

ATTACHMENT AA

Site Tours for RFP Q0017055 Commissary Services

All Offerors who wish to participate are required to provide the Procurement Office with their Name, Social Security Number and Date of Birth by 12 noon on Monday, March 12, 2018 in order to attend the site visits. No substitutions will be permitted on the day of the tour and there will be NO appeal if a visitor is denied entrance.

Roxbury Correctional Institution - Tuesday, March 20, 2018 @ 9:00 am (Local Time)

18701 Roxbury Road
Hagerstown, MD 21746
Security Operations: Todd Faith

Maryland Correctional Institute for Women - Tuesday, March 20, 2018 @ 1:00 p.m. (Local Time)

7943 Brockbridge Road
Jessup, MD 20794
Security Operations: Lanthan Linton

Maryland Reception, Diagnostic and Classification Center – Wednesday, March 21, 2018 @ 9:00 a.m. (Local time)

550 East Madison Street
Baltimore Maryland 21201
Security Operations: Paige Jones

The Contract Manager will meet the vendors at the main entrance of each facility at the designated time. Each facility will have the POC and at least one escort officer to take the vendors on their tour. Parking will not be an issue anywhere other than Baltimore City; so car pooling is encouraged as much as possible for that site visit.

Site visits will not be used to answer questions about the RFP; rather the purpose of the tours is to familiarize potential Offerors with the geography and physical layout of the facilities. Questions about the RFP should be submitted to the Procurement Officer as detailed in the RFP.

In order to assure adequate preparation and accommodations for the site visits and tours, it is requested that no more than two representatives for each potential Offeror attend.

The information that must be submitted by the Offeror at least one (1) week prior to the site visit which includes a Name, Social Security Number, and Date of Birth for each representative. This will enable Security Staff in the Facility to do a brief background check that will allow them to

issue a one-day pass for the tour. This information shall be completed on the attached form and submitted to the Procurement Officer at least one (1) week prior to the scheduled site visit.

Restrictions, in addition to the numbers that may tour, include the following:

- No communication devices (cell phones, beepers, Blackberries, computers, etc.) will be admitted to the Facility. The same applies to any weapons or cameras.
- No purses, bags, lunches, briefcases, or other carry-in materials more than a pad of paper and a writing instrument will be permitted in any Facility. (Time will not permit visitors to apply for and get a locker for these items during the brief time vendor representatives will be on site).
- There will be no clothing items made from denim worn in the facilities.
- Other forbidden clothing items include open-toed shoes, sleeveless blouses not covered by a jacket, under-wire bras (visitors WILL be asked to remove them so they should be avoided), shorts, tee-shirts, and jeans of any material.
- No sundries can be taken into the facilities including tobacco, soda, water, other drinks, gum, candy, and snacks. If it is necessary to have some sort of food because of a medical condition, it must be carried in a clear plastic baggie for inspection by security on arrival at the Facility.

All persons participating in a tour must carry a picture ID with them (such as a driver's license).

All persons visiting should be aware that they will be searched, including electronic screening.

Some of the locations will require the touring vendors to move their cars from Facility to Facility so plans to carpool are essential as parking may be less than desirable at some locations, and difficult in the Baltimore area.

Directions to the DPSCS facilities can be found on the web at:

<http://dpscs.maryland.gov/locations/prisons.shtml>

Background Clearance Form

Solicitation No. Q0017055 - Site Visit

Commissary Services

Department of Public Safety and

Correctional Services

Today's Date: _____

Date of Site Visit: _____

Location: _____

Name: _____

Vendors Name: _____

Vendors Address: _____

Date of Birth: _____

Social Security Number: _____

This form shall be completed and return to: Debbie.pecora1@maryland.gov