



Department of Procurement and Contract Compliance

RFP R41076

Addendum #3

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 City, Kansas 66101
913-573-5440

THE ABOVE-MENTIONED REQUEST FOR PROPOSALS IS HEREBY AMENDED AS FOLLOWS:

Addendum 3

The Unified Government of Wyandotte County/Kansas City, Kansas hereby provides Offerors with answers to written questions and additional information regarding vending and fresh market services for RFP R41076 Inmate Commissary Services. Respondents must deliver their Addendum 3 with their proposal **July 21, 2026, at 10:00 a.m. Central Daylight Time (CDT) in the Clerk's Office temporarily located on Floor 7, Room 715.**

Notice: Due to work being performed at City Hall, the Clerk's Office on Floor 3 will be closed. The Clerk's Office will temporarily be located on Floor 7, Room 715.

Proposals may be dropped off or mailed to 701 N. 7th Street, Floor 7, Room 715, Kansas City, KS 66101 by the deadline.

Question 1: Would the county consider a program that allows friends and family to order care packages for the inmate population?

Answer: Yes. This is already in place through current vendor.

Question 2: Would the county consider the awarded vendor partnering with the existing phone provider to allow commissary ordering via tablets and/or video visitation units in leu of the 12 separate kiosks?

Answer: Yes. Preferred.

Question 3: Please provide the last 3 full months of commissary sales.

Answer: See attachment C.

Question 4: Please provide the last 3 months of package program sales.

Answer: See attachment D.

Question 5: Please provide the last 3 months of total deposits transactions.

Answer: March = \$8,287.20; April = \$6,254.41; May = \$5,770.15

Question 6: Please confirm current commission rate.

Answer: Currently 15%

Question 7: Please provide a copy of the current menu.

Answer: Current menu can be found on page 36 of the RFP documents (Attachment C – Menu).

Question 8: Please provide the current commissary ordering and delivery schedule

Answer: 2 Days.

For Ordering:

Sunday – E Pod

Monday – F

Tuesday – A,B,C,D,G

Thursday – H

For delivery:

Monday – H Pod

Tuesday – E Pod

Wednesday – F Pod

Thursday – G Pod

Friday – A, B, C Pod

Saturday – D Pod

Question 9: Please provide a list of all housing units and population of each unit.

Answer:

Unit	Beds	Current Population
A	72	37
B	44	36
C	82	43
D	66	60
E	88	70
F	62	56
G	88	75
H	67	63
I	7	6

Question 10: In the Evaluation Criteria section on page 25 “letters of reference” are noted, however page 23 requests 3 references of projects in the past 3 years. Can the County please clarify if letters of reference are required for the response to be considered? If yes, how many letters are required?

Answer: Letters of reference are not required. Please replace this with reference names and phone numbers for at least three (3) similar local government projects completed in the last three (3) years.

Question 11: Sect. 7.08 asks for a cost proposal itemizing all direct and indirect cost associated with performance of contract. Is the county asking for cost incurred by the vendor or cost incurred by the county only?

Answer: Cost incurred by the vendor.

Question 12: On page 19, the RFP states “The vendor will provide a kiosk at each farm-out facility which will allow the inmate to access debit card funds while at the farm-out facility and, upon release from the farm-out facility, the inmate will be provided a debit card carrying their farm-out commissary balance to be deposited into the facility system upon return to facility.”

a) Please provide an explanation on how this is currently accomplished and expectations of the awarded vendor.

Answer: Check is sent to farm-out the day after inmate moves. Inmate then purchases commissary goods from the vendor at the farm-out location with those funds.

Question 13: On page 17 of the RFP it states: "The vendor must be bonded within the State of Kansas and provide proper documentation verifying bonded status with this proposal." Can the County please confirm what type of bond is required to be submitted with the proposal?

Answer: This requirement is removed. Bonds will not be required for this contract.

Question 14: Will the spend limit be increased from \$75/week?

Answer: This is possible but not guaranteed. We will visit this as prices change.

Question 15: How does the County weigh the importance of commission return compared to maintaining competitive inmate pricing, recognizing that the two are closely linked?

Answer: They are of equal importance.

Question 16: How many days a week is the County wanting commissary delivered?

Answer: Minimum 1 time per week per housing unit. Frequency can be negotiated with the awarded vendor.

Question 17: Is your current on-site manager a full-time employee?

Answer: Yes, but the on-site manager is the current vendor's employee.

Question 18: How many employees does your current vendor provide to your facility? If more than the on-site manager, what are the responsibilities of these employees? Are they also full-time or part-time?

Answer: Two full-time and one part-time as needed. Take, fulfill, and deliver orders.

Question 19: For the Officer Report Room kiosk, can you please confirm if this is where you would want a booking/intake kiosk located, or if you would require a separate booking kiosk for both locations.

Answer: Currently there are two kiosks, one in the records lobby and the other is in the officer report room. We would like to keep the kiosks there.

Question 20: Regarding pg 19 the "commissary account debit card to released inmates" section, it states—in the event the inmate is being released to a farm-out facility, the vendor will provide a kiosk at each farm-out facility which will allow the inmate to access debit card funds while at the farm-out facility. Are these farm-out facilities run by Wyandotte county also, or are these different counties that run these farm-out facilities? Typically with debit release funds, the inmates are able to deposit a check at their new facility. How many farm-out facilities are there?

- a. If not facilities run by Wyandotte County, how is the network currently set up for this requirement?
- b. How does your current vendor run this farm-out commissary program?

Answer: The farm-out facilities are operated by different counties, and each has their own commissary program. When the inmate leaves for another facility a check is mailed the next business day. The kiosk at other agencies would be unnecessary.

Question 21: Can you please provide your current commissary commission rate for fulfillment and online care pack orders?

Answer: Currently 15%

Question 22: Can you please provide the last 6 to 12 months of sales revenue for your facility?

Answer: See Attachments E and F.

Question 23: Can you please provide the number of dorms/housing areas in your facility and the approximate number of inmates per location?

Answer: See question 9.

Question 24: What is the price of your current indigent kit(s)? What are the contents of kit?

Answer: Indigent kits are \$3.00/ea. and include shampoo, soap, toothpaste, toothbrush, deodorant, one flex pen, four pieces of legal paper, and two stamped envelopes. Welcome kits are \$1.25 and include shampoo, soap, toothpaste, toothbrush, and deodorant.

Question 25: Does your facility currently sell any items on site, such as snack packs or nicotine products?

Answer: We offer iCare packages and no nicotine products.

Question 26: What is your current commissary delivery schedule?

Answer: See question 8.

Question 27: Please provide measurements for both spaces allotted for the officer markets/vending program?

Answer: Admin Staff Break Room: 25.5' x 22' and has a 27" x 27" square pillar.

Jail Staff Break Room: 18.5' x 22.5'

Question 28: Please confirm if Data and Power will be available at the market/vending locations. If no, who is responsible for installation of the power and data lines?

Answer: Sheriff's Office will be responsible for the install of power and data lines.

Question 29: Please confirm the desired commission for the officer vending/market program.

Answer: Depending on pricing, but possibly 10%. We are open to the option of keeping prices low for staff, with a 0% commission rate. We would like to view different options in the proposals.

Question 30: Does the county have a preference for a staff market, staff vending, or combination of both?

Answer: Prefer a staff market but would like to view all options in the proposals.

Question 31: Will additional cold/dry storage be available for the staff market/vending program? If yes, will the storage space be dedicated to the vendor, or will it be shared with County operations or other vendors?

Answer: This can be negotiated with the awarded vendor given the limited space.

Question 32: How many officers will have access to the markets/vending on a daily basis?

Answer: Approximately 100 people a day with access to the two different areas.

Question 33: Are there any limitations or restrictions regarding vendor deliveries, including approved delivery days, delivery hours, security requirements, truck size restrictions, or limitations on the type of delivery vehicles permitted on site?

Answer: We have an onsite dock. The dock has the ability to take a semi/box truck. We are 24 hour operation. Vendor would just need be able to deliver to the delivery dock. Prefer weekday deliveries but can be negotiated.

Question 34: Please confirm if the bond requirement will be removed.

Answer: Confirmed. See Question 13.

Question 35: Can the County provide clarification regarding the expected fiduciary responsibilities of vendor staff related to inmate fund disbursements?

Answer: Current vendor manages the account which is separate from the UG's account.

Question 36: The County is requesting that vendor staff:

- Issue debit release cards to released inmates, with cards made available for pickup the day after release between 11:00 a.m. and 2:00 p.m.
- Issue checks for inmates transferred to another facility or to a DOC/federal facility, with checks issued the day after transfer and sent via mail.

Does the County expect vendor staff to issue these checks and debit cards from a County-owned bank account, or is another banking structure anticipated? If vendor staff are initiating transactions that directly impact County bank accounts, please clarify how the County views the vendor's fiduciary role and any related responsibilities associated with these transactions.

Answer: This would be managed through another banking structure that the vendor manages and provides Sheriff budget manager with monthly banking reports.

Additional Information Regarding Vending and Fresh Market Services

Offerors may include in their proposals:

Services

- A combination of vending and fresh market services options; or
- Options for stand-alone vending or fresh market services

Financial – Offerors may propose alternative pricing and revenue-sharing options, including, but not limited to:

- Sheriff's Office elects to receive a 10% commission of sales revenue. Offeror will submit a monthly sales breakdown as supporting documentation for the commission paid to the Sheriff's Office.
- We are open to the option of to keep prices low for staff, with a 0% commission rate, but would like to view different options in the proposals.

Room Dimensions

- Attachment A includes pictures of the staff break room located on the administrative floor of the Sheriff's Office.

Room Dimensions: 25.5' x 22' and has a 27" x 27" square pillar.

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- Attachment B includes pictures of the staff break room located in the jail.
 - Room Dimensions: 18.5' x 22.5'

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

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

Addendum 3, Q&A

SIGNATURE PAGE

Offerors are asked to acknowledge receipt of this Addendum Number Three (3) by completing the information requested below **and submitting this information with their response**. 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: _____

CITY: _____, STATE: _____, ZIP CODE: _____

PHONE: _____, FAX NO: _____

E-MAIL ADDRESS: _____

ATTENTION OF: _____

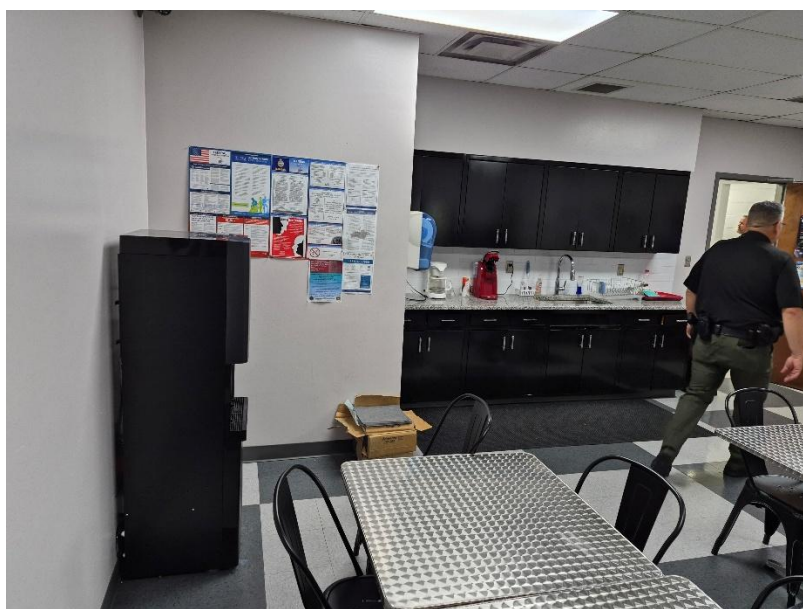
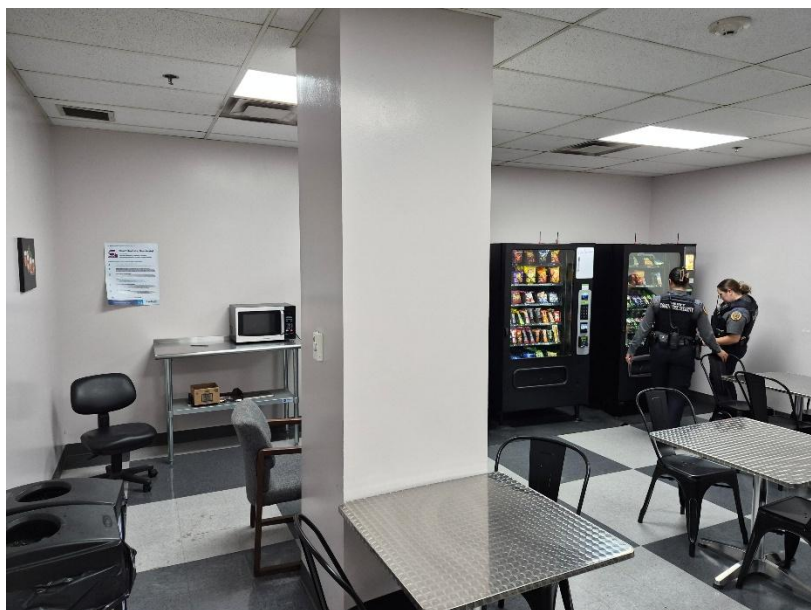
TITLE: _____

SIGNED: _____

DATE: _____

Attachment A

Administrative Floor Break Room Dimensions and Photos

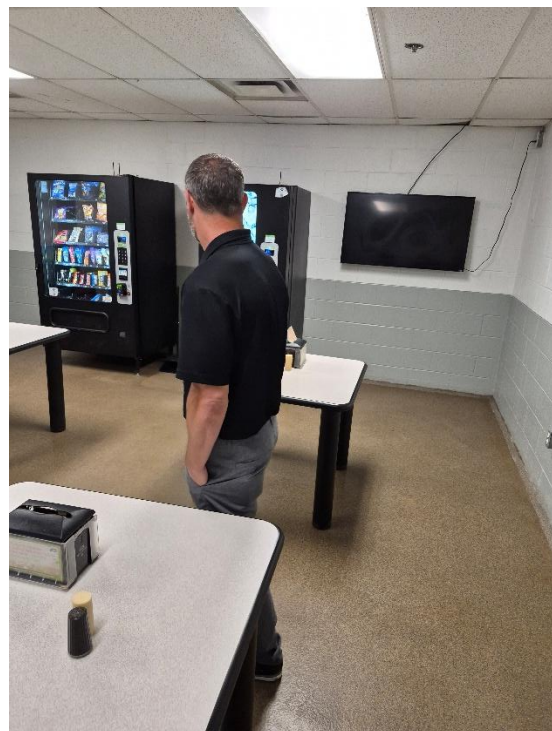






Attachment B

Jail Break Room Dimensions and Photos



ATTACHMENT C**Sales And Commission Report**

Print Date: 07/07/2026 02:36:43PM

Start Date: 04/01/2026 03:37:52PM

End Date: 06/30/2026 11:59:59PM

Facility: Wyandotte Commissary

Sales #	Category	Net Sales	Tax	Gross	Commission	Commission
				Sales	Rate	
209.65	BAKERY PRODUCTS	8,204.31	745.84	8,950.15	15.00%	1,230.65
204.55	BEVERAGES	4,184.85	384.08	4,568.93	15.00%	627.73
205.00	CANDY	5,980.78	544.36	6,525.14	15.00%	897.12
209.14	CLOTHING	908.19	82.91	991.10	15.00%	136.23
211.70	GENERAL MERCHANDISE	1,477.83	134.88	1,612.71	15.00%	221.67
209.60	GROCERY	31,198.12	2,848.18	34,046.30	15.00%	4,679.72
217.30	HEALTH & BEAUTY	3,997.88	364.38	4,362.26	15.00%	599.68
209.87	INDIGENT	159.00	14.31	173.31	0.00%	0.00
216.50	POSTAGE	182.34	16.55	198.89	0.00%	0.00
207.00	SALTY SNACKS	14,889.32	1,346.94	16,236.26	15.00%	2,233.40
Totals For: Wyandotte Commissary		71,182.62	6,482.43	77,665.05		10,626.19
Grand Totals:		71,182.62	6,482.43	77,665.05		10,626.19

Facility: Wyandotte Sales Force ICare

Sales #	Category	Net Sales	Tax	Gross	Commission	Commission
				Sales	Rate	
209.65	BAKERY PRODUCTS	0.00	0.00	0.00	0.00%	0.00
204.55	BEVERAGES	0.00	0.00	0.00	0.00%	0.00
205.00	CANDY	0.00	0.00	0.00	0.00%	0.00
209.14	CLOTHING	0.00	0.00	0.00	0.00%	0.00
211.70	GENERAL MERCHANDISE	0.00	0.00	0.00	0.00%	0.00
209.60	GROCERY	0.00	0.00	0.00	0.00%	0.00
217.30	HEALTH & BEAUTY	0.00	0.00	0.00	0.00%	0.00
210.81	ICARE	41,913.65	4,343.60	46,257.25	15.00%	6,287.05
207.00	SALTY SNACKS	0.00	0.00	0.00	0.00%	0.00
Totals For: Wyandotte Sales Force ICare		41,913.65	4,343.60	46,257.25		6,287.05
Grand Totals:		41,913.65	4,343.60	46,257.25		6,287.05

ATTACHMENT E

Sales And Commission Report

Print Date: 07/07/2026 02:40:25PM

Start Date: 01/01/2026 03:37:52PM

End Date: 06/30/2026 11:59:59PM

Facility: Wyandotte Commissary

Sales #	Category	Net Sales	Tax	Gross	Commission	Commission
				Sales	Rate	
209.65	BAKERY PRODUCTS	17,233.31	1,564.10	18,797.41	15.00%	2,585.00
204.55	BEVERAGES	8,640.74	793.26	9,434.00	15.00%	1,296.11
205.00	CANDY	12,396.92	1,127.27	13,524.19	15.00%	1,859.54
209.14	CLOTHING	1,774.60	161.25	1,935.85	15.00%	266.19
211.70	GENERAL MERCHANDISE	3,138.80	286.35	3,425.15	15.00%	470.82
209.60	GROCERY	62,036.25	5,660.94	67,697.19	15.00%	9,305.44
217.30	HEALTH & BEAUTY	7,940.14	723.61	8,663.75	15.00%	1,191.02
209.87	INDIGENT	252.00	22.68	274.68	0.00%	0.00
216.50	POSTAGE	308.71	28.01	336.72	0.00%	0.00
207.00	SALTY SNACKS	31,249.97	2,823.76	34,073.73	15.00%	4,687.50
Totals For: Wyandotte Commissary		144,971.44	13,191.23	158,162.67		21,661.61
Grand Totals:		144,971.44	13,191.23	158,162.67		21,661.61

Facility: Wyandotte Sales Force ICare

Sales #	Category	Net Sales	Tax	Gross	Commission	Commission
				Sales	Rate	
209.65	BAKERY PRODUCTS	0.00	0.00	0.00	0.00%	0.00
204.55	BEVERAGES	0.00	0.00	0.00	0.00%	0.00
205.00	CANDY	0.00	0.00	0.00	0.00%	0.00
209.14	CLOTHING	0.00	0.00	0.00	0.00%	0.00
211.70	GENERAL MERCHANDISE	0.00	0.00	0.00	0.00%	0.00
209.60	GROCERY	0.00	0.00	0.00	0.00%	0.00
217.30	HEALTH & BEAUTY	0.00	0.00	0.00	0.00%	0.00
210.81	ICARE	91,412.98	9,393.52	100,806.50	15.00%	13,711.95
207.00	SALTY SNACKS	0.00	0.00	0.00	0.00%	0.00
Totals For: Wyandotte Sales Force ICare		91,412.98	9,393.52	100,806.50		13,711.95
Grand Totals:		91,412.98	9,393.52	100,806.50		13,711.95