

Request To Waive Bidding Requirements

[Wis. Stats. Chap. 16, Subchap. IV]

RPA #: KAD9644
Case #: TE1650
Received: 1/16/2024

Contract Number: 410505-S24-KAD9644-01
Amount Not To Exceed: \$12,000,000.00
Issued: 2/2/2024

Agency: Corrections, Dept Of
Agency Contact: Cynda Solberg
Agency Phone: (608)-240-5581

Procurement Contact: Chris Tucker
Procurement Phone: (608)-266-5047

Waiver For: Vendor hosted canteen contract extension

Contractor: Union Supply Group
2301 East Pacifica Place
Rancho Dominguez, CA 90220
Contract Period: Other

Renewal Option: No, term not to exceed 11/30/24

Description: The Department of Corrections (DOC) is requesting a sole source waiver from the competitive bid process to continue contracting with Union Supply Group for vendor hosted canteen services. This request is for a six-month period and will not exceed \$12,000,000.

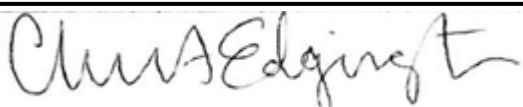
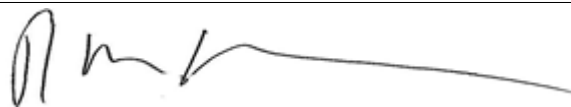

Rationale: DOC seeks a six-month extension to their existing contract with Union Supply Group for vendor hosted canteen services. The current contract expires on May 31, 2024. The service enables Persons In Our Care (PIOC) to order commissary items. In 2020, the contract was expanded to include a quarterly "package program" allowing PIOC's family and friends to order hygiene items. DOC has started working on the new canteen services Request for Proposal (RFP) and decided to separate the "package program" from canteen services and procure it under a separate contract. This separation will allow for more vendor competition but has contributed to the delay in finalizing the canteen services RFP. The six-month extension through November 30, 2024 will allow DOC the necessary time to finalize the RFP process, allow for any protests/appeals, and provide an implementation period if a new vendor is selected. The prices charged to PIOC are reviewed by the canteen committee, and any price increases must be justified and comparable to prices charged by other vendors in this market. The Department of Health Services (DHS), which uses these services at three locations, will also be covered under this waiver request. If this waiver is not approved, DOC would need to suspend canteen services which could lead to serious climate issues in DOC institutions resulting in safety issues for PIOC and staff.

Funding: Other

CBA: Exempt - State lacks the required infrastructure

Wisconsin Firm Impact: The vendor is located in California

Certification: The undersigned certify that this request meets all applicable state and federal statutes, rules, regulations and guidelines. This certification is based on a complete analysis of the request.

Routing Order	Signature	Date
Director, State Bureau Of Procurement		1/30/2024
Deputy Secretary, Department Of Administration		2/1/2024
Governor, State of Wisconsin		2/2/2024