

Inmate Commissary and Vending Services

Background

Inmates housed in our correctional facilities consume over 150,000 bottles of soda per year. To conserve resources and comply with our 75% Waste Reduction policy, we require the vendor to design and manage a recycling plan for collecting and recycling those plastic bottles. In addition, to conserve energy, the vending machines are required to be [Energy Star qualified](#) and installed without lamps.

Bid Details

Bid Type: Request for Proposal (RFP)

Bid Number: 900955

Contract Start Date: October 1, 2012

Contract Duration: Three years with the option of two one-year renewals

Services Awarded: Inmate commissary and vending machine services

Vendor: Trinity Services I, LLC, 602-272-0845

More Information: To obtain pricing information, or for a copy of the bid, contract or award summary, call the Alameda County General Services Agency Purchasing Department at (510) 208-9623.

Disclaimer

This document provides an excerpt of the environmental specifications from this bid. It is compiled from the original bid and all addendums issued during the procurement process. It may not include all of the product or service specifications, e.g., those unrelated to environmentally preferable purchasing. It is provided for informational purposes only. Agencies interested in evaluating this bid for a piggybacking opportunity should obtain a full copy of the bid and other relevant documents as they require.

Environmental Specifications Excerpt: RFP No. 900955

II. STATEMENT OF WORK

A. INTENT

The intent of this Request for Proposal (RFP) is to describe inmate commissary and vending machine services to be provided to the Alameda County Sheriff's Office (ACSO) adult inmate population in the two (2) correctional and detention facilities on a guaranteed commission basis with proceeds payable to the Sheriff's Inmate Welfare Fund (IWF).

The County intends to issue a Request for Proposal (RFP) to award a three-year contract with option to renew to the bidder selected as most capable of meeting the County's requirements.

It is the intent of these specifications, terms, and conditions to procure the most environmentally preferable products with equivalent or higher performance and at equal or lower cost than traditional products. Specific requirements from the County's Sustainability Program related to this Bid are included in the appropriate Bid sections.

B. SCOPE

The selected contractor must be able to provide inmate commissary and vending machine services for a varied range of County jail approved products made available to inmates housed in these facilities. The contractor may provide to the inmate population food, beverages, personal hygiene products, stationery, and other products through vending machines and commissary services. The contractor will maintain and service the vending machines. The contractor will also be responsible for commissary items that are delivered to the inmate housing units.

C. BACKGROUND

Approximately sixty thousand (60,000) inmates are processed through the County's detention and corrections facilities each year. The Alameda County Sheriff's Office (ACSO) detention and corrections facilities are managed by the ACSO which is primarily accountable for the care, custody, and control of the inmates. The average daily population is approximately four thousand eight hundred (4,800) total inmates housed in two (2) facilities. The facilities operated by ACSO are the Santa Rita Jail in Dublin, and the Glenn E. Dyer Detention Facility in Oakland.

Santa Rita Jail has approximately fifty-eight (58) vending (candy/chips) machines, and twenty-nine (29) beverage machines. Glenn E. Dyer Jail has approximately eleven (11) vending machines and eleven (11) beverage machines.

The ACSO encourages waste reduction and recycling in the detention and corrections facilities. The vendor will be required to support these efforts as stated in the contract. Santa Rita Jail generates approximately one hundred and sixty-six thousand (166,000) units of plastic per year in post-consumer recyclables. Approximately three thousand four hundred (3,400) units per week are generated from vending machine product items. Glenn Dyer Facility generates approximately sixteen thousand eight hundred (16,800) units per year in post-consumer recyclables. There are approximately three hundred fifty (350) units per week from vending machine products.

D. VENDOR QUALIFICATIONS/SPECIFIC REQUIREMENTS

Vendors must be able to safely provide specified products and services to meet the needs of inmates housed at the ACSO detention and corrections facilities. Vendor minimum qualification criteria include, but are not limited to, the following:

Vendor must have at least five (5) years of recent experience providing and administering commissary and vending services at correctional institutions.

Vendor must have a qualified staff dedicated to the sole purpose of providing vending machines and commissary services.

Vendor must have a computerized accounting system to provide, maintain, and manage commissary and vending machine services information.

Vendor's employees entering the facilities and working at the detention and corrections facilities must be able to pass, to the satisfaction of ACSO, a security and background check performed by ACSO. This provision shall also pertain to any small and/or emerging local business participation in this bid.

Specific Requirements

4. Contractor will be required to:
 - a. Install, service, and maintain vending machines using the highest standard of quality and care;
 - b. Provide and sell County approved products as described in the product list (Exhibit P, Order form);
 - c. Provide Energy Efficient machines that meet the current requirements of the US EPA's Energy Star program and carry the Energy Star label;
 - d. Deliver all vending machines without lamps installed;
 - e. Deliver machines that do not have any part or piece which can be removed by an inmate and used as a weapon;
 - f. Deliver machines constructed with plastic faces. No glass faces are allowed on the machines;
 - g. Provide maintenance for all the machines, including reverse vending machines if used, with a response time guaranteed of a four (4) hour window for service, twenty-four (24) hours a day, seven (7) days a week; and, Stock machines daily or as needed. The stocking of the machines shall be accomplished without disruption to jail and housing unit activities.
 - h. Develop a recycling plan for collecting, transporting and recycling the plastic bottle waste generated in the housing units. The recycle plan must be approved by ACSO and the GSA Sustainability Department prior to implementation. The implementation, operation and staffing of the approved plan shall be the full responsibility of the Contractor;
 - i. Provide, at no charge, all infrastructure for the approved recycling plan which may include one (1) or more of the following for each drink vending machine location:
 - (1) Reverse vending machines that meet safety requirements of ACSO.
 - (2) Fire Marshal approved bottle recycling containers that meet safety requirements of ACSO. Bottle recycling containers shall be blue in color, have permanently adhered labels (hot stamp or sticker) that clearly indicate the container is to be used for recycling of plastic bottles, and be at least 15 gallons in size.

- j. Contractor shall remove the collected post-consumer recyclable materials from the housing units regularly as defined by the approved recycling plan, but no less than weekly, and arrange to have the material that is collected transferred to a recycling center on a regular basis, but no less than weekly, as defined by the approved recycling plan, or they shall be financially responsible for the cost borne by ACSO for equivalent service; and

G. DELIVERABLES/REPORTS

- 6. All commissions will be due by the last business day of the month and paid directly to the County IWF.
- 8. Contractor shall provide a quarterly report to the ACSO and the GSA Sustainability Department regarding the implementation of the recycling program as defined in the recycling plan. At minimum, this report shall identify the following:
 - a. An evaluation, by housing unit, of the participation level classified by: participatory, participatory but needs improvement, and non-participatory. These levels shall be further defined by the recycling plan.
 - b. Participation level information either by providing metrics on amount or detailed narrative of observations by staff for each housing unit.
 - c. Total amount of plastic bottles recycled for the reporting period as measured by unit, volume or weight.
 - d. Inventory and description of condition of recycling collection containers used in each housing unit. Information required will depend on the type of collection container used, i.e. reverse vending machines or recycling bins, but shall be sufficient to confirm that access to recycling is available in all housing units.