

Pre-Bid Meeting Minutes
11-A012-Inmate Telephone System

Date: April 14, 2011

Attendees:

Jason Driver, Carroll County Warden

Tim Tant, Deputy Warden

Russ Benedict, Carroll County Purchasing

Teresa Loftin, Carroll County Purchasing

Items Discussed:

- Russ introduced all County personnel.
- All attendees signed in on a sign in sheet.
- Russ discussed protocol for addendums.
- Russ asked that all emails be sent to him.
- Russ acknowledged that no bid bond, no performance bond and no payment bonds were required for this project. Proof of insurance is required.
- Russ provided a summary on the general scope of work. Project is due on April 27, 2011 and the project will be awarded on May 4, 2011.
- Russ informed vendors that a committee from the prison will review all proposals.
- Russ informed vendors that the county can only do an annual contract. The contract will be multiple years with annual renewal option.
- The average monthly sales were \$4522.10. Peak month was \$6749.76 and the low was \$2902.89.
- Jason informed vendors that the Population of inmates range from 220 to 240.
- Jason informed vendors that we currently have a designated workstation but would like to get away from that if possible.
- Jason discussed the hours of operation: Inmates must not have the option to be on the phone during transports. Transport days are Tuesday's and Thursday's during the hours of 6 am to 12 pm. We would like to have the flexibility to turn the phones off.
- Phone time is limited to 15 minutes per call
- Response time to repair if all phones are out shall be within 2 hours. If only one or two phones are out the response time shall be one day.
- Attendees were given an opportunity to visit the Correctional Institution to see current telephone system.