

**VIRGINIA PENINSULA REGIONAL JAIL WILLIAMSBURG,
VIRGINIA
757-820-3902
Date: May 31, 2024**

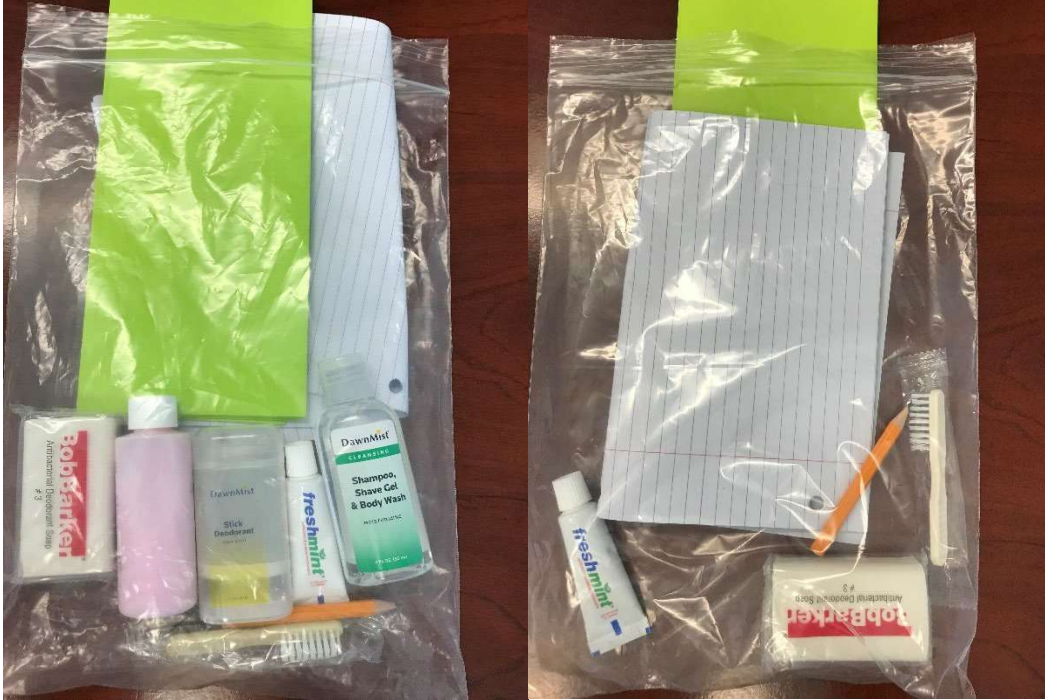


**Request for Proposals VPRJ 2024-003 – Commissary Services
ADDENDUM 4**

Questions and Answers

1. What was your current ADP? **351 as of 05/29/2024**
2. May we have a copy of your full commissary menu with pricing? **Provided in RFP**
3. Do the revenues provided in the RFP include web care package sales? **Yes**
4. What are your annual commissary sales excluding postage, ~~phone time~~, web care packages and sales tax? **\$256,264 inmate sales including sales tax on taxable items and excludes web purchases.**
5. In regard to commission rates:
 - a. What is your commission rate for commissary? **40% Resident, 20% Snack Cart**
 - b. What is your commission rate for web care packages? **40%**
6. What were gross sales made via the Care Package website in 2023? **\$218,937 net sales before commission.**
7. May we have copies of the last three months' commissary sales invoices? **Last three months of inmate commissary sales were \$64,833.**
8. May we have copies of the last three months web care package sales invoices? **Last three months of web care package sales were \$80,016 net before commission.**
9. May we have a product sales report for commissary for one (1) month? **Not available**
10. Current vendor labor:
 - a. How many delivery personnel does the vendor employ? **Eight (8), Four (4) per week for handout**
 - b. What is their current rate of pay? **\$30**
 - c. How many hours per week do they work? **Four (4)**
 - d. What days do they deliver commissary? **Wednesday**
11. What is the current commissary delivery schedule at the jail? **Wednesday**
12. Does the commissary vendor provide a deposit kiosk? **No**
 - a. If yes, what is the fee for a cash transaction? **N/A**
13. Does the commissary vendor provide a debit card release system? **No**
14. Please provide a list of all equipment (computers, printers, kiosks, inmate vending machines, servers, etc.) provided by the current commissary vendor. **Two (2) Freezers, one (1) rolling hot vending cart for POS, four (4) microwaves annually. Computer provided and one-time \$10K is Technology support.**

15. Does your current vendor provide indigent kits? **Yes**
- a. What is the current cost of the indigent kit? **\$8.00 Monthly packet, \$4.00 Weekly packet.**
 - b. What items (and sizes) are in the kit? **Attached images.**



16. May we have a copy of your current commissary agreement? **Attached endorsed contract.**
17. Can we have an accurate count of vending machines that you want by locations? **RFP requests up to seven (7). One (1) to two (2) at each location.**
18. Can current Welfare kit contents and pricing please be provided? **\$8.00 Monthly packet, \$4.00 Weekly packet, images under 15 b.** What is the average monthly usage for this kit? **100 weekly, 56 monthly**

**Virginia Peninsula Regional Jail
GOODS AND SERVICES CONTRACT**

This Contract, dated this 1st day of June, 2019 (the "Commencement Date") between Virginia Peninsula Regional Jail ("VPRJ") and Summit Foods (the "Contractor"), is binding among and between these parties as of the date of VPRJ's final signature.

WHEREAS, VPRJ has awarded the Contractor this Contract pursuant to Request for Proposals No. VPRJ-2019-02 (the "Request for Proposals") for INMATE COMMISSARY SERVICES.

THEREFORE, in consideration of the Recital set forth above and good and valuable consideration as set forth below, the parties agree as follows:

- 1. **Scope of Contract.** The Contractor shall provide the goods and services to VPRJ as set forth in the Contract Documents enumerated in Section 3 below.
- 2. **Contract Amount.** Because this is a revenue generating agreement based upon commissions and monthly sales, the revenue will fluctuate. All commission payments to VPRJ shall be made on a monthly basis.
- 3. **Contract Duration.** This contract shall begin on June 1, 2019 and expire June 1, 2024. Contract may be extended for any duration by mutual consent of both parties.
- 4. **Contract Documents.** This Contract shall consist of the following Contract Documents, listed in order of precedence from highest to lowest:
 - A. This Services Contract between VPRJ and the Contractor.
 - B. The Terms and Conditions attached to the Request for Proposals.
 - C. The Statement of Needs attached to the Request for Proposals.
 - D. The Instructions to Offerors attached to the Request for Proposals.
 - E. Q & A – VPRJ – 2019-02 dated February 27, 2019.
 - F. Q & A – VPRJ – 2019-02 dated March 14, 2019.
 - G. The Addenda Number 1 to 2019-02 dated March 1, 2019.
 - H. The Best and Final offer dated April 25, 2019 and titled, "Best and Final Offer; Limited Contractor Service".

All of these documents are incorporated herein by reference.

IN WITNESS WHEREOF, the parties hereto on the latest day and year written below have executed this Contract.

For the CONTRACTOR:

By: Marcin C. Szytko 6-4-19
 (Signature in Ink) Date
MARCIN. C. Szytko
 (Typed Name)
Pres - CEO
 (Typed Title)

For VPRJ:

By: Tony H. Pham 6-6-19
 (Signature) Date
 Tony H. Pham, Esq.
 Superintendent, VPRJ

