McHenry County Government Center
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July 11, 2018

ADDENDUM #1

Bid #18-41 Re-Bid Commissary Services
Due July 17, 2018 by 2:00PM (CST)

Additions & Clarifications to Bid

Question #1:	Please provide the monthly Average Daily Population per month over the last year.
Response #1:	**460**
Question #2:	Are all inmates housed in a single facility?
Response #2:	**Yes**
Question #3:	How many housing units are there?
Response #3:	**20 plus Male & Female Booking areas**
Question #4:	Please provide a list showing both the capacity and the average daily population for each housing unit
Response #4:	**Sections range from 10 beds to 64 beds. Housing section daily population not available.**
Question #5:	Does the facility have a loading dock or will deliveries need to me made with a truck that has a lift-gate?
Response #5:	**Facility has a loading dock.**
Question #6:	What is the current commission rate?
Response #6:	**37%**
Question #7:	Do inmates currently have access to tablets? If so, who is providing the tablets? If not, is the county interested in a tablet program?
Response #7:	**No, tablets are a possibility, but not required for this bid.**
Question #8:	Is the Facility tobacco free?
Response #8:	**Yes**
Question #9:	Can a more concise figure be provided for the current commissary sales (to exclude: phone time, sales tax, indigent kits) or tax (net of), over each of the last three full commissary months. If not, would it be possible to provide copies of the last 3 months of (itemized) invoices?
Response #9:	**After deductions and commission, approximately $5000.00**
Question #10:	Can sales information be provided for the package program? If so, please indicate the associated timeframe for these sales.
Response #10:	**There is no public purchased package program asked for in the bid.**
Question #11:	How many orders per month, over the last three months, have been placed through the commissary?
Response #11:	**N/A**
Question #12:	Are inmates currently issued a badge or wristband that includes a barcode (equal to the inmates account number in the banking system)?
Response #12:	**Wristbands used without barcodes.**

ALL OTHER TERMS AND CONDITIONS OF THE BID REMAIN THE SAME.

Question #13:	Regarding the family package program?
	    a) Are there any restrictions (i.e., dollar amount or weight)?
	    b) Is the county offered the same commission rate (as commissary) on these sales?
	    c) What is the current shipping charge?
	    d) What percentage of inmates are eligible for this program?
	    e) Are packages assembled on-site (at facility) or off-site (at the vendor's location)

Response #13:	**There is no public purchased package program asked for in the bid.**
Question #14:	How many full-time employees does the current vendor utilize for handing out commissary orders?
Response #14:	**One, over a 2 day period.**
Question #15:	How many part-time employees does the current vendor utilize for handing out commissary orders?
Response #15:	**0**
Question #16:	Does the current vendor's staff currently spend time on tasks that would not be required of the new staff (i.e., run commissary carts)?
Response #16:	**Yes, we will not be doing public purchased orders that need to be delivered to the inmates and there is no in-house extra weekly sale of merchandise to the inmates.**
Question #17:	Do all orders have to be passed out in a single day or can the vendor take a couple of days to distribute the orders? Is there a safe place to stage the orders overnight if the order delivery process is allowed to take more than one day?
Response #17:	**Current vendor distributes the inmate orders within two consecutive days. We would prefer this to be done in one day.**
Question #18:	Please provide the current commissary list with pricing from the existing vendor? If a list will not be provided, please confirm if items from the following categories are allowed to be sold: • Ramen Noodles • Chips • Snack Cakes • Soda
Response #18:	**No soda at this time.**

Question #19:	Will the commissary vendor be required to install a booking/intake kiosk?
	If so,
	    a) How many?
	    b) Please provide the features and functionality that will be required of this device.

Response #19:	**No**
Question #20:	Please specify the exact number of housing kiosks being requested.
Response #20:	**22 currently**
Question #21:	Does the county currently use MICR printers to print checks or standard laser printers?
Response #21:	**Standard laser printers**
Question #22:	Since the vendor will not be allowed on the county's network, can the county provide the number of data switches (and # of ports needed for each) that a new vendor would need to utilize?
Response #22:	**As for Data Switches, the vender would have to provide their own switch, but we already have data infrastructure set up and we can route you through our current structure without you actually being on our network. (More detailed information would have to come from County IT) Roughly 25 units connected to the server through our current infrastructure.**
Question #23:	Will the county secure the kiosks to the wall (and in the lobby) or will this be the vendor's responsibility?
Response #23:	**Vendor must install/secure commissary kiosks to walls. No kiosk for the Lobby. Lobby kiosk currently under contract.**
Question #24:	What grading criteria will be used to award this contract? Is the county interested in the highest commission it can receive? Will the county allow for a signing bonus as part of the financial offering?
Response #24:	**The contract shall be awarded to the lowest responsive, responsible bidder (highest commission in this case) whose Bid meets the requirements and criteria set forth in the bid documents. Signing bonus is not acceptable. The only financial offering considered is on the bid page.**

ALL OTHER TERMS AND CONDITIONS OF THE BID REMAIN THE SAME.