



**State of Oklahoma
Office of Management and Enterprise Services
Central Purchasing Division**

**Sole Source or Sole Brand
Acquisition Certification
74 O.S. § 85.45j**

Type 1

Acquisition Type (check one): Sole Source Sole Brand

State Agency: Oklahoma Department of Corrections

Supplier Name: Acorn Food Services Inc.

Supplier Address: 3553 West Chester Pike Suite # 401, Newtown Square, PA 19073

Supplier Telephone: _____ Supplier E-mail: ty.tang@acornfood.com

I hereby affirm that pursuant to the provisions of the attached requisition or contract that (name of supplier) Acorn Food Services, Inc. is the only person or business entity singularly qualified to provide the acquisition, and if a product is the only brand or product which is unique, for the following reasons:

We will be using the CLEET facilities in Ada, OK at no cost to the agency. We will be sharing the kitchen facilities with CLEET so we need to use the same vendor as they do. Food will be our agency's only cost.

The following is a brief description of all efforts which were made to verify that the services or products to be purchased pursuant to the provisions of the attached requisition or contract qualify as a sole source or sole brand acquisition:

CLEET officials stated we must use their food vendor. The cost would be excessive to rent a different facility.

Signature On File

Signature On File

Additional Signatures for Requisitioning Agency, if necessary:

[Type Title] Signature & Date

[Type Title] Signature & Date



Purchase Order

Dispatch via Print

Department of Corrections
DEPARTMENT OF CORRECTIONS
3400 MARTIN LUTHER KING AVE
OKLAHOMA CITY OK 731360400

Purchase Order	Date	Revision	Page
1319061328	05/19/2015		1
Payment Terms	Freight Terms		Ship Via
0 Days	Free on board at Destination		Common
Buyer	Phone		Currency
David Williams	405/425-2636		USD

Supplier: 0000339620
ACORN FOOD SERVICES
519 Revere Rd
Merion Station PA 19066

Ship To: DEPARTMENT OF CORRECTIONS
DIVISION OF COMMUNITY CORRECTIONS
3700 N CLASSEN BLVD, SUITE 110
OKLAHOMA CITY OK 731182863

Bill To: DEPARTMENT OF CORRECTIONS
DIVISION OF COMMUNITY CORRECTIONS
3700 N CLASSEN BLVD, SUITE 110
OKLAHOMA CITY OK 731182863

Tax Exempt? Y **Tax Exempt ID:** 736017987

Line-Sch	Cat CD / Item Id	Description	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	90101603 / 1000007435	CATERING:Catering Fee	176.0000	DAY	5.4500	959.20	05/29/2015
176 BREAKFAST FOR PRESERVICE CLASS AT CLEET COMPLEX @ 5.45 PER MEAL							
2- 1	90101603 / 1000007435	CATERING:Catering Fee	362.0000	DAY	11.1400	4,032.68	05/29/2015
208 LUNCHES FOR PRESERVICE CLASS AT CLEET COMPLEX @ 11.14 PER MEAL 154 DINNERS FOR PRESERVICE CLASS AT CLEET COMPLEX @ 11.14 PER MEAL							

Total PO Amount 4,991.88

COMMENTS:
ONE TIME PURCHASE ORDER
FOOD FOR P&P SPECIFIC TRAINING AT THE CLEET ACADEMY FROM 6-2-15 TO 6-12-15 TUES-FRIDAY ONLY

VENDOR ID: 0000339620 LOCATION: 0002
VENDOR: ACORN FOOD SERVICES,INC
3553 WEST CHESTER PIKE SUITE # 401
NEWTON SQUARE, PA 19073

AGENCY CONTACT: CINDY WILKETT, BUSINESS SERVICE COORDINATOR 405-523-3075

JUSTIFICATION:

- Definition of the Requirement: What are we buying? CATERING FOR PRESERVICE
- Analysis of existing Agency Resources: Is the requirement available elsewhere in the agency?
Yes___ No__X___
- Objective of the acquisition: Why do we need to buy this? FEED STUDENTS GOING THRU PRESERVICE P&P SPECIFIC TRAINING. CATERING CO. IS THE ONLY ONE THAT CAN BE USED
- Evaluation of the procurement method: Bid___ Release___ OCI/Ag___ Spot Buy ___ Exempt_X___
(or) 4. Evaluation of the procurement method: Fixed Rate
- Development of Specifications: If bidding, are specs non-restrictive to maximize reasonable competition? Yes___ No___ N/A
- Pertinent information: List any other information needed to support the acquisition.
- Labor: Describe any labor that will be involved with the acquisition including who will be doing the labor (i.e. installation, start up, inspection)
- Total project: If this acquisition is part of a project, what is the estimated total project amount? How much has been spent to date and thru what procurement method the money was spent (i.e. statewide contract, purchase order release or super p-card transaction; inter/intra-agency; open market bids; local p-card) THE PO AMOUNT

Signature On File



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NOTICE TO VENDORS:

Offender Contact: Contractor's employees, agents, and representatives shall minimize interaction with offenders or patients, and shall report any verbal contact to DOC facility security staff before leaving the site.

Subject to Search: All persons, vehicles, packages and equipment entering a DOC facility are subject to search.

Contraband: Contractor's employees, agents, and representatives shall not have any weapons, tobacco products, cell phones or any item deemed by facility to be potential contraband.

Tobacco Use Prohibited. The use of tobacco products is prohibited throughout all indoor and outdoor areas of property owned, leased, loaned or under the control of DOC, including parking lots owned or under the control of DOC.

131PD 3700 N CLASSEN BLVD# 110 OKC, OK 73118-2863

536170 1000 19530 6262300 14

Lines 1 & 2 - changed match action from no match to standard. DDouglas 6-1-15

Authorized Signature