

## BOONE COUNTY, MISSOURI Request for Proposal #02-25MAY16 – Detainee Commissary Services

## ADDENDUM # 2 - Issued May 20, 2016

This addendum is issued in accordance with the RFP Response Page in the Request for Proposal and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum <u>MUST be acknowledged</u> and submitted with Offeror's *Response Form*.

Specifications for the above noted Request for Proposal and the work covered thereby are herein modified as follows, and except as set forth herein, otherwise remain unchanged and in full force and effect.

- Item 3.4.1 indicates that the County is looking for one visitation kiosk, but does not specify anything about a lobby kiosk for cash intake. Are these to be one and the same, or are they intended to be different? They will need to be the same.
- 2. Item 3.33.1 indicates that the process for vetting/background/screening contractor employees will be explained at the pre-response conference (which I assume means yesterday pre-proposal conference?). If so, it didn't get addressed and I'm wondering if there is anything else that we need to know.

This is in regards to the criminal history checks of any and all employees that might need access to the facility during implementation of their products/systems. The selected vendor's staff that are entering the facility will need to have a criminal records check (including fingerprints) completed at least 30 days prior to any work being performed at the department. ID badges and photos may be required.

3. Item 4.1.1 indicates that the offeror shall provide a rate table for all products offered. I assume that this pertains to the cost of each commissary item offered? Just want to be clear on that.

Yes that is correct. Please provide a rate table for all products offered on the commissary services and vending machines, if offering this service.

With regard to the vending machines...does the County wish to earn commission on employee vending?
 Yes, if we implement employee vending machines.

- Can you please confirm that fees will be allowed for all deposits to inmate accounts through self-service options?
   Boone County has no issues with this. Please describe in detail any fees associated with deposits and what self-service options are available.
- Can you please provide a list of all current commissary items and their price?
   Please see the attached list of commissary items available to Boone County detainees and the cost per item.
- 7. Can you please provide a list of all commissary items and their individual sales for the past 12 months?

Please see the attached list of commissary items available to Boone County detainees and the cost per item. A report of individual sales over the past 12 months is also attached. Additional items that the vendor sells will need to be approved by the Sheriff or his designee prior to being offered to detainees.

- 8. Can you please confirm that Boone County will be responsible for all wiring costs? Boone County will be responsible for the wiring into the housing unit up to the connection to the kiosk. Boone County intends to provide the wiring needed to the various areas of the facility. The vendor will be required to install the units throughout the designated areas of the facility and complete final connections. Vendor proposals should outline what wiring or cabling requirements will be at each kiosk area throughout the facility/project.
- 9. Please detail what type of connections your equipment will require in your RFP response. Vendor proposals should outline what wiring or cabling requirements will be at each kiosk area throughout the facility/project.
- 10. 3.20.1 Our cash deposit lockbox has a capacity of 500 bills. Is it a must that it collects 1000?
  No, please outline device capacity in the proposal.
- 11. 3.21.7 We charge \$3.50 for cash deposits and 10% for debit/credit to cover the cost of fraudulent transactions. Is it a deal breaker to charge the transaction fees?This is fine; please outline all fees or charges that are to be assessed in the proposal.
- 3.21.11 Our Commissary program comes with an inmate banking and accounting software. We have the capability to write checks, etc. What is the County's banking system that our system must be capable with? This question may need further clarification. The Sheriff's Dept. currently uses Landmark Bank and the department's inmate banking/software is in HTE SunGard JALAN. There was some internal programming done by Boone County I.T. as well.

- 13. 3.24.3 We have web deposits to allow family/public to add money to inmate accounts. We currently don't do this via telephone. Is this a must?
  3.25.3 Please outline how your company handles deposits to an inmate accounts. This is not mandatory, but is preferred.
- 14. 3.25.1 We have server requirements and specs that the facility needs to have in place in order to run our software. Does the facility server meet this?
  Boone County Sheriff's Department is not providing a hosted server for this service. This would need to be supplied by vendor.
- 15. 3.25.6 We charge an annual maintenance fee to provide 24/7/365 tech support and upgrades. We had 6 upgrades to the software last year. Does the current software provider charge an annual maintenance?

No, the current vendor does not charge an annual maintenance on upgrades. Please outline any fees associated with annual maintenance, tech support and upgrades.

16. 3.34.2 We offer 24/7 support, due to the proximity of the facility from our location, a tech cannot be on-site within 4 hours. We will deploy a technician as soon as possible. Is this agreeable?

Please outline how you plan on servicing and maintaining the system. The department's goal is to have the system online as close to 100% as possible. Outline how extended outages (software, hardware, and internet) are handled.

- 17. Does the County sell phone cards or provide debit calling through the commissary? Not at this time.
  - 18. Please confirm it is the county's intention to switch to the banking system provided by the commissary provider?Upon approval of County Auditor and County Treasure
  - 19. Who is the Jail Management System (JMS) provider for the County? **Sunguard/HTE**
  - 20. Please provide the following:a. JMS company contact's phone number: 800-695-6915
  - 21. Please confirm that the county intends to stay with the current JMS provider (and upgrade the system)?Yes
  - 22. Who is the current provider of the inmate phone service? **Securus**
  - 23. Please confirm that it was stated at the pre-bid meeting that the county will be putting the inmate phone service out to bid in the near future.

Although a definitive timeline for bidding or requesting proposals for the inmate phone service has not been identified, it will most likely be later in 2016.

- 24. Does the county currently utilize a Law Library service? If so, which one? Currently, Detention administration answers and assists Pro Se Detainees with legal access through WestLaw.
- 25. Please confirm that the vendor will be allowed to place their equipment on the county's network and that the county will provide the network cabling needed. County will provide wiring to the kiosk unit. The vendor will be allowed to place their equipment on the county's network.
- 26. Will the vendor have to provide their own internet service? If so, who is the county's ISP?

The vendor will need to supply their own internet service. The county's current ISP is CenturyLink.

- 27. Will the county secure the kiosks to the wall or will this be the vendor's responsibility? **Vendor responsibility.**
- 28. Will the county staff be responsible for removing the cash from the booking\intake kiosk?Yes.
- 29. Is the county requesting that vendors submit a proposal that includes an option to install kiosks and an option without kiosks, or is the county requiring that kiosks be installed? **Kiosk's installed.**
- 30. Regarding, paragraph 5.1.2. "Describe how you handle any Trust Fund Accounting disputes? How many disputes have you had within the past three years?
  Q: Please clarify what the county classifies as a dispute. Any disagreement in regards to the Trust Fund Accounting.
- Please confirm that county staff will be responsible for distributing the commissary orders.
   Yes.
- 32. Please confirm, as stated during the pre-bid meeting, that the vendor will NOT be provided space within the facility for storing products for commissary and\or vending service.

Correct. Boone County will not be providing space within the facility for storing products for commissary and/or vending service.

33. Regarding 9.2. Provide your percentage mark-up from cost on commissary items for the Detainees. I would like to request that the county does NOT require vendors to submit

this information, due to the fact that this information will be shared with other companies bidding on this contract. **Request noted.** 

34. Would the county be interested in allowing inmates to order twice per week (instead of once)?

Yes. Could be an option in the future at some point.

By: Jacob M. Garrett, Buyer Boone County Purchasing

OFFEROR has examined Addendum #2 to Request for Proposal #02-25MAY16 – Detainee Commissary Services, receipt of which is hereby acknowledged:

Company Name:		
Address:		
Phone Number:	Fax Number:	
E-mail:		
Authorized Representative Signature:		
Authorized Representative Printed Name:		

BOONE COUNTY JAIL Order Form : GENERAL POPULATION Wednesday, May 18, 2016 @09:40 CIN : Balance : Name : Tier : \_\_\_\_\_ Cell : Block : PERSONAL CARE PRODUCTS SZ 8 WOMENS PANTIES 1651 \_\_\_\_\_ 3.00 SZ 10 WOMENS PANTIES 3.00 SZ 11 WOMENS PANTIES 3.00 0.85 0001 40Z SHAMPOO 1652 \_\_\_\_\_ -----40Z CONDITIONER 1653 0002 0.85 -40Z DANDRUFF SHAMPOO 1,10 2XL SPORT BRA 7165 10.00 0020 S-8 CONDITIONER BEVERAGES 0031 3.70 D&L PERM CREAM RLXR 2000 S.S. KEEFE COFFEE 8,80 0.40 0036 -----100% COLOMBIAN FREEZ 4.80 AFRICAN CROWN HAIRDR 2.65 2015 0045 HAIRDRESS 5 OZ 2070 S.S. HOT COCOA 0.45 1640 1.90 -----P-UP WOMENS A/P DEOD N/S S.S FRUIT PNCH N/S SS LEMONADE 0106 2.35 2110 0.45 \_\_\_\_ 3-N-1 DAILY CONDITIO 2120 0164 5.50 0.45 \_\_\_\_ \_\_\_\_\_ SS FRUIT PUNCH DRINK 40Z SKIN CARE LOTION 0210 0.85 2210 0.45 ------\_\_\_\_\_ COCOA BUTTER LOTION SS LEMONADE DRINK MI 0.45 0215 1.10 2220 PETROLEUM JELLY 3.75 COOKIES/CRACKERS/PASTRIES 0221 1.35 . HYDROCORTISONE CREAM 1.80 3020 OREO SANDWICH COOKIE 0.92 0250 \_\_\_\_\_ 0320 REG MAGIC CREAM SHAV 3.85 3035 ZC CHOC CHIP COOKIES 1.70 \_\_\_\_\_ ----PRO-TECTION SHAVE CR 3110 CLUB CRACKERS 1.95 0331 1.85 -----CHEEZ ITS CRACKERS 1 MOISTURIZING SOAP 5 0424 1.15 3115 1.00 \_\_\_\_\_ 0520 TOOTHPASTE GREAT FLA 3124 PEANUT BUTTER CRKRS 0.65 2.10 \_\_\_\_ CHEESE SAND CRKRS (SL SENSITIVE TEETH T/PA 0536 6.50 3130 0.70 (EA) ZC PB WAFERS 0557 ANTISHANK TOOTHBRUSH 0.40 3230 0.69 (EA) OATMEAL & CREME 3231 0590 DENTURE TABLET 3.00 0.38 2.50Z EFFERGRIP 0595 3.75 CANDY GEN CGH DROPS-CHRY 3 1.30 1.15 4010 SNICKERS BAR 0671 \_\_\_\_ 0680 1 DAY MULTI-VIT(NO I 2.90 4013 MILKY WAY CANDY BAR 1.15 0693 GEN VISINE-EYE DROPS 2.00 4110 LEMON DROPS 1.05 \_\_\_\_\_ 5 INCH COMB JOLLY RANCHERS ASST. 0800 0.25 4135 1.55 HW MILITARY BRUSH NO 2.00 0815 4155 SUGAR FREE WILD FRUI 1.25 SMALL AFRO PIK FOOD/SNACK ITEMS 0825 0.50 1.15 MISCELLANEOUS 3198 2/PK STRWBRY TSTR PA \_\_\_\_ LARGE STAMPED ENVELO 0.59 4429 ZC STRAWBERRY SF WAF 1001 1.25 POTATO CHIPS BBQ POTATO CHIPS 1010 #10 WHITE ENVELOPE 0.10 6100 0.92 1015 MANILLA ENVELOPE 0.20 6105 0.92 0.92 1050 BOOK OF TEN STAMPS 4.90 6111 CA HOT&SPICY CORN CH \_\_\_\_\_ 1060 8.5 X 11 LETTER PAD 1.10 6114 HOT FRIES (ANDY CAPP 0.92 SKETCH PAD 8.5 X 11 POCKET DICTIONARY II 1070 1.10 6116 ...... CHEESE PUFFS 1.05 NACHO TORTILLA CHIPS 1086 3.35 6120 0.92 CHEETOS 2-OZ 1100 BIRTHDAY CARD 1.75 6167 1.30 CC JALAPENO NACHO CH 1.45 1101 JUVENILE BIRTHDAY CA 1.75 6255 TWIN BEEF STICK FRIENDSHIP CARD - AC 1.75 THREE A PLAYING CARD 1.85 1110 6300 1.25 (EA)CHWY CHOC CHIP G 1300 6400 0.70 SS PEANUT BUTTER 1308 WORD SEARCH BOOK 2.85 6415 0.58 1310 DOUBLE SIX DOMINOES 3,40 6501 PICKLE (MILD) 1.10 SALTED PEANUTS 1.75 0.75 1430 WASHCLOTH WHITE 0.50 6606 FRESHCENT ALL IN ONE 1.15 1438 SMALL T-SHIRT MED T-SHIRT 1504 3.85 1505 3.85 Signature: \_ ----1506 LG T-SHIRT 3.85 1507 XLG T-SHIRT 3.85 XXLG T-SHIRT Date: \_ 1508 5.15 1509 3X LARGE T-SHIRT 5.15 -T-SHIRT 4XLG 1510 5.85 \_\_\_\_\_ MED BOXER SHORTS WHI 3.85 1530 \_\_\_\_\_ LG BOXER SHORTS WHIT 1531 3.85 1532 XLG BOXER SHORTS WHI 3.85 ----1533 2XLG BOXER SHORTS WH 4.40 1534 3XLG BOXER SHORTS WH 4.40 1540 TUBE SOCK (ONE SIZE 1.45 1551 MED THERMAL TOP 7.35 1552 LRG THERMAL TOP 7.35 1553 XL THERMAL TOP 7.35 2XL THERMAL TOP 1554 7.86 3XL THERMAL TOP 1555 7.86 MED THERMAL BOTTOMS 7.35 1561 LRG THERMAL BOTTOMS 7.35 1562 XLRG THERMAL BOTTOMS 7.35 1563 MEN THERMAL BOTTOM 2 7.86 1564 MEN 3XL THERMAL BOTT 7.86 1565 SPORTS BRA MEDIUM 10.00 1626 SPORTS BRA LARGE 10.00 1627

Page 1

10.00

SPORTS BRA XLARGE

1628

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	\$93,500.26	108463
114 - KEEFE_HOT COCOA_SS8 OZ_300/CS_1 SRV PK	\$1,147.88	3011
235 - KEEFE_FREEZE DRIED COFFEE_SS053 OZ_1000/CS_PKT	\$176.46	519
381 - GEN_PICKLE_MILD DILL_9.6 OZ_12/CS_POUCH CLEAR	\$573.16	615
920 - CACTUS ANNIES_TORTILLA CHIPS_NACHO CHEESE_1.5 OZ_60/CS_BAG CLEAR WINDOW	\$2,379.63	3060
928 - POSTAGE_STAMP_FIRST CLASS10/CS	\$2,984.10	624
983 - POSTAGE_STAMPED ENVLARGE_500/CS	\$4,080.44	7004
2858 - CITY COW_CHEESE DIP_NACHO W/JALAPENO_4 OZ_48/CS_PLASTIC CUP	\$2,926.21	2451
3786 - SQUEEZUM_PEANUT BUTTER_REGULAR_1.12 OZ_400/CS_POUCH CLEAR	\$2,469.44	5059
4492 - NABISCO RITZ_SANDWICH CRACKERS_PEANUT BUTTER_1.38 OZ_8/BX 14BX/CS_1 SRV PKG	\$874.06	1640
4493 - RITZ_SANDWICH CRACKERS_CHEESE_1.35 OZ_8/BX 14BX/CS_1 SRV PKG	\$620.93	1138
5182 - TOAST EMS_PASTRIES_STRAWBERRY_3.67 OZ_40/CS_WRAPPED	\$6,118.17	6318
5379 - GEN_BEEF STICK_HICKORY SMOKED_1.125 OZ_100/CS_TWIN PK	\$1,547.34	1510
6022 - MOON LODGE_POTATO CHIPS_REGULAR_1.5 OZ_72/CS_BAG FOIL	\$536.45	689
6023 - MOON LODGE_POTATO CHIPS_BBQ_1.5 OZ_72/CS_BAG FOIL	\$3,176.48	4103
6052 - ZIPPY CAKE_PEANUT BUTTER WAFER_2PK_12 OZ_6/BX 24BX/CS_PAPER BOX	\$3,543.63	6132
6053 - ZIPPY CAKE_SNACK CAKE_OATMEAL & CREME_16 OZ_12/BX 24BX/CS_PAPER BOX	\$3,749.71	11644
6069 - ZIPPY CAKE_WAFER_STRAWBERRY CREME_2.75 OZ_48/CS_CLEAR PLASTIC OVERWRAP	\$457.94	431
6072 - ZIPPY CAKE_COOKIES_CHOC CHIP_6 OZ_46/CS_CLEAR PLASTIC BAG	\$6,560.30	4559
6743 - ANDY CAPPS_HOT FRIES_ORIGINAL_0.85 OZ_72/CS_BAG	\$752.28	964
7022 - KEEFE_FREEZE DRIED COFFEE_COLOMBIAN_3 OZ_24/CS_POUCH CLEAR RESEALABLE	\$11,330.16	2783
7550 - MOON LODGE_PEANUTS_ROASTED & SALTED_1.75 OZ_60/CS_BAG CLEAR WINDOW	\$918.00	1455
7689 - CHEETOS_CHEESE CRUNCHY2 OZ_64/CS_BAG CLEAR WINDOW	\$1,372.41	1249
7994 - CACTUS ANNIES_CHEESE PUFFS2 OZ_60/CS_BAG CLEAR WINDOW	\$2,219.65	2494
7999 - CACTUS ANNIES_CORN CHIPS_HOT_1.5 OZ_125/CS_BAG CLEAR WINDOW	\$3,766.11	4841
9366 - QUAKER_GRANOLA BAR_CHOC CHIP_6.72 OZ_8/BX 12BX/CS	\$580.28	1157
9590 - CHEEZ-IT_CRACKERS1.5 OZ_60/CS	\$722.50	859
10502 - MARS_SNICKERS1.86 OZ_384CS / 8BX / 48PER BOX	\$3,622.11	3996
10504 - MARS_MILKY WAY_ 1.84 OZ_360/CS 36/BX 10BXS/CS	\$1,140.28	1209
20024 - CRAWFORD_SHAMPOO_BALSAM & PROTEIN_4 OZ_72/CS_CLEAR BOTTLE	\$134.39	189
20025 - CRAWFORD_CONDITIONER_BALSAM & PROTEIN_4 OZ_72/CS_CLEAR BOTTLE	\$127.16	178
20028 - CRAWFORD_LOTION_SKIN CARE_4 OZ_72/CS_CLEAR BOTTLE	\$113.43	159
20032 - CRAWFORD_SHAMPOO_DANDRUFF RINSE_4 OZ_72/CS_CLEAR BOTTLE	\$106.59	115
20033 - CRAWFORD_LOTION_COCOA BUTTER_4 OZ_72/CS_CLEAR BOTTLE	\$289.85	311

20200 - SULFUR 8_CONDITIONER_MEDICATED HAIR & SCALP_2 OZ_12/CS	\$100.64	34
20211 - AVIATOR_PLAYING CARDS_POKER12/CS	\$172.98	111
20235 - TOPS_PAPER_50 SHEET RULED PAD_8.5 X 11_50/PD 72PD/CS_BOX_WHITE_	\$859.27	920
20240 - UNISOURCE_ENV_#10500/CS_BOX_WHITE_	\$363.38	4285
20241 - TOPS_SKETCH PAD_BLANK_8.5 X 11 50 CT_50/PD 72PD/CS_BOX_WHITE_	\$116.88	125
20243 - UNISOURCE_ENV_NO CLASP_9.5 X 12.5_500/CS_BOX_BROWN_	\$87.89	544
20284 - CARDINAL_AFRO PIK_NYLON12/CS	\$56.10	135
20291 - DISC-SEE 80001297-HOT WAVES_MILITARY BRUSH_NO HANDLE12/CS	\$1.70	1
20312 - EFFERGRIP_DENTURE ADHESIVE2.5 OZ_12/CS_BOX	\$19.13	6
20319 - NEW DAY_PETROLEUM JELLY3.75 OZ_12/CS_CLEAR JAR	\$252.45	220
20524 - PRESSMAN TOY_DOMINOES_DBL 6 WOODEN12/CS_NO CS	\$49.13	18
20544 - ADVANCED TEXTILES_WASHCLOTH12 IN X 12 IN_120/CSWHITE_	\$181.90	428
20545 - GOODSENSE_COUGH DROPS_CHERRY_30 CT_24/CS_RESEALABLE BAG	\$132.60	122
20713 - GOODSENSE_EYE DROPS_REGULAR5 OZ_12/CS	\$35.70	21
21337 - NATURALIST_MULTIVITAMIN_NO IRON 1/DAY_90 CT_12/CS	\$209.53	88
21497 - NEW WORLD IMPORTS_TOOTHBRUSH_ANTISHANK1/SP 1SP/EA 1/EA 72/CS	\$60.52	178
21957 - COLGATE_TOOTHPASTE_SENS PLUS WHITENING_6 OZ_24/CS	\$71.83	13
22097 - NEXT 1_SOAP_MOISTURIZING BAR_5 OZ_80/CS_CLEAR PLASTIC_WHITE_	\$747.79	767
22319 - PROTECTION_SHAVE CREAM_BRUSHLESS_7 OZ_24/CS_CLEAR TUBE_WHITE_	\$60.44	42
22344 - POWER UP_ANTIPERSPIRANT DEODORANT_BLOOM_2 OZ_24/CS_CLEAR STICK	\$1,412.23	708
22661 - DARK & LOVELY_RELAXER KIT_MOIST SEAL SHEA BUTTER6/CS	\$29.92	4
22949 - SOFTEE_HAIR DRESS_BERGAMOT_5 OZ_12/CS_CLEAR JAR_BLUE_	\$80.75	51
23095 - FRESHSCENT_3 IN 1_SHAVE GEL BODY WASH_4 OZ_60/CS_CLEAR BOTTLE_CLEAR_	\$51.81	54
24125 - FRESHMINT_DENTURE TABLET40 CT_40/BX 24BX/CS	\$20.40	8
24214 - WEBSTER_DICTIONARY_POCKET40/CS_BOX	\$82.58	30
24409 - MAGIC SHAVE_SHAVE CREAM_REGULAR_6 OZ_6/CS	\$121.89	38
24711 - GEN_BOOK_WORD FIND72/CS_BOX	\$147.77	61
24714 - SOFTEE_CONDITIONER_DAILY 3 IN 1_13.5 OZ_6/CS	\$93.50	20
24723 - CAREALL_HYDROCORTISONE CREAM_MAX STRENGTH 1%_1 OZ_72/CS	\$73.44	48
24872 - SOFTEE_HAIR DRESS_AFRICAN CROWN_5 OZ_12/CS_CLEAR JAR	\$121.64	54
24893 - DISC-SEE 80002776-COLGATE_TOOTHPASTE_REGULAR_2.8 OZ_24/CS	\$599.76	337
29016 - GALLANT_BIRTHDAY CARD_ACETATE	\$139.83	94
29021 - GALLANT_FRIENDSHIP CARD_WOOD WIND6/CS	\$184.45	127
29034 - GALLANT_BIRTHDAY CARD_JUVENILE6/CS	\$40.16	27

50 1802
81 141
32 1182
07 445
77 403
61 17
00 4
86 3620
75 2597
81 87
52 2040
80 44
06 23
71) -1
.53 19
.50 5
.00 2
.00 2
.50 3
.67 31
.66 35
.15 43
.30 21
.39 27
.96 16
.22 13
.24 5
.04 4
.72 4
.60 12
.75 6
.85 583
.63 17

5160103001 - ANDREW SCOTT_SHIRT_CREWNECK_MEDIUMEA_WHITE_MENS	\$166.90	51
5160104001 - ANDREW SCOTT_SHIRT_CREWNECK_LARGEEA_WHITE_MENS	\$294.53	91
5160105001 - ANDREW SCOTT_SHIRT_CREWNECK_XLEA_WHITE_MENS	\$356.70	111
5160106001 - ANDREW SCOTT_SHIRT_CREWNECK_2 XLEA_WHITE_MENS	\$140.08	32
5160107001 - ANDREW SCOTT_SHIRT_CREWNECK_3 XLEA_WHITE_MENS	\$166.35	38
5160203001 - ANDREW SCOTT_BOXERMEDIUMEA_WHITE_MENS	\$310.89	99
5160204001 - ANDREW SCOTT_BOXERLARGEEA_WHITE_MENS	\$431.97	135
5160205001 - ANDREW SCOTT_BOXERXLEA_WHITE_MENS	\$294.53	90
5160206001 - ANDREW SCOTT_BOXER2 XLEA_WHITE_MENS	\$149.60	40
5160207001 - ANDREW SCOTT_BOXER3 XLEA_WHITE_MENS	\$108.46	31