

YAVAPAI COUNTY SHERIFF'S OFFICE

Detention Services Division

MANDATORY PRE-BID MEETING AGENDA

27-SRF-01 Inmate Commissary and Banking Services | 27-SRF-02 Inmate Food Service | July 6, 2026

MANDATORY ATTENDANCE NOTICE

Attendance at this pre-bid meeting is MANDATORY for all vendors wishing to submit a proposal for either or both solicitations (27-SRF-01 and 27-SRF-02). Vendors must RSVP in advance via the OpenGov RSVP Manager and select their attendance location. Proposals submitted by vendors who did not attend will not be considered.

Meeting Information

Date: Monday, July 6, 2026

Format: In-Person — All attendees begin at Camp Verde, then transit to Prescott (allow 2.5 hours for travel and lunch)

RSVP Deadline: Thursday, July 2, 2026

RSVP Instructions: Log in to the OpenGov Procurement Portal, navigate to the project, click "Events RSVP," and select your attendance location. In addition, vendors must send a confirmation email to the Procurement Contact listed below with the following information:

- Company name and total headcount of representatives attending (limited to three (3) representatives)
- Full name of each representative
- Which solicitation(s) each representative is attending for (27-SRF-01, 27-SRF-02, or both)

Procurement Contact: Heather Cole | Procurement & Solicitation Contact, YCSO

Meeting Locations

Camp Verde Location	Prescott Location
Camp Verde Detention Center 2830 N Commonwealth Drive, Suite 105 Camp Verde, AZ 86322 Meeting Time: 9:00 AM	Prescott Detention Center 1200 Prescott Lakes Parkway Prescott, AZ 86301 Meeting Time: 2:30 PM

Agenda

Time	Agenda Item	Presenter
9:00 AM	Welcome & Introductions	Commander Eric Stumpf

9:15 AM	Overview of the Solicitation Process & Rules of Engagement	Commander Eric Stumpf
9:30 AM	27-SRF-01: Inmate Commissary and Banking Services — Scope of Work Overview	YCSO Team
	27-SRF-02: Inmate Food Service — Scope of Work Overview	YCSO Team
10:00 AM	Facility Tour — Camp Verde Detention Center	YCSO Team
11:30 AM	Kitchen Equipment List Distribution & Review	YCSO Team
12:00 PM	Transit to Prescott — 2.5-Hour Break (Travel & Lunch)	N/A
2:30 PM	Facility Tour — Prescott Detention Center	YCSO Team
3:15 PM	Kitchen Equipment List Distribution & Review	YCSO Team
3:30 PM	Vendor Q&A — Open Floor (Questions must be submitted in writing via OpenGov)	YCSO Team
3:50 PM	Attendance Sign-In Verification & Wrap-Up	YCSO Team
4:00 PM	Adjourn	YCSO Team

Note: All times are approximate. All attendees will begin at Camp Verde Detention Center at 9:00 AM before transiting to Prescott Detention Center. Allow approximately two and a half (2.5) hours between facilities for travel and lunch.

Rules of Engagement

- All questions raised during the pre-bid meeting must be submitted in writing through the OpenGov Procurement Portal Q&A section by the published vendor questions deadline.
- Verbal responses provided during the meeting are not binding. Only written responses issued via official addendum through OpenGov are binding.
- Vendors are encouraged to limit attendance to no more than three (3) representatives per company.
- An attendance sign-in sheet will be circulated at each facility. Vendors must sign in at both locations to confirm mandatory attendance eligibility.
- A kitchen equipment list will be distributed at each facility during the tour. This document is provided for informational purposes to assist vendors in preparing responsive proposals.
- No recording of the meeting is permitted without prior written authorization from YCSO.
- Questions of a proprietary or confidential nature will not be addressed during the meeting.

Solicitations Referenced

27-SRF-01 — Yavapai County Sheriff's Office Inmate Commissary and Banking Services

Yavapai County Jail District | Open: June 15, 2026 | Close: September 10, 2026 at 1:30 PM

27-SRF-02 — Yavapai County Sheriff's Office Inmate Food Service

Yavapai County Jail District | Open: June 15, 2026 | Close: September 10, 2026 at 1:30 PM

Note: Both solicitations are posted on the OpenGov Procurement Portal. Vendors must be registered on OpenGov to access documents and submit proposals.