



PUBLIC HEARING AGENDA ITEM

DATE OF PUBLIC HEARING: November 13, 2018
SUBJECT: Commissary Services at the Detention Facility
FROM: Raymond H. Gonzales, County Manager Alisha Reis, Deputy County Manager Benjamin Dahlman, Finance Director Kim Roland, Procurement and Contracts Manager
AGENCY/DEPARTMENT: Adams County Sheriff's Office
HEARD AT STUDY SESSION ON: N/A
AUTHORIZATION TO MOVE FORWARD: <input type="checkbox"/> YES <input type="checkbox"/> NO
RECOMMENDED ACTION: That the Board of County Commissioners approves agreement proposal award to Keefe Commissary Network, LLC for Commissary Services at the Detention Facility.

BACKGROUND:

The Sheriff's Office currently contracts a company to provide commissary services to the inmates at the Adams County Detention Facility. These items include food, candy, dried coffee and hygiene items, which are sold on a weekly basis.

A formal Request for Proposal (RFP) was solicited on the Rocky Mountain E-Purchasing System (BidNet). Proposals were opened on July 26, 2018 and the County received proposals from the following three (3) firms; Keefe Commissary Network, LLC, Aramark Correctional Services, and Summit Food Service, LLC.

Proposals were evaluated on the following criteria:

- Corporate / Financial Stability
- Project Personnel / Experience
- Ability to meet requested needs
- Commission / Percentage of Rebate

After a thorough review and a demonstration by all three (3) firms, the evaluation team determined that Keefe Commissary Network, LLC, provides the best value for the County. Keefe Commissary Network, LLC provided a much larger selection of products, a superior customizable electronic accounting system

and local representatives with extensive experience in servicing similar sized facilities to immediately address issues. Keefe Commissary Network, LLC, is offering a commission scale of 37%. The County pays no money for these services, and the commissions received from the commissary sales pay for education, counseling services, instructors for life skills, drug and alcohol treatment, and reading materials for inmates.

AGENCIES, DEPARTMENTS OR OTHER OFFICES INVOLVED:

Adams County Sheriff's Office

ATTACHED DOCUMENTS:

Resolution
Evaluation Summary Score Sheet

FISCAL IMPACT:

Please check if there is no fiscal impact ☐. If there is fiscal impact, please fully complete the section below.

Fund: 0001			
Cost Center: 2075			
	Object Account	Subledger	Amount
Current Budgeted Revenue:	5887		966,584
Additional Revenue not included in Current Budget:			
Total Revenues:			<u>966,584</u>

	Object Account	Subledger	Amount
Current Budgeted Operating Expenditure:			
Add'l Operating Expenditure not included in Current Budget:			
Current Budgeted Capital Expenditure:			
Add'l Capital Expenditure not included in Current Budget:			
Total Expenditures:			<u></u>

New FTEs requested: ☐ YES ☒ NO

Future Amendment Needed: ☐ YES ☒ NO

Additional Note: