



THE COUNTY OF GALVESTON

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COUNTY COURTHOUSE
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Galveston, Texas 77550
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April 29, 2024

PROJECT NAME: Commissary Services for Galveston County Jail
SOLICITATION NO: RFP #B242009
RE: ADDENDUM #1

To All Prospective Proposers:

The following information is being provided to aid in preparation of your proposal submittal(s):

Revised Timeline:

The bid opening for RFP #B242009, Commissary Service for Galveston County Jail, originally set for Monday, April 29, 2024 at 2:15 PM has been revised. **The revised timeline is listed below:**

- **Submission Deadline / RFP Opening Time:** **Friday, May 10, 2024
2:15 PM CST**

Question #1: *Will the county accept an annual bond for the annual amount of the contract, with annual renewals?*

Response: Yes.

Question #2: *Will the county accept an electronic signature on the bond?*

Response: Yes.

Question #3: *Can the county please verify if the bond – both payment and performance are not needed until award of contract?*

Response: That is correct.

Question #4: *Section S. It states the System must be compatible with the Inmate Accounting system which currently is Sungard OSSI, RMS, can you tell me what information specifically is transferred back and forth between Sungard OSSI, RMS and the commissary vendor?*

Response: Monies for orders, inmate information and order #'s.

Question #5: *Section CC: Says, "The workstations shall be provided by the successful Respondent in order to be used by the county staff or inmate trust fund accounting at the correctional facility. How many workstations need to be provided by the vendor for the County:*

Response: Unsure as to what is being asked. Inmate accounting has their own office workstation. What other workstations would the vendor need to provide and why?

Question #6: *The RFP states the following bond requirements on page 3: Bid Bond of 5% of contract value, Performance Bond of 100% of contract value, and Payment Bond of 100% of contract value. This requirement was repeated in several sections i.e., page 97, G and H. However, on page 113, point A, the requirements are stated for the proposal of a 5% Bid Bond and a 100% Performance Bond. Would the county please clarify the bond requirements for this RFP?*

Response: The requirements for bonding shall be as described in the General Provisions, Page 19 (page 22 is searching the pdf document), item 39, Proposal Guarantee, and item 40, Performance and Payment Bonds.

Question #7: *Would the county clarify if an annual renewal bond form would be acceptable for this 3-year contract?*

Response: Yes.

Question #8: *The RFP was advertised on March 28 and unable to be downloaded on the website until April 4. It was clarified during the mandatory meeting on April 10 that the due date is April 29 by 2:15pm est. With respect to this crucial time to review the RFP and plan and prepare a high-quality proposal, would the county please consider an extension of May 6 at 2:15pm cst?*

Response: The submission deadline / proposal opening has been amended.

Question #9: *2 CFR 200.321 for Minority Women Business Enterprises is referred to several times in the RFP.*
a. Is there a list of MWBE partners that Galveston County is in current partnership with?
1. If so, may we have access to this list?
b. What is the expected percentage of participation required for MWBE partnerships?

Response: a. There is no list of MWBE partners. b. The County does not have a percentage requirement, however, look favorably on the contractor's compliance with the mandates mentioned in 2 CFR 200.

Question #10: *Who owns the current equipment seen at the facility in the walk-through (pallet jacks, racking in storeroom, dollies, flatbeds)*

Response: County owned.

Question #11: *Does the facility hold ICE inmates? Are there any there any special needs requirements for them?*

Response: Yes / No.

Question #12: *Please provide a copy of the current menu & pricing*

Response: This is considered proprietary information.

Question #13: *How many pods would have housing kiosks?*

Response: 26

Question #14: *Who is the current JMS provider?*

Response: ONESolution.

Question #15: *Would the Commissary vendor be responsible for any new Commissary vendor interface costs the JMS provider charges?*

Response: Yes.

Question #16: *At the pre-bid meeting it was stated that the County accounting software/inmate trust fund program is not part of the RFP, however, the name of the program was stated to be Canteen Manager. Canteen Manager is known to be a proprietary software of Trinity/Keefe. Could we please have clarification if the RFP would include Commissary vendor software and the details of how it would work?*

Response: It will not. Vendor must provide their software.

Question #17: *Does the Commissary vendor have any fiduciary responsibilities? If yes, please provide specific duties required.*

Response: Responsible for refunds and credits through the Inmate Accounting Office.

Question #18: *Would the Commissary vendor need to provide its own network/ISP?*

Response: No.

Question #19: *Would the Commissary vendor need to provide check printers or receipt printers? If yes, how many of each?*

Response: At least 1 (one) receipt printer.

Question #20: *Would the Commissary vendor need to provide check stock? If yes, MICR or laser and how many on avg. per month?*

Response: No.

Question #21: *Are inmate debit release cards required as part of the RFP? If yes, please provide the number of release card scanners needed.*

Response: No.

Question #22: *Does the County allow the sale of any nicotine or tobacco products?*

Response: No.

Question #23: *Please provide the current commission rates for sales on the Commissary program, as well as any supplemental Commissary programs provided by the current Commissary vendor. (ex: online care packs sold to friends & family)*

Response: This is considered proprietary information.

Question #24: *What is the current indigent population?*

- a. What kits are being distributed to indigent?*
- b. Who pays for the kits (county or vendor)?*

Response: a. 196. Shampoo, bar soap, toothbrush, toothpaste and a comb. b. County.

Question #25: *Does the current Commissary vendor provide any welcome packs/kits?*

- a. If yes, please provide the contents of any kits as well as the sales price.*
- b. Please provide the invoices and sales totals for the past 12 months of the program.*

Response: No.

Question #26: *Please provide invoices & sales totals for online Commissary care pack sales over the past 12 months.*

Response: See attached.

Question #27: *Please provide invoices & sales totals for regular Commissary over the past 12 months, minus non-commissionable items (stamps, phone time, etc.)*

Response: See attached.

Question #28: *Does the current Commissary vendor currently operate a snack cart program?*

- a. If yes, please provide and program details & sales totals over the past 12 months, to include menu & pricing.*
- b. If no, would the County allow the Commissary vendor to provide this service?*

Response: a. No. b. No.

If you have any further questions regarding this bid, please address them to the representative listed below,

Rufus G. Crowder, CPPO, CPPB
722 Moody Ave. (21st Street), Fl 5, Purchasing
Galveston, Tx. 77550

via e-mail at purchasing.bids@co.galveston.tx.us, or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,



Rufus G. Crowder, CPPO CPPB
Purchasing Agent
Galveston County