

**COMMISSARY SERVICES - JAIL & DETENTION CENTERS**  
**RFP# 090904**  
**QUESTIONS & ANSWERS**  
**BATCH # 1**  
**RELEASE DATE 10-23-09**

**Deadline for next round of Questions (Batch # 2) will be November 3, 2009, Tuesday at 1:00 p.m. (as discussed at Pre Proposal meeting) with answers to be posted on the County web site on November 4, 2009.**

1. *Who is making the final decision on awarding the contract? The sheriff? The commissioners court? The Evaluator? Or the purchasing dept.?*

**(1) It is my understanding that the Sheriff has the final determination as to who receives the award.**

**(page 5# 18) Evaluation Committee will score the Proposals and make recommendation to the Sheriff.**

2. *The specs say there's a storage facility at Carrizales. Can you describe the commissaries in the other detention facilities? Are they enclosed? Behind a gate? Window?*

**(2) There are no other commissary facilities other than CRDC.**

3. *What are the automated Commissary Functions that are already in place?*

**(3) I Don't understand the question, could you be more specific.**

**Please contact Dean Garza to clarify question, reword question and resubmit for Batch # 2 .**

4. *Section 5.25 on page 16 is missing some words. Can you explain or provide the missing words?*

**(4) I believe it should be vendor will pay, instead of "vendor will may."**

5. *Next week for the walk through, where in Carrizales do we meet?*

**(5) CRDC Library**

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1. *Will Cameron County staff take tours of bidding vendors like operations?*

**Yes**

2. *How many current vendor employees work inside the Cameron County facilities?*

## SIX

3. Page 12-5.6- It is stated that there are four facilities holding Cameron County inmates. 5.11 stated that there is storage at the main facility that totals 422 square feet. **Question-** Is this the only storage that will be provided to vendor throughout all four facilities?

## YES

4. Page 14- 5.8- Statement included two different methods of commissary operation. Service shall include but not be limited to total/**full cart service at both locations. Bagging** commissary items may be performed either offsite or on-site.  
**Question-** Both locations? It is mentioned that there are four locations. Are there two locations or **four?**

## FOUR

**Question-** Cart/Bagging- what is the preferred method for commissary operations at Cameron County, cart or bagging?

## OPTIONAL

5. Page 14. Average daily population is stated to be 750. All other references to population throughout this RFP list the population as 1,329.

## 1251

**Question-** Can you please clarify what indigent expenses can be expected by the awarded vendor. Should it be 20% of 1,329 weekly?

## 1251

6. Page 14- 5.21- Vendor may offer a point of sale system that will provide electric and paper backup, with real time itemized transactions.  
**Question-** Will Cameron County provides equipment and cabling necessary for real time transactions or will it be at the expense of the vendor? If at the expense of the vendor will Cameron County provide maintenance to install equipment throughout the Cameron County facilities that would be necessary to facilitate real time transactions?

## Expense of the vendor

7. Page 16- 5.25- It appears the County is capping commission at 35%.

**Question-** If a guarantee is offered by a prospective bidder will that guarantee be capped at 35% of the gross sales provided on page 15 (\$644,308)? If so that would mean a monetary yearly guarantee would be capped at \$225,508. Correct?

**35% of the gross sales will be deducted by-weekly; commission earned will vary based on commissary sales which our yearly total commission earned can vary as well.**

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1. *At the RFP opening on November 10, what else will be read other than the name of the vendors?*

**(1) ANSWER/ Cameron County protocol**

2. *What is the Average Daily Population of each of the four facilities?*

**(2) ANSWER/ At present, approximately 1251 total, less 10% of 258,192,288,& 652**

3. *From Page 14, 5.17, paragraph 2, we understand that Cameron County is not interested in Vendor Accounting software but the vendor will be using the current Eagle JMS system. Is this correct? It is stated on page 13, 5.16 that the \$75.00 allowed for commissary items weekly shall be 'set by their system' and further on page 15 the vendor's software is discussed.*

**(3) ANSWER/ Correct, \$75.00 is a benchmark figure**

4. *Page 14, 5.18 – please describe 'total/full cart service'.*

**(3) ANSWER/ An option for delivery of commissary items at the digression of the Sheriff.**

5. *Page 14, 5.21, paragraph 2, if a 'point of sale system' is used, will this be by using a 'window operation' or a roving cart with commissary items contained?*

**(5) ANSWER/ Both options are available where applicable.**

6. Page 15 5.23 states that commissions are paid on 'gross sales'. Should this not be 'net sales'?  
 Can we have a list of the commission received for the last 6 months?

- (6a) Commissions are paid on "Gross Sales".
- (6b) Commission breakdown attached (past ten months)

**Cameron  
 County  
 Sheriff's Office  
 - Jail Division  
 Interest Breakdown  
 Analysis  
 2009**

Commissary Account	Paid To Vendor	Gross Total Sales	30% Insterest Earned	Total Monthly Earned %
<b>Fiscal Year 2009</b>				
January-09	\$27,857.73	\$33,545.52	\$5,687.79	
February-09	\$27,648.23	\$33,307.71	\$5,659.48	\$11,347.27
March-09	\$31,308.71	\$37,543.94	\$6,235.23	
April-09	\$31,217.05	\$36,698.93	\$5,481.88	\$11,717.11
May-09	\$32,776.23	\$39,352.60	\$6,576.37	
June-09	\$32,084.55	\$38,448.94	\$6,364.39	\$12,940.76
July-09	\$34,479.26	\$41,913.20	\$7,433.94	
August-09	\$31,093.27	\$37,278.84	\$6,185.57	\$13,619.51
September-09	\$29,606.85	\$36,518.60	\$6,911.75	
October-09	\$32,228.64	\$39,338.22	\$7,109.58	\$14,021.33
	\$30,027.43	\$37,148.02	\$7,120.59	
	\$28,594.61	\$35,260.68	\$6,666.07	\$13,786.66
	\$27,628.74	\$34,055.17	\$6,426.43	
	\$27,564.33	\$33,990.87	\$6,426.54	\$12,852.97
	\$26,616.10	\$32,822.81	\$6,206.71	
	\$26,661.00	\$32,850.45	\$6,189.45	\$12,396.16
	\$25,455.43	\$31,337.42	\$5,881.99	
	\$26,692.80	\$32,896.18	\$6,203.38	\$12,085.37
	\$26,510.99	\$32,686.04	\$6,175.05	
	\$26,327.84	\$32,490.62	\$6,162.78	\$12,337.83
			\$0.00	
			\$0.00	\$0.00
			\$0.00	
			\$0.00	\$0.00
	<b>\$582,379.79</b>	<b>\$709,484.76</b>	<b>\$127,104.97</b>	<b>\$127,104.97</b>

7. *No menu was included. Please provide a current menu with sizes, prices. Please also include the sales per item for the past year.*

**(7a) Commissary Menu is attached - RFP on web Attachment A**

8. *Who is your current inmate phone provider? Do you sell phone cards? If so, are these included in the gross sales figures?*

**(8) ANSWER/Evercom-Securus-T-netix, no, we do not sell phone cards.**

9 *How many of the Cameron County staff will be using the commissary/accounting system?*

**(9) ANSWER / 3**

10. *Will the vendor have the ability to acquire a VPN connection to the commissary system using the facility's network to retrieve orders and provide technical support?*

**(10) ANSWER/ At the vendors expense and under the rules and regulations of the Cameron County I.T. Department.**

11. *Do you have a proposed delivery schedule for commissary products?*

**(11) ANSWER/ As needed an according to safety and security concerns.**

12. *What determines is an interface is required where an ASCII file will be needed?*

**(12a) Computer Center will determine if an interface is required where an ASCII file is needed.**

**(12b) Computer Center Contact is Joe Reyes, Telephone number 956-544-0818**

13. *What are the audit requirements for commissary tracking and transaction accounting per the Sheriff/Jail Division/County Auditors?*

**(13) ANSWER/ As promulgated by the Texas Commission on Jail Standards, Cameron County Auditor and the Sheriff.**