



## MINNEHAHA COUNTY SHERIFF'S OFFICE

SIOUX FALLS LAW ENFORCEMENT CENTER  
500 N MINNESOTA AVE  
SIOUX FALLS, SOUTH DAKOTA 57104-2413  
PH: (605)-367-4321  
FAX: (605)-367-4363

Date: 04/29/2021

From: Mike Mattson  
Warden  
Minnehaha County Sheriff's Office: Jail

To: Interested Proposers

Re: 2021 Request for Proposals: Comprehensive Institutional Food Service and Technology Services for the Minnehaha County Jail: Submitted Questions and Responses

1. Section 8.11, Performance Bond. Is this only required if requested by the county or is this to be submitted with the response? **This must be furnished upon notification by the county and prior to contract award.**

### *8.11 Performance Bond*

*The contractor shall be required to furnish a performance bond in the amount of \$100,000. **Such bond must be furnished upon notification by the County and prior to contract award.** The performance bond shall be furnished by a company licensed to do business in State of South Dakota. The performance bond shall be for the entire contract period.*

2. We understand Minnehaha County has operated without a pricing scale in the past, but believe implementing a scale offers a win-win scenario for both parties. A pricing scale allows the County to realize savings when the inmate population increases and assures your service provider does not have to ask for relief in the event it drops. A scaled price approach could significantly lower your price per meal when population levels would start to increase with the expansion anticipated over the next 12 months. **Proposers should submit a fixed pricing rate and if the proposer would like to present a pricing scale option as an alternate the County would consider.**
3. Please provide a copy of the current cycle menus in place for inmates. **This is not something I have in my possession.**
4. Does the current menu contain any products containing soy? **Kosher main contains soy.**
5. Please provide the current sack menus; breakfast, dinner, lunch, sack (listed under Breakdown of Meals Served, page 49 of the RFP). **This is not something I have in my possession.**



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6. Please provide the current snack menu(s) (listed under Breakdown of Meals Served, page 49 of the RFP). **This is not something I have in my possession.**
  7. Please provide a copy of the current kosher menu. Are these meals prepared in house or are the kosher meals prepackaged? **Main course is prepackaged for lunch and supper. I do not have the kosher menu in my possession.**
  8. Please provide copies of the last 3 months of billing invoices and meal count sheets. **See attachment.**
  9. Please provide a copy of the current contract. **This can be obtained by contacting the Minnehaha County Auditor's Office at (605) 367-4221.**
  10. What are the inmate meal service times for breakfast, lunch and dinner (start to finish)? Are these times flexible? **Current meal times are: 0630; 1200; 1830.**
  11. What time does the kitchen open and close each day? **0300 and 2100**
  12. Are condiments for the meals served in bulk or packets? **Packets**
  13. Do you have a requirement for serving milk? Is a Dairy Drink acceptable as a substitute? **We serve milk or soy milk**
  14. Regarding Inmate workers, please confirm that the county does not intent to provide inmate labor in the future. **We do not plan on having inmate labor in the kitchen.**
  15. How many current food service employees are working in the operation? Does the administration feel the current level of supervision is satisfactory? Please provide the current staff positions, work schedules, etc. **This is managed by the current Vendor, not the County.**
  16. What is the starting pay for a Correctional Officer? **This is not relevant to this RFP.**
  17. Are food service staff required to leave the kitchen to deliver carts/meals to the housing areas? **No. Corrections staff go to the kitchen to retrieve the food carts.**
  18. What type of tray, cup, and spork are used for meal service? **Corrections style compartmentalized trays, 4-ounce corrections style cups, corrections style spoons.**
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19. Please provide the monthly average cost that the vendor will need to reimburse for phone service. **The current vendor pays for the phone directly. An approximate cost is \$15.00 per month.**
20. Is the vendor responsible for providing internet access? **Yes**
21. The vendor is responsible for pest control. Do you know which company is providing this today? Or can you provide the name of company that the county uses for the non-food service areas? **We use Presto X, this is scheduled and paid for by Minnehaha County Facilities.**
22. Who will be on the evaluation committee for the RFP from the County? **This has yet to be determined.**
23. Please provide the monthly Average Daily Population per month over the last year.

2020 Apr	330.02
2020 May	337.44
2020 June	370.33
2020 July	390.81
2020 Aug	435.07
2020 Sept	448.14
2020 Oct	467.31
2020 Nov	462.48
2020 Dec	461.90
2021 Jan	447.03
2021 Feb	447.21
2021 Mar	463.05

24. What is the current commissary commission rate? **We do not get a commission off of regular commissary. However, we receive \$0.25 per soda sold.**
25. Please provide the Commissary sales, less phone time or tax (net of), over each of the last three full commissary months (Jan-March). **This is not something I have in my possession.**
26. Please provide the current commissary list with pricing from the existing vendor. Does this pricing include Tax? **A current list will not be provided due to the fact that the Commissary list is subject to changes. Please provide a complete list of potential items that will be offered.**



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27. Please provide a breakdown of the inmate housing units and the average population in each unit.

A- 8	B- 18	C- 18	D- 8
E- 48	F- 48	G- 7	H- 8
I- 16	J- 20	K- 20	L- 16
M- 16	N- 8	O- 8	P- 18
Q- 18	R- 8	S- 48	T- 48
Dorm 1- 66	Dorm 2- 66	Dorm 3- 32	Dorm 4- 32
Dorm 5- 32	Dorm 6- 32		

28. What is the current commissary delivery schedule? **Orders are placed on Mondays and Thursdays, picked, packed and delivered the same days.**

29. Please provide the times of day where commissary delivery is not possible (i.e. count, meals, etc.). **Commissary Delivery can be 0800-1000 & 1400-1630.**

30. Approximately how many orders are processed on each commissary day? **This is not information that I have.**

31. Are there any special housing units that would need any restrictions? For example - Segregation, MSU, Medical? **Yes. Disciplinary and Contact restriction units can only order hygiene items.**

32. Will microwaves need to be provided for the housing units? If so, how many? **We do not allow Microwaves in the facility.**

33. Is there an Officer present in the housing units during commissary delivery? **Yes.**

34. What is the current inmate to tablet ratio? How many Tablets are currently in use? **Tablet to inmate ratio is 1 to 4. Total number is between approximately 100.**

35. Does each housing unit have a Wireless Access Point for Tablet connectivity? If so, who owns those WAP's, County or Vendor? **Yes, each housing unit has a WAP, the current Vendor owns them and their network.**

36. What "brand" of tablet is currently utilized (i.e. Telemate/GTL, TechFriends, Other)? **My understanding is that our current vender has a proprietary tablet.**



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37. Will the County allow the tablet to operate a rental program for preapproved Movies, Games, Music, Websites, etc.? **This would be considered.**
38. Please provide the total inmate dollars spent on Tablet time over each of the last three full months (Jan-March). **This is not information that I have.**
39. Does the County receive a commission from Tablet revenue? If so, what is the rate? **No. We receive \$0.125 commission off of emails.**
40. Please provide the current fee/pricing structure for Tablet use. **This is not information that I have.**
41. On average, how many electronic messages are sent and received each month? **The facility does not generate monthly reports for sent and received messages.**
42. On page 51 of the RFP it states. "The interface with the JMS also needs to automatically charge any daily room and board fees each day that would pertain to that inmate according to how they are booked in" – Please provide details on the specific information that would be provided by/from the JMS that would indicate this status. On average, what percentage of the population does this apply to? **The "booking type" and "billed to" fields. I currently only have 10 sentenced people.**
43. IN Appendix A, under ACCOUNTING PROGRAM REQUIREMENTS, it states must have the ability to accept ACH deposits. Please specify where the ACH deposits would originate. **ACH Deposits are used in conjunction with courtmoney.com to provide another avenue for persons to post bond. The accounting program allows for ACH deposit entries to ensure balanced books.**
44. What is the name of the county's bank (and contact info) that the vendor would need to provide a Positive Pay interface. **This can be disseminated after award of contract.**
45. Does the County sell phone cards or provide debit calling through the commissary? **Phone time can be purchased through commissary.**
46. Who is the county's ISP? – **State of South Dakota who partners with Midco Communications.**
47. Please provide the fee structure for all Trust Fund deposit methods including by amount deposited ranges:
  - a. Phone - **Unknown**
  - b. Web/Mobile - **\$1.00 processing fee. 10% Credit Card Transaction fee**
  - c. Kiosk - **\$3.25 per transaction**



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- d. Walk-in Retailer (Cash transactions) – Manual deposits to an inmates account are generally not permitted.
  - e. Other
48. Please provide the average number of Trust Fund deposits per month. We do not have a report to calculate the number of transactions.
49. Please provide the average amount of total dollars deposited per month. Average dollars deposited per month for inmate accounts and bond is \$245,166.42.
50. Does the County currently receive a commission on Trust Fund deposits? If so, what is the rate? No.
51. Please provide fee structure for all Cash Bond/Bail payments
- f. Phone - Unknown
  - g. Web - \$1.00 processing fee. 10% Credit Card Transaction fee
  - h. Kiosk - 3.25 per transaction
  - i. Other
52. Please provide the average number of Bail/Bond payments per month. We do not have a report that is specific to this.
53. Please provide the average dollar amount of Bail/Bond payments per month. We do not have a report that is specific to this.
54. Does the County currently receive a commission for Cash Bond/Bail payments? If so, what is the rate? No.
55. Is the agency / county interested in the awarded vendor processing payments from the public through the lobby kiosk, internet, mobile app or phone for things such as concealed carry licenses, fingerprinting, traffic fines, taxes, etc.? These things are not applicable to the Jail.
56. Does the County currently have a program allowing for inmates to receive pre-approved packages, purchased by friends/family online? If no, is the County interested in such a program? Yes
- a. If yes, please provide the sales over each of the last three full months (Jan-March). This is not information that we possess.
57. Can two different menus be proposed? Example: the current menu Summit serves and a possible alternate menu to follow the RFP requirements? Yes



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58. Would you like an example of what could be offered to the inmates outside the regular meals as Spirit Lifter meals that are aligned with street value items? **Yes**
59. Which three holiday meal menus would you like in the proposal? **Thanksgiving, winter holiday, spring holiday.**
60. Is it your intention for the contractor to obtain a maintenance contract for the kitchen equipment?

### 8.20.7 Repair, Replacement and Regular Maintenance of Equipment

The contractor shall be responsible for the cost of repair of County food service equipment where it has been determined by the County that damages were due to the contractor's negligence. The contractor shall pay for the necessary replacement to the complete satisfaction of the County. Additionally, the contractor is responsible for establishing a regular maintenance schedule for the provided equipment and are responsible for the cost of the maintenance.

61. Is a bid bond needed or could you clarify this please? **A bid bond is not required, only a performance bond.**
62. Is it your intention to keep the current ordering and delivery of inmate commissary orders? The current practice is that orders are placed on Mondays and Thursdays, picked, packed and delivered the same days. Also, that the vendor also conducts the handout of the inmate commissary orders. **Current practice appears to work well, however we would be open to an alternative if it fits into the Jail schedule. The vender will continue to be responsible for handout of orders.**

Thank you,

Mike Mattson  
Warden  
Minnehaha County Jail

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