



**DALLAS COUNTY  
PURCHASING DEPARTMENT**

900 Jackson Street,  
Founders Square, Suite 680  
Dallas, Texas 75202

November 16, 2018

**GENERAL INFORMATION NO. 1**

**Bid No. 2019-006-6770**

**Request for Proposal for Commissary Services for the Dallas County Sheriff**

*THIS DOCUMENT IS BEING PROVIDED FOR GENERAL INFORMATION PURPOSES ONLY  
(THIS IS NOT AN ADDENDUM)*

The Dallas County Purchasing Department has received and hereby provides for general information purposes only the following questions and the County's responses. (Note: Due to time constraints, Dallas County will not be responsible for ensuring confirmation vendor receipt of this and/or any further acceptance of and/or responses to future questions prior to the solicitation opening date.)

**Question No. 1:** Please confirm as per the pre-bid meeting that the reason the County is not utilizing the available renewal options is because the County changed its SBE requirements and the Commissioners Court wants to see a stronger participation for the new commissary contract.

**Response:** *The County reserves the right to extend a contract upon mutual approval of the vendor and Commissioner Court. In accordance to Court Order 2018-0382 Commissioners Court approved a recommendation by the Small Business Enterprise Office that a new solicitation be developed incorporating incentives to promote and encourage small business participation and utilization.*

**Question No. 2:** Pg 15, 6.2.11 Please confirm that you only want 1 Original and 1 copy of the proposal.

**Response:** *Yes*

**Question No. 3:** Pg 15/16 6.2.4 Please confirm that you only want 1 original and 1 copy of each of the 3 envelopes (cost/revenue)/ Financial statements and SBE documents.

**Response**      *Yes*

**Question No. 4:**      Pg 23 SBE Goals 7.2: States that the SBE goal is 30% and based on the total contract value of the original 5-year term. Can you please clarify what is meant by total contract value? Does this mean 30% of the total profit based off the required Pro-forma per pg 26 9.4?

**Response**      *For the evaluation purposes, total contract value is the total profit based off the required Pro-forma. If awarded, the prime will be responsible for ensuring the SBE goal is achieved throughout the life of the contract.*

**Question No. 5:**      Pg 24 b Joint Venture – States that you will get 20 points for setting up a joint venture but then at the end of the first paragraph it states 10 points. What is the correct point total for a joint venture partnership?

**Response**      *There was a clarification made during the Pre-Submittal Conference. Total points awarded for a Joint Venture with a SBE partner at 30% or more is 20 points.*

**Question No. 6:**      Pg 24 c SBE Subcontractor – Please clarify what the percentage is based off. Is it based off a particular expense to run the contract?

**Response**      *The SBE Goal is based on market availability.*

**Question No. 7:**      Pg 25 7.4 SBE forms – Please provide us with samples of SBE forms that are filled out correctly from prior RFP responses so we can use them as a guide.

**Response**      *Prior responses were under the previous M/WBE Program. The SBE Program was adopted by Dallas Commissioners Court and placed into effect on January 1, 2018. There are no such samples under the SBE program that are available to provide.*

**Question No. 8:**      Please clarify how a vendor can pick up the full 25 points if utilizing a Joint Venture.

**Response**      *If submitting a proposal as a Joint Venture, the submitter can pick up an additional 5 points by utilizing SBE Subcontractors for various services outside of*

*the Joint Venture -- see Section 7.3 (c) for Utilization Scoring breakdown.*

**Question No. 9:** Pg 27 9.4 Pro-forma – Please confirm that the vendor is to enter the revised gross revenue number that is provided to us as our starting gross sales.

**Response** *See item 9.4 in the RFP*

**Question No. 10:** Pg 26 8.2 –States that a cost adjustment is allowed after the first 2 years. Can you confirm what is allowed to be adjusted? Is it commissary prices, commission or both?

**Response** *Commissary prices*

**Question No. 11:** Pg 31 I – States that operating space in the jail facility can be leased as part of the contract. Please confirm that per the specs on page 37 c that the Vendor must also have a warehouse located in Dallas County as required currently by Dallas County and in this RFP. The local warehouse will be used to provide product to and service the operating space provided on-site. The operating space that is provided on-site should only be used to stage the carts for the commissary operation and is not adequate for inventory of more than 2 days of product usage.

**Response** *Operating space located within the jail can be leased. It would not be considered adequate enough space to house all service needs though.*

**Question No. 12:** Pg 46 11.18 Performance Bond – It states that we need to provide a performance bond in an equal amount to 100% of the approximate total amount of the contract. Please confirm what amount we need to set up this performance bond for.

**Response** *The Performance Bond needs to be equal to the approximate amount of the contract value.*

**Question No. 13:** During the pre-Proposal Meeting, it was mentioned that the current commission rate from your current provider is 53%, is this correct?

**Response** *53% commission rate*

**Question No. 14:** With commissary, it outlines that the current vendor is doing the majority if not all of the sales from a cart system, is this correct?

**Response** *Yes*

- Question No. 15:** Are inmates allowed to order other items from a commissary list that is not on the carts?
- Response** *No*
- Question No. 16:** Would Dallas County consider having more items on a Pick and Bag system to streamline inmates' orders and only do limited (high demand items) on a cart?
- Response** *Yes*
- Question No. 17:** Is Dallas County currently using Debit Card releases and if so, do you have access to the debit card release dispenser to provide manufacturer, make and model?
- Response** *Yes, SYMBOL LS2208*
- Question No. 18:** On Page 5, section 1.0 Introduction, the total annual revenue listed is the commissions and not total commissary sold, is this correct?
- Response** *Yes*
- Question No. 19:** Who is your current inmate phone provider?
- Response** *SECURUS*
- Question No. 20:** Does Dallas County Currently do Phone cards or Inmate Debit time Purchases from their commissary account?
- Response** *Arm bands that link to their accounts with funds based on bookin number. This takes place in Classification section of jail where it originates.*
- Question No. 21:** On Page 31, Section 10.3.1 1, Current operating space in the jail facility can be leased as part of the contract, what is the size of the space and the monthly lease amount? Will this amount change at any time within the contract period?
- Response** *\$2,000.00 per month; Size of space: TBD; No change during contract period*
- Question No. 22:** What are the total commissary sales in the last 12 months (Excluding Phone Time)?
- Response** *4.2 million*
- Question No. 23:** What is the current commission being paid to Dallas County?
- Response** *53%*
- Question No. 24:** Will the County allow a site visit?
- Response** *Yes- Please contact Purchasing at [staci.eudy@dallascounty.org](mailto:staci.eudy@dallascounty.org) to arrange a site visit. Site visit will be open to all eligible proposers.*

- Question No. 25:** What is the number if indigent inmates?
- Response** *665 West Tower; 867 Kays Tower; 1,365 North Tower*
- Question No. 26:** What is the spending limit?
- Response** *\$150.00 per week; the system will stop them at limit;*
- Question No. 27:** Is the County interested in technology like in-pod kiosks or tablets?
- Response** *Yes*
- Question No. 28:** How much space does the current vendor have for cart storage?
- Response** *(1) location within the jail*
- Question No. 29:** Request the last bid award tabulation of the items given pages 89 to 94; updated / revised price please be granted (to ensure quality products-brands are delivered) per/compliance the Open Records Information Act.
- Response** *Final Contract and Award for RFP 2017-002-6626 was approved on March 7, 2017 through Court Order No. 2017-0350 and is available to view on the Dallas County webpage.*
- Question No. 30:** The price and the brand is given: pages 89 to 94; please advise: is this price is what the Dallas County is wishing to target?
- Response** *Comparable, competitive pricing*
- Question No. 31:** the accounting system reference: page 13, System capabilities & ability to meet the County's Operating system see points herewith: appreciate meeting to know / explain the Dallas County RFQ 2019 - 006 - 6770 needs Hardware / Software costs: appreciate to know from Dallas County Accounting more
- Response** *Vendor has its own accounting system software; requirements are listed under section 10 of the RFP.*
- Question No. 32:** page 14, point: 5.3.8
- Response** *Dallas County reserves the right to negotiate the price and any other term with the Proposers.*
- Question No. 33:** page 18, viii Account Management is the standalone Pro Forma and Cash Flow Spreadsheet about our company?
- Response** *See item 9.4 in the RFP*

**Question No. 34:** page 30 to page 38: 10.3.1: Specific Operating System  
(all inclusive each page from page 30 to page 38 -- in depth)

request: current system, and if you find Dallas County likes to continue the same/or new awardee needs to in-build.

Meeting Request - Walk thru' to see page 30 to page 38 = suggested for Cost Determinants / understand

**Response** *Pt. 1 Comparable system  
Pt 2 See answer to question no. 27*

**Question No. 35:** The bond payment: is 5 % of the proposed RFP 2019 - 006 -6770  
pl. confirm; example: \$ 1000 work bond payment \$ 50 is that correct?

Is the payment refundable?

**Response** *Yes, bond payment is refundable*

**Question No. 36:** Branding of products pages 89 to 94

May we suggest an Equal to? Choice is yours to select w price  
Can we give options to that line entry?

**Response** *Yes*

**Question No. 37:** What is delivery time for goods on stated RFP?

**Response** *Typically 4-5 days*

**Question No. 38:** What is area / location of Current Dallas County Warehouse-Storage  
Address?

**Response** *Inside of jail; one space in basement and another in south tower jail*

**Question No. 39:** How much Current stock i.e. month's Stock is enabled per line entry?  
or another location Back up in place? what is Address additional?

**Response** *No additional warehouse space available outside of what has already been identified.*

**Question No. 40:** What is Monthly requirement Stock Maximum & Minimum the  
Current Warehouse can hold / stage ?

**Response** *Unknown*

**Question No. 41:** Is Current vendor stocking one Month On Site?

**Response** *Unknown; mostly cart staging on site; current vendor has off-site warehouse as well*

**Question No. 42:** Transport within the Warehouse Dallas County to Actual Issue at Kiosks / Commissary Desk = is that an Internal Dallas County Vehicle? that is not a cost to Prime contractor- is that correct?

**Response** *No internal vehicle provided by Dallas County*

**Question No. 43:** FY 2017 \$ 681 per inmate cost: Commissary Goods & services reference: page 5: Annual Revenue Spent/Inmate

**Response** *The table on page five identifies annual jail population and total revenue from the Jail Commissary Services Program*

**Question No. 44:** Request Walk thru' page 30 to 38 obeying Dallas County rules.

**Response** *See answer to question no. 27*

**Question No. 45:** Actual process: IT / warehouse: Tour request Obeying Dallas County rules

**Response** *See answer to question no. 27*