



Department of Procurement and Contract Compliance

RFP R41076

Addendum #2

Inmate Commissary Services

Refer All Inquiries To: Arenis Montes a.montes@wycokck.org

Department of Procurement and Contract Compliance
701 N. 7th Street, Suite 649
Kansas Sheriff's Office, Kansas 66101
913-573-5440

THE ABOVE-MENTIONED PROPOSAL REQUEST IS HEREBY AMENDED AS FOLLOWS:

Addendum 2

The Unified Government of Wyandotte County/Kansas City, KS Sheriff's Office hereby notify Offerors with revised due dates for the Questions and Answers period and for Proposal submissions, second walk-through, and added specifications for vending machine services. Respondents must deliver their Addendum 2 with their proposal **July 21, 2026, at 10:00 a.m. Central Daylight Time (CDT) in the Clerk's Office located on Floor 3, Room 323.**

Revised Remaining Dates of Proposed Project Schedule [Revised 6/26/26]:

Thursday, July 2, 2026 @ 9:00 AM CST – Partial Mandatory Pre-Proposal Meeting

Monday, July 6, 2026 @ 11:00 AM CST – Deadline for Written Questions

Wednesday, July 8, 2026 @ 5:00 PM CST – Deadline for Response to Written Questions

Tuesday, July 21, 2026 @ 10:00 AM CST – Proposals Due

The attached revised Site Pre-Proposal Conference Registration Form is due to Arenis Montes, a.montes@wycokck.org by 3:00 pm on **Tuesday, June 30, 2026.** Failure to submit the form will result in exclusion from the Pre-Proposal Conference. This meeting is partially mandatory. Offerors will only need to attend one of the two pre-proposal meetings. This walk-through will cover the main scope as well as walk through the areas for vending services.

Addition to Scope of Work:

The following scope of work includes the installation, operation, and maintenance of a combination of Fresh Market/Grab-and-Go and vending machine services located at 710 N. 7th Street, Kansas City, KS at the Adult Detention Center staff break room and in the administrative floor staff break room of the Sheriff's Office. The goal is to provide staff with a variety of healthy snacks and refreshments at reasonable prices.

Detailed Specifications:

1. Quality Vending Machines:

- a. The offerors shall provide modern, reliable vending machines that are in good working condition.
- b. The vending machines must have the capability to hold a variety of products, including snacks, beverages, and healthy food options.
- c. The machines must be energy-efficient and comply with all applicable safety and health regulations.

2. Fresh Market/Grab-and-Go Services:

- a. Offeror shall provide a solution for a fresh market or grab-and-go option.
- b. Self-service fresh food markets offering refrigerated meals, snacks, and beverages.
- c. Use of smart coolers, kiosks, or other unattended retain technology (if applicable).
 - i. Examples include, but are not limited to, such fresh food items as:
 1. Sandwiches
 2. Fruit
 3. Vegetables
 4. Yogurt
 5. High-protein snacks

3. Product Variety and Standards:

- a. The offerors shall offer a wide range of products to cater to different dietary needs and preferences, including but not limited to: snacks, beverages, fresh food, and healthy options.
- b. All products must be of high quality, fresh, and in proper packaging.
- c. Food products must comply with all local, state, and federal regulations for food safety, labeling, and allergen information.
- d. Beverages must include a variety of options, including carbonated drinks, non-carbonated drinks, and both hot and cold beverages.
- e. Healthy food options must meet recognized nutrition standards, such as low in sodium, sugar, and fat, and include fresh fruits, vegetables, and whole grain products.
- f. The Contractor shall have the ability to offer both Coke, Pepsi and other drinks that can be combined into a single dispensing unit.

4. Payment Options:

- a. The vending machines must be equipped with modern and secure payment systems, including cash, credit/debit cards, and mobile payment methods.
- b. The offerors shall ensure that all payment transactions are processed accurately and securely.
- c. Clear, visible pricing must be displayed on or near the vending machines and throughout the fresh market area.

5. Stocking and Maintenance:

- a. The offerors shall be responsible for regularly restocking the vending machines to ensure an adequate supply of products.
- b. The stocking frequency shall be based on the usage and demand at each location.
- c. All products must be rotated to maintain freshness and avoid expiration.
- d. The offerors must promptly address any malfunctions or issues with the vending machines reported by the Sheriff's Office or its employees.
- e. The offerors shall clean and maintain the vending machines to ensure they are kept in a clean and hygienic condition.

6. Customer Service:

- a. The offerors shall provide excellent customer service to Sheriff's Office employees and visitors.
- b. Vending machines must be clearly labeled with the offeror's contact information for reporting issues or providing feedback.
- c. The offeror shall promptly respond to any inquiries, complaints, or requests for assistance.
- d. Customer service representatives shall be knowledgeable, professional, and courteous.

7. Compliance with Regulations:

- a. The offerors shall comply with all applicable local, state, and federal regulations regarding vending services, including but not limited to health, safety, and food handling regulations.
- b. The offerors must obtain and maintain all necessary permits and licenses required for operating vending machines in Wyandotte County/Kansas City, KS.

Service Requirements

The selected offerors shall be responsible for providing the following services:

1. Supply and maintenance of vending machines and fresh market
2. Stocking of vending machines and fresh market with a variety of quality products
3. Regular cleaning and maintenance of vending machines and fresh market equipment
4. Prompt restocking of products based on usage and demand
5. Accurate and secure payment processing

6. Responsive customer service and issue resolution

Requirements

- Offerors must have been in the vending machine service business no less than two (2) consecutive years under the same business name.
- Vending locations shall have continual vending presence required by the Sheriff's Office. Offeror shall never remove a unit based on sales unless approved in writing by the designated Sheriff's Office representative and with 30 days posted notice provided to the location in question once approved.

THE ATTACHED SIGNATURE PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL RESPONSE.

In other respects, except as specifically stated above, the subject Request for Proposals remains unchanged.

Addendum 2

SIGNATURE PAGE

Offerors are asked to acknowledge receipt of this Addendum Number Two (2) by completing the information requested below **and submitting this information with their proposal**. Failure to do so may subject the offeror to disqualification.

ALL OTHER SPECIFICATIONS AND CONDITIONS REMAIN UNCHANGED.

RECEIPT OF THIS ADDENDUM IS HEREBY ACKNOWLEDGED

NAME/BUSINESS: _____

ADDRESS: _____

MAILING ADDRESS: _____

SHERIFF'S OFFICE: _____, STATE: _____, ZIP CODE: _____

PHONE: _____, FAX NO: _____

E-MAIL ADDRESS: _____

ATTENTION OF: _____

TITLE: _____

SIGNED: _____

DATE: _____

ATTACHMENT B

MANDATORY SITE PRE-PROPOSAL CONFERENCE REGISTRATION FORM

To attend the mandatory site pre-proposal conference at the Facilities listed in section IV. Mandatory Pre-Proposal Conference and in Addendum 2, this Mandatory Pre-Proposal Meeting Registration Form must be completed and returned to Arenis Montes at the Unified Government of Wyandotte County via e-mail a.montes@wycokck.org on or before June 30, 2026, @ 3:00 p.m. CST, the due date established in the project timetable.

OFFEROR NAME: _____

ADDRESS: _____

MAIN CONTACT TELEPHONE NUMBER: _____

Please provide the following information for the Offeror Representative(s) that will be attending the mandatory site pre-proposal conference at the date and time established in the project timetable.

NAME: _____

TITLE: _____

OFFICE TELEPHONE NUMBER: _____

MOBILE TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

NAME: _____

TITLE: _____

OFFICE TELEPHONE NUMBER: _____

MOBILE TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____