

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



ITEM: 3.28
(ID # 28581)

MEETING DATE:
Tuesday, October 28, 2025

FROM : SHERIFF-CORONER-PA

SUBJECT: SHERIFF-CORONER-PA: Approve the Incarcerated Person Mail Services Agreement with Jail House Mail, LLC for \$749,999 annually for five (5) years through August 31, 2030 with the option to renew up to an additional five (5) one-year periods through August 31, 2035; All Districts [Total Cost \$749,999 annually plus up to \$37,500 annually in as-needed additional compensation - 100% Sheriff's Budget]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Incarcerated Person Mail Services Agreement with Jail House Mail, LLC for \$749,999 annually for five (5) years through August 31, 2030 with the option to renew up to an additional five (5) one-year periods through August 31, 2035;
2. Authorize the Purchasing Agent, in accordance with Ordinance 459, based on the availability of fiscal funding and as approved to form by County Counsel to: (a) sign amendments that exercise the options of the Agreement, including modifications of the statement of work, and (b) sign amendments to the compensation provisions that do not exceed \$37,500 annually in as-needed additional compensation;
3. Authorize the Chair of the Board to sign three (3) copies of the Agreement and direct the Clerk to retain one copy each and return two copies of each Agreement to the Sheriff's Office for distribution; and
4. Authorize the Purchasing Agent, or designee, to issue Purchase Orders for goods and/or services that do not exceed the total Board approved amount.

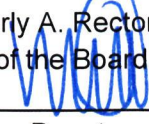
ACTION:Policy


Herman Lopez, CHF DEP SHERIFF B 8/14/2025

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Gutierrez, seconded by Supervisor Spiegel and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Medina, Spiegel, Washington, Perez, and Gutierrez
Nays: None
Absent: None
Date: October 28, 2025
xc: Sheriff

Kimberly A. Rector
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 749,999	\$ 749,999	\$ 7,499,990	\$ 0
NET COUNTY COST	\$ 749,999	\$ 749,999	\$ 7,499,990	\$ 0
SOURCE OF FUNDS: 100% Sheriff's Budget			Budget Adjustment:	No
			For Fiscal Year:	25/26- 34/35

C.E.O. RECOMMENDATION: Approve

BR: 25-023

Prev. Agn. Ref.: N/A

BACKGROUND:

Summary

The Riverside County Sheriff's Office (RSO) operates five correctional facilities that are currently housing approximately over 3,700 inmates. All inmates are permitted to send and receive unlimited letters each day in order to maintain communications with their legal representatives, families, friends, business associates, and other government authorities. All correspondence to and from inmates (except legal correspondence) has to be inspected and is currently done by Sheriff's mailroom staff.

Each correctional facility has dedicated staff assigned to process the mail for each facility on a daily basis. Staff are responsible for opening every envelope, searching it for contraband, and reviewing photographs for any violations. Mail is then separated by inmate location. The proposed Agreement eliminates this task from the Sheriff's mailroom staff. Mail will no longer be received from the public, but sent direct to the contractor who will process it and return copies presorted, with no need to open and search prior to delivering to the inmates. This will result in less staffing needed to process mail allowing Sheriff's to utilize those positions in other areas of the facilities to meet current staffing vacancies.

All mail will be digitized with the capability to automatically "flag" certain images including handwriting into a searchable database for better investigative capabilities.

Impact on Residents and Businesses

These services to digitize inmate mail will make Sheriff's correctional facilities safer for staff, inmates, and the communities by eliminating contraband and any other types of threats or compromises entering correctional facilities via the mail.

Contract History and Price Reasonableness

The Purchasing Department on behalf of RSO issued Request for Proposal (RFP) #SHARC-587 on April 4, 2025, seeking proposals from qualified bidders to provide Incarcerated Person Mail Processing Services including scanning and database tracking software and mail handling and storage. The solicitation advertised publicly on the Purchasing website and

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PublicPurchase.com, eighty-eight vendors were notified and twenty-nine accessed the bid documents. Three (3) responses to the solicitation were received.

After careful evaluation and consideration of all aspects of the proposals, the RSO evaluation committee recommended the award to Jail House Mail, LLC (JHM) as the most responsive bidder as they were the only identified successful bidder proposing a solution for incoming and outgoing mail processing in accordance with the RFP requirements.

Additionally, RCIT and TSOC have approved this request which includes software on August 20, 2024 H-11 Review Process No. RITM0354420. County Purchasing concurs with this request, and County Counsel approved the Agreement as to legal form.

Attachments

Jail House Mail County of Riverside Agreement 2025- 3 copies

 _____ Stacy Orton, Assistant Director of Purchasing	8/11/2025	 _____ Rebecca S. Cortez, Principal Management Analyst	8/20/2025
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 _____ Aaron Gettis, Chief of Deputy County Counsel	8/13/2025
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