



**ADDENDUM #2
Sheriff Operations
Commissary Services for the Boulder County Jail
RFP # 7181-20**

November 24, 2020

The attached addendum supersedes the original Information and Specifications regarding RFP # 7181-20 where it adds to, deletes from, clarifies or otherwise modifies. All other conditions and any previous addendums shall remain unchanged.

Please note: Due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.

1. Question: Would you consider waiving a couple of very restrictive qualifications:
III. A. "Vendor must have a history of at least five (5) years' operating commissary services in the State of Colorado."
III.F. "Three of these references must be located within the State of Colorado."

ANSWER: No, we will not.

2. Question: Please provide a breakdown of the facility housing units and population of each.

ANSWER:

Building A-	Maximum Housing Men-Capacity 32
	Special Management Men- Capacity 28
	Men's Intake- Capacity 64
	RISE program (men) – Capacity 28
	<u>Total Building A capacity = 152</u>
Building B-	Medium Housing Unit- Capacity 96
	Women's Intake- Capacity 32
	Phoenix Housing Unit- Capacity 64
	<u>Total Building B capacity = 192</u>
Building C-	Alternative Sentencing building
	Dorm A- Capacity 22

Dorm B- Capacity 40
Dorm C- Capacity 22
Dorm D- Capacity 40
Total Building C capacity = 124
Building D- Current Women's Unit. Capacity of 60 beds.
Total Building D capacity= 60

3. Question: Please provide an ADP over the past 3 full months. (Aug-Oct).

ANSWER: July 2020 avg ADP was 236.23
August 2020 avg ADP was 253.81
Sept. 2020 avg ADP was 272.77

4. Question: What is the current commission rate on commissary sales?

ANSWER: 65% commission to Vendor and 35% commission to BCSO, Jail.

5. Question: Does the same commission rate apply to Aramark's iCare package program sales?

ANSWER: Yes, the same rate of commission applies to iCare package sales.

6. Question: Please provide the commissary sales, net of phone time or tax, over each of the last three full commissary months (Aug- Oct).

ANSWER: August – \$11,038.77
September – \$9,510.13
October – \$8,902.94

7. Question: Can the same information be provided for sales via the iCare program?

ANSWER: \$28,903.00

8. Question: If gross commissary sales cannot be provided, can the county provide an itemized list of the gross **commission dollars** it has received from commissary sales (including website and point of sale) for the previous 12 full months?

ANSWER: We are not able to present this information at this time.

9. Question: How many orders per month, over the last three months, have been placed through the commissary?

ANSWER: August – 284
September – 241

October - 232

10. Question: Please provide the current commissary list with pricing from the existing vendor.

ANSWER: See attached pdf at the end of this document.

11. Question: Do prices include tax on the commissary order form?

ANSWER: Yes, Tax is included in the price.

12. Question: Does the County sell phone cards or provide debit calling through the commissary?

ANSWER: No, we do not and we are not interested in doing so.

13. Question: Please provide the hardware requested by the County.

ANSWER:

Pod Kiosks: **Building A- total of 4**
 Building B- total of 4
 Building C- total of 4
 Building D- total of 1
 Total pod kiosk for entire facility is 13.

Computers/workstations: **One (1) computer/ One (1) workstation**

Printers: **One (1)**

14. Question: Is county open to the Commissary Vendor's commissary application being made available on the VizVoz Kiosks, instead of installing additional inmate pod kiosks?

ANSWER: No, we are not. Separate Kiosk for ordering commissary are preferred since the CPC Kiosk are heavily used for video visits.

15. Question: Is the County interested in a Tablet program to include commissary ordering, grievance tracking, law library, information posting, messaging, media, music, games, etc.?

ANSWER: No, we are not.

16. Question: Would the County be interested in Direct-Debit Inmate Vending program as a means of completing Point of Sale transactions?

ANSWER: Yes, we would be interested.

17. Question: Does the facility use a badge or wristband for inmate identification purposes? If so, Does it contain a barcode of the inmate's ID (the same ID as that used for the inmate's trust fund account)?

ANSWER: The Boulder County Jail issues its inmates/detainees a wristband that contains the following information:

- a) Inmate Name
- b) Booking #
- c) JID (Jail ID Number)
- d) Date of Birth
- e) Race identifier
- f) Gender
- g) Hair and Eye Color
- h) Height and weight
- i) Each wristband has a Bar Code associated with it but it is not an activated bar code therefore it currently serves no purpose

Our Jail Issued ID's do not have an RFID chip in them.

18. Question: Does it contain an RFID chip? If so, does this chip include the inmate's ID (the same ID as that used for the inmate's trust fund account)? What is the name of the company that provides the RFID system? Please provide contact information.

ANSWER: Our wristbands do not contain RFID chips.

19. Question: Section II, Proposal Process, states the award notification is Saturday December 12th, and the commencement of services is January 1st. Section V. 4, Scope of Work, states that commissary services shall start within 60 days after the execution of a contract. Please clarify which is accurate.

ANSWER: The start date should be January 1, not 60 days from date of award.

20. Question: As stated in the RFP, Touchpay is the current provider of deposit services, including a lobby kiosk however, it appears this service is also out for RFP (7188-20). Will the commissary vendor be responsible for interfacing with any company awarded that contract? Will the County announce the award for RFP# 7188-20 prior to the due date for the commissary RFP?

ANSWER: Yes, the vendor for our incoming funds kiosks and commissary vendor would have to be able to interface with each other. RFP #7188-20 doesn't close until December 7th, so the award will not be announced until at least the second week of December.

21. Question: Could you provide a copy of your current commissary menu?

ANSWER: Yes we can, and it will be attached separately (Excel Sheet).

22. Question: What is your current profit rate on commissary?

ANSWER: As a not for profit entity, all commissions received by the jail is put directly back into the inmate welfare fund for purchasing goods for inmate consumption. For example, these monies are used to purchase inventory items such as inmate shoes, behavior incentives such pop and popcorn, inmate uniforms, linens etc.

23. Question: Could you provide a copy of your current commissary contract?

ANSWER: You will need to submit a Colorado Open Records Act request through our online portal located at:
[https://bouldercountyco.govqa.us/WEBAPP/_rs/\(S\)lnahyuuwyzkqjksrdsybigo\)/supporthome.aspx](https://bouldercountyco.govqa.us/WEBAPP/_rs/(S)lnahyuuwyzkqjksrdsybigo)/supporthome.aspx)

24. Question: What are your current monthly commissary sales?

ANSWER: \$6,086.58.

25. Question: Could you please share the total commissionable Commissary sales from the past 12 months?

ANSWER: \$124,882.59.

26. Question: Could you please share the total ICare Pack sales from the past 12 months?

ANSWER: \$128,208.00.

27. Question: Could you please share the total Indigent supply sales from the past 12 months?

ANSWER: Indigent clients/detainees are provided with the basic indigent items such as soap, toothpaste, shave gel, toothbrush, and comb at no cost to them. These items/costs are covered solely by the Sheriff's Office Jail and the funds are covered via our inmate welfare fund.

28. Question: Can you provide your most recent commissary billing statements?

ANSWER: See attached pdf at the end of this document.

Submittal Instructions:

Submittals are due at the email box only, listed below, for time and date recording on or before **2:00 p.m. Mountain Time on December 2, 2020.**

Please note that email responses are limited to a maximum of 50MB capacity. NO ZIP FILES OR LINKS TO EXTERNAL SITES WILL BE ACCEPTED. Electronic Submittals must be received in the email box listed below. Submittals sent to any other box will NOT be forwarded or accepted. This email box is only accessed on the due date of your questions or proposals. Please use the Delivery Receipt option to verify receipt of your email. It is the sole responsibility of the proposer to ensure their documents are received before the deadline specified above. Boulder County does not accept responsibility under any circumstance for delayed or failed email or mailed submittals.

Email purchasing@bouldercounty.org; identified as **RFP # 7181-20** in the subject line.

All proposals must be received and time and date recorded at the purchasing email by the above due date and time. Sole responsibility rests with the Offeror to see that their bid is received on time at the stated location(s). Any bid received after due date and time will be returned to the bidder. No exceptions will be made.

The Board of County Commissioners reserve the right to reject any and all bids, to waive any informalities or irregularities therein, and to accept the bid that, in the opinion of the Board, is in the best interest of the Board and of the County of Boulder, State of Colorado.



**RECEIPT OF LETTER
ACKNOWLEDGMENT**

November 24, 2020

Dear Vendor:

This is an acknowledgment of receipt of Addendum #2 for RFP #7181-20, Commissary Services for the Boulder County Jail.

In an effort to keep you informed, we would appreciate your acknowledgment of receipt of the preceding addendum. Please sign this acknowledgment and email it back to purchasing@bouldercounty.org as soon as possible. If you have any questions, or problems with transmittal, please call us at 303-441-3525. This is also an acknowledgement that the vendor understands that **due to COVID-19, BIDS will only be accepted electronically by emailing purchasing@bouldercounty.org.**

Thank you for your cooperation in this matter. This information is time and date sensitive; an immediate response is requested.

Sincerely,

Boulder County Purchasing

Signed by: _____ **Date:** _____

Name of Company _____

End of Document

**INVOICE****TO:**

Boulder County Jail
3200 Airport Rd.
Boulder, CO 80301

Please Remit Payment to:

Aramark Chicago Lockbox
27310 Network Place
Chicago, IL 60673-1273

Profit Center: 000005754 - Boulder County
Commissary
Invoice Number: 000005754-000412
Invoice Date: 11/10/2020

For additional information on this Invoice, please contact:

Kevin Smith 302-382-3461,
smith-kevin2@aramark.com

PLEASE PAY THIS AMOUNT 219.84

Sale Date	Description	Net Amount	Tax Amount	Gross Amount
11/10/2020	CORE SALES AND COMMISSION/ICARE COMMISSION W/E 11/11/2020			
	PASTRY SALES	\$139.45	\$0.00	\$139.45
	BEVERAGE SALES	\$539.99	\$0.00	\$539.99
	CANDY SALES	\$132.49	\$0.00	\$132.49
	CLOTHING SALES	\$70.31	\$0.00	\$70.31
	GENERAL MERCHANDISE SALES	\$39.46	\$0.00	\$39.46
	GROCERY SALES	\$671.89	\$0.00	\$671.89
	HEALTH AND BEAUTY SALES	\$165.89	\$0.00	\$165.89
	STAMP SALES	\$4.49	\$0.00	\$4.49
	SALTY SNACKS SALES	\$194.79	\$0.00	\$194.79
	SALES TAX	\$31.03	\$0.00	\$31.03
	COMMISSARY COMMISSION	(\$683.99)	\$0.00	(\$683.99)
	ICARE COMMISSION	(\$1,085.96)	\$0.00	(\$1,085.96)
		\$219.84	\$0.00	\$219.84

Net Amount:	\$219.84
Tax:	\$0.00
Total Amount:	\$219.84

Terms: Due Upon Presentation

Tax Exempt No: 84-6000748

Make checks payable to Aramark Services, Inc.

Important

Please include invoice number and remittance
copy with your payment to ensure proper credit to
your account