

# County of Hunt

STATE OF TEXAS

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## ADDENDUM # TWO

**RFP #242-24 Commissary Services: Proposal Request for Inmate Commissary Services for a period of five (5) years beginning February 1, 2025, through February 1, 2029.**

October 9, 2024

The following information is being provided clarify the proposal requirements and address questions received as of this date:

### Questions:

1. On page 17, 3.0 the RFP indicates, "The respondent must write, own, and support all aspects of the inmate banking system including all respondent supplied equipment with their own employees. Respondents are to describe their computer software program. Will the county waive this requirement as most vendors utilize a third-party software company to provide such software?"

**Answer: Yes**

2. Page 20, under Operational Plan, the RFP states the vendor is to, "Include a sample operational plan from a facility (similar in size) that respondent is currently operating in Texas. Provide the contact's name and number from the facility. What are the county's expectations if the vendor does not have a commissary operation within the state of Texas?"

**Answer: Please provide a sample Operation Plan from a facility (similar in size) in any state and notate that no current commissary operation with the state of Texas.**

3. Page 6, Pricing the RFP indicates, "No price changes, additions, or subsequent qualifications will be honored during the course of the contract." Under 14.9 Commissary Menu, page 22, "All price increases require a minimum 30-day notification and written acknowledgement of acceptance by the Sheriff's Office." Would the county please clarify if price increases are honored by the vendor and what notice is required by the county?"

**Answer: The Sheriff Office reserves the right to "No price changes, additions, or subsequent qualifications will be honored during the course of the contract." The vendor can request a price increase, but the price increase will only be valid if the vendor sends a 30-day notification, and a written acknowledgement of acceptance is acknowledged by the Sheriff's Office.**

4. Page 15, Bonding requirements. The RFP points out, if required a...
- a. Bid bond 5% of contract value pursuant to provisions in Section 262.032 (a)
  - b. Performance bond 100% of contract value pursuant to provisions in Section 262.032
  - c. Payment bond 100% of contract value pursuant to provisions in Section 2253.021
  - d. Performance bond 100% of contract value pursuant to provisions in Section 2253.021

Would the county please clarify what the bond requirement(s) are for this RFP?

**Answer: Yes, bonding is required – Payment and Performance Bond**

**If applicable, a Payment Bond shall be required. Pursuant to the provisions of Section 2253.021, Texas Government Code, if the amount of the contract awarded to the successful vendor exceeds \$25,000.00, the successful vendor shall execute a payment bond in the amount of the contract. Said bond is solely for the protection and use of payment bond beneficiaries who have a direct contractual relationship with the prime contractor or a subcontractor to supply public work labor or material. This bond must be issued to Hunt County within ten (10) days of the award of the contract and before vendor begins the work.**

**If applicable, a Performance Bond shall be required. Pursuant to the provisions of Section 2253.021, Texas Government Code, if the amount of the contract awarded to the successful vendor exceeds \$100,000.00, the successful vendor shall execute a performance bond in the amount of the contract. Said performance bond is solely for the protection of Hunt County and is conditioned on the faithful performance of the work in accordance with the plans, specifications, and contract documents. This bond must be issued to Hunt County within ten (10) days of the award of the contract and before the vendor begins the work.**

5. Are deposit services required as part of Commissary service, or does another vendor provide that service?
- a. If required, how many lobby and how many intake deposit machines would be required?

**Answer: Yes, 2 Lobby Kiosk and 2 Intake Kiosk Machines**

6. What was the ADP for 2023, and YTD 2024?

**Answer: ADP for 2023 – 294 YTD 2024 - 281**

7. Please provide a copy of the current vendor Commissary menu & pricing.

**Answer: See Attachment**

8. How many lobby deposit kiosks and how many intake deposit kiosks are required?

**Answer: 2 Lobby Kiosk and 2 Intake Kiosk Machines**

9. Does County personnel take deposited funds to the bank, or is armored car service required?

**Answer: Yes, for the 2 Kiosk Machines in the Intake Department – Armored Car Service is required for the 2 Lobby Kiosk Machines**

10. What are the commission rates for each Commissary service provided by the current vendor?

**Answer: 27% of adjusted gross sales**

11. What have been the total commissionable Commissary sales over the 12 months from the current vendor?

**Answer: See Attachment**

12. What have been the total online, care pack sales over the past 12 months from the current vendor?

**Answer: See Attachment**

13. Will any additional equipment be required (check printer, receipt printer, release card scanners, check stock)?

**Answer: Yes, additional equipment will be required**

14. Do officers pass out the Commissary orders to inmates?

**Answer: No vendor will be required to furnish personnel**

15. Is it acceptable to charge inmates a \$1 fee to transfer funds between their phone and commissary accounts?

**Answer: Inmate is currently not charged for this transaction**

16. Are indigent supplies required? If yes, please provide total indigent and/or welcome kit sales over the past 12 months.

- a. Please indicate what kits were issued, the contents, and pricing charged?
- b. Who pays for the kits?

**Answer: Currently not required at this time**

17. Can the Commissary provider run its programs on the County network, or is their own ISP required?

**Answer: Yes, commissary providers can run its programs on the county network, as long as all firewall exclusions are provided to the IT Department**

18. Would the county please provide the purpose for the TWO-WAY Interface as referenced on page 18 of the RFP?

**Answer: To maintain current and accurate data flow for accounting purposes and inmate services**

19. On page 21 under Deposit Services the "Respondent must provide a real-time integration with the County Money Kiosk System Services at no cost to the County to accept all deposits." Would the county please define:

- a. What information is being communicated?
- b. How is the communication currently configured?
- c. Would the county consider alternative integration?

**Answer: a. Inmate data is being communicated  
b. Unknown  
c. Yes, as long as it integrates with our system**

All vendors are required to sign and return a copy of this addendum with each Proposal for Inmate Commissary Services for Hunt County.

Company Name: \_\_\_\_\_

Print Name& Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_