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| **County Administration Building**  **404 Elm Street**  **Rockford, Illinois 61101** | **Ann Johns**  **Director of Purchasing**  **Phone: 815-319-4380**  **Fax: 815-319-4381** |

**October 10, 2018**

# ADDENDUM ONE

**INMATE COMMISSARY, KIOSKS, AND BANKING SERVICES**

**REQUEST FOR PROPOSAL 18P-2157**

*Bidders are required to indicate on their Quote Form 18P-2157 (Page 54) that they have received and acknowledged this addendum*.

Any questions should be directed to the Purchasing Department, 404 Elm Street, Room 202, Rockford, IL 61101 or by telephone 815-319-4380, or email Ann Johns at [purchasing@wincoil.us](mailto:purchasing@wincoil.us).

**The following are corrections to RFP 18P-2157:**

**On Page 51, the statement should read; “The County will NOT own any of the kiosks at the end of the contract.**

**Exhibit 2-Currently titled as Sidekick- is also known as Chuckwagon.**

**The following are Questions that were submitted, followed by the County’s responses:**

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| **From page 7, #9 – “A bond of approximately one million dollars will be required.”  As it does not say “performance bond” specifically, Can you please clarify if you are referencing the $1M Fidelity Bond (page 5), which would be part of your crime insurance and is not surety related? Yes, the $1 million dollar bond is the Fidelity Bond.  The County is asking for a Fidelity Bond due to the control over inmate trust accounts the successful bidder is expected to have.**  **Under "Fidelity Bonds," does this mean a performance bond? If not, will a performance bond also be required? If there is a need, the County may request a performance bond as part of the contract. We understand that there will be an additional cost to add a performance bond. The Fidelity Bond of 1 million dollars will be required from the chosen vendor and you should include the cost of that in your proposal.**  **#8 under, "Qualifications of Proposer" states that "a minimum of three letters of reference for each service being proposed" must be submitted.  Do they want actual letters of proposal?  Or at least three references they can contact? No, just provide references that we can contact.**  **Under "Product List and Menus," it states that care packages may be offered for purchase by the general public.  It also states that, "WCSO does not expect Awarded Proposer to charge additional fees for purchase of Care Packages (i.e., handling fees, processing fees, etc.).  Since these are web based orders and require a process for internet service and credit card purchases, no handling fees is an unrealistic expectation.  Will WCSO consider rescinding this requirement? Yes. Consider this rescinded. However, you need to tell us in your proposal your proposed fee schedule.**  **Under "Taxes on Commissary Items," it states, :The current sales tax rate in County is 8.25%."  Is that just a County sales tax rate, or does that include the state sales tax rate? The 8.25% includes all taxes to be charged.**  **Under "Weekly Reports," it requires a "Liability Reconciliation Report by Inmate."  (I don't know what that is.  Should we ask for a definition, or do you know?) Please consider the Liability Reconciliation Report by Inmate weekly report on page 31 rescinded.**  **Under "Invoicing and Payments," it states that "Net Sales include by way of example and not limitation, all of the following:  all fees, charges, inmate commissary purchases, package sales and any additional fees/charges generated by the commissary service environment and all additional fees charged to the inmate or family members and friends of the inmates and any other compensation received by the proposer."  (This is extremely broad and certainly covers items we are not willing to pay commissions on.  Should we ask a question around this, or simply take exception.  For us to give them a portion of handling fees makes no sense.  And items such as deposit kiosk fees we can share with them; but I don't think we can pay commission on them.  Did Legal comment on this?) No, commission are paid on Kiosks fees or handling fees. State in your proposal what items or service commission you propose paying a commission to the County.**  **Further, under "Invoicing and Payments, it states that "In the Cost Proposal, Proposer shall indicate the proposed mark up amount and all applicable taxes.  Independent of the total cost of each individual food or non-food item available for sale inmate, family, or friend.  Any additional fees to be added to the total cost of a food or non-food item must be provided to the County in writing and must be approved by County prior to implementation."  (What does this actually mean?  Are we to show them the proposed mark up of individual items?  I don't think so, but this is unclear.  I think we should ask for clarification.  Still the same problem with fees to friends and families, too.) We do not want the vendor to raise prices without prior written approval from the County. We do not need to see the markup but reserve the right to request it if there is a concern that an item is too costly.**  **Under "indigent status inmates," the first sentence states, "Proposer shall provide admission kits to County for newly booked inmates and at no cost to County."  The last sentence of that paragraph states, "Proposer shall propose the different gender-based type of admission kits and the unit price for each."  Which is it?  No cost to the County?  Or propose a price for them? To further clarify we expect the cost of these kits to be charged to the County and we will pay the provider for them from the Inmate Commissary Fund**  **On page 46, it states you must "Provide a detailed strategy for implementing a commissary ordering system through the inmate telephones..."  Aren't orders going to be placed either via tablet or kiosk? This should be the Tablets not telephone or via the in unit Kiosks.**  **On page 52, it states the kiosks should include 11 items, from 1. Bond Amounts to 11. Inmate location for grievances and requests.  Are they looking for all these items on the in-unit pod-ordering kiosk? On the tablets only.**  **The RFP states Prevailing Wages are to be paid “where applicable”.  Is Prevailing Wage applicable?  And if so what makes this contract subject to prevailing wage (ie. State, Public Works, Construction, etc)? The employees for the vendor do not have to be paid Prevailing Wages.**  **Is the current contractor paying prevailing wages? Is the County? The current Contractor should be paying prevailing wages. The County does not pay a Contractor.**  **In reference to the breach of security reporting requirements, can you please clarify as to whether the RFP is asking for Information Security or Physical Security.  The answer is both types.**  **Can you clarify there is secure internet access in the commissary office available for contractor use? YES**  **Are there any future plans for additions to either facility or renovations during this contract term? None If yes, can you please explain?**  **Does your current commissary service provide also contract with the County to provide inmate food service at the Winnebago County Jail? No, it is a different provider.**  **Can you please confirm the current commission rate of 35% on commissary, 10% on chuckwagon, and 35% on retail packs? YES**  **What is your current minimum monthly commission? There is no minimum guarantee.**  **Can you please provide copies of the last 12 months of billing paperwork from current vendor? Please see chart on Pages 24-26 under SPECIFICATIONS: INMATE SUMMARY**  **How many contractor staff are currently delivering and fulfilling orders on Tuesday of each week? There are three employees assigned to commissary by the current vendor. Unknown if they are full time.**  **Can you please confirm; Will the contractor or County manage the inmate banking accounts? County but vendor will service the machines and collect the money.**  **How many inmates are currently being utilized in the commissary operation? NONE What are their duties? N/A**  **How many weekly indigent kits are currently being provided? 10 to 40 per week, it really varies.**  **Can you confirm the current cost to County for an indigent and admission kit? $1.37 to $1.20**  **Who currently owns and provides the kiosk being used? Keffe Can you confirm this equipment will remain in place? We expect all new equipment.**  **Who currently owns and provides the tablets in the facility being used? GTL How many tablets are currently being used with-in the facility? 860 Can you confirm this equipment will remain in place? Yes the tablets will remain.**  **Please confirm; currently 28 kiosk in place and vendor is only responsible for providing 6 additional kiosk; Two in lobby, two in Bond out, two in pre-booking. YES, this is correct.**  **How many hours per day will inmates have access to the kiosks or tablets? 24 Hours a day tablets and 6:30AM to 10:30PM for kiosks.**  **Can the County please provide usage figures by-item for the past three months? If you mean tablet usage, see the answer above.**  **Please confirm the hardware requested by the County? For Banking Services there would not be hardware.**  **What are the annual phone cards sales for 2017 and YTD phone card sales for 2018? We currently do not sell phone cards. Family members can purchase phone minutes for the inmates account without the use of a phone card. Is this number included in the total commissary sales provided? N/A**  **What are the annual postage sales for 2017 and YTD postage sales for 2018? Is this number included in the total commissary sales provided? Minimal sales, unknown the exact amount.**  **How long has the current commissary company been in contract with the County? Since 2010**  **Can you confirm who will manage the inmate trust fund? The County**  **Is the current $75 weekly limit for all classifications in the facility? NO If not, can you please provide a breakdown showing the different spending limits by classification? $75 is for general housing only, $25 is for maximum and $15 for segregation and that is just for hygiene products.**  **Can you please clarify what are “chuckwagon” sales as provided on page 25 of the RFP? Please elaborate on this service. Chuckwagon is also known as Sidekick for Exhibit 2.**  **Since contractor is responsible for providing shelving for the warehouse, can you please provide the exact square feet of the space? 713 Sq. feet is the room size.** | | |  | |
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**END OF ADDENDUM ONE**