



Fairfax County Sheriff's Office

ADDENDUM

DATE: May 16, 2014

ADDENDUM NO. 1

TO: ALL PROSPECTIVE OFFERORS
REFERENCE: RFP COM-1402
TITLE: Commissary Services for the Fairfax County Adult Detention Center
DUE DATE/TIME: Thursday May 29, 2014 @ 3PM EDT

The referenced request for proposal is amended as follows:

1. Refer to ATTACHMENT 1 of this Addendum for the answers to questions received before, during and after the pre-proposal conference.
2. Refer to ATTACHMENT 2 of this Addendum for the current Commissary Menu

All other terms and conditions remain unchanged.

A handwritten signature in black ink that reads 'Kevin Burns'.

Kevin Burns
Buyer
Fairfax County Sheriff's Office

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL:

Name of Firm

(Signature)

(Date)

A SIGNED COPY OF THIS ADDENDUM MUST BE INCLUDED IN THE TECHNICAL PROPOSAL OR RETURNED PRIOR TO DATE/TIME OF CLOSING.

Note: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.

Addendum No. 1
RFP COM-1402
ATTACHMENT 1

- Q1. Please provide contact information for the County for technical/software information.
A1. Richard Smith, richard.smith@fairfaxcounty.gov or Phone: 703-501-7567
- Q2. What is the JMS that is currently used?
A2. SIMMS
- Q3. Is the JMS a commercial package, or was it developed in-house?
A3. In-house
- Q4. Is inmate banking done in the jail management system or in the current vendors banking system?
A4. Neither. It is separate software.
- Q5. What software program is currently used for inmate banking?
A5. Sleuth
- Q6. Is there currently an interface between the inmate banking system and the JMS?
A6. Yes
- Q7. Will Fairfax County require a new inmate banking system as part of the RFP?
A7. No
- Q8. How many persons need to be trained on the banking software?
A8. Not relevant to RFP
- Q9. How many actual bank accounts are maintained at the bank?
A9. Not relevant to RFP
- Q10. Does the facility currently maintain debt balances for inmates? Are there special requirements regarding debts?
A10. Yes, but not relevant to RFP
- Q11. Do you currently print checks through the banking software?
A11. Yes
- Q12. Do you issue payment cards to inmates when they are released from custody?
Is this service desired as part of the current RFP?
A12. No
- Q13. What is the database used for the JMS system (Oracle/SQL Server)?
A13. SQL Server

Addendum No. 1
RFP COM-1402
ATTACHMENT 1

Q14. Do you currently use an automated system to accept deposits from friends & family? What company provides this service?

A14. Yes, TouchPay

Q15. Do you wish to accept commissary purchases by friends & family through the web? Is Fairfax County currently using a service like this? What company is providing this service?

A15. No

Q16. Who is the current phone services vendor?

A16. Inmate Calling Solutions (ICS)

Q17. Please describe what computer hardware is required by the contract

A17. PC that must be bought at cost from the County

Q18. Will the County require cabling (power and/or network) to be completed at the provider's expense?

A18. Cabling is already in place

Q19. What methods are currently utilized to accept commissary orders from inmates (bubble forms/inmate kiosks/phone ordering)?

A19. Forms

Q20. Are inmates assigned a "permanent" number, a "sequential" booking number, or a combination of the two. Please describe the numbering system(s) used to identify inmates.

A20. Permanent

Q21. Are inmate ID's numeric or alpha-numeric?

A21. Numeric

Q22. What is the maximum length of the inmate ID?

A22. 7 digits

Q23. Do inmates currently have wristbands or ID badges with barcodes?

A23. Wristbands

Q24. What is the current spending limit per order or per week for inmates?

A24. Inmates in the Adult Detention Center currently have a \$50 limit per order; the inmates in the Alternative Incarceration Branch, which has an average of 175 inmates, do NOT currently have a limit.

Addendum No. 1
RFP COM-1402
ATTACHMENT 1

- Q25. Is there currently a program in place that allows inmates to order fresh foods such as Hamburgers, Pizza, etc. through their commissary account on occasions or certain days of the week? If so please provide details of the program.
- A25. Yes, inmates in AIB (average of 175 inmates) can order from a limited menu of hot food items through Commissary on Wednesday to be served with their meal on Sunday.
- Q26. Please provide the current schedule for inmates to order commissary, as well as the schedule for delivery of the completed orders by housing area.
- A26. Order: Sunday and Tuesday; Deliver: Tuesday and Thursday.
- Q27. What is the number of inmate workers currently provided for helping with Commissary? What specific tasks are they performing and what shifts do they work?
- A27. Inmate workers are NOT currently provided.
- Q28. Please provide more details regarding page 3, item 4.11 Trustee Credits as to how this process works. What is the value of a credit? Is this for all trustees in the Jail or just Commissary? Is this given for every 30 days that a trustee works?
- A28. Currently, all trustees earn a commissary credit after completing 30 consecutive days of work. Kitchen trustees earn a \$20 credit, and all other trustees earn a \$10 credit. Contractor is responsible for checking SIMMS to verify trustee has met the 30 day requirement prior to issuing credits.
- Q29. In paragraph 7.1 what do you mean by 'provide contractor cost and inmate cost'?
- A29. Your proposal should include the prices billed to Sheriff's Office and the cost to the inmate.
- Q30. Can you provide the current vendors commissary menu with pricing?
- A30. Yes, the current commissary menu and inmate pricing is included in this addendum as Attachment 2.
- Q31. Should sales tax be included in prices?
- A31. Just indicate whether or not taxes are included on all price lists submitted.
- Q32. Are the sales numbers provided on page 1 of the RFP gross sales numbers?
- A32. On p.1 of the RFP, \$24,690 is an estimated weekly gross sales to inmates.
- Q33. In Paragraph 2.4 is the bed count the current population or the jail capacity?
- A33. Current average daily population (ADP) for April 2014 is 1,217. ADP for March 2014 was 1,267. ADP year to date is 1,237.
- Q34. Does the Sheriff's Office want to keep the commissary ordering method the same?
- A34. Yes, but please present your options

Addendum No. 1
RFP COM-1402
ATTACHMENT 1

- Q35. Do references have to be from facilities operating in Virginia?
A35. No, the Sheriff's Office would like 5 references from comparable facilities in size/capacity.
- Q36. In the Commissary office, who provides phone service? Internet?
A36. Fairfax County provides phone, and Internet is available on the Fairfax County Network
- Q37. Is there an overstock room, or any additional space?
A37. No overstock room, no additional space.
- Q38. Must the vendor be on site, would you consider external?
A38. Present your options. All options will be considered.
- Q39. What is the delivery method in the Direct Supervision area? Linear Supervision area? Podular Supervision?
A39. Direct Supervision: Open Room Delivery
Linear Supervision: Through Door Slots
Podular Supervision: Through Door Slots
- Q40. How many beds in Linear Supervision
A40. 128
- Q41. What percentage of inmate population is female?
A41. Approximately 8 – 10 % of the population is female.
- Q42. Are there specific times for Commissary Delivery?
A42. Yes, delivery is not permitted during meals or before daily posting of cash.
- Q43. Is the current delivery schedule 1-2 times per week? Is the current limit per order or per week?
A43. Currently delivery is twice a week. Inmates in the Adult Detention Center currently have a \$50 limit per order; the inmates in the Alternative Incarceration Branch, which has an average of 175 inmates, do NOT currently have a limit. \$50 limit per order.
- Q44. Please tell us the current operational schedule?
A44. ADC - Pick up order sheets (bubble sheets) on Monday & Wednesday morning and scan them after 12pm to allow for deposit posting. Bag orders on Monday. Finish bagging & deliver on Tuesday.
AIB - Pick up order sheets on Monday and Wednesday and scan them after 12pm to allow for deposit posting. Bag and deliver orders on Monday and Wednesday PM.

Addendum No. 1
RFP COM-1402
ATTACHMENT 1

Q45. Who is the current Commissary vendor?

A45. Aramark

Q46. In the Alternative Incarceration Branch (AIB) do inmates come to you for pick up?

A46. The vendor delivers to AIB, inmates are then called to line up in the AIB cafeteria to receive commissary delivery.

Q47. Are there any booking fees?

A47. No booking fee, but there is a \$2 fee for the inmate handbook which is produced by the County.

Q48. Are you charging any daily fees to the inmates?

A48. Yes

Q49. What does the County or Sheriff's office want to change...why solicitation now?

A49. The current Commissary Contract expires on 8/31/2014 which is the sole reason we are soliciting new bids at this time.

Q50. What is the current commission percentage?

A50. 27%

Q51. Are there kiosks available?

A51. Currently there is only one (1) available for walk up deposit of funds in the visitor lobby. Currently there are no kiosks available to inmates.

Q52. Would the Sheriff's Office be interested in inmates utilizing a housing unit kiosk for ordering commissary? If so, how many kiosks would be required?

A52. The Sheriff's Office is looking into this and will utilize its own kiosk system

Q53. Does the Sheriff's Office have the intent to employ commissary kiosk technology for the successful vendor?

A53. The Sheriff's Office is looking into this and will utilize its own kiosk system

Q54. What is current # of employees, including supervisor, the current vendor have working in the Commissary?

A54. Seven

Q55. How long does it currently take vendor to deliver each time?

A55. Approximately 4-6 hours

Q56. Please provide the components of the current intake kits with oz sizes. What is the Sheriff's Office currently paying for these kits? Please provide an estimated yearly usage.

Addendum No. 1
RFP COM-1402
ATTACHMENT 1

- A56. Intake Kits consist of approximately one week of personal care needs. Contractor and Fairfax County Sheriff's Office shall meet and agree upon the specific items in the intake kits.
- Q57. Please provide the components of the current indigent kit (welfare kit) with oz sizes. What is the Sheriff's Office currently paying for these kits? Please provide an estimated yearly usage.
- A57. Contents of the Indigent kits are per ACA standards, therefore the Contractor shall work with the Sheriff's Office to determine the items, quantities and frequency of indigent packages to meet the current requirements.
- Q58. Does the Sheriff's Office staff assist with delivery or provide an escort?
- A58. No, the Sheriff's Office staff does not assist or provide an escort.
- Q59. How often does vending (trustee) need to be refilled?
- A59. As needed
- Q60. Do inmates have access to microwaves?
- A60. No
- Q61. Do you only want to see Bubble sheet method of ordering?
- A61. No, please provide any ideas/processes you may have in your proposal
- Q62. How many phones per pod?
- A62. Not relevant to this RFP
- Q63. In the commissary area, who owns the delivery carts, shelving and tubs?
- A63. The Sheriff's Office
- Q64. What occasions are Holiday Bags offered? What items are in the bags
- A64. Occasion's vary, typically 6-8 per year. Contents vary with the holiday.
- Q65. What are the limits on holiday bags- how many times per year?
- A65. Generally cost to purchase \$25 – \$30. Available 6 – 8 times per year
- Q66. How is an order for Holiday Bags placed?
- A66. Commissary staff distribute order forms to the inmates to mail to friends and family. Forms are also available for friends and family to pick up in the ADC visitor lobby.
- Q67. How much revenue was generated from Holiday Bags last year?
- A67. Approximately 300 bags are ordered per Holiday

Addendum No. 1
RFP COM-1402
ATTACHMENT 1

Q68. Currently, can friends and family deposit money in an inmate account? If so how?

A68. Yes, funds can be added via credit card through the TouchPay system - online, by phone or by the kiosk located in the ADC visitor lobby. Cash is accepted in the ADC visitor lobby kiosk. Money orders can be mailed in or dropped in the safe located in the ADC visitor lobby.

Q69. Currently, is there a family ordering program in place? If so, is there a spending limit?

A69. No

Q70. How do funds get from the trustee accounts to the cards that enable inmates to make purchases from vending machines?

A70. Currently, the commissary Contractor downloads the requested amount onto a debit card provided by the contractor. These debit cards can only be used by the trustees in the vending machines located in their housing block.

Q71. Are vending machine cards sold as commissary items like phone cards to make vending machine purchases?

A71. Cards are issued to trustees, as an option, using trustee credits earned

Q72. Are vending machine sales considered commissionable commissary sales?

A72. Yes

Q73. Is the facility looking to expand the vending to other housing units in the future?

A73. No

Q74. Can the vending portion of this RFP be subcontracted?

A74. We prefer not, but all options will be considered

Q75. Is the Sheriff's Office open to allowing inmate labor for any commissary purposes?

A75. No

Q76. If the facility chooses the vendor's banking software, who is responsible for the integration between the JMS and the software?

A76. Not relevant to RFP. See question 7.

Q77. Currently in your commissary you have 2 printers, 1 scanner and 1 PC. Please provide a detailed breakdown of the type of hardware and quantities the Sheriff's office will require the vendor to supply.

A77. One PC must be purchased at cost from the County, all other computer peripherals, printers, scanners are not required, but can be purchased by Contractor.

Addendum No. 1
RFP COM-1402
ATTACHMENT 1

Q78. Please provide the JMS company contact, JMS company contact's phone number, JMS company contact's email address.

A78. Please refer to Questions 1-3

Q79. Does the inmate baking system currently used at the Adult Detention Center support a web-services interface? Will the Sheriff's Office provide a contact person for us to request technical information about this system?

A79. Yes, Post Award

Addendum No. 1
RFP COM-1402
ATTACHMENT 2

Fairfax County Adult Detention Center – Commissary Menu

FOOD ITEMS
Hickory Sm Beef Stick-Limit 10-1.125oz
Dak Salami Sticks-Limit 10 - 1 oz
Slim Jims-Spicy-Limit 10-.56oz
Beef & Cheese Stick- Limit 10-1.125oz
Oatmeal-Brn Sugar Packs-Limit 10- 1.51oz
PC-Peanut Butter-Limit 10- 1.12oz
Ramen Soup-Beef-Limit 10-3 oz
Ramen Soup-Cajun Chk-Limit 10-3oz
Ramen Soup-Chicken-Limit 10- 3oz
Ramen Soup-Chili-Limit 10 - 3oz
Ramen Soup-Pic Beef-Limit 10-3oz
Rice-Spanish-Limit 5- 2.2oz
Crackers-Club-Limit 1- 5.25oz
Crackers-Saltines-Sleeve-Limit 2 - 4oz
Summer Sausage-Spicy-Limit 5- 5oz
PC-Grape Jelly -Limit 10 - 1oz
PC-Jalapeno Cheese-Limit 10- 1 oz.
PC Cheddar Cheese- Limit 10 - 1 oz.
Welch Fruit Snack - Limit 10 - 2.25 oz
Cereal Variety Asst. 6 PK- Limit 1
Dill Pickles
CHIPS AND SNACKS
BBQ Chips Limit 10 - 1oz
Crackers Cheese & Ch-Limit 10
Cheetos-XLS-Crunchy - Limit 10- 2oz
Corn Nuts-Pic Chili- Limit 5 - 4oz
Jalapeno Chips-Limit 10 - 1.38oz
Nacho Chips XLS – Limit 10 – 1 ¼oz
Popcorn White Cheddar – Limit 10 - .58oz
Peanuts – Salted – Limit 10 – 2oz
Pretzels – Limit 10 – 2oz
Regular Chips – Limit 10 – 1oz
Trail Mix – Fruit & Nut – Limit 5 – 6oz
Trail Mix – Sweet & Spicy – Limit 5 – 6oz
Andy Capp Hot Fries – Limit 10 – 1oz
BBQ Fritos XLS – Limit 10 – 2oz
Sour Cream and Cheddar Chip – Limit 10 – 1oz
Cheese Nips – Limit 10 – 1.65oz
Cheetos – Cr Jalapeno Chips – Limit 10 – 2oz

COOKIES & PASTRY
Brownie- Fudge- Limit 5- 2.75oz
Cookies-Chocolate Chip-Limit 5-2.5oz
Cookies-Duplex Cremes-Limit 3- 5oz
Cookies-Vanilla Cremes-Limit 3- 5oz
Cookies-Peanut Butter Cr-Limit 3 - 5oz
Cookies-Oatmeal- Limit 5 - 2.5 oz
Honey Buns - Limit 10 - 6 oz
Moon Pies - Limit 10 - 2.75 oz
Granola Bar - Sweet&Salty-Limit 5-1.5oz
Granola Bar-Oat&Honey-Limit 5- 1.5oz
Rice Krispie Treat - Limit 5- 1.7oz
Poptart Blueberry-Limit 5 - 3.67oz
Poptart Brn Sugar/Cinn-Limit 5- 3.52oz
Fig Newton - Limit 5- 2oz
Texas Cinnamon Roll- Limit 10 - 4oz
Danish Pastry-Apple-Limit 10 - 4oz
Chocolate Cup Cake- Limit 5 - 4 oz
Power Bar- Choc&PB -Limit 5- 2.29oz2.00
CANDY
Atomic Fire Balls-Bag- Limit 5- 4oz
Baby Ruth- Limit 10- 2.1oz
Butterfinger-Limit 10 - 2.1oz
Nestle Crunch Bar-Limit 10- 1.55oz
Jolly Rancher-Asst Bag-Limit 5- 3oz
Kit Kat - Limit 10 - 1.61 oz
Lemon Drops – Bag – Limit 5 – 4.5oz
Lifesavers – 5 Flavor Pks – Limit 5
Lifesavers – Peppermint Pks – Limit 5
Nutrageous – Limit 10 – 1.8oz
M&M Peanut Bag – Limit 5 – 4.4oz
Milky Way – Limit 10 – 2.5oz
Reese PB Cup – Limit 10 – 1.5oz
Snickers Bag – Limit 5 – 4.4oz
Starburst Fruit Chews – Limit 10 – 2.7oz
Sugar Free Candy – Bag – Limit 5 – 2oz
Twix – Limit 10 – 2oz
Cinnamon Disc – Bag – Limit 5 – 4.5oz
Reeses Pieces Bag – Limit 10 – 3.5oz
Starlight Mints Bag – Limit 5 – 4.5oz

Addendum No. 1
RFP COM-1402
ATTACHMENT 2

Munchies – Limit 10 – 1.34oz
Pretzels Jalapeno – Limit 10 – 2.25oz
Salt & Vinegar Chips – Limit 10 – 1.5oz
BEVERAGES
Coffee – Decafe Single PK – Limit 50 – 1.7oz
Coffee Break Kits 5pk cof/sug/crm
Coffee Regular Single PK – Limit 50 – 1.7oz
Cherry Drink Mix – 6oz – Limit 5
Fruit Punch Drink Mix – 6oz – Limit 5
Fruit Punch Sugar Free 10pk
Iced Tea Drink Mix – 6oz – Limit 5
Iced Tea Sugar Free – 10pk
Lemonade Drink Mix – 6oz – Limit 5
Orange Drink Mix – 6oz – Limit 5
Orange Sugar Free – 10pk – Limit 10
Hot Chocolate – Limit 50 – 1oz
Cappaccino – Vanilla – Limit 50 - 0.81oz
Grape Drink Mix – 6oz – Limit 5
GENERAL MERCHANDISE
Legal Pad – White – 8 ½ x 11 – Limit 4
Pen Flex – Limit 2
Playing Cards – Limit 2
Pinochle Cards – Limit 2
Pocket Dictionary – English – Limit 1
Portfolio – Limit 1
Tumbler – Plastic – Limit 1
Reading Glasses 1.25 Strength Limit 1
Reading Glasses 1.50 Strength Limit 1
Reading Glasses 2.00 Strength Limit 1
Reading Glasses 2.50 Strength Limit 1
Reading Glasses 3.00 Strength Limit 1
Reading Glasses Other Specify Limit 1
HEALTH & BEAUTY
OTC – Acetaminophen – 2PK
OTC – Alka Seltzer – 2PK
Anti-Fungal Cream – 0.5oz
Baby Powder – 4oz
Cocoa Butter Lotion Suave – 10oz
Hair Comb – Limit 1
Conditioner – Generic – Limit 2 - 4oz
Conditioner – Sulfer 8 – Limit 1 – 2oz
Contact Lens Solution – Limit 1 – 12oz
OTC – Daily Vitamin 100ct per bottle

M&M Plain Bag – Limit 5 – 4.5oz
Skittes Bag – Limit 5 – 7.2oz
Junior Mints – Limit 10 – 1.6oz
GREETING CARDS FOR USA MAILING
USA – Greeting Card - Birthday
USA – Greeting Card – Friendship
USA – Greeting Card – Holiday
USA – Greeting Card – Thank You
USA – Greeting Card – Juvenile Birthday
USA – Greeting Card – Love
Stamped Envelope – Limit 25
Stamped Envelope – All Countries
9x12 Manila envelope w/ 3 Stamps
GREETING CARDS FOR ALL COUNTRIES MAILING
All Country – Greeting Card – Birthday
All Country – Greeting Card – Friendship
All Country – Greeting Card – Holiday
All Country – Greeting Card – Thank You
All Country – Greeting Card – Juvenile Birthday
All Country – Greeting Card - Love
SPANISH GREETING CARDS
Spanish Birthday Card
Spanish Friendship Card
Spanish Love Card
CLOTHING
Limit 2 in POSSESSION
Bra – Sport M 34
Bra – Sport L 36
Bra – Sport XL 38
Bra – Sport 2XL 40
Bra – Sport 3XL 42
Shoe Insoles (Men & Women) Specify Size
Limit 5 in combination in POSSESSION
Panties – size 6
Panties – size 8
Panties – size 10
Panties – size 12
Panties – size 14
Shorts – Boxer – Size M 34-36
Shorts – Boxer – Size L 38-40
Shorts – Boxer – Size XL 42-44
Shorts – Boxer – Size 2XL 46-48
Shorts – Boxer – Size 3XL 50-52

