

**FORSYTH COUNTY  
BOARD OF COMMISSIONERS**

**BRIEFING  
DRAFT**

MEETING DATE: OCTOBER 26, 2017

AGENDA ITEM NUMBER: 10

**SUBJECT:**

**RESOLUTION AWARDING REVENUE CONTRACT TO KEEFE COMMISSARY NETWORK L.L.C. FOR ON-SITE INMATE COMMISSARY SERVICES FOR THE LAW ENFORCEMENT DETENTION CENTER (LEDC)  
(FORSYTH COUNTY SHERIFF'S OFFICE)**

**COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:**

**SUMMARY OF INFORMATION:**

Proposals were received on September 22, 2017 in response to a Request For Proposals (RFP) to provide inmate commissary services for the Law Enforcement Detention Center (LEDC). Each proposal was evaluated and scored by County staff from the Detention Center, Sheriff's Office Administration and the Budget & Management Department, as well as a graduate student in the MPA program at UNC-Greensboro. Proposals were evaluated and rated based on compliance with mandatory requirements, commission rate, Past Performance and Experience and Technical/Management. More than 45 detailed criteria were assessed.

A summary of the scores is shown in the table below:

**Proposal Scores for Commissary Services**

	Total Possible Points	Aramark	Keefe	Kimble's	McDaniel's	Oasis
<b>Minimum Requirements</b>	Met	Unmet	Met	Met	Unmet	Unmet
<b>Commission Rate</b>	5.75	5.03	5.75	4.66	5.31	4.61
<b>Past Performance and Experience</b>	5	3.68	3.93	3.82	3.07	3.81
<b>Technical and Management</b>	5	3.73	3.81	3.46	2.99	3.59
<b>Total</b>	<b>15.75</b>	<b>12.44</b>	<b>13.49</b>	<b>11.94</b>	<b>11.37</b>	<b>12.01</b>

County staff has determined that Keefe Commissary Network L.L.C. offered the best overall proposal and recommends that a contract for inmate commissary services for the Law Enforcement Detention Center be awarded to Keefe Commissary Network L.L.C. for an initial three-year period.

As specified in the RFP, the contract will be for an initial contract term of three (3) years, commencing January 1, 2018, and ending December 31, 2020. Terms of the bid reserve the right for the County to extend this Agreement for as many as five (5) additional twelve (12) month periods, through December 31, 2025, provided that both parties are in agreement. Typically, commission revenues are \$204,000 annually.

It is recommended by the County Manager, the Forsyth County Sheriff, and the Purchasing Director that a contract to provide on-site commissary services for the Law Enforcement Detention Center be awarded to Keefe Commissary Network L.L.C.

ATTACHMENTS:  YES  NO

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_  
COUNTY MANAGER

**RESOLUTION AWARDING REVENUE CONTRACT TO KEEFE COMMISSARY NETWORK, L.L.C. FOR ON-SITE INMATE COMMISSARY SERVICES FOR THE LAW ENFORCEMENT DETENTION CENTER (LEDC) (FORSYTH COUNTY SHERIFF'S OFFICE)**

**WHEREAS**, proposals were received by the City/County Purchasing Department at 12:00 p.m. on the 22<sup>nd</sup> day of September, 2017, to provide on-site inmate commissary services for the Law Enforcement Detention Center from Oasis Management Systems, Inc.; Kimble's Commissary Services; McDaniel Supply Company; Keefe Commissary Network L.L.C.; and, Aramark Corporation.

**WHEREAS**, a team of County staff assessed the proposals based on Commission rate offered, compliance with mandatory requirements, past performance and experience, and technical/management criteria; and

**WHEREAS**, Keefe Commissary Network, L.L.C. was identified as the best overall proposal; and

**WHEREAS**, as specified in the RFP, the contract will be for an initial contract term of three (3) years, commencing January 1, 2018, and ending December 31, 2020, reserving the right for the County to extend this Agreement for as many as five (5) additional twelve (12) month periods, through December 31, 2025, provided that both parties are in agreement; and

**WHEREAS**, it is the recommendation of the County Manager, the Sheriff, and the Purchasing Director that a revenue contract for on-site inmate commissary services be awarded to Keefe Commissary Network, L.L.C.;

**NOW, THEREFORE, BE IT RESOLVED**, that the Forsyth County Board of Commissioners hereby awards a revenue contract to Keefe Commissary Network, L.L.C. for on-site inmate commissary services for the period of January 1, 2018, and ending December 31, 2020, which contract will be automatically renewable for as many as five (5) additional twelve (12) month periods, through December 31, 2025, provided that both parties are in agreement.

**BE IT FURTHER RESOLVED** that County Manager and Clerk to the Board are hereby authorized to execute a contract with Keefe Commissary Network, L.L.C., on behalf of Forsyth County, consistent with the terms of the RFP issued by the County, subject to a pre-audit certificate thereon by the County Chief Financial Officer, if applicable, and approval as to form and legality by the County Attorney.

Adopted this 26<sup>th</sup> day of October, 2017.