (12oz)	\$ 1.56
Hot Cheese Curls (9.5oz)	\$ 1.92
Jalapeno Kettle Chips (8.5oz)	\$ 2.30
Loaded Baked Potato Chips (8oz.)	\$ 2.30
Nacho Chips (13oz)	\$ 2.30
No Salt Chips (3.75oz)	\$ 1.39
Onion Rings (2.125oz)	\$ 0.89
Party Mix (11oz)	\$ 1.56
Lattice Chips (9oz)	\$ 2.30
Potato Stix (Reg. & BBQ)(3.25oz)	\$ 0.89
Popcorn (Original) (8oz)	\$ 2.62
Pretzels (16oz)	\$ 2.62

Cookies

Cookies, Chocolate Chip (12oz)	\$ 1.16
Cookies, Iced Oatmeal (12oz)	\$ 1.16
Cream Cookies, Chocolate (13oz)	\$ 1.16
Cream Cookies, Lemon (13oz)	\$ 1.16
Cream Cookies, Vanilla (13oz)	\$ 1.16
Fig Bars (13oz)	\$ 1.16

Zippy Cakes

Brownies	\$ 1.37
Oatmeal Cream Pies	\$ 1.37
Peanut Butter Wafers	\$ 1.37
Swiss Rolls	\$ 1.37
Honey Bun, Glazed	\$ 0.41
Granola Bars	\$ 1.86
Powdered Donuts (10oz)	\$ 1.62

Candy

Bit-O-Honey (2.75oz)	\$ 0.65
Fireballs (3oz)	\$ 0.62
Health Mix (3.25oz)	\$ 1.03
Jelly Beans (4.25oz)	\$ 0.65
Jolly Ranchers (3.7oz)	\$ 0.70
Root beer Candy (4.25oz)	\$ 0.56
Sour Balls (4.25oz)	\$ 0.60
Starlite Mints (3.75oz)	\$ 0.58
Sugar Free Candy (1.75oz)	\$ 0.65
Twizzlers (5oz)	\$ 1.15

Candy Bars

Butterfinger	\$ 0.85
Hershey Almond	\$ 0.85
Hershey Dark	\$ 0.85
M&M Peanut/Plain	\$ 0.85
Milky Way	\$ 0.85
Nutrageous	\$ 0.85
Reese Peanut Butter Cups	\$ 0.85
Skittles	\$ 0.85
Snickers	\$ 0.85
Three Musketeers	\$ 0.85
Twix Caramel	\$ 0.85

Nuts

Mixed Nuts (10oz)	\$ 3.02
Peanuts (7oz)	\$ 1.30

Bottled Drinks ^^

Diet Pepsi Cola, (20 oz) ++	\$ 0.91
Dr. Pepper, (20oz) ++	\$ 0.91
Grape Crush (20oz) ++	\$ 0.91
Mountain Dew, (20oz) ++	\$ 0.91
Pepsi Cola, (20 oz) ++	\$ 0.91
Schweppes Ginger Ale(20oz)++	\$ 0.91
Bottle Water (16.9oz)	\$ 0.36

Beverage Mixes

Dry Milk (10oz)	\$ 2.22
Country Time Lemonade Pouch (12oz)	\$ 1.97
Hot Cocoa (10oz)	\$ 1.68
Nestea Ice Tea Pouch (11oz)	\$ 1.93
Orange Drink Pouch (12oz)	\$ 1.69
Unisyn Protein Drink (2.72oz)	\$ 1.84
Vanilla Instant Breakfast (10pk)	\$ 6.02
Watermelon/Strawberry Pouch (12oz)	\$ 1.91

Coffee / Tea Supplies

Creamer (8oz)	\$ 0.91
Food Express Coffee (3oz)	\$ 2.16
Folgers Decaffeinated (8oz)	\$ 8.24
Maxwell House Coffee (4oz) ++	\$ 2.84
Sugar Cubes (16oz)	\$ 1.73
Sweet Mate (100pk)	\$ 1.06
Tasters Choice (8 oz) ++	\$ 7.93
Tea Bags (48 ct) ++	\$ 1.73

Ice Cream ^^

Butter Pecan, pint	\$ 1.86
Chocolate Chip, pint	\$ 1.86
Chocolate Chip Mint, pint	\$ 1.86
Strawberry, pint	\$ 1.86
Vanilla, pint	\$ 1.86
Giant Freezies Ice Pops	\$ 0.29
Klondike Bars	\$ 0.67

Your Commissary List must be submitted using the preprinted form provided by your building. If this form is not available, use a full size sheet of plain paper. **PRINT LEGIBLY.**

You must include your **NAME, SB#**, **Housing Unit, Tier, & Cell Number** on all Commissary Lists.

Be sure to list substitutions in case any item you want is out of stock. If you do not list a substitute, none will be provided. We are unable to make substitutions after your order is filled.

PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE !

Commissary Schedule

Officer	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thurs AM	Thurs PM	Fri AM	Fri PM
Run Window:	900-945	100-245	900-945	100-245	900-945	100-245	900-945	100-245	—	—
Officer 1	Type E	Pass out T1	Pass out T2 Type D	Pass out S1	Pass out D	Pass out D	Pass out V/Trucks	Trucks	Ordering, Paperwork	Restock
Officer 2	Type S, T1, T2, Inf	Pass out E	Del Inf	Pass out S1	Pass out D	Property	Pass out V	Trucks	Restock	Restock
Officer 3	Type Annex	Deliver Annex	Type B or C	Deliver B or C	Type V	Work in Main	Make up Deliveries/Trucks	Restock	Restock	Restock
Officer 4	Type W	Pass out W & Restock	Type W	Pass out W & Restock	Type W	Pass out W & Restock	Pass out W & Restock	Property/Restock	Restock	Restock
Officer	Mon AM	Mon PM	Tue AM	Tue PM	Wed AM	Wed PM	Thurs AM	Thurs PM	Fri AM	Fri PM
	5:00-8:00, 9-10, 11-12	12:00-3:00	5:00-8:00, 9-10, 11-12	12:00-3:00	5:00-8:00, 9-10, 11-12	12:00-3:00	5:00-8:00, 9-10, 11-12	12:00-3:00		
Officer 5 Wk A	Collect slips fm 17, 18, 19, 21 A&B Type & fill 19 & 21	Type & fill 19 & 21	Deliver 19, 21A	Type 17- fill bags	Deliver 17, 21B	Type 18 & 23 snu	Deliver 18, bag 23 snu	Inventory, cleaning		
Officer 5 Wk B	Collect slips fm 21 C&D, 22, 23 Type & fill 21 & 23	Type & fill 21 & 23	Deliver 21 1 tier, type, fill, Del 23	type 21, 23, fill bags	Del 21-1 tier, type 22, Del 22 -2 tiers	Bag 22	Bag & Del 22	Inventory, cleaning	Property/ Paperwork Restock Makeup orders	Restock
Officer 6 Wk A			Deliver 19, 21A	Type 17- fill bags	Deliver 17, 21B	Type 18 & 23 snu	Deliver 18, bag 23 snu	Inventory, cleaning	Property/ Paperwork Restock Makeup orders	Restock
Officer 6 Wk B			Deliver 21 1 tier, type, fill, Del 23	type 21, 23, fill bags	Del 21-1 tier, type 22, Del 22 -2 tiers	Bag 22	Bag & Del 22	Inventory, cleaning	Property/ Paperwork Restock Makeup orders	Restock
Officer 5			Deliver 19, 21A	Type 17- fill bags	Deliver 17, 21B	Type 18 & 23 snu				
Officer 6			Deliver 21 1 tier, type, fill, Del 23	type 21, 23, fill bags	Del 21-1 tier, type 22, Del 22 -2 tiers	Bag 22				

No trucks delivering : 11am-1pm (during chow)