

West Virginia Department of Administration, Purchasing Division 2019 Washington Street East Charleston, WV 25305-0130

Attn: Tara Lyle, Buyer



SEALED BID
Response to RFP COR61549
Commissary Services
for the

West Virginia Division of Corrections





#### SIGNED ORIGINAL

RFP issued: September 20<sup>th</sup>, 2013 Bid Opening: April 2<sup>nd</sup>, 2014 1:30 pm









2301 E. PACIFICA PLACE, PO BOX 7006, RANCHO DOMINGUEZ, CA 90220 (310) 603-8899 FAX: (310) 603-8866



West Virginia Department of Administration, Purchasing Division 2019 Washington Street East Charleston, WV 25305-0130

Attn: Tara Lyle, Buyer



# TECHNICAL PROPOSAL Response to RFP COR61549 Commissary Services

for the West Virginia Division of Corrections



RFP issued: September 20th, 2013 Bid Opening: April 2nd, 2014 1:30 pm











West Virginia Department of Corrections Attn: Tara Lyle, File 32 <u>Tara.L.Lyle@wv.gov</u> 2019 Washington Street, East

Charleston, WV 25305

re: RFP COR61549 for Commissary Services for the WVDOC

Dear Ms. Lyle:

Union Supply Group is pleased to present our proposal to provide Commissary Services in response to the State's RFP COR61549. We have carefully reviewed the RFP and are confident that our proposal complies with every requirement and offers a combination of value and service that will best meet your objectives.

The following individual is authorized to contractually bind the Union Supply Group and to negotiate with the State in this matter:

LD Hay, Executive Vice-President

Office: (310) 604-4642 Fax: (310) 603-2729

LDHay@unionsupplygroup.com

Please don't hesitate to contact us directly (address, fax, phone, mobile and email are provided below) at any time for more information, to arrange a demonstration of the proposed software or to request samples of any merchandise. We're confident that the total value that we've proposed will fully meet the County's objectives and we look forward to working the WVDOC, WVCI and the State of West Virginia.

Sincerely,

LD Hay, Executive Vice-President

Union Supply Group 2301 East Pacifica Place

P.O. Box 7006

Rancho Dominguez, CA 90224

Office: (310) 604-4642 Fax: (310) 603-2729

LDHay@unionsupplygroup.com www.UnionSupplyGroup.com









Letter of Transmittal

March 28th, 2013



# **W**Union Supply Group

# RFP COR61549

# **Commissary Services**

For the West Virginia Division of Corrections



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#### West Virginia Division of Corrections RFP COR61549 Commissary Services



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VENDOR

State of West Virginia Department of Administration Purchasing Division 2019 Washington Street East Post Office Box 50130 Charleston, WV 25305-0130

#### Solicitation

SH-P

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NUMBER COR61549 PAGE

ADDRESS CORRESPONDENCE TO ATTENTION OF:

TARA LYLE 304-558-2544

DIVISION OF CORRECTIONS VARIOUS LOCALES AS INDICATED BY ORDER

RFQ COPY TYPE NAME/ADDRESS HERE

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09/	19/	20.	13

BID OPENING DATE	10/31/	2013			BID C	PENING TIME	1:3	0 PM
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Ovice	Day				TELEPHONE 310	) 604-4642	DATE 2	8 March 2014
TITLE Executive	Vice President FE	EIN	#33-04				HANGES T	O BE NOTED ABOVE

RFQ No. RFP COR61549

#### STATE OF WEST VIRGINIA Purchasing Division

### **PURCHASING AFFIDAVIT**

**MANDATE:** Under W. Va. Code §5A-3-10a, no contract or renewal of any contract may be awarded by the state or any of its political subdivisions to any vendor or prospective vendor when the vendor or prospective vendor or a related party to the vendor or prospective vendor is a debtor and: (1) the debt owed is an amount greater than one thousand dollars in the aggregate; or (2) the debtor is in employer default.

**EXCEPTION:** The prohibition listed above does not apply where a vendor has contested any tax administered pursuant to chapter eleven of the W. Va. Code, workers' compensation premium, permit fee or environmental fee or assessment and the matter has not become final or where the vendor has entered into a payment plan or agreement and the vendor is not in default of any of the provisions of such plan or agreement.

#### **DEFINITIONS:**

WITNESS THE FOLLOWING SIGNATURE:

"Debt" means any assessment, premium, penalty, fine, tax or other amount of money owed to the state or any of its political subdivisions because of a judgment, fine, permit violation, license assessment, defaulted workers' compensation premium, penalty or other assessment presently delinquent or due and required to be paid to the state or any of its political subdivisions, including any interest or additional penalties accrued thereon.

"Employer default" means having an outstanding balance or liability to the old fund or to the uninsured employers' fund or being in policy default, as defined in W. Va. Code § 23-2c-2, failure to maintain mandatory workers' compensation coverage, or failure to fully meet its obligations as a workers' compensation self-insured employer. An employer is not in employer default if it has entered into a repayment agreement with the Insurance Commissioner and remains in compliance with the obligations under the repayment agreement.

"Related party" means a party, whether an individual, corporation, partnership, association, limited liability company or any other form or business association or other entity whatsoever, related to any vendor by blood, marriage, ownership or contract through which the party has a relationship of ownership or other interest with the vendor so that the party will actually or by effect receive or control a portion of the benefit, profit or other consideration from performance of a vendor contract with the party receiving an amount that meets or exceed five percent of the total contract amount.

AFFIRMATION: By signing this form, the vendor's authorized signer affirms and acknowledges under penalty of law for false swearing (W. Va. Code §61-5-3) that neither vendor nor any related party owe a debt as defined above and that neither vendor nor any related party are in employer default as defined above, unless the debt or employer default is permitted under the exception above.

### 

Purchasing Affidavit (Revised 07/01/2012)

# REQUEST FOR PROPOSAL WV Division of Corrections - COR61549 - Commissary Services

If applicable, sign and submit the attached Resident Vendor Preference Certificate with the proposal.

N/A

# State of West Virginia

# **VENDOR PREFERENCE CERTIFICATE**

Certification and application\* is hereby made for Preference in accordance with **West Virginia Code**, §5A-3-37. (Does not apply to construction contracts). **West Virginia Code**, §5A-3-37, provides an opportunity for qualifying vendors to request (at the time of bid) preference for their residency status. Such preference is an evaluation method only and will be applied only to the cost bid in accordance with the **West Virginia Code**. This certificate for application is to be used to request such preference. The Purchasing Division will make the determination of the Resident Vendor Preference, if applicable.

1.	Application is made for 2.5% resident vendor preference for the reason checked:  Bidder is an individual resident vendor and has resided continuously in West Virginia for four (4) years immediately preceding the design of the
	ing the date of this certification; <b>or</b> ,  Bidder is a partnership, association or corporation resident vendor and has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; or 80% of the ownership interest of Bidder is held by another individual, partnership, association or corporation resident vendor who has maintained its headquarters or principal place of business continuously in West Virginia for four (4) years immediately preceding the date of this certification; <b>or</b> ,  Bidder is a nonresident vendor which has an affiliate or subsidiary which employs a minimum of one hundred state residents and which has maintained its headquarters or principal place of business within West Virginia continuously for the four (4)
	years immediately preceding the date of this certification; or,
2.	Application is made for 2.5% resident vendor preference for the reason checked:  Bidder is a resident vendor who certifies that, during the life of the contract, on average at least 75% of the employees working on the project being bid are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
3.	Application is made for 2.5% resident vendor preference for the reason checked:  Bidder is a nonresident vendor employing a minimum of one hundred state residents or is a nonresident vendor with an affiliate or subsidiary which maintains its headquarters or principal place of business within West Virginia employing a minimum of one hundred state residents who certifies that, during the life of the contract, on average at least 75% of the employees or Bidder's affiliate's or subsidiary's employees are residents of West Virginia who have resided in the state continuously for the two years immediately preceding submission of this bid; or,
4.	Application is made for 5% resident vendor preference for the reason checked:  Bidder meets either the requirement of both subdivisions (1) and (2) or subdivision (1) and (3) as stated above; or,
5.	Application is made for 3.5% resident vendor preference who is a veteran for the reason checked:  Bidder is an individual resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard and has resided in West Virginia continuously for the four years immediately preceding the date on which the bid is submitted; or,
6.	Application is made for 3.5% resident vendor preference who is a veteran for the reason checked: Bidder is a resident vendor who is a veteran of the United States armed forces, the reserves or the National Guard, if, for purposes of producing or distributing the commodities or completing the project which is the subject of the vendor's bid and continuously over the entire term of the project, on average at least seventy-five percent of the vendor's employees are residents of West Virginia who have resided in the state continuously for the two immediately preceding years.
7.	Application is made for preference as a non-resident small, women- and minority-owned business, in accordance with West Virginia Code §5A-3-59 and West Virginia Code of State Rules.  Bidder has been or expects to be approved prior to contract award by the Purchasing Division as a certified small, women- and minority-owned business.
against:	inderstands if the Secretary of Revenue determines that a Bidder receiving preference has failed to continue to meet the nents for such preference, the Secretary may order the Director of Purchasing to: (a) reject the bid; or (b) assess a penalty such Bidder in an amount not to exceed 5% of the bid amount and that such penalty will be paid to the contracting agency cted from any unpaid balance on the contract or purchase order.
By submauthorize	nission of this certificate, Bidder agrees to disclose any reasonably requested information to the Purchasing Division and es the Department of Revenue to disclose to the Director of Purchasing appropriate information verifying that Bidder has paid ired business taxes, provided that such information does not contain the amounts of taxes paid nor any other information by the Tax Commissioner to be confidential.
and acc	penalty of law for false swearing (West Virginia Code, §61-5-3), Bidder hereby certifies that this certificate is true surate in all respects; and that if a contract is issued to Bidder and if anything contained within this certificate so during the term of the contract, Bidder will notify the Purchasing Division in writing immediately.
Bidder:	Union Supply Group, Inc. Signed: Signed:
Date:	28 March 2014 Title Executive Vice President

#### CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

State of California  County of Los Angeles	ss. ///
On March, 31, 2014, before me, personally appeared Lynds	Name and Title of Officer (e.g., "Jane Doe, Notary Public")  Name(s) of Signer(s)
MARTIN VALENCIA Commission # 2041070 Notary Public - California Los Angeles County My Comm. Expires Sep 12, 2017	personally known to me  proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.
0	WITNESS my hand and official seal.  Signature of Notary Public
Though the information below is not required by law, is and could prevent fraudulent removal and in Description of Attached Document  Title or Type of Document:	t may prove valuable to persons relying on the document eattachment of this form to another document.
	Number of Pages: 6 fulges
Capacity(ies) Claimed by Signer(s)  Signer's Name: Lynder   Lean   Fall   Individual Corporate Officer — Title(s): Partner — Limited General Attorney in Fact Trustee Guardian or Conservator Other: Signer Is Representing:	Signer's Name: Individual Corporate Officer — Title(s): Partner — Limited General Attorney in Fact Trustee Guardian or Conservator Other: Signer Is Representing:



**Union Supply** *Group* has more than 20 years of experience delivering correctional commissary merchandise and services. We are the fastest growing commissary services provider in the country thanks to our unmatched focus on serving our clients. We have more than 7,000 quality products specially designed and packaged for correctional facilities in stock and our four national distribution centers— including a 300,000 ft. sq. operations center less than one-day's drive from all West Virginia Division of Corrections (WVDOC) facilities— offer daily delivery of both bulk merchandise and pre-bagged inmate orders to more than 900 correctional facilities across the country.

In addition to our traditional commissary expertise, Union Supply is the leading innovator in developing partnerships with Correctional Industries (CI) agencies. We were the first commissary company to run a package program through a joint venture with correctional industries that employs inmates in meaningful jobs; the first company to create training programs for inmates to learn the assembly of corrections-grade merchandise to be sold through package programs or commissaries/ We are also the first company to build an in-house education division to integrate the job training and work opportunities we create for inmates with the curriculum and credit requirements of local community colleges and vocational schools; the first to run a the first to run a PIE-certified commissary program and the first to provide weekly commissary to an entire state DOC through a CI joint venture; While other companies y have ignored or avoided correctional industries, Union Supply has embraced CI agencies and their critical mission of providing inmates with meaningful work, training them in valuable job skills, and offering them vocational learning opportunities.

Union Supply's unique experience and resources enable us to offer two complete proposals to the WVDOC each of which offers an unmatchable total value proposition for the State of West Virginia.

Union Supply can provide fulfillment of all orders for bulk merchandise and for pre-bagged inmate orders directly from our secure warehouse in Ohio. We will provide easy-to-use, automated Order-by-Phone, deep integration with the WVDOC's Lockdown trust fund and commissary management systems, a dedicated account manager to act as the state's always on call, single point of contact <u>and</u> a complete menu that lowers prices for inmates.





# Executive Summary



Union Supply can also act as a full-service partner for WVCI providing everything from expert advice on how to set up a warehouse to a commissary program; training on ACA-endorsed best practices for commissary services specially customized to accommodate inmate employees and comprehensive technology solutions with round-the-clock support than run the entire program without ever allowing an inmate employee access to an external network or sensitive information. This proposal also includes all of the service improvements of our basic proposal and a complete menu that lowers prices for inmates and increases commission revenue for the state.

Both proposals also includes a complete friends and family package program. For our alternate proposal this program will be run with inmate workers and several unique training programs developed by and exclusively offered by Union Supply to complement our inmate work programs. These programs include accredited vocational training in electronics, computers, and business as well as an interactive digital GED study program.

**Both** of Union Supply's proposals guarantee the State the convenience of a single provider for a complete menu of items - including all shoes and electronics - will always be in stock, ready to ship within 24 hours and fully commissionable. **Both** proposals also include a host of convenient service upgrades made possible by our longtime partnership with Tech Friends and our expertise with their Lockdown<sup>TM</sup> commissary and trust fund software. These service upgrades will eliminate paperwork, reduce errors and save WVDOC staff time (for instance by importing property item orders directly to each inmate's property list as they're delivered or purchased so that Property Officers no longer have to enter each item manually).

Finally, Union Supply is a values-driven company with a top-to-bottom commitment to high ethical standards and client service. Our client-centric project planning, implementation and review processes put your objectives at the center of everything we do. Everyone in our company is reviewed on their ability to perform for our clients. We measure success by meeting your standards and pride ourselves on our 20 years of helping the agencies we work with fulfill their important correctional missions.



# 1. Union Supply Experience, Qualifications, Approach & Methodology

#### **Attachment A: Vendor Response Sheet**

Provide a response regarding the following: firm and staff qualifications and experience in completing similar projects; references; copies of any staff certifications or degrees applicable to this project; proposed staffing plan; descriptions of past projects completed entailing the location of the project, project manager name and contact information, type of project, and what the project goals and objectives where and how they were met.

**Union Supply** *Group* **Response:** Union Supply understands the WVDOC's mission and is uniquely capable of partnering with the State to deliver high quality commissary and package program services under either of the two operational models described in this proposal.. Union Supply is one of the largest providers of bulk commissary merchandise, pre-bagged commissary orders and managed commissary services in the country. We are also the only company that has developed the processes, technology packages, operational procedures and in-house expertise to combine inmate work, vocational training and learning opportunities with commissary and package program services.

# **Union Supply History & Qualifications**

In 1991, a Southern California Commissary Manager unable to find what he needed to run his facility securely approached Tom Thomas for help. Mr. Thomas was working for a Military Surplus distributor. He not only filled the orders but guaranteed his team's ability to get the officer anything else he needed in the future.

More orders arrived as Commissary Managers up and down the state heard about Mr. Thomas' promise, "From a battleship to hot sauce— we have it or we will get it!" Word continued to spread as Mr. Thomas and his team lived up to that promise. As the orders poured in, Mr. Thomas founded Union Supply to focus exclusively on meeting correctional

commissaries' unique needs.

From its early days when Mr. Thomas delivered goods in his own truck, Union Supply Group has grown into a nationwide supplier of food, apparel, footwear, electronics, personal care and other products to Federal, State,





County, City and private prisons, jails, work camps and half-way houses from Hawaii to Maine.

Today, Union Supply works directly with hundreds of manufacturers in the US and abroad to provide more than 7,000 items in secure, prison-safe designs and packaging to our clients through inmate direct package programs and facility commissary operations. With more than 700,000 ft<sup>2</sup> of warehouse space and professional support teams at our shipping centers near transportation hubs in Los Angeles, Ohio and Florida as well as a growing team in Texas, Union Supply fills orders for goods in all quantities, shapes and sizes and ships within 24 hours.

Union Supply's warehouses are regularly visited and inspected by law enforcement agencies and our packing and shipping operations meet the highest security standards requested by any correctional commissary manager in the country. Union Supply uses camera-monitored packing lines, multi-level premise security, and rigorously secure packaging and shipping procedures at our warehouses, ensuring that products shipped to our corrections customers are safe and free of contraband.

In addition, we have expanded to add a redundant data center to complement our Los Angeles Network Operations Center. This enables us to offer always-on live interfaces and real-time web-services integrations with clients; to support various electronic processes and applications; and to provide other value added services like Order by Phone.

**@US Commissary** *Solutions* (Union Supply Commissary Solutions, Inc. a wholly owned subsidiary of Union Supply Group) provides, implements and manages end-to-end, onsite commissary solutions for our clients, from deposit kiosks in the lobby to the commissary and trust accounting software and hardware in the facility. If selected to partner with the WVDOC and/or WVCI, US Commissary Solutions (USCS) will design the infrastructure, training, warehouse, delivery and operational plans and will implement the packaging program, electronics assembly, and other value-adding services described herein using inmate labor wherever possible. If the WVDOC elects to receive commissary directly from our Ohio warehouse, the USCS team will be responsible for managing the onsite stores and local delivery staff according to our rigorously tested manual of ACA-certified best practices.

US Commissary Solutions is led by a team with decades of experience as correctional agency Administrators and Program Managers, Wardens, and top executives of specialized industry vendors. We run entire commissary operations, package programs using inmate labor, joint ventures with local partners and other operational models designed in cooperation with our clients and partners.



US Commissary Solutions works only with best-in-class component and application suppliers whose products are actively in use at large correctional agencies. Union Supply has decades of experience working with every major vendor in corrections. We draw on the expertise and knowledge from throughout the Union Supply Group to select only the most reliable technology partners and merchandise suppliers. Our in-house technology teams then carefully integrate all the components needed to meet each client's goals. The USCS division then provides ongoing management and supports our entire solution with a seasoned, expert team.

USCS' Vice President of Operations Jerry Carr in particular brings extensive experience to this project, having implemented more than 20 commissary start-up programs, and having supervised the day-to-day commissary operations for more than 25 correctional agencies.



Mr. Carr will serve as the full-time Implementation Project Manager for the WVCI fulfillment option described in our alternate proposal (see Section 4) until all of the services are successfully implemented. In addition, if the WVDOC accepts our alternate proposal to form a joint venture with WVCI, our Director of Warehouse Operations Steve Gully has designed and implemented packaging lines and services at new warehouses both inside and outside of correctional perimeters in three states in the last year and will be the leader of the project to build-out the WVCI's Huttonsville warehouse into a ffully functioning fulfillment and training center.

Union Supply's team also includes experienced technical staff, project managers and IT personnel who will provide the integrations, software deployments and technical support that will make the WVCI/Union Supply joint venture a success. The staffs at our Ohio warehouse will also assist with inventory management and replenishment and provide essential redundancy for inventory and fulfillment in the event of a disruption or lockdown at our proposed joint venture's work facility.

**Union Supply Direct,** our division devoted to managing customized package programs, is one of the largest suppliers of inmate package programs in the country. Union Supply Direct currently manages more than 40 programs in 37 states. If the WVDOC accepts our base proposal, the Union Supply Direct will provide a new Quarterly Package Program for the friends and family members of WVDOC inmates (separate from the property



catalogs from which inmates will order any and all shoes, clothing and electronics that are not stocked in the onsite stores). If the WVDOC selects our alternate proposal to form a joint venture with WVCI; then the Union Supply Direct team will provide all of the marketing, payment processing, order taking and offsite work that cannot be performed by inmates; while a new WVCI fulfillment center trains and works inmates to do everything that does require them to access a live network or see customer information.

Union Supply Direct includes specialists in web-design, seasonal and regional consumer marketing, optimization of the product/price mix, and other areas of expertise often overlooked by companies that focus primarily on inmate and institutional sales channels. This dedicated service and sales team draws upon the entire range of products offered by Union Supply Group to create unique product menus for each client and sales program.

**U-Ed** is our newest division, and another example of our ongoing effort to fully support our corrections clients in meeting their corrections mission, particularly during a time of strained budgets. We now have a dedicated in-house team to design and run inmate education programs as another component of our correctional industries partnership programs and processes. Our supplemental educational courses and materials address the skills required to qualify as a work component of the Career & Technical Education (CTE) curricula recognized by colleges and trade schools close to the communities in which inmates are employed by our programs and partnerships. U-Ed also licenses and creates educational textbooks, manuals, assignments and exercises to support all of our inmate training and vocational education programs. If the WVDOC selects our alternate proposal, our U-Ed team will assist with hiring the WVCI supervisors for the inmate workforce in Huttonsville and will provide the training, curricula, learning materials and interactive educational tablets for the vocational education programs that will be offered to inmate employees of our joint venture with WVCI.

Anthony Romero, Ph.D, designs and implements U-Ed's educational programs. Dr. Romero directs post-graduate teacher education at Adams State University and is the former Assistant Director of the Colorado Department of Corrections' (CDOC) educational programs. Dr. Romero's unique experience training inmates, training teachers and as a published expert on how inmate work and educational programs can reduce recidivism and save money makes him exceptionally qualified to oversee Union Supply's proposed educational materials and training programs for inmates.

## **Correctional Industries Partnership Experience**

Over the last several years Union Supply, through our USCS and U-Ed operating units, has pioneered new models of providing commissary services to correctional facilities by combining our experience and corrections product expertise with Correctional Industries (CI) mission and ability to work and train inmates. We are the first commissary company to





run a successful, large-scale package program employing inmates in real jobs and teaching them real skills. We are the first commissary company to create work and training programs for inmates to learn the assembly of corrections-grade merchandise for sale in commissaries. We are the first commissary company to employ Correctional Industries to provide warranty services on electronics assembled by inmates. And we are the first commissary company to create and staff an in-house education division (U-Ed) to better integrate the job training and work opportunities we create for inmates with the curriculum and credit requirements of local community colleges and vocational schools— all at no cost to our corrections partners as we constantly seek new and better ways to help them fulfill their corrections mission.

Union Supply is the exclusive joint venture partner of several other Correctional Industries agencies and manager of similar inmate work programs in Washington and Kansas. In addition we partnered with North Carolina Corrections Enterprises to establish <a href="the only correctional industries commissary or package program that PIECP">the Office of Justice (Prison industries Enhancement Certification Program)</a> by the Office of Justice Assistance and the Bureau or Justice Assistance (BJA). Union Supply's partnerships with Correctional Industries agencies across the country employ more a hundred inmates and have introduced a number of supplementary educational and training programs that Union Supply has developed and that only Union Supply can offer.

Union Supply remains exclusively dedicated to the correctional industry and is proud to have been a trusted collaborator and service provider to our partners for more than 20 years. Our commitment includes long-time sponsorship and participation in the West Virginia Sheriffs' Association, American Correctional Association (ACA), American Jail Association (AJA), Southern States Correctional Association, Correctional Peace Officers Foundation, Association of Women Executives in Corrections, National Correctional Industry Association, and nearly 50 other regional correctional and law enforcement associations across the country.

- American Correctional Association (ACA)
- American Jail Association (AJA)
- Association of Women Executives in Corrections (AWEC)
- Correctional Peace Officers Foundation (CPOF)
- National Correctional Industry Association (NCIA)
- National Organization of Hispanics in Criminal Justice (NOHCJ)
- National Sheriffs' Association ® (NSA)
- Southern States Correctional Association (SSCA)
- Arkansas Association of Correctional Employees Trust (AACET) ("Big Boss" level sponsor of Ball & Chain fundraiser

- Michigan Sheriffs' Association
- Mid-Atlantic States Correctional Association
- Minnesota Corrections Association
- Minnesota Sheriffs' Association
- Missouri Deputy Sheriffs' Association
- Missouri Sheriffs' Association
- New York State Sheriffs' Association
- North Carolina Correctional Association
- North Carolina Jail Administrators' Association
- Ohio Correctional and Court Services Association
- Oklahoma Sheriffs' Association
- Oregon State Sheriffs' Association
- Pennsylvania Sheriffs' Association





- California State Sheriffs' Association
- Colorado Criminal Justice Association
- Florida Council Crime Delinguency
- Florida Sheriffs' Association
- · Georgia Jail Association
- Georgia Sheriffs' Association
- Idaho Juvenile Justice Association
- Illinois Sheriffs' Association
- Indiana Sheriffs' Association
- Iowa Corrections Association
- Iowa State Sheriffs' and Deputies' Association
- Kentucky Jailers' Association
- Louisiana Sheriffs' Association
- Maine Sheriffs' Association
- Maryland Correction Administrators' Association

- South Carolina Correctional Association
- South Carolina Sheriffs' Association
- Southern States Correctional Association
- Texas Corrections Association
- Texas Jail Association
- Sheriffs' Association of Texas
- United States Deputy Wardens' Association
- Utah Sheriffs' Association
- Virginia Correctional Association
- Virginia Sheriffs' Institute
- Washington Correctional Association
- West Virginia Sheriffs' Association
- Western States Sheriffs' Association
- Wisconsin Correctional Association

Union Supply Group began with our founder's promise to his first client. We're proud that correctional institutions across the country know they can rely on us because of our commitment to daily live up to that promise for every product and every service we provide.

#### **SECTION FOUR: PROJECT SPECIFICATIONS:**

1. Location and Facility Data: refer to Exhibit 1 for facility descriptions.

Anthony Correctional Center, White Sulphur Springs, WV;

Beckley Correctional Center, Beckley, WV;

Charleston Correctional Center, Charleston, WV;

Denmar Correctional Center, Hillsboro, WV;

Huttonsville Correctional Center and Work Camp, Huttonsville, WV;

Lakin Correctional Center, West Columbia, WV;

Martinsburg Correctional Center, Martinsburg, WV;

Mt. Olive Correctional Complex and Slaton Work Camp, Mt. Olive, WV;

Northern Correctional Facility and Northern Regional Jail, Moundsville, WV;

Ohio County Correctional Center, Wheeling, WV;

Parkersburg Correctional Center, Parkersburg, WV;

Puntytown Correctional Center, Grafton, WV;

St. Mary's Correctional Center, St. Mary's, WV;

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply is prepared to begin service to all 15 of the facilities (counting the Huttonsville and Mt. Olive work camps) specified. We have developed delivery plans, staffing plans and service transition plans for both of the two operational models we are offering that fully account for the locations, the distances between them, typical road and traffic conditions (as reported on Waze and other traffic sites), the volume of merchandise and weekly sales reported for each facility and for the WVDOC's requested hours of operations and current staffing levels at each and every facility.





2. Background and Current Operation: The Agency provides custody, control, and care of over 5,000 adult convicted felons. The current Commissary operation was created to outsource the commissary activities for the Agency sites. Current operation provides a comprehensive system of delivery of approved items to inmates. Current vendor provides an onsite window, onsite bag delivery type operation, an off-site bag delivery type operation, or a combination of services. Current Commissary operations are outlined on Exhibit 1, Facility Descriptions.

Current Commissary operation provides job opportunities for inmates located at the respective sites. The Vendor may utilize inmate labor to reduce cost and create employment opportunities for inmates. The Warden/Administrator or designee will determine the number of inmates used, the selection criteria, final approval of any job assignment, and the institution will be responsible for the payment of inmate wages. The Vendor cannot consider inmate labor in any cost calculations.

Warden/Administrator or designee at each site instructs contract workers/visitors with respect to movement to, from, and within their designated area. Any other movement is considered outside the scope of the normal operations unless otherwise authorized.

Agency ID cards are provided to vendor's personnel. Sites reserve the right to search any deliveries, mail or packages received at the site prior to being delivered inside of the security perimeter. Contract workers/visitors are subject to search of their person, vehicles and personal items before entering the site. Such searches may be pat down searches, searches by metal detectors, or searches by Agency canine unit.

With respect to inventory and equipment owned by the Vendor, Agency is not responsible for any losses suffered by Vendor related to destruction by inmates, fire, theft, power outages, or any act of God. In addition, the Agency is not responsible for any losses suffered by the Vendor for failure to maintain appropriate inventory control.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply has closely examined all of the details of the operations at each facility as described above, in the various addenda to the State's RFP and on the site tours and proposed to maintain hours of operation, onsite staffing levels, frequency of delivery (to pre-bagged facilities) at all facilities as they are now. As instructed we have not factored the cost or cost savings of inmate labor at the various stores into our cost calculations; but we fully intend to make work opportunities available to inmates at as many facilities as possible under both of our proposed operational models. USCS policy does not permit inmates to distribute merchandise or view any monitor that displays another inmate's trust fund balance or custody level etc.; but inmates can be used to clean ice cream freezers (any refrigeration unit that stores dairy is required to be checked and cleaned once a month by most health departments), unload and transport bulk merchandise from loading docks to commissary stores and more.



Union Supply intends the description of our proposed services, operating methods and inmate work opportunities to be a sound starting point for planning our services for the WVDOC. As per the instructions above, nothing in our plan will be considered final or definitive until we have consulted with the Wardens throughout the WVDOC; and our final implementation and operational plans will be adjusted to accommodate their preferences and instructions before we take over services at any WVDOC facility.

**3. Piggyback Language:** This Contract may be utilized by West Virginia State agencies and all political subdivisions of the State in all 55 counties.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply will gladly extend the offer of services and pricing presented in this proposal to any county or political subdivision in West Virginia with the proviso that small adjustments may be made in the menu pricing to account for the slightly different cost of shipping to locations throughout the state. Also, our staffing levels proposed herein for onsite commissary stores are specific to the WVDOC's requirements. Our offer to extend services to other correctional facilities in West Virginia shall not be taken as a guarantee that every 500-600 bed facility will be staffed with three, full-time, onsite USCS employees as we are proposing for St. Mary's Correctional Center for instance. USCS will gladly specify the staffing level offered and any small adjustment in menu pricing required upon request from any facility in West Virginia that would like to piggyback on this contract,.

*List project goals and objectives contained in Section 4, Subsection 4:* 

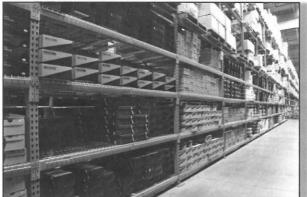
#### **Section 4:**

4.1 To operate and maintain inmate commissary operations at the facilities identified on Exhibit 1, in a cost effective and efficient manner for the benefit of Agency and the inmates incarcerated at said facilities.

**Union Supply** *Group* **Response:** Union Supply has read, agrees and will comply. Union Supply is excellently qualified and fully prepared to provide efficient and cost-effective commissary services under all of the operational models requested by the WVDOC.

Union Supply has <u>more than 20 years of experience</u> providing correctional commissary merchandise and services. Union Supply is the fastest growing commissary services provider in the country thanks to our unmatched focus on serving our clients. Our resources include four national distribution centers that daily deliver from more than 7,000 quality products specially designed and packaged for our more than 900 correctional facilities that purchase bulk merchandise for their commissary stores.







Union Supply has more than \$6 Million of inventory of 60 models of shoes ready to ship

Our distribution center in Ohio has more than 300,000 square feet of storage and more inventory on-hand than the WVDOC uses in five years. The depth of our inventory enables us to keep all sizes of shoes and clothing available and to guarantee a 98.5% fill rate for our clients. Union Supply is fully prepared to begin delivering bulk and pre-bagged commissary to all 15 WVDOC facilities immediately upon contract award.

We are also a leading provider of the proposed package program services. We have been selected and in many cases retained over and over by more than 40 large correctional agencies in 28 states to run holiday programs, property programs, incentive package programs, religious items, arts and crafts catalogs and seasonal, monthly and ongoing gift package programs for inmates' family and friends.





Property/Package Program(s)



Union Supply, through our USCS division has also repeatedly proved our ability to run fully managed commissary stores and offsite bagging operations efficiently and successfully. In 2012 USCS hired to provide commissary services for the Reeves County Detention Center (RCDC), a 3000+ inmate facility in Texas. Their previous vendor was causing innumerable delays and inmate complaints by relying on Special Purchase Orders (SPOs) and various third parties to provide shoes and other property items only as they were ordered. They lacked the ability to integrate with the inmate phones to automate ordering and didn't make their most experienced staff available to work through issues. US Commissary Solutions revamped the entire operation— including <a href="implementing the same Tech Friends">implementing the same Tech Friends banking and commissary software already in use at the WVDOC—transitioned the RCDC to our services in less than thirty days and <a href="improved the quality of the services and eliminated problems">improved the quality of the services and eliminated problems</a> that concerned the RCDC's management. US Commissary Solutions proposes to use many of the same tools and techniques that have proven their worth at other large correctional facilities to improve services, merchandise and performance at the WVDOC facilities.

USCS has selected Tech Friends software to help meet the needs of several of our other clients as well. Our entire team has already been trained on the system and we use it every day. We already have built, tested and implemented the integrations required to link Tech Friends software in commissary stores to our offsite warehouses, to our IVR (Interactive Voice Response) phone tree for Order by Phone, and to link their banking tools to our billing system for invoicing and reconciliation. The entire IT infrastructure and integrated processes that we propose to use at the WVDOC are already up and running and have proven their reliability as we and Tech Friends work together to serve many thousands of inmates every day. With Tech Friends already in use at the WVDOC, Union Supply can guarantee an incomparably smooth transition to our proposed services.

Union Supply and Tech Friends also work together to provide high-quality service for facilities receiving exclusively pre-bagged commissary orders, for instance at a 3000 bed correctional campus in Willacy County, Texas; and have created a customized extension of Tech Friends' commissary software just for use in areas where we employ inmate workers through joint ventures with Correctional Industries partners like the Kansas DOC. These customizations of Tech Friends' commissary and banking applications allow us to print pick slips and scan orders before boxing and palletizing them for transport without ever displaying the name or location of the inmate who placed the order. This customization has only ever been used by Union Supply and was developed by Union Supply and Tech Friends just so that we could safely and efficiently manage operations like the joint venture with WVCI described in our alternate proposal.



4.2 To provide job opportunities for inmates located in the respective sites.

**Union Supply** *Group* **Response:** Union Supply has read, agrees and will comply. Union Supply proposes to use inmate labor where possible under both of the operational models proposed. For our first option—fulfillment from our Ohio distribution center—we will take advantage of any inmate labor they provide to help unload trucks, move bulk product, stock store shelves and to clean refrigerators, ice cream bins and/or soda chillers monthly (or as required by local health codes).

If the WVDOC accepts our alternate proposal, to form a joint venture with WVCI and create a new, in-state, fulfillment center to serve the WVDOC and eventually any regional and county jails that piggyback on this contract; then Union Supply can provide a host of additional inmate jobs and training opportunities.

# Union Supply Qualifications & Experience Providing Inmate Work and Training

Union Supply understands the WVCIs' mission and is uniquely capable of partnering with the State to deliver high quality commissary and package program services that combine inmate work, vocational training and learning opportunities. We are uniquely well qualified to provide all of the services described in our alternate proposal (to form a joint venture with WVCI) including the extensive inmate work and training opportunities that this alternate service model will create.

From our beginnings as a simple supplier, Union Supply Group now has grown into multifaceted company that offers innovative inmate products and corrections services to support our corrections clients in meeting the full spectrum of the corrections mission from security to rehabilitation. In recent years, Union Supply has pioneered a new model of commissary services that supports the corrections mission by partnering with correctional industries to employ, train and educate inmates. We have developed a patent-pending program that utilizes carefully tailored operational, management and education systems specifically to support partnerships with Corrections Industries agencies.

#### Union Supply is:

- The first commissary company to run a package program through a joint venture with correctional industries that employs inmates in meaningful operations jobs
- The first company to create <u>training programs for inmates to learn the assembly of corrections-grade merchandise</u> to be sold through package programs or commissaries; and
- The first company to build <u>an in-house education division to integrate the job training and work opportunities we create</u> for inmates with the curriculum and credit requirements of local community colleges and vocational schools.





When Colorado Correctional Industries (CCi) wanted to expand its inmate training and jobs program, it chose Union Supply to create and run not only a statewide package program, but a warehousing logistics and fulfillment program to train and employ inmates. In consultation with CCi, we designed and implemented a full service, "in-perimeter" warehouse for the venture. We supplied veteran IT and operations experts with substantial behind-the-walls experience to install scanners and software, train the inmates and more.









USCS's Director of Warehouse Operations Steve Gully designed and organized the build out of a CI joint venture fulfillment center in under 30 days while teaching inmate useful skills

We also provided everything that could not be done by inmates, such as taking friends' and families' orders and payments in our bilingual call center and integrating with the CDOC's inmate trust accounts program.

We are proud that Union Supply and CCi's venture has resulted in a very financially successful ongoing package program. In fact, Union Supply's marketing and menu design expertise increased sales by more than 10% over any previous CDOC package program. Together we now deliver 28,000 packages a year and generate more than \$1.7M per year in sales while employing and training between 15 and 40 inmates at a time.

We have now expanded our partnership with CCi to include an electronics assembly program based on the same CTE (Career and Technical Education) course materials and electronics component packs that we propose to provide in Los Angeles. Inmates who participate in these U-Ed developed classes earn the hours of practical experience required for vocational credits at outside community colleges by building lamps, fans, radios and TVs which are then sold to CDOC inmates. The program earns money for CCi and for inmates while teaching valuable real-world skills. No other company has the materials, expertise and staff to implement a program like this for inmates in West Virginia.

The CCi partnership exemplifies something that truly sets Union Supply apart from its competitors: our commitment to seek out and share job and business opportunities with our corrections partners and others. Union Supply's leadership includes numerous former directors and executives of inmate services, prison industries, corrections departments, and



other state agencies who recognize the value, in every sense of the word, of providing job and business opportunities to underutilized workers. While other commissary vendors try to work around Correctional Industries programs, Union Supply has been proactively reaching out to them for years and has invested substantial resources in developing methods, technologies, supplementary programs and staff expertise specifically to make partnerships like these succeed. We are confident that we can develop operational, financial and educational plans that create real value for inmates, WVCI and the WVDOC.







We have also recently implemented our proposed order-taking, and Tech Friends' inventory management and commissary privilege management applications for the state of Kansas and Kansas Correctional Industries. We have already implemented proposed our electronics manufacturing and training program for Colorado Correctional Industries. We have already taken partners in North Carolina, Kansas, Colorado and Washington through the process of setting up warehouses, installing cameras, passing safety and health inspections and standing up complete package programs with specially secured fulfillment software. We have already established pilot programs in Ohio, California and with Federal agencies to use our proposed interactive digital learning tools and accredited inmate education programs.

For the State of Kansas, Union Supply recently took over a 12,000 sq. ft. warehouse in Hutchinson, KS that KCI wanted to use for a commissary and package program joint venture. Union Supply performed a thorough inspection; built an inmate changing room (for inmates to change into pocketless coveralls before their shifts to deter theft); an office for our business manager, installed a CCTV system with cameras monitoring all work areas; improved the warehouse and climate control to ensure that it would pass a health inspection (necessary to store perishable foods onsite); added a data network with

ports and drops lines for multiple, high-flow, scan-in, scan-out stations to facilitate automatic receiving, inventory tracking, accurate fill verification and more. Our design and



implementation team also laid out and installed pallet racks for storage, an efficient flow rack and pick line system.

Only Union Supply can guarantee that we know how to use a space the size of the WVCI's Huttonsville warehouse (approx. 12,000 sq. ft.) to run two inmate work programs and a classroom efficiently and successfully; because <u>only Union Supply has already done exactly that</u> for another State.

Not only did we complete the job on time while managing multiple local contractors who weren't accustomed to working within a correctional facility perimeter; our team of correctional veterans took the opportunity to use this project to provide additional inmate work and training. We even brought in staff from out of state with experience training and supervising inmates to be sure that we took best advantage of this chance to help our CI partners further their goals while effectively and safely managing the larger project. This is just one example of the unique commitment and preparedness of Union Supply's team to maximize the ability of our proposed partnership with WVCI to achieve WVCI's and the WVDOC's correctional missions.

Warehouse Set-up Task List— Inmate Work Opportunities				
Task	Labor Required			
Clean entire workspace	Unskilled- can be inmates			
Inspect perimeter of entire building for gaps in ducts, crawlspace entries etc. where rodents might enter. Thoroughly cover all openings with fine wire mesh.	Unskilled- can be inmates			
Caulk any gaps in window frames that will interfere with operation of climate control	Unskilled- can be inmates			
Test all outlets, lighting fixtures and data lines	Skilled/ USCS IT Manager			
Design Storage plan, replenishment plan, pick line and work	Skilled/ USCS Warehouse			
flow system for all operations	Manager			
Assemble pallet racks or storage racks	General Labor (requires basic tool use) - can be inmates			
Assemble flow racks	General Labor (requires basic tool use) - can be inmates			
Bolt racks to floor	General Labor (requires basic tool use) - can be inmates			
Install CCTV system	Tradesman/ Electrician			
Inspect/Install climate control for food storage areas	Tradesman / HVAC Contractor			
Install security doors and alarms as necessary	Tradesman/ General Contractor			
Post Fire Escape Plan, fire extinguishers	USCS Manager			
Install scanning & Checking stations	USCS IT Manager			
Install Workstations & network	USCS IT Manager			



Warehouse Set-up Task List— Inmate Work Opportunities				
Task	Labor Required			
Inspect/Install fire alarm & sprinkler system	Tradesman. General or Plumbing Contractor			
Perform pre-inspection top-to-bottom examination of building	USCS Warehouse Manager			
Schedule Fire Marshall, Health Inspector and other required inspections	USCS Manager			
Receive inventory & break down pallets	General Labor (forklift certified) - can be inmates			
Load pallet racks & flow racks	General Labor (forklift certified) - can be inmates			

Our proposal includes inmate work opportunities, growth opportunities, more training, more education and more preparation for re-entry because Union Supply has devoted more resources and more staff to developing solutions for and meeting the rehabilitative and correctional missions of agencies like WVCI than any other company. All of the applications and programs described in this proposal are already in use in correctional industries agencies delivering results for our partners. Union Supply has worked for years now developing our technologies and skills specifically to be the best partner we can be for corrections and correctional industries agencies.





A Washington State Institute for Public Policy study\* found vocational education reduces recidivism by 9.8 percent and correctional industries programs further **reduce recidivism** by 6.4 percent.

\*Elizabeth K. Drake, Steve Aos, and Marna G. Miller, Evidence-Based Public Policy Options to Reduce Crime and Criminal Justice Costs: Implications in Washington State, Victims and Inmates Apr. 200



Union Supply proposed partnership with WVCI will create employment opportunities for inmates in a professionally managed working environment that include real job training, learning and skill building.

Union Supply would welcome a chance to demonstrate any of the proposed technologies, processes, services or programs described in this proposal either in a presentation to the WVDOC and/or the evaluation committee for these proposals by hosting a visit from WVDOC personnel at one of the correctional industries commissary joint ventures that we currently run. Seeing our proposed software, processes, infrastructure, training programs and staff expertise working together will give the State the best understanding of the value of the integrated operational and technology plans described in this proposal. If permitted by State rules, Union Supply will gladly pay travel and ancillary costs for the WVDOC evaluators to come examine one of current joint ventures so that they can make a fully informed decision about the value of our alternate proposal and our unique ability to provide these service for the WVDOC. We encourage the State to contact us at any time to arrange such a demonstration, visit or presentation.



Bagging and packing stations at a USCS-built joint venture with Correctional Industries



# Union Supply West Virginia Project Team

Union Supply is led by a team with decades of experience as correctional agency Administrators and Program Managers, Wardens, and top executives of specialized industry vendors. Union Supply Group is exclusively dedicated to serving the correctional industry and has grown from a single truck to a nationwide industry leader by collaborating with each client to tailor our services and offerings to meet their unique needs.

Union Supply has assigned a team to West Virginia with focused expertise in planning, implementing and operating onsite and offsite commissary and technology programs for correctional agencies. Our team members that will be responsible to the WVDOC and (if our alternate proposal is accepted) WVCI have more than 100 years of cumulative experience working in and with correctional agencies to deliver exactly the services requested.

#### LD Hay, Executive Vice-President

Mr. Hay has 24 years of hands-on experience in strategic planning and business development as well as project and product management in the corrections industry. Mr. Hay will also lead the Union Supply team that plan and implement our proposed services regardless of which of the two service models on offer the WVDOC accepts. Prior to joining Union Supply, Mr. Hay worked for more than 18 years with the Colorado Department of Corrections, serving the last five years as the Director of Finance and Administration while also acting as the Department's Chief Financial Officer.

In those roles, Mr. Hay oversaw a broad range of administrative and operational functions for the Department, including Budget and Finance, Planning and Analysis, Human Resources, Payroll, Risk Management, Training, Correctional Industries, Canteen and Commissary, Legal Access, Facility Services, Business Technology, ACA, Medical Operations, Education and Vocational Education, Sex Offender Treatment, Drug and Alcohol Treatment and Intergovernmental Relations.

After leaving the CDOC, Mr. Hay joined a company that provides kiosks and deposit and transaction services for correctional agencies nationwide, becoming their Chief Business Development Officer. Mr. Hay worked with clients to chart a development path and worked with each implementation team to meet their goals. Today that company's products are deployed in 25 states and more than 60 county corrections agencies housing more than 1.2 million offenders. Mr. Hay has been with Union Supply since 2010.

#### Jerry Carr, VP of Commissary Operations

Mr. Carr began his 24 year career in law enforcement in the US Army. Upon leaving the armed forces, he served the North Carolina Department of Corrections as a Correctional



Officer; eventually leaving to become an executive at a leading commissary management firm. Over the last 15 years Mr. Carr has implemented and managed many of the largest prison and jail commissary programs in the country.

Mr. Carr has implemented more than 20 commissary start-up operations and has supervised the day-to-day commissary operations at more than 25 agencies nationwide. These operations include the commissary operations of the Los Angeles County Jail system with an inmate population of 19,000; Cook County Department of Corrections, Chicago, Illinois, with an inmate population of 10,000; and the Arizona Department of Corrections, with an inmate population of 34,000.

Mr. Carr will be directly accountable to the WVDOC (and to WVCI under the alternate proposal) for the management of all in-facility stores and onsite staff throughout the life of the contract. He will provide the policies, management and training programs for our statewide onsite delivery staff and will personally supervise the new USCS in-state managers who will co-ordinate our onsite staff's grievance response and tracking; and (if the WVCI joint venture is accepted) for the commissary and package program fulfillment practices in the WVCI warehouse and of our joint ventures's staff.

#### Anthony Romero, Ph.D Director of U-Ed

Dr. Romero directs post-graduate teacher education at Adams State University and is the former Assistant Director of the Colorado DOC's educational programs. Dr. Romero has more than 25 years managing educational programs including custom-designed vocational and GED programs in correctional settings and he has published articles in The Journal of Correctional Education (Volume 61, Issue 2 June 2010) as well as elsewhere on the effectiveness of various educational initiatives in correctional facilities.

Dr. Romero is a veteran of the US Air Force and holds both a Master of Education and Doctorate in Education. His unique experience training inmates, training teachers and as a published expert on how inmate work and educational programs can reduce recidivism and save money makes him exceptionally qualified to oversee Union Supply's proposed vocational training courses for WVCI-employed inmates under our proposed joint venture.

### Doyle Schaefers, Chief Technology Officer

Mr. Schaefers leads Union Supply Group's in-house technology teams as they incorporate elements from best-of-breed hardware and software providers into an integrated services and technology solution for our clients. Mr. Schaefers' team selects and integrates every component to ensure uptime, performance and client satisfaction. His team has already built the back-office infrastructure, database integrations with Tech Friends and the IVR that we proposed to use for the WVDOC.



Mr. Schaefers also leads the teams that developed and created integration software used to link back office operations with commissary, banking, telephone, and jail management systems across the country, to automate administrative processes and enhance our services.

Prior to joining Union Supply, Mr. Schaefers served as a technician in the Marine Corps and received first-hand knowledge of telecommunications and electronics in correctional settings during his six years with the Federal Bureau of Prisons. He then joined a nationwide inmate telephone services provider as Director of Inmate Operations, rising to become its Chief Technology Officer.

#### Alison Maker, VP of Business Affairs & General Counsel

Ms. Maker has been practicing law for more than 20 years, including 10 years advising and providing legal and business expertise to correctional services companies in areas including contracting and procurement. She will work with the WVDOC to develop, draft and execute contracts related to the joint venture. Ms. Maker is also part of Union Supply's contract compliance team that regularly reviews the success of our project managers at meeting every requirement of each contract and fulfilling every objective on each client's list of program objectives.

As General Counsel for Union Supply, Ms. Maker's duties include negotiating contracts, handling various procurement matters, and supervising compliance. Ms. Maker also serves on the board of Lincoln Training Center, a Los Angeles based non-profit that provides training and employment opportunities to people with disabilities.

Previously, Ms. Maker handled transactions and litigation in complex commercial contracts, procurement, lending and intellectual property matters at law firms including Neufeld, Marks, Gralnek & Maker, and Irell & Manella. She also worked as a Senior Compliance Examiner for the National Association of Securities Dealers. Ms. Maker holds both a JD from UCLA School of Law and an MBA from UCLA's Anderson School of Management.

#### Steve Gully, Warehouse Operations Manager

Mr. Gully has more than 30 years of experience organizing and implementing warehousing and distribution operations including 18 years specifically managing logistics and distribution for commissary and supply contracts with Federal, State and Municipal Departments of Correction. Mr. Gully has recently designed warehousing, packaging, shipping and tracking operations for Union Supply's newly expanded Ohio and Jacksonville operations centers and for our other CI joint ventures. He will ensure that our operations meet the turn-around times, efficiency and accuracy standards required by the WVDOC.



Mr. Gully will personally direct the set-up of the new fulfillment line to serve our proposed joint venture commissary services and package program out of WVCI's warehouse in Huttonsville. As part of this process Mr. Gully will help train and supervise inmates who are able to help with the installation of new racking and scanning stations and Union Supply will reimburse WVCI for all inmate labor used. Mr. Gully has recently set-up new warehouses for inmate work programs in Kansas and is uniquely qualified to ensure that our proposed joint venture launches smoothly.

#### Ashley Lear, Package Program Manager

Ms. Lear will be the ongoing program manager for the proposed Quarterly Package Program during and after implementation. Last year Ms. Lear supervised the implementation of a package program run by Union Supply's joint venture with North Carolina Correctional Enterprises that included building out a new warehouse fulfillment line, training inmate workers and designing and marketing a successful statewide package program. She has proven her ability not only to deploy and manage programs successfully, but to take change requests and adapt our services on an ongoing basis to meet each client agency's needs over time.

#### Debbi Drewry, Marketing Director

Ms. Drewry manages the marketing and outreach programs for all of our Union Supply Direct package programs. She has been with the Union Supply for more than 12 years. She oversees the design of catalogs, our e-commerce websites, and customizes our service efforts for each package program client. She and her Marketing and Art & Design teams have proven that they can shape menus and market products that are not only safe in prisons, but that sell in prisons.

#### Meg McGraw, Union Supply Media Director of Media Sales

Ms. McGraw began her career with Union Supply implementing and managing inmate package programs nationwide including the company's first joint venture program with the Colorado Department of Corrections and Colorado Correctional Industries. She currently manages our relationships with U-Media's various media content providers and has worked with the California Department of Corrections and Rehabilitation and other DOCs across the country to develop and license customized catalogs of music and media that they find suitable for sale in their facilities. She has also worked with CEA and our U-Ed division to create the partnerships and deploy the curricula that CEA and Dr. Romero have developed. She will work with Dr. Romero, WVCI and local accreditation authorities to customize our educational content as needed to facilitate the vocational training materials on our tablets that will be used by our joint ventures' inmate employees.



#### Mario Martinez, IT Project Manager

Mr. Martinez began his career in corrections serving in the Military Police (MP) in the US Marine Corps. As a Project Manager and then Implementation Manager for leading inmate telephone services providers he installed and upgraded networks, hardware and software in major correctional agencies from the Missouri DOC to Rikers Island, NY. Mr. Martinez has repeatedly proven his ability to implement all the technical services that may be needed to provide all of the electronic data interchange services that will be necessary to make our proposed programs a success. His experience guarantees our ability to develop new file exchanges for the commissary program and to interface with any system the State chooses to use in the future.

#### Mark Haney, Tech Friends Vice-President

Mr. Haney joined Tech Friends after an extremely successful career with the U.S. Air Force having received the Air Force's highest award for Research and Development. Mr. Haney became Tech Friends' Vice-President in March of 2010.

Spending close to 20 years in government generating RFPs and leading evaluation teams has given Mr. Haney valuable insight into the challenges and responsibilities that are unique to public service. He holds a Ph.D. in Engineering and is a recipient of the Harold Brown Award, Air force Materiel Command's highest honor for significant contributions in the field of research and development. At Tech Friends he has led the development and successful deployment of new ideas and products that have furthered increase Tech Friends' advantage in the marketplace.

Mr. Haney will lead the team that configures the customized Lockdown tools that we propose to deploy in our WVCI joint venture's warehouse if our alternate proposal is accepted. Mr. Haney has already helped implement and support Lockdown's inmate banking and accounting tools throughout the WVDOC and will assist in training the onsite staff at each WVDOC facility to use some of the commissary tools that the current vendor has not taken advantage of, like the ability for Lockdown to automatically register property in an inmate's property file when they are sold or bagged for delivery rather than requiring property officers to type each item in by hand; and the ability for all grievances to be tracked through a 5-step process to resolution and logged in Lockdown for the WVDOC to view and measure our performance.

#### Bob Shipman, Tech Friends President

Mr. Shipman has more than 10 years experience managing and deploying technology applications for correctional agencies and is the principal architect of our proposed Lockdown solution. Lockdown is GAAP-compliant and certified by the Indiana Board of Auditors. Mr. Shipman has years of experience coordinating with jail administrators,



correctional staff, auditors, and commissary providers to ensure total integration of data and functionality across an end-to-end solution in order to maximize the efficiency of prison and jail operations.

# West Virginia Local Staffing Plan

In addition to the team described above, Union Supply has developed a local staffing plan for both of our two proposed operational models. These staffing plans are included at the end of this proposal section along with the sample project planning and management documents (described below) so that the WVDOC can see exactly how we have ensured that resources will be available throughout the state to provide all of the requested services. Regardless of which of our two proposed service models the WVDOC selects, Union Supply proposes to retain all staff at the onsite commissary stores and local bagged-order delivery people that the WVDOC is currently satisfied with. We also propose to keep the onsite staffing levels, store hours and delivery days exactly the same as they are now at each facility unless specifically agreed otherwise with the warden.

In addition to retaining the onsite staff and at least maintaining current onsite staffing levels, Union Supply proposes to hire an in-state manager to coordinate our onsite staff, track our responses to any and all grievances related to commissary or package program services, and to coordinate with our local subcontractors for ice cream and soda delivery. We will not require or request any WVDOC staff to clock out and help our staff in the stores or with delivery of bagged orders to inmates.

If the WVDOC chooses to receive all commissary, including bulk product for the onsite stores and bagged orders for the other facilities, from our Ohio distribution center then Union Supply will also provide a dedicated Account Manager to serve as the WVDOC's initial 24/7/365 single point of contact in handling any and all questions and service needs that arise. Our Account Manager will regularly solicit feedback from each facility and will conduct quarterly reviews of our performance both with our staff and with the WVDOC to develop ways to continuously improve our services.

If the WVDOC accepts our offer to deliver all services through a joint venture with WVCI, our Account Manager will be located in Huttonsville and will also handle the administrative tasks associated with managing the inventory and assisting the two WVCI supervisors who will work and train the inmates employed there.

As mentioned previously, Union Supply intends for our staffing plans and precise operational details to be a starting point for planning our services for the WVDOC. As per the WVDOC's instructions nothing in our plan will be considered final or definitive until we



have consulted with the Wardens throughout the WVDOC; and our final implementation and operational plans will be adjusted to accommodate their preferences and instructions before we take over services at any WVDOC facility.

# Approach & Methodology

Union Supply follows a client-centric planning and implementation process for commissary operations and package program services. Below we describe our proposed Implementation Plans and Account Management Processes for each of these three service models in which WVDOC has expressed an interest. We have also included, at the end of this proposal section, samples of the Detailed Task Lists, Staffing Plans and Communication Plans that we routinely present to our clients for evaluation and approval upon contract award and prior to beginning to transition services or implement new services at any facility.

Upon contract award of a commissary services contract Union Supply's Executive Vice President L.D. Hay and our Account Manager for the new client will meet with the agency and to hear directly and in depth what their goals are, what they would like to see achieved and how they currently operate. During these discussions anything that was not specified in the agency's RFP or during contract finalization will be reviewed and a list of Deliverables will be created that describe exactly what Union Supply needs to achieve to fully satisfy the new client. This Deliverables list becomes the basis for all of the subsequent steps in Union Supply's planning and implementation processes.

Union Supply follows a client-centric project planning process. Our planning, approach and process is driven by each client's specific needs and goals. Every step in the planning and implementation for the WVDOC will be driven by a Deliverables list agreed on during and immediately following contract award. We assign every client, and will assign to the WVDOC, a dedicated Project Manager for implementation who acts as an always on-call, single-point-of-contact for questions.

For the WVDOC, we have assigned Jerry Carr, our VP of Commissary Operations to act as our Implementation Project Manager with Steve Gully, our Director of Warehouse Operations directing the build-out of the WVCI warehouse if the State selects our joint venture proposal. Mr. Carr is responsible for training all staff that will be onsite at any correctional agency for Union Supply. Mr. Carr is the author of US Commissary Solutions' Policy & Procedures Manual and is a leading expert on ACA best practices for commissary operations and inmate services.

The basic steps in our planning and implementation processes are described below.

1. <u>Develop a Deliverables list</u> in close consultation with WVDOC and their staff who will be in charge of or involved in the commissary operations and any other programs. Upon contract award, our Implementation Project Manager and Union Supply's designated post-implementation Account Manager will meet with WVDOC



management to hear directly and in depth what their goals are, what they would like to see achieved and how they currently operate. During these discussions, anything not specified during the procurement or contract finalization process will be identified and a list of **Deliverables** will be created that describes exactly what Union Supply must provide to meet WVDOC's requirements. This **Deliverables** list becomes the basis for all of the subsequent steps in Union Supply's planning and implementation processes.

- 2. <u>Turn the Deliverables List into a Task List:</u> Once we have defined the services and menu for WVDOC facilities, our Implementation Project Manager and his team will create a **Task List** detailing everything that needs to be done to meet WVDOC's requirements.
- 3. <u>Create a Staffing Plan:</u> the Task List becomes the basis for a detailed **Staffing Plan** setting aside the internal resources and expertise for each task and defining who is responsible for what. Union Supply assigns a DRI (Directly Responsible Individual) to each task so that there is no confusion about roles and responsibilities.
- 4. Create a Communications Plan: The Staffing Plan becomes the basis for the Project Communications Plan which tells each DRI exactly how and with whom they must communicate throughout the project if and as questions arise, schedules change, changes are requested etc. This ensures that the entire team and project remain well coordinated and avoids miscommunication, misunderstanding and errors during the implementation process. (Note: RACI format was developed by and is the recommended standard of the PMI Project Management Institute.

Once services have been implemented to WVDOC's satisfaction, the SMEs (Subject Matter Experts) on the Implementation Team will remain available to our Account Manager throughout the life of the contract if he needs help resolving an issue, planning new services, or improving our operations for the WVDOC.

### **Ongoing Account Management**

Union Supply has also established procedures to measure the quality of our ongoing service to our clients and customers. After commissary services have been implemented successfully, Union Supply will regularly review the sales performance of each item on the menu, track tech-support calls and service requests and perform regular evaluations of the financial and operational performance of the program. Based on these reviews we will determine whether any menu or pricing adjustments, special offers, supplemental training, and technical or other adjustments might improve sales and system performance or otherwise help us meet our clients' objectives.

Union Supply uses bar-code scanners integrated directly with the order management system to confirm that each order has been completely and accurately filled before it is



sealed for delivery. We track fill rates and accuracy down to the hundredths of a percent for our individual warehouse employees, shifts and pick lines and constantly work to eliminate errors.

Union Supply also tracks every single call to our dedicated Facility Officer hotline. We continuously monitor our call volumes, response times, time to resolution and other data. This information enables us to hear directly from frontline experts about how our and services are working. Monitoring the cause and resolution of each hotline call also ensures that we always have the right staff and resources available that that our staff training and preparation continue to enable us to provide the best service in the industry.



Union Supply Service Center real-time performance tracking

After commissary services have been implemented successfully, Union Supply will regularly review the sales performance of each item on the menu, track tech-support calls and service requests and perform regular evaluations of the financial and operational performance of the program. Based on these reviews we will determine whether any menu or pricing adjustments, special offers, supplemental training, and technical or other adjustments might improve sales and system performance or otherwise help us meet ADOC's stated objectives.

As soon as Union Supply creates our Deliverables list with a client, our Executive Vice President L.D. Hay and our General Counsel's contract compliance team will create a Test & Validation Checklist which defines the standard of success for each Deliverable. Mr. Hay will use the Project Staffing Plan (which assigns a DRI, Directly Responsible Individual, to each task) throughout the process and the Test & Validation Checklist as each group of tasks is completed to ensure that each and every service is implemented as promised and that all services, merchandise and other Deliverables meet the standards for success defined by the client at the start of the process. Union Supply's General Counsel Alison Maker and Mr. Hay will continue to use the Deliverables list and Test and Validation Checklist as updated by the Account Manager in consultation with the client to conduct quarterly performance reviews of all major programs and accounts.

After the contracted services have been fully implemented successfully, the implementation team will remain on-call at the discretion of the Account Manager who will supervise ongoing services. After each quarter or annually (depending on the client's needs) our Marketing Director Debbi Drewry will review the sales results and will determine whether



any menu or pricing adjustments, special offers or other adjustments might improve sales performance and VP of Commissary Operations Jerry Carr will review the service performance of our local staff and the assigned support team.

# **Union Supply References**

Union Supply invites the WVDOC to contact some of our other clients for whom we have already implemented the same services requested by the WVDOC.

North Carolina Correctional Enterprises 2020 Yonkers Rd, 4240 MSC Raleigh, NC 27699-4240 Karen Brown, Director 919-716-3620 919-716-3974 Karen.Brown@ncdps.gov

Union Supply runs a joint venture with North Carolina Correctional Enterprises that runs a statewide package program with inmate labor exactly as we propose to do with WVCI. Union Supply provides all the software, offsite services, payment processing and marketing and our team handles the warehouse set-up, build-out, inspection and certification process and guided NCCE through the process from start to finish. Our joint venture with NCCE also performs embroidery, food & agriculture, laundry, license tag, and reupholster services, Sign Reclaiming.

Colorado Department of Corrections
P.O. Box 1600, Canon Complex
Canon City, CO 81215-1600
Andy Klinkerman: Manufacturing Manager, Colorado Correctional Industries
719-269-4513
andy.klinkerman@doc.state.co.us

Mr. Klinkerman runs the inmate work program that is part of Union Supply's package program for the CDOC. This program was one of the first in the nation to use commissary services as an opportunity to train and employ inmates in a setting and modus operandi closely matching the way a free-world fulfillment center is run. Mr. Klinkerman's program provides a statewide package program for the CDOC and inmate education and vocational training program designed by Union Supply Group. Union Supply has been providing a package program through the CCi partnership since 2011.





Union Supply also runs our electronics manufacturing program with vocational education for CCi and many of the inmate educational programs that are included in our alternate proposal for the WVDOC and WVCI.

Brad Jurgensen, Director of Kansas Correctional Industries Kansas Correctional Industries Warehouse 301 E Kansas Ave Lansing, Kansas 66043 <u>Brad.Jurgensen@doc.ks.gov</u> (913) 727-3249

Union Supply has recently completed the build-out of a 12,000 sq. ft. warehouse and runs statewide commissary, property and package programs through a joint venture with KCI. We also provide our Electronic Kit Assembly program at the KDOC's Topeka Women's Facility.

We also invite the WVDOC to contact some of our clients where we work with Tech Friends, the WVDOC's current inmate banking software provider, to hear about our ability to work together to deliver a higher standard of convenience and service than any other vendors in the industry.

Reeves County Detention Center(s) (managed by the GEO Group):

Eddie Pallanes, Business Manager Phone: (432) 447-2926 ext. 1003

Willacy County Correctional Facility:

Robert Treon, Warden (956) 689-4082



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	Person	and the second second	Start	Completion
Operational Stage	Responsible	Task Description	Date	Date
		Program Planning		
WVCI/USCS Planning Meeting	Implementation Project Manager	Detailed Site Surveys of WVCI warehouse at Huttonsville (alt. proposal)	TBD	TBD
WVCI/USCS Planning Meeting	Implementation Project Manager	With Survey results & local codes, plan necessary upgrades	TBD	TBD
WVCI/USCS Planning Meeting	Implementation Project Manager	Hire contractor for necessary construction work	TBD	TBD
WVCI/USCS Planning Meeting	Implementation Project Manager	Schedule inspection with local health authorities	TBD	TBD
WVCI/USCS Planning Meeting	Implementation Project Manager	Set Start-up Implementation schedule w/facilities	TBD	TBD
USCS	Implementation Project Manager	Hire local staff	TBD	TBD
USCS/ WVDOC	Implementation Project Manager	Schedule Basic Training per ACA best practices	TBD	TBD
	Package I	Program Menu Development		
Pre-Ordering Period	Program Manager	Complete program spec sheet	TBD	TBD
Pre-Ordering Period	Program Manager	Review with Operations, Purchasing and Customer Service the operational plan to calendar	TBD	TBD
Pre-Ordering Period	Program Manager	Run and analyze sales reports from previous program	TBD	TBD
Pre-Ordering Period	Program Manager	Run discontinued item report	TBD	TBD
Pre-Ordering Period	Marketing Director/ Program Manager	Work on Menu	TBD	TBD
Pre-Ordering Period	Program Manager	Propose menu to purchasing department for approval	TBD	TBD
Pre-Ordering Period	Program Manager	Propose new items/menu to state for approval	TBD	TBD
Pre-Ordering Period	Program Manager	Work on Pricing	TBD	TBD

Operational Stage	Person Responsible	Task Description	Start Date	Completion Date
	Art	& Design Development		
Pre-Ordering Period	Marketing Coordinator	Mock-up program materials: 1) Catalog 2) Order Form 3) Poster	TBD	TBD
Pre-Ordering Period	Marketing Coordinator	Submit mock up to Art & Design	TBD	TBD
Pre-Ordering Period	Program Manager	Provide material quantities for production quote	TBD	TBD
Pre-Ordering Period	Art Designer	Develop marketing materials	TBD	TBD
Pre-Ordering Period	Marketing Coordinator	Marketing material editing & item number validation	TBD	TBD
Pre-Ordering Period	Print Production Coordinator	Submit final draft of marketing materials to printer	TBD	TBD
Pre-Ordering Period	Print Production Coordinator	Materials with Printer	TBD	TBD
Pre-Ordering Period	Print Production Coordinator	Provide materials delivery date from printer	TBD	TBD
Pre-Ordering Period	Print Production Coordinator	Printer delivers marketing materials	TBD	TBD
	Shipping Ma	arketing Materials to Facilities		
Pre-Ordering Period	Program Manager	Communicate delivery date and shipping deadline of marketing materials to warehouse.	TBD	TBD
Pre-Ordering Period	Program Manager	Enter catalog sales orders and provide to warehouse	TBD	TBD
Pre-Ordering Period	Warehouse Manager	Ship marketing materials to facilities	TBD	TBD
Pre-Ordering Period	Program Manager	Marketing materials delivered to facilities. Follow up to ensure delivery.	TBD	TBD

Operational Stage	Person Responsible	Task Description	Start Date	Completion Date
Pre-Operation Period	IT Manager	Schedule and coordinate installation of any necessary network data lines at facility & warehouse	TBD	TBD
Pre-Operation Period	IT Manager	Coordinate with individual parties & initiate various data base integration programing for/OMS, JMS, Phone Provider, Deposit Services Provider etc	TBD	TBD
Pre-Operation Period	IT Manager	Order all necessary hardware / software, work stations, kiosks, servers, scanners routers etc	TBD	TBD
Pre-Operation Period	IT Manager	Schedule date and time for downloading/ importing trust fund balances and other data from current party	TBD	TBD
Pre-Operation Period	IT Manager	Determine all necessary menu restrictions, housing locations and customized report requirements in order to preload into trust/commissary software	TBD	TBD
Pre-Operation Period	IT Manager	Coordinate w/Account & Sales Mgrs. the download/importing of inmate menu products for DSI commissary/inventory control software module	TBD	TBD
Pre-Operation Period	IT Manager	Conduct testing on all systems for compliance and reliability	TBD	TBD
Pre-Operation Period	IT Manager	Schedule system training with facility and Inmate Trust Unit staff	TBD	TBD
Pre-Operation Period	Project Mgr./IT Manager/WVDOC Wardens	Schedule "go live" date for DSI OMS Commissary	TBD	TBD

Operational Stage	Person Responsible	Task Description	Start Date	Completion Date
Pre-Operation Period	Warehouse Mgr.	Order necessary warehouse equipment, racking, conveyor racks etc Schedule installation	TBD	TBD
Pre-Operation Period	Warehouse Mgr.	Order necessary pick & pack supplies and equipment, bags, carts, boxes, paper, toner etc. Schedule delivery.	TBD	TBD
Pre-Operation Period	Warehouse Mgr.	Order necessary office equipment, desks. Chairs, fax machines etc.	TBD	TBD
Pre-Operation Period	Warehouse Mgr.	Set up racking and pick & pack line	TBD	TBD
Pre-Operation Period	Warehouse Mgr.	Receive and stock initial product shipment into pick & pack line	TBD	TBD
	Account	t Management Preparation		
Pre-Operation Period	Project/Account Manager	Finalize inmate menu, selling prices	TBD	TBD
Pre-Operation Period	Project/Account Manager	Submit estimated monthly product usage data to Purchasing	TBD	TBD
Pre-Operation Period	Project/Account Manager	Place initial warehouse stock order, schedule delivery	TBD	TBD
Pre-Operation Period	Project/Account Manager	Submit Completed CER	TBD	TBD
Pre-Operation Period	Project/Account Manager	Establish transportation logistics	TBD	TBD
Pre-Operation Period	Project/Account Manager	Determine staffing pattern	TBD	TBD
Pre-Operation Period	HR/Account Manager	Recruit personnel based on staffing pattern	TBD	TBD
Pre-Operation Period	HR/Account Manager	Interview/select/hire personnel	TBD	TBD
Pre-Operation Period	Project/Account Manager	Coordinate facility background checks & facility training	TBD	TBD

Operational Stage	Person Responsible	Task Description	Start Date	Completion Date
Pre-Operation Period	Project/Account Manager	Order pre-approved personnel uniform shirts	TBD	TBD
Pre-Operation Period	Project/Account Manager	Prepare hard copy inmate menu, menu posters, commissary ordering instructions etc to include 2 <sup>nd</sup> language if necessary	TBD	TBD
		Finance		
Pre-Operation Period	Accounting	Set-up USCS facility location account	TBD	TBD
Pre-Operation Period	Account Mgr./Sales Mgr.	Set-up Trade Agreement, provide products and USCS pricing	TBD	TBD
Pre-Operation Period	Accounting	Develop Commission and payment distribution plan	TBD	TBD
		Live Operations		
Ongoing Operations	Commissary Mgr./Warehouse	Receive inmate orders through established ordering protocol	TBD	TBD
Ongoing Operations	WVCI Warehouse (HUTTONSVILLE)	Print orders	TBD	TBD
Ongoing Operations	WVCI Warehouse (HUTTONSVILLE)	Pick pack and ship orders to Facility	TBD	TBD
Ongoing Operations	USCS Staff	Orders Arrive at Facility	TBD	TBD
Ongoing Operations	USCS Staff	Orders distributed to Offenders (based on preset delivery schedule)	TBD	TBD
Ongoing Operations	USCS Staff	Deliveries complete, any credits issued, and overage product shipped back to warehouse	TBD	TBD

Operational Stage	Person Responsible	Task Description	Start Date	Completion Date
WVCI/USCS Planning Meeting	Implementation Project Manager	Detailed Site Surveys of WVCI warehouse at HUTTONSVILLE (or alt.)	TBD	TBD
WVCI/USCS Planning Meeting	Implementation Project Manager	With Survey results & local codes, plan necessary upgrades	TBD	TBD
WVCI/USCS Planning Meeting	Implementation Project Manager	Hire contractor for necessary construction work	TBD	TBD
WVCI/USCS Planning Meeting	Implementation Project Manager	Schedule inspection with local health authorities	TBD	TBD
WVCI/USCS Planning Meeting	Implementation Project Manager	Set Start-up Implementation schedule w/facilities	TBD	TBD
USCS	Implementation Project Manager	Hire local staff	TBD	TBD
USCS/ WVDOC	Implementation Project Manager	Schedule Basic Training per ACA Best Practices	TBD	TBD
	Package I	Program Menu Development		
Pre-Ordering Period	Program Manager	Complete program spec sheet	TBD	TBD
Pre-Ordering Period	Program Manager	Review with Operations, Purchasing and Customer Service the operational plan to calendar	TBD	TBD
Pre-Ordering Period	Program Manager	Run and analyze sales reports from previous program	TBD	TBD
Pre-Ordering Period	Program Manager	Run discontinued item report	TBD	TBD
Pre-Ordering Period	Marketing Director/ Program Manager	Work on Menu	TBD	TBD
Pre-Ordering Period	Program Manager	Propose menu to purchasing department for approval	TBD	TBD
Pre-Ordering Period	Program Manager	Propose new items/menu to state for approval	TBD	TBD
Pre-Ordering Period	Program Manager	Work on Pricing	TBD	TBD

Operational Stage	Person Responsible	Task Description	Start Date	Completion Date
Pre-Ordering Period	Marketing Coordinator	Mock-up program materials: 1) Catalog 2) Order Form 3) Poster	TBD	TBD
Pre-Ordering Period	Marketing Coordinator	Submit mock up to Art & Design	TBD	TBD
Pre-Ordering Period	Program Manager	Provide material quantities for production quote	TBD	TBD
Pre-Ordering Period	Art Designer	Develop marketing materials	TBD	TBD
Pre-Ordering Period	Marketing Coordinator	Marketing material editing & item number validation	TBD	TBD
Pre-Ordering Period	Print Production Coordinator	Submit final draft of marketing materials to printer	TBD	TBD
Pre-Ordering Period	Print Production Coordinator	Materials with Printer	TBD	TBD
Pre-Ordering Period	Print Production Coordinator	Provide materials delivery date from printer	TBD	TBD
Pre-Ordering Period	Print Production Coordinator	Printer delivers marketing materials	TBD	TBD
	Shipping Ma	arketing Materials to Facilities		
Pre-Ordering Period	Program Manager	Communicate delivery date and shipping deadline of marketing materials to warehouse.	TBD	TBD
Pre-Ordering Period	Program Manager	Enter catalog sales orders and provide to warehouse	TBD	TBD
Pre-Ordering Period	Warehouse Manager	Ship marketing materials to facilities	TBD	TBD
Pre-Ordering Period	Program Manager	Marketing materials delivered to facilities. Follow up to ensure delivery.	TBD	ТВО
	So	ource Code Creation		
Pre-Ordering Period	Marketing Coordinator	Create Source Code	TBD	TBD
Pre-Ordering Period	Program Manager	Validate Source Code	TBD	TBD

ſ	Package Progra	m Planning Task List (Samp	ole)	
Operational Stage	Person Responsible	Task Description	Start Date	Completion Date
	W	ebsite Development		
Pre-Ordering Period	Marketing Coordinator	Provide IT with source code for web	TBD	TBD
Pre-Ordering Period	Website Coordinator	Validate source code for website	TBD	TBD
Pre-Ordering Period	Website Coordinator	Submit sysaid to develop program for website	TBD	TBD
Pre-Ordering Period	Web Developer	Develop program for website	TBD	TBD
Pre-Ordering Period	Web Coordinator/ Program Manager	Web review and testing	TBD	TBD
Pre-Ordering Period	Web Coordinator/ Program Manager	Complete web testing and approve for launch	TBD	TBD
	D	AX Program Testing		
Pre-Ordering Period	Program Manager	DAX Testing	TBD	TBD
Pre-Ordering Period	Program Manager	Approve DAX functionality	TBD	TBD
0.00	Phone	Recording Development		
Pre-Ordering Period	Program Manager	Create text for phone recording messages for ordering period and post ordering period	TBD	TBD
Pre-Ordering Period	Program Manager	Submit phone recording messages to Customer Service Manager	TBD	TBD
Pre-Ordering Period	Customer Service Manager	Develop phone recordings	TBD	TBD
Pre-Ordering Period	Customer Service Manager	Provide recording files to Account Representative for review and approval	TBD	TBD
Pre-Ordering Period	Customer Service Manager	Submit phone recording file to IT	TBD	TBD

Operational Stage	Person Responsible	Task Description	Start Date	Completion Date
Pre-Ordering Period	Project Manager	IT to upload recording file into system	TBD	TBD
Pre-Ordering Period	Customer Service Manager / Program Manager	Test phone recording. Activate phone recording and test live recording	TBD	TBD
	First I	Email Blast Development		
Pre-Ordering Period	Marketing Coordinator	Create 1st email blast	TBD	TBD
Pre-Ordering Period	Marketing Coordinator	Submit email blast to Art & Design	TBD	TBD
Pre-Ordering Period	Marketing Director	Approve email blast	TBD	TBD
Pre-Ordering Period	Art Director	Submit email blast to IT	TBD	TBD
Pre-Ordering Period	Programmer	Test email blast sent out	TBD	TBD
Pre-Ordering Period	Programmer	Email blast sent out to customers	TBD	TBD
		PPL Creation		
Pre-Ordering Period	Program Manager	Provide program menu to the ID Warehouse Manager to create PPL locations for all items	TBD	TBD
Pre-Ordering Period	ID Warehouse Manager	Create PPL locations	TBD	TBD
	So	urce Code Activation		
Ordering Period	Marketing Coordinator	Activate Source Code	TBD	TBD
	Pro	gram Ordering Period		
Ordering Period	Customer Service	Orders accepted	TBD	TBD
	THE CHARLES	Website Launch	19	INSURE DES
Ordering Period	Web Developer	Launch website	TBD	TBD
		Inmate Data File		

	Package Progra	m Planning Task List (Samp	ole)	
Operational Stage	Person Responsible	Task Description	Start Date	Completion Date
Ordering Period	Project Manager	Daily automated inmate data file upload	TBD	TBD
	edevida ig	Program Purchasing		
Ordering Period	Replenishment Team	Purchasing continually monitors incoming orders, item availability and identifies any ongoing item shortages. Purchasing and Account Representative must determine and approve substitutions and communicate this information to Customer Service, Marketing Coordinator and Operations.	TBD	TBD
Ordering Period	Replenishment Team	Purchasing purchases product for program and delivers to shipping warehouse	TBD	TBD
381	Second	Email Blast Development	Bulle	T gn/1904Qrest
Ordering Period	Marketing Coordinator	Create 2nd email blast	TBD	TBD
Ordering Period	Marketing Coordinator	Submit email blast to Art & Design	TBD	TBD
Ordering Period	Marketing Director	Approve email blast	TBD	TBD
Ordering Period	Art Director	Submit email blast to IT	TBD	TBD
Ordering Period	Programmer	Test email blast sent out	TBD	TBD
Ordering Period	Programmer	Email blast sent out to customers	TBD	TBD
	Phone	Recording Development		
Post Ordering Period	Customer Service Manager	Submit phone recording file to IT	TBD	TBD
Post Ordering Period	Project Manager	IT to upload recording file into system	TBD	TBD

Operational Stage	Person Responsible	Task Description	Start Date	Completion Date
Post Ordering Period	Customer Service Manager / Program Manager	Test phone recording. Activate phone recording and test live recording	TBD	TBD
		Data Order Entry		
Post Ordering Period	Data Entry	All mail orders entered	TBD	TBD
		Website		
Post Ordering Period	Web Developer	Turn off website	TBD	TBD
	Ord	der Validation Process		
Post Ordering Period	Customer Service Management	Perform order validation	TBD	TBD
	0	rder Release Process		
Post Ordering Period	Warehouse Manager	All product must be in the appropriate warehouse and PPL locations in order for Customer Service to release orders	TBD	TBD
Post Ordering Period	Customer Service Management	Release orders to the warehouse workbench	TBD	TBD
	Pulli	ing and Shipping Orders		
Post Ordering Period	WVCI	Operations picking and shipping process	TBD	TBD
Post Ordering Period	WVCI	Generate and email shipping manifest to Account Representative	TBD	TBD
Post Ordering Period	WVCI	Email shipping manifest to facility contact	TBD	TBD
Post Ordering Period	WVCI	Complete order pulling and shipping	TBD	TBD
		Post Shipping		
Post Shipping	Customer Service Management	Post shipping service (replacements, exchanges, etc.)	TBD	TBD

	Package Progra	m Planning Task List (Samp	ole)	
Operational Stage	Person Responsible	Task Description	Start Date	Completion Date
Post Shipping	Program Manager	Run rebate report and submit rebate form to accounting to process and send rebate check (if applicable)	TBD	TBD
Post Shipping	Replenishment Team	Cycle count and review remaining inventory	TBD	TBD
Post Shipping	Warehouse Manager	Delete existing PPL's to allow other program to be initiated	TBD	TBD
Post Shipping	All Departments	Program recap meeting to review successes, inefficiencies, improvements and facility feedback	TBD	TBD



# 2. Mandatory Specifications

#### **Attachment B: Mandatory Specification Checklist**

List mandatory specifications contained in Section 5:

5.1 The Vendor shall procure all necessary permits and licenses to comply with all applicable Federal, State, or municipal laws, along with all regulations, and ordinances of any regulating body.

**Union Supply** *Group* **Response:** Union Supply has read, agrees and will comply. Union Supply is registered as a foreign corporation in West Virginia and is in good standing with the Secretary of State. We are a licensed distributor of food products and are fully compliant with all local, state and federal regulations. We will remain fully licenses, and permitted for all of the proposed services throughout the term of any contact with the WVDOC at no cost to the state.

5.2 The Vendor shall pay any applicable sales, use or personal property taxes arising out of this contract and the transactions contemplated thereby. Any other taxes levied upon this contract shall be borne by the Vendor. It is clearly understood that the State of West Virginia is exempt from any taxes regarding performance of the scope of work of this contract.

Union Supply Group Response: Union Supply has read, agrees and will comply. The prices on our proposed Market Basket do not include sales taxes (as instructed). Union Supply will be solely responsible for the calculation, collection and payment of any and all applicable taxes for any merchandise or service provided throughout the term of the contract. We understand that West Virginia is exempt from any taxes.

5.3 All bidders shall state prior experience in providing on-site prison commissary services and off-site services. Agency reserves the right to request additional information and references.

Union Supply *Group* Response: Union Supply has read, agrees and will comply. Union Supply has provided a detailed description of our experience providing bulk commissary to stores, pre-bagged orders, package programs and commissary, package program services through joint ventures with Correctional Industries agencies, and references in the first section of this proposal which includes our responses to the Vendor Response Sheet on which the RFP instructed us to provide this information.



5.4 Vendor shall identify any subcontractors that will be involved in the development, implementation, training and operation of this project. Vendor's product suppliers are exempt from this mandate.

Union Supply *Group* Response: Union Supply has read, agrees and will comply. Union Supply will be solely responsible for the performance of all services described in this proposal. We do not intend to subcontract any part of this offer to other companies. We will work with local suppliers of milk and bread as well as local franchisees who deliver the ice cream and sodas that we have national contracts to provide. We will also work closely with Tech Friends, the WVDOC's current software provider for inmate banking and commissary software, which is also a longtime partner of Union Supply.

5.5 The vendor shall make available commissary goods from the approved WV Division of Corrections Commissary List, refer to Exhibit 2. After award, Vendor and Agency will discuss, define and select specific items and sizes to comprise a Master Menu. Each site will develop their commissary product list from the Master Menu. The vendor is responsible for ensuring that only items included on the approved Master Menu are available. The Agency reserves the rights to add, eliminate, or restrict products. The Vendor may propose commissary products that are new to the market for the Agency's review and approval. The vendor shall provide product samples when requested by the Agency at no-charge. In the event the Agency is required to return product samples; it shall be at the vendor's expense. All items to be sold as part of Commissary shall be approved by the Agency. The number and variety of items shall also be limited to manageable level as determined by the Agency. The Agency encourages the vendors to purchase products local to the sites whenever possible. The vendor may provide holiday/seasonal items approved by the Agency. Postage stamps (books, Individual, and Pre-stamped envelopes) will be sold through the commissary. Postage is restricted from mark-up and commission. There will be no glass containers, no alcohol based, and no aerosol based items.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply has provided a completed Market Basket with prices and included in in our Cost Proposal. We will mutually agree with the WVDOC on a complete menu upon contract award. We have already prepared a draft that matches every item on the WVDOC's current statewide menu and guarantee our ability to meet the needs of every facility and every inmate classification now and in the future.



Union Supply provides more than 7,000 items, all designed and packaged specifically to be sold through correctional commissaries. This means that all of our mouthwashes are



alcohol-free, all work boots have bamboo (rather than metal) shanks, all electronics have clear cases, etc. Union Supply deals exclusively with correctional commissaries and our entire product catalog is sized and packaged for use in prisons and jails. Union Supply's experienced staff also includes specialists in seasonal and regional consumer marketing, optimization of the product/price mix, and other areas of expertise often overlooked when running correctional commissary operations which, in the end, are simply in the retail business.

Union Supply also provides a full menu of heart-healthy, low-salt, gluten-free, kosher and halal snacks. Not only do kosher and halal foods appeal to inmates with religious or cultural preferences; these certifications have become popular even with non-religious buyers as testaments to trustworthy health and safety standards and processes. Union Supply is proud to have introduced a variety of new products this year like our Dragon Express Ramen that have helped our correctional clients like the Illinois DOC avoid inmate complaints, improve sales and meet the needs of their increasingly diverse populations.



Our range of products enables us to guarantee the WVCDOC a complete menu all available with **no SPOs or delays**, from day one of the proposed contract.

If any products on the approved Master List are re-sized, discontinued or changed by the manufacturer during the contract, Union Supply's Account Manager dedicated to West Virginia will present comparable alternative products to the state and will only add any replacement or substitute product to the menus after the WVDOC has added it to the Master List.



5.6 Vendor shall assure that any item approved for inmate retention shall not exceed \$100.00 in value with the exception of PlayStation, X-Box, televisions, and musical instruments.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply proposes to use the Lockdown suite of commissary management tools from Tech Friends, which is already a part of the WVDOC's banking, trust fund management and commissary software. Lockdown imports each inmate's custody level from the OMS and automatically enforces all spending restrictions set by WVDOC staff to every inmate order and transaction.

5.7 The vendor shall provide commissary services to all inmates as scheduled per **Exhibit 1**. The schedule shall provide for holiday changes. Furthermore, the Warden/Administrator or designee must also approve any deviation from the approved schedule.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply is fully prepared to provide services to all WVDOC facilities and inmates exactly as requested in the State's RFP. We have presented a plan to keep all staffing levels, store hours and delivery days as described by the State and will gladly change and update this plan to reflect the preferences of the WVDOC and the facility wardens prior to implementing our proposed services. We will gladly accommodate holiday changes to the menu, the delivery schedule, the spending limits or anything else requested by the WVDOC.

# Union Supply's Commissary Plan— Option 1

Union Supply is fully prepared to begin delivering bulk and pre-bagged commissary to all 15 WVDOC facilities (counting the two work camps) immediately upon contract award. Our distribution center in Ohio, a one-day drive or less from all WVDOC facilities, has more than 300,000 square feet of storage and more inventory on-hand than the WVDOC uses in five years. The depth of our inventory enables us to keep all sizes of shoes and clothing available and to guarantee a 98.5% fill rate for our clients.

### **Bulk Commissary Delivery for Onsite Stores**

For all WVDOC facilities that have onsite commissary stores Union Supply proposes to retain all staff at the onsite commissary stores and local bagged-order delivery people that the WVDOC is currently satisfied with. We also propose to keep the onsite staffing levels, store hours and delivery days exactly the same as they are now at each facility unless specifically agreed otherwise with the warden. We will retrain all onsite staff according to our own USCS policies and procedures manual which is fully up-to-date and



compliant with ACA best practices. They will begin ordering bulk merchandise from our approved Master List which will be delivered to their facilities from our Ohio warehouse.

All orders will be filled, palletized and shipped from one of our secure, closely monitored distribution centers located in Ohio. For orders that arrive by 10:00 a.m., we will ship the merchandise with next-day delivery to any WVDOC facility. Back-up service in the case of adverse weather will be provided from Union Supply's Southeast distribution center in Jacksonville, Florida.

Features of our proposal to serve all WVDOC commissaries from Ohio include:



Bulk Merchandise wrapped & security taped for shipment from a Union Supply warehouse

### A Dedicated Account Manager

Nothing is more frustrating for a facility business manager or property officer than trying to reach a vendor and having to talk to three different people on a simple issue. Union Supply will also provide a dedicated Account Manager to serve as the



WVDOC's initial 24/7/365 single point of contact in handling any and all questions and service needs that arise. Our Account Manager will regularly solicit feedback from each facility and will conduct quarterly reviews of our performance both with our staff and with the WVDOC to develop ways to continuously improve our services.

#### Corrections-safe Merchandise To Meet Every Dietary Restriction

Union Supply carries more than 7,000 items (composed of more than 12,000 SKUs when all sizes and colors are accounted for), all of which have been selected or designed for use in secure correctional facilities. We carry work boots with bamboo stiffeners instead of metal shanks, alcohol-free mouthwash, non-flammable nail polish remover, pouched meat snacks (no glass or cans), and clear-cased electronics. We also offer a complete selection of halal, kosher, low-salt, heart-healthy and ethnic and regional specialty items. We will provide the WVDOC with a one-stop-shop for anything the WVDOC needs to serve any and all inmates throughout the full term of any contract.

#### \$\text{98.5% Fill Rate/No Backorders/No SPOs}\$

Union Supply currently has a better than 98.5% fill rate on our orders. We keep redundant inventory in multiple national distribution centers across the country, all of which is tracked in a single database. If our Ohio warehouse is ever are short of an item, we will automatically order shipment from another distribution center to fill that facility's order.

### Full Warranty on All Electronics

Union Supply extends a full warranty on every appliance in our catalog, Union Supply personnel will arrange for shipping of damaged electronics for warranty service to a manufacturer-certified repair center for diagnostic review. If the returned product meets all warranty service requirements, it will be repaired or replaced and shipped back to the facility for return to the inmate.

### !ce Cream Delivery to Every Facility

Union Supply will add ice cream to the menu at any WVDOC facility with an onsite store and to any facilities receiving pre-bagged service if there is space available onsite. We will install freezers onsite in each participating facility commissary storefront at no charge to the WVDOC. At facilities receiving pre-bagged orders that allow us to put a freezer onsite, when inmates order ice cream through the commissary, a ticket will be placed in their bag as it is filled offsite. When the inmate





receives their order, they can redeem the ticket for their ice cream from the onsite freezer before signing to accept the delivery.

Union Supply has a nationwide frozen treats program that offers six of the best-loved brands in the country: Ben & Jerry's, Breyers, Popsicle, Klondike, Good Humor and Magnum. As part of this program, we provide freezer equipment at no and full service maintenance and repair of the freezers as needed throughout the term of any contract.





#### Local Bread Delivery

Union Supply will also contract with local bakeries to deliver fresh baked bread For facilities receiving pre-bagged service, a bread purchase, just like ice cream and sodas, can be represented by a ticket placed in the commissary bag when orders are packed offsite so that inmates can receive their bread fresh (and their ice cream cold and their sodas at any time) when it's their turn to pick up a commissary order.

# Pre-bagged Service with Onsite Delivery by USCS Staff

For facilities that receive pre-bagged orders, Union Supply will create dedicated picking lines in Ohio. We will receive orders from our IVR which inmates access via the inmate phones. Each WVDOC facility that receives pre-bagged orders will have a customized weekly ordering and delivery schedule that cuts off orders no more than 48 hours ahead of the scheduled delivery. Any orders received after that point will be applied to the following week.

For instance, inmates will be able to place orders at Facility N until Tuesday at 10:00 PM. If they place orders by phone anytime during the week they will be able to check or modify their orders until that time. After Tuesday at 10PM ordering will be cut-off. At his point all



orders will be compared to the trust fund balances and ordering restrictions in the OMS and all confirmed orders will be exported to Union Supply's dedicated picking lines.

On Wednesday morning (for our example Facility N) Union Supply's workers will come in and begin picking and bagging the orders which will be individually bagged and sealed with two copies of the invoice— one for the inmate to sign and return when they accept their order and one for them to keep. The individual poly bags will be packed into 200+pound burst-strength boxes and palletized for shipping to the facility.

Orders will arrive the following day (Thursday in this example) and be distributed by Union Supply's onsite staff. We will not require or request any WVDOC staff to clock out and help our staff in the stores or with delivery of bagged orders to inmates.

Each inmate will be asked to inspect their order and sign to accept it before returning to their cell.

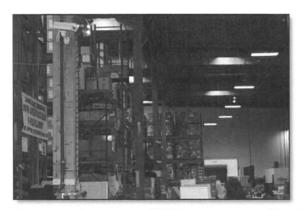
All Union Supply picking and bagging operations follow our secure Blind Fill Process. Under the Blind Fill Process (described in detail below) the worker filling an order in a Union Supply warehouse **never** knows the identity of the person who placed the order being filled, the delivery destination, or any other order characteristics that could lead to identification of the destination or customer.

### Union Supply's Secure Blind Fill Process

- 1. Secure Order Entry: All orders are received via phone.
- 2. **Secure Order Transfer:** Orders are sent electronically to each warehouse's secure, monitored picking lines.
- 3. **Secure Pick Tickets:** A pick ticket is printed for each order. The ticket contains no inmate, purchaser or delivery destination information.
- 4. **Secure Pick Lines:** Each ticket travels along a conveyor belt and is filled at each pick station along the line. This process is monitored by CCTV cameras.
- 5. **Secure Verification:** Each filled order has the bar codes of all merchandise scanned and the pick ticket scanned to confirm that the merchandise is correct. The bag or package is then sealed. Only then does the supervisor print an invoice with the inmate's name to attach to the order.
- 6. **Secure Packing:** The sealed orders are bagged and grouped into boxes fro transport. The pick tickets are scanned and a shipping manifest is printed and put in the box. The box is labeled with no inmate information and is sealed with tamper-proof security tape.



7. **Secure Shipment:** All bagged or packaged orders travel directly to facilities. Invoices and property manifests are faxed ahead so that facility staff can check orders against what was shipped to confirm nothing has been altered during transit.





CCTV cameras monitor Union Supply's warehouses

Union Supply's Pre-bag Service Plan for WVDOC facilities includes a number of key improvements and benefits:

#### Order by Phone

Order by Phone offers other significant advantages. It enables Union Supply to support and easily update multiple menus for different custody levels and housing units within a facility; it significantly reduces ordering errors, returns and grievances; and it saves valuable staff time and reduces labor costs through lower inmate complaints and by eliminating the need to distribute and collect paper forms from every housing unit.

Inmates will have physical catalogs and menus with sample order forms to review at their leisure and to plan their orders. Union Supply also proposes to implement Order by Phone so that when an inmate is ready to order they can simply pick up a phone and enter the data from their order form for either weekly commissary or monthly package program orders.

GTL, the WVDOC's current Inmate Telephone Service (ITS) provider, has agreed to permit inmates to dial #22 to be ported to our UVR (Interactive Voice Response) system so that we can turn on Order by Phone immediately upon contract award. These will be free calls for inmates and will not be charged against their phone time limits.

All orders will be electronically entered into the Lockdown Commissary Management application and will then be automatically downloaded to our



warehouse. Order by Phone enables orders to be uploaded directly to the integrated systems that check inmate balances for funds availability, eliminating the need for tedious manual scanning. This accelerates fulfillment time and **reduces the number of returns** made due to inmates being transferred, released or segregated between the time of order and delivery.

- Order by Phone enables our system to check an inmate's account balance as they
  order so that we can inform them if their order exceeds any limits or is more than
  they can afford. This significantly reduces inmate complaints and confusion as
  well as the need to adjust orders.
- Order by Phone will also enable orders to be uploaded directly to Union Supply's systems which interface with Tech Friends' trust fund system to automatically check account balances for payment funds availability before filling any order. This will prevent us from delivering an order to any inmates whose funds are depleted or who are moved to high custody or other restricted status during the week after they place their commissary order.

Order by Phone will also allow us to take and charge for property orders separately from commissary and to offer automate ordering for the property program at all WVDOC facilities just as we do for pre-bagged service facilities.

Union Supply already has cooperative agreements in place with GTL, the WVDOC's current Inmate Telephone Service vendors and can implement Order by Phone at every WVDOC facility without disruption or delay.

#### ❖ 98.5% Fill Rate/No Backorders/No SPOs

Union Supply currently averages better than a 98.5% fill accuracy rate for prebagged orders. We maintain a deep inventory of items that other vendors often have trouble providing or keeping in stock, such as shoes and electronics. Our reliable commissary delivery improves inmate morale at our customers' facilities and saves valuable facility staff time otherwise spent addressing inmate complaints associated with SPOs, backorders, shortages and in interacting of unreliable third-party vendors.

#### Immediate Credits

Because Union Supply's own accounting and invoicing systems are already deeply integrated with Tech Friends, we will be able to instantly upload any credits to each inmates trust account. Credits may be issued because an item is damaged during shipping, because in inmate is transferred or released after placing an order etc. No



matter the cause, every time we change an order or undo an transaction in our warehouse or in any storefront it will instantly be transmitted back to Lockdown so that inmate accounts are always current and accurate. This means no lag time for credits, no extra work for CCA's accounting staff and easy reconciliation with no erroneous invoices.

# **Property Catalogs for all WVDOC Facilities**

At most WVDOC facilities that have onsite stores there is not sufficient room to stock all sizes of shoes and clothing and bulky, slower-selling products like Xboxes and TVs onsite. At many facilities inmates currently order these items from a catalog and they are delivered to WVDOC Property Officers for any required engraving or marking before being delivered to inmates. Union Supply proposes to create a Property Catalog for each WVDOC facility and to permit inmates to place property orders via the inmate phones (just as they will for pre-bagged orders). We will automatically list all property items in each inmates property file on Lockdown as soon as the item is sold and will ship all property orders to property officers who will only have to check and mark them before leaving the order with our onsite delivery or storefront staff to pass them out to inmates.

The Property Package Program service model thus saves labor and space onsite while increasing inmate satisfaction because of the significantly enhanced property product offerings. This, in turn, drives sales and the corollary commission revenue to the agency. At the same time, a monthly Property Package Program significantly reduces inmate complaints about out-of-stock or unavailable items and reduces the agency's inventory costs formerly needed to stock property items for commissary sale.



Union Supply keeps every size of each t-shirt model <u>always in stock</u>

Union Supply is the exclusive provider of the largest Property Package Programs in the country. Inmates in the Alabama and Tennessee Departments of Corrections, for instance, now order and receive shoe and property packages from Union Supply rather than the onsite canteen windows..



# **Optional Quarterly Package Program**

Another optional service that can give WVDOC inmates access to a wider range of merchandise and draw on outside spending is a friends & family package program. We propose to create a new Quarterly Package Program that will bring the benefits of these programs to WVDOC inmates. Opening up a secure purchase and delivery channel to the friends and family members of WVDOC inmates will also enable Union Supply to offer even lower commissary prices to inmates. We have presented two Market Baskets for our Ohio fulfillment service plan in our Cost Proposal in Section 3 of this proposal. The second, lower Market Basket shows the commissary pricing that we will offer to WVDOC inmates if the WVDOC implements our Quarterly Package Program.



Please See Exhibit B for Friends & Family Seasonal Package Program
Sample Seasonal Catalogs

If the State accepts this optional program, Union Supply's onsite employees who manage the delivery of commissary orders and packages will be solely responsible for stocking order forms, posting instructions and providing marketing materials and brochures in visiting and lobby areas. Our Union Supply Direct division will design, market and manage the package program.

Union Supply Direct includes specialists in web-design, seasonal and regional consumer marketing, optimization of the product/price mix, and other areas of expertise often overlooked by companies that focus primarily on inmate and institutional sales channels. This dedicated service and sales team draws upon the entire range of products offered by Union Supply Group to create unique product menus for each client and sales program.



Union Supply Direct operates two separate toll-free hotlines so that taking orders from friends and family members never interferes with our ability to provide instant on-call service to our clients.

- ✓ A Facility Staff hotline dedicated exclusively to providing help and information to correctional officer inquiries regarding package program (as well as commissary) orders.
- ✓ Our Customer-care and service line for inmates' friends and families.

Union Supply operates a fully bi-lingual, in-house call center from 6:00 AM -8:00 PM Monday – Friday (PST) & 7:00 AM – 1:00 PM on Saturdays. Our order processing software tracks every package and every payment and maintains a complete audit trail so that we can monitor and continually improve our service. We also offer a convenient cash payment option for friends and family members to pay for their orders at any ACE Cash Express location and around the country.

#### 4 Convenient Ways to Order

- ✓ Internet Orders: via the custom website created for each program (see below for example)
- ✓ Phone Orders: Toll Free Phone 1-855-247-6094
- ✓ Faxed Orders: Toll Free Fax 1-866-401-5085
- ✓ Mail Orders: Union Supply Direct

P.O. Box 309, Dept. 609

Groveport, OH 43125-0309

3321 Toy Road

Groveport, Ohio 43125

Union Supply Direct accepts all forms of payment and it is clearly noted on our catalogs, order forms, and website. We accept the following methods of payment:

- ✓ Visa, MasterCard and Discover credit cards
- √ Visa, MasterCard (credit/debit) cards
- ✓ Cashier's Check
- ✓ Money Order
- ✓ Personal Checks

Our inventory tracking and payment systems record every purchase, every shipment, every payment and every return to and from every warehouse, prison and inmate we serve across the country. All data is retained in a flexible SQL database and we can provide any information, in any report format, on any schedule the WVDOC requests.





Our order management system automatically applies all restrictions that the KDOC creates on package programs to all orders as they are entered—whether by a family member or by our customer service staff taking calls. The system then provides on the spot notifications when a weight limit, spending limit or property restriction is violated so that orders can be adjusted and edited on the spot to prevent returns or credits.

Onsite delivery of all orders will be managed by our onsite USCS personnel trained and knowledgeable about working in a correctional setting. Just as with commissary orders, each inmate will be asked to inspect their order and then to sign delivery receipt for the merchandise.

Union Supply intends the description of our proposed services, operating methods to be a starting point for planning our services for the WVDOC. Nothing in our plans will be considered final or definitive until we have consulted with the Wardens throughout the WVDOC; and our final implementation and operational plans will be adjusted to accommodate their preferences and instructions before we take over services at any WVDOC facility.

- 5.8 The vendor shall supply the Agency with an independent Certified Public Accountants' yearly audit of the Selected Contractor within six (6) months of the end of the Selected Contractor's fiscal year, and in accordance with GAAP (Generally Accepted Accounting Principles).
- **Union Supply** *Group* **Response:** Union Supply has read, agrees and will comply.
  - 5.9 Vendor's personnel must display Agency issued ID cards on their person at all times when on Agency sites. Vendor's personnel shall be subject to searches as outlined in 1.2.
- Union Supply Group Response: Union Supply has read, agrees and will comply. All Union Supply staff that are onsite at any correctional facility or WVCI work area will fully comply with all WVDOC security policies and staff instructions and policies.
  - 5.10 The vendor must maintain sufficient inventory to meet average daily demand and timely delivery of commissary products. Items including, but not limited to, tennis shoes/sneakers, radios and televisions are considered inmate personal property. The vendor will work with and through the site's Personal Property Officer for the sale and issuance of any and all personal property. The vendor is responsible for inventory maintenance and control. The vendor must issue a written waiver for Agency to purchase items for another source when items ordered and are unattainable within fourteen (14) days.



**Union Supply** *Group* **Response:** Union Supply has read, agrees and will comply. Our distribution center in Ohio has more than 300,000 square feet of storage and more inventory on-hand than the WVDOC uses in five years. Union Supply is fully prepared to begin delivering bulk and pre-bagged commissary to all 15 WVDOC facilities immediately upon contract award.

Union Supply's experience and deep integration with the Tech Friends software that WVDOC Property Officers already use means that we can have all property items automatically entered into property files as soon as they are purchased and we will deliver all property orders to Property Officers for marking and inspection before our onsite staff distribute them to inmates.

5.11 Agency will provide the Vendor with a commissary completely equipped and ready to operate together with refrigeration and utilities. If required, Vendor shall bear the expense for telephone/fax/data lines at the facilities. Computer equipment, office supplies, and other incidentals shall be supplied by the Vendor. Should Vendor desire additional equipment or furnishings not supplied by the Agency, Vendor may supply the items after approval from the Agency.

Union Supply *Group* Response: Union Supply has read, agrees and will comply. Union Supply will provide all printers, computers, scanners and other onsite equipment required for the WVDOC commissary stores and will pay for the cost of a phone line to each facility and for the external line(s) from the WVDOC's ITS to our phone ordering system.

5.12 Agency will provide all repairs and/or replacements to state owned equipment caused by normal wear and tear. Vendor shall exercise care and caution with the Agency's space and equipment. Vendor shall bear the expense of necessary repairs or replacements to state owned property/equipment if damages are a result of negligence on the part of vendor or vendor's employees/contractors. The Agency shall will repair or replace equipment and invoice the vendor for the charges.

Union Supply Group Response: Union Supply has read, agrees and will comply.

5.13 The vendor shall assume full responsibility for the resolution of any complaints or order discrepancies to include, but not be limited to, shortages, damaged or outdated products, returned orders for released or transferred inmates, and size or brand errors. Said issues shall be resolved within a 24-hour period. The vendor shall outline their plan for correcting said discrepancies.



**Union Supply** *Group* **Response:** Union Supply has read, agrees and will comply. Union Supply proposes to have our commissary staff respond to all inmate grievances related to commissary, property and package programs. We also propose to use Lockdown to track all grievances through a 5-step process to resolution that is recorded in Lockdown for the WVDOC to view and measure our performance.

USCS' procedure for responding to inmate complaints is clearly spelled out in our Manual under Inmate Grievances.

Grievances are defined as a written inmate complaint which has been assigned an official facility tracking *control number*. Other written inmate complaints or requests (not assigned a facility tracking control number) are not official grievances, but should be handled by the commissary in like manner as the *official* grievances. The Commissary Manager is responsible for ensuring that all inmate grievances, requests and complaints (addressed to the commissary) are answered promptly (preferably within a 24 hour window if possible). No grievances, requests or complaints will be destroyed, thrown away, or ignored for any reason.

When answering grievances, requests or complaints every effort should be made to investigate the complaint thoroughly. The Commissary Manager shall review any USCS's written responses back to the inmate on an issue, ensuring that clear and concise information that is to the point has been written. Short answers which do not explain the researcher's conclusion, such as "You signed for your order" should be rejected. A reasonable degree of explanation for the findings is necessary when responding back to an inmate, otherwise the inmate may appeal the findings or write another grievance or complaint.

The Commissary Manager shall develop a facility *Grievance Log* for the purposes of recording and collecting statistical data on official inmate grievances directly related to the facility's commissary services.

The Grievance Log should at a minimum, include the following data points:

- Grievance tracking control number
- · Date received in commissary
- Offender name
- Offender number
- Housing location
- Description of issue (i.e. credit due etc.)
- Disposition (e.g. credit issued 6/2/11)
- Date cleared commissary
  - 5.14 The Vendor phase-in period shall be no more than six (6) months unless approved by the Agency.





Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply can implement all of the services proposed in our base proposal—fulfillment from Ohio of bulk, pre-bagged commissary, property and optional package program orders— within 30 days of having a Master List menu approved by the WVDOC. For the more extensive services described in our alternate proposal (which involves setting up a new fulfillment center in Huttonsville through a WVCI joint venture) we can begin by providing all services from Ohio within 30 days of award and menu approval. We will then have all services transferred to the WVCI joint venture within six months.

5.15 All Health Department inspections and reports shall be provided to the Warden/Administrator or designee as requested.

**Union Supply** *Group* **Response:** Union Supply has read, agrees and will comply. Union Supply's facilities are designed and managed to meet the highest standards for security, sanitation and performance that any correctional agency in the country could possible require. <u>Union Supply has not received a citation from any regulatory agency</u>.

#### Sanitation

Union Supply has an exhaustive set of Safety and Housekeeping procedures and standards as well as a warehouse operations and facility Safety and Housekeeping checklist. The managers of each warehouse and each shift complete at least one full inspection and checklist on a randomly chosen day during their shift no less than once a month.

Union Supply's Ohio warehouse was inspected without advance notice by the FDA in 2009 and we received perfect scores in more than 95% of the evaluated categories and passed with flying colors. We have taken considerable efforts to improve our performance even more.

# Safety

Union Supply Group, Inc. complies with all Federal, State and local laws regarding sanitation. Union Supply has an active safety program and our all of the merchandise in each of our distribution centers is UPC coded and tracked in our inventory systems so that we can locate it immediately in the event of a recall. Our Vice President of Purchasing is on the daily notification list with the USDA and is informed of all recalls across the country by both email and web-link. Our category managers are also in touch daily with our suppliers and manufacturing partners.



All over-the-counter medications, cosmetics, food and personal care items that we carry come from manufacturers in compliance with all FDA and other applicable laws. All of our domestic suppliers of food and drugs are subject to FDA regulation and inspection including for HACCP compliance (where applicable) and we only purchase foods and drugs from foreign suppliers inspected and compliant either with FDA or approved foreign governments. Union Supply requires 3rd party audits from our private label supplier partners.

Union Supply has an active safety program and our all of the merchandise in each of our Distribution Centers is UPC coded and our systems link to the manufacturers to instantly receive notice of any recalls. Union Supply will notify the customer and pick up, remove and replace any recalled merchandise at no charge.

Union Supply has a standard procedure for implementing recalls which has been vetted and approved by the FDA. Our policies and procedures regarding recalls are tested as well as updated and vetted by the FDA no less than annually. Implementing this policy if and when necessary and keeping it up to date and in compliance with evolving FDA guidance is the responsibility of a Union Supply VP and is supervised directly by the VP of Operations. Union Supply is a licensed food wholesaler and distributer and has never been found at fault or deficient in a product recall.

### Security

Union Supply runs packing and shipping operations designed specifically to meet the highest standards requested by any correctional commissary manager in the country. Union Supply Group's warehouses are regularly visited and inspected by law enforcement agencies and meet the highest standards of security in the correctional services industry. Union Supply guarantees camera-monitored packing lines, multi-level premise security, and rigorously secure packaging and shipping procedures.

Union Supply's warehouses are monitored round-the-clock both inside and outside by closed circuit cameras that create a time and date-stamped digital record of all activities in and around our shipping facilities. These records are retained for a minimum of 30 days.







CCTV cameras monitor Union Supply's Warehouses

Our offices and warehouses are monitored inside and out by closed circuit camera systems 24/7/365. These systems enable remote viewing and observation by our operations and security staff, they dump data regularly to protected digital lock-boxes and are linked to our alarm companies. Our warehouses have secured entry stations with multiple locked gates and both warehouses and offices require ID badges, entry codes and escorts for visitors. Security is one of Union Supply's Core Values and we take extraordinary steps to ensure that we meet the highest standards that the most security-conscious correctional agency could ever expect of a vendor.

5.16 Vendor must provide a variety of diabetic, salt free, halal, and kosher products.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply stocks a wide range of low-salt, heart-healthy, low-fat, halal, kosher, glutenfree and sugar-free snacks to accommodate any request that the WVDOC may make and the needs of all WVDOC inmates.

Union Supply takes special care to clearly mark items as kosher, halal, caffeine-free, low salt, no sugar added, and/or gluten-free on our menus and in each package program catalog so that inmates with particular dietary restrictions easily can identify products that are appropriate for their condition. For instance, Promax and Promax Energy Bars are kosher, gluten-free and safe and healthy for inmates regardless of dietary conditions or restrictions.



Fig 2-66 Kosher, Halal & Gluten-Free

5.17 Vendor's equipment, tools, supplies and materials are subject to search or inventory at any time. Tools and materials are carefully controlled at all times



and locked when not in use. All ladders and movable lift equipment is closely supervised when in use. Security and safety requirements set forth under the Agency Policies and Facility Operating Procedures must be adhered to at all times, as now provided or subsequently revised.

Union Supply Group Response: Union Supply has read, agrees and will comply. All Union Supply staff will fully comply with all WVDOC policies and instructions whenever they are onsite at any WVDOC facility. Union Supply's project team has decades of experience working in correctional facilities and our USCS onsite employees will be fully trained according to our exhaustive policies and procedures manual which meets all ACA best practices.

5.18 All vendor's personnel are required to be dressed in vendor provided, identifiable, serviceable uniforms appropriate for the duties they are performing. Vendor's personnel shall not wear clothing that bears any similarity to inmate clothing. Clothing that is short, tight fitting, provocative, or revealing is not appropriate attire for a prison environment. Individual's so dressed will be asked to change their clothing or leave the institution.

Union Supply Group Response: Union Supply has read, agrees and will comply.

- 5.19 Vendor employees performing services under the scope of this contract must:
  - d. Submit to a background investigation conducted by the Agency. The vendor must submit the name, social security number, driver's license number, and date of birth for each and every employee providing services to the Agency. The personnel background investigations will be processed at no cost to the vendor. Any future hires will be subject to the above provisions.
  - e. Contract employees assigned to facilities with onsite operations as well as those with off-site bag and delivery systems will require approval by the Warden/Administrator or designee prior to hire.

    Warden/Administrator or designee has the authority to revoke a contract employee's security clearance as deemed necessary.
  - f. Attend staff orientation and institutional training. Individuals employed by the vendor who will be performing services in the institution shall be required to undergo an initial orientation to the institution, which will not exceed forty (40) hours. In addition, all new employees and subcontractors including those who are in the institution less frequently will be required to complete an initial orientation. Annual refresher training may also be required.





Union Supply Group Response: Union Supply has read, agrees and will comply. All current Union Supply Group employees have successfully passed background checks and urinalysis tests per our company policy. Our policy is clearly outlined in our company offer letter:

"In accordance with the Company's policies and State and Federal law, this offer of employment is contingent upon your successful completion of all requirements; including company application, background check, drug screen and establishing the legal right to work in the United States."

We also conduct ongoing random background checks and drug screening on current employees.

It is our company policy to conduct a pre-employment background check on all candidates prior to employment. The company that we currently use is IMI Data Search, Inc. It is also our company policy to conduct pre-employment drug screening on all candidates prior to employment. We will repeat background checks upon request of the WVDOC at any time throughout the contract period.

Union Supply will pay for all of our employees in West Virginia to attend any required training, orientation and security meetings, seminars required by the WVDOC at any time.

5.20 Vendor must, at all times, comply with any and all applicable Agency and facility policies, procedures and standards, as well as any and all applicable Federal, State and ACA statutes and standards. Agency shall remove any person or persons employed by the vendor that refuse to comply with the above requirements.

Union Supply *Group* Response: Union Supply has read, agrees and will comply. For the WVDOC, we have assigned Jerry Carr, our VP of Commissary Operations to act as our Implementation Project Manager. Mr. Carr is responsible for training all staff that will be onsite at any correctional agency for Union Supply. Mr. Carr is the author of US Commissary Solutions' Policy & Procedures Manual and is a leading expert on ACA best practices for commissary operations and inmate services.

5.21 Vendor shall include proposed staffing levels in the bid.

Union Supply *Group* Response: Union Supply has read, agrees and will comply. Union Supply has included proposed staffing plans for both of our operational models in our completed Vendor Response Sheet in Section 1 of this proposal.



Regardless of which of our two proposed service models the WVDOC selects, Union Supply proposes to <u>retain all staff at the onsite commissary stores and local bagged-order delivery people</u> that the WVDOC is currently satisfied with. We also propose to <u>keep the onsite staffing levels, store hours and delivery days exactly the same as they are now</u> at each facility unless specifically agreed otherwise with the warden.

In addition to retaining the onsite staff and at least maintaining current onsite staffing levels, Union Supply proposes to hire an in-state manager to coordinate our onsite staff, track our responses to any and all grievances related to commissary or package program services, and to coordinate with our local subcontractors for ice cream and soda delivery. We will not require or request any WVDOC staff to clock out and help our staff in the stores or with delivery of bagged orders to inmates.

If the WVDOC chooses to receive all commissary, including bulk product for the onsite stores and bagged orders for the other facilities, from our Ohio distribution center then Union Supply will also provide a dedicated Account Manager to serve as the WVDOC's initial 24/7/365 single point of contact in handling any and all questions and service needs that arise. Our Account Manager will regularly solicit feedback from each facility and will conduct quarterly reviews of our performance both with our staff and with the WVDOC to develop ways to continuously improve our services.

If the WVDOC accepts our offer to deliver all services through a joint venture with WVCI, our Account Manager will be located in Huttonsville and will also handle the administrative tasks associated with managing the inventory and assisting the two WVCI supervisors who will work and train the inmates employed there.

- 5.22 Vendor must maintain time records for each inmate worker and report hours worked to the respective facility on a weekly and/or monthly basis, depending on the facility request.
- Union Supply Group Response: Union Supply has read, agrees and will comply.
  - 5.23 Vendor shall be responsible for reporting inmates observed violating any laws or Agency rules of conduct to security personnel. The vendor has the right to request removal of any inmate if vendor feels the inmate is unsuitable for the commissary service function.
- Union Supply Group Response: Union Supply has read, agrees and will comply.
  - 5.24 Vendor shall provide inmates with training on any task assigned to the inmate. Vendor shall document this training and provide documentation to the





Warden/Administrator or Designee. The vendor must evaluate inmate in writing, in accordance with Agency's Policy or Operational Procedures of each facility.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply will provide training for every task that we request to have performed by an inmate and our staff will submit written quarterly evaluations of all inmates that work for or with them to the warden of that facility. We fully intend to make work opportunities available to inmates at as many facilities as possible under both of our proposed operational models. USCS policy does not permit inmates to distribute merchandise or view any monitor that displays another inmate's trust fund balance or custody level etc.; but inmates can be used to clean ice cream freezers (any refrigeration unit that stores dairy is required to be checked and cleaned once a month by most health departments), unload and transport bulk merchandise from loading docks to commissary stores and more.

In our alternate proposal, Union Supply has proposed an extraordinary range of inmate training programs that integrate with the work tasks that these inmates will perform at our joint venture with WVCI. For these inmates, not only will we provide training and quarterly performance reviews, but fully accredited vocational education, OSHA-recognized certificates for completion of the required forklift safety course and more. Please see our alternate proposal for details of these unique Union Supply training programs.

5.25 Vendor must ensure that inmates will not operate computer equipment, service a sales window or provide delivery services. Any on-site deliveries must be made by vendor's personnel. Vendor shall seek approval from Warden/Administrator or designee for inmates to perform any other functions assigned to vendor's personnel.

Union Supply Group Response: Union Supply has read, agrees and will comply. USCS policy does not permit inmates to distribute merchandise or view any monitor that displays another inmate's trust fund balance or custody level etc. or that has live access to an external network.

Union Supply and Tech Friends have created a customized extension of Tech Friends' commissary software just for use in areas where we employ inmate workers through joint ventures with Correctional Industries partners. These customizations of Tech Friends' commissary and banking applications allow us to print pick slips and scan orders before boxing and palletizing them for transport without ever displaying the name or location of the inmate who placed the order. This customization has only ever been used by Union Supply and was developed by Union Supply and Tech Friends just so that we could safely



and efficiently manage operations like the joint venture with WVCI described in our alternate proposal.

5.26 Vendor must provide comparable services/menu to the Northern Regional Jail (located at Northern Correctional Facility) as are provided at other regional jail locations. Current Northern Regional Jail Commissary Items List, attached **Exhibit 3**, is for informational purposes and shall not be used for bid purposes. In addition, the vendor must provide the capability to be compatible with the regional jail's current Trustee Accounting system and any future computer system that may be put in place.

Union Supply *Group* Response: Union Supply has read, agrees and will comply. Union Supply proposes to continue providing pre-bagged orders to the Northern Regional Jail. Upon contract award we will work with the Northern Regional Jail to tailor our offering to their needs.

Union Supply can and will provide any required integration(s) with any JMS, OMS, banking system, phone system, or other applications that the WVDOC or the Regional Jails choose to use throughout the contract period.

5.27 The Agency currently utilizes a third-party vendor (Tech Friends, Inc.) for inmate banking and commissary software. This solution has been highly customized over several years to precisely match Agency policy with respect to debt collection, inmate payroll, restitution, fines/fees, multiple bank accounts, savings account interest distribution and work release. The successful vendor will interface with the Tech Friends solution in order to provide real-time commissary deductions from inmate accounts as well as integrated reporting capabilities to the Agency. In addition, the successful vendor agrees to a monthly software maintenance fee payable to Tech Friends, Inc. in the amount of \$4,585.00.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply is a longtime partner of Tech Friends and can deliver all of our proposed services without requiring a single data transition, system changeover or any downtime. We already are fully interfaced with Lockdown and can activate our IVR and upload our menu to the onsite commissary stores with no need for any new software to be deployed.

Union Supply will take over all payments to Tech Friends for the WVDOC for the full term of any contract.

5.28 Vendor must provide and maintain all software and hardware necessary to accomplish the commissary operations. Vendor will be given access to the inmate trustee accounting system used by the Agency which includes point-





of- sale and inventory features. For all Vendor-provided systems, Vendor must provide 24/7/365 support for resolving hardware and software problems within 24 hours. Vendor shall coordinate and communicate with the facility assigned staff member.

**Union Supply** *Group* **Response:** Union Supply has read, agrees and will comply. Union Supply is already fully interfaced with Lockdown for numerous other clients. As soon as the WVDOC awards a contract we will use the interfaces already established to immediately begin sharing data with Tech Friends for the WVDOC commissaries and property program.

We will provide all computers, scanners and support for the tools used in our onsite commissary stores and by the entire team that serves the WVDOC under this contract.

5.29 Vendor is responsible for assuring that sales do not exceed the balances and/or spending limits. No negative inmate balances are permitted for commissary sales.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply proposes to use Lockdown both at the onsite commissaries (where it is in use today) and on the dedicated picking line that fills the pre-bagged commissary orders and property for WVDOC facilities, which the current vendor may not be doing. This means that absolutely all orders will be checked live against Lockdown as the order is taken, and again after it is filled and ready to be trucked to the facility. Lockdown automatically enforces all spending limits and check orders against inmates' balances and custody levels. With Union Supply and Tech Friends' end-to-end partnership all orders of all types for all facilities will fully comply with the WVDOC's policies and no inmate will ever have a negative balance.

- 5.30 On-site window service, vendor must have the inmate sign two copies of the sales receipt at the time of sale. One copy is retained by the vendor and one copy must be given to the inmate. Receipts for on-site window and on-site delivery must contain the following information:
  - i. Date of sale
  - k. Inmate name
  - 1. Inmate number
  - m. Receipt number
  - n. Inmate current balance
  - o. Items, quantities, unit price, extended price p. Total price of transaction
  - q. Inmate ending balance
  - r. Inmate signature line





Union Supply Group Response: Union Supply has read, agrees and will comply. All orders will be issued with two receipts that exactly match the WVDOC's specifications. When orders are delivered, whether pre-bagged or handed to them from the commissary window, inmates will be asked to inspect the order and then sign a delivery acceptance receipt for the merchandise. Any discrepancies or credits will handled immediately by our administrative staff. Union Supply gives full, same-day credit for any damaged merchandise or missing products and will take return of and issue credits for any merchandise delivered in error.

- 1. Inmates are required inspect their receipts and orders before leaving the distribution area. If any item is missing or damaged they are to notify the staff member passing out orders.
- 2. Our trained delivery representatives will confirm that an error was made (or not) and make a note on both the inmate's receipt and the duplicate copy that is retained for commissary records. For instance they might write, "Wrong coffee- credit \$1.49," in the notes field.
- 3. The inmate will sign the annotated receipt and keep their copy.
- 4. The commissary copy of the delivery receipt will be returned to our administrative office where the inmate's account will be adjusted accordingly.
- 5. A verifiable electronic record of the account adjustment will be saved in the database.
- 6. The inmate trust funds will only be invoiced for the merchandise that inmates receive and accept in writing.

If any inmate has been transferred between placing an order and delivery, we will automatically receive their new housing location through our interface with OMS and will redirect their order to them <u>at no extra cost</u>.

5.31 In the event of a lockdown, vendor must be equipped to perform a bagging operation. Vendor shall bag orders to be delivered to the inmates. Inmate's receipt must be included in the bag.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply can provide pre-bagged orders to all WVDOC facilities from our Ohio warehouse in the event that any or all WVDOC facilities lose access to their commissary windows due to a lockdown.

Even if the WVDOC accepts our alternate proposal to form a joint venture with WVCI and fill orders from an inmate work program, Union Supply can provide pre-bagged orders to



all WVDOC facilities in the vent that the Huttonsville inmate work program is closed due to lockdown.

- 5.32 For off-site delivery operations, vendor must package products in individual, clear plastic, perforated bags with tamper proof seals and be clearly marked with the inmate's name, inmate number and housing unit. Items being delivered are subject to search prior to being issued to the inmates.
- Union Supply *Group* Response: Union Supply has read, agrees and will comply. All pre-bagged orders are delivered in clear, heat-sealed, poly bags with two receipts. Bags are packed in 200 lb. burst-strength boxes for palletizing and shipment to facilities.
  - 5.33 Vendor shall make all off-site deliveries in accordance with approved delivery schedules and security procedures compiled and agreed upon by the Agency and Vendor.
- **Union Supply** *Group* **Response:** Union Supply has read, agrees and will comply. We have presented a plan to keep all staffing levels, store hours and delivery days as described by the State and will gladly change and update this plan to reflect the preferences of the WVDOC and the facility wardens prior to implementing our proposed services.
  - 5.34 Vendor shall be responsible for all ordering, receiving, warehousing and inventory for all commissary commodities.
- **Union Supply** *Group* **Response:** Union Supply has read, agrees and will comply. Union Supply will be solely responsible for all ordering, filling, delivery, service, grievance responses, inventory-tracking and replenishment, invoicing and other services described in this proposal.
  - 5.35 Deliveries of bagged orders shall be made on a schedule determined and agreed upon by the site and vendor. Delivery hours shall be established by the Warden/Administrator or designee and guaranteed by the vendor. Vendor must be flexible to changes imposed on delivery schedules due to security requirements. In this case, Warden/Administrator or designee shall notify vendor of required changes.
- **Union Supply** *Group* **Response:** Union Supply has read, agrees and will comply. We have presented a plan to keep all staffing levels, store hours and delivery days as described by the State and will gladly change and update this plan to reflect the preferences of the WVDOC and the facility wardens prior to implementing our proposed services



5.36 Vendor shall be responsible for delivery of inmate orders. Vendor must provide the proposed operational plan from placement of inmate order to delivery of order.

Union Supply Group Response: Union Supply has read, agrees and will comply. For facilities that receive pre-bagged orders, Union Supply will create dedicated picking lines in Ohio. We will receive orders from our IVR which inmates access via the inmate phones. Each WVDOC facility that receives pre-bagged orders will have a customized weekly ordering and delivery schedule that cuts off orders no more than 48 hours ahead of the scheduled delivery. Any orders received after that point will be applied to the following week.

For instance, inmates will be able to place orders at Facility N until Tuesday at 10:00 PM. If they place orders by phone anytime during the week they will be able to check or modify their orders until that time. After Tuesday at 10PM ordering will be cut-off. At his point all orders will be compared to the trust fund balances and ordering restrictions in the OMS and all confirmed orders will be exported to Union Supply's dedicated picking lines.

On Wednesday morning (for our example Facility N) Union Supply's workers will come in and begin picking and bagging the orders which will be individually bagged and sealed with two copies of the invoice— one for the inmate to sign and return when they accept their order and one for them to keep. The individual poly bags will be packed into 200+pound burst-strength boxes and palletized for shipping to the facility.

Orders will arrive the following day (Thursday in this example) and be distributed by Union Supply's onsite staff. We will <u>not require or request any WVDOC staff to clock out</u> and help our staff in the stores or with delivery of bagged orders to inmates.

Each inmate will be asked to inspect their order and sign to accept it before returning to their cell.

All Union Supply picking and bagging operations follow our secure Blind Fill Process. Under the Blind Fill the worker filling an order in a Union Supply warehouse **never** knows the identity of the person who placed the order being filled, the delivery destination, or any other order characteristics that could lead to identification of the destination or customer.

5.37 Vendor must provide two copies of the receipt in the sealed bag. Inmate will sign carbon receipt. Carbon copy will be retained by the inmate and the original will be retained by the Vendor and available to Agency staff upon request.





Union Supply Group Response: Union Supply has read, agrees and will comply. All orders will be issued with two receipts that exactly match the WVDOC's specifications. When orders are delivered, whether pre-bagged or handed to them from the commissary window, inmates will be asked to inspect the order and then sign a delivery acceptance receipt for the merchandise. Any discrepancies or credits will handled immediately by our administrative staff. Union Supply gives full, same-day credit for any damaged merchandise or missing products and will take return of and issue credits for any merchandise delivered in error.

- 5.38 Receipts for off-site delivery must contain the following information:
  - j. Date of sale
  - k. Inmate name
  - 1. Inmate number
  - m. Receipt number
  - n. Inmate current balance
  - o. Items, quantities, unit price, extended price
  - p. Total price of transaction
  - q. Inmate ending balance
  - r. Inmate signature line
- Union Supply Group Response: Union Supply has read, agrees and will comply.
  - 5.39 Vendor shall report all hazardous conditions or equipment to the Warden/Administrator or designee.
- Union Supply Group Response: Union Supply has read, agrees and will comply.
  - 5.40 Vendor shall provide the monthly facility items sales report to each facility within five days of the close of the previous month. The invoices shall include the following information. Credit invoices shall be separate, but include the same information.
    - g. Total inmate sales including tax
    - h. Sales tax total
    - 1. Non-commissioned sales total
    - J. Commissionable sales total
    - k. Commission Total
    - I. Amount due vendor (sales, non-commission and tax)

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply will monthly invoice each WVDOC facility individually for merchandise accepted and signed for by inmates at that facility. All invoices will appear in any format requested by the facility (typically we send pdf or Excel files or hard copies).





#### **Section 9:**

By signing below, I certify that I have reviewed this Request for Proposal in its entirety; understand the requirements, terms and conditions, and other information contained herein; that I am submitting this proposal for review and consideration; that I am authorized by the bidder to execute this bid or any documents related thereto on bidder's behalf; that I am authorized to bind the bidder in a contractual relationship; and that, to the best of my knowledge, the bidder has properly registered with any State agency that may require registration.

Ur	nion Supply Group, Inc.
(Company)	,
L.J	D. Hay, Executive Vice President 30 Jay
Representa	ntive Name, Title)
Phon	e: (310) 604-4642 Fax: ((310) 603-1314
(Contact Pl	none/Fax Number)
	30 March 2014
(Date)	



# 4. Alternate Proposal—Partnership with WVCI

#### PARTNERSHIP WITH WV CORRECTIONAL INDUSTRIES

Vendor, may, at its option, submit an alternate bid to partner with WV Correctional Industries.

6.1 Vendor may enter into a Service Contract with WV Correctional Industries (WVCI) as a partner to operate the centralized commissary and an inmate package program. Service work to be performed under the contract shall be a bagging and delivery service, warehousing, and window service.

Union Supply Group Response: Union Supply understands WVCI's mission and is uniquely capable of partnering with the State to deliver high quality commissary and package program services that combine inmate work, vocational training and learning opportunities. Over the last several years Union Supply, through our USCS and U-Ed operating units, has pioneered new models of providing commissary services to correctional facilities by combining our experience and corrections product expertise with Correctional Industries' mission and ability to work and train inmates. We are the first commissary company to run a successful, large-scale package program employing inmates in real jobs and teaching them real skills. We are the first commissary company to create work and training programs for inmates to learn the assembly of corrections-grade merchandise for sale in commissaries. We are the first commissary company to employ Correctional Industries to provide warranty services on electronics assembled by inmates. And we are the first commissary company to create and staff an in-house education division (U-Ed) to better integrate the job training and work opportunities we create for inmates with the curriculum and credit requirements of local community colleges and vocational schools— all at no cost to our corrections partners as we constantly seek new and better ways to help them fulfill their corrections mission.









Our goal for every partnership we create is to house end-to-end programs under one roof through work opportunities and complementary educational initiatives. For instance, through our patent pending Electronic Kit Assembly program, inmates build and provide warranty service for clear television, radios, fans, light, coffee pots and more. Inmates in our program learn the hands-on operations and distribution processes for the products they build and many other valuable manufacturing and warehousing skills. Finally, inmates learn the essential business principles that underpin their On-the-Job training through our certified educational curricula. This unique vertically integrated model helps our correctional agency partners achieve one of their primary goals: preventing recidivism and re-incarceration by preparing inmates to successfully reenter society and become working members of the community.







A Union Supply/ CI joint venture warehouse during set-up

Union Supply is confident that our proposal provides a comprehensive alternate proposal that not only meets every single operational and financial requirement of the WVDOC's RFP, but incorporates the new concepts and programs pioneered by Union Supply to offer a total value proposition for the WVDOC and that no other company can match.

## Union Supply/WVCI Joint Venture Proposal

Union Supply proposes to form a joint venture with WVCI to provide all of the fulfillment services that would be done in our Ohio distribution center from WVCI's Huttonsville warehouse. This joint venture will receive merchandise by the truckload from Union Supply and our suppliers and will break down the bulk and re-palletize merchandise into weekly replenishment shipments for all of the WVDOC facilities running onsite stores; run a complete bagging line for all facilities receiving pre-bagged orders; run a pick line for all property orders which will be packed separately for delivery to Property Officers; and run



the entire fulfillment operation for our proposed friends and families Quarterly Package Program.

If the WVDOC accepts our alternate proposal, we will maintain the exact staffing levels offered in our base proposal for all onsite stores and onsite delivery services with the additional benefit that the onsite delivery staff will become WVCI employees with Union Supply reimbursing for their salaries out of our joint venture's proceeds. This means that they will be able to employ, train and officially review the work habits and job performance of the inmates who work in the onsite stores (who will also be employed by WVCI and whose wages will also be fully reimbursed by Union Supply).

Union Supply will provide, at no cost to WVCI or the WVDOC, all of the inventory (including the substantial funding necessary to purchase the initial inventory as well as the ongoing inventory cost); ordering/inventory/fulfillment software and hardware (such as computers, printers and scanners); full customer service for inmate friends and family members; order and payment processing, including inmate orders via the inmate telephones; marketing and marketing materials (including a custom website and catalogs); training of inmates and comprehensive business consulting and operational expertise to support the proposed services— in short, any function that cannot be provided by inmate labor.

Union Supply's joint venture will provide much more than an inmate work program, We will also provide a complete set of unique vocational training programs developed by Union Supply's U-Ed division. These programs combine in-class instruction with inmate work specifically designed to meet the relevancy requirements to qualify as OFT (On-the-Job) training so that inmates employed by our joint venture can actually earn vocational credits that can be transferred to community colleges and vocational schools upon their release. These inmates will not only earn wages and learn the work habits and responsibility that comes from working in a professionally managed business; they will learn job skills and prepare themselves for school, work and successful re-entry to society upon their release.

Only Union Supply has the experience, resources and commitment to deliver the full suite of services, training opportunities and the detailed transition to this new service plan for the WVDOC.

## **Proposed Services**

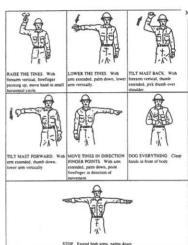
#### Forklift, Reach Truck and Powered Pallet Jack Training:

As part of implementing and supporting our proposed operations, Union Supply will offer a Forklift, Reach Truck and Powered Pallet Jack Operation and Safety Training program to inmates working in the Union Supply/WVCI operations. Inmates who satisfactorily



complete this training will receive Certification that they can use upon release to secure employment requiring proficiency in forklift operation. This program is based on OSHA's CERT-29 CFR 1910.78 Certification Program, which is recognized in all 50 states and is already in place in all four of Union Supply's national distribution centers. Forklift operation certification is a requirement for many jobs and the Certification that U-Ed will provide to inmates who complete this training program is recognized in all 50 States.





This five-day, 30 hour course involves 20% small-group classroom instruction and 80% hands-on training. The course will be offered for Certification at least once per year at the Huttonsville warehouse. A qualified Union Supply trainer from one of our own distribution centers will lead each course. All inmates who operate the covered equipment will be required to re-certify every three years. At least three inmates must complete this course before we can roll out the rest of our proposed services statewide.

#### **Commissary Fulfillment:**

Filling commissary orders from Huttonsville will not affect the ordering or delivery of merchandise either to onsite stores or as pre-bagged orders for distribution by our local staff.

Inmates will have physical catalogs and menus with sample order forms to review at their leisure and to plan their orders. Union Supply also proposes to implement Order by Phone so that when an inmate is ready to order they can simply pick up a phone and enter the data from their order form for either weekly commissary or property catalog orders. All orders will be electronically entered into the Lockdown Commissary Management application and will then be automatically downloaded to the WVCI warehouse.

All commissary orders first will be electronically verified for restrictions and inmate funds availability. Upon electronic receipt of a confirmed order, a picking slip will be generated for the order. A WVCI inmate-employee will use the "pick slip" to pick that order's goods from inventory and pack (or bag) them for delivery.



As an additional, important security measure in the joint venture's operations, Union Supply will implement the same **Blind Fill Process** for all shipments that we currently use on our secure pick lines in Ohio. As part of this process, all "pick slips" will always be printed as "Blind Fill" slips so that that inmates **never** have knowledge of the housing location or identity of the inmate receiving the order.

As an added security measure, an inmate clerk will electronically verify the contents of each bag or package by scanning the bar codes of each item before the contents are organized and prepared for shipment. This "double-check" process ensures accuracy and damage-free delivery to the facilities. Furthermore, we will individually bag and seal any items that could potentially spill or leak in transit.

The filled orders will be stacked on pallets, wrapped and waiting for a truck to transport them to their destination for distribution.

#### **Property Catalog Order Fulfillment:**

Once commissary fulfillment has been rolled out statewide to the satisfaction of all WVDOC wardens and staff, Union Supply will active the second line and begin processing all property catalog orders exactly as described above. Property orders will be palletized and wrapped separately from weekly commissary so that they can be delivered to WVDOC Property Officers for and necessary engraving or marking. After they have been marked, the property orders will be turned over to our onsite staff who will distribute them to inmates.

Since we will be using Lockdown to manage orders and sales from our Huttonsville warehouse as well as the onsite stores, Lockdown will automatically register property in an inmate's property file when it is sold or bagged for delivery rather than requiring property officers to type each item in by hand. This will save significant WVDOC staff time and will reduce manual entry errors.

#### **New Quarterly Package Program Fulfillment:**

Union Supply proposes to implement a new Quarterly Package Program from our joint venture's warehouse to increase inmate work opportunities, WVCI earnings and enable us to offer seasonal, holiday and other rotating specials to WVDOC inmates. This Quarterly Package Program will enable the friends and family members of eligible WVDOC inmates place orders by phone, on the web, or by mail.

Union Supply will handle and process all package program orders from friends and relatives at no cost to the WVDOC or WVCI.



Inmates and friends and families will be allowed to place orders only from a menu approved by the WVDOC. We propose to prominently feature the ClearTunes<sup>TM</sup> electronics that will be manufactured by our joint venture's inmate work program.

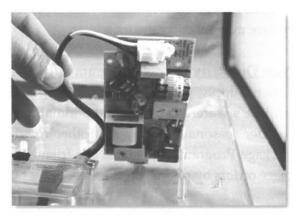
The package program will also be subject to its own eligibility requirements, spending limits and restrictions distinct from the commissary restrictions, which will be managed by Union Supply in compliance with WVDOC policy, procedures and directives. Restrictions can also be edited by WVDOC staff directly through the proposed Lockdown Commissary Management application, which will be installed and run as a separate application to manage package program orders.

All orders will be electronically downloaded to the warehouse for fulfillment. As with the commissary fulfillment process, all package program orders will be filled only through Union Supply's secure eight-step **Blind Fill Process**. All picking slips for the package program orders will be printed and filled as Blind Fill slips so that inmates working in the WVCI warehouse have no knowledge of or access to the identity of the ordering customer, the delivery destination or the receiving inmate of each order.

#### **Electronic Kit Assembly:**

Union Supply is the first and only commissary company to offer and implement an electronics assembly program for inmates, with kits for televisions, radios, lamps and fans. We already have the kits, materials, training aids, private label designs, supply chains and the in-house educators required to immediately implement this patent-pending program. This will allow inmates to earn vocational credits, learn marketable skills and maximizes inmate training and employment.

Union Supply's unique Electronics Assembly and Training Program teaches inmates to manufacture bestselling items such as ClearTunes AM/FM radios from kits of components. We have created a patent-pending process and training program in basic electronics to teach inmates the knowledge and hands-on skills necessary to assemble and eventually repair televisions and other electronics. The assembled, corrections-

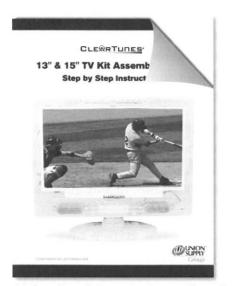


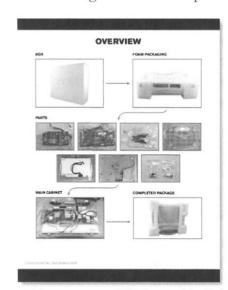
safe and commercial quality products are then sold through the regular property and Quarterly Property Package program. The kit program vertically integrates manufacturing, sales and support and combines them with education so that <u>our correctional industries</u> partners capture more of the value in the value chain.





Union Supply will provide all kits, components, instruction and training (as part of our vocational education program) for inmates to manufacture corrections-safe 13", 15" and 19" ClearTunes Televisions as well as radios, fans and lamps which will then be sold to WVDOC inmates through the commissary and/or through a supplemental property program or package program. We will also make new appliance kits available to the joint venture as we develop new products and the associated training materials and processes.





Union Supply's patent-pending electronics assembly program—TV Assembly Guide

As part of this program Union Supply proposes to make a complete vocational electronics curriculum available to WVCI inmates through our multi-media tablets; and, with one of our onsite staff serving as a credentialed vocational instructor.

Once inmates have completed some of the vocational electronics instruction that Union Supply proposes to make available to them and have experience assembling our electronics kits, <u>Union Supply also proposes that our joint venture o employ these trained inmates to perform the handling, diagnostic and/or warranty repair work under our warranty program for these electronics.</u>

Each of our proposed inmate work programs will fully meet the performance standards described in our base proposal and all the requirements of the State's RFP. By running all of these services from a WVCI joint venture in Huttonsville rather than Ohio, Union Supply will be able not only to employ inmates, but to use each of these programs as the required OJT component of our or our U-Ed division's inmate educational programs which will be provided at no charge to the WVDOC or WVCI.

## **Educational Programs**

In addition to the required forklift and powered pallet-jack safety training described above, Union Supply proposes to offer fully accredited vocational training and classes to inmates



employed in our joint venture Huttonsville warehouse. During the start-up period we will assist WVCI in selecting or hiring two WVCI staff who can get certified as vocational instructors with the help of our U-Ed team. All curricula and learning materials will be provided by U-Ed at no cost to the WVDOC or WVCI.

The curricula for these courses will cover an introduction to electronics, AC and DC basics, soldering, electronics tools and diagnostics, ohm meters, voltages, parallel and serial processing, resistance and detailed instructions on reading circuit and electronics diagrams and following electronics work flows and instructions. Union Supply's patent-pending electronics assembly and manufacturing programs which we have implemented elsewhere were designed specifically to provide the required tasks for inmates to earn the OJT time required to earn the credits available through these classes.

Union Supply already has the teaching materials and curricula for the following classes in place in Colorado which are nearly identical to courses already accredited for vocational credits in New Mexico. These courses can be taught with the OJT (On the Job Training) portions of the curricula being fulfilled as part of the operations of our proposed PNM warehouse and work programs.

**Introduction to Business** Union Supply will implement a Business Skills course covering an introduction to business math, business processes and metrics and business writing as well as an introduction to logistics, inventory management, service procedures and evaluation.

#### Course Outline:

- The Business Environment
  - a. Your Future in Business Begins Now
  - b. Understanding Evolving Economic Systems and Competition
  - c. Competing in the Global Marketplace
- Making Ethical Decisions and Managing a Socially Responsible Business
- Business Ownership
- Forms of Business Ownership Entrepreneurship: Starting and Managing Your Own Business
- Business Management
  - a. Management and Leadership in Today's Organization
  - b. Designing Organizational Structures
  - c. Managing Human Resources
  - d. Motivating Employees and Creating Self-Managed Teams
  - e. Understanding Labor-Management Relations
  - f. Achieving World-Class Operations Management
- Marketing Management
  - a. Understanding the Customer and Creating Goods and Services that Satisfy





- b. Developing Quality Products at the Right Price
- c. Distributing Products in a Timely and Efficient Manner
- d. Using Integrated Marketing Communications to Promote Products
- Technology and Information
  - a. Using Technology to Manage Information
  - b. Using the Internet for Business Success
  - c. Using Financial Information and Accounting
- Stock Market and Investing
- Legal Environment and Government Regulations

### **Student Learning Outcomes:**

To meet the minimum passing standard for credit, each student must:

- Meet or exceed and document the attainment of the appropriate Performance Based Standards by tests and presentations.
- Demonstrate dispositions appropriate to business owners/operators by means of acquiring and demonstrating the formal skills and knowledge necessary through postings, assignments and internships.
- Demonstrate the skills and, where appropriate document effective performance in, providing appropriate instruction and assessment of learning for students, including those learners with special needs and those who are culturally and linguistically diverse through postings and tests of , 21st Postsecondary Workforce Readiness Act and current technologies.
- Demonstrate the capacity to access, understand, and where appropriate incorporate evolving business and ownership.

#### Business and Marketing: The outline for this course includes:

- Types of retailers
- The Retail Customer
- Retail Strategy
- Site Locations and Selection
- Store Organizational Structure
- Store Layout and Design
- Planning, Buying, and Pricing Merchandise and Services
- Promoting Merchandise and Services
- Operations and Management
- Customer Service in Retailing

#### **Student Learning Outcomes:**

To meet the minimum passing standard for credit, each student must:

 Meet or exceed and document the attainment of the appropriate Performance Based Standards by tests and presentations.





- Demonstrate dispositions appropriate to business owners/operators by means of acquiring and demonstrating the formal skills and knowledge necessary through postings, assignments and internships.
- Demonstrate the skills and, where appropriate document effective performance in, providing appropriate instruction and assessment of learning for students, including those learners with special needs and those who are culturally and linguistically diverse through postings and tests researching the role of operations and management systems by providing fiscal stability.
- Demonstrate the capacity to access, understand, and where appropriate incorporate evolving business and ownership.

**Computer/Information Sciences:** Union Supply will implement an introductory CIS course covering an introduction to basic computing, trouble-shooting, computer operation and configuration as well as detailed instruction on common applications like the Office suite that are essential to be employable or to be able to enroll in community college upon release.

This course will give inmates the fullest introduction to computing possible in a secure facility that does not permit inmates to have personal computers, internet access and/or removable storage media. Most importantly, in addition to complying with the requirements of our articulation agreements, this course will cover all of the computer literacy <u>skills required by the Federal Workforce Readiness Act</u> so that inmates can receive their 21st Century Workforce certificates through the State's workforce centers upon release.

#### **Course Outline:**

- Operating systems
- Application software
- Operating system practical application
- Windows terminology
- Using windows? practical application
- UPS application coding and tracking software.
- Excel software
- Word processing practical application
- Spreadsheet features and functions
- Spreadsheet practical application
- Applications using standard graphics
- Data management and databases
- Database practical application
- Software integration practical application
- Using presentation graphics
- Presentation practical application
- Internet terminology
- Internet practical application (contained internal software)





### **Student Learning Outcomes:**

To meet the minimum passing standard for credit, each student must:

- Meet or exceed and document the attainment of the appropriate Performance Based Standards tests and presentations.
- Demonstrate dispositions appropriate to business owners/operators by means of acquiring and demonstrating the formal skills and knowledge necessary through postings, assignments and internships.
- Demonstrate the skills and, where appropriate document effective performance in, providing appropriate instruction and assessment of learning for students, including those learners with special needs and those who are culturally and linguistically diverse through postings and tests with hands-on work with word processors, spreadsheets, excel file and database management systems, and other common UPS application coding and tracking software.
- Demonstrate the capacity to access, understand, and where appropriate incorporate evolving business and ownership.

Union Supply will also introduce three Electronics classes that combine with our Electronic Kit Assembly program to teach inmates vocational electronics. We already teach these classes in other states and have the curricula and materials ready to deploy on our U-Tab7, however, U-Ed has not been through the process of getting these three courses accredited in West Virginia yet. We are working on the necessary articulation agreements and hope to have vocational credits in West Virginia available soon. Any inmates who take these classes in Huttonsville before we have an agreement in place for credits to be transferrable to freeworld schools will still be eligible for credit once we do complete this process.

Survey of Electronics- Introduces electronics for consumers, individuals working in related fields, and those exploring Electronic Technology as a career option. Covers fundamental concepts, circuit diagrams, construction of circuits, test instruments, basic trouble shooting and the operation of common electronic systems and circuits.

**Fundamentals of AC/DC-** Introduces the basic skills needed for many careers in electronics and related fields. Covers the operations and applications of basic DC and AC circuits consisting of resistors, capacitors, inductors, transformers and diodes. Emphasizes the use of common test instruments and troubleshooting.

**Electronic Instruments-** Enables students to study the system of standards used for measurement and to demonstrate the principles of electronic measurement by the section, application, and limitations of common technology.

Inmates enrolled in these classes will be able to take assignments back to their cells and to study outside of class hours on our unique U-Tab7 multi-media tablets which have been specially designed for use as educational tools for correctional educators. Besides the



interactive learning materials for the classes described above, these tablets will offer GED study materials, life-skills classes and other educational content from U-Ed's correctional education partners like the CEA (Correctional Education Association).

If the WVDOC agrees, Union Supply can also sell these tablet through the package and or property programs and deliver them to WVDOC inmates with this additional educational content pre-loaded so that all WVDOC inmates can benefit from this unique learning tool and U-Ed's catalog of courses. This educational content could be provided at no cost if coupled with a digital media sales program that could also be run through the property or package program, and that could offer inmates in our Huttonsville warehouse additional opportunities to earn OJT for their computer classes by helping with the processing of digital content orders. We run an inmate work and education program in Colorado that provides inmate work through exactly this sort of program.

## U-Ed, the U-Tab7 Digital, Interactive Education

Union Supply is a national leader in developing and implementing programs that go far beyond simple commissary delivery to instead facilitate successful inmate education and reentry to society. Union Supply's U-Ed Division licenses and designs coursework, curricula, lesson plans and interactive drills and learning materials for offender education programs. This content is made available through the our exclusive Union Supply Media tablet, the U-TAB7. The U-TAB7 is the **only** product **endorsed and certified by the Correctional Education Association (CEA)**. CEA has selected the U-TAB7 as "the tablet of choice" for delivering educational material, content and programming to correctional facilities Nationwide. In fact, Union Supply is CEA's exclusive partner in developing and delivering inmate education content to correctional agencies across the county, including CEA's life skills, problem solving, GED preparation and other nationally recognized classes.

As part of our ongoing mission to help our correctional agency partners achieve their goals, Union Supply has opened up our Multi-Media Tablet's proprietary platform to the CEA and other education content providers. Working with our in-house U-Ed team, we have designed our flexible and versatile Android-based OS to deliver a broad range of electronic educational services to inmates. Union Supply is the only company that is making our Multi-Media Tablet fully available to correctional educators and we are working with numerous private companies, public agencies and national experts to expand the content and interactivity of our growing body of educational tools.

In September of last year, Professor John Dowdell, Director of the Gill Center for Business and Economic Education at Ashland University, will begin teaching a class at two facilities— one run by the Ohio Department of Correction and Rehabilitation (ODRC) and the Lake Erie Correctional Institute (LAECI). Professor Dowdell's classes will be offered for





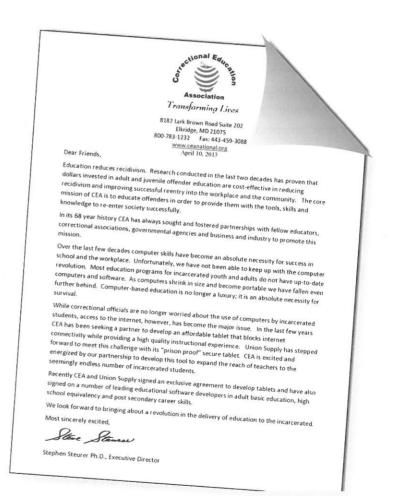
college credit and are part of the Ohio Department of Rehabilitation and Corrections' pilot program testing the benefits of Union Supply's new, low-cost digital learning tools.

This Financial Literacy class has been developed in conjunction with Union Supply's U-Ed division and the course utilizes Union Supply Media's unique interactive digital learning platform and U-TAB7 corrections-grade tablets (the other ODRC facility will use only inclass instruction). The ODRC/Union Supply pilot program at LAECI at an ODRC control facility will be the first higher education program in the nation using this technology, design and experimental control.

The U-Ed tools built into the U-Media platform includes specially formatted and encoded 'Teacher Keys' from Union Supply that automatically access the U-TAB7's U-Docs folder and extract the U-Ed assignments. A single Teacher Key will import completed U-Ed Documents from an entire classroom (pilot program will have 20 students per class) and save the assignments completed by each inmate in separate folders labeled with the inmates' names and ID#s for the instructor to review and grade outside of class.

The U-Media digital learning platform and U-Ed tools are the only digital platform endorsed by the CEA (Correctional Education Association) and were selected for this pilot program by the ODRC as part of their effort to find the most effective and affordable way(s) to develop inmate skills and deliver education their offender to population.

The pilot project at LAECI includes tablets loaded with basic software for the pilot by Union Supply including curricula and learning materials for Business 253, an accredited course at Ashland University that prepares inmates understand and deal intelligently with financial





decisions and tools in the free world. The tablets will be checked out to students enrolled in the Business 253 course for Fall Semester 2013 at LECI.

This pilot project and the U-Ed and U-Media education programs currently operating at the Colorado DOC, in Washington D.C. and by the California Department of Corrections and Rehabilitation (CDCR) and which are prepared to deploy in West Virginia, have the potential to be revolutionize the costs and scalability of delivering quality correctional education. US Department of Education Assistant Secretary, Dr. Brenda Dann-Messier, has been personally watching the project and hosted a joint meeting in April 2013 with the US Department of Justice, the US Department of Health and Human Services to review the tablets and how they can be used to effectively and securely deliver educational services in correctional institutions.

Union Supply has presented out U-Ed division and demonstrated our U-TAB7 tablet device at the US Department of Justice and the US Department of Education. Both offices have been impressed with the security adaptations that the tablets offer for correctional settings

Anthony Romero, Ph.D, designs and implements U-Ed's educational programs. Dr. Romero directs post-graduate teacher education at Adams State University and is the former Director of the Colorado Department of Corrections (CDOC) educational programs. Dr. Romero's unique experience training offenders, training teachers and as a published expert on how offender work and educational programs can reduce recidivism and save money makes him exceptionally qualified to work with the WVDOC and WVCI to develop, license, digitize or adapt any printed materials that are currently used for education programs in West Virginia.

The current generation of the patent pending U-TAB7 includes:

- 7" inch, capacitive, multi-point touch control screen
- 32GB of flash memory for content storage
- Clear case
- Rechargeable lithium-ion battery
- HDMI port
- No camera or GPS
- Built in multi-lingual help and support in English and Spanish
- No voice recorder
- Unique security features
- Education restriction timer
- Includes the following accessories when purchased: DC Pin charging cable AC Adaptor wall plug, clear ear buds, mini SD card reader and instruction manual available in both the English and Spanish, digital and hard copy





 Additional Accessories for sale include: U-TAB TV Adaptor cable, HDMI cable, keyboard, screen protector and case

The 7" capacitive display touchscreen, senses conductive or electric properties of the human finger rather than relying on older pressure sensitive (aka responsive or resistive) components. U-TAB7 was designed for multi-touch gestures making it highly responsive and sensitive to human touch. It is made of hardened, acrylonitrile butadiene styrene (ABS) clear plastic making it highly resistant to scratches and durable enough to withstand the correctional environment.





U-TAB7 Front and Back View

Union Supply's next-generation, multi-media tablet offers a flexible, intelligent platform that gives correctional staff complete control of which inmates can access what content; when and how they can use it; and whether or not they retain access to it. Each U-TAB7 comes preinstalled with our secure, customized Operating System (OS) with a patent-pending, 'lock and key' design. Our OS registers and permanently links each U-TAB7 to a specific inmate at the time of purchase. Linking the physical hardware to the inmate's name and ID number enables changes to an inmate's privilege or status made in or imported into the Union Supply Media management application to be transmitted to the correct piece of hardware.



Our proprietary Operating System also includes an education timer that allows facility staff to require offenders to complete a certain amount of education programming or content before they can access other media on their tablet. When the education timer is set, the tablet will clearly display "Restricted" and the amount of time left an offender has left to complete his/her required educational programming. Once this requirement has been satisfied, the tablet will notify the offender by displaying "Non-restricted" and s/he will be free to use the tablet for other purposes. The education timer is an excellent tool for facility staff to promote offender learning and reward offenders for being productive.

Among the courses for which content is already available include:

- English as a Second Language
- Pre-GED Math
- Pre-GED Reading
- GED and High School Preparation including English, Science, Mathematics, Social Studies to meet Common Core Standards
- GED practice with quizzes and answers
- Post-Secondary (Saylor/MIT/Monterey Institute) Coursework
- Behavior/Education Rewards Bank
- Non-Cognitive Skills Certificate
- CEA Transforming Lives Reentry Videos
- Life Skills from eGranary/COEP
- Information Technology Skills from eGranary/COEP
- Career Readiness Certificates (Community College non-credit coursework)
- CEA/Ashland Coursework (for teachers and students):
  - o Reflective Practice in Correctional Education
  - o Fundamentals of Correctional Education
  - o Facilitating At-Risk Student Learning
  - o Basic Financial Literacy
  - o Conflict Resolution
  - o CEA Reading/Adult Peer Tutoring Certification
  - o Fundamentals of Problem Solving

These courses can be offered at no charge throughout the WVDOC if Union Supply is permitted to add the U-Tab7 and some digital content like games or MP3s to the package or property program9s). Union Supply will also import content for any educational programs and make it available in our U-Ed library. Educational programs reduce recidivism and provide life skills offender's need for eventual reentry into society.



### **Transition Plan**

Union Supply can implement all of the services proposed in our base proposal – fulfillment from Ohio of bulk, pre-bagged commissary, property and optional package program orders— within 30 days of having a Master List menu approved by the WVDOC. If selected by the WVDOC to provide the more extensive services described in this alternate proposal we can immediately begin providing all commissary and package program services from our Ohio warehouse as described in our base proposal while we enter into a separate contract with WVCI and build out their Huttonsville warehouse. Only when the joint venture is ready and only with the WVDOC's review and approval of our joint venture's new facility and service plan will Union Supply Group assign our contract to the joint venture and begin the transition of services from Ohio to Huttonsville.

Steve. Gully, our Director of Warehouse Operations, will personally direct the set-up of the new fulfillment line to serve our proposed joint venture commissary services and package program out of WVCI's warehouse in Huttonsville. As part of this process Mr. Gully will help train and supervise inmates who are able to help with the installation of new racking and scanning stations and Union Supply will reimburse WVCI for all inmate labor used. Mr. Gully has recently set-up new warehouses for inmate work programs in Kansas and is uniquely qualified to ensure that our proposed joint venture launches smoothly.

Union Supply will provide all of the computers, hardware, software, scanners, racks, and other equipment necessary to deliver the proposed services and to make the warehouse space a fully functioning commissary fulfillment center. We will provide all necessary equipment and installation at no cost to WVCI or the WVDOC.













Union Supply would like to employ some inmate labor through Jail Enterprises (JE) to assist with the warehouse upgrades. Mr. Gulley, estimates that 12 to 15 inmates with general labor skills and appropriate direction and supervision will be able to clean the warehouse, assemble and lay out the racks and load them with inventory in approximately one week, with some additional work needed as services like our proposed Quarterly Package Programs are added. Depending on the inmates' skill level, a maintenance worker may also be needed to assist with bolting the racks to the warehouse floors for safety purposes.

Once the Huttonsville warehouse if built-out and passes a health inspection to store food onsite, Union Supply proposes a phased implementation of the proposed services.. First our joint venture will take over fulfillment duties at Huttonsville and the adjacent work camp. During the first week of operations Union Supply's project team leaders will be onsite to observe the delivery process and to hear firsthand from WVDOC officers about absolutely anything in the order process or delivery schedule that is not satisfactory. Only after every part of our commissary operations, has been minutely scrutinized and validated as completely satisfactory to the WVDOC will our joint venture rollout services to all other WVDOC facilities.

Once commissary fulfillment is running statewide, we will add property fulfillment, package program fulfillment and electronic kit assembly over the following months. We will then have all services transferred to the WVCI joint venture within six months.

#### Phase 1- Commissary:

Implement commissary fulfillment services by upgrading, furnishing and preparing the WVCI warehouse, hiring and training inmates and two fulltime local USCS staff as well as two WVCI supervisors and the existing onsite and local delivery staff at WVDOC facilities, assigning bulk inventory and then following a phased transition facility by facility across the state.

Deploy Order by Phone through our exclusive partnership with GTL. Order by Phone is by far the easiest to use and easiest to track method of electronic ordering. Inmate phones are already available in every WVDOC facility and Union Supply and GTL will have this timesaving tool up and running as soon as the WVDOC approves a commissary menu.

Forklift, Powered Pallet Jack and Warehouse Safety Training, a five-day course leading to an OSHA-recognized certificate that enhances employability and improves re-entry outcomes, will be provided to all inmates hired for our partnership with WVCI.



#### Phase 2 Package Program(s) & Property Fulfillment:

Start running our second and third fulfillment lines in the WVCI warehouse and transfer fulfillment of our Quarterly Package Program and all property orders to the Huttonsville warehouse.

#### Phase 3: Electronic Kit Assembly and Accredited Vocational Education:

Begin Electronics/Appliances Kit Assembly program which will introduce inmates to the basics of electronics and for those who also use the U-Ed vocational electronics training materials will prepare them to provide warranty repair services for electronics sold through WVCI commissary and package programs.

Begin supervised instruction of inmates employed at our partnership's warehouse so that they can supplement the work skills and experience they learn by working towards vocational credits in business, electronics and marketing. These credits can be transferred to community colleges upon release and help inmates make a smooth re-entry to outside job and educational opportunities. U-Ed can also help them earn 21st Century Workforce Skills certificates which will help West Virginia work towards federal targets.

#### Phase 4: Expansion and Growth:

After the first year of operations Union Supply proposes to pursue commercial contracts with West Virginia Regional and County Jails to offer commissary and package program services to additional facilities.

6.2 The bagging and delivery service shall include the processing of individual orders and delivering them to Agency facilities for distribution to the inmates. WVCI is willing to deliver bulk items to the facilities with window service; however, WVCI does not own a refrigeration vehicle.

Union Supply *Group* Response: Union Supply has read, agrees and will comply. Union Supply has arranged for all merchandise that requires refrigeration during shipping to be delivered directly to WVDOC facilities by local franchisees of our national ice cream and soda vendors. WVCI will not need a refrigeration vehicle to provide the trucking services that we proposed to hire them for under this proposal.









A Union Supply joint venture processing bulk and pre-bagged orders

6.3 The warehousing shall include receiving Vendor's products for the commissary operations; storing and using the products for the bagging and window operations, and compiling and maintaining accurate inventory of products.

Union Supply *Group* Response: Union Supply has read, agrees and will comply. Union Supply proposes to employ, train and use inmate labor for all warehousing, bagging and other services that can safely be provided by inmates. Each of the functions that our joint venture's inmate workers perform will be matched with one of our training programs in forklift safety, business, computer and information sciences, and electronics so that they receive training and earn credits and certifications in addition to being paid for their work.

6.4 The window service operation shall include servicing the windows at facilities with on-site windows by providing the inmate population the products for purchase.

Union Supply Group Response: Union Supply has read, agrees and will comply. If the WVDOC accepts our alternate proposal, we will maintain the exact staffing levels offered in our base proposal for all onsite stores and onsite delivery services with the additional benefit that the onsite delivery staff will become WVCI employees with Union Supply reimbursing for their salaries out of our joint venture's proceeds. This means that they will be able to employ, train and officially review the work habits and job performance of the inmates who work in the onsite stores (who will also be employed by WVCI and whose wages will also be fully reimbursed by Union Supply).

Union Supply proposes to <u>retain all staff at the onsite commissary stores and local</u> <u>bagged-order delivery people</u> that the WVDOC is currently satisfied with. We also propose



to keep the onsite staffing levels, store hours and delivery days exactly the same as they are now at each facility unless specifically agreed otherwise with the warden.

6.5 WVCI shall employ civilian staff as well as inmate workers to perform various functions in the warehouse and facility onsite deliveries/windows.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply will help to hire and train two WVCI staff to act as supervisors of the two inmate work crews in Huttonsville. Our U-Ed team will help these two supervisors get accredited as vocational instructors and OJT supervisors for our proposed training programs so that inmates can receive full credit for their participation in our work and training programs.

If the WVDOC accepts our offer to deliver all services through a joint venture with WVCI, our Account Manager will be located in Huttonsville and will also handle the administrative tasks associated with managing the inventory and assisting the two WVCI supervisors who will work and train the inmates employed there. We will also have an fulltime in-state USCS manager for all of the staff and inmates employed at the onsite stores and in WVDOC facilities (other than the Huttonsville warehouse).

6.6 WVCI shall utilize inmate workers in the warehouse facility for the purpose of maintaining inventory and performing the bagging operation and will reimburse WVCI per the Pricing Page as set forth on **Exhibit 1**.

Union Supply *Group* Response: Union Supply has read, agrees and will comply. Union Supply proposes to employ inmates for absolutely every task that can safely be performed by inmates. We have even developed special software, processes and IT infrastructure to run entire warehouses and fulfillment operations that use inmates for tasks they would not otherwise be able to do without compromising security.

For example, Union Supply and Tech Friends have created a customized extension of Tech Friends' commissary software just for use in areas where we employ inmate workers through joint ventures with Correctional Industries partners like the Kansas DOC. These customizations of Tech Friends' commissary and banking applications allow us to print pick slips and scan orders before boxing and palletizing them for transport without ever displaying the name or location of the inmate who placed the order.

This customized set of tools will enable us to implement the same Blind Fill process in our joint venture's warehouse that we use in our Ohio distribution center to meet the security requirement of our dozens of correctional agency clients.





### Union Supply's Secure Blind Fill Process

- 1. Secure Order Entry: All orders are received via phone.
- 2. **Secure Order Transfer:** Orders are sent electronically to each warehouse's secure, monitored picking lines.
- 3. **Secure Pick Tickets:** A pick ticket is printed for each order. The ticket contains no inmate, purchaser or delivery destination information.
- 4. **Secure Pick Lines:** Each ticket travels along a conveyor belt and is filled at each pick station along the line. This process is monitored by CCTV cameras.
- 5. **Secure Verification:** Each filled order has the bar codes of all merchandise scanned and the pick ticket scanned to confirm that the merchandise is correct. The bag or package is then sealed. Only then does the supervisor print an invoice with the inmate's name to attach to the order.
- 6. **Secure Packing:** The sealed orders are bagged and grouped into boxes fro transport. The pick tickets are scanned and a shipping manifest is printed and put in the box. The box is labeled with no inmate information and is sealed with tamper-proof security tape.
- 7. **Secure Shipment:** All bagged or packaged orders travel directly to facilities. Invoices and property manifests are faxed ahead so that facility staff can check orders against what was shipped to confirm nothing has been altered during transit.



Union Supply has also adapted software and created special report templates so that we can take information normally tracked in an online database (like inventory) and take it offline onto a PC in the warehouse. This will enable the inmates who take our vocational computer and information science classes to manipulate real data in Excel and create their own analysis of inventory usage, turnover, and cycle time. This sort of work will enable them to earn the relevant OJT time they need for their computer classes to earn credits transferrable to outside community colleges upon release.

Union Supply will reimburse WVCI for the wages of all inmates employed by our joint venture <u>including for the time that they spend in vocational classes</u> at our Huttonsville work and training center.

6.7 WVCI shall utilize inmate workers at each facility with an onsite/window service and will reimburse WVCI per the Pricing Page as set forth on **Exhibit** 1.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply proposes to employ inmate workers through our proposed joint venture with WVCI at every WVDOC facility where they can provide useful work. Under our alternate proposal these inmates will be employed by WVCI, supervised by onsite staff trained by USCS and employed by our WVCI joint venture. Union Supply will reimburse WVCI for their wages and the staff will submit written quarterly evaluations of all inmates that work for or with them to the warden of that facility.

We fully intend to make work opportunities available to inmates at as many facilities as possible under both of our proposed operational models. USCS policy does not permit inmates to distribute merchandise or view any monitor that displays another inmate's trust fund balance or custody level etc.; but inmates can be used to clean ice cream freezers (any refrigeration unit that stores dairy is required to be checked and cleaned once a month by most health departments), unload and transport bulk merchandise from loading docks to commissary stores and more.

Per the instructions of Part 4, page 33, of the State's RFP we have included details of our financial reimbursement and payment plan along with proposed commissions and prices in our Cost Proposal which has been included in a separate sealed envelope as part 3 of this proposal.

6.8 Vendor shall submit a bid to pay WVCI a certain percentage of adjusted gross sales generated by the commissary operation for the warehousing and bagging operation



**Union Supply** *Group* **Response:** Union Supply has read, agrees and will comply. Union Supply proposes to pay both WVCI and the WVDOC a percentage of adjusted sales from our joint venture's commissary operations. These commissions are merely part of a larger financial offer for the State outlined in our Cost Proposal.

Per the instructions of Part 4, page 33, of the State's RFP we have included details of our financial reimbursement and payment plan along with proposed commissions and prices in our Cost Proposal which has been included in a separate sealed envelope as part 3 of this proposal.

6.9 Vendor shall submit a bid to pay WVCI a percentage of adjusted gross sales generated by the commissary operation for the transportation and delivery of the bagged orders.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply proposes to have our joint venture pay WVCI 3% of sales as a reimbursement to WVCI for their trucking services from Huttonsville to all WVDOC facilities at least once a week (twice where requested by DOC). This blanket reimbursement for deliveries and returns will support substantial investment in WVCI's trucking fleet and enable CI to combine delivery trips with their other functions to run their operations more efficiently and profitably. We will also pay 3% of all Quarterly Package Program sales to WVCI for trucking, although friends and family packages will be able to be delivered on the same truck(s) as commissary orders.

We have included a Sample Transportation Plan following the description of our Project Approach and Methodology in Section 1 of this proposal. This plan shows how the necessary delivery services can easily be provided with a single 16 ft. truck on most days and a 24 ft. truck when quarterly packages are delivered. If only one truck is used on most days the 3% of sales will amply compensate for all of WVCI's costs <u>and</u> enable WVCI to substantially increase investment in their fleet.

Union Supply proposes to pay one inclusive fee for trucking rather than reimbursing per driver, per mile, per hour, and/or per ton, which will greatly simplify the accounting for both WVCI and our joint venture. For instance, if a WVCI truck drives from Huttonsville to Pruneytown, the same truck simultaneously may carry other unrelated freight; then after dropping off half its load it might continue to a third facility where it delivers freight as part of an unrelated WVCI program before returning to Huttonsville. To reimburse pro rata for usage and labor, our partnership would have to track and separate out the number of hours in each driver's day spent directly serving our partnership as well as the precise miles driven on partnership business and the fraction of each load that consisted of commissary products – a laborious and time-consuming effort at best.



Per the instructions of Part 4, page 33, of the State's RFP we have included details of our financial reimbursement and payment plan along with proposed commissions and prices in our Cost Proposal which has been included in a separate sealed envelope as part 3 of this proposal.

6.10 Vendor's commission bid for the optional partnership will not be used during any evaluations of this RFP. This is an alternate and optional program. Not bidding on this alternate will have no impact on Vendor's bid for base proposal.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply understands that the WVDOC may accept either of our two proposed service models independently. We believe that the service levels, improved technical processes and operational plans described in both of our proposals offer significant value to the DOC. Although we understand that it will play no role in the evaluation of either proposal, we emphasize that our ability to execute either service model adds value to our proposal for the WVDOC.

If the WVDOC would like to accept our offer to provide all services from our Ohio distribution center, Union Supply can seamlessly transition services and at a later date can assign the contract to a joint venture with WVCI, perhaps after WVDOC staff have had a chance to visit one of our current joint ventures and see the quality of the operations and the value of the inmate work and training we deliver.

If the WVDOC selects Union Supply as a joint venture partner for WVCI, we can still fall back on fulfillment from Ohio as described in our base proposal in the event of a lockdown or other disruption in Huttonsville.

6.11 The definition of adjusted gross sales shall be: published unit prices less any applicable sales tax or credits issued to the inmates.

Union Supply *Group* Response: Union Supply has read, agrees and will comply. Union Supply requests that the WVDOC consider exempting stamps from the sales total used for commission calculations since Federal law prohibits marking up stamps for resale.

6.12 WVCI shall supply a 12,000 square foot building located at Huttonsville Correctional Center.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply proposes to provide all of the services described in our alternate proposal



from WVCI's Huttonsville warehouse. Last year we upgraded a warehouse of almost exactly 12,000 sq. ft. in Hutchinson Kansas owned by KCI to provide weekly commissary, monthly property, and a new statewide package program through a joint venture employing and training inmate labor. This experience assures us that we have the plan, the resources, the experience and the team to provide all of the proposed services from a space of this size.



Union Supply runs commissary, property and package fulfillment from a 12,000 sq. fft.

Warehouse in Kansas

Union Supply would welcome a chance to demonstrate any of the proposed technologies, processes, services or programs described in this proposal either in a presentation to the WVDOC and/or the evaluation committee for these proposals by hosting a visit from WVDOC personnel at one of the correctional industries commissary joint ventures that we currently run. Seeing our proposed software, processes, infrastructure, training programs and staff expertise working together will give the State the best understanding of the value of the integrated operational and technology plans described in this proposal. If permitted by State rules, Union Supply will gladly pay travel and ancillary costs for the WVDOC evaluators to come examine one of current joint ventures so that they can make a fully informed decision about the value of our alternate proposal and our unique ability to provide these service for the WVDOC. We encourage the State to contact us at any time to arrange such a demonstration, visit or presentation.

6.13 WVCI shall supply pallet jacks and a forklift, if required.

Union Supply Group Response: Union Supply has read, agrees and will comply.

6.14 WVCI shall be responsible for all utilities and phone system in the warehouse.

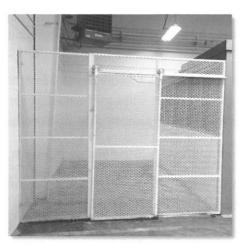


Union Supply *Group* Response: Union Supply has read, agrees and will comply. Union Supply understands that WVCI will be responsible for the utilities and routine property maintenance like snow removal for their Huttonsville warehouse. This warehouse will remain the property of WVCI and will merely by used by our joint venture for as long as we work together to provide commissary and package program services to the WVDOC.

6.15 Vendor shall supply all shelving, racking, refrigeration equipment (if required) computer equipment and/or software, order forms, packaging materials and supplies and all other types of equipment or supplies required for the warehousing and bagging operation.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply's plan allots money, implementation time, staff expertise and operating budget space for us to provide absolutely all the equipment, supplies and materials that will be required for our joint venture to provide the proposed services. This includes not only the computers, scanners, printers and coolers in the commissary stores and WVDOC facilities, but also the cost of installing an office, office equipment, network capacity, bagging stations, scanning stations, storage bins, secure property areas, CCTV cameras, a forklift, and more in the Huttonsville warehouse. We will continue to provide all boxes, bags, software and other materials required for the joint venture's ongoing operations as part of the service contract that our joint venture will enter into with Union Supply Group, Inc.







Union Supply installed new equipment, rooms and infrastructure in a warehouse owned by KCI as part of a commissary and package program joint venture

All of the equipment we install and infrastructure that we build in Huttonsville will become the property of WVCI at the end of our contract— at no cost to the WVDOC or WVCI.



6.16 All inventory items are owned by the Vendor.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply will provide all necessary inventory for the joint venture's commissary and package programs at no cost to the WVDOC or WVCI. We will keep all inventory on Union Supply Group's books and assign it to the joint venture until it is sold so that it remains fully covered by Union Supply Group's insurance while in the joint venture's facilities.



Union Supply inventory assigned to our joint venture with North Carolina Correctional Enterprises

6.17 If Vendor desires for WVCI to deliver bulk items to facilities and refrigeration is necessary, Vendor shall supply the refrigeration vehicle.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply has national contracts with soda and ice cream manufacturers who each have local franchisees that will provide refrigerators and coolers as needed in exchange for us purchasing their goods.

Inmates will be employed at all facilities that receive ice cream or soda to clean ice cream freezers once a month as required by most health departments,

6.18 Refer to sections 5.11 and 5.12 for facility window service equipment and supplies.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply has closely reviewed all of the details of the State's RFP and subsequent



addenda. We will take over the onsite stores 'as-is' and will provide all computers, scanners, printers and other equipment as-needed at each facility to provide our proposed services at no cost to the WVDOC or WVCI.

6.19 If successful Vendor desires to partner with WVCI, a separate Service Agreement will be entered into outlining all specifics. All provisions above shall be incorporated into said Service Agreement between Vendor and WVCI.

Union Supply Group Response: Union Supply has read, agrees and will comply. Union Supply proposes to form a joint venture with WVCI to provide the services described in our alternate proposal. Our joint venture will then contract with Union Supply Group, Inc. to be the exclusive provider of commissary merchandise and support services to the joint venture. If selected by the WVDOC we can immediately begin providing all commissary and package program services from our Ohio warehouse as described in our base proposal while we enter into a separate contract with WVCI and build out their Huttonsville warehouse. Only when the joint venture is ready and only with the WVDOC's review and approval of our joint venture's new facility and service plan will Union Supply Group assign our contract to the joint venture and begin the transition of services from Ohio to Huttonsville.

Any contract with WVCI will incorporate the service provisions of Union Supply Group's contract with the WVDOC.



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## ADDENDUM ACKNOWLEDGEMENT FORM SOLICITATION NO.: COR61549

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

## Addendum Numbers Received:

(Check the box next to each addendum received)

[x]	Addendum No. 1	[ X ]	Addendum No. 6
[x]	Addendum No. 2	[ x]	Addendum No. 7
[x]	Addendum No. 3	[ <sub>X</sub> ]	Addendum No. 8
[ X ]	Addendum No. 4	[x]	Addendum No. 9
[ x]	Addendum No. 5	[ ]	Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Union Supply Group, Inc.

Company

Authorized Signature

March 28th, 2014

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.



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## **UNION SUPPLY** *Direct*



Fall Package Program



# PLACE





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## **RULES & REGULATIONS**

All items in this catalog have been approved by the West Virginia Correctional Industries (WVCI) with respective Department of Corrections. Union Supply Direct will only accept orders placed by family members and friends. Offenders may not purchase packages for themselves or other offenders. Multiple packages can be ordered for each offender in which the combined total cannot exceed the \$100 maximum dollar value. Inmate packages must be a minimum of \$10 and cannot exceed \$100. All mail orders must be received by September 10, 2013.

#### **ORDERING INFORMATION:**

Orders Accepted August 7 – September 10, 2013.

All orders must be received by September 10, 2013. Orders received after this date cannot be processed.

## **PAYMENT METHOD**

Union Supply Direct accepts the following forms of payment: credit card, personal check, money order or cash payment through ACE CASH EXRESS®. We accept major credit and debit cards with the following logos: Discover, MasterCard, and Visa. There is no surcharge for using your credit card to make purchases with Union Supply Group.

## CONVENIENT CUSTOMER SERVICE HOURS

Monday - Friday: 5:00 AM - 8:00 PM (PST) Saturday: 7:00 AM - 1:00 PM (PST)



Please be sure to provide your exact credit card holder name, billing address, CVV code and the telephone number that your credit card issuer bank has on file for you.

#### **PRODUCT**

If an item is discontinued by the manufacturer, or out of stock for any reason, we will substitute with an item of equal or greater value.

#### **DELIVERY OF PACKAGES**

Orders will arrive at the facility approximately 4 weeks after the ordering period has closed. All mail orders must be received by Union Supply Direct no later than September 10, 2013 or your order will not be processed. Please note that it is the responsibility of the purchaser to provide Union Supply Group with the correct offender information: first and last name, DOC number and facility location to ensure that the order is processed and delivered. Information that is not accurate will result in the cancellation of an order.

#### **DAMAGED & MISSING PRODUCT**

It is the responsibility of the offender to report any missing or damaged products to the package officer at the time of package receipt. If the order is not correct, all discrepancies will be noted on the packing slip provided and reported back to Union Supply Direct by the facility for correction. Any discrepancies reported by the purchaser of the package will not be accepted or honored. Once the offender has opened his or her package for any reason, no discrepancies can be

reported. Union Supply Direct is not responsible for any items ordered in error.

#### **SHIPPING & HANDLING**

All orders will be charged \$5.95 for shipping and handling.

### **CUSTOMER SERVICE QUESTIONS**

WVCI correctional facilities will not handle any calls or questions regarding the package program. Please direct all calls regarding ordering to the Union Supply Direct Customer Service Department. Please refer all questions to one of the following resources listed below:

#### **CUSTOMER SERVICE**

Mail: Union Supply Direct Attn: Customer Service Dept. 100, P.O. Box 9018 Rancho Dominguez, CA 90224-9018

Toll Free Phone: 855-247-6090 Email: customerservice@unionsupplydirect.com

Web: Visit our website at www.
WVClinmatepackage.com to track
the status of your order.
Please have your order number
available.

## **Order online at** www.WVClinmatepackage.com



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## SH PAYME





FOR WEB ORDERS: Select payment option "Cash Payment at ACE Cash Express" when you check out. Click the "Store Locator" link to find the ACE Cash Express location closest to you. Print your order summary page to bring with you when you make your payment.



FOR PHONE ORDERS: Tell our Union Supply Direct customer representative that you would like to make an ACE Cash Express payment. The representative will provide you with the information you need to make your ACE cash payment and the location closest to you. The online store locator is also located at http://www.acecashexpress.com/locations.

GO TO THE ACE CASH EXPRESS STORE and inform the Ace Cash Express store clerk that you are making a Union Supply Direct payment, and provide the Order Reference (Sales Order) Number, Exact Dollar Amount of the Order, Inmate ID Number and Inmate's Last Name. Make a payment exactly the dollar amount due for the order, plus a \$3.00 ACE Cash Express service fee per payment.

Allow 2 business days for your payment to be applied, and retain the receipt from ACE Cash Express for record of your transaction, Your order will be cancelled if full payment is not received September 10. If full payment is not received by this time, the order will be cancelled. All refunds will be processed by Union Supply Direct and mailed to the customer's address on file for the order. For inquiries regarding your cash payment, call Union Supply Direct at (855) 247-4945 M-F 5am - 8pm & Sat 7am - 1pm (PST).

> Over 1,600 conveniently located ACE CASH EXPRESS®

stores throughout the United States.

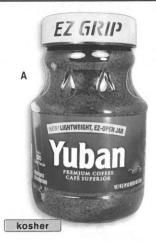




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## COFFEE, CREAMERS & TEA





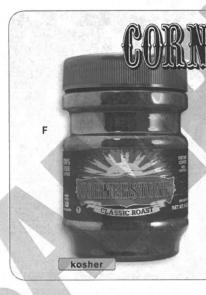




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kosher









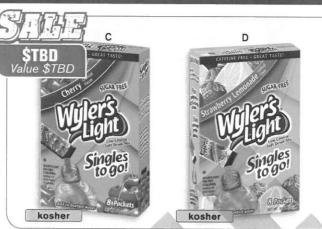


	Item #	Description [K]=Kosher [H]=Halal	Price
A	8024015	Yuban Premium Coffee 8 oz. [K]	\$TBD
В	8024016	Maxwell House Instant Coffee 8 oz. [K]	\$TBD
C	8024030	Food Express 100% Colombian Coffee 3 oz. [K]	\$TBD
D	8024040	Back Country Instant Coffee 4 oz. [K]	\$TBD
E	8024048	Food Express Premium Select Espresso 4 oz. [K]	\$TBD
F	8024060	Cornerstone Classic Roast Instant Coffee 8 oz. [K]	\$TBD
G	8024061	Cornerstone Dark Roast Instant Coffee 8 oz. [K]	\$TBD
H	8090022	Food Express Tea Bags (100 Count) 3.5 oz. [K]	\$TBD
1	8428003	Nestle Coffee-Mate Hazelnut Canister 15 oz. [K]	\$TBD
J	8428004	Nestle Coffee-Mate French Vanilla Canister 15 oz. [K]	\$TBD

## DRINK MIXES & CEREAL

kosher

















	Item #	Description [K]=Kosher [H]=Halal	Price
A	8045161	Food Express Watermelon/Strawberry Drink Mix Sugar Sweetened 12 oz. [K]	\$TBD
E	8045168	Food Express Peach Drink Mix Sugar Sweetened 12 oz. [K]	\$TBD
(	8045180	Wyler's Light Sugar Free Cherry Singles (8 Count) .41 oz. [K] - Value \$TBD	SALE - STBD
[	8045183	Wyler's Light Sugar Free Strawberry Lemonade Singles (8 Count) .84 oz. [K]	\$TBD
E	8045184	Wyler's Light Sugar Free Cool Raspberry Singles (8 Count) .41 oz. [K]	\$TBD
F	8045188	Hawaiian Punch Sugar Free Green Berry Rush Singles (8 Count) .73 oz. NEW	\$TBD
6	8045230	Hawaiian Punch Sugar Free Lemon Berry Squeeze Singles (8 Count) .94 oz.	\$TBD
H	8045231	Hawaiian Punch Sugar Free Berry Blue Typhoon Singles (8 Count) .91 oz.	\$TBD
	8016014	Malt-O-Meal Tootie Fruities Cereal 12.5 oz. [K]	\$TBD
J	8016018	Malt-O-Meal Cinnamon Toasters 12 oz. [K]	\$TBD
K	8016118	Malt-O-Meal Cocoa Dyno Bites 13 oz. [K]	\$TBD
L	8016124	Malt-O-Meal Honey Buzzers 14 oz. [K]	\$TBD

## **BREAKFAST & PASTRIES**







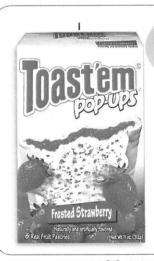


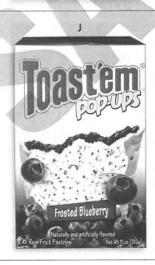




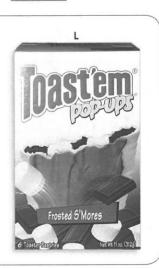












	Item #	Description [K]=Kosher [H]=Halal	Price
A	8016103	Ralston Foods Flavor Variety Instant Oatmeal (10 Count) 13.5 oz. [K]	\$TBD
В	8071022	Mrs. Freshley's Mini Donuts Variety (6 Count) 11 oz. [K]	\$TBD
C	8071291	Mrs. Freshley's Little Layer Cakes 12 oz. [K]	\$TBD
0	8083281	Kellogg's Rice Krispies Treats 1.3 oz.	\$TBD
E	8071027	Cloverhill Chocolate Iced Honey Bun 4.75 oz.	\$TBD
F	8071035	Mrs. Freshley's Jelly Filled Honey Bun 4 oz. [K] NEW	\$TBD
G	8071293	Mrs. Freshley's Cinnabon Cinnamon Honey Bun 5 oz. [K] NEW	\$TBD
H	8071295	Mrs. Freshley's Dreamies Crème Filled Cakes (2 Count) 2.8 oz. [K] NEW	\$TBD
1	8083090	Toast'em Pop-Ups Frosted Strawberry (6 Count) 11 oz.	\$TBD
J	8083092	Toast'em Pop-Ups Frosted Blueberry (6 Count) 11 oz.	\$TBD
K	8083093	Toast'em Pop-Ups Frosted Brown Sugar Cinnamon (6 Count) 11 oz.	\$TBD
L	8083246	Toast'em Pop-Ups Frosted S'mores (6 Count) 11 oz.	\$TBD

## COOKIES



















Cheesecake Middles

	Item #	Description [K]=Kosher [H]=Halal	Price
	8032034	Daddy Ray's Strawberry Fig Bar 13 oz. [K]	STBD
1	8032485	Lil' Dutch Maid Peanut Butter Creme Cookies 13 oz. [K]	\$TBD
1	8032486	Lil' Dutch Maid Strawberry Creme Cookies 13 oz. [K]	\$TBD
-	8032424	Pampa Cream Cookies 12.3 oz. (10 Pack) NEW	\$TBD
-	8432014	Keebler Soft Batch Chocolate Chip Cookies 12 oz. [K]	\$TBD
1	8432074	Keebler Grasshopper Fudge Mint Cookies 10 oz. NEW	\$TBD
(	8432071	Keebler Chips Deluxe Triple Chocolate Cookies 13.3 oz. NEW	\$TBD
	8432021	Keebler Fudge Shoppe Original Cheesecake Cookies 9.5 oz. [K]	\$TBD
	8432053	Oreo Cookies 14 oz. NEW	\$TBD
	8432066	Nabisco Chips Ahoy Chewy with Reese's Cookies 9.5 oz. NEW	\$TBD
1	8008177	Skittles Original Big Bag 14 oz.	\$TBD
I	8008179	Starburst Original Fruit Chews Big Bag 14 oz.	\$TBD



Big Bags





c SNIGHT STUARED Kosher

RSHEYS,
CONSTITUTION COMMITTEE

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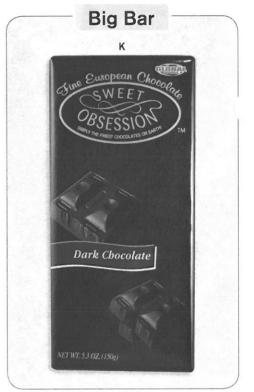




resealable kosher







	Item #	Description [K]=Kosher [H]=Halal	Price
A	8008272	M&M's Peanut Big Bag 12.6 oz. [K]	\$TBD
В	8008380	Hershev's Miniatures Assortment Big Bag 12 oz. [K]	\$TBD
C	8008392	Snickers Peanut Butter Squared Fun Size Big Bag 11.5 oz. [K]	\$TBD
D	8008394	Milky Way Simply Caramel Fun Size Big Bag 11.5 oz. [K]	\$TBD
Ε	8008413	Hershey's Cookies & Cream Drops Resealable Bag 8 oz. [K]	\$TBD
F	8008412	Reese's Peanut Butter Cup Minis Resealable Bag 8 oz. [K]	\$TBD
G	8008236	Werther's Original Hard Candies 5.5 oz	\$TBD
Н	8008322	Gracey's Goodies Butterscotch Discs 6.75 oz.	\$TBD
1	8008327	Gracey's Goodies Chocolate Double Dipped Peanuts 5.25 oz.	\$TBD
J	8008331	Gracey's Goodies Jolly Rancher Assorted Hard Candy 4 oz.	\$TBD
K	8008182	Sweet Obsession Dark Chocolate Big Bar 5.3 oz.	\$TBD

Union Supply Direct











-	Item #	Description [K]=Kosher [H]=Halal	Price
1	8072011	Sayulita Cantina Style Tortilla Chips 10 oz.	\$TBD
I	8019236	Sayulita BBQ Corn Chips 12 oz.	\$TBD
(	8072014	Sayulita Cantina Style Nacho Tortilla Chips 10 oz.	\$TBD
I	8019243	Sayulita Chili Cheese Corn Chips 9.25 oz.	\$TBD
	8072016	Sayulita Spicy Fiesta Mix 11 oz.	\$TBD
	8083108	Kars Nut 'N Yogurt Trail Mix 7 oz. [K]	\$TBD
(	8083161	Beer Nuts Original Peanuts 19 oz.	\$TBD
1	8083125	Snyder's Bacon Cheddar Pretzel Pieces 2.25 oz. [K]	\$TBD
- 1	8408018	Pepperidge Farm Flavor Blasted Goldfish Hot N Spicy 1.5oz.	\$TBD

## CHIPS, SNACKS & CHEESE













	item #	Description [K]=Kosner [H]=Haiai	Price
A	8419083	Coyote Valley Hot Wing & Blue Cheese Potato Chips 5 oz.	\$TBD
B	8419092	Coyote Valley Sweet Hickory BBQ Potato Chips 5 oz.	\$TBD
C	8419093	Coyote Valley Cheddar & Sour Cream Potato Chips 5 oz.	\$TBD
0	8419084	Coyote Valley Jalapeno Potato Chips 5 oz.	\$TBD
E	8069091	Pepe's Habanero Curls 1.75 oz. NEW	\$TBD
F	8083270	Mao's BBQ Pork Rinds 1.5 oz. NEW	\$TBD
G	8032194	Busy Baker Cheese Crackers 7 oz.	\$TBD
H	8472022	Granny Goose Blazin Hot Cheese Nibbles 7 oz.	\$TBD
- 1	8018042	Kraft Velveeta Cheese 8 oz.	\$TBD
J	8018041	Kraft Velveeta Mexican Mild Cheese 16 oz.	\$TBD
K	8018009	Old Fashioned Jalapeno Cheese Dip 6.35 oz.	\$TBD
L	8018010	Old Fashioned Salsa Con Queso Cheese Dip 6.35 oz.	\$TBD
N	N 8018015	Senor Tomas Habanero Squeeze Cheese 14 oz.	\$TBD
N	8018013	Senor Tomas Jalapeno Squeeze Cheese 14 oz.	\$TBD

## RICE, BEANS, TORTILLAS, POTATOES & NOODLES

















	Item #	Description [K]=Kosher [H]=Halal	Price
A	8001072	Food Express Pre-Cooked Long Grain Brown Rice 6.5 oz. [K]	\$TBD
B	8483103	Zatarain's Big Easy Rice Jambalaya 8.8 oz.	\$TBD
0	8483104	Zatarain's Big Easy Red Beans & Rice 8.8 oz.	\$TBD
	8001019	Cookquik Refried Beans With Jalapenos & Green Chiles 8 oz. [K]	\$TBD
_	8001003	San Miguel Refried Black Beans 15.1 oz. [K]	\$TBD
F	8074018	Idahoan Pouched Roasted Garlic Mashed Potatoes 4 oz. [K]	\$TBD
G	8093006	Sayulita 6" White Corn Tortilla (10 Count) 10 oz. [K]	\$TBD
H	8084106	Hospitality Macaroni & Cheese Dinner 7.25 oz. [K]	\$TBD

## MEAT SNACKS





















	Item #	Description [K]=Kosher [H]=Halal	Price
A	8004026	Legendary Meat Snacks Teriyaki Beef Jerky 3 oz.	\$TBD
В	8004060	Oberto BBQ Pork Jerky 3.25 oz.	\$TBD
C	8069011	O'Brien's Double Barrel Spicy Meat Snacks & Jalapeno Cheese 1.125 oz. NEW	\$TBD
0	8069012	O'Brien's Double Barrel Spicy Hot Shots Meat Snacks 1.125 oz. NEW	\$TBD
E	8069007	O'Brien's Beef Summer Sausage 11 oz.	\$TBD
F	8483099	Johnsonville Garlic Summer Sausage 12 oz.	\$TBD
G	8069044	O'Brien's Honey Pepper Turkey Stick 5 oz.	\$TBD
Н	8069009	Legendary Meat Snacks Beef Salami Sausage 5 oz.	\$TBD
- 1	8069004	Legendary Meat Snacks Hot Beef Summer Sausage 5 oz.	\$TBD
J	8484009	Siam Chinese Pork Sausage (3 Count) 4.5 oz.	\$TBD
K	8483077	Oscar Mayer Bacon Bites 3 oz.	\$TBD

## READY TO EAT MEALS & SEAFOOD









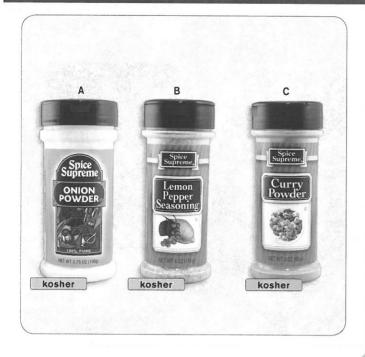






	Item #	Description [K]=Kosher [H]=Halal	Price
A	8013208	Back Country Chili With Turkey With Beans-Hot 10 oz. NEW	\$TBD
В	8013214	Back Country Sloppy Joe 11.25 oz.	\$TBD
C	8013215	Back Country Buffalo Chicken 5 oz.	\$TBD
D	8013217	Back Country Chorizo 11.25 oz.	\$TBD
E	8013220	Back Country Beans & Franks 11.25 oz.	\$TBD
C	8012095	Comal Carnita De Cerdo (Pork Carnitas) 10.57 oz. NEW	\$TBD
	8012096	Comal Roast Beef 10.57 oz. NEW	\$TBD
_n	8012097	Comal Barbacoa De Res (Shredded Beef) 10.57 oz. NEW	\$TBD
1	8096208	Safcol Pouch Tuna With Tomato & Basil In Spring Water 3.5 oz. [K]	\$TBD
J	8019068	Old El Paso Tortilla Stuffers Carne Asada 9.5 oz.	\$TBD
K	8019067	Old El Paso Tortilla Stuffers Mesquite Chicken 9.5 oz.	\$TBD

## SPICES & CONDIMENTS













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_	Item #	Description [K]=Kosher [H]=Halal	Price
A	8086112	Spice Supreme Onion Powder 3.75 oz. [K]	\$TBD
B	8086113	Spice Supreme Lemon Pepper Seasoning 6 oz. [K]	\$TBD
C	8086129	Spice Supreme Curry Powder 3 oz. [K]	\$TBD
D	8081028	Sriracha Hot Chili Sauce 17 oz.	\$TBD
E	8081027	El Pato Salsa Picante Chile Jalapeno 12 oz. [K]	\$TBD
F	8096131	Old Fashioned Premium Squeeze Hot Salsa 15.5 oz.	\$TBD
G	8096007	Lee Kum Kee Hoisin Sauce 20 oz.	\$TBD
H	8096059	Siam Sweet & Hot Asian Hot Sauce 15.5 oz.	\$TBD
-1	8096134	Kikkoman Sweet Soy Glaze 11.8 oz. [K]	\$TBD
	8096136	Kikkoman Thai Style Chili Sauce 1 oz. [K]	\$TBD
K	8096138	Knorr Mini Cubes - Chipotle (20 Cubes) 2.8 oz.	\$TBD













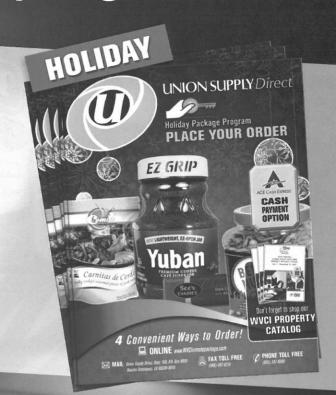




Item #	Description [K]=Kosher [H]=Halal	Price
8022250	Kylins Dried Chinese Mushrooms 3 oz.	\$TBD
8 8096113	Dayat Fried Garlic 3.5 oz.	\$TBD
8077028	Texas Tito's Big Fat Juicy Dill Pickle 6 oz. [K]	\$TBD
8077002	El Pato Hot Chile Peppers Plastic Jar 12 oz. [K]	\$TBD
8077001	El Pato Sliced Jalapeno Wheels Plastic Jar 12 oz. [K]	\$TBD
8073021	Nutella Hazelnut Spread 13 oz. [K]	\$TBD
G 8018244	Tapatio Sauce Single Serve Packet	\$TBD
8081053	Panola Garlic Hot Sauce 6 oz Value \$TBD	SALE - \$TBD

Have your family and friends order online at www.WVClinmatepackage.com

SEND PACKAGES

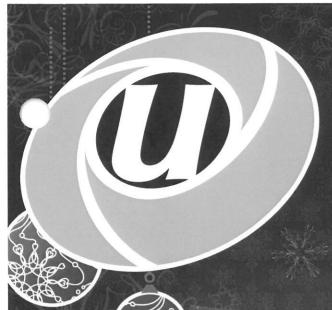






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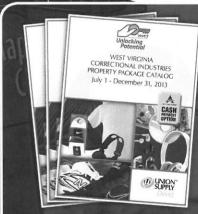








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FAX TOLL FREE (888) 857-6219



CASH **PAYMENT** OPTION



Don't forget to shop our WVCI PROPERTY **CATALOG** 





## **UNION SUPPLY** *Direct*<sup>™</sup>



**Summer Package Program** 

PLACE YOUR ORDER

## **NEW ITEMS**

Zatarain's and much more!







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## 4 Convenient Ways to Order!



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PHONE TOLL FREE



## WEST VIRGINIA CORRECTIONAL INDUSTRIES PROPERTY PACKAGE CATALOG July 1 - December 31, 2013



# 4 Convenient Ways to Order! ONLINE www.WVClinmatepackage.com



MAIL Union Supply Direct, Dept. 100, P.O. Box 9018 Rancho Dominguez. CA 90224-9018





## **RULES & REGULATIONS**

All items in this catalog have been approved by the West Virginia Correctional Industries(WCVI) with respective Department of Corrections. Offenders may receive (1) one package per month, not exceed a total product value of \$200.

#### **OFFENDERS:**

The ordering deadlines for offenders are set by the facility and subject to change at any time. Please request and complete a Union Supply Direct order form supplied by your property officer. The business office will scan your order and send it to Union Supply Direct for processing.

#### **FAMILY AND FRIENDS:**

The ordering deadline is typically the 2nd Monday of every month, some months may vary due to holidays and scheduled delivery dates. If an order is received after the deadline listed below, it will be processed for the following month.

## CONVENIENT CUSTOMER SERVICE HOURS

Monday - Friday: 5:00 AM - 8:00 PM (PST) Saturday: 7:00 AM - 1:00 PM (PST)



#### PRODUCT

We make every effort to show and describe the merchandise and information as accurately as possible. However, manufactures sometimes make changes once our catalog has been printed. If an item is discontinued by the manufacturer, or unavailable for any reason, we will substitute with an item of equal or greater value.

#### PAYMENT:

We accept the following forms of payment: Credit, Debit or Prepaid Cards, Facility Check, Cashier's Check, Personal Check (must have Name, Address & Phone # imprinted), Money Order (we only accept domestic money orders issued In the U.S.) or Cash through ACE Cash Express. Please make payable to Union Supply Direct. There is no surcharge for using your credit card to make purchases with Union Supply Direct. Please be sure to provide the exact card holder name, billing address, telephone number and CVV code that your credit card issuer bank has on file.

#### SHIPPING & HANDLING:

All packages will be charged \$5.95 (non-refundable).

#### **DELIVERY INFORMATION:**

All packages will be shipped at one time following the ordering period and will be distributed shortly after their arrival at the facility. Please refer to the ordering deadlines below to see when your package is tentatively scheduled for delivery.

#### CUSTOMER SERVICE INQUIRIES:

WVCI Correctional Facilities will not handle any calls or questions regarding the property package program.

\*Please allow 1 week after the approximate delivery date before contacting Customer Service in regards to the status of your package. Submit ALL Inquiries to Union Supply Direct:

Attn: Customer Service

Dept. 100, P.O. Box 9018

Rancho Dominguez, CA 90224-9018

Toll Free Phone: 855-247-0561

Email: customerservice@unionsupplydirect.com

You can also visit www.CCAinmatepackage.com to track the status of your order (Please have the order number available).

#### RETURNS:

Used, abused or damaged product cannot be returned, exchanged or refunded. Please check all items upon receipt. If any of these items are found to be damaged in transit please arrange with a family member or friend to have the item refunded. All requests must be completed within 30 days of package delivery. Union Supply Direct is not responsible for any items ordered in error. Send all returns to Union Supply Direct, Atm: Inmate Returns, 2301 E. Pacifica Place, Rancho Dominquez, CA 90220.

ORDERING PERIOD	ORDERING DEADLINE (For Family & Friends Only)	APPROXIMATE Delivery date
July 9 - August 12, 2013	August 12, 2013	August 22, 2013
August 13 - September 9, 2013	September 9, 2013	September 19, 2013
September 10 - October 7, 2013	October 7, 2013	October 24, 2013
October 8 - November 11, 2013	November 11, 2013	November 21, 2013
November 12 - December 9, 2013	December 9, 2013	December 19, 2013
December 10 - January 13, 2014	January 13, 2014	January 16, 2014

Form of Payment	The card will be charged:	What happens when your order is placed:	Additional Info:
Credit Card*	When order ships	There will be a hold on your credit card for the amount of the order at the time the order is placed.	The hold on your card will be removed and your card will be charged at the time the package ships.
Debit Card* When order ships		There will be a hold on your debit card for the amount of the order at the time the order is placed.	A positive balance must be kept in the ccount until the package ships at which time your card will be charged.
Prepaid Card*	When order is taken	Funds are deducted from your card and placed on hold at the time the order is placed.	A positive balance must be kept in the account until the package ships at which time your card will be charged. Additional time will be needed to process refunds.



## TO ORDER BY PHONE (FOR INMATES):

- 1. Please take the catalog(s) that you would like to order from with you to the inmate phones.
- 2. Pick up the phone. You should hear instructions like the following:
  - For English press 1, for Spanish press 2
  - If you would like to leave a message on the confidential tip line press one (1) now. Or, please enter your PIN (or offender ID #)
  - To place a call press 1 now. To check your account balance press 2. To order Commissary by Phone press three (3) now.
- 3. When instructed by the automated operator, press three (3) to select Order Commissary by Phone.
- 4. You should hear instructions like the following:
  - Enter the seven (7) product code for any item they would like to order
- 5. Enter the seven digit number listed in the catalog by the item you would like to purchase. You should then hear instructions like the following:
  - Enter the quantity of that item they would like to order
- 6. Press one(1) to verify that they would like to order XX number of XXX item or press two (2) to change your order
- 7. After you have ordered the item you will hear instructions like the following:
- Enter the seven digit code for any item they would like to order or if you have completed your order please press # to hear your order read back for final confirmation.
- 9. When you have finished ordering, press # and the automated operator will read your order back to you. You will have a chance to, "Press two (2) to change your order or press one (1) or hang up now to submit your order."

## CASH PAYMENT OPTION WITH





Phone Orders: Tell the Union Supply customer representative that you would like to make an ACE Cash Express payment. The representative will provide you with the information you need to make your ACE cash payment and the location closest to you. The online store locator can be found at http://www.acecashexpress.com/locations.



Web Orders: Select payment option "Cash Payment at ACE Cash Express" when you check out. Click the "Store Locator" link to find the ACE Cash Express location closest to you. Print your order summary page to bring with you when you make your payment.

Go to the ACE Cash Express store and inform the clerk that you are making a Union Supply payment, provide the Order Reference (Sales Order) Number, Exact Dollar Amount of the Order, Inmate ID Number and Inmate's Last Name. Make a payment for the exact dollar amount due on the order, plus a \$3.00 service fee per payment.

Allow 48 hours for your payment to be applied, and retain the receip from ACE Cash Express for record of your transaction. Your order will be cancelled if full payment is not received by September 10, 2013. All refunds will be processed by Union Supply and mailed to the customer's address on file for the order. For inquiries regarding your cash payment, call Union Supply Direct at (855) 247-4945 M-F 5am – 8pm & Sat 7am – 1pm (PST).

## Have your family and friends order online at www.WVClinmatepackage.com

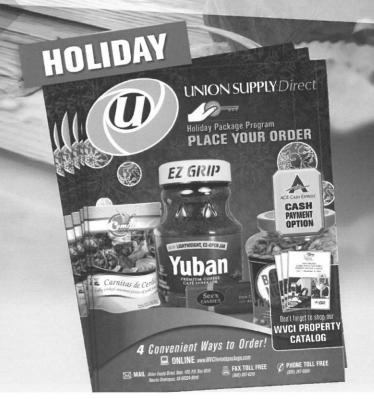




## SEND PAGKAGES

# A VEAR





GRT SPORT

CLOTHING ESSENTIALS



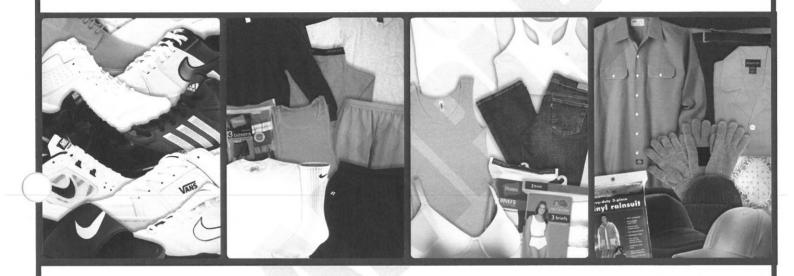












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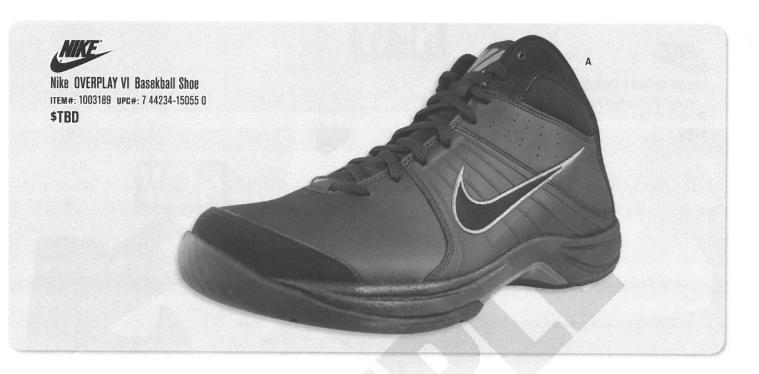
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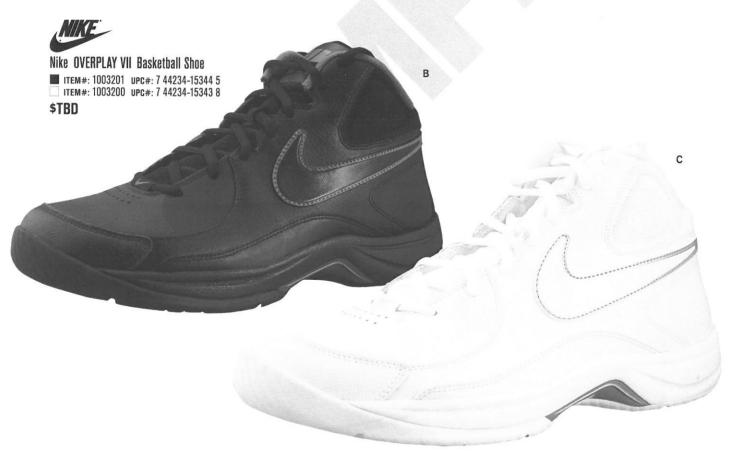


Shoes



	Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
A	1003197	Nike Backboard II White	6 - 11½, 12, 13, 14, 15	Med	Leather	White	White (Glued)	TBD	7 44234-15329 2
В	1003205	Nike Backboard II Black	6 - 11½, 12, 13, 14, 15	Med	Leather	White/Black	Black (Glued)	TBD	7 44234-15451 0
C	1003196	Nike Air Ring Leader	6 - 11½, 12, 13, 14, 15	Med	Leather	White/Gray	White (Glued)	TBD	7 44234-15326 1





Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
1003189	Nike Overplay VI Black	6 - 111/2, 12, 13, 14, 15	Med	Leather	Black/Gray	Black/Gray (Glued)	TBD	7 44234-15055 0
	Nike Overplay VII Mid Black	6 - 11½, 12, 13, 14, 15	Med	Leather	Black	Black/Black (Glued)	TBD	7 44234-15344 5
1003200	Nike Overplay VII Mid White	6 - 11½, 12, 13, 14, 15	Med	Leather	White	White/Gray (Glued)	TBD	7 44234-15343 8

## MEN'S BASKETBALL SHOES



	Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
A	1003208	Adidas Isolation White	61/2 - 111/2, 12, 13, 14, 15	Med	Leather	White/Gray/Black	Black/White (Not Glued)	TBD	7 44234-15459
В	1003209	Adidas Isolation Black	61/2 - 111/2, 12, 13, 14, 15	Med	Leather	Black/Gray/White	Black/White (Not Glued)	TBD	7 44234-15460
C	1003210	Adidas NEO Hoops Lo	7 - 11½, 12, 13, 14	Med	Leather	White/Black/Gray	Black (Glued)	TBD	7 44234-15461 !
D	1003185	Adidas Floater Natural Mid White	61/2 - 111/2, 12, 13, 14, 15	Med	Leather	White	White (Not Glued)	TBD	7 44234-14966

## MEN'S BASKETBALL

Shoes



Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
1003207	Reebok Reeamaze	61/2 - 111/2, 12, 13, 14, 15	Med	Leather	White	White (Glued)	TBD	7 44234-15457 2
1003206	Reebok First Quarter Attack	61/2 - 111/2, 12, 13, 14, 15	Med	Leather	White/Black	White/Black (Not Glued)	TBD	7 44234-15454 1
1003194	Reebok Buckets VI Mid	61/2 - 111/2, 12, 13, 14, 15	Med	Leather	White	Gray (Glued)	TBD	7 44234-15285 1
1003203	Reebok Buckets VII	61/2 - 111/2, 12, 13, 14, 15	Med	Leather	White	White/Gray (Glued)	TBD	7 44234-15435 0

## MEN'S BASKETBALL



A, B, C



## new balance

New Balance BB581WT Basketball Shoe

Width D ITEM#: 1003211 UPC#: 7 44234-15468 8 Width 2E ITEM#: 1003212 UPC#: 7 44234-15469 5 Width 4E ITEM#: 1003213 UPC#: 7 44234-15470 1

\$TBD



Available In 3 Widths

D, E, F

## COURT

Courtline BB1025 Basketball Shoe

G

ITEM#: 1003214 UPC#: 7 44234-15478 7 Width Med ITEM#: 1003215 UPC#: 7 44234-15479 4 Width Wide

Width XWide ITEM#: 1003216 UPC#: 7 44234-15480 0 \$TBD

> Available In 3 Widths

Men's Size 4.5 5.5 6.5 7.5 8 8.5 9.5 10 10.5 7.5 8.5 11.5 12 12.5 13 6.5 8 9 9.5 10 10.5 11 Women's Size



Fila CHANGE THE GAME 2 Basketball Shoe

ITEM#: 1003202 UPC#: 7 44234-15353 7

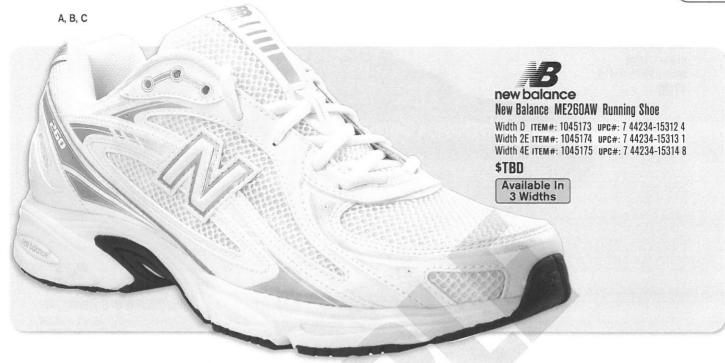
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Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
1 1001024	Converse All-Star Hi Top Black*	3, 4, 5-12½, 13, 14, 15, 16, 17	Med	Canvas	Black	White/Black (Glued)	TBD	7 44234-14944 8
3 1001022	Converse All-Star Hi Top White*	5 - 11½, 12, 13, 14, 15, 16, 17	Med	Canvas	White	White/Black (Glued)	TBD	7 44234-10147 7
3 1005026	Converse All-Star Low Top White*	51/2 - 111/2, 12, 13, 14, 15, 16, 17	Med	Canvas	White	White/Black (Glued)	TBD	7 44234-10153 8
1005024	Converse All-Star Low Top Black*	5½ - 11½, 12, 13, 14, 15, 16, 17	Med	Canvas	Black	White/Black (Glued)	TBD	7 44234-10152 1

Shoes



#### new balance New Balance ME260WB Running Shoe

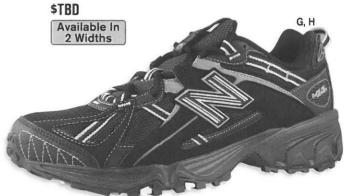
Width D ITEM#: 1045176 upc#: 7 44234-15315 5 Width 2E ITEM#: 1045177 upc#: 7 44234-15316 2 Width 4E ITEM#: 1045178 upc#: 7 44234-15317 9





New Balance MT411BG Running Shoe

Width D ITEM#: 1045148 UPC#: 7 44234-15148 9 Width 4E ITEM#: 1045149 UPC#: 7 44234-15149 6



179	Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
A	1045173	New Balance ME260AW	7 - 11½, 12, 13, 14,15	D	Leather/Mesh	White	Black/White (Not Glued)	TBD	7 44234-15312 4
В	1045174	New Balance ME260AW	7 - 11½, 12, 13, 14,15	2E	Leather/Mesh	White	Black/White (Not Glued)	TBD	7 44234-15313 1
C	1045175	New Balance ME260AW	7 - 11½, 12, 13, 14,15	4E	Leather/Mesh	White	Black/White (Not Glued)	TBD	7 44234-15314 8
D	1045176	New Balance ME260WB	7 - 11½, 12, 13, 14,15	0	Leather/Mesh	White/Black	Black/White (Not Glued)	TBD	7 44234-15315 5
E	1045177	New Balance ME260WB	7 - 11½, 12, 13, 14,15	2E	Leather/Mesh	White/Black	Black/White (Not Glued)	TBD	7 44234-15316 2
F	1045178	New Balance ME260WB	7 - 11½, 12, 13, 14,15	4E	Leather/Mesh	White/Black	Black/White (Not Glued)	TBD	7 44234-15317 9
G	1045148	New Balance MT411BG	7 - 11½, 12, 13, 14, 15	D	Leather/Mesh	Black/Gray	Black/Gray (Not Glued)	TBD	7 44234-15148 9
H	1045149	New Balance MT411BG	7 - 11½, 12, 13, 14, 15	4E	Leather/Mesh	Black/Gray	Black/Gray (Not Glued)	TBD	7 44234-15149 E

## MEN'S RUNNING





Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
1045180	Nike Alvord 10	6 - 11½, 12, 13, 14, 15	Med	Leather/Mesh	Black/Gray	Black (Glued)	TBD	7 44234-15341 4
1 1045169	Nike Alvord 9	6½ - 11½, 12, 13, 14, 15	Med	Leather/Mesh	Black/Gray	Black/Gray (Glued)	TBD	7 44234-15060 4
1045181	Nike Downshifter 4	7 - 11½, 12, 13, 14, 15	Med	Leather/Mesh	White/Black/Gray	Black/White/Gray (Glued)	TBD	7 44234-15342 1
1 1045185	Nike Revolution	7 - 11½, 12, 13, 14, 15	Med	Syn. Leather, Mesh	Gray/White/Black	Black/White (Glued)	TBD	7 44234-15433 6



m #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
30149	Nike Dart 10	6½ - 11½, 12, 13, 14, 15	Med	Leather/Mesh	Black/White/Gray	Black/Gray/White (Glued)	TBD	7 44234-15476
45168	Nike Dart 9	6 - 11½, 12, 13, 14, 15	Med	Leather	White	White (Glued)	TBD	7 44234-15058
45167	Nike Dart 9	61/2 - 111/2, 12, 13, 14, 15	Med	Leather/Mesh	Black/Gray/White	Black/Gray/White (Glued)	TBD	7 44234-15059
45186	Nike Cortez Leather	7 - 11½, 12, 13, 14, 15	Med	Leather	White	White (Not Glued)	TBD	7 44234-15441
45188	Fila Trexa Lite	6½ - 11½, 12, 13, 14, 15	Med	Leather/Mesh	White/Gray	White/Gray (Not Glued)	TBD	7 44234-15540
3 4 4	0149 5168 5167 5186	n # Description 0149 Nike Dart 10 5168 Nike Dart 9 5167 Nike Dart 9 5186 Nike Cortez Leather 5188 Fila Trexa Lite	0149 Nike Dart 10     6½ - 11½, 12, 13, 14, 15       5168 Nike Dart 9     6 - 11½, 12, 13, 14, 15       5167 Nike Dart 9     6½ - 11½, 12, 13, 14, 15       5186 Nike Cortez Leather     7 - 11½, 12, 13, 14, 15	0149       Nike Dart 10       6½ - 11½, 12, 13, 14, 15       Med         5168       Nike Dart 9       6 - 11½, 12, 13, 14, 15       Med         5167       Nike Dart 9       6½ - 11½, 12, 13, 14, 15       Med         5186       Nike Cortez Leather       7 - 11½, 12, 13, 14, 15       Med	0149       Nike Dart 10       6½ - 11½, 12, 13, 14, 15       Med       Leather/Mesh         5168       Nike Dart 9       6 - 11½, 12, 13, 14, 15       Med       Leather         5167       Nike Dart 9       6½ - 11½, 12, 13, 14, 15       Med       Leather/Mesh         5186       Nike Cortez Leather       7 - 11½, 12, 13, 14, 15       Med       Leather	0149         Nike Dart 10         6½ - 11½, 12, 13, 14, 15         Med         Leather/Mesh         Black/White/Gray           5168         Nike Dart 9         6 - 11½, 12, 13, 14, 15         Med         Leather         White           5167         Nike Dart 9         6½ - 11½, 12, 13, 14, 15         Med         Leather/Mesh         Black/Gray/White           5186         Nike Cortez Leather         7 - 11½, 12, 13, 14, 15         Med         Leather         White	0149         Nike Dart 10         6½ - 11½, 12, 13, 14, 15         Med         Leather/Mesh         Black/White/Gray         Black/Gray/White (Glued)           5168         Nike Dart 9         6 - 11½, 12, 13, 14, 15         Med         Leather         White         White (Glued)           5167         Nike Dart 9         6½ - 11½, 12, 13, 14, 15         Med         Leather/Mesh         Black/Gray/White         Black/Gray/White (Glued)           5186         Nike Cortez Leather         7 - 11½, 12, 13, 14, 15         Med         Leather         White         White (Not Glued)	0149         Nike Dart 10         6½ - 11½, 12, 13, 14, 15         Med         Leather/Mesh         Black/White/Gray         Black/Gray/White (Glued)         TBD           5168         Nike Dart 9         6 - 11½, 12, 13, 14, 15         Med         Leather         White         White (Glued)         TBD           5167         Nike Dart 9         6½ - 11½, 12, 13, 14, 15         Med         Leather/Mesh         Black/Gray/White (Glued)         TBD           5186         Nike Cortez Leather         7 - 11½, 12, 13, 14, 15         Med         Leather         White (Mot Glued)         TBD





Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
1045187	Reebok Himara	61/2 - 111/2, 12, 13, 14, 15	Med	Leather/Mesh	White/Gray	White/Gray (Glued)	TBD	7 44234-15456 5
1045146	Reebok Classic Nylon Black	61/2 - 111/2, 12, 13, 14, 15	Med	Suede/Nylon	Black	Black (Glued)	TBD	7 44234-14777 2
	Reebok Classic Nylon White	61/2 - 111/2, 12, 13, 14, 15	Med	Suede/Nylon	White	White (Glued)	TBD	7 44234-10172 9
1045162	Reebok MR750	61/2 - 111/2, 12, 13, 14, 15	Med	Leather/Mesh	White/Gray	Black/Gray (Not Glued)	TBD	7 44234-14962 8

Shoes



[ reebok]

Reebok CLASSIC LEATHER Running Shoe

ITEM#: 1045182 UPC#: 7 44234-15349 0

\$TBD

\$TBD Value \$TBD [ reebok]

Reebok MR780 Running Shoe

ITEM#: 1045172 UPC#: 7 44234-15281 3



Reebok MR751 Running Shoe

D





	Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
A	1045110	Court Line M9500W	7 - 91/2, 101/2-111/2, 12, 13, 14, 15	Med	Leather/Mesh	White/Gray	White/Gray (Not Glued)	TBD	7 44234-10243 (
В	1045111	Court Line M9500W	7 - 11½, 12, 13, 14, 15	Wide	Leather/Mesh	White/Gray	White/Gray (Not Glued)	TBD	7 44234-10258 (
C	1045183	Court Line M1125W	61/2 - 111/2, 12, 13, 14, 15, 16	Med	Leather/Mesh	White	White (Glued)	TBD	7 44234-15357 !
D	1045182	Reebox Classic Leather	61/2 - 111/2, 12, 13, 14, 15	Med	Leather	White	White (Not Glued)	TBD	7 44234-15349 (
E	1045170	Reebok MR751	61/2 - 111/2, 12, 13, 14, 15	Med	Leather/Mesh	Black/Gray/White	Black (Not Glued)	TBD	7 44234-15146 !
F	1045172	Reebok MR780	61/2 - 111/2, 12, 13, 14, 15	Med	Leather/Mesh	White/Gray/Black	Black/White (Not Glued)	TBD	7 44234-15281 3

## MEN'S CROSS-TRAINING

Shoes

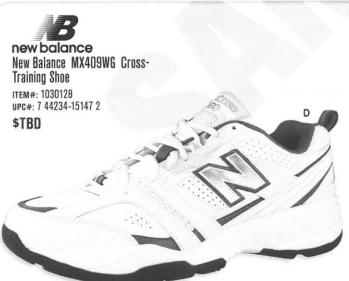


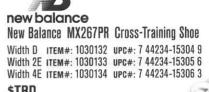
Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
1030150	Nike Air Velocitrainer White	6 ½ - 11½, 12, 13, 14, 15	Med	Leather	White/Black	White/Black (Glued)	TBD	7 44234-15475 6
1 1030147	Nike Air Velocitrainer Black	6 - 11½, 12, 13, 14, 15	Med	Leather/Mesh	Black/Gray	Black/Gray (Glued)	TBD	7 44234-15452 7
1030123	Nike T-Lite VIII White	6 - 11½, 12, 13, 14, 15	Med	Leather	White/Black	Black/White (Glued)	TBD	7 44234-14955 4

## MEN'S CROSS-TRAINING









E, F, G



	Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
A	1030148	Reebok Reeshift	61/2 - 111/2, 12, 13, 14 ,15	Med	Leather	White	White (Glued)	TBD	7 44234-15455 {
В	1030135	Reebok Infrastructure TR	61/2 - 111/2, 12, 13, 14 ,15	Med	Leather/Mesh	White/Gray	Gray/White (Not Glued)	TBD	7 44234-15322 :
C	1030127	Reebok Cruise On	7 - 11½, 12, 13, 14, 15	Med	Leather	White	White (Glued)	TBD	7 44234-15061 1
D	1030128	New Balance MX409WG	7 - 11½, 12, 13, 14, 15	0	Leather	White/Gray/Black	Black/White (Not Glued)	TBD	7 44234-15147 2
E	1030132	New Balance MX267PR	7 - 11½, 12, 13, 14, 15	D	Leather	White	White (Glued)	TBD	7 44234-15304 !
F	1030133	New Balance MX267PR	7 - 11½, 12, 13, 14, 15	2E	Leather	White	White (Glued)	TBD	7 44234-15305 (
G	1030134	New Balance MX267PR	7 - 11½, 12, 13, 14, 15, 16	4E	Leather	White	White (Glued)	TBD	7 44234-15306 (

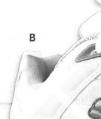
## MEN'S CROSS-TRAINING

Shoes



Fila TALON Cross-Training Shoe ITEM#: 1030156 UPC#: 7 44234-15466 4

\$TBD



#### S SKECHERS.

Skechers ENERGY Cross-Training Shoe ITEM#: 1030076 UPC#: 7 44234-10057 9

\$TBD



Skechers SPLENDENT Cross-Training Shoe ITEM#: 1030142

UPC#: 7 44234-15354 4



## COURT

Court Line MXT527 Cross-Training Shoe

Width MED ITEM#: 1030129 UPC#: 7 44234-15185 4 Width WIDE ITEM#: 1030130 UPC#: 7 44234-15202 8

\$35.95

Available In 2 Widths



Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
A 1030156	Fila Talon	6½ - 11½, 12, 13	Med	Leather	White	White (Glued)	TBD	7 44234-15466 4
B 1030076	Skechers Energy	6½ - 11½, 12, 13, 14	Med	Leather	White/Gray	White/Gray (Glued)	TBD	7 44234-10057 9
C 1030142	Skechers Splendent	61/2 - 111/2, 12, 13, 14	Med	Leather	White/Gray	White/Gray (Not Glued)	TBD	7 44234-15354 4
D 1030129	Court Line MXT527	7 - 11½, 12, 13, 14, 15, 16, 17	Med	Leather	White	White (Not Glued)	TBD	7 44234-15185 4
E 1030130	Court Line MXT527	7 - 11½, 12, 13, 14, 15, 16, 17	Wide	Leather	White	White (Not Glued)	TBD	7 44234-15202 8

## MEN'S COURT STYLE

Shoes







K-Swiss GRANCOURT II Court Style Shoe

ITEM#: 1020092 UPC#: 7 44234-15006 2

Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
	Reebok Club C	7 - 11½, 12, 13, 14, 15	Med	Leather	White/Gray	White/Gray (Glued)	TBD	7 44234-14749
	Nike Ruckus	6 - 11½, 12, 13, 14	Med	Leather	Black/White	Black (Not Glued)	TBD	7 44234-15002
	Nike City Court VII	6 - 11½, 12, 13, 14, 15	Med	Leather	White/Black/Gray	Gray (Glued)	TBD	7 44234-15346
	K-Swiss Grancourt II	6½ - 11½, 12, 13, 14, 15	Med	Leather	White/Gray	White/Gray (Not Glued)	TBD	7 44234-15006

Shoes



White

White (Glued)

TBD

7 44234-15169 4

## MEN'S COURT STYLE

Shoes







Globe ENCORE Court Style Shoe ITEM#: 1013012 UPC#: 7 44234-14943 1







Globe CENTRAL Court Style Shoe







	Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
A	1020096	Fila F-13 Lite	6½ - 11½, 12, 13	Med	Leather	White	White (Not Glued)	TBD	7 44234-15290 !
В	1013012	Globe Encore	7 - 11½, 12, 13, 14	Med	Leather	White/Black	White/Gray (Glued)	TBD	7 44234-14943
C	1099018	Globe Focus	6½ - 11½, 12, 13, 14	Med	Leather	White/Gray	Gum/Gray (Not Glued)	TBD	7 44234-15352 (
0	1013011	Globe Central	7 - 11½, 12, 13, 14	Med	Leather	White/Black	White/Gray (Not Glued)	TBD	7 44234-14942 4



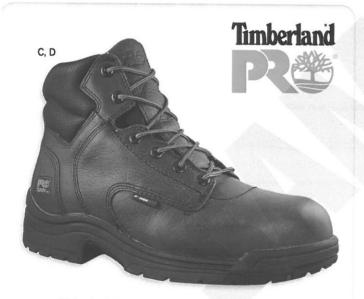
#### Courtline Work Composite Toe Boot 6"

- Model #1454
- Oil Resistant
- Nylon Eyelets
- · Bamboo Shank
- EH Rated
- · Padded Collar
- Rubber Outsole
- · Double & Triple Stitched

Width MWide ITEM#: 1080051 UPC#: 7 44234-14290 6 Width WW ITEM#: 1080052 UPC#: 7 44234-14291 3

\$TBD





#### Timberland TITAN Composite Toe Leather Boot 6"

- Model #50508
- Abrasion Resistant
- EH Rated • Nylon Diffusion Shank
- · Non Metal Hardware · Anti Microbial-Contoured
- Slip Resistant
- Footbet Molded Heel Cup

Width MED ITEM#: 1022034 UPC#: 7 44234-14288 3 Width WIDE ITEM#: 1022035 UPC#: 7 44234-14289 0

\$TBD



A DIVISION OF THE REDWING **BOOT COMPANY** 

E, F

#### WORX Athletic Composite Toe 6" Boot

• Model #6513

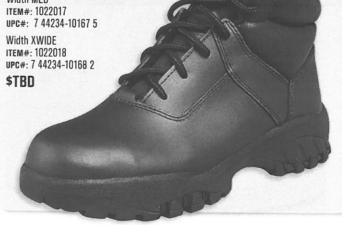
- Class: INSI PT99M 175 C75EH

• Lug Soft Sole · Wood Shank

• EH Rated

Width MED





Item #	Description	0:						
		Sizes	Width	Construction	Upper	Sole	Price	UPC
	Courtline Work 6" Leather Boot	5 - 11½, 12, 13, 14, 15	Med	Leather	Black	Black (Glued)	TBD	7 44234-14290 6
1080052	Courtline Work 6" Leather Boot	5 - 11½, 12, 13, 14, 15	Wide	Leather	Black	Black (Glued)	TBD	7 44234-14291 3
1022034	Timberland Titan 6" Boot	7 - 11½, 12, 13	Med	Leather	Brown	Brown (Glued)	TBD	7 44234-14288 3
1022035	Timberland Titan 6" Boot	7 - 11½, 12, 13	Wide	Leather	Brown	Brown (Glued)	TBD	7 44234-14289 0
1022017	WORX 6" Boot	7 - 11½, 12, 13, 14, 15, 16	Med	Leather	Black	Black (Not Glued)	TBD	7 44234-10167 5
1022018	WORX 6" Boot	8 - 11½, 12, 13	XWide	Leather				
	WOUNT DOOR	0 11/2, 12, 10	AWIUG	Leatilei	Black	Black (Not Glued)	TBD	7 44234-10168 2







A, B

Wolverine DAVIS Composite Toe Boot 6"

- Nylon Eyelets
- EH Rated
- · Slip Resistant Outsole
- Oil Resistant Outsole
- Width XWIDE ITEM#: 1022030 UPC#: 7 44234-14279 1 ITEM#: 1022031 UPC#: 7 44234-14283 8 Width 4E

· Fiberglass Shank · Padded Collar

· Moisture Wicking Liner

Width XWIDE ITEM#: 1022032 UPC#: 7 44234-14284 5
Width 4E ITEM#: 1022033 UPC#: 7 44234-14285 2

\$TBD





#### Wolverine MARQUETTE Composite Toe Boot 6"

- Nylon Eyelets
- EH Rated
- Slip Resistant Outsole
- Oil Resistant Outsole
- · Fiberglass Shank
- · Padded Collar
- Moisture Wicking Liner

Width MED ITEM#: 1022028 UPC#: 7 44234-14280 7 Width XWIDE ITEM#: 1022029 UPC#: 7 44234-14281 4



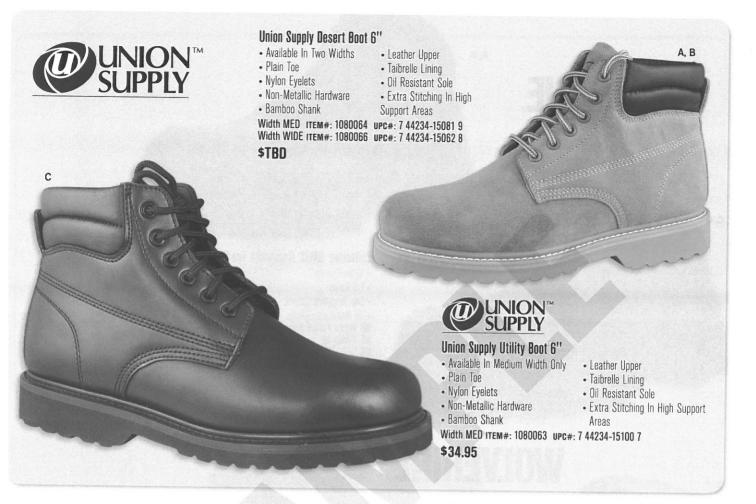
- Full Grain Waterproof Leather Upper
- · Direct Injectd PU Midsole for Added Comfort
- Oil & Slip Resistant Rubber Outsole
- Metal Free

Width MED ITEM#: 1080069 UPC#: 7 44234-15465 7

<b>Þ</b>	Item a
A	10220
n	40000

Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
Wolverine Davis 6" Boot Brown	7 - 11½, 12, 13, 14, 15	Xwide	Leather	Brown	Black (Not Glued)	TBD	7 44234-14279
Wolverine Davis 6" Boot Brown	7 - 111/2, 12, 13, 14, 15	4E	Leather	Brown	Black (Not Glued)	TBD	7 44234-14283
Wolverine Davis 6" Boot Black	7 - 111/2, 12, 13, 14, 15	Xwide	Leather	Black	Black (Not Glued)	TBD	7 44234-14284
Wolverine Davis 6" Boot Black	7 - 11½, 12, 13, 14, 15	4E	Leather	Black	Black (Not Glued)	TBD	7 44234-14285
Wolverine Marquette 6" Boot	7 - 111/2, 12, 13, 14, 15	Med	Leather	Brown	Black (Not Glued)	TBD	7 44234-14280
Wolverine Marquette 6" Boot	7 - 11½, 12, 13, 14, 15	Xwide	Leather	Brown	Black (Not Glued)	TBD	7 44234-14281
Dickies Charger 6" Boot Brown	61/2 - 111/2, 12, 13, 14, 15	Med	Leather	Brown	Black (Not Glued)	TBD	7 44234-15465
	Wolverine Davis 6" Boot Brown Wolverine Davis 6" Boot Brown Wolverine Davis 6" Boot Black Wolverine Davis 6" Boot Black Wolverine Marquette 6" Boot Wolverine Marquette 6" Boot	Wolverine Davis 6" Boot Brown       7 - 11½, 12, 13, 14, 15         Wolverine Davis 6" Boot Brown       7 - 11½, 12, 13, 14, 15         Wolverine Davis 6" Boot Black       7 - 11½, 12, 13, 14, 15         Wolverine Davis 6" Boot Black       7 - 11½, 12, 13, 14, 15         Wolverine Marquette 6" Boot       7 - 11½, 12, 13, 14, 15         Wolverine Marquette 6" Boot       7 - 11½, 12, 13, 14, 15	Wolverine Davis 6" Boot Brown         7 - 11½, 12, 13, 14, 15         Xwide           Wolverine Davis 6" Boot Brown         7 - 11½, 12, 13, 14, 15         4E           Wolverine Davis 6" Boot Black         7 - 11½, 12, 13, 14, 15         Xwide           Wolverine Davis 6" Boot Black         7 - 11½, 12, 13, 14, 15         4E           Wolverine Marquette 6" Boot         7 - 11½, 12, 13, 14, 15         Med           Wolverine Marquette 6" Boot         7 - 11½, 12, 13, 14, 15         Xwide	Wolverine Davis 6" Boot Brown         7 - 11½, 12, 13, 14, 15         Xwide         Leather           Wolverine Davis 6" Boot Brown         7 - 11½, 12, 13, 14, 15         4E         Leather           Wolverine Davis 6" Boot Black         7 - 11½, 12, 13, 14, 15         Xwide         Leather           Wolverine Davis 6" Boot Black         7 - 11½, 12, 13, 14, 15         4E         Leather           Wolverine Marquette 6" Boot         7 - 11½, 12, 13, 14, 15         Med         Leather           Wolverine Marquette 6" Boot         7 - 11½, 12, 13, 14, 15         Xwide         Leather	Wolverine Davis 6" Boot Brown         7 - 11½, 12, 13, 14, 15         Xwide         Leather         Brown           Wolverine Davis 6" Boot Brown         7 - 11½, 12, 13, 14, 15         4E         Leather         Brown           Wolverine Davis 6" Boot Black         7 - 11½, 12, 13, 14, 15         Xwide         Leather         Black           Wolverine Davis 6" Boot Black         7 - 11½, 12, 13, 14, 15         4E         Leather         Black           Wolverine Marquette 6" Boot         7 - 11½, 12, 13, 14, 15         Med         Leather         Brown           Wolverine Marquette 6" Boot         7 - 11½, 12, 13, 14, 15         Xwide         Leather         Brown	Wolverine Davis 6" Boot Brown         7 - 11½, 12, 13, 14, 15         Xwide         Leather         Brown         Black (Not Glued)           Wolverine Davis 6" Boot Brown         7 - 11½, 12, 13, 14, 15         4E         Leather         Brown         Black (Not Glued)           Wolverine Davis 6" Boot Black         7 - 11½, 12, 13, 14, 15         Xwide         Leather         Black         Black (Not Glued)           Wolverine Davis 6" Boot Black         7 - 11½, 12, 13, 14, 15         4E         Leather         Black         Black (Not Glued)           Wolverine Marquette 6" Boot         7 - 11½, 12, 13, 14, 15         Med         Leather         Brown         Black (Not Glued)           Wolverine Marquette 6" Boot         7 - 11½, 12, 13, 14, 15         Xwide         Leather         Brown         Black (Not Glued)	Wolverine Davis 6" Boot Brown 7 - 11½, 12, 13, 14, 15 Xwide Leather Brown Black (Not Glued) TBD Wolverine Davis 6" Boot Black 7 - 11½, 12, 13, 14, 15 Xwide Leather Brown Black (Not Glued) TBD Wolverine Davis 6" Boot Black 7 - 11½, 12, 13, 14, 15 Xwide Leather Black Black (Not Glued) TBD Wolverine Davis 6" Boot Black 7 - 11½, 12, 13, 14, 15 AE Leather Black Black (Not Glued) TBD Wolverine Marquette 6" Boot 7 - 11½, 12, 13, 14, 15 Med Leather Brown Black (Not Glued) TBD Wolverine Marquette 8" Boot 7 - 11½, 12, 13, 14, 15 Xwide Leather Brown Black (Not Glued) TBD Wolverine Marquette 8" Boot 7 - 11½, 12, 13, 14, 15 Xwide Leather Brown Black (Not Glued) TBD

Shoes





#### Courtline WORKHORSE 6" Nubuck Boot

- Bamboo Shank
- · Lug Sole
- Nylon Eyelets
- · Padded Collar
- Oil Resistant Sole
- Soft Toe

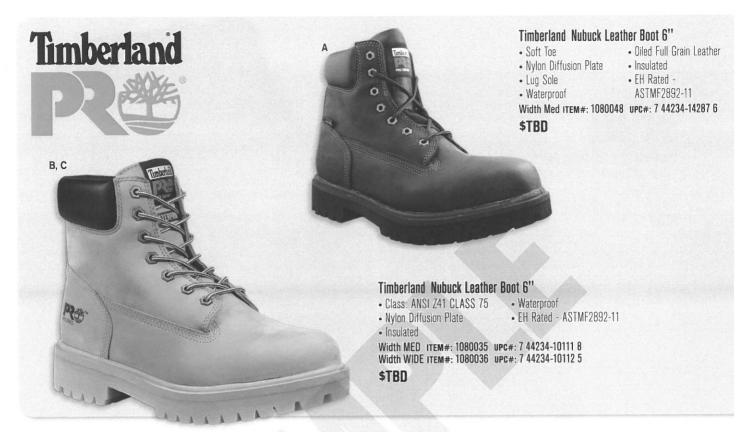
Width MED ITEM#: 1080060 upc#: 7 44234-15014 7 Width WIDE ITEM#: 1080061 upc#: 7 44234-15033 8



1080064 Union Supply 6" Desert Boot 5 - 11½, 12, 13 14, 15 Med Leather Brown Brown (Glued) TBD 7 44234-15081 9 1080066 Union Supply 6" Desert Boot 5 - 11½, 12, 13 14, 15 Wide Leather Brown Brown (Glued) TBD 7 44234-15062 8 1080063 Union Supply 6" Utility Boot 7 - 11½, 12, 13, 14, 15, 16, 17, 18, 19 Med Leather Black Black (Glued) TBD 7 44234-15007 7 1080060 Courtline Workhorse 6" Boot 5 - 11½, 12, 13 14, 15 Med Nubuck Wheat Gum (Glued) TBD 7 44234-15014 7	Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	une
1080066 Union Supply 6" Desert Boot 5 - 11½, 12, 13 14, 15 Wide Leather Brown Brown(Glued) TBD 7 44234-15062 8 1080063 Union Supply 6" Utility Boot 7 - 11½, 12, 13, 14, 15, 16, 17, 18, 19 Med Leather Black Black (Glued) TBD 7 44234-15000 7 1080061 Courtline Workhorse 6" Boot 5 - 11½, 12, 13 14, 15 Med Nubuck Wheat Gum (Glued) TBD 7 44234-15014 7	1080064	Union Supply 6" Desert Boot	5 - 111/2, 12, 13, 14, 15						UPC
1080063 Union Supply 6" Utility Boot 7 - 11½, 12, 13, 14, 15, 16, 17, 18, 19 Med Leather Black Black (Glued) TBD 7 44234-15100 7 1080061 Courtline Workhorse 6" Boot 5 - 11½, 12, 13 14, 15 Med Nubuck Wheat Gum (Glued) TBD 7 44234-15014 7 1080061 Courtline Workhorse 6" Boot 5 - 11½, 12, 13 14, 15 Med Nubuck Wheat Gum (Glued) TBD 7 44234-15014 7						DIUWII	promu(einea)	IRD	7 44234-15081 9
1080060 Courtline Workhorse 6" Boot 5 - 11½, 12, 13 14, 15 Med Nubuck Wheat Gum (Glued) TBD 7 44234-15100 7 1080061 Courtline Workhorse 6" Boot 5 - 11½, 12, 13 14, 15 Med Nubuck Wheat Gum (Glued) TBD 7 44234-15014 7			0 - 11/2, 12, 13 14, 15	Wide	Leather	Brown	Brown (Shied)	TRD	7 44234-15062 8
1080060 Courtline Workhorse 6" Boot 5 - 11½, 12, 13 14, 15 Med Nubuck Wheat Gum (Glued) TBD 7 44234-15014 7	1080063	Union Supply 6" Utility Boot	7 - 111/2, 12, 13, 14, 15, 16, 17, 18, 19	Med	Leather	Black			and the state of the state of the second
1080061 Courtine Workhorse 6" Root 5-116 12 13 14 15 Wide Nation Wilde	1080060	Courtline Workhorse 6" Root						IDU	1 44234-10100 1
LUBUUGI COURTINE Workhorse 6" Boot 5 - 111/6 12 13 14 15 Wide Natural			3 - 1172, 12, 13 14, 13	Mea	NUDUCK	Wheat	Gum (Glued)	TRD	7 44234-15014 7
TD 1 44214-10000 0	1080061	Courtline Workhorse 6" Boot	5 - 11½, 12, 13 14, 15	Wide	Nubuck	Wheat	Gum (Glued)	TBD	7 44234-15033 8

## MEN'S PLAIN TOE BOOTS

Shoes





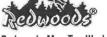
#### Dickies RAIDER 6" Nubuck Boot

- Cushoined Insole
- Nubuck Leather
- Oil Resistant Outsole
- No Shank
- Triple Stitched in Stress Areas Padded Collar & Tongue

ITEM#: 1080068 UPC#: 7 44234-15374 2

\$TBD





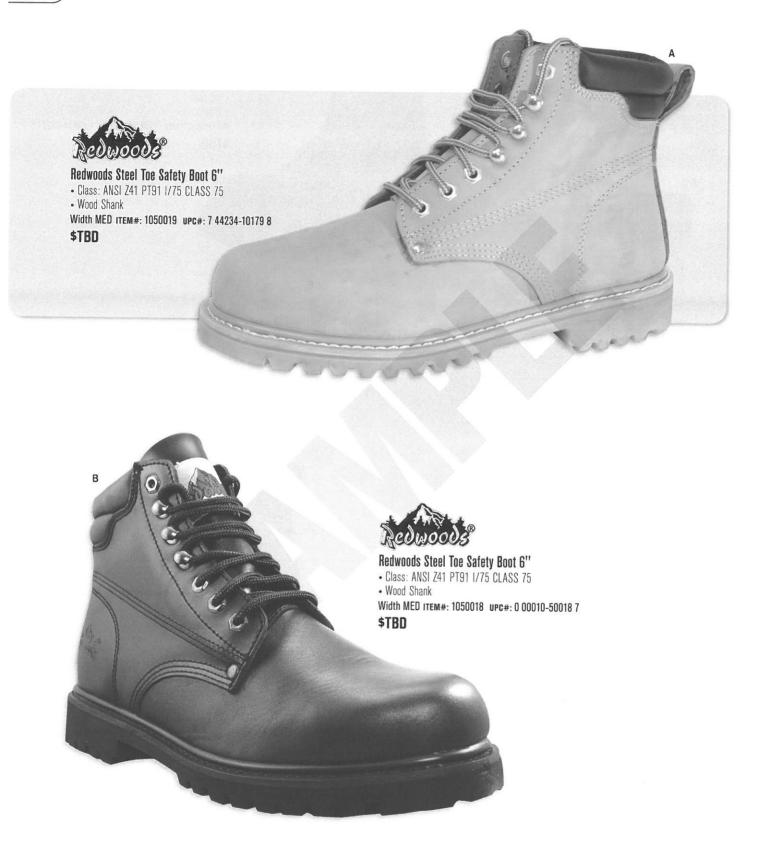
#### Redwoods Moc Toe Work Boot 6"

· Wood Shank

	Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
A	1080048	Timberland 6" Boot	7 - 11½, 12, 13, 14, 15	Med	Leather	Brown	Black (Not Glued)	TBD	7 44234-14287
В	1080035	Timberland 6" Boot	7 - 111/2, 12, 13, 14, 15	Med	Nubuck/Leather	Wheat	Lug (Not Glued)	TBD	7 44234-10111
C	1080036	Timberland 6" Boot	7 - 11½, 12, 13, 14, 15	Wide	Nubuck/Leather	Wheat	Lug (Not Glued)	TBD	7 44234-10112
П	1080068	Dickies Raider 6" Boot	7 - 11½, 12, 13, 14, 15	Med	Nubuck/Leather	Wheat	Gum (Glued)	TBD	7 44234-15374
F		Redwoods 6" Leather Work Boot*	6 - 101/2, 11, 12, 13	D	Leather	Gold	White (Glued)	TBD	0 00010-80016
F		Redwoods 6" Leather Work Root*	6 - 101/2, 11, 12, 13	2F	Leather	Gold	White (Glued)	TBD	0 00010-80017

## MEN'S STEEL TOE BOOTS

Shoes )



Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
	Redwoods Steel Toe Safety 6" Boot*	6 - 10½, 11, 12, 13	Med	Nubuck/Leather	Tan	Tan (Glued)	TBD	7 44234-10179 8
	Redwoods Steel Toe Safety 6" Boot*	6 - 10½, 11, 12, 13, 14, 15, 16, 17	Med	Leather	Black	Black (Glued)	TBD	0 00010-50018 7



#### **Shower Slippers**

· Anti-Fungal/Anti-Bacterial

ITEM#: 1055003

UPC#: 7 44234-10142 2 SIZE: S UPC#: 7 44234-10143 9 SIZE: M UPC#: 7 44234-10144 6 SIZE: L UPC#: 7 44234-10145 3 SIZE: XL SIZE: 2X UPC#: 7 44234-10146 0

\$TBD



#### **Shower Slippers**

• Anti-Fungal/Anti-Bacterial

ITEM#: 1055009

SIZE: S UPC#: 7 44234-10416 4 SIZE: M UPC#: 7 44234-10417 1 UPC#: 7 44234-10418 8 SIZE: L UPC#: 7 44234-10419 5 SIZE: XL UPC#: 7 44234-10087 6 SIZE: 2X

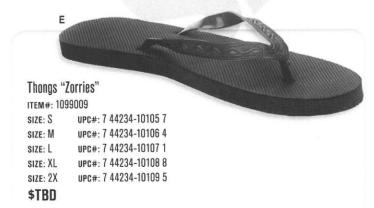
\$TBD





ITEM#: 1052099 UPC#: 7 44234-14759 8

\$TBD





SIZE: M UPC#: 7 44234-10423 2 SIZE: L UPC#: 7 44234-10424 9 SIZE: XL UPC#: 7 44234-10425 6 SIZE: 2X UPC#: 7 44234-10426 3

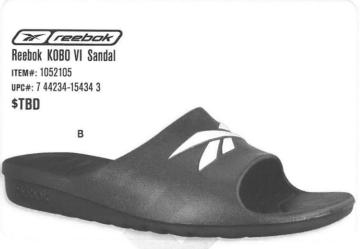
\$1.20

	Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
A	1060020	Nike Land 3/4 Football Cleat	61/2 - 111/2, 12, 13, 14, 15	Med	Leather	Black/Gray	Black/White (Glued)	TBD	7 44234-15347
В	1060017	Nike Tiempo Natural II TF Multi Turf Cleat	7 - 11½, 12, 13, 14, 15	Med	Leather	White/Black	Black/White (Glued)	TBD	7 44234-14634
C	1035008	Adidas Turf Hog LE Baseball Cleat	61/2 - 111/2, 12, 13, 14, 15	Med	Leather	Black/White	Black/Gray/White (Not Glued)	TBD	7 44234-14330 !

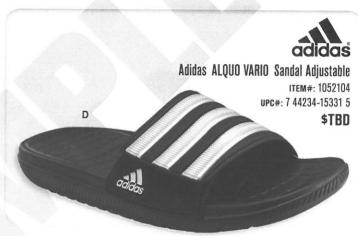
## MEN'S SANDALS & SLIPPERS

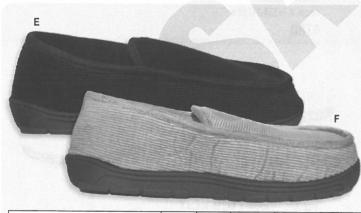
Shoes





# COURT Courtline VELCRO Sandal ITEM#: 1052094 UPC#: 7 44234-10402 7 \$TBD





YOUR SHOE SIZE	6 - 7	8 - 9	10 - 11	12 - 13	14 - 15
SLIPPER SIZE CONVERSION	S	M	L	XL	2XL

## CAURT

Courtline CORDUROY Slippers

• Extra Roomy Inner Toe Comfort

• Ribbed Sole for Extra Comfort • Non-Marking

■ ITEM#: 1055015 SIZE: S

SIZE: S UPC#: 7 44234-14296 8 SIZE: M UPC#: 7 44234-14297 5

SIZE: M SIZE: L UPC#: 7 44234-41298 6 UPC#: 7 44234-14299 9

SIZE: XL UPC#: 7 44234-14300 2

**ITEM#**: 1055017 UPC#: 7 44234-14306 4

> UPC#: 7 44234-14307 1 UPC#: 7 44234-14308 8 UPC#: 7 44234-14309 5

SIZE: 2X UPC#: 7 44234-14310 1

Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
1 1055003	Shower Slipper Gray	S, M, L, XL, 2X (Solid Sizes Only)	Med	EVA	Dark Gray	Dark Gray	TBD	See Above
1055009	Shower Slipper White	S, M, L, XL, 2X	Med	EVA	White	White	TBD	See Above
0 1055013	Shower Sandal	S, M, L, XL, 2X	Med	PVC	Brown	Brown	TBD	See Above
1052099	EVA Clog	4 - 17 (Whole Sizes Only)	Med	Rubber	Black	Black	TBD	7 44234-14759 8
1099009	Zorries Thongs	S, M, L, XL, 2X	D	Rubber	Black	Black	TBD	See Above
1052095	Cross Strap Sandal Black	M, L, XL, 2X	Med	Rubber	Black/White	Black	TBD	See Above

SIZE: L

SIZE: XL

SIZE: 2X

## RUSSELL SWEATS

Clothing

#### Russell Crewneck Sweat Shirt\*

- 50% Cotton/50% Polyester
- 9 oz. Nublend
- Round Neck, Rib Knit Collar, Cuffs & Waist
  Virtually No-Pill Fleece

ITEM#: 2530070 OXFORD GRAY

Size	Price
S, M, L, XL, 2X	\$TBD
3X, 4X	\$TBD
5X, 6X, 7X/8X, 9X/10X	\$TBD

#### Russell Sweat Pants with Pockets\*

- 50% Cotton/50% Polyester
- 9 oz. Nublend
- Multi-Needle Elastic Waist with Draw String
- Elastic Leg Opening With Pocket

ITEM#: 2520027 OXFORD GRAY

Size	Price
S, M, L, XL, 2X	\$TBD
3X, 4X	\$TBD
5X, 6X, 7X/8X, 9X/10X	\$TBD

#### Russell Sweat Pants No Pockets\*

ITEM#: 2520097 OXFORD GRAY

Size	Price
S, M, L, XL, 2X	\$TBD
3X, 4X	\$TBD
5X, 6X, 7X/8X, 9X/10X	\$TBD





#### Russell Crewneck Sweat Shirt\*

- 50% Cotton/50% Polyester
- 9 oz. Nublend
- · Round Neck, Rib Knit Collar, Cuffs & Waist
- **ITEM#: 2530078 ASH** ITEM#: 2530077 WHITE

Size	Price
S, M, L, XL, 2X	\$TBD
3X. 4X	STBD

#### Russell Sweat Pants\*

- 50% Cotton/50% Polyester
- 9 oz. Nublend
- Tunnel Elastic Waist with Drawstring
- No Pockets
- ITEM#: 2520010 ASH
- ITEM#: 2520049 WHITE

\$TBD
\$TBD



ize	Price
, M, L, XL	STBD
X, 3X,	STBD
X**, 5X**, 6X**	STBD
X**, 8X**, 9X**, 10X**	STBD

\*\*) Denotes GRT Sport Brand



**Russel Sweat Pants** with Pockets\*

7X\*\*, 8X\*\* (8X Available in Gray Only)

(\*\*) Denotes GRT Sport Brand

• 50% Cotton/50% Polyester

STBD

\$TBD

• 8 oz. Nublend

4X\*\*, 5X\*\*, 6X\*\*

- · Elastic Waist with Drawstring
- With Pockets Tall

ITEM#: 2520050 OXFORD GRAY

Price L, XL, 2X, 3X, 4X (TALL) \$TBD



8 oz. Nublend Round Neck, Rib Knit Collar, Cuffs & Waist . Tall

EM#: 2530041 OXFORD GRAY

XL, 2X, 3X (TALL)







#### Russell T-Shirt\*

- 50/50 Poly Cotton "Nublend"
- No Pocket Short Sleeves
- ITEM#: 2550006 GRAY

\_\_\_ ITEM#: 2550005 WHITE

Size	Price
S, M, L, XL, 2X	\$TBD
3X, 4X	\$TBD
5X, 6X, 7X/8X, 9X/10X	\$TBD



#### Russell Muscle Shirt\*

- 100% Cotton
- "R" Logo Lower Left Front
- ITEM#: 2551036 OXFORD GRAY
- ☐ ITEM#: 2550087 WHITE

Size			Prici	
M,	L,	XL,	2X	\$TBI



- 100% Cotton
- · Men's Tee with Full Length Sleeves
- Ribbed Collar and Cuffs "R" Logo on Lower Left Sleeve
- \_\_\_ ITEM#: 2551033 GRAY
- ITEM#: 2550055 WHITE

Size	
M, L, XL, 2X, 3X, 4X, 5X**, 6X**, 7X**, 8	** (8X Available in Gray Only) \$TBD

(\*\*) Denotes BIG MAN Brand



## **GRT SPORT**

#### GRT Sport Performance T-Shirt\*

- 100% Polyester Pique
- Performance Wicking T-Shirt Moves Moisture Away from Body.

ITEM#: 2514057 WHITE

Size	Price
S, M, L, XL	\$TBD
2X. 3X	STBD

**MOISTURE WICKING** 

## MEN'S SHIRTS

## Clothing



#### Gildan T-Shirt\*

- Heavyweight 100% Cotton
- No Pocket
- Double Needle Hemmed Sleeves & Bottom
- ITEM#: 2550038 WHITE
- **ITEM#: 2550029 GRAY**

■ ITEM#: 2550071	FOREST (Up to 4X only)
Size	
S, M, L, XL	
2X	
2Y AY 5Y	





Price \$TBD \$TBD \$TBD

## Hanes

#### Hanes "Beefy T" T-Shirt\*

- 100% Cotton No Pocket
- ITEM#: 2550014 GRAY

Size	Price
S, M, L, XL	\$TBD
2X	STBD
3X, 4X	\$TBD
ITEM#: 2550012 WHITE	

Size	Price
S, M, L, XL	\$TBD
2X, 3X, 4X	STBD
5X. 6X	\$TRN



# <u>anvil</u>

### Anvil Tank Top\*

- 100% Cotton Heavyweight
- **ITEM#: 2545002 GRAY** ITEM#: 2545001 WHITE

Size	Price
S, M, L, XL	\$TBD
2X	\$TBD



# Hanes

#### Hanes "Beefy T" Pocket T-Shirt\*

- 100% Cotton With Pocket
- **ITEM#: 2550020 GRAY**

Price
\$TBD
\$TBD
\$TBD

ITEM#: 2550018 WHITE

Size	Price
S, M, L, XL	\$TBD
2X	\$TBD
3X	STBD

#### MEN'S SHORTS

Clothing









## **GRT SPORT**

#### **GRT Sport Performance Shorts\***

- 100% Polyester Micro Fiber
- 9" Inseam No Pockets
- 1½" Covered Elastic Waistband with Inside Drawstring
- Extra Cool, Extra Soft ITEM#: 2514051 SILVER

Size	Price
S, M, L, XL	\$TBD
2X 3X 4X 5X	STRD

#### WAIST CONVERSION CHART

30-32	34-36	38-40	42-44	46-48	50-52	54-56	58-60	62-64	66-68	70-72
S	М	L	XL	2X	зх	4X	5X	6X	7X	8X

## **GRT SPORT**

#### GRT Sport Dazzle Shorts\*

- 100% Polyester Dazzle
- 9" Inseam• No Pockets
- 2" Covered Elastic Waistband with Inside Drawstring
- A Superior Finish-Extra Weight and a Softer Hand Make This the Most Desirable and Wearable Short on the Market.
- ITEM#: 2514053 NAVY
- ITEM#: 2514052 SILVER

Size	Price
S, M, L, XL	\$11.9
2X, 3X 4X, 5X, 6X	\$TBI
7X, 8X	\$TBI



# **GRT SPORT**



• 9" Inseam • Pockets

- 100% Polyester Micro Mesh with 100% Poly Tricot Liner
- 1½" Covered Elastic Waistband with Inside Drawstring.
- A Unique Micro Fiber Cooling Technology Keeps You Warm and Dry in Any Weather.

ITEM#: 2514512 SILVER

Size	Price
S, M, L, XL, 2X, 3X	\$TBD
IX, 5X, 6X	STBD





#### GRT Sport Micro Mesh Extra Long Shorts\*

- No Pockets 14" Inseam
- 100% Polyester Micro Mesh with 100% Poly Tricot Liner
- 1½" Covered Elastic Waistband with Inside Drawstring.
- A Unique Micro Fiber Cooling Technology Keeps You Warm and Dry in Any Weather.

#### ITEM#: 2514513 SILVER

Size	Price
S, M, L, XL, 2X, 3X	STBD
4X, 5X, 6X	\$TBD
7X, 8X	\$TBD



#### GRT Sport Micro Mesh Long Shorts\*

- No Pockets 11" Inseam
- 100% Polyester Micro Mesh with 100% Poly Tricot Liner
- 1½" Covered Elastic Waistband with Inside Drawstring.
- A Unique Micro Fiber Cooling Technology Keeps You Warm and Dry in Any Weather.

ITEM#: 2514508 SILVER

Size	Price
S, M, L, XL, 2X, 3X	\$TBD
4X, 5X, 6X	STBD
7X, 8X	STBD



#### Jam Jersey Shorts\*

- 100% Jersey
- 9" Extra Long InseamNo PocketNo Drawstring

ITEM#: 2514015 GRAY

SIZE	Price
S, M, L, XL	\$TBD
2X, 3X	\$TBD
4X, 5X, 6X, 7X	\$TBD

## **Shorts with Pockets**



7" INSEAM

#### Premium Heavyweight Sweat Shorts\*

- 50% Cotton/50% Polyester
- 7" Inseam Deep Side Pockets

ITEM#: 2525001 GRAY

SIZE	Price
S, M, L, XL	\$TBD
2X, 3X	\$TBD
4X, 5X, 6X	\$TBD

#### Jersey Shorts\*

- 100% Cotton Elastic Waistband with Inside Drawcord
- 7" Inseam
- Cut in Front and & Back Rise with Set-in Side Pockets

ITEM#: 2514001 GRAY

Size	Price
S, M, L, XL	\$TBD
2X, 3X	\$TBD
4X, 5X, 6X, 7X	\$TBD





#### Sweat Shorts\*

- 50% Cotton/50% Polyester Fleece
- No Pockets
- 6" Inseam with Drawstring

ITEM#: 2525011 GRAY

Size	Price
S, M, L, XL	\$TBD
2X, 3X	\$TBD
AX 5X 6X	STRD



#### Jam Sweatshorts\*

- 50% Cotton/50% Polyester Fleece
- 9" Extra Long Inseam
- No Pockets No Drawstring
- Elastic Waistband

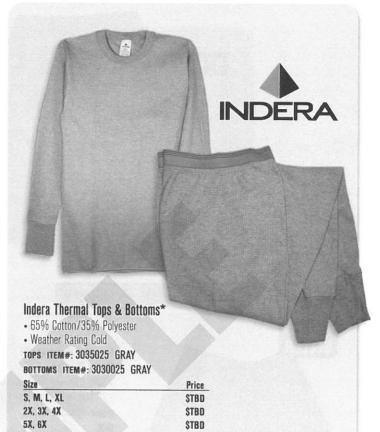
ITEM#: 2525007 GRAY

Size	Price
S, M, L, XL	\$TBD
2X, 3X	\$TBD
4X, 5X, 6X	\$TBD

## MEN'S THERMALS

#### Clothing







Price

\$TBD

\$TBD

Indera Thermal Tops & Bottoms\*

• 65% Cotton/35% Polyester

· Weather Rating Cold

TOPS ITEM#: 3035001 WHITE

BOTTOMS ITEM#: 3030001 WHITE (Up to 6x only)

Price
\$TBD
\$TBD
\$TBD

M, L, XL (TALL)

2X, 3X (TALL)

BOTTOMS ITEM#: 3030009 WHITE





Item#	Description	Color	Sizes	Material	Pack	UPC#	Р	rice
A 2514079	Timberland No Show Sock	White with Gray Toe and Heel	9 - 13	52% Polyester, 46% Cotton, 1% Spandex, 1% Fiber	3 pack	6 72598-18615 4		TBD
B 2514078	Timberland Quarter Sock	White with Gray Toe and Heel	9 - 13	49% Polyester, 45% Cotton, 4% Spandex, 2% Fiber	3 pack	6 72598 18717 5		TBD
C 2514077	Timberland Crew Sock	White with Gray Toe and Heel	9 - 13	48% Polyester, 44% Cotton, 6% Nylon, 2% Spandex	3 pack	6 72598 18715 1		TBD
D 3501007	GRT Sport Crew Socks	White	10 - 13	80% Cotton, 20% Polyester	Pair	7 44234-20410 9		TBD
E 3501006	GRT Sport Crew Socks	White with Gray Toe and Heel	10 - 13	80% Cotton, 20% Polyester	Pair	7 44234-20395 9		TBD
F 3502006	Promo Quarter Length Socks	White with Gray Toe and Heel	10 - 13	80% Cotton, 20% Polyester	Pair	7 44234-20394 2		TBD
6 3502001	Promo Quarter Length Socks	White	10 - 13	80% Cotton, 20% Polyester	Pair	7 44234-21796 3		TBD
H 3501011	Thorlo Crew Socks	White with Gray Toe and Heel	10 - 13	72% Cool Max, 26% Nylon, 2% Spandex	Pair	0 36383-02386 2		TBD
3515011	Promo No Show Sports Socks	White	10 - 13	80% Cotton, 20% Polyester	Pair	7 44234 21477 1		TBD
J 3510020	Tube Socks	White	10 - 15	80% Cotton, 20% Polyester	6 pack	7 31341-61551 5		TBD







Item#	Description	Color	Sizes	Material	Pack	UPC#	Price
A 2514080	Nike Cushion Crew Socks	White	8 - 12	70% Cotton, 28% Nylon , 2% Spandex	3 Pack	8 84726-52585 2	TBD
B 2514081	Nike Cushion Low Cut Socks	White	8 - 12	69% Cotton, 29% Nylon, 2% Spandex	3 Pack	8 84726-56521 6	TBD
	Nike Cushion No Show Socks	White	8 - 12	72% Cotton, 25% Nylon, 2% Polyester, 1% Spandex	3 Pack	8 84726-54248 4	TBD
	Tube Socks	White	9 - 14	80% Cotton, 20% Polyester	Pair	7 44234-21797 0	TBD
E 3510008	Tube Socks	Gray	10 - 13	80% Cotton, 20% Polyester	Pair	7 44234-21800 7	TBD
	3	White	10 - 13	80% Cotton, 15% Nylon, 5% Lycra Spandex	3 pack	0 70010-46834 3	TBD
G 3510018	Burlington Interwoven Extra Long Crew Socks	White	12 and Up	80% Cotton, 15% Nylon, 2% Lycra Spandex	3 pack	0 70010-47586 0	TBD
H 3510014	Burlington Interwoven Extra Long Tube Socks	White	6 - 12 1/2	85% Cotton, 10% Polyester, 3% Nylon, 2% Lycra Span	dex 3 pack	0 70010-47584 6	TBD

**GRT SPORT** 



#### Knockers Boxer Briefs\*

- 100% Cotton
- Comfortable Freedom of a Boxer with the Support of a Brief
- 2 Garments Per Package

ITEM#: 3010014 GRAY

Size	Price
S, M, L, XL, 2X	\$TBI
3X, 4X	\$TBI



#### **GRT Sport** Boxer Briefs\*

- 100% Cotton
- Comfortable Freedom of a Boxer with the Support of a Brief
- 2 Garments Per Package

ITEM#: 3010029 GRAY

Size	Price
S, M, L, XL, 2X	\$7.9
3X, 4X, 5X, 6X	\$TBI









#### GRT Sport Men's Brief\*

- 100% Natural Cottonr
- · Button Closure Flap
- 2 Garments Per Package

ITEM#: 3010028 GRAY

Size	Price
S, M, L, XL	\$TBD
2X 3X	STRIL

#### **GRT Sport A-Shirts\***

- 90% Cotton/10% Polyester
- 1 x 1 Ribbed
- Machine Washable
- 2 Garments Per Package
- Tagless for Comfort

ITEM#: 3001013 GRAY

Size	Price
S, M, L, XL	\$7.25
2X, 3X, 4X	\$TBD
5X	STBD

#### GRT Sport Crewneck T-Shirt\*

- 100% Cotton
- 2 Garments Per Package

ITEM#: 3025011 GRAY

Size	Price
S, M, L, XL	\$TBD
2X, 3X, 4X, 5X, 6X	\$TBD

#### BOXER BRIEF SIZE CHART

28-30	32-34	36-38	40-42	44-46	48-50	52-54	56-58	60-62
S	М		XL	2X	зх	4X	5X	6X

#### MEN'S UNDERWEAR

#### Clothing





#### Fruit of the Loom Briefs\*

- 100% Natural White Cotton
- · Exclusive Comfort Loom Waistband
- · Lycra Spandex Leg Opening
- 3 Garments Per Package

ITEM#: 3010005 WHITE

Size	Price
S, M, L, XL	\$TBD
2X, 3X	\$TBD



#### Hanes Briefs\*

- 100% Cotton
- · Superband Waistband
- · Lycra Spandex Leg Opening
- 3 Garments Per Package

ITEM#: 3010011 WHITE

Size		Price
S, M, L, XL	ASSIS	STBD
2X, 3X		STBD
BIG	CONTRACTOR OF THE PARTY OF THE	VIOD



ITEM#: 3010024 WHITE

4X, 5X, 6X, 7X, 8X/9X, 10X/11X (2 Garments Per Package)

\$TBD











**iRT Sport Briefs\*** 

100% Natural Cotton Lycra Spandex Leg Opening 1 Garment Per Package

rem#: 3010026 WHITE

ze	Price
M, L, XL	\$TBD
(, 3X	\$TBD



**GRT Sport Boxer Briefs\*** 

- 100% Cotton
- · Comfortable Freedom of a Boxer with the Support of a Brief
- 1 Garment Per Package

ITEM#: 3010025 WHITE

Size	Price
S, M, L, XL	\$TBD
2Y 2Y	OTDD

#### Fruit of the Loom Boxer Briefs\*

- 100% Cotton
- Comfortable Freedom of a Boxer with the Support of a Brief
- 2 Garments Per Package

ITEM#: 3010027 WHITE

Size

S, M, L, XL

ITEM#: 3010013 WHITE

2X, 3X, 4X, 5X, 6X, 7X (1 Garment Per Package)

\$TBD



FRUIT & LOOM.

**BOXER BRIEF SIZE CHART** 

28-30	32-34	36-38	40-42	44-46	48-50	52-54	56-58	60-62
S	М	L	XL	2X	зх	4X	5X	6X







#### Hanes Boxer Shorts\*

- 55% Cotton/45% Polyester
- 3 Garments Per Package

ITEM#: 3020001 WHITE

Price
\$TBD
STBD
477.5
\$TBD
\$TBD









#### **GRT Sport Boxer Shorts\***

- 55% Cotton/45% Polyester
- Button Closure on Flap
- 1 Garment Per Package

ITEM#: 3020028 WHITE

Size	Price
S, M, L, XL	\$TBD
2X, 3X	\$TBD







#### Hanes Printed Boxer Shorts\*

- 100% Cotton
- 3 Garments Per Package

ITEM#: 3020002 PRINT (Prints will vary)

Size	Price
S, M, L, XL	\$TBD
BIG MAN	
ITEM#: 3020021 PRINT	
2X, 3X, 4X, 5X (2 Garments Per Package)	\$TBD
6X. 7X. 8X (2 Garments Per Package)	STBD

#### WAIST CONVERSION CHART

30-32	34-36	38-40	42-44	46-48	50-52	54-56	58-60	62-64	66-68	70-72
S	М	L	XL	2X	зх	4X	5X	6X	7X	8X



4X, 5X, 6X (2 Garments Per Package) \$TBD
7X, 8X (2 Garments Per Package) \$TBD



## GRT SPORT

#### GRT Sport Crew Neck T-Shirt\*

- 100% Cotton
- 1 Garment Per Package

ITEM#: 3025006 WHITE

Size	Price
S, M, L, XL	\$TBD
2X, 3X, 4X, 5X, 6X	STBD









#### Fruit of the Loom T-Shirts\*

- 100% Natural Cotton
- Reinforced Neck Seam
- 3 Garments Per Package

ITEM#: 3025001 WHITE

Size	Price
S, M, L, XL	\$TBD
2X, 3X	STBD

## MEN'S UNDERSHIRTS

#### Clothing





#### A-Shirt\*

- 100% Natural Cotton
- Swiss Rib Knit Fabric
- 3 Garments Per Package
- · Color: White

ITEM#: 3001002 WHITE

Size	Price
S, M, L, XL	\$TBD
2X, 3X	\$TBD

# Nomen's tore

WOMEN'S RUNNING

Shoes

LAKIN CORRECTIONAL INMATES ONLY



Nike AIR RELENTLESS 2 Running Shoe

ITEM#: 1535066 UPC#: 7 44234-15453 4

\$TBD







new balance New Balance CW283WG Running Shoe Width B ITEM#: 1535049 UPC#: 7 44234-10442 3 Width D ITEM#: 1535050 UPC#: 7 44234-10443 0

Available In



Fila TREXA LITE Running Shoe Width B ITEM#: 1535067 UPC#: 7 44234-15546 3

\$TBD







new balance

New Balance WE260AW Running Shoe

Width B ITEM#: 1535060 UPC#: 7 44234-15318 6 Width D ITEM#: 1535061 UPC#: 7 44234-15319 3

\$TBD

Available In 2 Widths

Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
1535066	Nike Air Relentless 2 Black	5 - 91/2, 10, 11, 12	Med	Leather/Mesh	Black/White	Black/White (Glued)	TBD	7 44234-15453 4
1535049	New Balance CW283WG	5 - 91/2, 10, 11, 12	В	Leather/Mesh	White/Gray	White/Gray (Glued)	TBD	7 44234-10442 3
1535050	New Balance CW283WG	5 - 91/2, 10, 11, 12	0	Leather/Mesh	White/Gray	White/Gray (Glued)	TBD	7 44234-10443 0
1535060	New Balance WE260AW	5 - 10½, 11, 12	В	Leather/Mesh	White/Gray	Black/White (Glued)	TBD	7 44234-15318 6
1535061	New Balance WE260AW	5 - 10½, 11, 12	0	Leather/Mesh	White/Grav	Black/White (Glued)	TBD	7 44234-15319 3
1535067	Fila Trexa Lite	5 - 10½, 11	Med	Leather/Mesh	White/Gray	White/Gray (Not Glued)	TBD	7 44234-15546 3
						minior and y (mor andda)	100	1 44204 10040 0

#### LAKIN CORRECTIONAL INMATES ONLY



	Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
I	1535001	Reebok Classic Nylon	5 - 91/2, 10, 11	Med	Suede/Nylon	White	White (Glued)	TBD	7 44234-10184
E	1535065	Reebox Classic Leather	5 - 91/2, 10, 11	Med	Leather	White	White	TBD	7 44234-15350
(	1535058	Reebok WR750	5 - 91/2, 10, 11	Med	Leather/Mesh	White/Gray	Black (Gray Not Glued)	TBD	7 44234-14963
Г	1535059	Reehok WR751	5 - 91/2, 10, 11	Med	Leather/Mesh	Black/Gray	Black (Not Glued)	TBD	7 44234-14965

## WOMEN'S CROSS-TRAINING

Shoes

A

LAKIN CORRECTIONAL INMATES ONLY



Nike CORE FLEX Cross-Training Shoe

ITEM#: 1530084 UPC#: 7 44234-15477 0

\$TBD



Nike T-LITE VIII Cross-Training Shoe

C

ITEM#: 1530065 UPC#: 7 44234-14969 1

\$TBD



Nike STEADY VIII Cross-Training Shoe

ITEM#: 1530079 UPC#: 7 44234-15348 3

\$TBD



FILA

Fila TRAIN 2K10 Cross-Training Shoe

ITEM#: 1530064 UPC#: 7 44234-14967 7

SALE STBD

Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
1530084	Nike Core Flex	5 - 91/2, 10, 11, 12	Med	Leather/Mesh	White/Gray	Gray (Not Glued)	TBD	7 44234-15477 0
3 1530065	Nike T-Lite VIII	5 - 9½, 10, 11, 12	Med	Leather	White/Gray	White/Gray (Glued)	TBD	7 44234-14969 1
C 1530079	Nike Steady VIII	5 - 91/2, 10, 11, 12	Med	Leather/Mesh	White/Gray	White/Gray (Glued)	TBD	7 44234-15348 3
1530064	Fila Train 2K10	5 - 9½, 10, 11	Med	Leather	White/Gray	White/Gray (Not Glued)	TBD	7 44234-14967 7

### WOMEN'S CROSS-TRAINING

Shoes

### LAKIN CORRECTIONAL INMATES ONLY



Reebok REESHIFT Cross-Training Shoe

ITEM#: 1530083 UPC#: 7 44234-15458 9

\$TBD



Reebok CRUISE ON Cross-Training Shoe ITEM#: 1530069 UPC#: 7 44234-15145 8

\$TBD





В

# COURT

Courtline WXT526 Cross-Training Shoe

Width MED ITEM#: 1530044 UPC#: 7 44234-10400 3 Width WIDE ITEM#: 1530045 UPC#: 7 44234-10401 0

Available In 2 Widths





### new balance

\$TBD

Available In 2 Widths

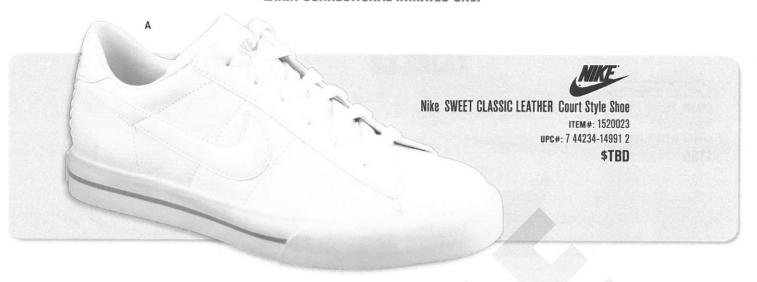
	Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
A	1530083	Reebok Reeshift	5 - 9½, 10, 11	Med	Leather	White	White (Glued)	TBD	7 44234-15458 !
В	1530069	Reebok Cruise On	5 - 9½, 10, 11, 12	Med	Leather	White	White (Glued)	TBD	7 44234-15145 (
C	1530044	Court Line WXT526	5 - 11½, 12	Med	Leather	White	White (Glued)	TBD	7 44234-10400 (
0	1530045	Court Line WXT526	5 - 11½, 12	Wide	Leather	White	White (Glued)	TBD	7 44234-10401 (
E	1530074	New Balance WX267PR	5 - 10½, 11, 12	В	Leather	White	White (Not Glued)	TBD	7 44234-15307 (
F	1530075	New Balance WX267PR	5 - 10½, 11, 12	0	Leather	White	White (Not Glued)	TBD	7 44234-15308

# WOMEN'S COURT STYLE

Shoes )

В

### LAKIN CORRECTIONAL INMATES ONLY



Reebok PRINCESS Court Style Shoe

ITEM#: 1520021 UPC#: 7 44234-14756 7

\$47.95

SALE \$TBD Value \$TBD Reebok TIME & A HALF Court Style Shoe

ITEM#: 1520019 UPC#: 7 44234-20825 1





### COURT

Courtline WCRT4000 Court Style Shoe

ITEM#: 1520016 UPC#: 7 44234-10313 6

		The same of the same of						
Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
1520023	Nike Sweet Classic Leather	5 - 91/2, 10, 11, 12	Med	Leather	White/Gray	White/Gray (Glued)	TBD	7 44234-14991 2
3 1520021	Reebok Princess	5 - 91/2, 10, 11	Med	Leather	White	White (Glued)	TBD	7 44234-14756 7
3 1520019	Reebok Time&Half Duty Shoe	5 - 10½, 11, 12	Med	Leather	White	White (Not Glued)	TBD	7 44234-20825 1
1520016	Court Line WCRT4000	5 - 91/2, 10, 11, 12, 13	Med	Leather	White/Gray	White/Gray (Not Glued)	TBD	7 44234-10313 6

### WOMEN'S BOOTS

Shoes

### LAKIN CORRECTIONAL INMATES ONLY





### Redwoods 6" Boot

- · Water Resistant Upper
- · Lug Sole
- · Plain Toe
- ITEM#: 1560001 UPC#: 0 00015-60001 1 ITEM#: 1560002 UPC#: 0 00015-60002 8



· Wood Shank

· Padded Collar and Tongue

# WOLVERINE

### Wolverine DAVIS Composite Toe Boot 6"

- Moisture Wicking Liner
- Nylon Eyelets
- EH Rated
- Slip Resistant Outsole
- · Padded Collar
- · Fiberglass Shank (Rolled Fiberglass to Stablilize Shoe While Still Offering Flexibility)
- Oil Resistant Outsole

Width MED ITEM#: 1538003 upc#: 7 44234-14286 9 Width WIDE ITEM#: 1538004 upc#: 7 44234-14964 6



# WOMEN'S SLIPPERS



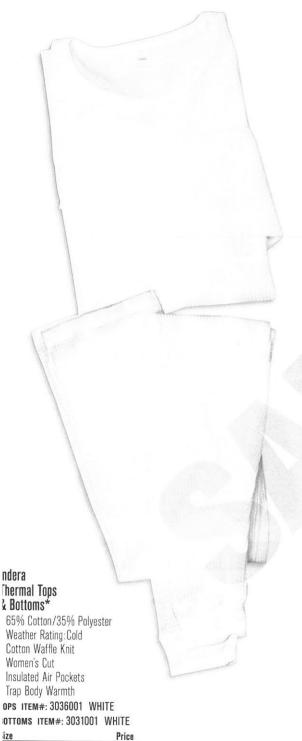
# dearfoams

Dearfoans Microfiber Terry Closed Toe Scuff ITEM#: 1545009 UPC#: 7 44234-15351 3

	Item #	Description	Sizes	Width	Construction	Upper	Sole	Price	UPC
A	1560006	Union Supply 6" Desert Plain Toe Boot	5 - 91/2, 10, 11	Med	Leather	Brown	Brown (Glued)	TBD	7 44234-15132
В	1560001	Redwoods 6" Plain Toe Boot Black	4, 5, 6 - 91/2, 10	Med	Leather	Black	Black (Glued)	TBD	0 00015-60001
C	1560002	Redwoods 6" Plain Toe Boot Brown	4 - 91/2, 10	Med	Leather	Brown Nubuck	Black (Glued)	TBD	0 00015-60002
0	1538003	Wolverine Davis 6" Composite Toe Boot	5 - 91/2, 10, 11, 12	Med	Leather	Black	Black (Not Glued)	TBD	7 44234-14286 !
E	1538004	Wolverine Davis 6" Composite Toe Boot	5 - 91/2, 10, 11, 12	Wide	Leather	Black	Black (Not Glued)	TBD	7 44234-14964
F	1545009	Dearfoam Terry Closed Toe Scuff Beige	S, M, L, XL	Med	Terry	Beige	Beige	TBD	7 44234-15351 :

### LAKIN CORRECTIONAL INMATES ONLY









- 100% Comfortsoft® Cotton
- 3 Garments Per Package
- Elastic Waist
- · Covered Elastic Waistband
- Double Layer Cotton Liner

ITEM#: 3015003 WHITE

Size Price 6, 7, 8, 9, 10, 11, 12 \$TBD

### WAIST CONVERSION CHART

38-39	40-41	42-43	44-45	46-47	48-52	53-56
6	7	8	9	10	11	12

3 BRIEFS

ize

i, M, L, XL

\$TBD \$TBD

### LAKIN CORRECTIONAL INMATES ONLY

# tella.

### Bella Tank Top\*

- 90% Cotton/10% Polyester Combed Ringspun Cotton
- Textured Rib

ITEM#: 2545015 GRAY

Size	Price
S, M, L, XL	\$TBD
2X	\$TBD





# Anvil Tank Top\* • 100% Cotton

- Ladies Cut Double Needle Bottom Hem

ITEM#: 2545012 ASH

Size	Price
S, M, L, XL	\$TBD



# **GRT SPORT**

# GRT Sport Jersey Lightweight Pants\* • 100% Cotton Jersey • No Pockets • No Drawstring • Open Bottom Leg

ITEM#: 2514510 GRAY

Size	Price
S, M, L, XL, 2X	\$TBD
3X, 4X, 5X, 6X, 7X, 8X	\$TBD

### LAKIN CORRECTIONAL INMATES ONLY



- Premium Cotton
- Arch Support
- Reinforced Heel & Toe
- · Moisture Management





### **Nike Low Cut Socks**

- 72% Cotton/25% Nylon/2% Polyester, 1% Spandex
- Size 6 -10

ITEM#: 2514088 white UPC#: 8 84726-54247 7

\$TBD/pair



- 88% Ringspun Cotton/12% Polyester
- Size 9 -11

ITEM#: 3515012 white UPC#: 6 09408-23059 2

\$TBD/pair



### **Wool Knit Gloves**

- · Fashion Stretch Glove in Wool, Nylon and Spandex
- One Size Stretch Knit Fits Most
- · Women's Cut

ITEM#: 2505006 GRAY UPC#: 7 44234-21803 8

**\$TRN** 



### Low Cut Socks

- 68% Cotton/ 30% Polyester/2% Spandex
- Size 9 -11

ITEM#: 3515004 White UPC#: 7 31341-30048 0

\$TBD/3 pack



- 88% Ringspun Cotton/12% Polyester
- Size 9 -11

ITEM#: 3515013 white UPC#: 6 09408-23062 2

\$TBD/pair



### **Wool Rag Gloves**

- 85% Wool/15% Nylon Blend
- · Women's Cut

ITEM#: 2505004 OATMEAL UPC#: 7 44234-21802 1

\$9.95

### Shoes

### LAKIN CORRECTIONAL INMATES ONLY



### Hanes Comfortflex® Sports Bandini

- Nylon Spandex
- · Lightly Padded Support

Item#	Size	Price
3005005	S, M, L, XL	\$TBD



### **Economy Sports Bra**

- Fabric Content:94% Cotton/6% Spandex
- · Plain Front with Full Lining
- · Lined with CoolMax

Item#	Size	Price
3006001	32 / 34 / 36 / 38 / 40 / 42	\$TBD
	AA   AG   AQ   50   52   5A	



### **Champion Cotton Fitness Racerback**

- 88% Cotton/12% Spandex
- · Mesh Inserts for Ventilation

Item#	Size	Price
3005089	S, M, L, XL	\$TBD



### Hanes Comfort Soft Wire-Free Bra\*

- · Comfort Soft Band
- Tagless
- Wire Free
- · Lined for Support Shaping
- No Cinch Band

Item#	Size	Price
3005004	A - 34 to 36	\$TBD
3005006	B - 34 to 38	\$TBD
3005007	C - 36 to 38	\$TBD



### Hanes Beautiful Comfort Concealing Bra\*

- 82% Nylon/18% Spandex
- Wire Free
- · Built in Ultra Thin Padding
- Adjustable Shoulderstraps ForComfort & Support
- · Color: White

Price
\$TBD
\$TBD





### Playtex 18 Hour Original Comfort Strap Bra\*

- · Material: Strap 100% Polyester, Frame 90% Nylon/10% Spandex, Band Lining 50% Polyester/50% Cotton
- · Perfect for Full Figured Women.
- Delustered Cups with Lace Accents, Soft Shoulder Straps Cushion and Provide Relief from Strap Dig in. Exclusive
- · Spanette Fabric Offers Overall Support and Comfort.
- · Color: White

00101.	Tillo	
Item#	Size	Price
3005064	B - 36 to 40	\$TBD
3005065	C - 36 to 44	\$TBD
3005066	D - 36 to 44	\$TBD
3005067	DD - 40 to 44	STBD



### Just My Size Comfort Strap Bras\*

- Cups, Bottom Band, Strap Pad:100% Polyester
- · Center Top Band, Outer Strap and Bottom Band Linings: 100% Nylon
- Back 91% Nylon, 9% Spandex. Exclusive of Other Trim and Elastics.
- Comfort Cushion Straps Reduce Shoulder Strap Pressure.
- · Wide Bottom Band Provides Comfortable Support. Stretch Satin Back. Reduces Up to 11/2" Projection.

Item#	Size	Price
3005068	C - 38 to 50	\$15.95
3005069	D - 38 to 50	\$15.95
3005070	DD - 38 to 50	\$15.95

### DIGITAL WATCHES

### Clothing

### GRT SPORT Digital Watch

- · Clear Plastic Construction Including Plastic Back
- · Stopwatch
- · Alarm Functions
- · Replacement Band #: 4034244

TEM#: 4034240 JPC#: 7 44234-40142 3

\$TBD



### Casio F28W OUARTZ **Digital Watch**

- · Digital Watch with Auto Calendar
- · Water Resistant ITEM#: 4030023 UPC#: 0 79767-23535 2

\$13.95



### Casin F91W-1 Digital Watch

- 12/24 HR Format
- · Hourly Time Signal
- 1/100 Second Stopwatch

ITEM#: 4030016 UPC#: 0 79767-24628 0 \$TBD



### Casio DW6900 G-SHOCK Digital Watch

- · Pre-Programmed Auto Calendar
- · Hourly Chime

ITEM#: 4030122 UPC#: 0 79767-54271 9

\$TBD



### Casio DW5600E G-SHOCK **Digital Watch**

- · Shock Resistant
- Backlight
- · Multi-Function Alarm
- Timer Water Resistant

ITEM#: 4030123

UPC#: 0 79767-55443 9

\$TBD



### Timex T5J581 SPORTS **Digital Watch**

- 24 HR Countdown Timer
- 24 HR Chronograph with Lap Option

ITEM#: 4030170 UPC#: 7 53048-26033 1

\$TBD

# TIMEX® Timex T5K455 SPORTS



### **Digital Watch** · Indiglo Night Light · With Nylon Velcro Strap · Stop Watch

- · 24 Hour Chronograph
- · Daily Alarm
- Calendar
- · Water Resistant

ITEM#: 4030544 UPC#: 7 53048-36107 6

\$TBD

### Timex T5J561 SPORTS Digital Watch

- · Digital Display
- 2 Time Zones
- · Daily Alarm
- Date Display Calendar

ITEM#: 4030542 UPC#: 7 53048-26031 7

\$TBD







### Timex T5E901 IRONMAN **Digital Watch**

- 30 Lap Memory
- 99 Lap Counter
- Countdown Timer • 100 HR Chronograph
- · Hourly Chime

ITEM#: 4030163 UPC#: 7 53048-17168 2



	Item #	Description	Replacement Band #	D-Digital A-Analog B-Both	Alarm	Band Type	Lug Width	Water Resist.	Night Light	Battery Item#	Back of Watch P-Plastic M-Metal	Price	UPC
A	4034240	GRT Sport Watch	4034244	D	4	Plastic	16mm			4015004	Р	TBD	7 44234-40142 3
В	4030023	Casio F28W Quartz Watch		D		Rubber	18mm			4015053	P	\$13.95	0 79767-23535 2
C	4030016	Casio F91W-1 Watch		D		Rubber	15mm			4015053	M	TBD	0 79767-24628 0
0	4030122	Casio DW6900 G-Shock Watch		D	4	Resin	18mm	4	4	4015053	M	TBD	0 79767-54271 9
E	4030123	Casio DW5600E G-Shock Watch		D	4	Resin	16mm	4	4	4015053	M	TBD	0 79767-55443 9
F	4030170	Timex T5J581 Sports Watch		0		Resin	18mm	4	4	4015053	M	TBD	7 53048-26033 1
G	4030163	Timex T5E901 Ironman Watch		D	4	Ruber	16mm	4	4	4015052	M	TBD	7 53048-17168 2
H	4030544	Time T5K455 Sports Watch		0		Nylon	16mm	4	4	4015053	M	TBD	7 53048-36107 6
١	4030542	Timex T5J561 Sports Watch		D	4	Resin	16mm	4	4	4015053	M	TBD	7 53048-26031 7

### **ANALOG WATCHES**

Clothing

### **GRT Sport Analog Watch**

 Clear Plastic Construction Including Plastic Back ITEM#: 4034243

UPC#: 7 44234-40248 2

\$TBD



### GRT Sport 90267 SILVER **Analog Watch**

- Date Luminated Hands
- · Sweeping Second Hand

ITEM#: 4030205 UPC#: 7 44234-40087 7

\$TBD



### Casio MQ-24 **Analog Watch**

- 3-Hand Analog
- · Water Resistant

ITEM#: 4030008

UPC#: 0 79767-73410 7

\$TBD



### Timex T2H281 **Analog Watch**

- · Easy to Read Dial
- Date

ITEM#: 4030543

UPC#: 7 53048-17624 3

\$TBD



### Women's

### LAKIN CORRECTIONAL INAMTES ONLY

### Timex T5J151 SPORTS Digital Watch

- 24 HR Countdown Timer
- 24 HR Chronograph ITEM#: 4030174

UPC#: 7 53048-24305 1

\$TBD



### Timex T42591 Camper's Sports Digital Watch

· Quick Date Setting ITEM#: 4025050

UPC#: 7 53048-17473 7



	Item #	Description	Replacement Band #	D-Digital A-Analog B-Both	Alarm	Band Type	Lug Width	Water Resist.	Night Light	Battery Item#	Back of Watch P-Plastic M-Metal	Price	UPC
A	4034243	GRT Sport Watch		A		Resin	8mm			4015004	Р	TBD	7-44234-40248-2
В	4030205	GRT Sport 90267 Silver Watch		A		Leather	24mm	4		4015004	M	TBD	7 44234-40087 7
C	4030008	Casio MQ 24 Watch		A		Resin	14mm	4		4015038	M	TBD	0 79767-73410 7
0	4030543	Timex T2H281 Watch		A		Leather	18mm	4		4015053	M	TBD	7 53048-17624 3
E	4030174	Timex T5J151 Sports Watch		D	4	Resin	10mm	4	4	4015013	M	TBD	7 53048-24305 1
F	4025050	Timex T42591 Camper's Sports Watch	1	A		Nylon	16mm		4	4015002	M	TBD	7 53048-17473 7



Item #	Description	Color	Material	Width	Waterward	Dealers of Fra		
A 4045010		Silver	Metal	15-20mm	Waterproof	Replacment For	Price \$TBD	7 62402-13194 1
B 4045006	Adjustable Expansion Band	Gold	Metal	15-20mm			\$TBD	0 62402-13192 8
C 4045003		Black	Leather	20mm		Timex # 37901	\$TBD	0 75036-98176 8
D 4045017	Band Band	Black	Leather	18mm		Timex T2H281	\$TBD	0 75036-30918 2
E 4045028	Timex Velcro Band	Black	Nylon	12-16mm		Timos TEREOT	\$TBD	0 75096-82431 9
F 4045029	Timex Velcro Band	Black	Nylon	19mm			\$TBD	0 75036-77761 5
G 4045001	Velcro Band	Black	Nylon	19mm			\$TBD	7 44234-40195 9
H 4045012	Rubber Band	Black	Rubber	19mm	~		\$TBD	0 62402-04540 9
4045013	Rubber Band	Black	Rubber	19mm	~		\$TBD	0 62402-04572 0
J 4045014	Rubber Band	Black	Rubber	20mm	~		\$TBD	0 62402-04575 1
K 4045009	Timex Nylon Band with Snap Closure	Black	Nylon	18mm			\$TBD	0 75036-41880 8
L 4045023	Timex Sport Band	Black	Rubber	14mm			\$TBD	0 75036-75341 1
M 4045022	Casio G-Shock Band	Black	Rubber	14mm		Casio G-Shock F/DW6600C-1V	\$TBD	0 75036-77709 7
N 4045031	Timex Rubber Band	Black	Rubber	14mm		Timex T53151	\$TBD	0 75036-53151 4
0 4045039	Timex Ironman Band	Black	Rubber	14mm		Timex Ironman T5E901	\$TBD	0 75036-65901 0

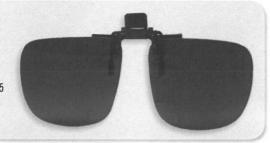
### SUNGLASSES

### Electronics

### Large Clip-On Sunglasses

• Gray Plastic Lenses ITEM#: 4510055 UPC#: 7 44234-40292 5

\$TBD





**Wayfarer Sunglasses** ITEM#: 4510017

UPC#: 7 44234-40288 8

\$TBD



Nike DEBUT Sunglasses

ITEM#: 4510083 UPC#: 8 84499-49278 8

\$TBD



Nike BRAZEN Sunglasses

ITEM#: 4510084 UPC#:8 84499-49273 3

\$TBD



\$TBD



Loc's Sunglasses ITEM#: 4510102 UPC#: 8 48408-00054 9

\$TBD

**Shadow Sunglasses** ITEM#: 4510051

UPC#: 7 44234-40264 2

\$TBD





Biker Sunglasses ITEM#: 4510043

UPC#: 7 44234-60065 9

\$TBD



Kicker Sunglasses

- 100% UV Protection
- Black Plastic Frames & Gray Lenses

ITEM#: 4510049 UPC#: 7 44234-40162 1

\$TBD



UPC#: 7 44234-40276 5

\$TBD





Matrix Sunglasses

ITEM#: 4510040

UPC#: 7 44234-60062 8

\$TBD



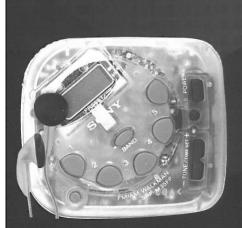
Freestyle Sunglasses

· Black Plastic Frames & Gray Polycarbonate Lenses

ITEM#: 4510039 UPC#: 7 44234-60061 1



# SONY

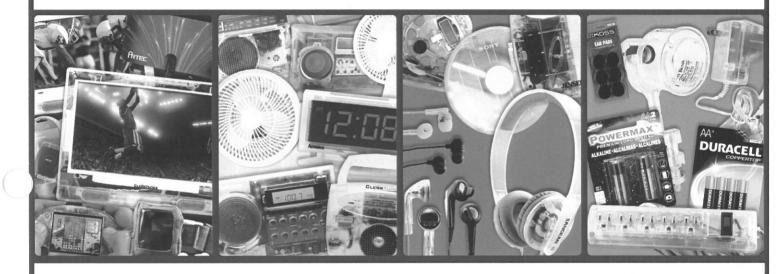












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YPEWRITERS

### **Union Supply Group Electronic Kit Item**

### CLERRTUNES.

### ClearTunes 13" LED Flatscreen TV

- No Digital Converter Box Needed
- · ATSC/NTSC Tuners with Tilting Base
- High Resolution: 1366 x 768
- Closed Captioning/Program Control
- Permanently Attached AC Cord (56" Length)
- Inputs: Antenna Jack, PC Audio, VGA, HDMI, USB, A/V Jack, Headphone Jack
- · L Shape Adapter Included
- 180 Day Warranty
- Unit Dimensions: W-13½" x H-11¾" x D-1½"

ITEM#: 4044084 WITH FRONT FACING SPEAKER

UPC#: 8 40005-00593 4

### \$TBD

ITEM#: 4044085 NO SPEAKER

(Earbuds Included)

UPC#: 8 40005-00594 1

### \$TBD

ITEM#: 4044912 TV WITH FM TUNER WITH SPEAKER

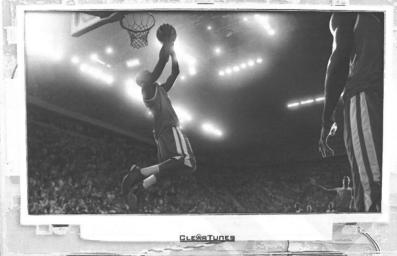
UPC#: 8 40005-00658 0

\$TBD

INPUT PANEL







### Remote Control

• Uses 2 AAA Batteries (Not Included)

ITEM#: 4044060

UPC#: 8 40005-00236 0

### \$TBD

REMOTE CONTROL SOLD SEPARATELY

### 3LE®RTUNES®

# ClearTunes 13" LED Hatscreen TV with CD Player

Permanently Attached AC Cord (Length 56")

Digital Tuner Closed Caption Capability

No Digital Converter Box Needed

Earbud Jack Input • No Remote Control 180 Day Warranty

TOO Day Wallality

TEM#: 4044068 TV NO SPEAKER

Earbuds Included)

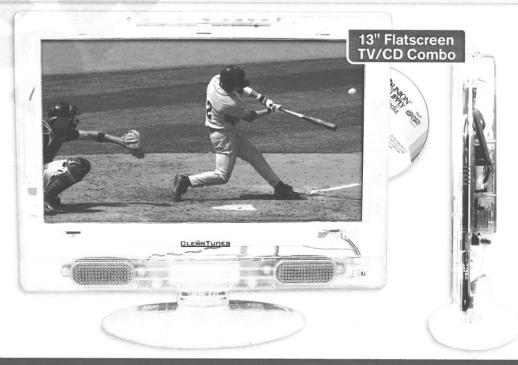
PC#: 8 40005-00629 0

### STRD

rem#: 4044069 TV WITH SPEAKER

PC#: 8 40005-00628 3

FIBD





**Union Supply Direct** 

West Virginia Correctional Industries (WVCI) Property Package Program

### **Union Supply Group Electronic Kit Item**

### CLERRTUNES.

### ClearTunes 15" LED Flatscreen TV

- No Digital Converter Box Needed
- ATSC/NTSC Tuners with Tilting Base
- High Resolution 1366 X 768
- Cable Ready/AV Input Jacks
- Remote Control Compatible (Not Included)
- · Best Reception with Cable Or Satellite Signal
- · Ear Phone Jack · UL Approved
- · L Shape Adapter Included
- Unit Dimensions: W-15<sup>3</sup>/<sub>4</sub>" x H-14<sup>1</sup>/<sub>4</sub>" x D-2<sup>3</sup>/<sub>4</sub>"
  Base Dimensions: W-11<sup>1</sup>/<sub>4</sub>", D-7<sup>3</sup>/<sub>4</sub>"
- Permanently Attached AC Cord/Length: 56"
- Closed Caption Capability 180 Day Warranty ITEM#: 4044074 WITH FRONT FACING SPEAKER upc#: 8 40005-00622 1

\$TBD

ITEM#: 4044075 NO SPEAKER (Earbuds Included)

UPC#: 8 40005-00623 8

\$TBD

### Remote Control

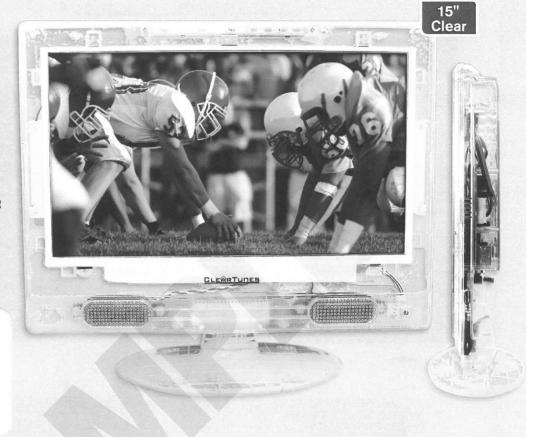
 Uses 2 AAA Batteries (Not Included)

ITEM#: 4044086 UPC#: 8 40005-00595 8

\$TBD

REMOTE CONTROL SOLD SEPARATELY





### RCA 13" LED Flatscreen TV

- Permanently Attached AC Cord (Length 56")
- · ATSC/NTSC Tuner
- 1366 x 768 Resolution
- Closed Caption Capability
- · Power Consumption 17 Watts
- Tilt Display 180 Day Warranty

ITEM#: 4044017 WITH SPEAKER

UPC#: 0 94922-06916 0

\$TBD

ITEM#: 4044018 NO SPEAKER (Earbuds Included)

UPC#: 0 94922-06917 7

\$TBD

### Remote Control

• Uses 2 AAA Batteries (Not Included)

ITEM#: 4044072 UPC#: 7 44234-40185 0

REMOTE CONTROL SOLD SEPARATELY









# Union Supply Group Electronic Kit Item



CLERRTUNES

### CLERRTUNES.

### 19" LED FLATSCREEN TV

- No Digital Converter Box Needed
- ATSC Digital Tuner
- Cable Ready/AV Input Jacks
- Remote Control Compatible (Not Included)
- Best Reception with Cable Or Satellite Signal
- Ear Phone Jack
- UL Approved
- Closed Caption Capability
- Permanently Attached AC Cord/Length: 56"
- 180 Day Warranty
- Speaker Included

ITEM#: 4044091

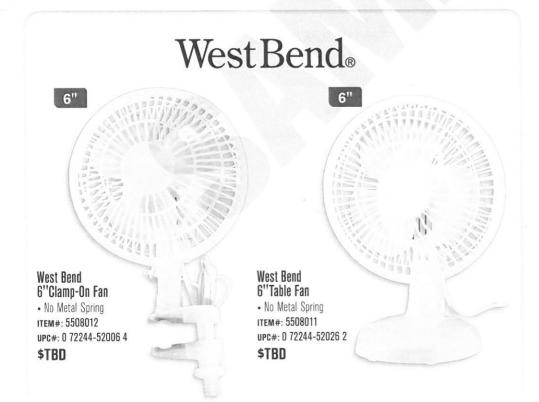
\$TBD

Remote Control (Sold Separately)
ITEM#: 4044092













Caframo MINIMAX Portable Fan · No Metal Spring ITEM#: 4017006 UPC#: 0 62503-73701 2 \$TBD

### Advance Electric Alarm Clock

- Red LED Display
- Alarm
- Cord Length 59"
- · Unit Dimensions: W-57/8" x H-4" x D-2 3/4"
- Uses 1 AA Battery for Battery Back Up (Battery Not Inlouded)

ITEM#: 4005028 UPC#: 0 83275-09386 1

\$TBD



# **GENEVA**



### Geneva LCD Digital Alarm Clock

- Night Light
- Requires 1 AAA Battery (Not Included)

ITEM#: 4005020 UPC#: 0 83275-06024 5

\$TBD



### Geneva LCD Digital Alarm Clock

- Compact Size: 2½" x 3½"
- 1/8" LCD Display
- · Requires 2 AAA Batteries (Not Included)

ITEM#: 4005026 UPC#: 0 83275-03502 1

\$TBD



### Geneva Wind-Up Alarm Clock

· Luminous Hands ITEM#: 4005024 UPC#: 0 83275-05597 5

\$TBD



### Geneva Wind-Up Alarm Clock

- · All Plastic
- Compact Size: 23/4" x 23/4"
- Luminous Hands
- Requires 1 AAA Battery (Not Included)

ITEM#: 4005021 UPC#: 0 83275-05091 8



### PERSONAL ITEMS

Electronics

### Sangean PR-D9 AM/FM Digital Radio

- · Auto Scan
- 10 Preset Memory
- · Large LCD Book Light
- · Clock Setting
- · Back Up Power
- Battery Power Indicator
- Unit Dimensions: W-6" x H-4.2" x D-.55"

ITEM#: 4032022 UPC#: 7 29288-02070 7





clear

### Sangean PR-D6 Portable Radio

- Bass and Treble Control
- Excellent Reception
- Unit Dimensions: W-6" x H-4.2" x D-.55"

ITEM#: 4032019 (Radio With Adapter)

UPC#: 7 29288-07050 4

ITEM#: 4032016 (Radio Without Adapter) UPC#: 7 29288-07056 6

\$TRD





### Sangean PR-D5P AM/FM Radio

- · Strong AM Reception.
- 10 Memory Preset (5 FM/5 AM)
- · Auto Seek
- Sleep Timer
- · Radio Data System Displays Song Name & Artist.
- · PLL Synthesized Tuner ITEM#: 4053003

UPC#: 7 29288-02055 4

\$TBD



### Sangean WR-1 AM/FM Tabletop Radio

- Rotary Tuning and Volume Knobs
- Tuning LED Indicator
- 3" 7 Watt Full Range Speaker
- · Internal/External Antenna Switch
- External Female Coaxial Antenna Terminal
- · Dynamic Bass Compensation

ITEM#: 4053001

UPC#: 7 29288-02501 6

\$TBD



### Sangean WR-2 Digital AM/FM Tabletop Radio

**LOWER PRICE** 

- Rotary Tuning and Volume Knobs
- · Backlit LCD Display
- 3" 7 Watt Full Range Speaker
- Internal/External Antenna Switch
- External Female Coaxial Antenna Terminal
- Dynamic Bass Compensation
- 10 Memory Preset (5 FM/5 AM)

ITEM#: 4053002 UPC#: 7 29288-02052 3

\$TBD

# CLERRTUNES

### ClearTunes CT-201 AM/FM CD Cassette Boom Box

- · Bass Boost Flip Up Handle
- · Jack for Coaxial Antenna Connection
- · No Record Capabilities-Need Plug #4001105

ITEM#: 4053006 UPC#: 8 40005-01039 6



VI	Antenna	AC Cord/ Adapter	Headphone Jack	Dimensions (W-H-D)	Dial Battery Tuning (Not Included)	Price	UI
	clear	To the second se					

			Clear	AM/FM		AC Cord/	Headphone	Dimensions	Dial	Battery		
	Item #	Description	Case	Radio	Antenna	Adapter	Jack	(W-H-D)	Tuning	(Not Included)	Price	UPC#
A	4032022	Sangean PR-D9 AM/FM Digital Radio	V	V	Rubber	#4041007		6" x 4 1/8" x 2"	V	4 AA	TBD	7 29288-02070 7
В	4032019	Sangean PR-D6 Portable Radio (with Adapter)	~	V	Rubber	Adapter Included		6" x 4 5/8" x 2"	V	4 AA	TBD	7 29288-07050 4
C	4032016	Sangean PR-D6 Portable Radio (without Adapter)	V	~	Rubber	No Adapter		6" x 4 %" x 2"	V	4 AA	TBD	7 29288-07056 6
0	4053003	Sangean PR-D5P AM/FM Radio	V	V	200mm Ferite AM	AC Adapter	~	10 34" x 5 1/2" x 2 1/2	~	6 C	TBD	7 29288-02055 4
E	4053001	Sangean WR-1 AM/FM Tabletop Radio	V	V	Internal	Cord Attached	~	9 1/2" x 4 ½" x 6"	V		TBD	7 29288-02501 6
F	4053002	Sangean WR-2 Digital AM/FM Tabletop Radio	V	V	Internal	Cord Attached	V	9 1/4" x 4 1/2" x 6"	V		TBD	7 29288-02052 3
G	4053006	ClearTunes CT-201 AM/FM CD Cassette Boom Box	~	V	Rubber	Cord Detached	~	11" x 5 1/4" x 8 1/4"		8 C	TBD	8 40005-01039 6

# CLERTUDES° ClearTunes CT-17A AM/FM Radio

- · Rubber Antenna
- Bass Boost
- External Antenna Jack
- Security Screws

ITEM#: 4038110

\$22.95





# **JENSEN®**

Jensen CD-95AF CD Player with Digital AM/FM Stereo Radio

ITEM#: 4038158 UPC#: 0 77283-96952 2

\$TBD



### Jensen JSR700 Cassette Player with AM/FM Radio

• Auto Stop ITEM#: 4044910 UPC#: 0 40005-00617 7

\$TBD

# SONY



• Micro Dynamic Receiver (MDR)
ITEM#: 4035002

clear

UPC#: 0 27242-60373 8

\$TBD



### Sony SRF-M37W Digital Tuning Weather Stereo Radio

- Digital Clock
- 25 Preset Station
- · Battery Indicator

ITEM#: 4035035

UPC#: 0 27242-73357 2



ltem #	Description	Clear Case	AM/FM Radio		Headph Digital Type		Headphone Length	AC Adapter	Belt Clip	Battery (Not Included)	Price	UPC#
	ClearTunes CT-17A Personal Radio	4	4	4						N/A	\$22.95	0 01111-11111 1
	Jensen CD-95AF CD Player	4	4	4	All Plastic Earbuds	42	)"	4041007		2 AA	TBD	0 77283-96952 2
	Jensen JSR700 Cassette Player with AM/FM Radio	4	4		Earbuds	43	J''		4	2 AA	TBD	0 40005-00617 7
	Sony SRF-59 AM/FM Stereo Walkman		4		All Plastic Earphones	40	)"	4041007	4	1 AA	TBD	0 27242-60373 8
4035035	Sony SRF-M37W Digital Tuning Weather Stereo Radio		4	4	All Plastic Earphones	40	)"		4	1 AAA	TBD	0 27242-73357 2

# Union Supply Group Electronic Kit Item

# SONY.

Sony SRF39FP AM/FM Radio

· Rotary Volume/Tuning ITEM#: 4035028 UPC#: 0 27242-56323 0

DEFECTIVE ITEM CANNOT BE RETURNED TO SONY. ITEM MUST BE SENT TO UNION SUPPLY.





### Coby CX 90 Radio with Digital Tuner

- Unique Contemporary Design
- · Digital High Sensitivity FM Scanner
- · Digital Display With Backlight
- Clock Function ITEM#: 4053004 UPC#: 7 16829-10900 7





# **COBY**®



### Coby CX-61 Pocket FM Scan Radio

- Slim Compact Design
- Clock Function

ITEM#: 4053011

UPC#: 7 16829-10061 5

	Item #	Description	Clear Case	Dial Tuning	Bass Boost	Headphone Type	Headphone Cord Length	Preset Stations	Belt Clip (	Battery (Not Included)	Price	UPC#
A	4035028	Sony SRF39FP AM/FM Radio	V	V		Earbuds	40"		V	1 AA	TBD	0 27242-56323 0
В	4038100	ClearTunes CT-9 AM/FM Radio	V	V	V	Earbuds	35"		~	2 AAA	TBD	8 40005-01006 8
C	4038109	ClearTunes CT-28 AM/FM Radio	V	V		Earbuds	43"		~	2 AAA	TBD	8 40005-01013 6
0	4053004	Coby CX 90 Radio with Digital Tuner		V	V	Earbuds	48"		(Neck/Hand Stra	p) 2 AAA	TBD	7 16829-10900 7
E	4053011	Coby CX-61 Pocket FM Scan Radio		FM Only		Earbuds	48"			2 AA	TBD	7 16829-10061 5

### PERSONAL ITEMS

Electronics

### **Union Supply Group** Electronic Kit Item

CLERRTUNES.

### ClearTunes CT-81 Digital AM/FM Radio

- Slim Design
- LCD Digital Display
- Display Lock Switch ITEM#: 4044911

UPC#: 8 40005-01044 0

\$TBD







### Sony M35 FP Digital AM/FM Radio

- Digital Tuning
- · Preset Station
- · Local/DX Switch

ITEM#: 4035038 UPC#: 0 27242-62653 9

DEFECTIVE ITEM CANNOT BE RETURNED TO SONY. ITEM MUST BE SENT TO UNION SUPPLY.



# **SANGEAN**

# Sangean DT-110 Digital AM/FM Radio

- Stereo Radio
- Low Battery Indicator
- · Compact Size ITEM#: 4032013 UPC#: 7 29288-02110 0

\$TBD



### Sangean DT-120 Digital AM/FM Radio

- · Stereo Radio
- · Lock Key
- iPod Style Body
- · Auto Station Search

ITEM#: 4032015 UPC#: 7 29288-04512 0

\$TBD



Jensen JSR300 AM/FM Radio • Digital Display Rotary Tuning ITEM#: 4038156 **JENSEN** UPC#: 0 77283-92302 9 \$TBD

# JENSEN®

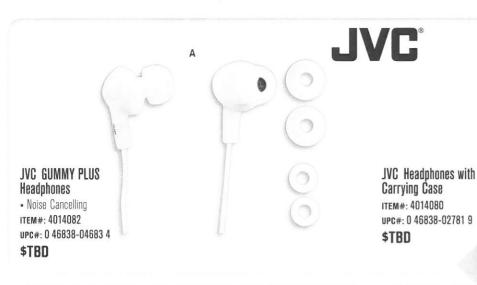
Jensen JSR500 AM/FM Radio

- Compact Design
- LCD Display
- Digital Tuning ITEM#: 4038157

UPC#: 0 77283-92002 8



	Item #	Description	Clear Case	Dial Tuning	Bass Boost	Headphone Type	Headphone Cord Length	Preset Stations	Belt Clip	Battery (Not Included)	Price	UPC#
A	4044911	ClearTunes CT-81 Digital AM/FM Radio	~	V	V	Earbuds	40"	20	V	2 AAA	TBD	8 40005-01044 0
В	4035038	Sony M35 FP Digital AM/FM Radio	~	V	V	All Plastic Earbud	ls 43"		V	2 AAA	TBD	0 27242-62653 9
C	4032013	Sangean DT-110 Digital AM/FM Radio	V	V	V	Earbuds	48"	~	V	2 AAA	TBD	7 29288-02110 0
D	4032015	Sangean DT-120 Digital AM/FM Radio	V	~	V	Earbuds	48"	V	V	1 AAA	TBD	7 29288-04512 0
E	4038156	Jensen JSR300 AM/FM Radio	~	~		Earbuds	43''			2 AAA	TBD	0 77283-92302 9
F	4038157	Jensen JSR500 AM/FM Radio	~	~		Earbuds	35"			2 AAA	TBD	0 77283-92002 8







# **COBY**®

Coby CVE31 Headphones · L-Shaped IPod Style Earbud ITEM#: 4014031 UPC#: 7 16829-20310 1

\$TBD



Coby CV-EO5 Headphones ITEM#: 4014030 UPC#: 7 16829-20005 6



	Item #	Description	All Plastic	Cord Length	Earcup Size	Frequency Response	Impedance	Volume Control Pr	ce UPC#
A	4014082	JVC Gummy Plus	V	39"	In Ear	16-20,000 Hz	16 Ohms	TE	D 0 46838-04683 4
В	4014080	JVC Earbuds with Carrying Case	~	48"	Earbud	20-20,000 Hz	32 Ohms	TE	<b>D</b> 0 46838-02781 9
C	4001053	ClearTunes CT-44	~	44"	Earbuds	20-20,000 Hz	16 Ohms	TE	<b>D</b> 8 40005-01008 2
D	4001051	ClearTunes CT-18	~	18'	Earbuds	20-20,000 Hz	16 Ohms	\$2	50 8 40005-01007 5
E	4014031	Coby CVE31	V	4'	In Ear	20-20,000 Hz	16 Ohms	TE	D 7 16829-20310 1
F	4014030	Coby CV-E05	~	3' 9"	Earbuds	20-20,000 HZ	16 Ohms	TE	D 7 16829-20005 6

### PERSONAL ITEMS

Electronics /

\$TBD









\$TBD

	Item #	Description	All Plastic	Cord Length	Earcup Size	Frequency Response	Impedance	<b>Volume Control</b>	Price	UPC#
A	4014010	Skullcandy INK'd	V	51"	In Ear	20-20,000 Hz	16 Ohms	V	TBD	8 78615-01105 2
В	4014081	JVC Deep Bass	· ·	46"	In Ear	12-22,000 Hz	16 Ohms		TBD	0 46838-02994 3
C	4020098	Koss KE5K	V	4'	Earbuds	60-20,000 Hz	32 Ohms		TBD	0 21299-17548 4
D	4054002	Koss CL-24	V	4'	In Ear	15-20,000 Hz	16 Ohms		TBD	0 21299-16310 8
E	4020092	Koss CL-3N	V	4'	In Ear	80-20,000 Hz	27 Ohms		TBD	0 21299-18137 9
F	4020068	Koss "The Plug"	· ·	4'	In Ear	10-20,000 Hz	16 Ohms		TBD	0 21299-14757 3
G	4020097	Koss MIRAGE	~	4'	In Ear	15-20,000 Hz	32 Ohms	V	TBD	0 21299-16853 0

ITEM#: 4020068

\$TBD

UPC#: 0 21299-14757 3

### SONY







Koss P-9 Headphones ITEM#: 4020023 UPC#: 0 21299-14765 8 \$TBD



### Koss KSC-75 Headphones

- Stereo Mini-Plug & Stereo Adapter Plug Or Home/Portable Use
- Deep Bass and Treble Clarity
- · Protective Carrying Case
- · Unique Sport Clip Design
- · Pivoting Earplate

ITEM#: 4020028 UPC#: 0 21299-14857 0

\$TBD





ClearTunes CT-38 Headphones ITEM#: 4001112

UPC#: 8 40005-00395 4

\$TBD



# JVC JVC EXTREME **EXPLOSIVE Headphones** ITEM#: 4014083 UPC#: 0 46838-04978 1 \$TBD

### CLERRTUNES.

ClearTunes CT-R44 Headphones ITEM#: 4001059 UPC#: 8 40005-01010 5

\$TBD



clear

# @KOSS®

Н

### Koss PTX6 "RECOVERY" Headphones

- Foam Cushion for Superior Sound
- · Lightweight, Adjustable Headband Folding Headphones

ITEM#: 4020094 UPC#: 0 21299-15244 7

\$TBD



Koss CL-2 Headphones

ITEM#: 4020074 upc#: 0 21299-14096 3

\$6.95



Koss CL-4 Headphones

ITEM#: 4020073 UPC#: 0 21299-14095 6

\$TBD

clear

	Item #	Description	All Plastic	Cord Length	Earcup Size	Frequency Response	Impedance	Volume Control	Price	UPC#
A	4041005	Sony MDRJ10	V	4'	Earbuds	18-20,000 Hz	16 Ohms		TBD	0 27242-62660 7
В	4020023	Koss P-9		4'	Earbuds	40-20,000 Hz	28 Ohms	~	TBD	0 21299-14765 8
C	4020028	Koss KSC-75	~	4'	2"	15-25,000 Hz	60 Ohms		TBD	0 21299-14857 0
D	4001112	Clear Tunes CT-38	~	44"	In Ear	20-20,000 Hz	16 Ohms		TBD	8 40005-00395 4
E	4014083	JVC Extreme Explosive	~	46"	In Ear	5-20,000 Hz	16 Ohms		TBD	0 468380-4978 1
F	4001059	ClearTunes CT-R44	V	3' 8"	2"	20-20,000 Hz	32 Ohms	~	TBD	8 40005-01010 5
G	4020094	Koss PTX6 "Recovery"	~	4'	2"	80-20,000Hz	32 Ohms		TBD	0 21299-15244 7
H	4020074	Koss CL-2	~	4'	1.75"	100-18,000 Hz	32 Ohms		\$6.95	0 21299-14096 3
- 1	4020073	Koss CL-4	~	6'	2"	40-20,000Hz	32 Ohms	~	TBD	0 21299-14095 6

### Koss CL-20 Headphones

- 8.5' Cord Length
- Clear Stereo Headphone
- Pivoting Earcups
- Closed Leatherette Ear Cushions

ITEM#: 4020072 UPC#: 0 21291-14097 0

\$TBD

A,B

### Koss CL-20 Headphones

- 3' Cord Length
- · Clear Stereo Headphone
- Pivoting Earcups
- Closed Leatherette Ear Cushions

ITEM#: 4020081 UPC#: 0 21299-14592 0

\$TBD



Available In 2 Lengths



С

### Koss CL-5 Headphones

• Collapsible Stereo Headphones ITEM#: 4020086

UPC#: 0 21299-14814 3

\$TBD





### Koss CL-PRO KTX PRO Headphones

- Titanium Layered Diaphragm
- · Lightweight Portable Headphones
- Adjustable Headband with Sling
- In-Line Volume Control and Open, Hear-Through Sound

ITEM#: 4020090 UPC#: 0 21299-15402 1

\$TBD



### Koss KTX 1A-PRO Headphones

- Titanium Layered Diaphragm
- Lightweight Portable Headphones
- · Adjustable Headband with Sling
- In-Line Volume Control and Open, Hear-Through Sound

ITEM#: 4020078 UPC#: 0 21299-14654 5

\$TBD



### Koss SPORTA PRO Headphones

- Adjustable Headband Fits on Top Or Behind Head
- Dynamic Element Design for Deep Bass
- · Includes Carrying Case
- Mute Switch

ITEM#: 4020067 UPC#: 0 21299-14777 1

	tem #	Description	All Plastic	Cord Length	Earcup Size	Frequency Response	Impedance	Volume Control	Price	UPC#
A 4	020072	Koss CL-20	V	8.5'	3"	30-20,000Hz	60 Ohms		TBD	0 21291-14097 0
B 4	020081	Koss CL-20	~	3'	3"	30-20,000Hz	60 Ohms		TBD	0 21299-14592 0
C 4	020086	Koss CL-5	V	8'	2''	60-20,000Hz	32 Ohms		TBD	0 21299-14814 3
0 4	020078	Koss KTX 1A-Pro	-	5'	2"	15-25,000 Hz	60 Ohms	~	TBD	0 21299-14654 5
E 4	020067	Koss Sporta Pro		4'	2"	15-25,000 Hz	60 Ohms		TBD	0 21299-14777 1
F 4	020090	Koss CL-PRO KTX PRO	~	5'	2"	15-25,000Hz	60 Ohms	~	TBD	0 21299-15402 1





# **SANGEAN**



	Item #	Description	All Plastic	Cord Length	Earcup Size	Frequency Response	Impedance	Volume Control	Price	UPC#
A	4020045	Koss R-10	V	8'	3"	30-22,000 Hz	60 Ohms		TBD	0 21299-13190 9
В	4020096	Koss HQ1	~	8'	2"	20-20,000 Hz	32 Ohms		TBD	0 21299-14835 8
C	4020003	Koss "Porta Pro"		4'	3.25"	15-25,000 Hz	60 Ohms		TBD	0 21299-14776 4
D	4032021	Sangean Clear Headphones		62"	2.5"	20-20,000 Hz	32 Ohms		TBD	7 29288-03055 3

Stereo Adapter Plug

UPC#: 7 29288-03055 3

ITEM#: 4032021

# CLERRTUNES®

### CT-61 Universal Power Adapter

- 6 Different Plug Sizes to Fit Most Electronic Devices
- Output Volts 1.5, 3, 4.5, 6, 7.5, 9, 12,
- LED Power Indicator Light
- Compatible with Clear Tunes and Sony

ITEM#: 4041007 UPC#: 8 40005-00355 8

\$TBD



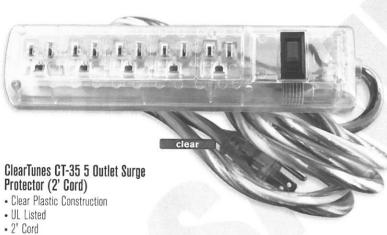
### ClearTunes 3 Outlet Extension Cord with Circuit Breaker

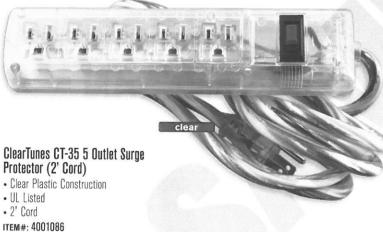
- Clear Plastic Construction
- III Listed
- Heavy Duty 6' Cord ITEM#: 4001073

UPC#: 7 44234-40135 5

\$TBD







ClearTunes CT-108 5 Outlet Surge Protector (9' Cord)

- Clear Plastic Construction
- UL Listed
- 9' Cord

ITEM#: 4001074 UPC#: 7 44234-40139 3

\$TBD

# Union Supply Group Electronic Kit Item

### West Bend. Westbend Clamp-On Lamp

UPC#: 8 40005-00349 7

\$TBD

- All Clear Plastic
- · No Metal Wire Springs
- 6 Foot Cord
- UL Listed 40 Watts (Max)

ITEM#: 5508014

UPC#: 0 72244-51065 2

\$TBD



6' Extension Cord ITEM#: 4001036 UPC#: 8 26139-00000 7

\$TBD





Flat wire FM Antenna ITEM#: 4001034 UPC#: 6 02846-81110 1 \$TBD

### LEVEL 9

### Level10 Battery Operated Razor

- Clear Plastic Construction
- Requires 2 AAA Batteries (Not Included)
- · Compact Size
- W 11/4" x H 31/2" x D 3/4"

ITEM#: 4034231 UPC#: 7 44234-40231 4

\$13.50

REPLACEMENT BLADE: #4034232 UPC#:7 44234-40232 1

\$TBD

REPLACEMENT FOIL: #4034233 UPC#:7 44234-40233 8

\$TBD





REMINGTON Reminaton R-3130 Corded Razor

- 360° Flex & Pivot Technology
- Pop Up Trimmer
- · Factory Reconditioned

ITEM#: 4034028 UPC#:705105-16107 5

\$TRD





# ( )Norelco

### Norelco Rechargeable Cordless Razor

- · Individual Floating Heads
- · Lift and Cut Technology
- 8 Hr Charge for 25 Minutes of Shaving
- · Rinse Clean Heads
- Spring Pop Up Trimmer
- Rubber Grips
- Model# 7310XL
- Replacement Cutter # 4034024

ITEM#: 4034003 UPC#: 0 75020-00442 0

\$TBD

REPLACEMENT BLADE: ITEM#: 4034024 UPC#: 0 75020-01844 1 \$TBD



- · Clear Plastic Construction
- One Stroke Comb Adjustment with 4 Pre-Select Settings
- Chromium Steel Cutter Blades
- · Pop-Out and Swing Away Blades for Easy Cleaning
- · Cleaning Brush Included, Guide Comb Opening Prevents Hair Build-Up
- · Requires 2 AA Batteries (Not Included)

ITEM#: 4034002 UPC#: 0 75020-18749 9

\$TBD





### CONAIR

### Conair Beard & Mustache Trimmer

- Clear Plastic Construction
- Includes 5 Position Attachment Comb
- · Cleaning Brush Included
- Requires 2 AA Batteries (Not Included)
- · Storage Stand
- · Stainless Steel Blades

ITEM#: 4007015 UPC#: 0 74108-01233 3

\$TBD



BRAUN

### **Braun Pocket Shaver**

- Translucent Body
- · Cleaning Brush Attached
- Requires 2 AA Batteries
- · Two Year Warranty Included

ITEM#: 4034017 UPC#: 0 69055-85789 2

\$TBD

### Norelco HQ56 Replacement Cutters For 6940LC

- · Triple Header Replacement
- 3 Cutters and 3 Combs
- Fits Most NORELCO 6400/6600 Series Razors

ITEM#: 4034019 UPC#: 0 75020-20255 0

\$TBD



- · Individually Floating Heads
- · Rinse Clean Heads
- · 3 Cutters and 3 Combs

ITEM#: 4034024 UPC#: 0 75020-01844 1 \$TBD







### PERSONAL ITEMS

### Electronics /

# swintec.

### Swintec 2410 Personal Typewriter

- · Sculptured Keyboard
- Correction Memory/One Full Line
- · Paper Capacity/Writing Line-13" (880mm)/9" (229mm)
- Print Selection and Margin Scale- 10, 12, 15
- Print Speed-12 CPS
- Paper Capacity -1 Original + 2 Copies
- Relocation Key
- · Tab Set/Clear Key
- Index/Reverse Index
- · Express Key
- · Code Functions: Automatic Centering, Automatic Return, Automatic Underlining, Bold Print, Caps Lock, Decimal Tab. Keyboard II, Paragraph Indent, Required Hyphen/Space
- · Platen Knob
- Integral Carrying Case
- Power- 120v AC @ 60 Hz. UL Approved
   Dimensions: H 4.6" x W 16.2"
- Depth:14.7"
- Weight: 11.3 Lbs.
- ITEM#: 6549004

UPC#: 7 44234-40031 0

\$TBD



# swintec.

### Swintec Cabinet Portable Memory Typewriter

- Text Editing Sculptured Keyboard
- Correction Memory Memory Protection
- Print Speed Line Spacing Selection
- · Paper Capacity/Writing Line
- · Print Selection and Margin Scale
- 20 Character Liquid Crystal Display
- Spellproof 80,000-Word Main Dictionary, 300 - Word User Defined Dictionary
- Copy Capacity: 1 Original + 2 Copies
- Relocation Key Tab Set/Clear Key
- Index/Reverse Index
- Express Key Platen Knob
- · Integral Carrying Case
- Code Functions: Automatic Centering, Automatic Return, Automatic Underlining, Bold Print, Caps Lock, Decimal Tab, Keyboard II, Paper Insertion, Paragraph Indent, Required Hyphen/Space, Word Delete
- Memory Function: Chain Recall, Memory Size, Column Counter, Emergency Stop, File Delete, File Listing, Pause Command, Stop Code
- Power- 120v AC @ 60 Hz. UL Approved
- Dimensions: H- 4.6" x W-16.2"
  Depth: 14.7"
  Weight: 11.3 Lbs

ITEM#: 6549008 UPC#: 7 44234-00035 0 16K MEMORY CAPACITY ITEM#: 6549007 UPC#: 7 44234-40034 1 7K MEMORY CAPACITY ITEM#: 6549006 UPC#: 7 44234-40033 4 4K MEMORY CAPACITY



# Have your family and friends order online at www.WVClinmatepackage.com





# SEND PACKAGES

# AVEAR









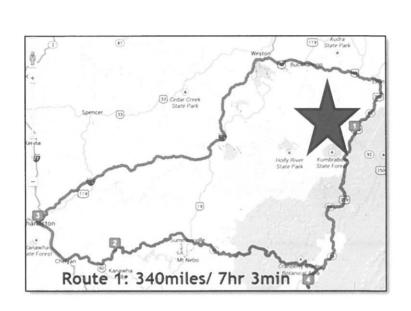


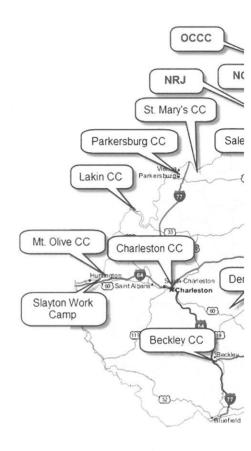
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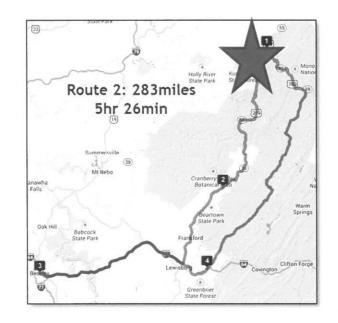


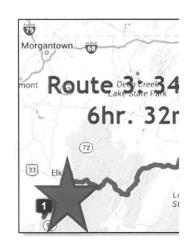


# West Virginia Corrections Industries Weekly (













			W	est Virgi	nia Corr	ections	Industries	Weekly (	Com	
		1		2			3			
Mt. Olive CC	Slayton WC	Charleston CC	Denmar CC 2 <sup>nd</sup> Delivery	Denmar CC	Anthony CC	Beckley CC	Huttonsville CC	Huttonsville WC	Marti	
On-site store M-F	Pre-Bag 1x/week	Pre-bag 1x/week	Pre-bag 2x/week M. & Th. (evening)	Pre-bag 2x/week M. & Th. (evening)	Pre-bag 1x/week	Pre-bag 1x/week	On-site store M-F	Pre-bag 1x/week	P 1)	
1.076 ADP	50 ADP	ADP 66 (Work Release)	ADP 216	ADP 216	220 ADP (Youth)	59 -120 ADP (Work Release)	ADP 1136 (maximum)	ADP 48	A (inta	
inmate =350 Route: HCC (drop x2), to	Approx. 150 pre-bags and bulk merchandise for 1000 inmate =3500 lbs.  Route: HCC Warehouse to Denmar (drop), Mt. Olive (drop x2), to Charleston (driver distributes) to HCC= 33-340 miles w2 drops and 35 onsite distributions				ed orders-(box		Drop Bulk + 25 pre pick-up to Martin returns 341 miles w/60 or	sburg, driver dis	stribute	

### Notes:

- If Denmar & Salem distribute orders to different inmates on different days or whether each inmat
- Option 1 assumes that we will deliver to the two Northern regional jails and that the OCCC will co
- Discrepancies between ADPs listed in RFP and announced at site tours are not material for truckir
- Although this schedule shows how deliveries could be made if only one truck was available; propo box trucks both delivering on Fridays (for Monday distribution) and Wednesday (for Thursday distr





			West V	'irginia C	orrectio	ns Industi	ries Comn	nis		
		Reg	ion 1					R		
Mt. Olive CC	Slayton WC	Anthony CC	Denmar CC	Huttonsville CC	Huttonsville WC	M				
On-site store M-F	Pre-Bag 1x/week	Pre-bag 1x/week	Pre-bag 1x/week	Pre-bag 1x/week	Pre-bag 2x/week M. & Th. (evening)	On-site store M-F	Pre-bag 1x/week			
1.076 ADP	5 ADP 50 ADP 220 ADP (Work Release) 59 ADP (Work Release) ADP 216 (Maximum) ADP 48									
	389	miles/ 7 hr. 35	minutes w/5	drops			462 r	nile		

### Notes:

- Unclear from RFP if Denmar & Salem distribute orders to different inmates on different days or w
- Lakin may be delivered pre-bagged for a few months until onsite window & store and built out.
- If more than one truck is available on any day these routes can be broken up and the need to pay
- This schedule is harder for truckers; but keeps every facility on its current schedule while minimize to a couple of facilities (for instance move Prunytown and Salem from Region 2 in Option 2 to Reg
  - OR, if one of the CI supervisors in the Huttonsville warehouse has a pick-up with a camper split Regions 1 & 2 into 3 easy trips.
- Final delivery schedule/picking schedule needs to be agreed after more in-depth discussions with





				Min	imum W	eekly Sta	affing Pla	n for C
			Reg	ion 1				
	Mt. Olive CC	Slayton WC	Anthony CC	Beckley CC	Charleston CC	Denmar CC	Huttonsville CC	Huttonsvill WC
	On-site store M-F	Pre-Bag 1x/week	Pre-bag 1x/week	Pre-bag 1x/week	Pre-bag 1x/week	Pre-bag 2x/week M. & Th. (evening)	On-site store M-F	Pre-bag 1x/week
	1.076 ADP	50 ADP	220 ADP (Youth)	59 or 120 ADP (Work Release)	ADP 66 (Work Release)	ADP 216	ADP 1136 (maximum)	ADP 48
Mon	3 Reps			1 Rep. 12- 3pm		1 Rep. 4- 8pm	2 Rep 7am-5pm	
Tues	2.5 Reps	1 Rep. 12- 3pm					1 Rep 7am-5pm	1 Rep
Weds	3 Reps						2 Rep 7am-5pm	
Thurs	2 Reps				1 Rep. 12- 3pm	1 Rep. 4- 8pm	2 Rep 7am-5pm	•
Fri	2.5 Reps		1 Rep. 4- 8pm				1 Rep 7am-5pm	
Total				icle expenses . Olive) + 3PT			2 F	TE
							1 FT WVCI D	elivery & Sto

### Notes:

- This assumes that CI will be hiring (and USG reimbursing for) commissary staff even at facilities the
- This is the same in-facility staffing plan as for USG's base proposal (fulfillment from Ohio)
- Discrepancies between ADPs listed in RFP and announced at site tours are minimally material for
- This plan assumes that CI will not need to have staff onsite to receive soda, vegetables, tobacco, the work camps/work release facilities. Freezers and storage bins in secured commissary room ca facility.
- This assumes that we keep all facilities receiving orders as frequently as they do now (might be b
- Assumes that WVDOC Property Officers will either distribute property or leave it clearly addressed
- <u>In-facility hiring and training target for the Implementation Team will be at least15FTEs in W</u>\
  to cover vacations and sick days at all facilities and all stores.
- The Union Supply Group in-state Business Manager, Ohio-based Account Executive, and 2 FT WVCI





	West Virginia C	Corrections	Industries Warehouse
	Weekly Commissary Pick & Pa	ck	U-Ed Vocational
	Inmates	CI Staff	Inmates
Mon	Pre-bag 570 orders & palletize 5000 lbs. bulk 8 pickers+ 2 checkers +1 replen. + 2 shipper	1 supervisor	Up to15 inmates 8 months a year (when no package
Tues	Pre-bag 800 orders 7 pickers + 2 checkers +1 replen. + 2 shippers	1 supervisor	?????
Weds	Pre-bag 300 orders 3 pickers + 1 checker + 1 shipper + 2 replen.	1 supervisor ½ day	Up to 15 inmates 8 months a year (when no package
Thurs	Pre-bag 15 orders & palletize 300 lbs. bulk 3 pickers + 1 checker + 1 shipper + 2 replen. + 2 cleaners	1 supervisor ½ day	?????
Fri	Clean, receive new bulk & replen. & clean 10 inmates total	1 supervisor ½ day	Up to 15 inmates 8 months a year (when no package
Total	1 FT crew of 12-15 inmates x 5 days/week+ 1 supervisor	SVCI inmate	0.4 FT work crews + supervisor vaccreditati
		2 FT crew of 1	2-15 inmates x 4.5 days/week + 2 W

# Implementation Project Com

Version 1- N

RACI Matrix Functions			S		
Deliverables	Executive Sponsor	Production Manager	Ongoing Sales Manager(s)	IT Project Manager	USCS
Finalize Contract	A/R	1	I	I	
Create Deliverables List and Implementation Project Plan	A	R		ı	
Finalize Menu with Pricing with WVDOC	Α		R		
Develop Program Ordering & shipping Schedules		200,0000	A/R	ı	(
Create Interface w/ OMIS, Phone System & or kiosks		ı	ı	A/R	
Site Surveys & recommend construction/ facility alteration		A/R	С	С	
Hire contractors (if necessary to upgrade facilities		С		С	
Upgrade WVCI Warehouses					Δ
Install Pallet and Flow Racks		Α		12	
Ship Bulk Inventory		Α			
Schedule Network installation at WVDOC facilities & Warehouse (if Necessary)		ı	ı	A/R	
Finalize "Go Live Date" for Commissary Operations		A/R	I	C/I	(
Schedule Trust Fund Balance Import/Download		Α		R	
Define Ordering Protocols (both programs)			R	C/I	
Define Shipping Process (both programs)			A/R		- (
Develop Offender Delivery Schedules		Α	R		
Installation & Testing of Hardware/Software	ı	1	I	A/R	
Installation of Additional Warehouse Equipment (If any)		1			A
Develop Sales & Usage Projections (both programs)		Α	R	X	
Contract Compliance		A/R	I	I	
Recruiting/Hiring of Personnel (Facility)		A/R			
Recruit & Hire Vocational Instructors					
Coordinate Personnel Background Checks		A/R	1		
Schedule Required Basic Training		A/R	1		

Develop Software Training Schedule		A/R	1	C/I	(
Conduct Software Training for Facility and USCS Personnel		Α		R	
Develop Tax Collection & Compliance Protocols (if any)		1	1		
Develop Commission Payment & Reporting Plan (s)	А	R			

	RACI Definitions									
R	Who is <b>R</b> esponsible <del>&gt;</del>	The person who is <u>assigned</u> to do the work								
Α	Who is <u>A</u> ccountable →	The person who <u>makes the final</u> <u>decision</u> and has the ultimate <u>ownership</u>								
С	Who must be $\underline{\mathbf{C}}$ onsulted $\Rightarrow$	The person who must be consulted before a decision or action is taken								
1	Who is to be <u>I</u> nformed →	The person who must be informed that a decision or action <u>has been</u> taken								

Prepared by: <u>Jerry Carr</u>	Date:	21 November 2013
	Revised: _	
	Revised: _	