



County of El Paso Purchasing Department
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ADDENDUM 5

To: All Interested Proposers

From: Linda Gonzalez, Inventory Bid Technician

Date: April 21, 2008

Subject: RFP # 08-034, (RFP) Inmate Commissary Service for the Detention Facility & Jail Annex

Please Note: question # 28. from Addendum 2 was not answered.

28. On # 5 can I get clarification is that referring to commission or is that something different?
[Refers to something different](#)

The Purchasing Department received questions relating to the above referenced proposal; the response to the following question:

1. Bid Bond (pages 1, 10): The RFP requires the Contractor to provide a bid bond in the amount of 5% of the total contract price. The reference to a performance bon on page 11 is for a Public Works Construction Contract. We would like to confirm that since the County is not paying the Contractor for a service, that a Bid Bond is not required in this case.
[This is not a public works construction contract that term does not apply.](#)
2. Would the County accept alternative proposals in response to the RFP?
[No](#)
3. Will the RFP opening be available for the public to attend?
[Yes](#)

4. The RFP states: "If the proposal totals more that \$100, 000.00 the bidder shall furnish a certified cashiers check made payable to the County of El Paso or a good and sufficient bid bond in the amount of 5% of the total contract price, ...". Please provide the commissary gross sales less tax and any phone card sales for FY '06 and '07 to determine the contract price.

See Attachment 1

5. Is the 5% bid bond to be for the value of the contract over the contract term or single year of commissary sales?

The 5% bid bond is for the term of the bid.

6. Please provide gross sales less tax and any phone card sales for the first three months of 2008.

Gross Sales March 2008= \$ 399, 9915.25

Net Sales March 2008= \$ 390, 359.88

7. Please provide the amount of equipment needed form below:

a. Computers 5

b. Printers 3

c. Network cabling needed yes

d. County users of the vendor's software outside of the new computers provided 0

8. Is the current vendor networked between the two facilities?

Yes

9. If so, may the awarded vendor utilize said network connections?

Yes, I.T.D informs me that the network connections between the two facilities are the County's and therefore should be available. However, the current commissary provider was required to supply their own hardware, e.g., server, with space available in the server for the county JIMS system to export flat files for inmate data, monitor keyboard, etc. In addition, the vendor shall be required to network to their main office themselves.

10. How many employees are used by the current vendor?

a. Full time 4

b. Part time 2

11. What is the current deliver schedule days and times for:

a. Jail Friday 4:30 p.m. -11:00 p.m.

b. Annex Tuesday & Wednesday 4:30 – 12:00 (Midnight)

12. How many times per week may each inmate order commissary?

Once

13. How many orders, on average, are delivered per week?
1400
14. Is the current vendor storing product on-site?
No
15. Is the current vendor pulling orders on-site?
No
16. Is the current vendor using inmate labor to pull commissary orders?
No
17. Page 4 number 4 and page 5 number 11 of the RFP states that commissary orders must be pulled off-site. Is this a mandatory requirement of the RFP?
Yes, orders will be processed off-site.
18. Please provide the commissary list with pricing used by the current vendor.
See Attachment II.
19. What is the current commission rate provided to the County?
42
20. Who is the phone provider for the County Jail?
Currently it's GTL; New contract awarded to Digital Solutions, Inmate Telephone, Inc. (DSI/ITI)
21. Does the current and would the new vendor need to charge tax on the commissary item sales?
Yes, on taxable items only.
22. Does the current and would the new vendor need to charge tax on the commissary item sales?
Yes, on taxable items only.
23. What will the spending limit per week, per inmate be for the new contract?
Currently it is \$ 100.00
24. What is the current spending limit?
\$ 100.00
25. How are commissary orders currently input?
Scanned by Commissary Company
26. Who is on the bid evaluation committee for this proposal?
AC Messick, Cmdr Porter, Cmdr Pinon

27. Will future technology be factored into the final decision?
No. However, awarded vendor should be able to keep current with industry practices and technological changes.

28. When is the decision expected to be made for this proposal?
No time limit

29. How will the proposal be evaluated?
The vendors responses will be evaluated according to the vendor's price, scope of services offered and qualifications.

30. Will the three award criteria of qualifications scope of services and price all have equal weight?
Yes.

31. Does the \$100 spending limit include phone cards?
Yes.

32. Do you sell phone cards?
Through the commissary vendor.

33. Are they part of the spending limit?
Yes

34. What were their sales?
Sales of telephone vouchers for the past 6 months is as follows:

\$10 Voucher	2749 @ \$10 =	\$27,490 .00
\$20 Voucher	866 @ \$20 =	\$17,320.00

Total		\$44,810.00
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35. Can a vendor put their software on your network?
No

36. How many El Paso staff will be using the software?
17

37. How many are to be trained?
17

38. Are you concerned with the efficiency and reporting capabilities of the inmate banking software?
Yes
39. Will you be asking for a software demo before making a final decision?
Yes
40. What is the number of pods in each facility?
Downtown has approximately 76, and the Annex has approximately 73 (cellblocks)
41. On page 4 question 5, is the deposit amount considered the commission percentage?
According to the El Paso County Auditor's Office, the answer is No. The bid Bond amount is not the same as the commission percentage.
42. How will the submitted proposals be weighted for award? Do you have a percentages for each criteria?
See answer for question # 30.
43. Are there scanners at both facilities?
At the downtown detention facility.
44. What day are the orders scanned? Packed? Delivered? What are the delivery times?
DDF- scanned on Monday, packed/delivered on Friday. Annex- scanned on Monday, packed on Tuesday, delivered on Tuesday & Wednesday.
45. What are the duties of the on-site people other than distribution commissary to the inmates and what will their hours be?
Duties restricted to distribution of Commissary only per the days and hours indicated above.