



**2022-084**

**Inmate Commissary, Tablet and Phone Services**

Issue Date: 1/3/2023

Questions Deadline: 1/25/2023 04:40 PM (CT)

Response Deadline: 2/3/2023 02:00 PM (CT)

Purchasing

**Contact Information**

Contact: Kyra Smith

Address: Purchasing

111 S. Cherry, #2400

Olathe, KS 66061

Phone: (913) 715-0525

Email: [kyra.smith@jocogov.org](mailto:kyra.smith@jocogov.org)

## Event Information

Number: 2022-084  
Title: Inmate Commissary, Tablet and Phone Services  
Type: Request for Proposal  
Issue Date: 1/3/2023  
Question Deadline: 1/25/2023 04:40 PM (CT)  
Response Deadline: 2/3/2023 02:00 PM (CT)  
Notes:

A non-mandatory site visit will be held on January 18<sup>th</sup>, 2023 starting at 1:00 PM central time at the Central Booking, 101 N Kansas Ave, Olathe, KS 66061 and ending at New Century Adult Detention Center, 27745 W 150<sup>th</sup> St, New Century, KS 66031. Please RSVP to Kyra Smith via email [kyra.smith@jocogov.org](mailto:kyra.smith@jocogov.org) or 913-715-0595 if you intend on attending. Date and times are subject to change, this will be the only site visit allowed.

## Bid Activities

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### Pre-Proposal Site Visit

1/18/2023 1:00:00 PM (CT)

Pre-Proposal Site Visit

A non-mandatory site visit will be held on January 18<sup>th</sup>, 2023 starting at 1:00 PM central time at the Central Booking, 101 N Kansas Ave, Olathe, KS 66061 and ending at New Century Adult Detention Center, 27745 W 150<sup>th</sup> St, New Century, KS 66031. Please RSVP to Kyra Smith via email [kyra.smith@jocogov.org](mailto:kyra.smith@jocogov.org) or 913-715-0595 if you intend on attending. Date and times are subject to change, this will be the only site visit allowed.

### Clarification Deadline

1/25/2023 5:00:00 PM (CT)

Clarification Deadline

Virtual proposal openings are held via Zoom Meeting publicly on the opening date and at the opening time specified on the RFP document at the link provided below. Respondents may notify the purchasing administrator no less than two (2) business days before the bid opening if they wish to attend the bid opening in person for accommodation.

Zoom Meeting:

Join Zoom Meeting

<https://zoom.us/j/93692464937>

Meeting ID: 936 9246 4937

One tap mobile

+13052241968,,93692464937# US

+13092053325,,93692464937# US

It is the respondent's responsibility to ensure that the proposal is submitted electronically by the official opening date and time at <https://jocogov.ionwave.net>. Late submissions will not be considered regardless of the degree of lateness or the reason related thereto, including causes beyond the control of the respondent.

Unofficial results of all proposals that have been submitted will be available electronically at <https://jocogov.ionwave.net> within 24 hours of the RFP opening.

## Bid Attachments

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**2022-84 SHR Inmate Commissary and Phone service - final.pdf**

[Download](#)

2022-84 SHR Inmate Commissary and Phone service

**Exhibit A - Commissary Menu as of 11-30-22.pdf**

[Download](#)

Exhibit A - Commissary Menu

## Requested Attachments

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### RFP Response Submittal

*(Attachment required)*

See item 12 in the Request for Proposal for instructions on information to include in your submittal. Please upload a single file PDF with all requested information (100MB limit). If additional files need to be uploaded, you can do this in the "other response attachment" area.

# Bid Attributes

<b>1 Proposal Terms &amp; Conditions</b>
Respondent has read and fully accepts all terms & conditions as presented. If you object, please upload any exceptions you take under the response attachment tab, under "other". <input type="checkbox"/> Acknowledged <i>(Required: Check if applicable)</i>
<b>2 Binding Agent</b>
Please indicate the agent who has authority to bind your company to a contract. _____ _____ _____ _____ _____ <i>(Required: Maximum 4000 characters allowed)</i>
<b>3 Cooperative Procurement With Other Jurisdictions</b>
If Johnson County, Kansas awarded you the proposed contract, would you sell under the prices and terms of the contract to any Municipal, County Public Utility, Hospital, Educational Institution or any other non-profit organization? All deliveries shall be FOB Destination and there shall be no obligations on the part of any member of said Council to utilize this contract). This section will not affect award. <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Required: Check only one)</i>
<b>4 Insurance</b>
If awarded a contract, the successful firm is required to provide a certificate of insurance with stated amounts in the solicitation and contract agreement. Please acknowledge you understand and will meet this requirement. <input type="checkbox"/> Acknowledged <i>(Required: Check if applicable)</i>
<b>5 Debarment Notice</b>
Please certify your company has not been debarred, suspended or otherwise ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension", as described in the Federal Register and Rules and Regulations. Johnson County verifies this information through the use of the GSA System for Award Management prior to award of contract. <input type="checkbox"/> Acknowledged <i>(Required: Check if applicable)</i>
<b>6 Litigation</b>
Has your company been a party to any pending or concluded litigation that could effect the outcome of a contract with Johnson County? <input type="checkbox"/> yes <input type="checkbox"/> No <i>(Required: Check only one)</i>
<b>7 Bankruptcy</b>
Has your company ever declared bankruptcy? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(Required: Check only one)</i>

**8 Purchasing Card**

Will you accept a County issued procurement credit card (VISA)? If so, please provide the associated fees and conditions if any.

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*(Required: Maximum 4000 characters allowed)*

**9 Online Transactions**

Does your firm or agency allow for online purchasing at the prices stated in your bid?

Yes  No

*(Optional: Check only one)*

**10 Invoice Discount Terms**

Is a discount offered for prompt payment of invoices? If a discount is offered, please provide detailed information on terms, discount and days.

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*(Optional: Maximum 4000 characters allowed)*

**11 Core 4 Tax Clearance**

I acknowledge the Core 4 Tax Clearance form RD-C3 and multi-jurisdictional forms will be completed and approved prior to award of contract is to exceed \$100,000.

Acknowledge

*(Required: Check if applicable)*

**12 Contract Renewal**

The County reserves the sole right to renew said contract for four additional twelve month period(s) at the same price, specifications, terms and conditions of the original contract that may be derived from this bid request.

Contract Renewal

*(Required: Check if applicable)*

**13 Background Check**

Contractors that will perform work within Johnson County Sheriff's Office facilities are required to have a background check completed and must be cleared before access to the facility begins. The Johnson County Sheriff's Office may periodically perform background checks randomly on contract employees who have been previously checked and continue to be involved in work at these facilities. Background checks can take up to five business days to be completed, candidates will be required to submit a background check form, provide a copy of a state issued photo ID and may be fingerprinted prior to receiving clearance.

Agree

*(Required: Check if applicable)*

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### **Federal Funding Requirement**

County Departments and Agencies may be using Federal Grant Funds for procurement of goods and services. Additional reporting requirements for procurements using these funds are outlined in Appendix A. If you are selected to receive a contract, are you willing to provide the additional reporting items described in Appendix A. The answer to the question will not be a determining factor in the evaluation of the solicitation.

Yes  No

*(Required: Check only one)*

## Supplier Information

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

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

## Supplier Notes

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By submitting your response, you certify that you are authorized to represent and bind your company.

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Signature*