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Rick Scott, Governor

Erin Rock, Secretary

Addendum No. 3 to the following Request for Proposal (RFP):
Operation and Management of Gadsden Correctional Facility
DMS-17/18-023

Date: October 29, 2018
To: Prospective Respondents to RFP # DMS-17/18-023
From: Gerri Faircloth, Procurement Officer
Subject: Amendments to RFP and Questions and Answers

1. **Attachment F - Price Sheet** is hereby deleted in its entirety and replaced with **Attachment F - Revised Price Sheet**. All references in the RFP to "Attachment F - Price Sheet" are hereby replaced with "Attachment F - Revised Price Sheet". Attachment F - Revised Price Sheet must be submitted with the Respondent's Reply.
2. **Addendum No. 3, Questions and Answers, is attached as part of this addendum.**

Enclosure:

Addendum No. 3, Questions and Answers
Exhibit I – Gadsden Correctional Facility Physical Plant Assessment Overview
Exhibit II – Gadsden Correctional Facility Proposed Modernization Schedule
Exhibit III – Average Inmate Population
Exhibit IV – FDC Kiosk Fees
Attachment F – Revised Price Sheet (Posted separately on VBS in Excel file format)

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

REQUEST FOR PROPOSALS
OPERATION AND MANAGEMENT OF GADSDEN CORRECTIONAL FACILITY
DMS-17/18-023

ADDENDUM # 3

FAILURE TO FILE A PROTEST WITHIN THE TIME PRESCRIBED IN SECTION 120.57(3), FLORIDA STATUTES, OR FAILURE TO POST THE BOND OR OTHER SECURITY REQUIRED BY LAW WITHIN THE TIME ALLOWED FOR FILING A BOND SHALL CONSTITUTE A WAIVER OF PROCEEDINGS UNDER CHAPTER 120, FLORIDA STATUTES.

The Department’s responses to timely submitted questions are below.

Question Number	Section	Page Number	Question	Response
1	3.6, Tab 5	15	Can the Respondent provide an alternative pricing scenario for consideration?	No.
2	Attachment B, Furnishings and Equipment	1-97	Can the Respondents obtain an excel version (electronic copy) of this schedule?	Yes, please see the excel version attached as part of this addendum.
3	Attachment I, Operating Per Diem Certification	1-3	<p>Please see below for our questions:</p> <ul style="list-style-type: none"> a. Can DMS please elaborate on why all costs are treated as variable in the Lowell vs. Gadsden facility comparison? There are a number of fixed costs (i.e. management labor, etc.) that are fixed for all facilities and should not be divided into a “per inmate per day” rate to then be multiplied by a different population factor. b. The population base (i.e. “divisor”) that is being used when calculating various adjustments (+\-) to the Lowell per diem changes throughout the 	<p>a. Health Services and Programming cost are removed from the Lowell per diem and “Adjustments to operating cost” for Health Services and Programs are the actual cost the Department of Corrections would require to provide healthcare and programming for the population assigned to the Gadsden Correctional Facility (GCF). The other adjustment per diem are just reflecting what the per diem would be for each adjustment at the contracted population. The “Total Adjusted Per Diem</p>

Question Number	Section	Page Number	Question	Response			
			<p>calculation. The Adjustment to Operating Costs section uses a population base of 1,250 when calculating per diem adjustments (with the exception of the average CO salary adjustment). Can DMS please clarify why the population base used for these adjustments is fluctuating between the Lowell and Gadsden populations?</p>	<p>is the sum of all cost divided by the contracted population.</p> <p>b. All per diem calculations are based upon the contract population.</p>			
4	Attachment I, Operating Per Diem Certification	1-3	Can DMS confirm that the per diem pricing shall not exceed \$47.46 or shall not exceed 93% of \$47.46 (to offer a 7% savings)?	The per diem pricing shall not exceed \$47.46.			
5	Attachment I, Operating Per Diem Calculation	1-3	<p>We have noted that there is a discrepancy between the request on “Attachment F, Price Sheet” and the calculation presented in “Attachment I, Operating Per Diem Calculation”. Please see below for the discrepancy:</p> <p>In Attachment I, the Department has removed the Gadsden Approved POIITWF cost from the per diem adjustment calculation, thus implying that POIITWF funded activities should be excluded from the pricing submission as it relates to this RFP. The information indicated below was provided in Attachment I:</p> <table border="1" data-bbox="699 1174 1415 1239"> <tr> <td>Gadsden Approve POIITWF for FY18-19</td> <td>\$ (514,641)</td> <td>\$ (1.13)</td> </tr> </table> <p>In Attachment F, the Department has specifically requested that activities funded by POIITWF be included in the pricing submission for this proposal. The</p>	Gadsden Approve POIITWF for FY18-19	\$ (514,641)	\$ (1.13)	POIITWF expenditures must be included in the pricing submission. Attachment I references the POIITWF as part of the per diem. No adjustments will be made to the per diem.
Gadsden Approve POIITWF for FY18-19	\$ (514,641)	\$ (1.13)					

Question Number	Section	Page Number	Question	Response
			<p>information indicated below was provided in Attachment F:</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Pricing shall include costs for activities funded from the Privately Operated Institution Inmate Welfare Trust Fund.</p> </div> <p>Can the Department please clarify whether the activities funded by the POI/WTF should be included in this pricing submission, and if so, can the Operating Per Diem Calculation (Attachment I) be adjusted?</p>	
6	N/A	N/A	When will the facility be scheduled for ACA re-accreditation?	The last ACA re-accreditation audit was May 23, 2018. Currently, ACA standard re-accreditation is every three (3) years.
7	N/A	N/A	Provide Vendor access to Chapter 33 – Section 602.030, (restricted and confidential).	Refer to Attachment G - Florida Department of Corrections Policies and Procedures and Health Service Bulletins, policy 602.030.
8	N/A	N/A	Is there a list of requirements by DOC available that has to be followed?	Yes, please see Attachment G – Florida Department of Corrections Policies and Procedures and Health Service Bulletins.
9	N/A	N/A	Is the law library material provide by the Florida DOC?	No
10	N/A	N/A	Is the vendor required to pay for the FLOW mobile services?	No

Question Number	Section	Page Number	Question	Response
11	N/A	N/A	Vendor requests 2017 of utilities (i.e. Electric, Gas and Sewer).	According to the current contract vendor, the 2017 Utilities Spend is as follows. Electric- Talquin, \$374,442.28 Natural Gas, Suburban Propane, \$206,679.01 Water / Sewer - City of Gretna, \$663,415.75 Waste – Waste Pro, \$59,777.61
12	N/A	N/A	Vendor requests copies of the Facility Floor Plan (Facility Schematics).	Facility floor plans are confidential and exempt from public disclosure, in accordance with Section 119.071(3), Florida Statutes.
13	4.10.16	Attachment A, Page 17	Vendor requests copies of Post Orders.	Post Orders are a written order detailing the specific duties and responsibilities to be accomplished by the officer assigned to the security post. FDC Post Orders are confidential and exempt from public disclosure, in accordance with Section 119.071(3), Florida Statutes.
14	4.11.1	Attachment A, Page 18	Vendor requests Classification Plan.	Refer to Rule 33-601, Florida Administrative Code, which can be found at the following link: https://www.flrules.org/gateway/ChapterHome.asp?Chapter=33-601 and Attachment G – FDOC Policies and Procedures and Health Service Bulletins, policies 601.209 and 601.223.
15	4.27.6.7 & 4.10.16	Attachment A, Page 2	Vendor requests copy of Florida Job Descriptions.	Job descriptions related to the current contract are available on the Florida Accountability and transparency website at

Question Number	Section	Page Number	Question	Response
		Attachment A, Page 17		the following link: https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=720000&ContractId=PP012
16	4.27.3	Attachment A, Page 23	Are Body Alarms owned by the facility or are they Vendor owned.	Please refer to Attachment A – Draft Contract section 4.27.3: “Body Alarms: CONTRACTOR shall provide body alarms pursuant to FDC policy and procedures.”
17	4.27.6	Attachment A, Page 24	Vendor requests Staffing Plan.	The current Contractor’s staffing plan is confidential and exempt pursuant to Section 119.071(3), Florida Statutes.
18	4.10.1.1	Attachment A, Page 17	Vendor requests 24 hour building schedule	The current Contractor’s building schedule is confidential and exempt pursuant to Section 119.071(3), Florida Statutes.
19	N/A	N/A	What are the Unit Managers responsibilities?	Unit Managers (title is unique to the incumbent) are responsible for ensuring the daily activities of the housing unit are occurring IAW with FDC P&P.
20	N/A	N/A	Vendor requests Housing Scheme based on Inmate Job Assignments.	Housing assignments are not based on inmate job assignment but are instead based on various factors including security classification, custody levels, etc. Refer to FDC Policies and Procedures, including Restricted Procedure 602.044 Internal Inmate Movement And Supervision Requirements.
21	4.11.1	Attachment A, Page 18	It is our understanding the state provides 11 classification staff. What are the vendor's responsibilities for the classification plan.	Refer to Rule 33-601, Florida Administrative Code, which can be found at the following link: https://www.flrules.org/gateway/ChapterHome.asp?Chapter=33-601 and Attachment G –

Question Number	Section	Page Number	Question	Response
				FDOC Policies and Procedures and Health Service Bulletins, policies 601.209 and 601.223.
22	N/A	N/A	Can we utilize correctional officers instead of the required unit managers?	Yes, unit managers are not required.
23	N/A	N/A	"Required" medical staffing? DOC required??	Please refer to FDC Policies and Procedures related to inmate health care services for FDC requirements.
24	4.30.5.4	Attachment A, Page 28	Which hospitals are currently being utilized by the facility? For each hospital please provide the following: Contact Person, Phone Number, Distance from Facility and availability of "secure" ward.	<p>According to information provided by the current Contractor:</p> <p>Capital Regional Medical Center- 35 miles; 850-325-5000; no ward.</p> <p>Tallahassee Memorial Hospital- 35.7 miles; 850-431-1155; no ward.</p> <p>There is no specific contact person, we speak with case managers and they vary depending on what floor they are on and which manager is assigned to them upon admission.</p>
25	4.30.10	Attachment A, Page 28	Vendor requests history of outside medical costs and prescription drugs.	The Department of Management Services does not have this information.
26	4.31.9	Attachment A, Page 34	Vendor requests Mental Health cost history.	The Department of Management Services does not have this information.

Question Number	Section	Page Number	Question	Response
27	N/A	N/A	Are the following services available on-site or off-site, the frequency (hours or visits per week/month) and who provides the services: Dental Radiology (specify mobile or fixed equip.) Oral Surgery Fluoroscopy Pharmacy Mammography Optometry Physical Therapy Laboratory Dialysis Chronic Care Clinics (specify which clinics and frequency)	All medical services are required and contractor has some discretion in the delivery of the services, in accordance with FDC requirements.
28	N/A	N/A	What medical costs are the vendor's responsibility? Can the vendor request/demand that an inmate be transferred to another state facility for medical reasons?	The awarded vendor is responsible for all inmate medical cost in accordance with FDC Policy and Procedures and the transfer agreement. Inmate transfers for medical reasons are done in accordance with Attachment C, the FDC Transfer Agreement.
29	4.31	Attachment A, Page 35	Vendor requests 12 month cost of Pharmacy	The Department of Management Services does not have this information.
30	N/A	N/A	What drug treatment programs are required for the vendor to conduct? Is there funding to support the drug treatment efforts?	Vendor is responsible for all medical cost of inmates assigned to the facility. Minimum requirements will be in accordance with FDC Policy and Procedures and the transfer agreement.
31	N/A	N/A	"Required" Education staff? DOC Required?	Minimum requirements are in accordance with FDC Policy and Procedures.

Question Number	Section	Page Number	Question	Response
32	N/A	N/A	What programs are required (for example: culinary, cosmetology, CDL)? Is there funding available to support programing activities?	Please refer to FDC Policy & Procedures and Attachment A, Draft Contract, Section 4.5 Privately Operated Institutions Inmate Welfare Trust Fund.
33	N/A	N/A	Are the dog programs part of the required activities of the facility? Are any proceeds generated through the dog training programs? If so, how much? Do these proceeds cover the costs generated by the dogs? Is the vendor required to pay for the veterinarian bills/shots and food costs of the dogs in the programs? Is all training equipment provided or is the vendor required to pay for training equipment?	No, the dog program is not a required activity. Funds are not generated from this program. Currently there are two (2) vendors, K-9 CCI and Service Dogs of Alabama, and the GCF vendor covers the cost of the dogs in the K-9 CCI, and Service Dogs of Alabama pays for the associated cost. A portion of the training equipment is provided by the current GCF vendors and some portion is paid for by the two (2) vendors.
34	3.8	Attachment A, Page 12	Are maintenance personnel from other facilities sent to assist with maintenance. If so, what is that cost?	The use of outside maintenance personnel is at the vendor's discretion and expense except for Major Maintenance Repair Reserve Fund qualified expenses.
35	3.9	Attachment A, Page 12	What is Maintenance fund balance?	The Major Maintenance and Repair Reserve Fund is a trust fund established to provide funding for major maintenance projects across all seven (7) private prison facilities. Annual allowances for spending from the fund are done through legislative appropriation. The current remaining balance of appropriated funds for this fiscal year is approximately \$1.4 million.
36	3.9	Attachment A, Page 12	What are the annual Maintenance expenditures?	The Department of Management Services does not have this information.

Question Number	Section	Page Number	Question	Response
37	N/A	N/A	Are there any physical plant issues?	See Exhibit I, Gadsden Correctional Facility Physical Plant Assessment Overview, attached to this addendum.
38	3.8	Attachment A, Page 12	Are there any outstanding maintenance work orders? If so, provide list.	Yes, according to the current contract vendor, the outstanding maintenance work orders are as follows. <ul style="list-style-type: none"> • A2 Duct Work • Washer #2 (MMRRF approved for repair but waiting on the parts) • SW Fence Camera • Camera Blind behind D Dorm
39	3.11	Attachment A, Page 13	What are the approved Maintenance Capital Improvements projects? Are there any future capital improvements planned?	There is a multiple year phased physical plant improvement plan targeting specific areas of the facility. Currently, the approved and funded FCO projects include site storm-water and waste-water systems improvements. Future planned improvements include upgrades or replacements of roofs, plumbing, door locking control systems, HVAC systems, Food service and dining facilities, lighting and electrical systems. See Exhibit II, Gadsden Correctional Facility – Proposed Facility Modernization Schedule, attached to this addendum.

Question Number	Section	Page Number	Question	Response
40	N/A	N/A	What is the State's procedure for removal of obsolete state property? Is there a specific timeframe that obsolete state property will be removed from the site? What is the remedy if the property is not removed timely?	Please see Attachment A, Draft Contract, Section 3.4, Replacement of Inventory.
41	N/A	N/A	How is the facility maintenance funded? What repairs are the vendor's responsibility and what repairs are funded by the state?	Please see Attachment A, Draft Contract, Section 3.9, Major Maintenance and Repair Reserve Fund.
42	N/A	N/A	Any equipment needing to be replaced or repaired, such as; washers, driers, kitchen equipment other than the one chiller?	According to information provided by the current contract vendor, one (1) steam panel also needs to be replaced.
43	1.2	1	According to the RFP, the Maximum Capacity is 950. Currently maximum capacity is 950. Will the vendor be able to close down dorms to maximize the 950 Capacity?	The current contracted capacity is 1,250. Dorm capacity has been established by FDC Policy and Procedure.
44	N/A	N/A	Can the vendor house other inmates or detainees in the housing units that are not being utilized by the Florida DOC (for example county inmates or federal detainees)?	No.
45	N/A	N/A	Vendor requests 24 months Population Numbers.	Refer to Exhibit III, Average Inmate Population, attached to this addendum.
46	N/A	N/A	Are the vacant dorms available for inmate housing?	No.

Question Number	Section	Page Number	Question	Response
47	N/A	N/A	What is the current housed capacity?	The current contracted capacity is 1,250. See also the answer to Question 45.
48	N/A	N/A	Vendor requests commissary list with available prices.	This can be found on the FDC website at the following link. http://www.dc.state.fl.us/ci/menus.htm
49	N/A	N/A	Are available commissary items approved by DOC?	All commissary items must be similar in quality and price to FDC provided items and are subject to verification by the DMS Contract Manager.
50	N/A	N/A	Can the vendor profit from the commissary activities? Can the vendor hire an outside firm to conduct all commissary operations? What expenses are reimbursed through the commissary operations (for example: the cost of a commissary manager)? Is there an anticipated amount or percentage of commissary proceeds that must be used for a specific purpose (for example: inmate welfare fund)?	Commissary activities must be performed in accordance with Attachment A, Draft Contract, Section 4.6 Inmate Commissary Account and Vending Services and section 945.215(2), Florida Statutes.
51	N/A	N/A	For the Kiosk where visitors put money on cards or inmate accounts, is there a fee that can be charged by the vendor providing that service? What is the fee charged for the same service at Florida DOC facilities? Can the provider of this service pay the prison vendor for this privilege?	A fee may be assessed if not otherwise contrary to statutory or contractual requirements. See also section 945.215(2), Florida Statutes; Please see the attached Exhibit IV, FDC Kiosk Fees; No.
52	N/A	N/A	Is Securus Phone System required by DOC?	No, but the services provided must be similar in cost and quality to the FDC provided service, refer to Attachment A, Draft

Question Number	Section	Page Number	Question	Response
				Contract, Section 4.5, Privately Operated Institutions Inmate Welfare Trust Fund.
53	N/A	N/A	Can the vendor determine the phone provider and negotiate their own terms with the phone provider?	Yes. See also the answer to Question 52.

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EXHIBIT I
GADSDEN CORRECTIONAL FACILITY PHYSICAL PLANT ASSESSMENT OVERVIEW

Overview

This assessment is intended to outline the general overall condition of Gadsden Correctional Facility with regard to the physical plant. The information contained herein is provided through a visual inspection of the buildings and systems by DMS staff. An architectural or engineering group was not consulted for this condition assessment.

1. Mechanical (HVAC):

- The majority of HVAC equipment was installed during the original construction in 1994 and has been maintained/ repaired as necessary. HVAC equipment in F Dorm, Confinement, and parts of the vocational and food service were installed during expansion projects in 2006. Generally, HVAC units have surpassed industry standard life expectancies. Heavy condensation has contributed to internal rusting in AC units. Environmental conditions cause consistent condensation on ducts and ceiling registers.

2. Mechanical (plumbing):

- Plumbing systems in Dorms A-D have had multiple repairs performed. Much of the original copper piping has been replaced with PEX piping due to limited access. Sink fixtures are porcelain with exposed valves and drains. Metered faucets have been installed on most sinks however some are push rod actuated as originally designed. Showers are push rod actuated with valves located in an adjacent concealed space. Toilets are porcelain floor mounted with bottom drain and exposed flush assembly.
- Plumbing in F dorm is in relatively good condition. Pipe chases for concealed plumbing have adequate access. Water supply piping is typically copper and drain piping is typically cast iron. Sink fixtures are wall hung, porcelain with exposed valves and drains. Metered faucets are installed on sinks. Showers are standard style valve bodies (rotate to actuate), installed in block wall with piping concealed in accessible pipe chases. Toilets are porcelain wall/ floor mounted with rear drain and concealed, push rod actuated flush assembly. Some leaks have been identified in water supply and drain connections in pipe chases.
- The facility waste water removal system consists of a Solid waste grinder with bar screen and lift station. Both are in serviceable condition. Bar screen does not currently include a trash removal system and requires regular cleaning.
- Hot water boilers in Dorms A-D have been replaced in the last 2 years and are in excellent condition. F Dorm hot water boilers are in good condition. The boilers serving Laundry and Food Service are original equipment, installed in 1994. They are currently functional and in fair condition.

3. Electrical:

- Electrical systems are in relatively good condition. Some flexible piping has been identified in degraded condition where exposed to the elements. Steel piping has been identified in rusted or degraded condition where installed exposed in outdoor or

chemical prone areas (e.g. Kitchen, Laundry). Lighting fixtures contain both T12 and T8 lamps and ballasts. Most fixtures are in good condition.

4. Security Electronics:

- The perimeter security systems consist of both a microwave intrusion detection system and a non-lethal electrified fence system. Both systems are fully functional.
- The CCTV system is functional however, due to age, a system upgrade is pending.
- Door locking controls in Dorms A-D and medical are currently a turret style electronic push button system. The panel graphics are degraded and worn. The door locking controls in F Dorm, confinement and Master control are PLC based controls with mouse controlled, computer graphic interface.

5. Buildings:

- Roof systems on original (1994) buildings are standing seam metal roof. Metal is in mostly good condition with minor leaks identified at some curb/ penetration locations.
- Roofs installed on newer (2006) buildings are TPO membrane. Some leaks have been identified around scuppers and at some roof curbs. Repairs are ongoing.

6. Food Service Equipment:

- Food service appliances are in operational condition overall. Minor repairs may be necessary for full functionality. The mixers are currently tagged for repair.

**EXHIBIT II
GADSDEN CORRECTIONAL FACILITY
PROPOSED FACILITY MODERNIZATION SCHEDULE**

FY 18-19: The Department of Management Services (DMS) has contracted with architectural and engineering firms to provide design services for this project, to include civil infrastructure, architectural, mechanical, electrical and plumbing upgrades. DMS has also contracted with a construction management company to provide initial infrastructure upgrades during the 18-19 fiscal year. These upgrades will primarily address the wastewater removal systems and minor site drainage corrections.

FY 19-20: Phase I construction is proposed to include all remaining site civil corrections. This will address the remaining storm water removal upgrades, kitchen grease interceptor, perimeter fencing concerns and repairs, as needed, to paving and grading.

FY 20-21: Phase II construction is proposed to include HVAC system replacements, plumbing systems renovations and building envelope and environmental corrections for Dorms A, B, C and D and the Gym/ Chapel. This phase is to include re-design of the Dorm bathroom/ shower areas to address maintenance, ADA, ACA and PREA concerns.

FY 21-22: Phase III construction is proposed to include HVAC system and roof replacements/ corrections in F Dorm and Food Service. This phase is to also include re-design and renovation of the kitchen area to facilitate efficiency of the kitchen operation and replacements of end of life appliances.

FY 22-23: Phase IV construction is proposed to include HVAC system replacements, roof and building envelope corrections and necessary plumbing corrections in the Administration and support buildings, including buildings outside the secure perimeter.

NOTE: This is a preliminary outlook for the proposed construction schedule for upgrades at the Gadsden Correctional Facility and is subject to change. This document is intended for information only and shall not be used to determine actual construction schedule of circumvent any required preventive maintenance programs.

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**EXHIBIT III
AVERAGE INMATE POPULATION**

GADSDEN CORRECTIONAL FACILITY (1544 Beds) (950 Beds) (1250 Beds)

Fiscal Year	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Yearly Average
16-17	1535	1532	1533	1535	1527	1525	1533	1533	1527	1531	1532	1527	1531
17-18	1502	1303	1127	985	938	947	1145	1238	1240	1237	1239	1235	1178

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**EXHIBIT IV
FDC KIOSK FEES**

ELECTRONIC DEPOSIT SERVICES				
Gross Amount Deposited	Credit/Debit Deposits via Website	Credit/Debit Deposits via Phone	Credit/Debit Deposits via Lobby Kiosk	Cash Deposit via Lobby Kiosk
\$0.01 - \$19.99	\$4.95	\$5.95	\$4.00	\$4.00
\$20.00 - \$99.99	\$7.95	\$8.95	\$4.00	\$4.00
\$100.00 - \$199.99	\$9.95	\$10.95	\$4.00	\$4.00
\$200.00 - \$300.00	\$11.95	\$12.95	\$4.00	\$4.00

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END OF ADDENDUM # 3