



**MILWAUKEE COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES**

PROCUREMENT DIVISION

**REQUEST FOR PROPOSAL
FOR**

**INMATE COMMISSARY ITEMS
RFP #998002**

DUE DATE: September 25, 2009 – 1:30 p.m.

TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL

1. **Negotiations**

This is a negotiated procurement. Negotiation is a procedure that includes the receipt of proposals from offerors, permits bargaining, and usually affords an opportunity to revise offers before award of a contract. Bargaining – in the sense of discussion, persuasion, alteration of initial assumption and positions and give – and take may apply to price, schedule, technical requirements, type of contract, or other terms of a proposed contract.
2. **Binding Contract**

A proposal received in response to a Request for Proposal (RFP) is an offer that can be accepted by Milwaukee County to create a binding contract.
3. **Rights to Award Without Negotiations**

The Milwaukee County Purchasing Administrator may make an award on the basis of the original proposal, without negotiations with an offeror.
4. **Awards**

In awarding a contract, price is but one factor to be considered, and the award is not required to be made to the lowest responsive, responsible offeror. Awards shall be made to the responsive, responsible firm whose proposal overall is the most advantageous to the County, as determined in the sole opinion of the Milwaukee County Purchasing Administrator.
5. **Rejection of Proposals**

The County reserves the right to reject all proposals if the Purchasing Administrator, in his or her sole discretion, determines such rejection to be in the public interest. Such rejection is not subject to appeal to the Purchasing Standardization Committee.
6. **Delays in delivery**

Delays in delivery caused by bonafide strikes, government priority or requisition, riots, fires, sabotage, acts of God or any other delay deemed by Milwaukee County to be clearly and unequivocally beyond the contractor's control, shall be recognized by the County. The vendor may be relieved of meeting delivery time specified, if vendor files with the Purchasing Administrator a request for extension of time, signed by a responsible official, giving in detail the essential circumstances which, upon verification by Purchasing Administrator, justifies such extension.
7. **Patents**

This order is given upon the condition that Milwaukee County is protected by the vendor against all liability, loss or expenses by reasons of any patent or trademark litigation now existing or hereafter instituted, arising out of any alleged infringement of patent or trademark on merchandise hereby ordered, or any part thereof.
8. **Non-Discrimination**

The contractor, lessee, offeror, supplier, purchaser, etc., agrees not to discriminate against any employee or applicant for employment because of race, religion, color, national origin, age, sex, or handicap, which shall include, but not limited to: recruitment or recruitment advertising; employment; upgrading; demotion or transfer; lay-off or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship. A violation of this provision shall be sufficient cause for the County to terminate the contract, lease, order, etc. pursuant to County Ordinance 56.17 – Non Discriminatory Contracts.
9. **Delivery terms**

Proposals shall include delivery costs to the specified delivery point, all transportation charges prepaid and borne by the contractor.
10. **Taxes**

Milwaukee County is exempt from Federal Excise Tax and Wisconsin State Sales Tax. Proposals should be submitted without such taxes.
11. **Code of Ethics**

Milwaukee County Code of Ethics states in part, "No person may offer to give to any County Officer or employee or his/her immediate family, and no County Officer or employee or his /her immediate family may solicit or receive anything of value pursuant to an understanding that such officers or employees' vote, official action or judgment would be influenced thereby."
12. **New and Unused**

All equipment shall be new and unused, tried, proven, and in current use and production, unless otherwise agreed to in writing.
13. **Funding**

If funds are not appropriated for payment of this contract, Milwaukee County may terminate contract upon thirty (30) days written notice without any early termination penalties, charges, fees or costs of any kind to Milwaukee County.
14. **Retention of Records**

Contractor agrees to retain all records related to this contract for a period of at least three years from final date of payment under this contract.
15. **Audit of Records**

Contractor shall permit the authorized representatives of the County Auditor, after reasonable notice, the right to inspect and audit all data and records of contractor related to carrying out the contract for a period of up to three years after completion the contract. If subcontractors and/or associates are utilized, prime contractor shall have a written contractual agreement with County approved subcontractors and/or associates that binds the subcontractor to the same audit contract terms and conditions as the prime contractor.

GENERAL DIRECTIONS FOR SUBMITTING PROPOSALS

1. How to respond to Request For Proposals (RFPs):

All proposals shall be submitted on the official form furnished by the Procurement Division and identified with the firm name and manually signed. Unsigned proposals shall not be considered. If the form does not provide sufficient space, offeror shall attach additional sheets supplying the required information. These sheets shall be properly identified in the response.

2. How to amend a proposal before due date and time:

After a proposal has been filed and the offeror desires to amend the response, the offeror may do so before the due date and time by filing an amendment fully identified with the original proposal submitted by number, commodity and submission date. All of the conditions and provisions of the request for proposal (RFP) shall be in effect. This must be submitted before the date and time for receipt of proposals as set forth in the RFP.

SECTION 32.20

- (14) Computation of time limits expressed in hours or days shall exclude Saturdays, Sundays, and legal holidays.

32.50 PROTEST TO AWARD

- (1) All unsuccessful offerors shall be notified in writing by certified mail return receipt requested, of the pending contract award. Protest to the award must be delivered to the Purchasing Administrator within seventy-two (72) hours after receipt of notice.
- (2) A protest must be in writing and clearly state the reason for it. The Purchasing Administrator shall review the protest and notify the protestor of a decision, in writing, by certified mail return receipt requested, within five (5) days. No contract shall be awarded while a protest is pending. A protest that is untimely or fails to clearly state the reason for the protest is invalid.
- (3) The decision of the Purchasing Administrator disqualifying the protest for these reasons is final and cannot be appealed.

32.51 APPEALS TO PURCHASING STANDARDIZATION COMMITTEE

- (1) Except as provided in sections 32.46(3) , 32.49 and 32.50(3) , protests from the decisions of the Purchasing Administrator shall be made to the Purchasing Standardization Committee by delivering a written request for appeal hearing both to the Procurement Division and the Purchasing Standardization Committee within seventy-two (72) hours after receipt of the Purchasing Administrator's decision.
- (2) The request shall state the grounds upon which the protest is based and shall request an appeal hearing. No contract shall be awarded until final disposition of the protest.
- (3) The Chairman of the Purchasing Standardization Committee shall notify all interested persons of the time and place of the hearing.
- (4) The Purchasing Standardization Committee shall affirm, reverse or modify decision of Purchasing Administrator and its decision shall be final.

Written appeals to the Purchasing Standardization Committee shall be addressed as follows:

**Purchasing Standardization Committee
c/o Milwaukee County Procurement Division
2711 W. Wells Street, 5th Floor
Milwaukee, WI 53208**

32.52 UNSUCCESSFUL OFFEROR DEBRIEFING

Unsuccessful offerors, upon their written request shall be debriefed as soon as possible and furnished the basis for the selection decision and contract award. Debriefings shall focus on aspects of the unsuccessful proposal that could have been improved and should not make comparisons with the winning proposal. Debriefing shall not reveal the relative merits or technical standing of competitors or evaluation scoring.

**SPECIFICATION
FOR
INMATE COMMISSARY ITEMS**

1.0 INTRODUCTION

1.1 Purpose and Objectives

The purpose of this Request for Proposal (RFP) is to solicit proposals from qualified vendors to provide commissary items to inmates at the Milwaukee County Sheriff's Office County Correctional Facilities-Central and South.

1.2 RFP Process

Milwaukee County will conduct the selection of an inmate commissary vendor and contract award in the following manner:

1.2.1 This document will be distributed to all interested vendors.

1.2.2 A proposer's conference will be held to answer any questions arising from the RFP on September 16, 2009. See front page of RFP and also section 1.4.

1.2.3 The proposals will be received and evaluated as described in this RFP. If necessary, vendors may be asked to make oral presentations to the Milwaukee County Sheriff's Office.

1.2.4 At the conclusion of the RFP process, a contract will be issued.

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1.3 Schedule of Events

The following is the schedule of events listed in the order of occurrence, showing the major milestones from issuance of the RFP to the contract award:

Milestone Event	Date
1. RFP Issuance	9/4/09
2. Proposer's Conference	9/16/09
3. Proposal Due Date	9/25/09
4. Vendor Interviews	If needed
5. Proposal Evaluation Completed	10/9/09
6. Notice of Intent Issued	10/12/09
7. Contract Signed	10/16/09
8. Estimated System Implementation	12/1/09

Milwaukee County reserves the right to change the schedule of events as it deems necessary. In the event of a major date change, Milwaukee County will notify all known vendor participants.

1.4 Proposer's Conference

A pre-proposal meeting will be held on 9/16/09 at 9 a.m. in the Jail conference room at the County Correctional Facility-Central, 949 N. 9th St., Milwaukee, Wis. Enter through L01 - Lobby.

At this conference, the Milwaukee County Sheriff's Office will make a short presentation regarding the desired system and then solicit vendor questions. Please submit any questions in writing at least seven business days prior to the conference date to:

Anissa Perkins, DAS/Procurement Division
2711 W. Wells St. 5th Floor
Milwaukee, Wisconsin 53208
Phone: (414) 223-8127
Fax: (414) 223-8124

An addendum to the RFP will be issued as soon as possible after the conference answering all submitted questions and notifying vendors of any changes to the RFP.

Vendors will also be given the opportunity at this time to tour the County Correctional Facility-Central Commissary.

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1.5 RFP Submittal Instructions

Vendors are to submit one original document labeled "original copy" and five (5) additional copies on or before 1:30 p.m. on 9/25/09 to:

**Name: Mr. Joseph Czarnezki (County Clerk's Office)
Address: 901 N. 9th Street, Rm. 105
Milwaukee, WI 53233**

All proposals should be clearly marked "Proposal for Inmate Commissary Items", with the Milwaukee County RFP number-998002- clearly marked on the proposal.

All cost proposals are to be prepared separately from the technical system proposals and packaged separately. It will be the sole responsibility of the vendor to have their proposals delivered to the Milwaukee County Clerk before the closing hour and date. Late proposals may not be considered and may be returned unopened to the sender.

All proposals must state that they are valid for a period of 90 days following the RFP due date.

Proposals must address all RFP requirements including the provision of commissary items for inmates and the necessary information system to provide automated ordering of items.

Milwaukee County is not liable for any costs incurred by a vendor in the process of responding to this RFP. All materials and documents submitted by the vendor in response to this RFP become the property of Milwaukee County and will not be returned to the vendor. Any proprietary information contained in the proposal should be so indicated.

2.0 GENERAL CONDITIONS AND INSTRUCTIONS TO PROPOSERS

2.1 Proposal Format

To enable the evaluation committee to fairly evaluate each proposal, proposers shall use the following format:

2.1.1 Cover Letter

2.1.2 Table of Contents

2.1.3 Executive Summary

The vendor shall describe its approach to the provision of commissary services and identify any unique or distinctive features that the vendor wishes the evaluation committee to give particular attention.

2.1.4 Response to Terms and Conditions

The vendor shall indicate its agreement to the specified terms and conditions addressed in this RFP, identifying any exceptions taken. The vendor shall also enclose a sample contract.

2.1.5 Commissary Items

The vendor shall include in this section explanation of the commissary items available, their packaging and delivery options.

2.1.6 Implementation Plan

The vendor shall present a schedule for implementation of the commissary system.

2.1.7 Vendor Qualifications

The vendor shall provide a brief description of its company and company history. The vendor shall also provide a list of all current clients. Include contact name, telephone number, fax number, complete mailing address, and letters of reference that the vendor believes qualifies it to undertake this proposal.

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2.1.8 Price Proposal

The vendor shall use the forms provided in the RFP for this purpose. The vendor shall package the price proposal separately from other sections of the RFP. Notification of a price increase must be received by Milwaukee County 30 days prior to the effective date of the increase. The increase will only be allowed in the same dollar amount that the vendor's source has increased the price to the vendor.

2.2 Evaluation Criteria

Proposals will be evaluated using the following criteria:

Vendor's capacity to perform	50 points
Price	40 points
References	10 points

Vendors must be acceptable in all areas to be considered. It is the Milwaukee County Sheriff's Office's intention to award the contract to the vendor that best serves the interests of Milwaukee County.

2.3 Equal Employment Opportunity

The contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor shall take action to ensure that applicants are employed without regard to their race, color, religion, sex, or national origin.

Such actions shall include, but not be limited to, the following: recruitment or recruitment advertising, employment upgrading or transfer, layoff, demotion, termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

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3.0 SPECIFICATIONS

3.1 INTENT

- 3.1.1** It is the intent of these specifications to solicit written proposals from experienced vendors to provide the necessary services to operate an inmate's commissary for Milwaukee County's Correctional Facilities.
- 3.1.2** The Sheriff's Office facility, i.e. County Correctional Facility – Central is located at 949 North 9th St., Milwaukee, Wisconsin.
- 3.1.3** The County Correctional Facility – South facility is located at 8885 S. 68th St., Franklin, Wisconsin.

3.2 DEMOGRAPHICS

- 3.2.1** The total monies (gross sales) generated by the vendor in the performance of this contract less sales tax where applicable are estimated to be \$1,500,000 annually.
- 3.2.2** The average daily inmate population is approximately 2,990. Female inmates represent approximately twelve (12%) percent of the total population at any given time.

3.3 AUTOMATION

- 3.3.1** Automated processes involved with commissary orders, deliveries and postings shall require extensive interface between the vendor and Milwaukee County.
- 3.3.2** To manage the inmate commissary accounts, Milwaukee County utilizes the Correctional Computers of Wisconsin (CCW) KeePACCount 32 bit Windows software in a Novell Network environment.
- 3.3.3** Inmate commissary orders can be processed using scan forms and an optical scanner or an alternative that is acceptable to Milwaukee County. Commissary orders shall be electronically posted to inmate accounts.
- 3.3.4** Different scan forms may be required for the two different facilities.

3.4 SERVICES

The commissary vendor shall provide the following services:

- 3.4.1** All necessary supplies and equipment, including automation equipment, to maintain an inventory of approved items at the vendor's offsite facility

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until ordered by Milwaukee County inmates.

- 3.4.2** Any peripherals, such as a scanner or modem, and software required at both facilities to complete the automated ordering system process.
- 3.4.3** Process inmate commissary orders utilizing an automated system that interfaces with CCW KeePACCount system used to manage inmate commissary accounts
- 3.4.4** If using scans forms, provide all commissary order forms – customized scan forms. The scan form shall specify the quantity, size and cost of each item (including tax shown separately) and indicate if the item is taxable. If using an alternative to scan forms, must provide all necessary items for system.
 - 3.4.4.1** The CCW KeePACCount system shall make use of customized scan forms for processing commissary orders or an alternative method.
- 3.4.5** Delivery of commissary orders:
 - 3.4.5.1** Deliveries will be made in individual clear heat sealed packages that allow for easy inspection.
 - 3.4.5.2** All discrepancies with inmate commissary orders shall be reported by Milwaukee County to the vendor on the day following delivery.
 - 3.4.5.3** Commissary items will be delivered in the sorting order designated by the individual facility.
 - 3.4.5.4** Deliveries must be between 6:00 and 6:30 am daily on the days designated for delivery by the individual facilities.
 - 3.4.5.5** There must be flexibility of delivery dates around the holidays.
 - 3.4.5.6** Delivery containers must be one standard size per facility.
- 3.4.6** Vendor must allow returns if the prisoner was released prior to delivery.

3.5 SELECTION AND PRICING OF COMMISSARY ITEMS

- 3.5.1** The selection and pricing of all commissary items shall be subject to the approval of the head of the individual facility.

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3.5.2 All additions, deletions and changes in commissary items shall be made subject of the approval of the facility head.

3.5.3 The vendor shall provide a list to the County of all taxable items, as determined by applicable statutes or regulations.

3.6 INVOICES

3.6.1 The vendor shall submit weekly invoices for the prior week's deliveries.

3.6.2 Milwaukee County shall promptly verify the invoice and make payment to the vendor.

3.6.3 All invoices shall include net totals for the weekly sales, credits and welfare items.

3.6.4 The credits reflected on the vendor invoice shall be verified by Milwaukee County

3.7 AUTOMATED SYSTEM

3.7.1 The vendor shall interface with the CCW KeePACCount system for the processing of inmate commissary orders and posting of inmate accounts. The vendor shall be responsible for all costs associated with interfacing with all Milwaukee County software systems for the processing of inmate commissary orders and posting of inmate accounts.

3.7.2 The vendor shall provide, if not utilizing a web based system, the automation hardware used at the vendor's offsite facility needed to interface with Milwaukee County. This shall include but not be limited to a stand alone PC, modem, receipt printer, backup system and UPS.

3.7.3 The commissary ordering process may utilize an optical scanner and scan forms or an alternative method acceptable to Milwaukee County.

3.7.3.1 The vendor must be willing to include comments on the scan sheet as well the items appearing on the scan sheet for each facility without additional cost to Milwaukee County

3.7.3.2 The system must be able to scan products for priority of orders.

3.7.4 The interface of automation process between Milwaukee County and the commissary vendor shall be as follows:

3.7.4.1 Milwaukee County shall create a menu driven formatted file containing the inmate's name, institution ID number, location code and current real-time account balance

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- 3.7.4.2** The vendor shall have remote access to the file for downloading to their system. This file shall be used for commissary order processing.
- 3.7.4.3** The vendor shall process orders and create a file formatted to Milwaukee County specifications containing the date, inmate's name, institution ID number, itemized listing of purchases and total charged against the inmate's account for commissary purchased. The file will be electronically transferred to Milwaukee County to post commissary purchase debits into the CCW KeePACCount system thereby reconciling account balances.
- 3.7.4.4** The automated interface shall be protected through system security that maintains complete confidentiality of all transactions.

3.8 COMMISSARY ORDERING PROCESS

The commissary ordering process shall flow in the following fashion unless an alternative method acceptable to Milwaukee County is selected such as kiosks:

- 3.8.1** The vendor shall deliver the commissary scan forms to each facility.
- 3.8.2** The commissary scan forms shall be distributed to and collected from the inmates by Milwaukee County unless an alternative method is proposed and selected.
- 3.8.3** Milwaukee County shall scan the commissary orders thereby creating a scan order file. The scan order file shall be made available for downloading by the commissary vendor.
- 3.8.4** Milwaukee County shall create an electronic file of all active account balances in the CCW KeePACCount system with inmate name, institution ID number and a real-time account balance.
- 3.8.5** The commissary vendor shall remotely access the scan order file and the account balance file, process the orders and create an electronic file of expenditures for each inmate commissary order processed. This file shall be made available for downloading by Milwaukee County for use in posting expenditures to inmate accounts thereby reconciling the account balances.
- 3.8.6** A policy and process shall be developed by the vendor and approved by Milwaukee County to address returns and other commissary credits.

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3.9 RECORDS

- 3.9.1** Along with the weekly invoice, the vendor shall furnish a statement that itemizes all sales for the respective week.
- 3.9.2** The vendor shall keep adequate books and records of accounts and shall permit the institution head or his designee to inspect such books and records at any reasonable time during normal business hours on seven (7) days notice.
- 3.9.3** The vendor shall permit the institution head or his designee to conduct an annual audit of the vendor’s books and records at any reasonable time during normal business hours on seven (7) days notice.
- 3.9.4** If such inspection or audit is refused or denied, this may be sufficient cause for the County to terminate the agreement in its entirety.

4 PERFORMANCE REQUIREMENTS

PERFORMANCE REQUIREMENT	PERFORMANCE INDICATOR	PENALTY
Order Forms Availability	Commissary Orders Forms not available at facility	\$500 each day
Order Form Discrepancies	Commissary Order forms are not accurate	\$500 each discrepancy
Commissary Credits	County-provided Tracking Form not completed accurately and/or submitted	\$500 each day
Product Availability	Product identified on order form is unavailable for delivery – out of stock & no notice	\$100 each occurrence
Product Availability	Product identified on order form not delivered – packaging oversight	\$10 each occurrence
Substitute Product	Product substituted without prior approval	\$500 each occurrence
Change in Quantity, Price or Size of Product	Quantity, price or size of product changed without prior approval	\$500 each occurrence
Delivery Schedule	Pre-established commissary delivery schedule not accomplished	\$500 each day
Automation Interface	Automated order processing /posting system not online due to vendor issue	\$250 each day
Audit of Vendor’s Books and Records	Vendor books and records not made available for audit with seven day notice	\$5,000 each occurrence

5.0 OTHER CONDITIONS

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- 5.1** The vendor may not assign the whole or any part of this agreement.
- 5.2** The vendor is responsible for all liability and claims of liability for death, personal injury, or property damage due to vendor-related activities and those of the vendor's agents or employees, in connection with the vendor's performance under this agreement. The vendor will indemnify and hold harmless the County from any claims of liability arising from or by reason of such property damage, personal injury or death.
- 5.3** The vendor shall carry commercial general liability insurance with minimum limits of \$1,000,000 per occurrence for bodily injury and property damage. Vendor shall carry automobile liability insurance covering all owned and/or hired autos with minimum limits of \$1,000,000 per accident. The commercial general liability insurance policy shall name Milwaukee County as additional insured.
- 5.4** The vendor will also carry insurance in compliance with the Worker's Compensation laws of the State of Wisconsin. The vendor shall file with the County satisfactory evidence that all required insurance is in force.
- 5.5** In the performance of the contract, the vendor shall act solely as an independent contractor. Nothing contained in or implied by the contract shall at any time be construed as to create the relationship of employer and employee, partnership, principal and agent, or joint venture as between the County and the vendor.
- 5.6** Any employee of the vendor who enters the Milwaukee County Correctional Facilities must successfully pass a background check and drug test as determined by the Office of the Sheriff.
- 5.7** As a minimum the vendor shall submit the following with their proposal:
 - 5.7.1** Proposed pricing (including tax- indicate if the item is taxable) sizing and availability for each item identified on the product list identified as Attachment A of this document. It shall be understood that the prices, sizes and availability of the identified products shall be effective for twelve (12) months from the date the operation commences.
 - 5.7.2** A list of references (minimum of five).
 - 5.7.3** Sufficient information about the business entity to demonstrate the capacity of the vendor to perform. Information should include:
 - 5.7.3.1** Financial reports for the most recently completed twelve-month reporting period, for the company as a whole and vendor's local unit, if applicable.

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5.7.3.2 A description of the business entity to include the length of time in business, customer base, and background and experience of principals.

5.7.3.3 Bank references.

6.0 AWARD OF CONTRACT

6.1 Milwaukee County reserves the right to accept or reject any or all bids as deemed in its best interest as determined by the Purchasing Administrator.

6.2 After all other proper evaluation, an award, if made, will be to the most responsive, responsible bidder meeting or exceeding the requirements of this bid.

6.3 The term of this contract shall be for three (3) years beginning from the date of its execution.

7.0 OPTION TO EXTEND CONTRACT

7.1 Providing the vendor has performed satisfactorily, this contract may be renewed for (2) additional one-year periods at the sole discretion of Milwaukee County

7.2 Milwaukee County at its sole discretion may elect not to renew the Contract.

8.0 LIST OF COMMISSARY ITEMS

Below is a representative, combined list of commissary items purchased at both facilities. The annual quantity is an estimate of use by each facility and both facilities combined. Vendors are requested to enter a unit price for each item.

Description	CCF-South Quantity	CCF-Central Quantity	Total	Unit Price
DEODORANT SOAP	6,813	2,042	8,855	
DIAL SOAP	4,056	1,974	6,030	
SOAP	2,525	1,398	3,923	
BLACK & WHITE SOAP	255	121	376	
SHAMPOO	1,690	717	2,407	
DANDRUFF SHAMPOO	1,894	348	2,242	
CONDITIONER	1,178	590	1,768	
DANDRUFF SHAMPOO		413	413	
THERAPEUTIC SHAMPOO		28	28	
LADY SPEED STICK	6,154	2,630	8,784	
MENNEN SPEED STICK	1,827	717	2,544	

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GEL TOOTHPASTE	6,159	2,584	8,743
FLUORIDE TOOTHPASTE	2,031	983	3,014
DENTURE ADHESIVE	48	8	56
DENTURE CLEANER	46	29	75
TOOTHBRUSH	2,707	1,589	4,296
LOTION 4 oz	902	467	1,369
HAIR & SCALP CONDITIONER		92	0
NOXZEMA	334	141	475
SHAVING CREAM	183	239	422
MAGIC SHAVE		146	
5" COMB	525	207	732
AFTERSHAVE	106	80	186
RAZOR		6,089	
COND./HAIR DRESSING	530	898	1,428
SULFER 8 CONDITIONER	214	150	364
ACETAMINOPHEN		1,981	
ASPRIN		2,168	
IBUPROFEN 2PK	10,373	4,144	14,517
COUGH DROPS	1,306	560	1,866
ANTACID ROLL	348	282	630
MUSCLE RUB	10	0	10
ANTIFUNGAL CREAM	84	59	143
ACNE TREATMENT	94	28	122
HYDROCORTISONE PKT	1,330	228	1,558
EYE DROPS	60	16	76
LIP BALM	386	813	1,199
BISMUTH		109	109
SALINE	10	9	19
DECONGESTANT 2PK	2,607	905	3,512
ALAMAG-PLUS	165		165
SHOWER CAP	1,198	421	1,619
FIRST AID CREAM	391	202	593
DEPILATORY	69		69
PANTYLINER	14	9	23
TAMPON SUPER	19	41	60
TAMPON REGULAR	3	19	22
SANITARY NAPKINS	2	2	4
BABY OIL	1,742		1,742
LEVER SOAP	2,129		2,129
QUEENHELEN STYLE GEL	163		163

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RELAXER KIT	87		87
BLUE MAGIC BERGAMOT	137		137
PERM REPAIR LOTION	39	35	74
COTTON SWABS	531		531
PRO HAIR FOOD	471		471
4oz COCOA BUTTER LN	795	0	795
11oz COCOABUTTER LTN	2,076	1,451	3,527
PETROLEUM JELLY	1,397		1,397
9in COMB	1,200		1,200
AFRO PIK	756	353	1,109
HAIR BRUSH	489		489
CURL ACTIVATOR	19		19
FOAM ROLLERS	33		33
AA BATTERY	9,507	4,483	13,990
AAA BATTERY	3,209	2,732	5,941
FINGER NAIL CLIPPERS	1,073		1,073
DOMINOS	81		81
CHECKERS	22		22
CHESS	41		41
LEGAL PAD	4,094	3,619	7,713
9 X 12 ENVELOPE	3,168	3,013	6,181
STAMPED ENVELOPE	8,589	36,597	45,186
DROPPED STAMP	156	1,026	1,182
KORAN	14	24	38
DICTIONARY	108	72	180
SOAP BOX	2,253	1,174	3,427
TOOTHBRUSH HOLDER	1,826	832	2,658
PLAYING CARDS	1,949	1,184	3,133
GROCERY BAG		2,811	
SAFETY PEN	1,402	1,118	2,520
FRIENDSHIP (ENG)	288	237	525
FRIENDSHIP (SPAN)	14	6	20
BIRTHDAY CARD (ENG)	705	462	1,167
BIRTHDAY CARD (SPAN)	46	15	61
SPECIAL OCCASION	681	659	1,340
RADIO W/HEADPHONES	334	388	722
HEADPHONES	657	451	1,108
X STRAP SHOWER SHOE	120		120
M & M PEANUT	9,487		9,487
MARS-SNICKERS ALMOND	6,648	3,221	9,869

**MILWAUKEE COUNTY
PROCUREMENT DIVISION**

MILKY WAY	8,705	3,316	12,021
SNICKERS	15,890	8,329	24,219
BABY RUTH	5,878	2,913	8,791
BUTTERFINGER	8,703	3,208	11,911
LRG KIT KAT	7,095	3,469	10,564
KRISPY KRUNCH REESES	483	1,532	2,015
LRG P/B CUPS	11,438	5,206	16,644
PEANUTS	8,126	3,213	11,339
GRANOLA BAR	16,557	6,481	23,038
P/B CHEESE CRACKERS	5,115	2,426	7,541
OREO COOKIES	13,815	6,491	20,306
CRUNCH BUDDY BAR	64,011	19,338	83,349
SUGAR FREE WAFER	7,685	1,997	9,682
FIVE FLAVOR ROLL	6,024	2,786	8,810
JOLLY RANCHERS	26,292	12,687	38,979
FIRE JOLLY RANCHERS	3,624	2,246	5,870
LEMON DROPS	4,603	2,114	6,717
LICORICE 5 OZ LRG	5,913	4,314	10,227
BREATH MINTS	626	711	1,337
COFFEE 10 PACK	2,081		2,081
DIET 7-UP	1,361		1,361
RC COLA	5,595		5,595
7-UP	8,906		8,906
DIET RITE	39		39
ORANGE CRUSH	13,202		13,202
DR. PEPPER	8,316		8,316
FRUIT PUNCH MIX	9,492	1,495	10,987
CHERRY MIX	9,240	1,438	10,678
LEMONADE MIX	8,148	1,176	9,324
ORANGE MIX	6,341	1,077	7,418
APPLE CIDER MIX	2,266	491	2,757
S/F FRUIT PUNCH	6,327	2,750	9,077
S/F ORANGE MIX	3,732	1,950	5,682
S/F LEMONADE MIX	3,105	1,758	4,863
TUMBLER W/LID	3,521	1,794	5,315
MEAT STICK	51,141	20,532	71,673
PLAIN CHIPS	20,037	10,806	30,843
BBQ CHIPS	58,323	19,875	78,198
FRITOS	38,350	13,163	51,513
CHEETOS	92,530	23,809	116,339

**MILWAUKEE COUNTY
PROCUREMENT DIVISION**

DORITOS	91,433	29,655	121,088
CHEESE POPCORN	69,259	10,731	79,990
GARDETTOS	48,317	10,885	59,202
RAISINS		2,892	
OATMEAL COOKIES	43,565	16,882	60,447
FUDGE BROWNIES	45,432	13,898	59,330
FLAMING HOT CHEETOS	68,772	19,314	88,086
CRACKLINS-HOT	17,424	14,897	32,321
HONEY BUN	31,733	19,234	50,967
S/F HARD CANDY	473	405	878
TERRY CLOTH BANDS	105		105
EMERY BOARDS	857		857
CARMEX	929		929
DU RAG	348		348
No-Slip Shower Shoe	3		3
SKETCH PAD	153	293	446
PENCIL	362	2,897	3,259
COLORED PENCILS	48	109	157
ERASER	427	2,555	2,982
HOSPITAL LOTION	283	2	285
BOOK OF 10 STAMPS	5,565		5,565
TORTILLAS	881		881
HERSHEY ALMOND LCS	171		171
REESE'S PIECES	595		595
SNICKERS MINIATURES	802		802
M&M PEANUT	403	5,931	6,334
MALTED MILK BALLS	249	12	261
LARGE COFFE 4 OZ	398		398
DELUXE CREAM COOKIES	1,593		1,593
CUP CAKES	2,002		2,002
SALSITAS CHIPS	1,068		1,068
CHEESE SQUEEZERS	2,919	9,136	12,055
P/B SQUEEZERS	1,387	7,100	8,487
HOT N SPICY STICK	747		747
ORIGINAL BEEF STEAK	209		209
TERIYAKI BEEF STEAK	372		372
CUP O NOODLE	463		463
RAMEN CHICKEN	3,984		3,984
RAMEN CHILI	5,448		5,448
RAMEN BEEF	2,731		2,731

**MILWAUKEE COUNTY
PROCUREMENT DIVISION**

TUNA IN A BAG	645		645	
VANILLA PUDDING		831	831	
CHOCOLATE PUDDING		816	816	
WHEAT THINS		1,844	1,844	