

FACILITY NO: 3 – 855 – S

DATE: June 8, 2006

FACILITY: California State Prison-Sacramento
Prison Road
Represa, CA 95671

CVPC DISTRICT NO.: 3

CVPC DELEGATE: Arthur Culbert

This facility is available to ALL LICENSEES AND VENDORS in the Business Enterprises Program (BEP). All applications must be postmarked by **July 7, 2006**. Send all applications to John L. Westbrook, BEP Program Manager, P.O. Box 944222, Sacramento, CA 94299-9222.

NOTES:

- **The BEP does not provide initial stock loans.**
- Licensees currently owing delinquent fees, penalties, insurance payments, or loan payments are not eligible to compete at this time.
- Unless otherwise specified in this notice, no equipment changes, additions, removals or relocations are contemplated at this time.
- The following information is provided to assist you in evaluating this facility. The BEP does not guarantee the accuracy or validity of this data.

ALL APPLICANTS FOR A SPECIFIC FACILITY WILL NEED TO SUBMIT THEIR APPLICATION AND OPTIONAL RESUME BY THE CLOSING DATE DESIGNATED ON THE ANNOUNCEMENT.

**THE RESUME MUST CONFORM TO THE FOLLOWING FORMAT:
A MAXIMUM OF TWO SINGLE SIDED 8.5 BY 11 INCH PAGES (NO COVER SHEET),
FONT MUST BE 12 POINT OR LARGER.**

BEP WILL NOT ACCEPT ANY APPLICATIONS OR RESUMES AFTER THE CLOSING DATE UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE WITH THE PROGRAM MANAGER.

- Note:** Vendor, employees and purveyors will be required to pass prison facility clearances, read and sign the "Digest of Laws Relating to Association with Prison Inmates". Blue chambray shirts and blue jeans are not to be worn by vendor, his/her employees or visitors. Vendor and employees will comply with all the rules and regulations adopted by said prison. Any violation will result in the revocation of gate passes.
- Note:** CSP-Sacramento is a Level 4 institution. Due to the increased level of security there will be instances in which the prison will experience segregated lock downs. When this happens, the visiting room(s) population will decrease or be locked down completely. The institution will make this determination. Flack jackets may need to be worn by vendor and staff in the event the institution deems necessary.
- Note:** There is no storage on premises. Therefore, the vendor will need to provide their own warehouse which will adhere to sanitation and safety regulations. Warehouse must also be able to accommodate electrical load needs.
- Note:** Vendor will need to provide necessary transportation of perishable food products. A vehicle with refrigeration, or H.A.C.C.P. certified, NSF approved transportation devices.
- Note:** All deliveries subject to search and possible seizure.
- Note:** Enclosed is a CSP-Sacramento security clearance form. Form must be completed 100% and sent in with application. Applicants who do not return form with proper information for clearance will NOT be allowed in to the institution. All reader drivers accompanying applicants must also complete form.
- Note:** Coins will be required for a total of 50 vending machines coin mechs and five bill changers. The vending machines require \$34.00 x 50 (\$1,700.00) in coin. The five bill changers require a total of \$5,000.00 (\$1,000.00 each) in coin. The total amount of money needed for California State Prison-Sacramento is \$6,700.00 in coin.
- Note:** All outdated food items are to be disposed of outside prison grounds. Failure to do this will constitute disciplinary action by the institution.

Housing near this facility: Yes; Rentals: \$1,200.00 and up; Homes for purchase: \$400,000.00 and up; Bus Service: Yes, Para transit is currently available.

Hours: 24 hours, 7 days a week; Average number of customers: 2,800; Employees required: 2 (minimum); Estimated inventory: \$35,000.00.

Actual Sales based on 6-month interim vendor's average
Estimates include warehouse expense that interim vendor did not have

FINANCIAL DATA	ACTUAL		ESTIMATE	
Gross Sales	\$	28,782.00	\$	28,800.00
Cost of Goods	\$	12,342.00 43.25%	\$	12,960.00 45.0%
Labor	\$	3,233.00 11.23%	\$	3,233.00 11.2%
Other Expenses	\$	2,150.00 7.59%	\$	4,673.00 16.2%
Net Proceeds	\$	11,055.00 37.86%	\$	7,934.00 23.0%
V.M. Commissions	\$		\$	
Other Income	\$		\$	
Net Proceeds	\$	11,055.00	\$	7,934.00
Fee	\$	1,727.60 6.0%	\$	1,728.00 6.0%
Net Profit	\$	9,328.00	\$	6,206.00

RECAP OTHER OPERATING EXPENSES

Accounting	\$	45.00	\$	45.00
Laundry	\$		\$	
Utilities	\$		\$	
Pest Control	\$		\$	
Supplies	\$	107.00	\$	107.00
Telephone	\$	121.00	\$	121.00
Liability Insurance	\$	240.00	\$	264.00
Rent	\$		\$	2,500.00
Transportation	\$		\$	750.00
Other Expenses	\$	1,636.00	\$	886.00

LOCATION EQUIPMENT BY AREA:

- Staff Break room A:** 1 cold beverage, 1 cold food, 1 snack, 1 microwave oven, 1 bill changer 1 single condiment stand
- Staff Break room B:** 1 cold beverage, 1 cold food, 1 snack, 1 microwave oven, 1 bill changer 1 single condiment stand
- Staff Break room C:** 1 cold beverage, 1 cold food, 1 snack, 1 microwave oven, 1 bill changer 1 single condiment stand
- Minimum Support Facility:** 1 cold drink, 1 cold food, 1 frozen food, 1 hot beverage, 1 snack, 2 microwave ovens, 1 bill changer, 2 single condiment stands.
- Visiting Room A:** 2 cold drink, 1 cold food, 1 hot beverage, 1 snack, 2 frozen food, 2 microwave ovens, 1 bill changer, 2 single condiment stands.
- Visiting Room B:** 2 cold drink, 3 cold food, 1 hot beverage, 2 snack, 3 frozen food, 2 microwave ovens, 1 bill changer, 2 single condiment stands.
- Visiting Room C:** 2 cold drink, 3 cold food, 2 hot beverage, 2 snack, 1 frozen food, 2 microwave ovens, 1 bill changer, 2 single condiment stands.
- Administration Break room:** 1 cold drink, 1 snack, 1 cold food, 1 bill changer, 1 microwave oven
- Visitor Processing:** 1 cold drink, 1 snack
- Range:** 1 cold drink
- CSP-Warehouse:** 1 snack, 1 cold drink
- Warehouse:** 4 storage refrigerators, 3 storage freezers, 1 refrigerated sandwich unit, 1 desk, 1 chair, 1 coin sorter / wrapper, 1 currency counter, 1 safe, 1 pallet jack, 2 food carts, 5 hand trucks. (Warehouse must accommodate electrical load.)

COMPETITION:

Coffee pots in building:	Yes
Food services within six blocks:	Yes
Other BEP stands in buildings:	No
Competitive vending machines:	No
Vending trucks:	No

The following attachments are incorporated into the permit for the vending facility. They set forth the minimum standards for operating the vending facility and are provided for your information.

PERMIT ATTACHMENTS:

- Attachment C:** List of Items for Sale
- Attachment H:** Maintenance and Cleaning Schedule
- Attachment I:** Business Operations and Practices

NOTE: **Please do not send your application or resume to the Field Office.**
You must mail them to the BEP Central Office in Sacramento and they must be received by the closing date listed above.

If you have questions or concerns regarding the selection committee process, please contact Clint Vigen at (916) 263-8913.

You will be notified of the time and place of the selection committee. For additional information and application forms, contact:

Hershel Baser, Business Enterprise Consultant
Northern Region BEP Field Office
(916) 263-8903

ATTACHMENT C

LIST OF ITEMS FOR SALE

Types of articles to be sold and service offered at California State Prison–Sacramento, Prison Road, Represa, CA 95671.

The items that are to be sold in this attachment are in line with this administration's policy of a healthier California. This agency wants its employees and visitors to make an informed choice for healthy, fresh-made food that looks and tastes great.

The BEP vendor is not, however, prohibited from augmenting the menu. These menu items can be offered in all appropriate venues available to the vendor within the parameters set forth in applicable codes and regulations. The BEP vendor may request a change in writing to reduce the level of goods and services defined herein based upon the needs of the building population and marketability of certain products. Any such request for change shall be approved in writing by the BEP.

PREPACKAGED ITEMS NOT PREPARED ON PREMISES:

- Hot Coffee
- Hot Tea
- Sodas, can and bottled, such as but not limited to Coke, Pepsi, Sprite, diet and caffeine free.
- Sandwiches, cold and microwaveable, such as but not limited to, ham, turkey, sub, roast beef.
- Frozen entrees, such as, but not limited to, Pierre's hot wings, Mexican food, Chinese and hamburgers.
- Snacks, chips, such as but not limited to Lays, Doritos, Corn chips, Pretzels.
- Candy: such as, but not limited to Hershey's chocolate bars, Pay Day, etc.

- Bakery items, such as, but not limited to, donuts, pastries, etc.
- Ice Cream
- Fruits and Vegetables, fresh and canned, salad (limited due to market conditions)
- Dairy, milk, regular and chocolate
- Desserts

ATTACHMENT H MAINTENANCE AND CLEANING SCHEDULE

All cleaning and sanitation shall be done in accordance with the California Uniform Retail Food Facilities Law (CURFFL) and any other applicable codes or regulations. The following schedule and guidelines represent a minimum standard to be adhered to:

The following items for maintenance cleaning are found in dining, serving, kitchen, preparation, storage and vending machine areas. Areas or parts of the facility requiring special attention are identified separately, for example the dining area has specific requirements for tables, chairs and table bases are identified separately.

Dining Area (including vending machine dining areas)

- To be cleaned by the institution.

Vending Machines

- Machine exteriors to be cleaned and polished with appropriate cleaner at least once per day, and as often as required, to keep surfaces free of spots, film, spills and residue.
- Machine delivery trays to be cleaned and wiped daily, and as often as required, to keep surfaces free of spots, film, spills and residue.
- A daily inspection of the area under and behind vending machines shall be made to insure that the area is free from waste paper and debris and compressor motors have adequate ventilation.
- A regular schedule for cleaning product trays and the interior of snack and cold food machines will be necessary.

Warehouse Area

- Refrigeration - to have the bottoms, insides including the door tracks cleaned thoroughly at a minimum of once per week, and as often as required, to keep them free of spills residue and build up.

- Glass surfaces - to be cleaned with appropriate cleaner as often as required to keep surfaces free of spots, film, spills and residue. Care should be taken when cleaning glass with chemicals in presence of exposed food. Exposed food should be removed before any cleaning with chemicals takes place. Such cleaning shall occur after or before prepared food is placed in unit.
- Trash cans - to be emptied daily and as often as required, to keep refuse from spilling out of the cans. Cans are to be wiped daily and thoroughly cleaned weekly, and as often as required, to keep them free of spots, spills residue and any odors.
- Walls - to be thoroughly cleaned monthly and to be spot cleaned as often as required, to keep walls free of spots and residue.
- Storage shelving and cabinets - to be thoroughly wiped and cleaned monthly and as often as required to keep them free of residue and build up.

ATTACHMENT I

Thirty calendar days after the vendor has been selected he/she should prepare and provide the following facility plan to BEP in writing. The plan should include at a minimum the following areas and components:

- 1) "Public and Employee Relations" which shall include plans for:
 - a. Customer feedback
 - b. Public relations training for vending facility employees
 - c. Employee relations – company standards and policies
 - d. Refund policy
- 2) "Merchandising" which shall include plans for:
 - a. A variety of merchandise and menus in addition to the minimum standard set forth in Attachment C
 - b. Menu preparation
 - c. Merchandise display(s)
 - d. Inventory control
- 3) "Staff Supervision" which shall include plans for:
 - a. Sufficient level of staffing for type of vending facility
 - b. Duty statements
 - c. Training and cross training of staff
 - d. Supervision of employees
 - e. Controlling employee turnover
 - f. Standards for performance and appearance of staff
 - g. Employee evaluations
- 4) "Financial Responsibility" which shall include plans for:
 - a. Accounting – a system to monitor the daily financial performance of the business, including the records required by BEP as identified in Title 9, California Code of Regulations, Chapter 6 business Enterprises Program for the Blind, Revised March 1993, Article 7, Section 7220 (j).
 - b. Payroll
 - c. Inventory Control
- 5) "Sanitation and Safety" which shall include:
 - a. Compliance with the state injury prevention program as specified in Labor Code section 6401.7
 - b. Compliance with food safety certification requirements as specified in Health and Safety Code, Section 113716
 - c. A Hazard Analysis Critical Control Points (H.A.C.C.P.) plan for food safety