



EMERGENCY PURCHASE STATEMENT

Emergency Purchases are conducted pursuant to 30 ILCS 500/20-30 and 44 Ill. Adm. Code 1.2030.

Agency: Illinois Department of Corrections Division: Fiscal Services

Address: 1000 E. Converse St. City: Springfield State: IL Zip: 62794

Vendor: Union Supply Group

Address: 3321 Toy Road City: Groveport State: OH Zip: 43125

Emergency Purchase Details

BidBuy Reference #: B- 26-426DOC-CENTO-B-52749

Emergency Condition (select the appropriate option from the drop-down menu below):

To prevent or minimize serious disruption in critical State services that affect health, safety, or collection of substantial State revenues

Provide a description and reasons for needing this emergency purchase:

The Vendor is able to provide needed commissary items to the Illinois Department of Corrections for its Individual in Custody and Correctional Facility Employees.

Provide the conditions and circumstances that led to the need for this emergency purchase:

The need for this emergency purchase arose from the absence of an executed long-term contract for statewide commissary services. Historically, the Illinois Department of Corrections (IDOC) has not maintained a statewide long-term contract for these services and has relied upon alternative procurement methods to meet operational needs. Recognizing the importance of establishing a competitively procured, long-term contractual solution, the Department initiated efforts to develop and implement a statewide procurement strategy for commissary services.

The Department previously pursued a competitive procurement for these services; however, the solicitation resulted in protests that prevented the Department from successfully completing the procurement and implementing a long-term contract. As a result, the Department was unable to establish the intended contractual coverage before existing procurement authority expired.

Due to the lack of a long-term contract and the delays associated with the protested procurement, the Department was required to utilize emergency procurement authority to ensure continuity of services and prevent operational disruptions. During this period, the Department continued to evaluate procurement methodologies, market conditions, and operational requirements to ensure that the resulting solicitation would support a successful and sustainable long-term contract.

In coordination with the Chief Procurement Office for General Services (CPO-GS), the Department has developed a revised procurement strategy and is currently finalizing a Request for Proposals (RFP) for a permanent statewide contract. Establishing a successful long-term contract for these services is critical to the Department's operations and fiscal stewardship. The emergency purchase is necessary only to maintain uninterrupted services while the competitive procurement process is completed and a long-term contractual solution is implemented.

Commissary services are essential to the continued operation of correctional facilities and provide individuals in custody and facility employees access to approved food, hygiene, personal care, and other authorized items. Any interruption in the availability of these services would create operational challenges within correctional facilities and negatively impact the Department's ability to maintain consistent access to approved commissary products statewide.

Reason for selection of this particular vendor:

The Department selected this vendor because it possesses the operational capacity, established distribution network, and specialized experience necessary to provide large-scale commissary services within a correctional environment. The vendor has demonstrated the ability to supply correctional approved products that meet the Department's safety, security, and operational requirements while supporting statewide distribution needs.

The market for correctional commissary providers is limited, with relatively few vendors capable of maintaining a



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comprehensive catalog of correctional safe products, managing large-volume inventory requirements, and delivering products consistently across multiple correctional facilities. The selected vendor maintains an active product catalog, established supply chain relationships, and the logistical infrastructure necessary to support uninterrupted service to the Department.

Selection of this vendor was necessary to ensure continuity of commissary operations, maintain access to approved products, and avoid disruptions that could adversely impact facility operations. The Department determined that utilizing a vendor with proven correctional experience, established distribution capabilities, and the ability to immediately meet statewide demand was the most effective means of ensuring continued service during the emergency period.

Description of supplies or services to be provided:

The Vendor will provide approved commissary items that will allow for the continued sales of food, clothing, health/beauty, sundries and electronics to individuals in custody and Correctional Facility Employees.

Emergency procurements shall be made with as much competition as is practicable under the circumstances, and agencies shall utilize best efforts to include contractors certified under the Business Enterprise Program in its emergency procurement process. 30 ILCS 500/20-30(a).

Describe the actions taken by the agency to make the emergency purchase with as much competition as is practicable under the circumstances:

The short-term nature of our current purchasing cycle does not allow vendors to secure reliable supply chains or establish partnerships with BEP certified businesses. Vendors provide new pricing every 4 to 6 weeks and must respond quickly to shifting product availability. Without long-term volume commitments, it is not practical for the vendors to formalize subcontractor relationships or guarantee consistent opportunities for BEP participation. We will continue to pursue BEP inclusion as market conditions stabilize and we realize our competitive solicitation for a long-term contract.

List the actions taken by the agency that constitute its best efforts to include contractors certified under the Business Enterprise Program in this emergency purchase:

The Department reviewed the Commission on Equity and Inclusion's (CEI) directory of certified vendors to determine whether certified firms were available that could provide the required services or support the emergency procurement. Based on this review, the Department determined that there were a limited number of certified vendors with the capacity, inventory, distribution network, and correctional experience necessary to provide statewide commissary services. The Department also evaluated potential subcontracting opportunities. However, the primary opportunities identified were limited to transportation-related services. Due to the immediate nature of the Department's operational need, establishing and implementing new subcontracting arrangements would require additional time and coordination that could jeopardize continuity of commissary services.

The Department will continue to evaluate certified vendor participation opportunities, including subcontracting opportunities, as part of its ongoing efforts to establish a long-term competitively procured contract for these services.

Is there an active State contract available for the required supplies or services? Yes No



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This emergency contract was awarded on the earliest of these dates: (choose one)

the State agency communicated to the vendor to start work Date

publication on the Bulletin identified the selected vendor

the contract was signed by both parties

Amount (\$) of this expenditure is: \$6,000,000 Amount is Actual or Estimated*: Estimated

*Pursuant to 44 Ill. Admin. 1.2030 (f)(5), if Estimated is indicated, an Emergency Final Cost form will be submitted by the State agency and published by the State Purchasing Officer no later than the tenth day of the succeeding month. If Actual is chosen and the total cost differs from the amount on this statement, an Emergency Final Cost form must be submitted and published within the same timeframe.

Select the type of funding to be used: Federal Funds State Appropriated Funds State Grant Funds Other

Signature

This emergency purchase was made with as much competition as is practicable under the circumstances. Best efforts were utilized to include contractors certified under the Business Enterprise Program in the process.

I am authorized to make this emergency purchase, and I know and understand the contents of this statement and all statements herein are true and correct to the best of my knowledge.

Agency Signature: Jacenta Wilson Digitally signed by Jacenta Wilson
Date: 2026.06.01 14:36:32
-05'00' Title: APO

Printed Name: Jacenta Wilson Date: June 1, 2026