

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

501



FROM: Sheriff-Coroner-PA

SUBMITTAL DATE:


October 8, 2015

SUBJECT: Approval of Amendment No. 8 for a six month extension to the Agreement with Keefe Group, Keefe Commissary Network to Provide Commissary Services for the Sheriff's Correctional Facilities. [All Districts] [\$549,999] 100% Contract Revenue.

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve and authorize the Chair to execute Amendment No. 8 to the Keefe Group, Keefe Commissary Network Agreement, adding six months on a month to month basis to the agreement extending the period of performance from October 31, 2015 until April 30, 2016, and;
2. Authorize the Purchasing Agent, in accordance with Ordinance No. 459, to sign amendments that do not change the substantive terms of the agreement, as approved by County Counsel.

BACKGROUND: County seeks approval of Amendment No. 8 to the Keefe Group, Keefe Commissary Network Agreement allowing month to month extensions (not to exceed six months) of the existing agreement, pending the award of Request for Proposal (RFP) #SHARC-283 for Jail Commissary


Stanley Sniff
Sheriff-Coroner-PA
Scot Collins, Chief Deputy

FORM APPROVED COUNTY COUNSEL
BY: JAMES E. BROWN
DATE: 10/15/15
PURCHASING & FLEET SERVICES: Lisa Brandl, Director

Departmental Concurrence

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost:	POLICY/CONSENT (per Exec. Office)
COST	\$ 549,999	\$	\$ 91,667	\$	Consent <input type="checkbox"/> Policy <input checked="" type="checkbox"/>
NET COUNTY COST	\$	\$	\$	\$	

SOURCE OF FUNDS: 100% Contract Revenue; No cost to the County; program paid by inmates.

Budget Adjustment:
For Fiscal Year: 2015-16

C.E.O. RECOMMENDATION: APPROVE

County Executive Office Signature BY: 
Elizabeth J. Olson

MINUTES OF THE BOARD OF SUPERVISORS

- A-30
- 4/5 Vote
- Positions Added
- Change Order

Prev. Agn. Ref.: 07/02/2013 3.41 District: All Agenda Number:
09/29/2009 3.68

3-12

**SUBMITTAL TO THE BOARD OF SUPERVISORS, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA
FORM 11: Approval of Amendment No. 8 for a six month extension to the Agreement with Keefe
Group, Keefe Commissary Network to Provide Commissary Services for the Sheriff's Correctional
Facilities. [All Districts] [\$549,999] 100% Contract Revenue.**

DATE: October 8, 2015

PAGE: 2 of 2

BACKGROUND:

Summary (continued)

Services. Sheriff estimates that the 44.1% commission rate will equal monthly commission payments of \$91,667 or \$549,999 should the contract extension run the entire six months. All terms and conditions of the existing Agreement (as amended) will remain the same.

On September 29, 2009, (3.68) the Board of Supervisors approved via the competitive bid process, 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 Amendment No.1 to the agreement adding several commissary items to the menu.

On December 1, 2011, County Purchasing approved Amendment No. 2 to the agreement modifying its payment procedure to the Inmate Welfare Trust Fund.

On November 1, 2012, County Purchasing signed Amendment No. 3 extending the Period of Performance for one year to October 31, 2013, and further clarifying the commission rate.

On July 2, 2013, (3.41) the Board of Supervisors signed Amendment No. 4 to the Agreement with Keefe Group, Keefe Commissary Network with a contract term of November 1, 2009 through October 31, 2015, to provide commissary services for the Riverside County Sheriff Department's five (5) correctional facilities throughout Riverside County.

On August 7, 2013, County Purchasing signed Amendment No. 5 confirming the commission rate change agreed to in Amendment No. 4 (ref. BOS agenda 3.41; 7/2/13) as effective on September 1, 2013.

On July 28, 2014, County Purchasing signed Amendment No. 6 deleting reference to "Mini Kits" and Mini Packs", making inmates eligible to receive inmate welfare packs, compensating County \$9,320.00 for programming services provided to Contractor, and establishing a commission structure for processing fees charged to inmates.

On November 3, 2014, County Purchasing signed Amendment No. 7 changing the Commissary Pricing Schedule as amended in Exhibit B of Amendment No. 4.

Impact on Citizens and Businesses

None

Contract History and Price Reasonableness

IWF generates revenue from multiple sources including commissary item sales to in-custody inmates. The County's existing Agreement is 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.

**COUNTY OF RIVERSIDE
AMENDMENT NO.8 TO THE AGREEMENT
WITH
KEEFE GROUP, KEEFE COMMISSARY NETWORK**

CONTRACTOR: Keefe Group, Keefe Commissary Network
Contract Term: Month to Month not to exceed six months.
Effective Date of Amendment: November 1, 2015

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. County and Contractor agree to continue on a month to month basis the Agreement (per Amendments No's 1 – 7, to date) for the provisioning of commissary services for the Sheriff's correctional facilities. Said continued Agreement shall not exceed six months commencing November 1, 2015
2. All other terms and conditions of the Agreement and subsequent Amendments are to remain unchanged.

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


County

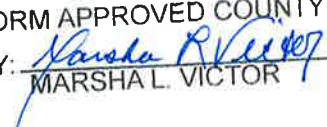
Board of Supervisors
4080 Lemon Street, 4th Floor
Riverside, CA 92501

By: _____
Name: _____
Title: Chairman of the Board of Supervisors
Date: _____

Contractor

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

By: 
Name: TERRY SCHROEDER
Title: GROUP VICE PRESIDENT
Date: 10/13/15

FORM APPROVED COUNTY COUNSEL
BY:  10/15/15
MARSHA L. VICTOR DATE

RFP# SHARC-283
Prior BOS agenda # & Date: 3.68 on 9/29/2009
Form #116-311 Revision Date: 04/21/09