Addendum 5 - Responses to Vendor Questions  
RFI-2010-19-001-COMMISSARY  
July 12, 2010

1. **Please provide the current commissary list with pricing from the existing vendor?**  
The current commissary list with pricing is included in the RFI.

2. **Do prices include tax on the commissary order form?**  
Prices do not include tax on the order form. Taxes are calculated on taxable items once they are totaled at the bottom of the order form.

3. **Are vendors required to charge sales tax on offender purchases?**  
Vendors are required to be in compliance with all laws regarding sales tax within Manatee County, Florida.

4. **Does the County sell phone cards or provide debit calling through the commissary?**  
Manatee County Sheriff’s Office has a contract with PCS for phone services for inmates. The commissary vendor processes the sales for PCS and the Sheriff’s Office.

   If so, please provide the following:  
   a. **Phone company name:** PCS  
   b. **Phone company contact:** Eric Gonzales  
   c. **Phone company contact’s phone number:** (817) 491-5184  
   d. **Phone company contact’s email address:** Eric.Gonzalez@teamPCS.com  
   e. **Please list the denominations sold i.e. $10, $20, etc.:**  
      Phone cards are sold in denominations of $1 and $50.

5. **Please provide the usages over the last full month of all commissary items.**  
Please see the posted addendum entitled, “Commissary Sales.” It includes three parts:  
1) Commissary Sales and Indigent Totals by month/quarter for the current fiscal year.  
2) Commissary Sales Report Summary for 5/28/2010 through 07/01/2010  
3) Commissary Sales Report Detail for 5/28/2010 through 07/01/2010  
The report with detail will contain the information that addresses this question.

6. **Please provide the sales, less phone time or tax (net of), over each of the last three full commissary months.** Please see the addendum referenced above. The part that addresses this question will be Part I.

7. **Please provide the monthly average ADP over the last year:**  
The ADP for 2009 was 1165.
8. **What is the rated capacity of the Facility?**
The rated capacity for the facility is 1408 as it was built; however there are 1780 beds.

9. **What is the current commission rate? 28%**

10. **Who will be on the evaluation committee for the RFP from the County?**
The evaluation team members have not been finalized.

11. **Who is the Jail Management System (JMS) provider for the County?**
    Intergraph

12. **Is the current commissary vendor interfaced with your JMS vendor?**
    No. This is something that has been discussed, but not finalized.

13. **Will the County be responsible for the JMS Interface cost?**
The Manatee County Sheriff’s Office is supportive of the process, but will require cost estimates prior to such a commitment.

14. **If not, please provide the following:**
    a. **JMS company contact:** Scott Pallack, Senior Account Manager
    b. **JMS company contact’s phone number:** Mobile: 954-415-7157
    c. **JMS company contact’s email address:** scott.pallack@intergraph.com

15. **How many orders per month, over the last three months, have been placed through the commissary?**
    Please see the Addendum titled Commissary Sales. Within that document you will find Commissary Sales and Indigent Totals by month/quarter for the current fiscal year.

16. **During the walkthrough it was mentioned that the County would prefer to have a Deposit Kiosk located at the guard station. Will the County make room in the guard station for the kiosk or build onto the guard station so that a kiosk can be placed and protected from the elements?**
    We cannot make room in the guard house for the kiosk. It may be possible to install one on the outside of the building with an awning for protection. The potential cost of building on to the guard station or locating the ATM/Kiosk in a separate location would need to be explored prior to a decision. That would likely be part of the negotiation process.

17. **What is the range of cash bonds posted? Average cash bond amount?**
The range of cash bonds is determined by the Bond Schedule which is included as an addendum on the website. For offenses not covered by the Bond Schedule the range is $120.00 to $20,000 as set by the Chief Judge of the Twelfth Judicial Circuit in the State of Florida. It is difficult to estimate the average cash bond amount because the amounts can vary drastically from day to day.

18. **Is the network on which the commissary equipment runs on standalone? Do County computers have access to inmate financial and commissary information?**
The commissary runs on a separate server. A very few key people at the Jail and Sheriff’s Office have access to inmate financial and commissary information.

19. Is wireless connectivity available in the inmate housing units?
Wireless connectivity is not available in the inmate housing units. There are two wired connections; one in the medical facility and one in the upstairs office. It is possible that a blue tooth connection might serve the wireless connectivity need. Connectivity options would need to be explored and tested.

20. What is the current commissary delivery schedule by housing unit and pod?
All deliveries are currently done on Tuesdays and Thursdays. Deliveries to the pods now begin at approximately 12:30 pm after the noon meal is finished as the lockdown for the count occurs at lunch. Deliveries at some pods where the working inmates are housed do not begin until 2:30 or 3:00 pm when those inmates return for the day.

21. How many staff members are currently used to deliver commissary?
Anywhere from 5-7 people arrive to deliver commissary. Typically the first deliveries are made and then all but 2 people leave. The 2 who stay deliver commissary to the working inmates.

22. Please confirm that it is the County’s intent to release an RFP after the conclusion of the RFI and that no award will be made as a result of the RFI.
It is the intent of the Manatee County Sheriff’s Office to release an RFP after reviewing the RFI responses. An award will only be made after the RFP process is complete.