

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

200



FROM: Purchasing and Fleet Services

SUBMITTAL DATE: November 17, 2004

SUBJECT: APPROVE THE AGREEMENT FOR INMATE COMMISSARY SERVICES WITH KEEFE COMMISSARY NETWORK L.L.C FOR THE SHERIFF

RECOMMENDED MOTION: Move that the Board of Supervisors;

- 1) Approve and execute the professional service agreement with Keefe Commissary Network L.L.C. at no cost to the county for five (5) years, renewable in one-year increments; and
- 2) Authorize the Purchasing Agent to sign amendments and exercise renewal options.

BACKGROUND: The Riverside County Sheriff's department requires an independent contractor that can provide inmate commissary services for the five separate adult detention facilities ("Jails") within the County of Riverside. The jail system intakes approximately 50,000 inmates annually among the five individual detention facilities. The contractor is responsible for the purchasing, receiving and storage of all commissary products offered and supply items necessary for ordering, assembly, preparation and distribution to meet the needs of the inmate population during the specified contract period.

(Continued on Page 2)

Robert Howdyshe
ROBERT HOWDYSHELL, Director
Purchasing and Fleet Services

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 1,200,000	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ -0-	Budget Adjustment:	No
	Annual Net County Cost:	\$ -0-	For Fiscal Year:	FY 04/05
SOURCE OF FUNDS: No cost to the County - Paid by inmates				Positions To Be Deleted Per A-30 <input type="checkbox"/>
				Requires 4/5 Vote <input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

County Executive Office Signature

Bob Cochell

Dept't Recomm.: Consent
Per Exec. Ofc.: Policy Consent Policy

Prev. Agn. Ref.:

District:

Agenda Number:

**ATTACHMENTS FILED
WITH THE CLERK OF THE BOARD**

3.20

BOARD OF SUPERVISORS

FORM 11: APPROVE THE AGREEMENT FOR INMATE COMMISSARY SERVICES WITH KEEFE COMMISSARY NETWORK L.L.C FOR THE SHERIFF

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BACKGROUND CONT.:

The contractor will provide a "Bag-In" commissary service including labor and goods such as food, candy, dried coffee, telephone debit cards, and hygiene items to be delivered and sold to the inmates twice a week. The County wishes to provide a quality and reliable commissary service to inmates at the lowest possible cost.

PRICE REASONABLENESS: Purchasing released a request for proposal and mailed the proposals to sixteen vendors and advertised on the Internet. The county received four responses with the bid range of \$6,018,900 to \$9,021,612 for five years. Based on the results of the interviews, Keefe Commissary was selected as the most responsive/responsible vendor and the County was able to negotiate the lowest overall average cost to the inmates of \$1,200,000 per year.

For the franchise privilege, Keefe Commissary Network will pay the County a fixed price of \$600,000 for the first year of the contract. The second and subsequent year's franchise fee will be adjusted based on inmate population. This money will be deposited in the Inmate Welfare Fund, per the requirements of State Penal Code Section 4025 (d).

The evaluation team consisting of members from the Sheriff and Purchasing department performed bid evaluations. The evaluation criteria was based on experience, service, references, computer technology and overall cost to the inmates. The evaluation team selected the top two vendors to interview, Keefe Commissary and Canteen Correctional Services.