

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



**FROM:** Stanley L. Sniff Jr., Sheriff-Coroner-PA

**SUBMITTAL DATE:**  
06/17/13

**SUBJECT:** Approval of the Fourth Amendment to the Agreement with Keefe Group, Keefe Commissary Network to Provide Commissary Services for the Sheriff's Correctional Facilities

**RECOMMENDED MOTION:** Move that the Board of Supervisors:

1. Approve and authorize the Chair to execute the fourth amendment to the Keefe Group, Keefe Commissary Network Agreement, adding one year to the agreement and extending the period of performance until October 31, 2015, and;
2. Approve a modification in the monthly commission rate remitted to the Sheriff's Inmate Welfare Fund, changing it from a fixed amount to a shared commission rate of 44.1% on all commissionable commissary sales, and;
3. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to exercise the renewal option, to sign amendments that do not change the substantive terms of the agreement.

(Continued on Page 2)

*Raymond Gregory* for

Stanley L. Sniff Jr., Sheriff-Coroner-PA  
Raymond Gregory, Chief Deputy Sheriff

**FINANCIAL  
DATA**

Current F.Y. Total Cost: N/A  
Current F.Y. Net County Cost: N/A  
Annual Net County Cost: N/A

In Current Year Budget: No  
Budget Adjustment: No  
For Fiscal Year: FY 2013-14

**SOURCE OF FUNDS: No Cost Revenue Agreement**  
BR 14-002

Positions To Be Deleted Per A-30 ☐  
Requires 4/5 Vote ☐

**C.E.O. RECOMMENDATION:**

APPROVE

BY: *Elizabeth J. Olson*  
Elizabeth J. Olson

**County Executive Office Signature**

Policy ☒ Policy ☒  
Consent ☐ Consent ☐

Dep't Recomm.:  
Per Exec. Off.:

Prev. Agn. Ref.: 09/29/2009 3.68 District: All Agenda Number:

ATTACHMENTS FILED  
WITH THE CLERK OF THE BOARD

3-41

**BACKGROUND:** On September 29, 2009, (3.68) the Board of Supervisors approved a three (3) year agreement with the option of two (2) one-year renewal periods with Keefe Group, Keefe Commissary Network to provide commissary services for the Riverside County Sheriff Department's five (5) correctional facilities throughout Riverside County.

On December 1, 2009, County Purchasing approved the first amendment to the agreement adding several commissary items to the menu. On December 1, 2011, County Purchasing approved the second amendment to the agreement modifying its payment procedure to the Inmate Welfare Trust Fund.

In FY 2011-12, in an effort to avoid staff layoffs and the possible disbanding of inmate programs and services, the Sheriff's Corrections Division considered a proposal to use Inmate Welfare Funds (IWF) to reimburse the County for the funds appropriated to Sheriff's Inmate Training and Education Bureau (SITE-B). Staff conducted an analysis of the bureau's core functions, legal requirements, potential effects from suspension, and options were considered to determine the fiscal sustainability of the proposal along with the best course of action. Staff concluded from the analysis that IWF revenue with supplemental AB 109 revenue provides adequate funding for SITE-B, and implemented this budget change in FY 2012-13.

IWF generates revenue from multiple sources including commissary item sales to in-custody inmates. In the last quarter of calendar 2012, in an effort to increase IWF revenue, the Sheriff's Department began negotiations with Keefe Group to transition from a fixed commissary commission payment to IWF, based on inmate headcount, to a revenue stream based on a profit sharing model for commissary commissions, a commission model similar to that implemented by other neighboring county jail systems. When the contract with Keefe reached the end of year three in November 2012, Purchasing approved the third amendment to the agreement, modifying the contract to a month to month agreement. The third amendment was issued in order to continue commissary service to the jails while the County renegotiated specific items in the contract with Keefe or issued an RFP for new commissary contract.

The Sheriff's Department has satisfactorily concluded its negotiations with Keefe Group, and now recommends to the Board, with County Purchasing concurrence, approval of the fourth amendment to the Keefe Group agreement. This amendment would provide the following:

- A one year extension to the contract, extending the term until October 31, 2015
- Keefe will provide the IWF a 44.1% commission on all commissionable commissary sales
- Keefe will amend the Commissary Pricing Schedule (see Exhibit B, attached subsequent to the Amendment). In summary, the amended Schedule includes a number of new commissary items, and the maximum price change on any one item is a \$0.50 increase on some hygiene items.
- Keefe will provide a generic scantron ordering form for in-custody inmates and provide a "Friends & Family" website for internet sales

- Keefe will provide deposit services via web, phone, and seven on-site lobby kiosks at all County jails

Staff estimates that the 44.1% commission rate will increase annual commission payments from \$609,000 to \$1.1 million. These additional funds would be directly deposited into the Inmate Welfare Fund (IWF) to fund the Sheriff's Inmate Training and Education Bureau (SITE-B). All the provisions of this amendment shall be made by Keefe Group at no cost to the County.

**COUNTY OF RIVERSIDE  
AMENDMENT NO.4 TO THE AGREEMENT  
WITH  
KEEFE GROUP, KEEFE COMMISSARY NETWORK**

**CONTRACTOR:** Keefe Group, Keefe Commissary Network  
**Contract Term:** November 1, 2009 through October 31, 2015  
**Effective Date of Amendment:** July 2, 2013

The Agreement between Riverside County, herein referred to as COUNTY and Keefe Group, Keefe Commissary Network, herein referred to as CONTRACTOR, is amended as follows:

1. On page 3 of the Agreement, amend Section 3 Compensation, all references to the Compensation: Monthly Commission rate will be 44.1% on all commissionable commissary sales.
2. CONTRACTOR shall provide generic commissary order form at no charge to the County. Contractor shall provide a computerized menu at no charge to the County.
3. CONTRACTOR will provide Deposit Services via web, phone, seven lobby kiosks and will responsible for all costs to set-up the kiosks at the Riverside County Sheriff Detention Facilities.
  - a. Fee Structure:
    - i. Deposit of \$0.99 to \$20.00 Fee is \$1.00
    - ii. Deposit of \$20.01 to \$40.00 Fee is \$2.00
    - iii. Deposit of \$40.01 to \$200.00 Fee is \$3.00
4. On page 24 of the Agreement, amend Exhibit B Commissary Pricing Schedule: New Exhibit B Commissary Pricing Schedule (pages 1-4) is attached to this Amendment.
5. All other terms and conditions of the Agreement are to remain unchanged.

**IN WITNESS WHEREOF**, the Parties hereto have caused their duly authorized representatives to execute this Amendment.

**County**

Board of Supervisors  
4080 Lemon Street, 4th Floor  
Riverside, CA 92501

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: Chairman of the Board of Supervisors  
Date: \_\_\_\_\_

**Contractor**

Keefe Group, Keefe Commissary Network  
13369 Valley Blvd  
Fontana, CA 92335

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

RFP# SHARC-117  
BOS agenda # & Date: 3.68 on 9/29/2009  
Form #116-311 Revision Date: 04/21/09

FORM APPROVED COUNTY COUNSEL  
BY: NEAL R. KIPNIS  
DATE: 6/24/13

## Exhibit B – Commissary Pricing Schedule

RIVERSIDE COUNTY JAIL COMMISSARY MENU						
KCN #	MANUFACTURER	Description	SIZE - OUNCES, UNLESS NOTED	Current Menu Price	Menu Price	\$ increase
1	CRAWFORD	Crawford Balsam/Protein Shampoo 4 oz	4	\$0.75	\$1.00	\$0.25
2	CRAWFORD	Crawford Balsam/Protein Conditioner 4 oz	4	\$0.55	\$0.70	\$0.15
51	SOFTEE	Softie Bergamot Hairdress & Press 5 oz	5	\$1.50	\$1.50	N/A
106	POWER UP	Power Up Deoderant for Women Bloom 2 oz	2	\$2.00	\$2.50	\$0.50
107	POWER UP	Power Up Deoderant Drive Clear 2.5 oz	2.5	\$2.00	\$2.50	\$0.50
200	CRAWFORD	Crawford Baby Powder 4 oz	4	\$0.70	\$1.00	\$0.30
210	CRAWFORD	Crawford Skin Care Lotion 4 oz	4	\$0.55	\$0.85	\$0.30
215	CRAWFORD	Crawford Cocoa Bttr Lotion 4 oz	4	\$0.55	\$0.85	\$0.30
250	CAREALL	CareAll Hydrocortisone Cream .5% 1 oz tube	1	\$1.25	\$1.45	\$0.20
251	CAREALL	CareAll Tolnaftate Antifungal Cream 15gm	15 grams	\$1.10	\$1.25	\$0.15
320	MAGIC SHAVE	Magic Shave regular 6 oz tube	6	\$2.70	\$3.00	\$0.30
397	CRAWFORD	No Shank Razor		\$1.05	\$1.25	\$0.20
426	NEXT 1	Next 1 Cocoa Butter Soap 5 oz	5	\$1.00	\$1.25	\$0.25
490	NEXT 1	Next 1 Moisturizing Soap Bar 5oz	5	\$0.40	\$0.55	\$0.15
500	HERITAGE	Heritage Mint Mouthwash 8 oz	8	\$0.90	\$1.15	\$0.25
530	COOL WAVE	Cool Wave Clear Toothpaste 4 oz	4	\$1.60	\$1.75	\$0.15
538	FRESHMINT	Freshmint Toothpaste 2.75oz	2.75	\$1.05	\$1.05	N/A
562	CRAWFORD	4" Toothbrush	4"	\$0.10	\$0.15	\$0.05
572	ALKA SELTZER	Alka Seltzer Cold Tabs 2 PK		\$0.30	\$0.40	\$0.10
583	NEWDAY	Newday Ibuprofen Tabs 2PK		\$0.20	\$0.25	\$0.05
614	NEWDAY	Newday Tylenol 2 PK		\$0.20	\$0.25	\$0.05
642	GLAXOSMITHE KLIEN	Tums	single roll	\$1.25	\$1.50	\$0.25
671	GOODSENSE	Goodsense Cherry Cough Drops (30 Ct Bag)	30 drops	\$1.75	\$1.75	N/A
773	TAMPAX	Tampax Tampons (10/pk)	10	\$1.60	\$1.80	\$0.20
800	CRAWFORD	Crawford 5" Comb (Black)		\$0.05	\$0.05	N/A
821	CRAWFORD	Crawford Palm Brush (Black)		\$0.30	\$0.60	\$0.30

## Exhibit B – Commissary Pricing Schedule

831	WET N WILD	Wet N Wild Eyeliner (Black) 1 Pencil		\$0.70	\$0.90	\$0.20
853	GOODY	Foam Rollers - Medium 12/pk		\$1.05	\$1.45	\$0.40
855	CRAWFORD	Ponytail Holder (Black)		\$0.10	\$0.15	\$0.05
901	WET N WILD	Wet 'n' Wild Light Beige Frost Lipstick		\$0.70	\$1.00	\$0.30
915	WET N WILD	Wet 'n' Wild Black Orchid Lipstick		\$0.70	\$1.00	\$0.30
1004	US POSTAL	One Cent Stamp		\$0.01	\$0.01	N/A
1015	TOPS	9.5" x 12.5" No-Clasp Envelope		\$0.15	\$0.25	\$0.10
1050	US POSTAL	Book of Ten Stamps		\$4.50	\$4.50	N/A
1056	WINCO	Address Book Small		\$0.65	\$1.00	\$0.35
1060	MEAD	8.5" x 11" Letter Pad (White/50 Sheets)		\$0.70	\$1.00	\$0.30
1070	MEAD	8.5" x 11" Sketch Pad (White/50 Sheets)		\$0.70	\$1.00	\$0.30
1086	WEBSTER	Webster II Pocket Dictionary		\$1.80	\$1.80	N/A
1087	WEBSTER	English Spanish Dictionary		\$2.50	\$2.65	\$0.15
1101	GALLANT GREETINGS	JUVENILE BIRTHDAY CARD		\$0.50	\$0.75	\$0.25
1103	GALLANT GREETINGS	BIRTHDAY CARD		\$0.50	\$0.75	\$0.25
1109	GALLANT GREETINGS	FRIENDSHIP CARD - PAPER		\$0.50	\$0.75	\$0.25
1120	GALLANT GREETINGS	THANK YOU CARD		\$0.50	\$0.75	\$0.25
1121	GALLANT GREETINGS	SEASONAL GREETING CARD		\$0.50	\$0.75	\$0.25
1281	ACCESS	READING GLASSES +1.75		\$5.75	\$5.75	N/A
1413	CRAWFORD	22OZ TUMBLER ONLY (NO LID)	22	\$0.32	\$0.60	\$0.28
1430	ADVANCED TEXTILES	WASHCLOTH WHITE		\$0.30	\$0.50	\$0.20
1976	ACCESS	READING GLASSES 1.50		\$5.75	\$5.75	N/A
1977	ACCESS	READING GLASSES 2.00		\$5.75	\$5.75	N/A
1985	ACCESS	READING GLASSES 3.00		\$5.75	\$5.75	N/A
2000	KEEFE	S.S. KEEFE COFFEE 1.5 GRAMS	1.5 grams	\$0.25	\$0.35	\$0.10
2006	NESCAFE	DECAF COFFEE SS 1.7GRAMS	1.7 grams	\$0.30	\$0.35	\$0.05
2010	KEEFE	4OZ KEEFE COFFEE	4	\$3.95	\$4.25	\$0.30
2022	COOL OFF	10/PK FRUIT PUNCH SS,NS	1	\$2.00	\$2.00	N/A
2041	BRUSHY CREEK	BC FRNCH VAN CAPPUCINO	8	\$2.10	\$2.30	\$0.20
2065	COOL OFF	10/PK ORANGE SS,NS	1.4 grams per ss	\$2.00	\$2.00	N/A
2066	COOL OFF	10/PK TEA W/LEMON SS,NS	1.4 grams per ss	\$2.00	\$2.00	N/A
2073	VILLAGE FARMS	(1 PKT) SS SF HOT COCOA	0.53	\$0.40	\$0.45	\$0.05
2202	COOL OFF	10/PK BLACK CHERRY SS,NS	1.4 grams	\$2.00	\$2.00	N/A

## Exhibit B – Commissary Pricing Schedule

			per ss			
2203	COOL OFF	10/PK LEMONADE SS,NS	1.4 grams per ss	\$2.00	\$2.00	N/A
2664	VELVEETA	MACARONI & CHEESE 3 OZ	3	\$1.50	\$1.55	\$0.05
2666	VELVEETA	CHEESY RICE 2 OZ	2	\$1.00	\$1.00	N/A
2667	VELVEETA	SPICY CHEESY RICE 2 OZ	2	\$1.00	\$1.00	N/A
2669	VELVEETA	SPICY CHEESY REFRID BEANS	3	\$1.80	\$1.80	N/A
2670	VELVEETA	SPICY REFRID BEANS&RICE	3	\$1.65	\$1.65	N/A
3017	FAMOUS AMOS	FAMOUS AMOS CHOC CHIP COO	2	\$1.00	\$1.10	\$0.10
3161	NABISCO	SALTINE CRACKERS 4-OZ	4	\$1.60	\$1.95	\$0.35
3198	TOASTEMS	2/PK STRWBRY TSTR PASTRY	3.67	\$0.75	\$0.85	\$0.10
3199	LITTLE DEBBIE	BROWNIES 2.2OZ	2.2	\$0.65	\$0.80	\$0.15
3230	ZIPPY CAKE	(EA) ZC PB WAFERS	2	\$0.60	\$0.79	\$0.19
3231	ZIPPY CAKE	(EA) ZC YUM YUM'S	1.3	\$0.30	\$0.40	\$0.10
3236	ZIPPY CAKE	(EA) ZC SWISS ROLLS	2	\$0.60	\$0.75	\$0.15
3245	ZIPPY CAKE	(EA)ZC D-DUNX	1.7	\$0.65	\$0.75	\$0.10
3274	ZIPPY CAKE	ZC MONSTER ICED BUNEEZ	6	\$1.05	\$1.30	\$0.25
3290	ZIPPY CAKE	ZC STRAWBERRY ZU ZU 2/PK	2	\$1.00	\$1.20	\$0.20
4001	MARS	M&M PEANUT	1.74	\$0.85	\$1.05	\$0.20
4004	NESTLE	BABY RUTH	2.1	\$0.85	\$1.05	\$0.20
4010	MARS	SNICKERS BAR	2.07	\$0.85	\$1.05	\$0.20
4019	ATKINSON	CHICK O STICK	0.7	\$0.35	\$0.40	\$0.05
4031	MARS	TWIX BAR	2	\$0.85	\$1.05	\$0.20
4032	MARS	THREE MUSKETEER BAR	2.13	\$0.85	\$1.05	\$0.20
4035	HERSHEY	REESES P/BUTTER CUP	1.6	\$0.85	\$1.05	\$0.20
4152	EZ DIGBY	DIBGY ALLSTARS 3.75OZ.	4.25	\$0.85	\$1.05	\$0.20
4387	ANNABELLE'S	ROCKY ROAD BAR	1.82	\$0.80	\$1.05	\$0.25
4402	EL SABROSA	SALSA TORTILLA CHIPS	3	\$2.00	\$2.00	N/A
4403	EL SABROSA	GUACA CHIPS	3	\$2.00	\$2.00	N/A
6013	MARUCHAN	CAJUN CHICKEN RAMEN	3	\$0.55	\$0.90	\$0.35
6018	MARUCHAN	TEXAS BEEF RAMEN SOUP	3	\$0.55	\$0.90	\$0.35
6026	MARUCHAN	CHILI RAMEN	3	\$0.55	\$0.90	\$0.35
6046	MARUCHAN	CHICKEN RAMEN	3	\$0.55	\$0.90	\$0.35
6048	MARUCHAN	BEEF RAMEN	3	\$0.55	\$0.90	\$0.35
6052	MARUCHAN	HOT & SPICY VEG RAMEN	3	\$0.55	\$0.90	\$0.35
6053	MARUCHAN	CAJUN SHRIMP RAMEN	3	\$0.55	\$0.90	\$0.35
6059	MARUCHAN	MCHN SHRIMP FLV RAMEN	3	\$0.55	\$0.90	\$0.35
6079	MOON LODGE	WHOLE SHABANG 1.5 OZ	1.5	\$0.70	\$0.85	\$0.15
6100	MOON LODGE	POTATO CHIPS	1.5	\$0.70	\$0.85	\$0.15
6102	MOON LODGE	1.5OZ STUFD JALP CHIPS	1.5	\$0.70	\$0.85	\$0.15
6103	CACTUS ANNIE	HABANERO TORTILLA CHIPS	1.5	\$0.70	\$0.85	\$0.15
6125	MOON LODGE	HOT CHIPS 1.5 OZ	1.5	\$0.70	\$0.85	\$0.15
6126	MOON LODGE	SOUR CREAM ONION 1.5 OZ	1.5	\$0.65	\$0.85	\$0.20
6178	FRESH CATCH	FC MACKERAL	3.53	\$1.50	\$1.80	\$0.30
6181	FRESH CATCH	FC SARDINES/TOMATO SAUCE	3.53	\$1.20	\$1.50	\$0.30

## Exhibit B – Commissary Pricing Schedule

6212	KEEFE	SPICY CAJUN MIX 3.5OZ	3.5	\$1.00	\$1.25	\$0.25
6262	SQUEEZUMS	MAYONNAISE 12PK	9 grams	\$1.30	\$1.30	N/A
6311	BRIDGEFORD	SLICED PEPPERONI	3.5	\$2.60	\$2.85	\$0.25
6412	SQUEEZUMS	GRAPE JELLY 1 OZ.	1	\$0.25	\$0.25	N/A
6415	SQUEEZUMS	SS PEANUT BUTTER	1	\$0.50	\$0.55	\$0.05
6428	CACTUS ANNIE	CA SHARP CHDR CHS SQUEEZE	2	\$0.70	\$0.85	\$0.15
6429	CACTUS ANNIE	CA JALAP CHEESE SQUEEZE	2	\$0.85	\$0.85	N/A
6507	TITOS	SLICED JALAPENO PEPPERS	0.7	\$0.55	\$0.60	\$0.05
6520	MALT O MEAL	(SS) APPLE-CINN OATMEAL	.35 grams	\$0.60	\$0.60	N/A
6540	ZIPPY CAKE	ZC STRAWBERRY CEREAL BAR	1.3	\$0.50	\$0.60	\$0.10
6606	MOON LODGE	SALTED PEANUTS 1.75 OZ	1.75	\$0.70	\$0.80	\$0.10
6607	MOON LODGE	HOT PEANUTS 1.75 OZ	1.75	\$0.70	\$0.80	\$0.10
6743	TACO WORKS	HOT NACHO TORTILLA CHIPS	2	\$0.70	\$0.85	\$0.15
6790	TACO WORKS	SALSA TORTILLA CHIPS	2	\$0.75	\$0.85	\$0.10
6826	FRESH CATCH	FRESH CATCH TUNA 4.23 OZ.	4.23	\$1.80	\$2.25	\$0.45
8672	US POSTAL	5PK STMP ENV-KIT 41712		\$2.80	\$3.25	\$0.45
8673	PRINT WOVE	5PK #10 ENV-KIT 41713		\$0.22	\$0.25	\$0.03
8687	CRAWFORD	GOLF PENCIL/ERASER-41704		\$0.40	\$0.45	\$0.05