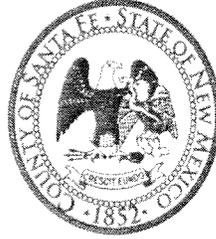


Daniel “Danny” Mayfield
Commissioner, District 1

Miguel M. Chavez
Commissioner, District 2

Robert A. Anaya
Commissioner, District 3



Kathy Holian
Commissioner, District 4

Elizabeth Stefanics
Commissioner, District 5

Katherine Miller
County Manager

October 9, 2014

SANTA FE COUNTY
COMMISSARY SERVICES FOR ADF AND YDP

RFP #2015-0063-CORR/IC

ADDENDUM #1

Dear Offerors,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested offeror to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

Bids will only be accepted from Contractors that attended the Mandatory pre-proposal meeting on October 3, 2014.

ATTACHMENT: PRE-PROPOSAL CONFERENCE SIGN-IN SHEET

On October 3, 2014 Santa Fe County held the pre-bid conference for the above referenced Request for Proposal (RFP). Listed below are questions asked at the conference or received via email. In addition a copy of the sign in sheet listing those in attendance and therefore eligible to submit a proposal is attached.

Question 1: Please provide the gross sales from commissary for the previous 12 months (please exclude sales tax and phone cards).

Response 1: \$458,432.42 including sales tax (please see the attached spread sheet).

- Question 2: What is the total spending limit for the commissary at ADF? What is the spending limit on phone cards?
- Response 2: The current limit is \$100 for commissary and two (2) ten dollar (\$10) phone cards.
- Question 3: What is the current spending limit at the YDP?
- Response 3: \$50 requires approval
- Question 4: Please provide the gross sales from phone cards for the previous 12 months.
- Response 4: \$72,950.00 (please see attached spread sheet).
- Question 5: Please list the different denominations of phone cards currently being sold.
- Response 5: \$10.00 denomination only
- Question 6: Does the current vendor manage the phone cards sales in the same manner that is being requested in this RFP? Are the phone cards currently purchased from the County's inmate phone service provider? Who is the current phone provider?
- Response 6: Yes/ Securus
- Question 7: What is the current handling fee on phone cards?
- Response7: None
- Question 8: Has the County explored the possibility of implementing a means of allowing inmates to make phone calls directly from the funds in the trust account, thus eliminating the need for phone cards?
- Response 8: NO
- Question 9: What is the distance between the two facilities?
- Response 9: 6.6 Miles
- Question 10: Is the contractor responsible for physically transporting the completed orders to the YDP facility?
- Response 10: YES
- Question 11: Is the same JMS in use at both facilities?

- Response 11: NO Adult JCORR/ Youth Sleuth
- Question 12: Would the county be open to using the banking system of the chosen commissary company? This could be very beneficial in the event the county chooses to incorporate housing unit kiosks into the commissary operation?
- Response 12: No. SFC's current software tracks ALL functions related to inmates, not just commissary and/or financial processes, and must continue to do so. Per the RFP (optional services), vendor's software must interface with SFC software if kiosks related to commissary sales are installed.
- Question 13: Would the county be receptive to the idea of incorporating an in-unit vending service into some, or all of the housing units?
- Response 13: NOT SURE
- Question 14: Please confirm that the current vendor utilizes the space provided to house the inventory used for the commissary operation?
- Response 14: YES
- Question 15: Is there any cost to the contractor for using this space?
- Response 15: NO
- Question 16: Is the computer used by contractor staff for entering orders (into the JMS) provided by the county?
- Response 16: NO
- Question 17: Are orders for both facilities being manually entered by the current vendor or do orders get scanned?
- Response 17: Manually entered
- Question 18: How many employees, both full and part time, are utilized by the current vendor? Does the County feel this is adequate staffing in order to provide the level of service desired by the county?
- Response 18: 1 Employee is currently working
- Question 19: What days of the week an hours of the day are these employees at the facility?

Response 19: Tuesday-Friday

Question 20: Is inmate labor available for assisting in bagging the commissary orders?

Response 20: YES

Question 21: Please specify the hours in which deliveries can be made by the contractor? Are there times within these hours that deliveries cannot be made (due to counts, etc.)?

Response 21: Anytime during the day 8-5

Question 22: Is the kiosk for the lobby for accepting deposits into inmate accounts? Does the county currently have a kiosk in the lobby? If so, what fees are currently being collected for all cash deposits?

Response 22: YES Currently NO Kiosk

Question 23: Is the kiosk in booking to be used for the receipting of cash taken from inmates during the booking process?

Response 23: Yes Currently NO Kiosk

Question 24: The number of housing units to have kiosks is stated in the RFP (16) however it does not specify a particular number of kiosks per housing unit.
a. Please confirm that 1 kiosk per housing unit is being requested (for a total of 16 kiosks).
b. Is the kiosk being requested for medical to be used for commissary ordering and account access?

Response 24: There are expected to be a total of nineteen (19) kiosks including the lobby and booking areas.

Question 25: Will the contractor be able to put their equipment on the facility's network?

Response 25: YES

Question 26: Is there an available network drop AND power within EACH housing where a kiosk is to be installed? Do any of the housing units have a network drop and power available for the kiosk, if so, how many?

Response 26: NO

Question 27: Can the county provide contact information for a local cabling company that the county has used in the past?

Response 27: YES

Question 28: Would the County be willing to adjust the rebate percentage taking into the consideration of the cost to install and supply kiosks?

- Response 28: No the rebate percentage will remain in effect throughout the contract term.
- Question 29: Would the County consider “bag and deliver” option rather than keeping inventory in stock?
- Response 29: No. Than County would like to give the inmates opportunities to work.
- Question 30: Would the County consider plastic bags rather than the paper bags currently being used?
- Response 30: Yes. Ideally the County would prefer clear bags that are sealed with the inmates purchases so that the bag could be inspected and verified by the inmate prior to accepting the bag.
- Question 32: Are frozen foods currently being sold?
- Response 32: No. The County does not expect any frozen foods to be sold in the future either.
- Question 33: Are web based purchases allowed?
- Response 33: Web based purchases are only allowed for Christmas only.

Please add this Addendum #1 to the original bid documents and refer to bid documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect.

Proponents are reminded that any questions or need for clarification must be addressed to Iris Cordova, Senior Procurement Specialist at icordova@santafecountynm.gov.

Response to Question #1 - RFP #2015-0063-CORR/IC

Sales tax is included in the price of commissary items sold--as stipulated by the prior contract, and the current RFP--so it can not be segregated from the amount of total monthly

Sales Month	Gross Sales from Inventory	Phone Card Sales	Total Sales Net of Phone Cards
Sep-13	\$ 34,382.66	\$ (5,070.00)	\$ 29,312.66
Oct-13	\$ 46,061.20	\$ (6,230.00)	\$ 39,831.20
Nov-13	\$ 43,337.82	\$ (6,020.00)	\$ 37,317.82
Dec-13	\$ 52,195.08	\$ (7,690.00)	\$ 44,505.08
Jan-14	\$ 47,104.79	\$ (6,760.00)	\$ 40,344.79
Feb-14	\$ 42,393.14	\$ (6,040.00)	\$ 36,353.14
Mar-14	\$ 45,043.78	\$ (6,160.00)	\$ 38,883.78
Apr-14	\$ 47,779.47	\$ (6,610.00)	\$ 41,169.47
May-14	\$ 45,782.62	\$ (5,970.00)	\$ 39,812.62
Jun-14	\$ 42,038.92	\$ (5,430.00)	\$ 36,608.92
Jul-14	\$ 47,206.71	\$ (5,830.00)	\$ 41,376.71
Aug-14	\$ 38,056.23	\$ (5,140.00)	\$ 32,916.23
Total	\$ 531,382.42	\$ (72,950.00)	\$ 458,432.42

PRE-PROPOSAL CONFERENCE
 Commissary Services
 RFP #2015-0063-CORR/IC
 October 3, 2014 - 10:00 AM (MST)

NAME	TELEPHONE	ORGANIZATION	EMAIL
Eric Wiseman	214-544-6781	Anchor	wiseman@eric@anchor.com
Ron Torres	520 238 5365	Trinity	ronald.torres@trinityservices.com
Anna Galin	505 795-9751	SEC	agalin@stateinmate.com
Jody White	314-264-2941	Krete Commissary Network	studies@kretegroup.com
Brent Rigg	303-307-8002	Koala Commissary	
Mrs Barbara	505 980-4337	SEC Purchasing	barbara@statecontracts.com
Anthony F. Nutter	(505) 428-3107	Corrections (cont)	annut@corrections.state.tx.us
MARK K. CALDWELL	(505) 420.3204	S.F.C. CORRECTIONS	markcaldwell@co.state.tx.us

