



COUNTY OF SANTA CRUZ

General Services Department Purchasing Division

701 OCEAN STREET, SUITE 330, SANTA CRUZ, CA 95060-4073

ADDENDUM #1

Request for Proposal (RFP) 16P3-002
FOR
Inmate Commissary Services
Issued March 17, 2017

This addendum (#1) is being issued for the following reason:

- 1) To answer vendor questions regarding Request for Proposal (RFP) 16P3-002, Inmate Commissary Services.

First Set of Vendor Questions:

1. Can you please provide the monthly ADP by month for the past fiscal year?
Answer: The total Average Daily Population in for FY 2015-2016 was 438, as stated on page 4 of the RFP.
2. Can you please provide the sales figures provided broken down into regular commissary sales and e-commerce sales?
Answer: No. The purpose of this RFP is to see what vendors will offer.
3. What are the current commission rates on regular commissary, AccessSecurePac and vending?
Answer: No. The purpose of this RFP is to see what vendors will offer.
4. Would the County consider commissary delivery in clear sealed plastic bags rather than paper?
Answer: County policy requires departments to adhere to green business practices. The Sheriff's Correction division is in the process of becoming certified as a green business.
5. Can you please clarify labor requirements outlined in 3.7.1. Is one CSA required for all 4 locations; 40 hours per week or are 4 CSA's required; 1 at each location?
Answer: 1 CSA will work 40 hours weekly to cover all Correctional Facilities.
6. What is the current delivery schedule? Can vendors propose a different delivery schedule if desired?
Answer: Vendor may propose delivery schedule, but Sheriff Correctional Staff will make the final decision.
7. Is on site commissary space available at any of the participating facilities? For supplies / commissary items, or staffing?
Answer: There is no storage space for commissary items. Office space will be available for vendor's staff.

8. Does the County prefer an on or offsite commissary model?
Answer: If offsite means that the vendor will not be storing items on County property, then yes.
9. How many indigent inmates do you currently have?
Answer: There is no mechanism in place to easily identify indigent inmates at this time. If an inmate is determined to be indigent, they will receive an indigent kit, which consists of basic hygiene items, after they are booked.
10. Can you please provide the quantity of indigent kits provided by the vendor last fiscal year?
Answer: 5,082.
11. Can you please provide the current commissary menu and pricing?
Answer: No. The purpose of this RFP is to see what vendors will offer.
12. What is the weekly spending limit?
Answer: \$125.00.
13. Are phone cards/time sold through the commissary? If yes, please provide 12 months of phone revenues sold through the commissary.
Answer: No.
14. How many vending machines does the County operate today?
Answer: None.
15. Can you please provide the vending revenues and commission.
Answer: N/A
16. What is the process for replenishing the commissary vending machines
Answer: The awarded vendor will be responsible for replenishing all commissary vending machines.
17. Can you please provide the vending machine menu and price list?
Answer: N/A
18. Is the County open to comparable retail programs instead of vending?
Answer: Vendor may propose a retail program as an option, but this will not replace the requirement for vending machines.
19. Does the County anticipate an increase or decrease in the current population?
Answer: No.
20. Is the County interested in tablets instead of the in-pod kiosks that were detailed in the RFP?
Answer: Both.
21. Do the existing kiosks reside on the County's network or does the vendor have a separate network?
Answer: All networked hardware will be set up using the County-maintained network.
22. What is the current provider of network connectivity to the county jail?

Answer: The vendor will need to provide an ISP link (which is how the current one is set up). Any wireless connectivity will need to be vendor provided since The County does not provide Wireless networking for non-County devices. The local ISPs for Santa Cruz County are ATT, Cruzio and Comcast.

23. Does the County currently have a debit release solution?

Answer: No.

24. Can you please provide the fee structure for the lobby kiosks?

Answer: \$4.00 for cash transactions.

25. What services are available on the inmate kiosks today?

Answer: They allow individuals to add money to inmate accounts.

Second Set of Vendor Questions:

1. Section 1, page 4: The first paragraph states that vendors are “required to furnish food and commissary services two (2) times per week”
 - Please clarify that this means inmates can order twice per week with two separate processing and delivery days.
Answer: Allow the inmates to order twice a week, possibly Monday and Friday with two delivery days.
 - What are the spend limits for each order?
Answer: \$125.00
 - Will the county consider one delivery per week, provided that inmate debit vending is available on site? This would provide accessibility to commissary products for inmates that may miss the ordering window.
Answer: Yes
2. Section 2.18, page 9: If a vendor does not meet the criteria listed in sections “a. Experience” and “b. References” will this vendor be disqualified from bidding?
Answer: Not necessarily, but the final decision will be at the discretion of the RFP reviewers.
3. Section 3.3.2, last bullet, page 12: Please clarify “review phone charges and call history”.
The phone charges and call history must be readily available.
4. How many inmate vending machines will the County require?
Answer: 8.
 - Please provide locations for each machine.
Answer: One (1) in each area at the Main Jail/Blaine and two (2) at Rountree.
5. Section 3.5.4, page 14: Please clarify “The system shall have the capability of allowing Correctional Officer to ‘check in’ from any computer to verify the order of each and any inmate.”
Answer: Correctional Officers should have the capability to access the system from any computer.
6. Section 3.5.4, page 15: Please confirm that the County is asking for a debit release card program.
Answer: Yes.
7. The County requires sealed paper bags for commissary orders. Please specify acceptable methods of sealing the paper bags.
Answer: Glue.
8. Will the County allow the continued use of current plastic bags for commissary?
Answer: Yes.

9. Please confirm the terms of the contract.

Answer: Standard terms are contained n the RFP. Any proposed changes to terms of contract will be addressed during negotiations.

10. Is nutritional information required for commissary items?

Answer: Yes

- **Section 5, Official RFP Form, item 7 states “Provide nutritional data for any consumable items”.**
- **Section 3.13, third bullet states “The Sheriff’s Office may require sample products for testing and evaluation. Vendor agrees to furnish such sample products free and with prepaid postage. Nutritional data must be provided to Sheriff’s Office upon request, free of charge”.**

11. Please confirm the locations for the 36 new housing kiosks.

Answer: All units at Main Jail and Rountree.

12. Please confirm that no onsite space will be available to any vendor.

Answer: Office space will be available. Onsite storage for commissary items will not be available.

13. In order to make this RFP more financially beneficial to the County, is the County willing to consider adjusting the current contract term of 1 year, +3, 1 year renewals to 1 year **+4, 1 year renewals?**

Answer: To be discussed during contract negotiations if awarded.

RFP SUBMITTAL DEADLINE REMAINS UNCHANGED.

RFP DUE:

Tuesday, March 28, 2017, at 2:00 p.m. PDT
In the Purchasing Division of General Services
701 Ocean Street, Room 330
Santa Cruz, CA 95060



Shauna Soldate
Shauna.Soldate@santacruzcounty.us

3/17/17

Date