



**SEDGWICK COUNTY, KANSAS
FINANCE DEPARTMENT
PURCHASING DIVISION**

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<http://sedgwickCounty.org/finance/purchasing.asp>

**REQUEST FOR PROPOSAL
#16-0079
NUTRITION AND COMMISSARY MANAGEMENT SERVICES
ADDENDUM #1**

September 28, 2016

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Nutrition and Commissary Management Services, for various Sedgwick County departments.

Questions and/or statements of clarification are in **bold** font, and answers to specific questions are *italicized*.

1. **Please provide the monthly Average Daily Population per month over the last year for the Adult Detention Facility and Work Release facilities.**

Please see attachment A.



Attachment A.pdf

2. **Is the banking information for inmates in both facilities stored in the same database?**
Yes
3. **Is the facility tobacco free?**
Yes
4. **Is it required that the awarded vendor's service center be able to provide next day service to Sedgwick County?**
No
5. **Is the County interested in a vendor's backup plan for processing orders in the event their service center is rendered inoperable?**
Yes
6. **Are there any restrictions regarding the workforce used by the vendor to bag the orders placed by Sedgwick County inmates (i.e., convicted felons, etc.)?**
No inmate labor at this time and all employees must pass a background check.
7. **Please confirm that the pricing submitted with the proposal is not to include the following: A) commission to the County and B) sales tax.**
No tax will be included.

8. **Please provide the gross sales, less phone time or tax (net of), if applicable, over each of the last six (6) full Commissary months.**
This information is not available.
9. **Please provide the usages over the last full month of all Commissary items:**
This information is not available.
10. **How many orders per month, over the last six (6) months, have been placed through the Commissary?**
This information is not available.
11. **The spending limit is listed as \$70 per week (\$50 from Commissary and \$20 from hot cart). Does the package program limit get deducted from the \$50 or \$70?**
Please refer to page 28 section C number 7.
12. **Please provide the current Commissary list with pricing from the existing vendor:**
Please see Attachment

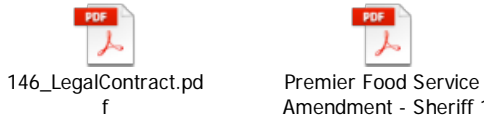


Commissary List.pdf

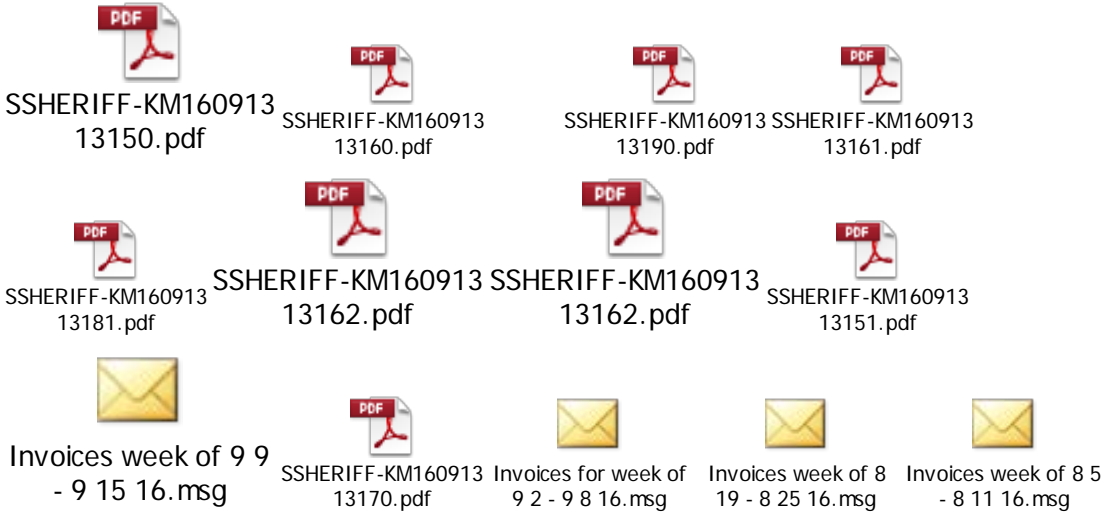
13. **Do prices include tax on the Commissary order form?**
Yes
14. **Will the vendor be allowed to place their equipment on the County's network?**
No
15. **Will the vendor have to provide their own internet service?**
Yes
16. **Is there Cat5/6 cable currently installed in each of the housing units that are to have a kiosk installed? If no, who is responsible for the cost to have the cabling installed and how many kiosk locations would need to have cable installed?**
Yes
17. **Will the County secure the kiosks to the wall or will this be the vendor's responsibility?**
Vendor
18. **Are any of the housing kiosks required to be floor mounted? If so, how many?**
None
19. **The RFP stated that up to (7) seven cash receiving machines are to be provided – How many of these devices are being provided by the current provider? Is this for cash receiving cash from BOTH visitors (lobby kiosk) and inmates (booking/intake kiosks), or just visitors?**
Seven
20. **Is this for cash receiving cash from BOTH visitors (lobby kiosk) and inmates (booking/intake kiosks), or just visitors?**
Both Inmates and Visitors. 3 for Visitors and 3 for Inmates. One in the Booking Area that must accept cash and coins.
21. **Who is responsible for removing the cash from the lobby kiosk?**
Vendor
22. **Who is responsible for removing the cash from the booking/intake kiosk (if applicable)?**
Vendor
23. **Sedgwick County is also interested in making certain magazines and religious texts available through the Commissary. The first text is given for free to the inmate; however any additional texts may be purchased through the inmates Commissary account. How does the Vendor propose accomplishing this?**
The vendor supplying a response to the County must figure out a way to accomplish this and submit an appropriate response in their proposal. Appendix F is the current list of religious texts that are distributed throughout the facility.

24. **Will the vendor be required to sell phone cards through Commissary?**
No. The proposal has no phone cards listed.
25. **Will the vendor be required to interface with the current phone provider to facilitate the sale of phone time/calls?**
No
26. **Would the County consider making the hot cart sales part of the food service and not the Commissary service?**
This is a proposal. Please refer to page 3 Item 5. The County is seeking a solution. Any ideas or solutions would be considered.
27. **How many indigent store packages were distributed to indigent inmates in the past 12 months?**
An average of 1200. This is an estimate.
28. **E./3. States that the indigent store packages are to be provided at no cost to the County or the inmate, however later in this same section (the 2nd #1) it states that the vendor is to provide in their proposal the delivered cost of each item in the package and the entire cost of the package. Is it necessary to include the cost of the kit, if neither the County nor the inmate will be charged for the kit?**
Yes
29. **A request is made in the actual section pertaining to starter kits (section J.) that sample of these kits be provided with the proposal.**
Vendor shall deliver with their proposal (6) six starter kits packaged in the manner they will be provided to inmates.
30. **Section J. States to provide the delivered cost of each item in the starter kit, but at no cost to Sedgwick County. Are inmates charged for these kits? Is it necessary to include the cost of the kit if neither the County or the inmate will be charged?**
The inmates are not charged for these kits. The vendor is responsible for all pricing submitted in their Proposal.
31. **How many starter kits were distributed to inmates in the past 12 months?**
An average of 4,800. This is an estimate.
32. **If the current vendor were to retain the contract, would they be required to replace the current COBRA system as well?**
No
33. **Based on the topic addressed in question #35, is it safe to assume the facility currently issues an ID badge or wristband containing a barcode to the inmates during the booking process?**
Yes
34. **Is the barcode the number equal to the inmate's account number in the inmate banking system?**
An ID wristband is used.
35. **Can you provide the quantity of clothing items (underwear, t-shirt and socks) that were distributed to indigent inmates in the past 12 months?**
T-Shirts: 10 Medium, 15 Large, 30 XL, 15 2XL, 10 3XL. Boxers: 5 Small, 15 Medium, 25 Large, 20 XL, 10 2XL, 2 3XL. Panties: 1 Medium, 1 Large, 1 XL. Bras: 1 34, 1 38 and 1 42. 80 Pairs of ankle socks. This is an estimate from January 2016 through September 7, 2016.

36. Will the County please provide a copy of the current contract along with any addenda and proposals that are a part of the contract?



37. Will the County please provide a copy of the last 3 months of invoices for food and Commissary services?



38. Under Submittals on page 2, it states “submit one (1) original and five (5) electronic copies (USB Drive) of the entire document” Is the County looking for one (1) printed copy of the whole response, plus 5 electronic copies? Can all electronic copies be on the same USB Drive, or do they need to be on separate USB Drives? Do the entire RFP and any addenda need to be returned with the response?

Please submit (1) one original and (5) five separate USB Drives.

39. Will the County please provide a copy of the current inmate menu?



40. What were the total Commissary sales for 2015? Does this total amount include the chuck-wagon sales?





\$901,242.01. Chuck Wagon did not start until 2016.

41. Does your current Commissary vendor offer online sales for family & friends to purchase for inmates in jail?

Yes, the program is My Care Packages.

42. Does the County pay for the Internet connection for the lobby kiosks and inmate pod kiosks or is that the responsibility of the vendor to supply?

The vendor is responsible for this expense.

43. **What is the current delivery schedule for inmates to receive their Commissary?**
Once a week delivered on Saturday.
44. **Under the current contract page C-3, Appendix C, Section B.1.C., Third bullet point has been deleted. Is there still the option for deleting this if appropriate seasoning used in preparation?**
This is currently found on page 9 of the RFP. Each meal upon serving shall contain appropriate seasoning in individual packets; including salt, pepper, sugar, etc. This is not optional.
45. **Does a Milk Substitute qualify for Dairy food group or does Fresh Milk need to be served?**
Please send us the nutritional information on the milk substitute and it will be considered on a case by case basis. It should meet the standards for milk highlighted above. Also, if it will be served to the religious meals, it will need to be kosher certified.
46. **Does Imitation Cheese #3 qualify for Dairy food Group?**
Yes
47. **Ref. pg. 9, B #2; "Percentage can vary up to 5%." Percentage of carbohydrates can vary significantly even while keeping fat and protein in line with 30 and 20%. Would the County consider a 10% variance in % of calories from carbohydrates to allow for more variety in menu offerings?**
Yes, we would consider a 10% variance on carbohydrates; however the extra carbohydrates must not come from sugar(s) based carbohydrates.
48. **To confirm the Residential & Services Center is to be provide with a cold sack meal for lunch, will the work release require a sack lunch as well?**
Residential and Services Center will need sack lunches for the lunch meal. Work Release will require regular trays, no sack lunches.
49. **Will the County please provide the number of Kosher and Halal Meals currently served?**
As of Friday, 09/08, we were serving 42 kosher meals and 21 halal meals.
50. **What is the current cost per meal?**
\$1.274
51. **Can we get a copy of the current menu?**

 Copy Menu Cycle.pdf
52. **What is the average facility population?**
1400-1500 inmate counts right now 1150 main facility, 276 out of County and 99 at work release.
53. **What is the number of indigent inmates?**
1092
54. **Please provide a current Commissary menu to include item sizes & pricing.**
 
 Commissary List.pdf Commissary List.pdf
55. **What was the revenue over the past 12 months? (Excluding phone sales).**

 2016-SEDGWICK.pdf
56. **Are the cash registers owned by the County and will those be available to the new vendor?**
No, they are not owned by the County and they will not be available.
57. **Can you please provide a full list of all kitchen equipment and notate if they are still under warranty and when the warranty expires?**
As stated in the RFP, page 19, Section X this information is not available. A list of the equipment available is in Appendix E.

58. **Is milk required to be served? If so, how many times per week are you required to serve it?**
Yes, milk will be required at breakfast every day. However, we will consider a milk substitute. Please submit ingredient and nutrition information on it for consideration. Also, if it is to be used with the religious meals, it will need to be kosher certified.
59. **Can you please confirm how many staff members are on each shift?**
1st shift: approximately 70 deputies between the main facility and Work Release. 2nd Shift approximately 67 between the main facility and Work Release. 3rd shift: approximately 62 deputies between the main facility and Work Release.
60. **The RFP states the vendor must provide options for a barcode reader system for ADF. Can you please describe what the barcode reader will be used for at the ADF?**
The barcode reader would be used mainly for tracking (checking inmates in/out) of the different areas of the facility. Further implementation may include uses for Commissary delivery, linked to their accounts, etc.

Firms interested in submitting a proposal, must respond with complete information and all supplementary materials and **deliver on or before 1:45 p.m. (CDT), Tuesday, November 1, 2016. Late proposals will not be accepted and will not receive consideration for final award.**

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE



Kristen McGovern
Kristen McGovern
Senior Purchasing Agent