

Addendum Number 1 to the following Request for Proposals (RFP):

Operation and Management of Gadsden Correctional Facility

DMS-16/17-050

Date: October 20, 2017
To: Prospective Respondents to RFP DMS-16/17-050
From: Maureen Livings, Procurement Officer
Subject: Revisions to RFP and Questions and Answers

1. Request for Proposals is amended as follows:

- a. Section 4.2.2 is amended as follows:
 - a. Operations Plan (~~40~~11 points total)
 - b. Security operations Plan (~~8~~12 points total)

2. Attachment A, Draft Contract, is amended as follows:

- a. The following section is added immediately after section 1.19 of the Draft Contract, with all following sections renumbered sequentially:

1.20 FACILITY MAINTENANCE MONITOR: The employee or employees of DMS designated to monitor the maintenance and physical plant operations of the Facility for contract compliance and to coordinate actions and communications between DMS and CONTRACTOR.

- b. Section 3.6.3 is amended to read as follows:
Lighting, ventilation, and heating and Heating, Ventilation and Air Conditioning (HVAC) equipment shall be functioning properly at all times.
- c. Section 3.6.5 is amended to read as follows:
All plumbing equipment, including toilets, sinks, and showers shall be operating clean and shall functioning properly at all times.
- d. Section 3.6.9 is added as follows:
Mechanical, electrical, communications and boiler equipment rooms shall be kept clean and free of dust, debris, and cobwebs. Such rooms shall not be utilized for storage of chemical or combustible materials (with the exception of stored air filters in HVAC

mechanical rooms). Materials deemed appropriate for storage in these rooms shall be kept at least three (3) feet away from equipment doors or access panels, and this clearance shall be maintained from floor to ceiling.

- e. Section 3.6.10 is added as follows:
Lift station and sewage grinder pump shall be inspected daily and shall be kept free of bulk items (i.e. - sanitary items, t-shirts, etc.). Bulk, non-biological waste items shall be removed and properly disposed daily.
- f. Sub-sections 3.8.1.1 through 3.8.1.3 are amended as follows:
 - 3.8.1.1 Physical Pplant equipment preventative maintenance;
 - 3.8.1.2 Structural and building envelope maintenance; and
 - 3.8.1.3 Vehicle preventive maintenance programs.
- g. Section 3.9, Major Maintenance and Repair Fund, is amended as follows:
CONTRACTOR shall make and be responsible for all routine and necessary repairs of the Facility, and repairs or replacement of all Facility furnishings, fixtures, and equipment, so long as the cost associated with any maintenance, replacement, or repair is \$10,000 or less (per item, per occurrence). Repairs less than \$10,000 but more than \$1,000 shall be brought to the attention of the Facility Maintenance Monitor and On-Site Contract Monitor via email or other written correspondence to create a record of repairs for compliance and tracking purposes. Requests for reimbursement for maintenance or repair costs in excess of \$10,000 shall be submitted to the Bureau Chief and, subject to the receipt of written approval from the Bureau Chief, the costs of such major maintenance or repairs shall be charged to the Major Maintenance and Repair Reserve Fund. DMS may request an analysis of any proposed maintenance or repair request proposed by the CONTRACTOR; the cost of any such analysis will be borne by the CONTRACTOR and are not reimbursable. On the first day of each month, DMS will deduct \$15,833.00 from the monthly invoice payment and transfer said amount to the Major Maintenance and Repair Reserve Fund for the Facility. Any corrective action items identified in an unannounced Security Audit by FDC will not be covered under this fund. The Department of Management Services shall be the owner of such fund, and CONTRACTOR shall have no rights, other than as set forth herein, in such fund or in any fund earnings. CONTRACTOR will follow DMS' Major Maintenance and Repair Fund policy #08-101 for all requests for reimbursement. CONTRACTOR shall operate the space provided in an energy efficient manner.
- h. Section 4.12 is amended to read as follows:
CONTRACTOR shall conduct an orientation program for newly assigned inmates with the program meeting minimum standards as outlined in Chapter 33-601.100, Florida Administrative Code. CONTRACTOR will provide a copy of the orientation materials and associated forms the inmate is required to sign documenting facility orientation. CONTRACTOR shall implement any orientation program curriculum changes initiated by FDC. CONTRACTOR shall submit orientation materials to DMS for approval upon service commencement and for approval of any changes.
- i. Section 4.29.7 is amended to read as follows:
CONTRACTOR shall develop a preventive maintenance schedule, which shall be subject to DMS' review and approval, for the food service equipment, as applicable. All tools, knives, and utensils must be locked in a controlled environment, inventoried, and signed in and out in accordance with FDC policy and procedure, and section 3.8, Maintenance.

- 3. All references to the title of the RFP throughout the solicitation package are amended to read as follows:**

Operation and Management of Gadsden Correctional Facility

Enclosure:

Addendum No 1, Questions and Answers Exhibit

Request for Proposals
Operation and Management of Gadsden Correctional Facility
DMS-16/17-050

ADDENDUM # 1 Questions and Answers Exhibit

4. The Department's responses to timely submitted questions are below.

Question Number	Section	Page Number	Question	Response
1	4.10.16	Attachment A, pg 17	Vendor request 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.
2	Generic question		Vendor request 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.
3	Generic question		Vendor requests 24 months Population Numbers.	Refer to Attachment R – Average Daily Population, attached to this addendum.
4	3.8	Attachment A, pg 12	Are maintenance personnel from other facilities sent to assist with maintenance. If so, what is that cost?	No.

Question Number	Section	Page Number	Question	Response
5	Generic question		What are the Unit Managers responsibilities?	Job descriptions are available in the current contract, which is available on the Florida Accountability and Transparency website at the following link https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=720000&ContractId=PP006
6	4.11.1	Attachment A, pg 18	Vendor request Classification Plan.	Refer to Rule 33-601, Florida Administrative Code, which can be found at the following link: https://www.flrules.org/gateway/ChapterHome.aspx?Chapter=33-601 and Attachment G – FDOC Policies and Procedures and Health Service Bulletins, policies 601.209 and 601.223.
7	Generic question		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	4-27.6.7 4.10.16	Attachment A, pg 2 Attachment A, pg 17	Vendor request copy of Florida Job Descriptions.	Job descriptions related to the current contract are available on the Florida Accountability and transparency website at the following link: https://facts.fldfs.com/Search/ContractDetail.aspx?AgencyId=720000&ContractId=PP006
9	Generic question		Vendor request 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.
10	4.27.3	Attachment A, pg 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.”
11	Generic question		Vendor request 2016 of utilities (i.e. Electric, Gas and Sewer).	According to information provided by the current Contractor: <u>2016 Utilities Spend</u> Electric, Talquin, \$510,017.09 Natural Gas – Suburban Propane, \$180,083.89 Water / Sewer - City of Gretna, \$741,822.85 Waste – Waste Pro, \$59,542.53

Question Number	Section	Page Number	Question	Response
				Telephone – Verizon / TDS, \$24,031.45 Total - \$1,515,497.81
12	4.30.5.4	Attachment A, pg 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 fo "secure" ward.	According to information provided by the current Contractor: Capital Regional Medical Center- 35 miles; 850-325-5000; no ward Tallahassee Memorial Hospital- 35.7 miles; 850-431-1155; no ward 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
13	Generic question		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)	According to information provided by the current Contractor: Dental Radiology: Provided by RDH; Fixed equipment, approximately 10-15 hrs./wk, Oral Surgery: on site by DMD; approximately 12 hrs./wk Fluoroscopy- off site; outside hospital; as needed Pharmacy- On site; 24 hours/7 days a week; Nursing Mammography- On-site. Tech Care; once a month Optometry- On-site; The Focal Pointe; twice per month Physical Therapy- off site; Depends on recommendations; Laboratory- on site; Garcia Laboratory; 5 days a week Dialysis- off site; depends on frequency; no visits in last 3 years Chronic Care Clinics (specify which clinics and frequency) All Chronic care clinics outlined by FLDOC policy are provided by our Medical Doctor 4 days per week.

Question Number	Section	Page Number	Question	Response
14	4.27.6	Attachment A, pg 24	Vendor request Staffing Plan.	The current Contractor's staffing plan is confidential and exempt pursuant to Section 119.071(3), Florida Statutes.
15	4.30.10	Attachment A, pg 28	Vendor request history of outside medical costs and prescription drugs.	The Department of Management Services does not have this information.
16	4.31.9	Attachment A, pg 34	Vendor request Mental Health cost history.	The Department of Management Services does not have this information.
17	3.9	Attachment A, pg 12	What is Maintenance fund balance?	The current balance of the major maintenance fund as of October 19, 2017 is \$8,630,321.28, and annual spending authority for all Department managed privatized correctional facilities is \$1,500,000.
18	3.9	Attachment A, pg 12	What are the annual Maintenance expenditures?	According to information provided by the current Contractor: 2016 maintenance Spend Maintenance Repairs \$168,669.67 Maintenance Supplies \$142,578.28 Vehicle Maintenance \$5,108.83 Fire & Safety \$19,200.62 Total - \$335,557.40
19	3.8	Attachment A, pg 12	Are there any outstanding maintenance work orders? If so, provide list.	Maintenance work orders are provided in Attachment S – Current Maintenance Work Orders, which is current as of October 19, 2017.
20	3.11	Attachment A, pg 13	What are the approved Maintenance Capital Improvements projects? Are there any future capital improvements planned?	Presently, there are no approved capital improvement projects.
21	1	1.2	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?	Yes, in accordance with policy and procedure.
22	4.10.1.1	Attachment A, pg 17	Vendor request 24 hour building schedule	The current Contractor's building schedule is confidential and exempt pursuant to Section 119.071(3), Florida Statutes.

Question Number	Section	Page Number	Question	Response
23	Generic question		Can we utilize correctional officers instead of the required unit managers?	Yes, unit managers are not required.
24	4.11.1	Attachment A, pg 18	It is our understanding the state provides 11 classification staff. What are the vendor's responsibilities for the classification plan.	See response to question #6 to identify facility staff responsibilities.
25	4.31.0	Attachment A, pg 35	Vendor request 12 month cost of Pharmacy	The Department of Management Services does not have this information.
26			Are you currently using a contracted vendor for food services?	The current operator subcontracts food services.
27			How many religious diets do you offer?	See Attachment G - Florida Department of Corrections Policies and Procedures and Health Service Bulletins, FDC procedure 503.006.
28			Do you have a central location to monitor cameras? For door control.	Yes, central control.
29			What year was expansion housing built?	The expansion construction occurred in 2007.
30			Do you have 24 hour coverage?	This question was provided verbally at the site visit, and also submitted in writing. At the time of the site visit, the Respondent orally clarified this question is in response to medical coverage. The Contractor is expected to offer 24 hour medical coverage, as described in Attachment A Draft Contract section 4.30 Health Services.
31			What is TABE?	Test of Adult Basic Education.
32	General/Site Visit	N/A	As mentioned during the pre-bid conference, please confirm the cosmetology program will continue to be IWTF funded?	The Contractor will be required to submit a request for Fiscal Year 2018/19 in accordance with Attachment A – Draft Contract section 4.5.

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				Approval for this, or any other program, may be given at that time.
33	Section 3. General and Specific Instructions. Subsection 9. Respondent's Representation and Authorization	11 of 34	<p>Based on other sections of the RFP, we believe the intent of this section is to make sure we materially comply with all of these provisions in such a way that noncompliance does not materially and adversely affect operations. Would it be possible to add a materiality qualifier to this section?</p> <p>Proposed language change in red: "All information provided by, and representations made by, the Respondent are material and important and will be relied upon by the Buyer in awarding the Contract. Any material misstatement shall be treated as fraudulent concealment from the Buyer of the true facts relating to submission of the bid. A material misrepresentation shall be punishable under law, including, but not limited to, Chapter 817 of the Florida Statutes."</p>	No.
34	Tab 4: Proposed Technical Solution	15 of 34	Are the following attachments required to be included with the RFP technical response or can they be submitted to the Contract Monitor after the contract is signed? Post Orders, Job Descriptions, Orientation Materials, Emergency Plans, Operating Procedures, and Security Procedures.	<p>Post Orders: Please refer to Attachment A – Draft Contract section 4.27.6 Security Staff Utilization, subsection 4.27.6.7, which shall be submitted to the Department before service commencement.</p> <p>Job Descriptions: Please refer to Attachment A – Draft Contract section 4.10 Operations Plan, subsection 4.10.1.7, and also RFP section 3.6 Tab 4 a. Operations Plan.</p>

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				<p>Orientation Materials: See revision to Attachment A – Draft Contract, section 4.12 in the opening of this addendum.</p> <p>Emergency Plans. Refer to Attachment A – Draft Contract section 4.27.4 for the submission dates.</p> <p>Operating Procedures: The Department has not requested a document by this name.</p> <p>Security Procedures: The Department has not requested a document by this name.</p>
35	Tab 4: Proposed Technical Solution	15 of 34	If the answer to question #3 above was that you would like to have all of those documents submitted with the RFP response, then due to the size of these attachments, can attachments be excluded from the 300-page count restriction?	The technical solution of any Proposal that exceeds the suggested page limit in the RFP will be accepted by DMS.
36	General Contract Conditions. Section 28. Advertising	11	MTC would like to clarify that although we would not provide any mention of this contract to anyone, or use the State as a reference without written approval, we are occasionally asked to include a list identifying all of our business lines and which entities we have contracts with. Would the State approve us including this information in future bid responses?	Written approval under section 28 of the General Contract Conditions may be obtained from the Department on a case-by-case basis.
37	3.10 Price Sheet Instructions	18 of 34	The current per diem rate for the operation of the facility is currently above the 7% per diem (\$43.02) set in the RFP procurement documents. How does the department reconcile this rate	Refer to Attachment I for Per Diem calculation.

Question Number	Section	Page Number	Question	Response
			given the current contract has shifted 17.5 FTE's to the Inmate Welfare Trust Fund that were previously on the facility staff headcount?	

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.