

COUNTY OF MONTGOMERY

PURCHASING DEPARTMENT
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REQUEST FOR PROPOSAL, RFP # 23-15 issued April 20, 2023 ADDENDUM NUMBER 1

DATE: May 1, 2023
TITLE: Commissary Services

Amendments:

1. No further questions will be accepted after the issuance of this addendum.

Clarification:

1. **Question:** What is your current ADP?

Montgomery County Response: 67

2. **Question:** What were annual gross commissary sales for 2022?

Montgomery County Response: \$65,000.00

3. **Question:** What are your annual commissary sales excluding postage, phone time, care packages and sales tax?

Montgomery County Response: \$69,869.80

4. **Question:** What is gross commissary and care pack sales YTD?

Montgomery County Response: \$56,763.00

5. **Question:** What is your current commissary commission rate?

Montgomery County Response: 44.50%

6. **Question:** What were gross sales made via the Care Package website in 2022?

Montgomery County Response: \$33,813.00

7. **Question:** What is the current commission rate on care package sales?

Montgomery County Response: 44.50%

8. **Question:** May we have copies of the last three months commissary sales invoices?

Montgomery County Response: Yes. This will be will be provided as Attachment A to this Addendum to any offeror who requests it before proposals are due.

9. **Question:** May we have a product sales report for one (1) month?

Montgomery County Response: Yes. This will be provided as Attachment B to this Addendum to any offeror who requests it before proposals are due.

10. **Question:** May we have copies of the last three months care pack sales invoices?

Montgomery County Response: Yes. This will be provided as Attachment C to this Addendum to any offeror who requests it before proposals are due.

11. **Question:** What is the weekly spending limit for commissary?

Montgomery County Response: No limit

12. **Question:** What is the weekly spending limit for online care packs?

Montgomery County Response: No limit

13. **Question:** What is the current commissary delivery schedule at the jail?

Montgomery County Response: Order on Tuesday, delivery on Wednesday

14. **Question:** How do inmates currently place commissary orders?

Montgomery County Response: Phone system and tablets

15. **Question:** Please provide a list of all equipment (computers, printers, kiosks, servers, etc.) provided by the current commissary vendor.

Montgomery County Response: None

16. **Question:** What is the average number of commissary orders placed per week?

Montgomery County Response: 40 - 45

17. **Question:** Does the current vendor provide your indigent kits? If yes what products (please include size) are in the indigent kit?

a. What is the cost of the indigent kit?

Montgomery County Response: Yes. The kits include 5 sheets of paper, 5 envelopes, soap, deodorant, toothpaste, and toothbrush. The cost of the kit is \$5.25.

18. **Question:** What other fees does the facility have? (ie. Medical, Housing etc.?)

Montgomery County Response: Medical copay

19. **Question:** Does the facility pass out commissary or does the vendor pass out commissary? If the vendor passes out commissary:

- a. How many employees are utilized?
- b. What is their current rate of pay?
- c. How many hours per week do they work?
- d. What days a week do they deliver commissary?

Montgomery County Response: The facility currently passes out the canteen.

20. **Question:** Who is your current food vendor?

Montgomery County Response: Trinity

21. **Question:** May we have a copy of your current commissary agreement?

Montgomery County Response: Yes. This will be provided to any potential offeror who requests it.

22. **Question:** Are Electronic E-Signatures acceptable on all documents?

Montgomery County Response: Electronic signatures are acceptable on all documents related to the RFP.

23. **Question:** Who is the Jail's current phone provider?

Montgomery County Response: ViaPath

24. **Question:** How many Intake Kiosks are required?

Montgomery County Response: The facility is not currently using kiosks. This is open for discussion.

25. **Question:** How many Lobby Kiosks are required?

Montgomery County Response: The facility is not currently using kiosks. This is open for discussion.

26. **Question:** How many Release Card Stations are required?

Montgomery County Response: None

27. **Question:** What items are included welfare/indigent kits?

Montgomery County Response: The kits include 5 sheets of paper, 5 envelopes, soap, deodorant, toothpaste, and toothbrush.

28. **Question:** What is the average number of inmates on indigents status?

Montgomery County Response: 15

29. **Question:** What are the annual sales for the e-commerce program for 2022 and YTD 2023?

- a. Can you please provide a list of items available on the current e-commerce site including price and pack size?
- b. Is there a separate commission rate for the e-commerce program? If so, what is the commission rate?

Montgomery County Response: Please see the answers to Clarification questions 2, 3, 4 & 6 above.

- a. Yes
- b. No

30. **Question:** How many orders are placed weekly?

- a. For commissary orders by the inmate?
- b. For online orders, by friends or family?

Montgomery County Response: Approximately 40 - 45 orders placed weekly

- a. 25
- b. 17

31. **Question:** What is the average amount of daily inmate deposits and annual dollar amount?

- a. Lobby Kiosk_____ Total deposits_____
- b. Web Deposits_____ total deposits_____

Montgomery County Response: We are not currently using a kiosk.

32. **Question:** What is the current fee structure for the following users?

- a. Lobby Kiosk (cash _____, Credit card _____)
- b. Web Deposits _____
- c. Debit Phone Time _____
- d. E Commerce Friends and family gift packs _____

Montgomery County Response:

- a. Not applicable, no fees
- b. No fees
- c. \$0.18 per minute
- d. Depends on amount ordered

33. **Question:** Bonds_____

Montgomery County Response: Not applicable

34. **Question:** Secure Messaging/Email _____

Montgomery County Response: Yes

ACKNOWLEDGE RECEIPT OF ADDENDUM # 1:

COMPANY/FIRM NAME AND ADDRESS:

_____ Zip Code _____

SUBMITTED BY:

NAME: _____
(print)

SIGNATURE: _____

TITLE: _____

DATE: _____

Telephone Number: () _____ Email: _____