

## VCE Procurement Manual

**Virginia Correctional Enterprises (VCE).** Goods and services produced or manufactured by state correctional facilities shall be purchased by all departments, institutions, and agencies of the Commonwealth, which are supported in whole or in part with state funds. VCE products may also be purchased by any county, district of any county, city or town and by any nonprofit organization, including volunteer lifesaving or first aid crews, rescue squads, fire departments, sheltered workshops and community service organizations. Products include, but are not limited to, Wood and Metal Case goods, Seating, Office Systems, Shoes, Clothing, Embroidery, Silk Screening, Vinyl Binders, Pad holders, Sign, Microfilming and Data Storage, Optical, Plastic Bags, Dentures, Laundry, Wooden Pallets, Warehousing, License Tags, Janitorial Products, and VCE Digital Works (\*Corprint). Special or unique products or services requiring extensive production runs in volume are available.

Agencies may submit agency purchase orders directly to VCE through eVA. If an agency has a critical need, they should contact the VCE Customer Service Department by telephone (804) 743-4100 or VCE Digital Works (Corprint) at (804) 225-3574 to discuss product availability and delivery. Additional information concerning goods and services available from VCE is contained in the Virginia Correctional Enterprises catalog.

The following goods and services are available through VCE for purchases by state agencies, institutions, municipalities and local governments, and Not-for-Profit organizations:

1. **VCE Digital Works (Corprint):** Services include black and white and laser color copying, single color to four-color printing, bindery and finishing services. Maximum print area is 12” X 109”, prints 600 dpi and 170 lpi with offset quality rosette. Printing also includes flat forms; NCR-type forms up to five-part (not snap-apart or continuous); padded forms; envelopes (regular and window) including long Kraft envelopes; color booklets up to 9” X 12”; and color brochures with no more than two folds. Desk-top publishing software supported includes: QuarkXPress, Adobe PageMaker, Adobe Illustrator, Adobe Photoshop Macromedia Freehand, CorelDraw. Images should be saved in CMYK format, not RGB or indexed color. Scanned image resolution need not exceed 300 dpi. Grayscale images should have a tonal range from 5% to 90% open mid-tones slightly. Perform all image manipulation in Photoshop, not in the layout program. Convert Duotones to CMYK before final placement. Do not save images in PICT format. Convert DSC files to TIFF format.

Convenient pick up and delivery services are available upon request. Document files storage for future access, update, re-purposing and reprinting is also available. Customers are able to submit jobs via the web, eVA, e-mail or deliver in person at the VCE Downtown Digital Print Shop located in the John Tyler Building, 1300 East Main Street, Richmond VA.

2. **Wood and Metal Case Goods:** Total offering of Office, Lounge, Dormitory, and Occasional Furniture. This includes but is not limited to: desks, credenzas, bookcases, bridges, hutches, lateral files, storage cabinets, shelving, filing cabinets, beds, sofas, loveseats, chairs, stools, and table. Custom metal and wood products are available.
3. **Seating:** A comprehensive offering of office, conference room, reception area, dormitory, lounge, and laboratory seating.

4. **Office Systems:** VCE offers a broad spectrum of component office systems including, panels, work surfaces, filing systems, table, cable management, and keyboard trays.
5. **Shoes:** All-purpose 6" and 10" top work boots made of full and corrected grain leather, Goodyear welt with cushioned insole, rubber heels.
6. **Clothing and Textiles:** A wide selection of clothing items which includes, but is not limited to shirts, pants, jackets, coats hospital scrubs, lab coats, blankets, sheets, pillowcases, laundry bags, full dress uniforms, food-service clothing, health-care provider clothing.
7. **Embroidery:** VCE provides all services needed to embroider logos or special graphics to any piece of apparel or textiles.
8. **Silk Screening:** Full service silkscreen and/or foil stamping services.
9. **Vinyl Binders, Pad Holders and Sign Products:** Full range of three ring binders, pad holders, plastic signs and decals.
10. **Microfilming and Data Storage:** Full service microfilming which includes document preparation, photography, developing, duplicating, and film delivery. Data conversion from hard copy to microfilm and DVD formatted disks.
11. **Optical:** VCE's prescription eyewear is a full service lab. The product offering includes single vision, bi-focal, and tri-focal lenses, tinting, and a large number of frames.
12. **License Tags:** State and municipal license plates are quoted on an individual design and quantity basis.
13. **Dentures:** From full dentures to simple mouth guards. VCE dental prosthetics are made to the most exacting standards. Services include: soft mouth guards, relines of upper and lower, acrylic splints, space maintainers, surgical trays, surgical splints and hard mouth guards.
14. **Laundry Services:** Laundry services may include par cart packing, pick-up and delivery, assistance with linen inventory control, water conservation. Each laundry customer has unique requirements; contact VCE for a quotation on the service required.
15. **Pallets manufacture and Repair:** Wooden shipping pallets.
16. **Warehousing:** Contact VCE for dry storage services.
17. **\*Plastic Bags:** VCE manufactures a wide variety of plastic bags of various widths and lengths. Specialized bags are available in bulk directly from VCE.
18. **\*Janitorial Products:** See the VCE digital catalog or web site for details.

\* Order through the VCE. See 2.1e.

**Written Concurrences:** Concurrences may be granted by VCE if they do not offer the desired products, do not offer a compatible product, or are unable to meet a reasonable required delivery date. Written concurrences may be given by facsimile transmission if the agency requests. Requests for concurrences are normally processed within 24 hours. When concurrences are granted, the resulting procurement, if it is within the agency's delegated authority, may be made

directly by the agency using the appropriate procurement method. If it exceeds the delegated authority, it shall be forwarded to the appropriate purchasing office (e.g., DGS/DPS).

**Waivers:** The Director of DGS/DPS may exempt purchasing from VCE when, in the Director's opinion, an article produced or manufactured does not meet the reasonable requirements of the agency. A written concurrence will normally be requested from VCE under these circumstances. In any case, where the Director of DGS/DPS grants an exception, the Director shall submit a copy of the written justification for the exception to the Director of the Department of Corrections.

**Intentional Violations:** Intentional violations of the requirement to purchase from VCE, after notice from the Governor to desist, shall constitute malfeasance in office and shall subject those responsible for such violations to suspension or removal from office (*Code of Virginia*, § 53.147, 53.1-48, 53.1-49, and 53.1-51).

**VCE Joint Ventures:** VCE enters into joint ventures with private sector firms as partners in the sale, distribution, service, and development of products manufactured by VCE.

**Prison Industry Enhancement:** VCE enters into agreements with public or private sector firms as partners in the sale, distribution, service, development and production of products that may be sold in interstate trade. Prison Industry Enhancement (PIE) is a federally chartered and administrated program. Inmate labor must be paid minimum or prevailing wage from which deductions for victims' restitution, family support, taxes, etc. must be made.