|  |  |  |
| --- | --- | --- |
|  **RFP NO. 21-048** |  |  **DUE DATE: April 21st, 2021** |

**ADDENDUM NO. 1**

**For**

**DETENTION FOOD MANAGEMENT & COMMISSARY SERVICES**

**DATE OF ADDENDUM: April 8, 2021**

**THE ATTACHED** addendum shall become as fully a part of the above named Request for Proposal (RFP) as if therein included and shall take full and complete precedence over anything contained to the contrary.

**ACKNOWLEDGMENT:** Each proposer shall indicate acknowledgment of receipt of this addendum by signing below and submitting this addendum (this page only) with the proposal.

Each proposer shall be responsible for reading every item on the attached addendum to ascertain to what extent and in what manner it affects the work being proposed.

No attempt is made to list Addendum items in chronological order or in conformity with the Drawings to which they refer or which they affect.

|  |  |
| --- | --- |
|  **X** | **NO CHANGE TO DUE DATE** |
|  | **CHANGE DUE DATE TO: N.A.** |

I acknowledge receipt of this addendum which shall become a part of the submitted proposal.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **COMPANY NAME** |  | **PHONE** |
|  |
|  |  |  |
| **AUTHORIZED REPRESENTATIVE** |  | **TITLE** |
|  |
|  |  |  |
| **SIGNATURE** |  | **DATE** |

The following is hereby made a part of this solicitation:

The County realizes that there is a lot of information not available to answer questions. Proposers are to submit proposals with the information that is available so far.

1. **ATTACHMENTS:**

The following Attachments are being added to this Addendum:

* 1. ODR Dimensions
	2. IMG 0279
	3. IMG 0280

**VENDOR QUESTIONS/ CLARIFICATIONS:**

1. **Menus**
2. Can you provide the current meals menu?
3. Could we please see a copy of the current Commissary menu & Cart Service menu along with items sizes and pricing?
4. Please provide a copy of the current Officer/staff menu.
5. Please provide a copy of any other menus utilized by the current vendor.

Contactors are to submit their menu solutions with their proposal.

1. The current inmate menu is stated as Hot Breakfast - Cold Lunch - Hot Dinner (H-C-H) pattern. Would the county be open to a Cold Breakfast-Hot Lunch-Hot Dinner pattern?

We would like to continue the H-C-H pattern. However, please propose your options for consideration.

1. Regarding Scope of service II. A. 1.a. Is the expectation that a cold meal be charged at a different rate or that the overall per meal price is lower by having a cold meal included? Would 3 hot meals per day be acceptable?

Please, propose your solution for consideration.

1. Reference II. A. 2. b; “Daily protein consumption shall me a minimum of 56 grams of High biological value, HBV protein consumed at the rate of 16 grams for breakfast, 20 HBV grams for lunch and 20 HBV grams for dinner. Please provide a one- day menu that your company would prepare to fulfill this requirement.” - Please clarify if a **minimum of grams of total protein** is meant by this statement, as HBV is a measure of the proportion of absorbed protein from a food that can be used in protein synthesis. This factor can vary widely depending on an individual’s recent diet and medical condition.
	1. Did the County intend to state a minimum of 56 grams of protein per day, with 16 grams total protein at breakfast and 20 grams total protein at lunch and at dinner is required?

Yes fifty-six (56) grams of protein per day, sixteen (16) grams for breakfast, and twenty (20) grams for lunch and dinner.

1. **Hardware/software & Equipment**
2. Over the past 12 months, what is the total dollar amount of repair and maintenance for kitchen equipment?

All maintenance has been completed by EPC facilities with no cost to the food services contractor.

1. Do you have current equipment in the kitchen needing to be replaced?

Two (2) flat plate griddles.

1. Please provide the quantity of hardware below, being requested by the County.
	1. Workstation PC’s: Two (2)
	2. Printers: Two (2) check printers, Two (2) receipt printers
	3. Pod Kiosks: Twenty-six (26)
	4. Lobby/Deposit Kiosks: One (1) in front lobby, One (1) in video visitation
	5. Booking/Intake Kiosks: Two (2)
	6. Vending Machines: Fourteen (14)
2. Does the current vendor provide check printers, toner, and check stock? If yes, how much toner and check stock is approximately needed each month?

Yes, the current vendor provides check printers. Unknown check stock and toner per month.

1. How many housing/in-pod kiosks are currently in use/needed?

There are currently twenty-six (26) housing kiosks in use and twenty (26) needed.

1. In what ways are inmates currently able to order Commissary? (ex: kiosks? phones? tablets? etc.) If tablets are currently being used, who is the vendor for them?

Inmates are currently able to order commissary on the kiosk and the tablets. GTL is the current vendor for the tablets.

1. What would be the exact location of each lobby kiosk?

One (1) in the front lobby where the existing kiosk is located and one (1) in video visitation where the current kiosk is located.

1. Who is responsible for emptying the lobby kiosks and taking funds to the bank?

El Paso County is responsible for emptying the lobby kiosk and an armored truck company transfers the money to the bank.

1. Are bail/bonds accepted through the kiosk? If no, does the facility manage bail/bonds through the ITF at all?

No, we do not manage bail/bonds through the ITF.

* 1. Is the agency / County interested in the awarded vendor processing payments from the public through the lobby kiosk, internet, mobile app or phone for things such as concealed carry licenses, fingerprinting, traffic fines, taxes, etc.?

No.

1. What software technology is the commissary vendor required to provide? Will the commissary provider be required to provide the Inmate Trust Fund software?

Please, propose your solution for consideration.

1. Who currently provides and what is the current Inmate Trust Fund software program being used?

Please, propose your solution for consideration.

1. Who is the current JMS provider and does the program interface with the Inmate Trust Fund?

Beacon is the current JMS provider and it does interface with the ITF.

1. Is there a cost to interface with the JMS Vendor? If so, what is the cost? Can you provide the specs for all commissary interfacing required?

There may be a cost to interface with the JMS provider. Unknown specs for commissary interfacing. Actual costs shall be negotiated with the awarded Contractor.

1. Is the Commissary program run on the County network, or does current Vendor provide its own network? Can the commissary provider's equipment be placed on the county network?

Yes, the commissary program is run on the County network. And the Contractor’s equipment may be placed on the County network.

1. Is it the County’s intention to use the awarded contractor’s inmate banking system?

Yes.

1. Who is the phone service provider and is the program interfaced with the JMS and/or the ITF?

The phone service provider is GTL and is linked with JMS and the ITF.

1. Are there any other vendors with whom the commissary provider is required to interface?

Yes, it may need to interface with the kite and grievance system.

1. Who is the current debit release card vendor and how many release card swipes would be needed?

Numi is the current debit release card vendor and an average of ten (10) debit card releases are processed per day.

1. **Commissary**
2. What is your current commissary order and delivery schedule?

Please, propose your solution for consideration.

1. Is the downtown Work Release facility still operational? If yes, what Commissary service components would need to be provided? (ex: Commissary delivery, ITF installed on workstations, etc.)

No, the Work Release Facility is not operational.

1. Currently the commissary service includes cart sales, selling items like microwavable sandwiches and ice cream. Is the County requiring this capability continue to be included as part of the commissary service?

No, it is not required but can be proposed as an optional/value-added item.

1. Are items pre-ordered for the Cart program or is the process a live point-of-sale? Also, is there a spending limit for each hot cart service?

Some items are pre-ordered, and others are point-of-sale. There is a spending limit based on the housing unit.

1. What are the total number of orders and total dollar amount of Cart sales over the past 12 months?

This information is not available at this time.

1. What have been the total inmate Commissary sales (minus non-commission items and phone sales) over the past 12 months?

This information is not available at this time.

1. Are any types of kits provided, Indigent, Booking, Welcome, Weekender, Hygiene etc.? If so, please provide the contents, cost per kit, number of kits sold per year and who is responsible for paying for the kits.

Please, propose your solution for consideration.

1. What amount is the inmate charged for each indigent kit?

Inmate is not charged. Please propose your costs with your proposal.

1. What have been the total sales for online pack sales over the past 12 months?

This information is not available at this time.

1. Please provide the current commission rates for the following:

Please, propose your solution for consideration.

* 1. Inmate Commissary:
	2. Indigent Supplies:
	3. Online Pack Sales:
	4. Cart Program Sales:
1. Over the past 12 months, what is the total dollar amount of funds deposited (for all deposit services) into the ITF?

This information is not available at this time.

1. How many cash deposits were made and how many internet deposits were made over the past 12 months for each?

This information is not available at this time.

1. Are phone cards/time sold through the commissary - if so, please provide phone revenue for the past 12 months

Phone cards/time are not offered. Please, propose your solution for consideration.

1. Is an ecommerce program included in the bid? If so provide 12-month ecommerce revenue and indicate whether the ecommerce revenue was included in overall revenue.

Please, propose your solution for consideration.

1. Does the facility allow checks and money orders?

This information is not available at this time.

1. Are inmates charged for stay/med svc/etc. If so and they go into debt, what % of the population is in debt? Does the county take the funding directly from the inmate accounts once funding is deposited?

The County does not think that this information is necessary to submit a proposal.

1. Is the commissary housed on-site? If so, are inmate workers allowed?

Commissary is housed on-site. Inmate workers are not allowed with commissary.

1. Please list any commissary restrictions or spending limit restrictions for different segments of the inmate population?

Spending restrictions are broken down by different housing units as follows:

A1 - $55/week no hot cart, no direct sale cart, no my care packs

A2 - $35/week no hot cart, no direct sale cart, no my care packs hygiene and correspondence only

A3 - $35/week no hot cart, no direct sale cart, no my care packs

B1 - $35/week no hot cart, no direct sale cart, no my care packs hygiene and correspondence only

B2 – No commissary allowed

B3 - $35/week no hot cart, no direct sale cart, no my care packs

B4 - $35/week no hot cart, no direct sale cart, no my care packs hygiene and correspondence only

C1 - $75/week no hot cart, no direct sale cart, no my care packs

C2 - $75/week no hot cart, no direct sale cart, no my care packs

D1 - $35/week no hot cart, no direct sale cart, no my care packs

D2 - $55/week no hot cart, no direct sale cart, no my care packs

E1 - $75/week no my care packs

E2 - $100/week

E3 - $100/week

E4 - $100/week

F1 - $55/week no hot cart, no direct sale cart, no my care packs

F2 - $100/week

F3 - $100/week

F4 - $100/week

G1 - $100/week

G2 - $100/week

G3 - $100/week

G4 - $100/week

1. **Food Service**
2. Currently how many kitchen staff members are employed by the current vendor? Please provide a copy of the current staffing schedule.

Please, propose your solution for consideration.

1. Regarding II.C.1.e. What is the minimum level of contractor staff that is acceptable?

A minimum of one (1) employee per five (5) inmate workers is required, office staff does not count towards this ratio.

1. Can you provide the current vendor’s staff schedule for staff dining?

Please, propose your solution for consideration.

1. Can inmate labor be utilized for cleaning the staff dining areas?

Yes, when supervised by the Contractor’s employee.

1. Which staff meals are self-service, and which are served?

All staff meals are served.

1. Please list the staff dining serving equipment.

Currently the staff dining equipment consists of sinks, one (1) hot serving table, and one (1) cold serving table.

1. Are staff meals served in disposable containers? If so, what type?

Yes, they are served in Styrofoam clamshells and Styrofoam plates.

1. Who pays for the staff, county employees, and visitor meals today?

This fee is part of the contract. Please, provide your solution in your proposal.

1. What is the current price that staff or the Sheriff’s Office are charged per ODR meal (for each breakfast, lunch, and dinner if they differ)? What is all included within this pricing?

Please, propose your solution for consideration.

1. Do staff and visitors pay for the snacks, coffee, and soda available in staff dining? If the county pays, please explain how these items are billed.

This is the Contractor’s cost per Section II.A.1.g. of RFP. Please, provide your solution in your proposal.

1. Are coffee, snacks, and soda provided 24 hours a day or only during staff dining operating hours?

Coffee, snacks, and soda is provided twenty-four (24) hours a day.

1. Please provide pictures of the staff dining area, with dimensions.

See Attachments ODR Dimensions, IMG 0279, IMG 0280.

1. How many inmate workers are currently available for each shift and how many shifts/how long do they work?

There are approximately sixteen (16) inmates assigned per shift. There are two (2) shifts from 01:30-10:30 (1:30AM – 10:30AM) and 11:00-18:30 (11:00AM – 6:30PM). This will vary.

1. Are inmate workers allowed to work/serve in the ODR?

Inmates are allowed to clean ODR when supervised by staff.

1. Please provide a current list of snacks available in the ODR for staff & provide usage numbers.

Per Section II.A.1.g. of RFP “… Explain in your proposal your definition of snacks.”

1. On average, how many meals are served to staff members in the ODR each day? Could staff meal invoices for the past 16 weeks be provided?

Staff dining may serve roughly 300 – 500 people per day. Staff meal invoices are not available at this time.

1. Are staff meals prepared in the main kitchen?

 Please, propose your solution for consideration.

1. How many staff meals are served during the breakfast hours of 6am -9am, and how many are served during lunch/dinner hours of 11am-6pm?

Staff dining may serve roughly 300 – 500 people per day.

1. Are staff meals available during the entire time period of 11am -6pm? If not, can you explain the current arrangement for that meal period?

Yes, meals are available the entire time from 11:00AM-6:00PM.

1. Are there other staff meal service time requirements outside of the current serving schedule?

No

1. How often do you require carton milk to be used at breakfast? If carton milk is required, what is the fat percentage that is acceptable for the County?

Please, propose your solution for consideration.

1. Please list what type of catered events, sample menus, and pricing you have catered in the past.

Examples of catering include but are not limited to: Meetings, Memorial Services, Office of the Sheriff meetings, Staff picnics. Please, provide sample menus and pricing in your proposal.

1. What is the current inmate population as of today and what is the lowest count that it has been over the past 12 months?

The current population as of 04/05/2021 is 1,253 and the lowest population over the last 12 months was 850.

1. On average, how many of the following meal types are provided at each meal service?
	1. Medical 89/meal
	2. Religious 40/meal
	3. Sack 32/meal
	4. Inmate Worker extra portions 22/meal
2. Are Kosher and other religious meals currently served as common fare or with pre-packaged meals? What type of Kosher/religious meal does the County prefer going forward?

Kosher and other religious diets are pre-packaged meals. We prefer pre-packaged religious meals but propose your solution

1. How many religious diets do you currently have?

We currently have four (4) types of religious diets.

1. Do you currently provide purchased meals for religious diets?

No

1. How many medical diets do you currently serve?

We currently have nine (9) medical diets various allergy diets, dental soft, diabetic, cardiac, pregnancy, bland, gluten free, clear liquid, mild intolerance, high protein/ high calorie.

1. What type of diets are currently ordered for Mental Health?

None

1. How many inmate trays are available?

There are approximately 1,600 inmate trays available.

1. Are contractor personnel responsible to deliver trays directly to all housing areas?

Yes, contract personnel are responsible to deliver trays directly to all housing areas.

1. Do any inmates receive meals in Styrofoam trays? If yes, how many on average per meal service?

Yes, some inmates receive meals in Styrofoam trays. On average fifteen (15) inmates per meal receive meals in Styrofoam trays.

1. Could you please provide all invoices submitted by the vendor for the past 16 weeks?

The County does not think that this information is necessary to submit a proposal.

1. Does the current vendor provide a vocation training program for inmate workers?

No.

1. Does the Jail have Special Meals program where they can buy specially prepared meals (ex: pizza, hamburgers, etc) on a weekly basis? If yes, could you please provide the total sales for those meals over the past 12 months, as well as the commission paid to the County for those meals?

Yes, they have the ability to order special meals on a weekly basis. Sales totals will not be disclosed.

1. Are there additional special meal programs offered? If so, please provide menu and pricing. Are any additional charges covered by the county or staff?

Please, propose your solution for consideration.

1. What are the current pay rates for the following positions?

Please, propose your solution for consideration.

* 1. Food Service Director
	2. Assistant Manager
	3. Supervisors
	4. Starting hourly Kitchen Team Member
	5. Facility Corrections Officer
1. Regarding section II.A.2.I - Can you provide the results of the most recent ACA inmate Questionnaire?

This information is not available at this time.

1. Regarding section II.A.4.J - Is this up to the first $30,000.00 as mentioned in II.A.4.g?

 Yes

1. Does the contract allow for CPI increases each year?

 Propose your fee structure model.

1. **Vending Machines**
2. Concerning the location of vending machines, the RFP states two locations, the Jail and Office of the Sheriff. Estimated vending machines are 2 drink & 2 snack at the Jail and 5 drink and 5 snack machines at the Office of the Sheriff.
	1. Can you please provide details on the exact locations for each of the 10 vending machines at the Jail and the Office of the Sheriff? Can pictures of those specified locations be provided?

At CJC there will be two (2) located in the admin hallway break room and two (2) placed in the ODR. The Office of the Sheriff has two (2) on each floor starting on the first floor for a total of 10.

1. Will Vending machines be provided at the ODR? If so, please provide pictures, dimensions and the estimated per person usage for the ODR.

Yes two (2) will be placed in the ODR. See attached pictures. Unknown per person usage.

1. Can you please provide vending sales for the year 2020 on drink and snack machines at both CJC and the Office of the Sheriff?

The County does not think that this information is necessary to submit a proposal.

1. Are these vending machines just for staff (i.e. no inmates)?

Vending machines are for staff only.

1. Will County work with vendor to allow more storage space for the items that will be stocked in the vending machines? Will storage space be available at the Office of the Sheriff?

Storage space is set to what is available in the kitchen. The vendor may utilize that storage how they see fit. There will be no storage space at the Office of the Sheriff.

1. **Procurement**
2. Should we only upload the bid bond as part of our proposal, or do we need to send an original notarized copy to El Paso County? If so, what address should it be sent to?

Contractors must submit their bid bond as part of their proposal through BidNet.

1. Can you provide a copy of the current contract?

A standard service contract is included with this solicitation for you to review. Any exceptions to the standard contract must be submitted with the proposal.

**END OF ADDENDUM NUMBER ONE**

All other terms and conditions of the original RFP shall remain unchanged and the subsequent proposals received as a result of this solicitation shall be opened and evaluated in accordance with those terms and conditions.

Please sign the addendum signature page and return it with your proposal. Failure to acknowledge this addendum in writing may be cause for rejection of your proposal.

|  |  |
| --- | --- |
|  | **Mark E Means II****Mark Means****Procurement Specialist**  |