

This RFP No. 3-1119 and the Proposal Opening date must appear on the Proposal Envelope.

REQUEST FOR PROPOSAL

Office of City Purchasing Agent
P O Box 1111
Montgomery, AL 36101-1111
November 7, 2018

Gentlemen:

Sealed proposals for **Jail Commissary and Trust Fund** will be received by the undersigned until 2:00 P.M. on **November 28, 2018** in Room 1, Building 1941, 934 North Ripley Street, Montgomery, Alabama, 36104. Proposals will be publicly opened and read in Conference Room, Building 1941, 934 North Ripley Street, Montgomery, Alabama. Proposals may be hand carried or mailed; however, it is the responsibility of proposers to assure that proposals are received not later than 2:00 P.M. on the date indicated above. Proposals received after this time will not be considered.

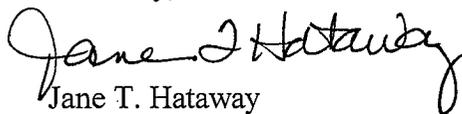
SITE VISIT - To conduct a walk through or to inquire further, contact Major Jennifer Reaves with the Montgomery Municipal Jail at (334) 850-4440.

The City of Montgomery reserves the right to award this proposal and also the right to reject any or all proposals and the right to make an award in the best interest of the City of Montgomery.

No oral, telephonic, telegraph, facsimile proposals, modifications or alternate proposals will be considered. Proposals will not be considered from firms, individuals or the same owners of separate companies submitting more than one proposal.

Questions regarding this solicitation may be directed to telephone number (334) 625-2610 and should be presented prior to the proposal due date.

Sincerely,



Jane T. Hataway
Purchasing Agent

JTH/kb

Attachments:

1. Request for Proposal.
2. Proposal Form.
3. Specifications.
4. Special Provisions.

PROPOSAL FORM

RFP NO. 3-1119

Mrs. Jane T. Hataway
City Purchasing Agent
P.O. Box 1111
Montgomery, Alabama 36101-1111

Dear Mrs. Hataway:

Submitted below is my firm proposal on a **Jail Commissary and Trust Fund in** accordance with your Request for Proposal referenced above. Price quoted is F.O.B., Montgomery, Alabama and the item(s) on which I am quoting are in exact accordance with the specifications with any exceptions listed below.

Percentage return to the City of Montgomery
(With a minimum of 30%)

NOTES:

1. The City of Montgomery reserves the right to accept or reject any or all RFPs within a minimum of 30 days after RFPs are opened.
2. **UNSigned RFP FORMS WILL BE CAUSE FOR DISQUALIFICATION OF A PROPOSAL.**
3. **IN ORDER TO SUBMIT A COMPLETED RFP, VENDOR MUST RETURN THE CHECK LIST ATTACHED.**
4. PLEASE NOTE SPECIAL PROVISIONS ATTACHED.
5. **VENDORS SHOULD PROVIDE ONE ORIGINAL PRINTED HARDCOPY, CLEARLY IDENTIFIED AS SUCH, AND ONE (1) ADDITIONAL COPY OF THEIR PROPOSAL.**
6. **BUSINESS OWNERSHIP:
SMALL – LESS THAN 50 EMPLOYEES OR GROSS RECEIPTS LESS THAN \$1,000,000.00 PER YEAR, INDEPENDENTLY OWNED AND OPERATED.
_____ YES _____ NO
MINORITY AND WOMEN OWNED – AT LEAST 51% OWNED BY ONE OR MORE SOCIALLY AND ECONOMICALLY DISADVANTAGED INDIVIDUALS AND WHOSE MANAGEMENT AND DAILY BUSINESS OPERATIONS ARE CONTROLLED BY ONE OR MORE OF THOSE INDIVIDUALS.
_____ YES _____ NO**

EXCEPTIONS TO SPECIFICATIONS:

Proposal Date

Terms of Payment & Discount

Delivery Date Phone No

Company

Mailing Address Fax No.

Email Address

BY: _____
(Signature)

BY: _____
(Printed Name)

MONTGOMERY POLICE DEPARTMENT JAIL COMMISSARY AND TRUST FUND

The City of Montgomery is soliciting proposals from experienced inmate commissary service contractors to provide to the Montgomery Police Department's City Jail a full range of commissary services for the inmates and Trust Fund Accounting system to account for the inmates personal funds. This commissary service will be for at least approximately 140 plus inmates incarcerated in the Montgomery City Jail. The following objectives must be met in order for a contract to result from this process.

1. To deliver high quality commissary services to the inmates of the facility. The contractor will provide next day commissary service. Commissary service should be provided from an offsite service center located no more than 3 hours from the Montgomery City Jail.
2. To provide the City Jail with a computerized trust fund accounting system that meets the specifications and addresses the accounting needs of the facility. The contractor must write and support their software and all hardware provided. No 3rd party involvement with regards to software; hardware or technical support.
3. To operate the commissary service program and the trust fund accounting system in a cost effective manner and at no cost to the City of Montgomery.
4. To maintain an open collaborative relationship with the administration and staff of the Montgomery Police Department and the City Jail.
5. To maintain a market price philosophy with regard to the retail selling price of commissary items to the inmates.
6. To contract with one vendor who can supply all the required services, (hardware, software, and maintenance) from a local location without 3rd party involvement.
7. To contract with a vendor who can provide service within 24 hours and guarantee an uninterrupted level of service. All aspects of commissary, inmate banking software and support functions must be provided from a service center within three (3) hours of the Montgomery City Jail.

8. Contractor will provide a list of at least ten (10) clients where the contractor provides their own software/hardware. Only clients where the vendor's software is utilized may be used as references.

PHILOSOPHY:

It is the City of Montgomery's primary objective that contracted Commissary Services operate in an efficient and effective manner in order that the security of the jail will not be compromised. To obtain a quality trust fund accounting system adequate to meet the requirements of the RFP.

It is the City's desire to have the cost related to the Commissary Operation and the Trust Fund Accounting System, be covered in the selling prices of the commissary products to the inmates. Additionally, the city desires a return of profit to the City. The City also desires to have the prices of the commissary items fall within a reasonable, fair market price philosophy.

BIDDER QUALIFICATIONS:

In order to qualify for consideration by the City, bidders must meet or fulfill the following minimum requirements. A bidder who is determined to lack the basic qualification will not be considered for the awarding of the bid. The determination by the City of Montgomery concerning the bidder qualifications shall be final.

- A. At least five (5) years experience in operating a Correctional Commissary System including the providing of an Inmate Trust Fund Account System, with a minimum of 150 inmates. Prospective vendors will provide references where they have provided per order commissary service and inmate banking software for five (5) years.
- B. Operating experience and reputation for providing quality in service and performance which shall be satisfactory to the City of Montgomery. The prospective vendor will provide at least 10 references who will attest to the quality of service and performance.

- C. Trust fund software written and owned by the contractor that has been installed and operating in at least ten (10) jails for at least 5 years. In addition, prospective vendors must provide names and location for both commissary and technical support personnel who will be involved in supporting the proposed operation.
- D. A service center within three (3) hours of the City of Montgomery's Jail.

SELECTION CRITERIA:

Each RFP will be evaluated in the following seven (7) categories.

1. Corporate experience- Experience in providing Commissary and Inmate trust fund accounting services. Corporate experience which meets the bid qualifications must be demonstrated.
2. References- References will be contacted and rated based upon meeting the minimum number of references and their satisfaction with services provided. References must include facilities with at least 150 inmates where contractor provides their own inmate banking software/hardware. Vendor must supply at least 10 references.
3. Software/Hardware- The vendor must meet the minimum requirements of the inmate trust fund accounting software as outlined in the RFP and provide verification through a demonstration to the City of Montgomery's jail staff. The software must meet the minimum qualification set forth in the RFP document at the time of the demonstration.
4. Corporate capability- The RFP will be carefully evaluated in the following areas:
 - a. Financial stability as determined by review of the audited financial statements.
 - b. Demonstrated proven past experience in providing these services. Specific organizational staff and structure to support this type of operation including providing next day service.

5. Local service center- Located within three (3) hours of the City of Montgomery's Jail.
6. Pricing to inmates- Maintaining a fair market price philosophy.
7. Percentage return to the City of Montgomery with a minimum of 30%.

RESPONSIBILITIES OF THE CONTRACTOR'S COMPUTER SYSTEM:

Provide a computerized trust fund accounting system, adhering to generally accepted accounting principles and capable of being audited by the City. The trust fund accounting system must be approved of by the City of Montgomery. The proposed trust fund accounting system must already be installed in at least 10 facilities of similar size.

The contractor must write, own, and support all aspects of the inmate banking system including all contractor supplied equipment with their own employees. Bidder must list where the location and names of local technical support staff who will support the operation. The staff must be located within 3 hours of the Montgomery Municipal Jail in order to provide the highest level of service. Bidders are to describe their computer software program and make certain the system includes the following components:

1. Allow the Jail to open an individual trust fund for an inmate at the time of booking and to enter into the computer system the amount of money in their possession at the time of booking. The following fields must be present in the opening transaction field:

- Account Number
- Name
- Date of Birth
- Gender
- Location
- Ethnic Group
- Height
- Weight
- Eye and Hair Color
- Alias
- Tattoos/ Scars

2. The software must allow for the following transaction to take place at the open screen:

- a. Charge Receivables such as admission fees, admission packs, etc.
- b. Sell Commissary Packs
 - 1. Place Restrictions upon inmates
 - 2. Property Module
- c. Once open, allow the following transactions to occur on the ITF:

Add funds to the account.

Draw funds in the form of a check, cash or both.

Close an account with a detailed statement and pay the inmate's balance by check, cash or a combination of both.

Close multiple accounts printing one check.

Deduct commissary and other charges in a live-time environment.

Process credit.

Change inmate locations individually or in groups.

- d. Assign a permanent ID number for an inmate ITF which will allow an account to be reopened and allow for the ability for debts to be tracked across multiple incarcerations.
- e. Add inmate information to control commissary purchased, i.e. medical restrictions gender restrictions, age restrictions, disciplinary control and indigence status. Allow for up to 999 different restrictions to be placed on commissary purchases.
- f. The system must provide a complete audit trail on all transactions. The system must allow for scheduled and unannounced audits of the inmate accounts. This will allow the City to ensure the integrity and accuracy of the accounts.

The system must provide a series of reports as specified by the City. The reports should allow for data concerning an individual inmate, a specific site within a Jail system or the facility as a whole. The reports should include:

Cash Reports, Sales Reports, Checkbook Reports, Resident Reports, Bail Reports, Receivable Reports, Gender Ledger Reports, Payroll reports

- g. The system must have comprehensive Checkbook management features including the ability to write a check from an inmate's ITF to a third party, a check from the General fund to a vendor, to void, make corrections, adding manual written checks, reclaim unclaimed monies, verification, and deposits.
Additionally, the system must have the capability to print a check registry based on multiple criteria which can be queried by the Facility operator. The checkbook must also contain a reclaim feature in order to reclaim stale dated checks.
- h. Levels of security: A minimum of 95 levels of security should be present in the software system. These levels should have the ability to be customized by Jail Staff.
- i. Software updates: updates of the computer software must be provided free of charge to the City for the length of the contract. Contractor must show proof that past updates have been done.
- j. The contractor must install the system, integrate data from current system/database if winning bid is from vendor different from current vendor, train City personnel, provide on-going documentation support and a toll free 24 hour emergency line to ensure maximum utilization and minimal down time with the proposed system. The contractor must have a service center and support staff within three (3) hours of the City Jail to provide the City with the optimum service level.
- k. Screen presentation must be in color to reduce operator error.
- l. Software must be Windows based with a relational data base, preferably Oracle. The system must have the capability to operate on a network of Windows based PC's.
- m. All hardware necessary for the performance of this contract will be provided by the contractor for the length of the contract. Maintenance or replacement of said hardware shall be the responsibility of the contractor. No third party involvement will be allowed.
- n. Software must utilize inmate account number for all inmate charges, not by name. The system must have the capability to track inmates' transactions by a permanent number in order to recover past debts.

- o. All system data must be backed up and maintained on site.
- p. The system must also contain the following components. These components must be completed and part of the contractors software demonstration:

- Property Module
- Bail Module
- Inmate Payroll Module
- Funds/Accounts Receivables Module
- Indigent Tracking Module

INVENTORY REQUIREMENTS OF COMMISSARY SYSTEM:

The contractor and City personnel are to meet to mutually agree upon the items to be carried in the commissary program.

The contractor shall make available for purchase by all male and female inmates commissary items including, but not limited to, hygiene products, writing materials, games, snacks & candies and clothing selections. The contractor must provide only name brand products. No private label brands will be allowed. No items may be added, deleted, or have change in brands, packaging or sizes without mutual agreement between the Jail and Contractor.

The contract shall maintain sufficient stock levels in order to limit shortages. The contractor shall not substitute and should have and order full rate in excess of 98%. All deliveries to the jail must be the next day after orders are transmitted to the vendor.

PRODUCT PRICING:

The contractor agrees, in the event of a request for adjustment in any contract unit price, the contractor shall notify the Jail in writing of the upward adjustment in any of the contract unit prices and the effective date with documentation justifying said increase.

Once the award is made, no substitutions for private label or generic items (unless noted on the included price list) will be allowed.

RESPONSIBILITIES OF THE COMMISSARY OPERATION:

Offsite Commissary Operation

The contractor shall provide commissary service to the inmates twice per week to each inmate. Deliveries to the Jail shall be the next day after orders are transmitted to the vendor and delivered in the vendor's own unmarked vehicles. Contractor must operate from an offsite location.

Commissary orders are to be optically scanned by the vendor's employees.

The Contractor will also be responsible to:

- Pick & bag each order individually
- Packaging orders by cell block
- Deliver Orders to inmates in their housing areas.
- Complete distributing all orders by 5:00 P.M. Central Time.

Commissary orders are to be delivered in heat sealed clear plastic bags with two (2) copies of the order receipt sealed within the bag. The receipt should contain the following information:

- Inmate Name
- Inmate Location
- Inmate Id #
- Items and quantity ordered
- Total of order
- Balance of account after the order

The contractor shall submit an invoice on a weekly basis that will detail and total the amount of sales for the week. This amount will balance with the Jail's accounting clerk's total. A check will be issued weekly for the agreed upon total.

STANDARDS OF RESPONSIBILITY

The contractor must demonstrate to the satisfaction of the Montgomery Municipal Jail its proven capability in all aspects, to perform fully the contract requirements; therefore, the contractor shall submit with their RFP the following information:

1. Furnish evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.

2. Furnish evidence of the ability to comply with the required or proposed delivery or performance schedule.
3. Furnish evidence of the necessary organizational experience, accounting background and operational controls, and the technical skill to perform the contract.
4. Furnish evidence of satisfactory performance record for at least ten facilities similar in size and complexity to the Montgomery Municipal Jail, or larger, and a record of integrity and business ethics.
5. Furnish evidence of at least five years of a successful record of operational experience with the Trust Fund Accounting System in facilities similar in size and complexity to the Montgomery Municipal Jail, or larger. Provide at least 10 references from these Facilities.
6. Furnish evidence of a Drug-Free Workplace. All contractor employees must be pre-employment and random drug tested.
7. Furnish a list of all employees that will be responding inside the Jail for normal services.

The contractor must provide evidence of the following minimum insurance standards:

1. Public liability and property Damage insurance: limit of liability \$1,000,000 per claim and \$5,000,000 annually.
2. Worker's compensation: Provide coverage to meet statutory limits. Employer's liability \$500,000 each accident-bodily injury by accident: \$500,000 each employee- bodily injury by disease: \$500,000 policy limit-bodily injury by disease.
3. Employer's Liability: Limit of Liability \$5,000,000 aggregate: \$1,000,000 per occurrence combined single limit for bodily injury (including death) and property damage liability, coverage for premises operation: blanket contractual liability: personal injury liability: product and completed operations: independent contractors; employees as additional insured; cross liability; broad from property damage liability.
4. Comprehensive Automobile Liability Insurance: limit of liability \$1,000,000 per occurrence combined single limit for bodily injury including death) and property damage liability. Coverage for owned, non-owned and hired vehicles.

**MONTGOMERY POLICE DEPARTMENT
 JAIL COMMISSARY AND TRUST FUND CHECKLIST
 CHECKLIST MUST BE COMPLETED BY THE BIDDER**

SECTION	COMPLY	CANNOT COMPLY	SEE ATTACHED SHEETS
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
Philosophy	_____	_____	_____
Bidder Qualifications			
A.	_____	_____	_____
B.	_____	_____	_____
C.	_____	_____	_____
D.	_____	_____	_____
Selection Criteria			
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
a.	_____	_____	_____
b.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
Contractor's Computers			
1.	_____	_____	_____
2.			
a.	_____	_____	_____
b.	_____	_____	_____
c.	_____	_____	_____
d.	_____	_____	_____
e.	_____	_____	_____
f.	_____	_____	_____
g.	_____	_____	_____
h.	_____	_____	_____

SECTION	COMPLY	CANNOT COMPLY	SEE ATTACHED SHEETS
i.	_____	_____	_____
j.	_____	_____	_____
k.	_____	_____	_____
l.	_____	_____	_____
m.	_____	_____	_____
n.	_____	_____	_____
o.	_____	_____	_____
p.	_____	_____	_____
Inventory requirements	_____	_____	_____
Product Pricing	_____	_____	_____
Offsite Commissary Operation	_____	_____	_____
Standards of Responsibility			
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
Insurance			
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

SPECIAL PROVISIONS

NO. 1

THE CITY OF MONTGOMERY REQUIRES THAT A BOND BY A RELIABLE SURETY COMPANY AUTHORIZED TO DO BUSINESS IN THE STATE OF ALABAMA BE FILED WITH EACH PROPOSER'S PROPOSAL THAT EXCEEDS \$50,000.00. SUCH BOND SHALL BE FOR THE SUM OF FIVE PERCENT (5%) OF THE TOTAL PROPOSAL. A CASHIERS CHECK PAYABLE TO THE CITY OF MONTGOMERY OR AN IRREVOCABLE LETTER OF CREDIT SHALL ALSO BE ACCEPTABLE.

NO. 2

CITY ORDINANCES MANDATE THAT ANYONE WHO TRANSACTS BUSINESS WITHIN THE CITY LIMITS OF MONTGOMERY BY ONE OR ALL OF THE FOLLOWING SITUATIONS IS SUBJECT TO OBTAIN A CITY BUSINESS LICENSE:

- 1) A physical location within the City.
- 2) A representative of your company calls on customer or solicits business within the City.
- 3) Merchandise is delivered into the City on a vehicle other than by common carrier.

PROPOSERS FALLING WITHIN THE ABOVE CATEGORIES WILL BE REQUIRED TO OBTAIN A CITY OF MONTGOMERY BUSINESS LICENSE PRIOR TO ISSUANCE OF A CONTRACT OR PURCHASE ORDER.

BUSINESS LICENSE NO. _____

NO. 3

Verification of E-Verify Enrollment in accordance with the Beason-Hammon Act.

SECTION 9

-The attached form should be completed and signed. Attach to it verification of your enrollment in E-Verify.

**RFP/PROCUREMENT STATEMENT OF COMPLIANCE WITH THE BEASON-HAMMON
ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT AS AMENDED**

This form with attachment is to be returned with the response to any RFP or other form of procurement and is to be completed as a condition for the award of any contract, grant, or incentive by the State of Alabama, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees within the State of Alabama.

State of _____
County of _____

“As a condition for the award of any contract, grant, or incentive by the state, any political subdivision thereof, or any state-funded entity to a business entity or employer that employs one or more employees within the State of Alabama, I hereby state that in my capacity as _____ (state position) for _____ (state business entity/employer/contractor name) that said business entity/employer/contractor shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama.”

I further assert that said business entity/employer/contractor is enrolled in the E-Verify program if enrollment is not eligible to enroll because of the rules of that program or other factors beyond its control. (ATTACH DOCUMENTATION ESTABLISHING THAT BUSINESS ENTITY/EMPLOYER/CONTRACTOR IS ENROLLED IN THE E-VERIFY PROGRAM)

Signature

ATTACHMENT: VERIFICATION OF E-VERIFY ENROLLMENT.

THIS FORM PROVIDED FOR COMPLIANCE WITH SECTIONS 9 (a) and (b) BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT; CODE OF ALABAMA, SECTIONS 31-13-9 (a) (b).and (c) as amended.

1/3/2013