



ADDENDUM #1
INMATE COMMISSARY SERVICES AND TRUST FUND

RFP #2011-1226-1024

September 30, 2010

City of Newport News
Office of the Purchasing Director
2400 Washington Avenue
Newport News, VA 23607

Phone: (757) 926-8042/ Fax: (757) 926-8038

www.nngov.purchasing

Sealed proposals, subject to the conditions and instructions contained herein, will be received at the above office of the Purchasing Director, 4th Floor, City Hall, 2400 Washington Avenue, Newport News, Virginia, 23607, until the time and date shown below (local prevailing time), for furnishing the items or services described in the request for proposal.

It is agreed and understood this will constitute addendum #1, and shall be made part of the original RFP document. Acknowledgement, showing receipt and acceptance of the changes is to be returned with your submittal.

Addition: Site visit (optional): October 5, 2010 at 1:00 p.m.
Location: 224-26th Street, Newport News, VA 23607 (NNSO/City Jail – main lobby. Must sign in and present valid identification.)

Addition: Response to questions and request for clarification.

Addition: Inmate commissary order form.

The “Proposal Due” date remains the same.

Contract Officer: _____


Rose Kee, CPPB, Senior Buyer, (757) 926-8028, rkee@nngov.com

Company Name: _____

Print Name: _____

Title: _____

Signature: _____

Date: _____

This Form Must Be Signed.

Page 1 of 3

QUESTIONS/REQUEST FOR CLARIFICATION AND RESPONSE:

1. I was interested in learning how much the contract value is for the current year. - **We are not sure what is being asked here, but gross sales for fiscal year 2010 was \$501,008.**
2. Also on page 25, can you explain what you mean with the word “commission” in line number 4 at the top of the page? - **The commission we get is a percentage of the gross sales. That percentage rate is one of the items we use in making the award.**
3. What is average daily inmate population in 2010 for each site? - **Jail 460, Adult Det. 100**
4. What were the commissary sales, excluding sales tax, for January 01, 2010 through June 30, 2010? - **\$501,008**
5. What is the current sales tax rate? - **We do not have this information.**
6. How many commissary orders are processed each week? - **We do not have this information.**
7. We would like to request a listing of the current menu to include: - **See separate attachment as part of this addendum.**
 - Size or Unit of Measure of each item
 - Brand of each item
 - Current selling price to the inmate for each item excluding sales tax
8. Can you provide sales information by item? - **We cannot provide.**
9. Who is your current inmate phone provider? - **Securus**
10. Who is the current commissary provider? - **Aramark**
11. What is the current commission rate for commissary? - **13%**
12. What is the current commissary order and delivery schedule? - **Monday through Friday. Every block 1x per week. Lock-up twice.**
13. How many total housing units (Pods; Blocks, etc) are in all housing facilities? - **Jail = 33 + Lockup, Adult Det = 5**
14. Page 14. 6. How long does the background check take for approval of contractor’s employees? - **Within 48 business hours**
15. Page 15. 2.a. Do we need to include this information in our proposal? - **No, only if awarded a contract.**
16. Page 16. 4. What is the expected start date of services? - **Unknown at this time**
17. Page 16. 1. We would like to request a copy of this report - **None exists at this time**
18. Page 17.3 What equipment is currently provided by the vendor? - **Touch Pay machine**
19. Page 25. 5. We don’t understand “Failure to deduct the facility commissions? - **We believe it should have just said failure to pay commissions...**
20. Page 25. 2. What peripherals does Newport News expect to be integrated to the JMS software? - **No peripherals are expected to be integrated, only the vendors software must be able to work with our current JMS (Intergraph)**

21. How many inmate workers are assigned to the commissary operation? - **Usually 2**
 - a. Are these inmates paid a wage? - **No**

22. How many onsite staff does the vendor currently employ for the commissary and trust fund operation? - **2**
 - a. Are these employees dedicated to this task or do they also work in the food service? - **Only Commissary and trust**

23. What space is currently available for the onsite commissary operation?
 - a. Number of Storage/Work areas - **1**
 - b. Square Footage - **364 sq. ft.**



(REVISED 05/28/10)

Prices Subject to Change Without Notice
Substitutions will not be made

HEALTH & BEAUTY		
PLU	Item	Price
1000	TYNENOL-1-2PK(LIMIT 2)	\$ 0.79
1001	After Shave.4	\$ 2.55
4040	DEO-DAIL ROLL ON	\$ 2.25
1003	Anti-Fungal Cream.05	\$ 2.50
1004	Baby Powder.4	\$ 1.50
1005	Cocoa Butter Lotion.18	\$ 2.75
1006	Comb - flex plastic - no handle	\$ 0.25
1007	Conditioner-.15	\$ 3.60
1019	Ibuprofen - 1-2 pk (Limit 2)	\$ 0.55
1009	Daily Vitamin with Iron-100CT	\$ 4.65
1130	DOVE SOAP-3.15	\$ 3.00
1011	Deodorant - Stick - Womens-clear-2	\$ 2.25
1015	Foot Powder-.4	\$ 4.10
1016	Hair Brush-CLUB - no handle	\$ 1.90
1017	Hair Pick - 5" - no handle	\$ 0.50
1018	Halls Cough Drops -9CT	\$ 1.29
1020	Lip Balm	\$ 1.40
1021	Magic Shave Cream-.6	\$ 6.30
1022	Mouthwash - alcohol free.4	\$ 1.50
1023	Pomade-5.25	\$ 4.00
1024	Shampoo-.15	\$ 3.60
1025	Shampoo, Dandruff-13.5	\$ 3.60
1026	Shave Cream - brushless-4.5	\$ 6.30
1027	Skin Care Lotion - Aloe Vera-.20	\$ 2.75
1028	Soap Dish	\$ 0.50
1029	Q-Tips Bx	\$ 4.25
1030	Soap, Dial ati-bacteria-3.5	\$ 1.30
1108	ASPIRIN	\$ 0.50
1033	TOOTHBRUSH	\$ 0.75
1034	TOOTHBRUSH HOLDER	\$ 0.55
1042	HAIR STYLING GEL-.16	\$ 3.00
1013	EFFERDENT	\$ 0.55
1014	STAYDENT	\$ 8.00
1035	TOOTHPASTE-CLOSEUP-.4	\$ 2.85
1036	TUMS-ANTACID TABS	\$ 1.00
1008	SULFUR 8 CONDITIONER-.2	\$ 6.00
1039	MEDICATED SKIN CREAM-.8	\$ 2.60
1040	TAMPON-EACH	\$ 0.50
1031	BABY OIL-.4	\$ 1.50
1120	CONTACT SOLUTION-.12	\$ 5.50

POSTAGE		
PLU	Item	Price
2000	Book of Stamps=10	\$ 4.40
2001	Stamped Envelope	\$ 0.52
	2002 2-CENT STAMP	\$0.02

BEVERAGES		
PLU	Item	Price
3001	Cherry Drink Mix - 6 oz	\$ 1.25
3002	COFFEE-DECAFE SINGLE	\$ 0.40
3003	COFFEE-REGULAR SINGLE	\$ 0.40
3004	FRUIT PUNCH DRINK 6OZ	\$ 1.25
3006	GRAPE DRINK 6 OZ	\$ 1.25
3008	HOT CHOCOLATE	\$ 0.45
3009	LEMONADE DRINK 6 OZ	\$ 1.25
3025	TEA DRINK 6OZ	\$ 1.25
3013	PEPSI-.20	\$ 1.59
3023	DT.PEPSI-.20	\$ 1.59
3016	WATER-.20	\$ 1.59
3017	MT DEW-.20	\$ 1.59
3019	CREAMER 5 EACH	\$ 0.50
3020	Sweet N Low 5 pack-	\$ 0.50
0100	FIBER SUPPLEMENT-10CT	\$ 3.25

CLOTHING ITEMS CONT-		
PLU	Item	Price
8041	THERM-BOT-6X	\$ 6.00
8042	THERM-BOT-4X	\$ 6.00
8039	THERM-TOP-4X	\$ 6.00
8040	THERM-TOP-6X	\$ 6.00
8043	T-SHIRT-4X	\$ 3.85
8044	T-SHIRT-5X	\$ 3.85
8045	T-SHIRT-6X	\$ 3.85
8200	BOXER-4X	\$ 3.95
8201	BOXER-5X	\$ 3.95
8049	THERM-TOP-3X	\$ 5.50
8050	THERM-BOT-3X	\$ 5.50
8051	PANTY-SIZE-5	\$ 2.85
8052	T-SHIRT-SMALL	\$ 3.25

FOOD		
PLU	Item	Price
4000	Beef & Cheese Stick-1.125	\$ 0.99
4001	Beef Stick - Spicy-1.125	\$ 0.99
4002	Peanut Butter - PC-1.12	\$ 0.85
4003	Ramen Soup - Beef-.3	\$ 0.69
4004	Ramen Soup -Chicken-.3	\$ 0.69
4006	Ramen Soup - CHILLI-.3	\$ 0.69
4440	Ramen Soup -SHRIMP-.3	\$ 0.69
4013	SALTINE BOX-.16	\$ 3.00
4014	SUMMER SAUSAGE-.5	\$ 3.10
4018	CHILI W/ BEANS-.8	\$ 2.25
4021	TUNA POUCH-.3	\$ 2.25
4024	MAYO SQUEEZER-.1	\$ 0.30
6017	PICKLE-DILL-.1	\$ 1.36
4443	OATMEAL-MAPLE-BROWN SUGA	\$ 0.40
6016	PICKLE-HOT-.1	\$ 1.36
4434	CHEESE-SQUEEZER-.1	\$ 0.75
4101	JELLY-PC-1.12	\$ 0.85

COOKIE & PASTRY		
PLU	Item	Price
5000	Fudge Brownie-3.25	\$ 1.19
5001	Cookies - Duplex Cremes -.5	\$ 1.35
5003	COOKIES-CHOCOLATE CHIP-2.1/	\$ 0.75
5015	COOKIES-PEANUTBUTTER-.5	\$ 1.15
6013	APPLE DANISH-4	\$ 1.19
5005	Honey Buns-.6	\$ 1.29
5006	Texas Cinnamon Roll-.4	\$ 1.19
5021	Cheese Danish-.4	\$ 1.19
5017	CUPCAKE-.4	\$ 1.19
6012	POPTART-STRAWBERRY	\$ 0.85
4034	MONTHLY SPECIAL	\$ 6.00

CHIPS & SNACK		
PLU	Item	Price
6000	BBQ Chips-.1	\$ 0.79
6001	CHEETOS CRUNCHY-.2	\$ 0.79
6002	DORITOS-SPICY-CHILLI-1.75	\$ 0.79
6003	Hot/Salsa Fries-.1	\$ 0.79
6004	Nacho Chips-1.3/4	\$ 0.79
6010	CORN CHIPS-BBQ-.2	\$ 0.79
6025	JALAPENO CHIPS-.2	\$ 0.79
6026	SOUR CREAM & CHEDDAR CHIPS	\$ 0.79
6021	PORK SKINS-5/8	\$ 0.79
6028	CHEESE-NIPS-1.65	\$ 0.79

GENERAL MERCHANDISE		
PLU	Item	Price
7026	CROSSWORD PUZZLE	\$ 3.10
7028	WORD SEARCH BOOK	\$ 3.10
7029	PE-PAID PHONE CARD (LIMIT5	#####
7030	STOCKING WAVE CAP	\$ 2.95
7004	Legal Pad - white - 8 1/2 x 11	\$ 1.45
7005	Pen - Blue	\$ 0.55
7006	Pinochle Cards	\$ 2.86
7007	Playing Cards	\$ 2.86
7008	DICTIONARY ENGLISH	\$ 3.25
7009	22 oz Tumbler	\$ 1.00
7010	Batteries AAA (1-2 pk)- req. for rad	\$ 2.99
7011	Colored pencils	\$ 1.85
7012	Plain Envelope	\$ 0.15
7013	Legal Envelope	\$ 0.40
7014	AM/FM RADIO	#####
7015	HEAD PHONES (Buds Only)	\$ 5.00
7016	Batteries AA	\$ 2.99
7000	GREETING CARD-B-DAY	\$ 1.40
7001	GREETING CARD-HOLIDAY	\$ 1.40
7002	GREETING CARD-THANK YOU	\$ 1.40
7003	GREETING CARD-FRIENDSHIP	\$ 1.40

CLOTHING		
PLU	Item	Price
8000	Bra - sport - 34	\$ 6.75
8001	Bra - sport - 36	\$ 6.75
8002	Bra - sport - 38	\$ 7.50
8003	Briefs - M	\$ 2.75
8004	Briefs - L	\$ 2.75
8005	Briefs - XL	\$ 2.75
8006	Briefs - 2XL	\$ 3.25
8010	SNEAKERS-PUT YOUR SIZE ON FOR	#####
8011	PANTIES,WOMENS-SIZE 6	\$ 2.85
8012	PANTIES,WOMENS-SIZE 8	\$ 2.85
8013	PANTIES,WOMEN S-SIZE 10	\$ 2.85
8014	Panties, Women's - size12	\$ 2.85
8015	Shorts, Boxer - Size S	\$ 3.80
8016	Shorts, Boxer - Size M	\$ 3.80
8017	Shorts, Boxer - Size L	\$ 3.80
8018	Shorts, Boxer - Size XL	\$ 3.80
8019	Shorts, Boxer - Size 2XL	\$ 3.95
8020	SHORT,BOXER-SIZE 3XL	\$ 3.95
8022	Thermal Underwear, Bottom - Size M	\$ 5.25
8023	Thermal Underwear, Bottom - Size L	\$ 5.25
8024	Thermal Underwear, Bottom - Size XL	\$ 5.25
8025	Thermal Underwear, Bottom - Size 2XL	\$ 5.50
8026	Thermal Underwear, Top - Size M	\$ 5.25
8027	Thermal Underwear, Top - Size L	\$ 5.25
8028	Thermal Underwear, Top - Size XL	\$ 5.25
8029	Thermal Underwear, Top - Size 2XL	\$ 5.50
8030	Shower Shoes - X-Strap - Size S	\$ 1.15
8031	Shower Shoes - X-Strap - Size M	\$ 1.15
8032	Shower Shoes - X-Strap - Size L	\$ 1.15
8033	Shower Shoes - X-Strap - Size XL	\$ 1.15
8034	UNDERSHIRT,MEN'S-SIZE M	\$ 3.25
8035	UNDERSHIRT,MEN'S-SIZE L	\$ 3.25
8036	UNDERSHIRT,MEN'S-SIZE XL	\$ 3.25
8037	UNDERSHIRT,MEN'S-SIZE 2XL	\$ 3.85
8038	Undershirt, Men's - Size 3XL	\$ 3.85
8021	SOCKS	\$ 2.00
8046	BRA-SPORT-40	\$ 7.50
8047	BRA-SPORT-42	\$ 7.50
8048	BRA-SPORT-44-46-48-50	\$ 7.50

CANDY		
PLU	Item	Price
9000	Atomic Fireballs-4	\$ 1.29
9001	Baby Ruth-2.1	\$ 1.09
9100	WHACAMACALLIT-.2	\$ 1.09
9018	Starburst-2.07	\$ 1.09
9004	Hershey Almond-1.45	\$ 1.09
9005	Jolly Rancher - Assorted - Bag-4	\$ 1.29
9006	Kit Kat-1.61	\$ 1.09
9007	M&M Peanuts-1.74	\$ 1.09
9101	REESES PIECES-1.53	\$ 1.09
9009	Milkyway-2.05	\$ 1.09
9014	SNICKERS-2.07	\$ 1.09
9015	STARLIGHT MINTS-4.5	\$ 1.29
9016	SUGAR FREE CANDY-BAG-2	\$ 1.29
9012	REESE PEANUTBUTTER CUP-1.5	\$ 1.09

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1. ALL PRICES DO NOT INCLUDE A 5% TAX AND WILL BE ADDED SEPERATELY ON YOUR RECIEPT.

2. ALL ORDER SHEETS WILL BE PICKED UP AT 6AM ON YOUR DELIVERY DAY.