



Legislation Text

File #: 20-461, Version: 1

Memorandum

Date: June 2, 2020

To: The Honorable Moke Simon, Chairman, Lake County Board of Supervisors

From: Brian L. Martin, Sheriff/Coroner

Subject: Approve Contract for Commissary Services between the County of Lake and Keefe Commissary Network, LLC with costs neutral to the county.

Executive Summary:

On May 7, 2018, the Lake County Sheriff's Department issued a RFP for Inmate Commissary Services. The intent was to look at cost differences in running a store or contracting out the service. The RFP was sent to four (4) vendors and posted on both the County and Sheriff websites. A mandatory pre-proposal conference and facility tour was held in which two vendors attended.

A committee was formed to review each of the vendor systems and site visits were coordinated to various jail facilities. Participants included Captain Hosman, Lt. Findley, Sgt. Jimenez, Sgt. Bussard, and Finance staff Mary Beth Strong, Eugene Ortega, Nancy McCarrick and Jolene Pryal. The bid opening was completed on March 6, 2019. After much discussion, negotiation and several disasters that have delayed this process, a contract has been signed.

Funds received from commissary and costs paid to run this program are paid through the Inmate Welfare fund so this system should be cost neutral.

Benefits include the ability for families to order commissary and supplies through a website for delivery directly to the jail facility. This will allow the elimination of the on site store which will allow staff to work on other inmate needs. Keefe is working with our other vendors to interface with Trinity, our food service provider and ICS, our inmate phone provider to streamline procedures which will be a benefit for all parties. This system will allow a more automated booking and releasing process by the use of kiosks and debit cards.

If not budgeted, fill in the blanks below only:

Estimated Cost: Cost Neutral Amount Budgeted: _____ Additional Requested: _____ Future Annual Cost: _____

Consistency with Vision 2028 and/or Fiscal Crisis Management Plan (check all that apply):

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Well-being of Residents | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Infrastructure | <input checked="" type="checkbox"/> Not applicable |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Disaster Recovery | <input type="checkbox"/> County Workforce | <input type="checkbox"/> Technology Upgrades |
| <input type="checkbox"/> Community Collaboration | <input type="checkbox"/> Business Process Efficiency | <input type="checkbox"/> Clear Lake | <input type="checkbox"/> Revenue Generation |
| | | | <input type="checkbox"/> Cost Savings |

If request for exemption from competitive bid in accordance with County Code Chapter 2 Sec. 2-38, fill in blanks below:

Which exemption is being requested?
How long has Agreement been in place?
When was purchase last rebid?
Reason for request to waive bid?

Recommended Action: Approve Contract for Commissary Services between the County of Lake and Keefe Commissary Network, LLC.