

Wisconsin Department of Corrections

Governor Tony Evers | Secretary Kevin A. Carr

Contract Amendment #1 **Canteen Services and BCE Fulfillment** **410004-M19-CKS6616-RFP-01**

Whereas the Department of Corrections (DOC) has entered into a contract with Union Supply Group, Inc. (USG) dated December 19, 2018 to provide canteen services and BCE bulk items, based off Request for Proposal (RFP) CKS-6616;

Whereas DOC wishes to expand the canteen services to include an “inmate package program” that allows for inmate family/friends to purchase items directly for the inmates, and also allows for inmates to purchase from the package program;

Therefore, the contract is amended by adding the following language to the contract: Package Program

- DOC and USG are entering into an agreement to implement a “package program” starting May 4th, 2020.
- The package program will initially be for family/friends to order items from a select menu for inmates.
- Each inmate will be allowed one package order per quarter.
- The “package” order will be paid for by the family/friend placing the order; the payment will go directly to USG.
- The minimum order amount will be \$20, the maximum order amount and any limits on items will be agreed upon by DOC and USG prior to implementation of the program, and is subject to adjustment throughout the life of the contract.
- USG will cover the costs of any fraudulent/NSF money orders, credit card, or debit card charges; USG will not seek remedy for reimbursement from DOC or from any person(s) in our care.
- USG will submit a quarterly 5% commission to the institutions based on the Net Package Program Sales (note: this does not change the 10% commission on the regular canteen sales). “Net Package Program Sales” shall mean total revenue received and retained by USG from package program sales less customer returns, credits, bad debt, and applicable sales taxes.
- If BCE receives approval to start a package program, USG will cease to operate this program, and will instead operate a package program in conjunction with BCE.
- On June 15, 2020 (tentative date), inmates will be allowed to order a quarterly package on their own behalf from their funds; USG and DOC will work out a process for placing these orders.
- Inmates will not be allowed to place an order if a friend/family member had already placed an order in the quarter; USG has software to track this.

This amendment will be in effect for the remaining term of the contract.


In WITNESS THEREOF, the undersigned authorized officers have subscribed their names on behalf of the parties to this Contract.



4/27/2020

LD Hay, Executive Vice President
Union Supply Group, Inc.

Date



4/28/2020

Kevin A. Carr, Secretary
Wisconsin Department of Corrections

Date