

Justin S. Greene
Commissioner, District 1

Anna Hansen
Commissioner, District 2

Camilla Bustamante
Commissioner, District 3



Anna T. Hamilton
Commissioner, District 4

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Commissioner, District 5

Gregory S. Shaffer
County Manager

January 30, 2024

SANTA FE COUNTY
RFP NO. 2024-0174-CORR/BT
ADULT DETENTION FACILITY FOOD AND COMMISSARY SERVICES

ADDENDUM #1

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors 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.

ATTACHMENT A: PRE-PROPOSAL SIGN IN SHEET & AGENDA

ATTACHMENT B: PICTURES OF KITCHEN AND COMMISSARY

ATTACHMENT C: PICTURE OF FOOD TRAY

Question No. 1: Section 14. k. states, "Inmate accounts, against which commissary purchases are charged, are maintained by the Facility in its Jail Management software." Then section 14. s. states, "All on-line transactions are solely between the Contractor and the outside consumer. Santa Fe County, nor its Jail Management software will be involved in any on-line transactions." Is the county wanting the JMS to provide banking software that accepts deposits from the commissary provider, or does the county want the commissary provider to provide their own banking software to manage inmate trust accounts and deposits?

Answer No. 1: The County does have its own bank accounts set up for Inmate Trust activities.

Section 14 K was a requirement from before the 2020 kiosk system implementation. We would now prefer that the commissary provider provide the inmate accounting software. It's how we do inmate accounting now, and has been an efficient way to integrate and manage online deposits, kiosk transactions, and debit card issuance activities.

Question No. 2: The County has provided a Pre-Meeting via WebEx on 1/23 @ 10:30 MST. Would the county permit vendors to have a physical walkthrough for both food and commissary operations?

Answer No. 2: No, as mentioned in the Pre proposal we will offer pictures of the area, pictures of the equipment, and square footage of designated area.

Question No. 3: The County estimates the ADP at 300 with a maximum of 600 inmates.

- a. Would the county please provide the ADP for the past 12 months?
- b. During this time, what as the highest population?
- c. During this time, what was the lowest population?

Answer No. 3:

- a. ADP was 254
- b. High was 302
- c. Low was 215

Question No. 4: Page 18 of the RFP states, Commissary orders shall be packed in house with inmate workers and will be delivered at least once per week.

- a. How many inmate workers are being provided for packing orders?
- b. Please provide the current ordering schedule:

Answer No. 4:

- a. Approximately 3 Inmates are provided for packing orders
- b.

	Order Cut Off	Order Download	Order Delivery
A Pod/Medical	Monday	Tuesday	Tuesday
B Pod	Tuesday	Wednesday	Wednesday
C Pod	Wednesday	Thursday	Thursday
D Pod	Thursday	Friday	Friday

Question No. 5:

- a. How many deliveries per week?
- b. Who is responsible for deliveries to inmates?
- c. How many employees are currently being utilized/ how many hours does it take them?
- d. Are laundry carts being utilized for delivery?

Answer No. 5:

- a. One delivery per week per unit
- b. Contractor is responsible for deliveries with assistance from security staff
- c. Currently there is one employee that works approximately four days at ten hours.
- d. Carts are utilized for delivery

Question No. 6:

- a. What is the JMS currently being used by the county?
- b. Would the county please provide the JMS provider contact information (i.e., name, email, phone)?

Answer No. 6:

- a. Securus XJAIL
- b. Joseph Hell-Pomares (612)-203-3216

Question No. 7: The County stated that utilities are provided. Would the county please clarify if internet is provided by the county for the commissary office?

Answer No. 7: It can be provided but the current vendor has their own circuit

Question No. 8: The County has indicated that space for the commissary will be provided.

- a. How much space is being allocated for the commissary?
- b. Does the county have a dock for delivery?
 - i. Is a lift gate needed to unload a delivery?
 - ii. Can the loading dock accept a full-size (53') trailer?

Answer No. 8:

- a. Approximately 50ft x 20ft
- b. There is a dock for delivery
 - i. no lift gate needed
 - ii. Yes, it can accept a 53' trailer

Question No. 9: What is the current ITF system being used?

- a. Is the current ITF interfaced with the JMS?
- b. What company is providing the JMS?
- c. Provide the JMS Point of Contact?
- d. Is network provided by facility or contractor?

Answer No. 9:

- a. Assuming ITF is "Inmate Trust Fund", current system is Keefe Banking.
- b. It is interfaced with XJAIL.
- c. Joseph Hell-Pomares (612)-203-3216
- d. Network is provided by Keefe.

Question No 10:

- a. Is the vendor required to provide the ITF?
- b. Does it need to interface with any other existing financial or EPR systems?
- c. Who manages the ITF (county or vendor)?
- d. If vendor:
 - i. How many are currently being provided by commissary vendor?
 - ii. How many hours, on average, do they work?
 - iii. Are there any other duties, outside of managing the ITF (e.g., unclaimed property) are they doing?
 - iv. Do they also delivery commissary/ issues credits?

Answer No. 10:

- a. Yes, vendor should provide and manage Inmate Trust Fund Accounting system.
- b. It must interface with JMS.
- c. County & vendor (vendor provides hardware/software etc.)
- d.
 - i. Current system consists of 2 cash kiosks (Intake and Public Lobby), and 24 inmate kiosks for inmates to place commissary orders, submit communication requests, and monitor their accounts.
 - ii. Kiosks are operational 24/7.
 - iii. The current software can do unclaimed funds
 - iv. yes

Question No. 11: Is the current inmate phone provider interfaced with the JMS

- a. What company is providing the IPS?
- b. Provide the IPS Point of Contact?

Answer No. 11:

- a. Securus. It is interfaced with JMS, as well as the IPS provider
- b. Contact Jazmon "Jaz" Bryant (972) 277-0300
jazmon.bryant@aventiv.com

Question No. 12: Is the county using the JMS as the ITF?

Answer No. 12: No

Question No. 13: Regarding inmate balances- they will be reflective of the last balance sent from the JMS if you are using this as your ITF. Is this acceptable to the county?

Answer No. 13: We are not using the JMS for Inmate Trust Accounting.

Question No. 14:

- a. Can the county provide all the departments who will need access to ITF?
- b. How many personnel would we be required to train?

Answer No. 14:

- a. Corrections Department Finance, County Finance, County Treasurer. Currently, 95 users are enrolled in system.
- b. At least 20 personnel would need training.

Question No. 15: Will ITF software need be installed in multiple off-site locations (e.g., multiple servers)?

Answer No. 15: Yes, at least 2 but up to 5 off-site locations perform Trust Fund activities.

Question No. 16: Does the current commissary / ITF provider utilize a local or web-based server?

Answer No. 16: Web-based

Question No. 17: If an interface where inmates could transfer their funds between their Phone & Commissary accounts were established, would there be an objection to the inmate being charged a transfer fee of \$1 per transaction for this service?

Answer No. 17: No.

Question No. 18:

- a. Who is currently providing check stock (county or vendor)?
- b. If vendor:
 - i. Which type (MICR or Laser)?
 - ii. On average, how many per month?

Answer No. 18:

- a. County provides blank check stock. We issue about 25 checks per month.
- b. N/A

Question No. 19: Are check and receipt printers required? Is so, how many?

Answer No. 19: No, the County currently has 1 check printer.

Question No. 20: Impulse Spending:

- a. Hot Carts:
 - i. If yes:
 - 1. What types of items are being offered?
 - 2. Does the cart require a microwave?
 - 3. Does the cart require a freezer?
 - 4. Can the facility provide a basic list of items sold?
 - 5. How often are the carts being utilized per week?
 - 6. Are items pre-ordered or live point of sale?
 - 7. Is there a current spending limit?
- b. Vending Machines:
 - ii. If yes:
 - 1. What types of items are being offered?
 - 2. Does the cart require a microwave?
 - 3. Does the cart require a freezer?
 - 4. Can the facility provide a basic list of items sold?
 - 5. Who is currently responsible for stocking them?
 - a. How often?

Answer No. 20:

- a. Currently no hot carts are offered.
- b. No vending machines.

Question No. 21:

- a. Is the facility utilizing any form of Scan Mail options?
 - If yes,
 - a. Is it on-site or mailed to PO Box?
 - b. Is there a charge for this service?

Answer No. 21:

- a. No. Mail is scanned and delivered on site currently

Question No. 22: Inmate Debit Card Release:

- If yes,
 - a. Does county utilize NUMI or Rapid Release?
 - b. How many card scanners would be required?

Answer No. 22: Current vendor using Rapid Release. We would need 3 card scanners.

Question No. 23: Would the county provide the past 3 months of invoices to support the questions below:

- a. What have been the total inmate commissary sales (minus non-commission items and phone sales)?
- b. What have been the total sales for indigent kits?
- c. What have been the total sales for web/ family and friends?
- d. What have been the total sales for additional kits and packs (e.g., weekender, admin, or hygiene)?
- e. Hot Cart:

- f. Vending:
- g. E- Cigs/ Tobacco/ Nicotine (if not on commissary menu):
- h. Revenue sharing for the following:
 - iii. Email/ Messaging:
 - iv. Video Visitation:
 - v. Phone Time:

Answer No. 23: The County provided sales figures (question a) during pre-proposal conference. Items b – j do not apply to this facility.

Question No. 24: Does the facility currently house ICE/ Federal Inmates?

Answer No. 24: We do not house for ICE. We occasionally house for US Marshal.

Question No. 25: Please provide a current copy of the menu with pricing:

Answer No. 25: The County does not have a copy of menu with pricing. The County would like the vendors to provide sample menus for consideration.

Question No. 26: Are there any spending limits? If so, what is the spending limit?

Answer No. 26: Spending limits are \$85 for food and hygiene and \$50 for clothing and shoes

Question No. 27: Please provide the following commissary rates/ dollars provided for the following:

- a. Inmate commissary sales:
- b. Indigent Kits:
- c. Deposit Commissions/ Revenue Sharing:
- d. Web/ Online:
- e. Hot Cart:
- f. Vending:
- g. E-Cigs:
- h. Email:
- i. Video Visitation:
- j. Phone Transfers:
- k. Care Packs (online bag orders):

Answer No. 27: Inmate commissary sales figures (item a) were provided during pre-proposal conference. Items b-k do not apply to this facility.

Question No. 28: Over the past 12 months, how much was deposited (utilizing all deposit services) into the ITF

- a. How many cash deposit transactions were made over the past 12 months?
- b. How many web deposit transactions were made over the past 12 months
- c. Are family and friends utilizing a web deposit service?
- d. Does the facility allow checks/ money orders?

Answer No. 28:

- a. Cash deposits totaled \$293,938.46.
- b. Web deposits totaled \$431,763.66.
- c. Yes, family and friends can use web services.
- d. We do allow checks and money orders.

Question No. 29: Would the Commissary vendor be able to run our secure inmate messaging program - where inmates are charged a small fee to send emails/communicate with friends & family?

Answer No. 29: The County is currently looking into vendors for this service.

Question No. 30: Would the County consider an alternative to phone cards in the selling of phone time (a code with a dollar allotment of time to use)?

Answer No. 30: Yes

Question No. 31: What has been the total dollar amount for inmate damages/or total incidents paid by the current vendor for kiosk repairs over the past 12 months?

Answer No. 31: The County has not paid anything for repairs in last 12 months.

Question No. 32:

- a. How many POD, Lobby and Booking kiosks are required in each area?
- b. Is there power and cabling that is already in place for each kiosk location?

Answer No. 32:

- a. 24 Pod kiosks, 1 Lobby kiosk, and 1 Booking kiosk.
- b. Yes, there is power. Cabling was installed by current vendor.

Question No. 34:

- a. The County stated that the vendor would be responsible for aprons and shoes for inmate works in the kitchen. Would the county please provide how many inmate workers support kitchen operations?
- b. Do the inmate workers in the kitchen receive an extra meal?
 - i. Please clarify if this is a double protein portion or double meal?

Answer No. 34:

- a. Approximately 6 per shift
- b. No extra meal

Question No. 35: The County stated that utilities are provided. Would the county please clarify if internet is provided by the county for the kitchen?

Answer No. 35: Yes, the County provides internet for Commissary but not for kitchen currently.

Question No. 36: The County is specifying a 3200-calorie meal per the RFP.

- a. Would the county please provide a copy of the current menus being served?
- b. Does the county have a preference of meal type (HHH, HCH, CHH, HHC)?

Answer No. 36:

- a. See Question 25
- b. HHH

Question No. 37: On page 8, d. The Contractor will provide a monthly detailed listing of additional food or beverage services and “spirit lifter meals” provided to the County, which should be provided at no additional cost to the County, which are in addition to the adult inmate meals and staff/visitor meals.

- a. Would the county please provide a copy of the additional food and beverages being offered by the current vendor?
- b. How much additional food and beverages are being served?

- c. How often is the additional food and beverage services being provided?
- d. Would the county please provide a copy of the staff menu?
 - i. How many staff meals are being served daily?
- e. Would the county please provide a copy of the visitor menu?
 - i. How many visitor meals are being served daily?

Answer No. 37:

- a. Currently juice mix is used for beverage
- b. No additional services
- c. N/A
- d. Approximately 30 staff trays
- e. No visitor meals on a regular basis

Question No. 38: On page 9, 8. Equipment, B. Utilities- the county states that a food storage warehouse is located outside and separate of the kitchen.

- a. Would the county please provide dimensions of the warehouse?
- b. Is this warehouse climate controlled?
- c. What is the warehouse utilized for (dry, frozen, refrigerated product)?

Answer No. 38:

- a. Dry storage is in kitchen in separate room approximately 20'x30'
- b. It is climate controlled
- c. The warehouse is a room in the kitchen and used for dry storage. It is not an external warehouse.

Question No. 39: May we please have a copy of the current pricing meal rate being charged by the current vendor?

- a. If a scale price is being used would the county, please provide the pricing scale?

Answer No. 39:

NUMBER OF MONTHLY MEALS SERVED

PRICE PER MEAL

1-20999 monthly meals

Price Per Meal: \$2.417

21000-35999 monthly meals

Price Per Meal: \$2.296

36,000-51,000 monthly meals

Price Per Meal: \$2.097

51,001 and over monthly meals

Price Per Meal: \$1.895

*NOTE: The above numbers include meals for inmates and staff.

Please note: This is an RFP and is qualification based for award, price is not the primary determining factor.

Question No. 40: Page 12, g. Menus shall meet or exceed the applicable diet by standards for adult inmates and detainees and juvenile residents or by nutritional and caloric contents as established by the Food and Nutrition Board (FNB).

- a. Would the county please clarify ADP of juvenile residents over the past 12 months?
- b. Are juvenile residents served the same meal as an adult inmate meal?
 - i. If not, please specify what meal is being served to juvenile residents?

Answer No. 40: The County no longer houses Juvenile detainees so this requirement should be disregarded.

Question No. 41: The County specified that religious and medical meals are to be served at no additional cost.

- a. How many religious meals are being served daily?
- b. Please clarify if Kosher meals served are Pre-Packaged or Common Fare?
- c. Would the county please provide a copy of the current religious menus being served?
- d. Would the county please provide a daily breakdown of the medical meals being served?

Answer No. 41:

- a. Approximately 10 Kosher diets
- b. Made as needed
- c. The County is requesting vendors to provide sample menus based on scope of work provided in the Request for Proposal (RFP).
- d. As needed or required by medical due to allergies

Question No. 42: Page 12, m, refers to court and work release sack meals being served to inmates.

- a. Would the county please provide how many sack meals are being served?
 - i. Is the above amount being served 5 days or 7 days per week?
 - ii. Does booking require a sack meal? If so, how many daily?

Answer No. 42:

- a. Sack lunches are provided for courts only and will be deducted from facility count.
 - i. Snacks are as needed based on court schedules
 - ii. No.

Question No. 43: Page 12, n, refers to sack meals that are to be provided for facility personnel that are not able to consume a staff meal on site.

- a. How many staff sack meals are being served?
 - i. Is the above amount being serve 5 days or 7 days per week?

Answer No. 43:

- a. Currently not utilizing staff snack meals, maybe required on long transports.
 - i. N/A

Question No. 44: Page 13, b, refers to meal delivery by the contractor. What method is being utilized by the current vendor for meal delivery?

Answer No. 44: Placed in carts and taken to unit by facility staff

Question No. 45: Page 15, t. Surplus Commodities may be used at the Adult Detention Center.

- a. By commodity, would the County please provide the credits issued for such commodities used by the current vendor against the charges for services provided?

Answer No. 45: N/A

Question No. 46: Would the County please provide a picture of the inmate tray used to serve an inmate meal?

Answer No. 46: See Attachment C

Question No. 47: Can you please provide the Average Monthly Population for the past 18 months?

Answer No. 47: 253

Question No. 48: If a vendor is going to submit a proposal for both commissary and food service as one submittal, do we get the 25 page count for each service or overall?

Answer No. 48: The page limit of 25 pertains to the Evaluation Criteria only, each vendor will get 25 pages for each service. If one vendor is submitting for Commissary and Food Services the vendor shall get 25 pages per service for a total of 50 pages.

Question No. 49: Regarding the page count, do menus, sample invoices, and forms count toward it?

Answer No. 49: No, the page limit is only for the response to the Evaluation Criteria only. Please put any other supporting documents as an Appendix to your proposal.

Please add this Addendum #1 to the original proposal documents and refer to proposal 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. Responders are reminded that any questions or need for clarification must be addressed to Maricela Martinez, Public Safety Administrative Services Director at mcmartinez@santafecountynm.gov, or Bill Taylor, Procurement Manager at wtaylor@santafecountynm.gov.

ATTACHMENT A



SANTA FE COUNTY

PRE-PROPOSAL CONFERENCE

RFP NO. 2024-0174-CORR/BT

Food Services & Commissary for Santa Fe County Adult Detention Facility

January 23, 2024 @ 10:30 AM

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Maricela Martinez	SFC-Public Safety	(505) 986-2415	mcmartinez@santafecountynm.gov
Bill Taylor	SFC-Purchasing	(505) 986-6373	wtaylor@santafecountynm.gov
Sean T. DiPalma	SFC- Corrections Accountant Sr	_____	_____
Christen L. Martinez	SFC -Public Safety Department Administrator,	_____	_____
Wade Ellis	SFC-Corrections	_____	_____
Derek Williams	SFC-Corrections	_____	_____
Matthew Bianchin	Summit Foods	(214) 223-9030	Matthew.bianchin@summitfoodservices.com
Billy Waid	Summit Foods	(432) 816-6280	Billy.wade@summitfoodservices.com
Ronald Torres	Trinity Food Services		Ronald.torres@trinityservicegroup.com
Luke Anderson	Summit Foods		Luke.anderson@summitfoodservices.com
Kevin Hyronenus	Summit Foods		Kevin.Hyroneus@eliorna.com
Tim Goddard	Summit Correctional	(801) 230-1203	Tim.Goddard@summitfoodservices.com

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www.santafecountynm.gov



SANTA FE COUNTY

PRE-PROPOSAL CONFERENCE

RFP NO. 2024-0174-CORR/BT

Food Services & Commissary for Santa Fe County Adult Detention Facility

January 23, 2024 @ 10:30 AM

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Johnny Magana	Summit Foods		Jonathan.magana@summitfoodservices.com
Brian Clark	Summit Food Service	(303) 931-7441	Brian.Clark@summitfoodservices.com
Teresa Vitale	Bogetti		Teresa.Vitale@keefegroup.com
Raul Perez	Not provided at the Pre-Proposal	Not provided at Pre Proposal	Not provided at Pre Proposal

102 Grant Avenue · P.O. Box 276 · Santa Fe, New Mexico 87504-0276 · 505-986-6200 · FAX: 505-995-2740

www.santafecountynm.gov

ATTACHMENT A



PRE PROPOSAL CONFERENCE
RFP# 2024-0174-CORR/BT FOOD SERVICES AND COMMISSARY FOR
SANTA FE COUNTY ADULT DETENTION FACILITY
JANUARY 23, 2024 @ 10:30AM

Contracting Agency: Santa Fe County

• Bill Taylor	Procurement Manager	Purchasing Division
• Maricela Martinez	ASD Division Director	Public Safety
• Christen Martinez	Department Administrator	Public Safety
• Sean DiPalma	Senior Accountant	Corrections Department
• Derek Williams	Warden	Corrections Department
• Wade Ellis	Deputy Warden	Corrections Department

Project Information

Santa Fe County Corrections Department is requesting proposals from qualified vendors to provide food services and commissary.

Food Services - The average population from October to December is 253. The meals for October were 23,946, November 23,338 and December 23,558. The average meal cost currently is \$2.29.

Commissary- Sales from October to December were \$107,310 and average about \$35,000 monthly.

Proposal Information

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Sequence of Events are listed on page 24.
- Proposal Organization - Proposal should be organized as outlined in the RFP on page 34.
- Letter of Transmittal – Authorized person to obligate organization, Acceptance of Terms and Conditions and Acknowledgement of any and all Amendments to RFP.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 36-39) will be scored by a three to four-member evaluation committee.

- Preferences -

1) N.M. In-State Business Preference Certificate 5% of total weight of all evaluation factors added to score.

OR

2) N.M. Resident Veterans Preference Certificate, 10% total weight of all evaluation factors added to score. For more information on State Preference visit www.tax.newmexico.gov

AND

3) Santa Fe County Preference, 5% of total weight of all evaluation factors added to score. For more information on County Preference visit https://www.santafecountynm.gov/asd/purchasing_division

- Please submit all questions via email to Bill Taylor at wtaylor@santafecountynm.gov and/or Maricela Martinez at mcmartinez@santafecountynm.gov. The last day for questions will be **Friday, January 26, 2024.** **(Please do not contact any other County staff.)**

- Addendum will be issued on **Tuesday, January 30, 2024.** *(Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.)*

Proposal Submittal – **Due Date: Thursday, February 15, 2024**

Time: 2:00 PM

Location: 102 Grant Avenue, 1st Floor, Santa Fe, New Mexico 87505 or via dropbox

<https://www.dropbox.com/request/Dt7Vkfa6tgpJ50xiLbKy>

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ATTACHMENT B



Tray Carts for each housing units

dash washer area with automatic washer



Kitchen is approximately 65ft by 65ft



Sink washer area

refrigerator 1





Side by side Freezers



Boilers and sink side by side



2 warmer ovens



2 deep cookers



2 mixer



Sink and prep area



Prep area and meat slicer



Inside refrigerator 1 with extra storage



Inside storage refrigerator



Second lager refrigerator



2 oven bakers



1 larger flat top, 1 stove and 1 smaller flat top



Exhaust fan/ ports with extinguisher system





Ice maker



3 warmers



Line prep table



Sink and refrigerator



Secure cage for all spoons ect. / shadow board





Dry storage



Attachment C

