

# County of Aroostook

## COMMISSIONERS' OFFICE

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### COUNTY ADMINISTRATOR

DOUGLAS F. BEAULIEU

### COUNTY COMMISSIONERS

PAUL J. ADAMS  
HOULTON

NORMAN L. FOURNIER  
WALLAGRASS

PAUL J. UNDERWOOD  
PRESQUE ISLE

### REQUEST FOR PROPOSAL INMATE COMMISSARY AND ACCOUNTING SERVICES COUNTY OF AROOSTOOK

#### General Description:

We are seeking an inmate commissary system to efficiently manage inmate commissary services and inmate accounting services, to include all aspects of the following:

- Real time, electronic reconciliation of inmate accounts
- Lobby and booking area kiosks to deposit and withdraw inmate funds
- Electronic / telephonic ordering of inmate commissary items
- Guaranteed weekly delivery of pre-packaged inmate commissary items to the jail
- All installation repairs, updates and maintenance of furnished systems
- Train current staff and train the trainer education
- Integration of proposed system into county offender management systems and compatibility with the inmate phone system for ordering
- Provide county access to inmate account and commissary documentation to satisfy Maine Jail Standards
- Provide "indigent inmate commissary" once per week.

#### Qualifications:

- Must show qualifications to complete the proposal as described.
- Must show capacity to handle proposal as described.

#### Work Completion:

- The successful vendor will have 45 days from the award to have all systems working to the satisfaction of the Aroostook County Sheriff's Office.

#### Commission:

- It is understood that at no time with any aspect of these proposed systems create a cost for the county. All costs for managing, implementing and maintaining this contract will be borne by the vendor.
- The commission rate for the proposal will reflect, in percentage form, the rate the inmate benefit fund will receive from the inmates' purchase of commissary items.

#### Contract Period:

- Initial contract period to run 36 months from award.

#### Format to respond:

- Detailed proposal with systems and services offered by vendor that cover the requests previously listed in this RFP.

Questions related to this RFP should be directed to Captain Craig Clossey, Jail Administrator, by email only, at [craig.l.clossey@aroostook.me.us](mailto:craig.l.clossey@aroostook.me.us)

Bids must be sealed and marked "Inmate Commissary & Accounting Services - Do Not Open" and be received at the Office of the County Commissioners no later than 4:30 p.m. on Monday, June 19 2017. Bid opening shall take place at 1:00 p.m., in the Administrative Hearing Room, Caribou Courthouse, Caribou ME, on June 20, 2017. **The County Commissioners reserve the right to accept or reject any or all bids.**