



OFFICE OF WILL COUNTY EXECUTIVE

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BID # 2017-30

COMMISSARY/TRUST SERVICES

WILL COUNTY - ADULT DETENTION FACILITY

July 28, 2017

Page 1 of 1

ADDENDUM 1

We received the following questions regarding the bid listed above:

Question #1: Will the County extend the proposal deadline date to allow vendors more time to compile a complete, well-rounded proposal for Will County?

Answer #1: Yes, the County will extend the deadline until **Tuesday, 8/8/2017 by 3:00 PM**, as so indicated by the time stamp clock of Will County. Please utilize the **new label at the end of this addenda** to affix to your outermost package.

Question #2: I'm looking through Will County's RFP for Commissary & Trust Fund Services and Section 10.4 refers to, "The Vendor's Pricing Sheet (Excel Spreadsheet) related to Client costs," and to, "Pricing Sheet workbooks (Excel Spreadsheet)." However the bid packet posted online contains no such workbooks or spreadsheets.

- Are bidders simply to provide our own menus and price lists in Excel format?
- Or are there workbooks prepared by the County that we are to complete?
 - If so, will the County please provide these spreadsheets?

Answer #2: Yes, bidders are to **provide their own menus and price lists in Excel format**. Pricing sheets have **NOT** been provided. The Vendor shall prepare Pricing Sheets based on instructions in Section 10.4 on page 51, preferably on Excel spreadsheet and submit with proposal response.

Question #3: I am wondering if you have a copy of the RFP in a Powerpoint or MS Word format? You have a unique format in a number of your questions and if recreating them is not needed it would help being that there is a short turn around time.

Answer #3: We do not provide copy of RFP in any format except PDF.

Question #4: Does the 2016 revenue reported in the RFP include phone time sales? If so, what was the revenue in 2016 and YTD excluding phone time sales?

Answer #4: N/A

Question #5: What is the current commission rate?

Answer #5: 45%

ADDENDUM 1

Question #6: Regarding the requirement "2. The Vendor shall provide at least 80% of those items listed on proposed sales items (appendix A)" - a number of the items listed are private label and off sizes that are available only to the current vendor – will substitute products that are close in size and nature count towards the 80% requirement?

Answer #6: Yes

Question #7: Can you please describe the contents, including size of products, in the "kits" provided by the current provider, the cost per kit and number of kits sold per year.

Answer #7: Kit #1 (indigent kit) - \$1.50 each – 1667 sold in 2016

- 1 sheet of paper
- 1 stamped envelope
- 1 small toothbrush
- 1 toothpaste (0.6 oz)
- 1 deodorant (1.6 oz)

Kit #2 (write-out kit) - \$0.77 each – 1622 sold in 2016

- 1 sheet of paper
- 1 stamped envelope
- 1 golf pencil

Question #8: Is an ecommerce program (friend and family online ordering platform) included in the sales revenue provided? If so, please provide 12 month ecommerce revenue.

Answer #8: No

Question #9: Who is the current Trust Fund Vendor?

Answer #9: The current vendor is Keefe Group.

Question #10: Please confirm the Commissary Vendor will be processing bond deposits on the kiosk in the Bond lobby?

Answer #10: No, that kiosk is for making deposits on trust accounts.

Question #11: Are the 6 units wired with CAT5 or CAT5e?

Answer #11: The six (6) units are wired with CAT5.

Question #12: Please confirm kiosks count -1 Booking, 2 Lobby, 17 In POD

Answer #12: This number is correct – note that one of the 2 lobby kiosks is located in a separate building lobby across the street from the detention facility.

Question #13: Can you please clarify the length of the contract and terms?

Answer #13: One (1) year contract (9/16-2017-9/15/2018) with Will County Option for (2) additional (1) one year renewals.

Question #14: Regarding credit given to inmate pod workers, medical housing workers and inmate facility workers; \$7.50, \$10.00 and \$10.00.

Are these weekly credits billed back to County? **Yes**

If not, how is this processed? **N/A**

Answer #14: Yes, credits are billed back to the county.

Question #15: Can you please provide a copy of the current vendor's Pricing Sheet workbook?

Answer #15: See "Appendix A"

Question #16: Who is the current correctional food service vendor for the Adult Detention Facility and what is the contract expiration date?

Answer #16: We don't use a vendor for correctional food service.

Question #17: What is the total in commissions that have been paid to the Client for the last 2 full years, example 2015=\$X.XX and 2016=X.XX

Answer #17: 2015 - \$258,432.80

2016 - \$340,246.85

Question #18: Please confirm the county would be agreeable to having a commissary operation where the orders are actually bagged on-site.

If the answer to the previous question is affirmative,

What are the dimensions of the room that would be made available for this operation? Does this room contain a network drop, electrical and internet access?

Is there an ordinance pertaining to the minimum wage that would need to be paid to the vendor's staff?

Would inmate labor be available to assist in bagging the orders? If so, how many?

Would the county prefer to have the vendor's on-site staff assume the responsibility of distributing the orders to the inmates?

Answer #18: Not at this time.

Question #19: Are orders currently delivered during normal business hours (8a-5p)?

Answer #19: Yes

Question #20: Can the county provide a breakdown of the weighted grading criteria that will be used in evaluating the proposals submitted?

Answer #20: See Section 7, Page 35 of bid document. No other scoring information is available.

Question #21: Is a balance sheet required to be submitted **with the response**? We ask because on page 4 of the RFP it states "The Vendor shall submit their 2016 annual balance sheet. This shall be provided immediately upon request after the Vendor and the Client have signed the Non-Disclosure Agreement provided in 9.36.", and on page 26 #3.9.1.8 it states "vendor shall be prepared to submit a copy of their annual balance sheet for each year beginning with 2013 to current", yet on page 31, Section 5.1 it lists the "Vendor's 2016 annual balance sheet" as one of documents that must be provided in the response. Please clarify.

Answer #21: Yes, please provide a most current balance sheet/financial statement, to be submitted with your bid response.

Question #22: If the balance sheets are to be submitted with the response, please indicate the years to be submitted as well as how the County will handle this confidential information in order to treat it as confidential and protected against a FOIA request?

Answer #22: Please include most current balance sheet/financial statement in a **sealed**, clearly marked envelope/package within your bid response. Only county financial personnel will review these documents and they will not be subject to FOIA.

Question #23: Is the county interested in a package program that would allow family and friends to send packages to the inmates?

Answer #23: Open to discussion

Question #24: Is the county interested in having vending machines in all 17 pods?

Answer #24: Open to discussion

LATE BIDS CANNOT BE ACCEPTED!

<u>Vendor Return Address:</u>	
<u>SEALED BID DOCUMENT</u>	
<u>BID #:</u>	2017-30
<u>DUE DATE:</u>	TUESDAY, AUGUST 8, 2017
<u>DUE:</u>	3:00 P.M.
<u>DESCRIPTION:</u>	COMMISSARY/TRUST SERVICES
 DATED MATERIAL-DELIVER IMMEDIATELY WILL COUNTY PURCHASING DEPARTMENT 302 N. CHICAGO ST., 2ND FLOOR JOLIET, IL 60432	

PLEASE CUT OUT AND AFFIX THIS BID LABEL (ABOVE) TO THE OUTERMOST ENVELOPE OF YOUR SEALED BID TO HELP ENSURE PROPER DELIVERY!

LATE BIDS CANNOT BE ACCEPTED!