

REQUEST FOR LEGISLATIVE ACTION

Version 6/10/19

Completed by County Counselor's Office:

Res/Ord No.: 20661

Sponsor(s): Ronald E. Finley

Date: May 3, 20661

SUBJECT	<p>Action Requested <input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance</p> <p>Project/Title: <u>Awarding a Thirty-Six Month Contract, with Two Twelve Month Options to Extend for the furnishing of Inmate Commissary and Kiosk Services for the Jackson County, Missouri Department of Corrections to Keefe Commissary Network of Bridgeton, MO under the terms and conditions of Request for Proposal No. 8-21</u></p>																
BUDGET INFORMATION <i>To be completed By Requesting Department and Finance</i>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Amount authorized by this legislation this fiscal year:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount previously authorized this fiscal year:</td> <td></td> </tr> <tr> <td>Total amount authorized after this legislative action:</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Amount budgeted for this item * (including transfers):</td> <td style="text-align: right;">\$</td> </tr> <tr> <td>Source of funding (name of fund) and account code number:</td> <td></td> </tr> </table> <p>* If account includes additional funds for other expenses, total budgeted in the account is: \$</p> <p>OTHER FINANCIAL INFORMATION:</p> <p><input checked="" type="checkbox"/> No budget impact (no fiscal note required) <input type="checkbox"/> Term and Supply Contract (funds approved in the annual budget); estimated value and use of contract: Department: _____ Estimated Use: _____</p> <p>No Cost to the County, Successful Respondent pays a Commission to the County on gross sales.</p> <p>Prior Year Budget (if applicable): _____ Prior Year Actual Amount Spent (if applicable): _____</p>	Amount authorized by this legislation this fiscal year:	\$	Amount previously authorized this fiscal year:		Total amount authorized after this legislative action:	\$	Amount budgeted for this item * (including transfers):	\$	Source of funding (name of fund) and account code number:							
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PRIOR LEGISLATION	<p>Prior ordinances and (date): _____ Prior resolutions and (date): 19019, November 30, 2015</p>																
CONTACT INFORMATION	<p>RLA drafted by (name, title, & phone): Barbara Casamento, Purchasing Administrator, 881-3253</p>																
REQUEST SUMMARY	<p>The Department of Corrections requires an Inmate Commissary and Kiosk Services Contract for the inmates at the County Detention Facility. Security is maintained at the Detention Center by providing inmates with reasonably priced consumer items controlled by the Department of Corrections. The Purchasing Department issued Request for Proposal No. 8-21 in response to these requirements.</p> <p>A total of eight notifications were distributed, four responses were received, one of which was rejected as non-compliant, and three were evaluated as follows:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Name and Location of Respondent</th> <th>Evaluation Points Awarded</th> <th>Total Pricing</th> <th>Commission paid to County</th> </tr> </thead> <tbody> <tr> <td>Tiger Correctional Facilities, Jonesboro, AR</td> <td style="text-align: center;">80</td> <td style="text-align: right;">\$94.74</td> <td style="text-align: center;">25%</td> </tr> <tr> <td>Summit, Sioux Falls, SD</td> <td style="text-align: center;">82</td> <td style="text-align: right;">\$65.79</td> <td style="text-align: center;">30%</td> </tr> <tr> <td>Keefe Commissary Network, Bridgeton, MO</td> <td style="text-align: center;">95</td> <td style="text-align: right;">\$53.54</td> <td style="text-align: center;">26%</td> </tr> </tbody> </table> <p>Pursuant to Section 1054.6 of the Jackson County Code, the Director of Corrections and the Purchasing Department recommends award for Inmate Commissary and Kiosk Services to Keefe Commissary Network of Bridgeton, Missouri under the terms and conditions of Request for Proposal No. 8-21 as the best proposal received.</p>	Name and Location of Respondent	Evaluation Points Awarded	Total Pricing	Commission paid to County	Tiger Correctional Facilities, Jonesboro, AR	80	\$94.74	25%	Summit, Sioux Falls, SD	82	\$65.79	30%	Keefe Commissary Network, Bridgeton, MO	95	\$53.54	26%
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CLEARANCE	<input type="checkbox"/> Tax Clearance Completed (Purchasing & Department) N/A <input type="checkbox"/> Business License Verified (Purchasing & Department) N/A <input checked="" type="checkbox"/> Chapter 6 Compliance - Affirmative Action/Prevailing Wage (County Auditor's Office)	
COMPLIANCE	<input type="checkbox"/> MBE Goals <input type="checkbox"/> WBE Goals <input type="checkbox"/> VBE Goals <p style="text-align: center;">No goals were assigned to this Request for Proposal</p>	
ATTACHMENTS	The Abstract of Bids, the Award Recommendation Memorandum from Ms. Deloris Wells, Deputy Director of Administration, Jackson County Detention Center and the pertinent pages of Keefe's proposal	
REVIEW	Department Director: <i>Devin J. Suran</i>	Date: 4-21-21
	Finance (Budget Approval): <i>If applicable</i>	APPROVED By Mark Lang at 10:34 am, Apr 23, 2021
	Division Manager: <i>Wayne M. Schultz</i>	Date: 4-23-2021
	County Counselor's Office: <i>Bryan Conish</i>	Date: 4/28/2021

Fiscal Information (to be verified by Budget Office in Finance Department)

- This expenditure was included in the annual budget.
- Funds for this were encumbered from the _____ Fund in _____.
- There is a balance otherwise unencumbered to the credit of the appropriation to which the expenditure is chargeable and there is a cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made each sufficient to provide for the obligation herein authorized.
- Funds sufficient for this expenditure will be/were appropriated by Ordinance # _____
- Funds sufficient for this appropriation are available from the source indicated below.

Account Number:	Account Title:	Amount Not to Exceed:

- This award is made on a need basis and does not obligate Jackson County to pay any specific amount. The availability of funds for specific purchases will, of necessity, be determined as each using agency places its order.
- This legislative action does not impact the County financially and does not require Finance/Budget approval.



Jackson County Detention Center

Office of the Jackson County Sheriff
Sheriff Darryl Forté



TO: Barbara Casamento, Purchasing Administrator (Jackson County)

CC: Diana Turner, Director JCDC

FROM: Deloris Wells, Deputy Director of Administration JCDC

Deloris Wells

SUBJECT: Recommendation Memo RFP 8-21 Commissary Services

DATE: April 21, 2021

Ms. Casamento,

We have completed our review of three proposals for the Commissary Contract, Keefe, Summit and Tiger. I have combined the average of all four panelist scores and provided them below:

Evaluation Criteria	Maximum Points	Keefe	Tiger Correctional Services	Summit
Responsiveness to Request for Proposal (5.5.1)	5	5	5	5
Respondent's Experience and Qualifications (5.5.2)	25	25	16	14
Pricing (5.5.4)	60	55	52	55
References (5.5.3)	10	10	8	7
Total	100	95	80	82

Keefe offers the most years of experience with serving facilities with an ADP exceeding 700. Summit offers the highest commission to the County, but they also have much higher prices for commissary items.

We are aware that many of the costs to purchase commissary often become the burden of immediate family members and friends of the detainees. We do not want to increase the burden on families to increase our profit.

Our goal is simply to be able to provide reasonably priced products at a fair and competitive price to the inmate population. We believe that Keefe proposes the best overall service to meet our growing needs and we recommend the commissary contract be awarded to Keefe.

ATTACHMENT A- QUOTATION SHEET

Part A:

These are the fifty-one top selling products at the Jackson County, Missouri Detention Center. Respondents shall quote their selling unit/size and prices as they would appear on the Commissary Order Form. Successful Respondent will sell these items at the price quoted here; price increases will not be considered until June of 2021. For any item without a weight designation, give the cost per ounce and specify the ounces in the packaging. Substitutions in brand name, size or alternates will not be considered for this Request for Proposal. Proposals offering substitutions or alternates will not be considered. Successful Respondent must be able to provide all items effective the first day of any resulting Contract/Agreement.

No .	Description	Unit/Size	Selling Price to Inmate
01	Maruchan Ramen Chili 3 oz Pillow Pack, Clear Window	3 oz	\$ 0.72
02	Maruchan Ramen Hot & Spicy Vegetable, 3 oz Pillow Pack, Clear Window	3 oz	\$ 0.72
03	Maruchan Ramen Cajun Chicken 3 oz Pillow Pack, Clear Window	3 oz	\$ 0.72
04	Maruchan Ramen T x Beef 3 oz Pillow Pack, Clear Window	3 oz	\$ 0.72
05	Moore Medical Ibuprofen Tablets 200 Mg 2 Pack	2 pk	\$ 0.08
06	Cactus Annies Tortilla Flour 8 oz 6 ct Bag Clear Resealable	8 oz, 6 ct, 8"	\$ 0.90
07	Maruchan Ramen Chicken 3 oz Pillow Pack, Clear Window	3 oz	\$ 0.72
08	Maruchan Ramen Cajun Shrimp 3 oz Pillow Pack Clear Window	3 oz	\$ 0.72
09	City Cow Cheese Snack Spread Jalapeno 8 oz Plastic Cup	8 oz	\$ 1.60
10	Postage Stamp, First Class	1 each	\$ 0.55
11	Unisource Envelope #10 Box White	1 each	\$ 0.04
12	Brushy Creek Chili Hot W/Beans 11.25 oz Pouch	11.25 oz	\$ 2.10
13	Zippy Cake Honey Bun Mega (Buneez) 4.75 oz Clear Plastic Wrap	6 oz	\$ 1.35
14	Zippy Cake Swiss Roll 12 oz Paper Box	2 oz	\$ 0.50
15	Sugar Twin Sweetner Regular 10 Pkt Yellow	10 pk	\$ 0.50
16	Cactus Annies Tortilla Chips Nacho Cheese 10 oz Bag Clear Window	10 oz	\$ 2.50
17	Postage Stamped Envelope Large	1 each	\$ 0.66
18	Coffee Crystals Inst 4 oz Foil Bag	4 oz	\$ 3.70
19	Sevilla Refried Beans Regular 8 oz Pouch Clear Resealable	8 oz	\$ 1.70
20	Cactus Annies Corn Chips 12 oz Bag Clear Window	12 oz	\$ 2.80
21	New World Imports Pencil Golf Type	1 each	\$ 0.03
22	Cactus Annies Pork Rinds Hot & Spicy 2 oz Clear	2 oz	\$ 0.85
23	Gen Beef Stick Hickory Smoked 1.125 oz Twin Pack	1.125 oz	\$ 0.95
24	Quaker Granola Bar Choc Chip 6.72 oz	.84 oz	\$ 0.45
25	Mars Snickers 1.86 oz	1.86 oz	\$ 1.00
26	Zippy Cake Danish Iced Cinnamon Swirl 4 oz Clear Plastic Wrap	4 oz	\$ 0.70
27	Sensitive Skin Cream/Ointment/Lotion Eucerin	4 oz	\$ 1.15
28	Cactus Annies Cheese Crunchy Regular 11 oz Bag, Clear Window	11 oz	\$ 2.30
29	Moon Lodge Popcorn, White Cheddar 5 oz Bag Foil	5 oz	\$ 1.20
30	Moore Medical Acetaminophen Non-Aspirin Regular 325mg Pk	2 pk	\$ 0.06
31	Hot Cocoa SS 8 oz	.8 oz	\$ 0.30

32	Hershey Jolly Rancher Candy Assorted, 3.7 oz, Plastic Wrapped	3.7 oz	\$	1.25
33	Moore Medical Aspirin 325 mg, 2 Pk	2 pk	\$	0.06
34	Kitchens Rice Inst White 8 oz Pouch, Clear	8 oz	\$	1.20
35	Van Holten Pickle, Hot Pickle 9.6 oz Pouch, Clear	9.6 oz	\$	1.00
36	Fresh Catch Mackerel Fillets in Oil 3.53 oz Pouch	3.53 oz	\$	2.00
37	Moon Lodge Potato Chips Hot Hot Hot BBQ 1.5 oz Bag Foil	1.5 oz	\$	0.60
38	Squeezum Mayonnaise Regular 9 G=Strip, 12 Pk, Pouch, Clear	12 pk, 9 G	\$	0.80
39	Drink Mix French Vanilla Cappuccino .81 oz 1 Srv Pk	.81 oz	\$	0.45
40	Zippy Cake Peanut Butter Wafer 2Pk 2 oz	2 pk, 2 oz	\$	0.60
41	Zippy Cake Snack Cake Oatmeal & Creme 1.3 oz	1.3 oz	\$	0.60
42	Sevilla Beans & Rice Hot Chili Flavor 4.4 oz Pouch Clear Window	4.4 oz	\$	1.10
43	Sugar Pkt 1 Srv Pk Paper Pkt	10 pk	\$	0.50
44	Zippy Cake, Cookies, Choe Chip 6 oz, Clear Plastic Bag	6 oz	\$	1.00
45	TaTitos Jalapeno Peppers SS Sliced 7 oz Bag	1 oz	\$	0.60
46	Peanut Butter Creamy, 18 oz Plastic Jar Clear	18 oz	\$	2.45
47	Vista Crackers Saltine Bulk .25 lb Plastic	4 oz	\$	0.75
48	Hersheys Reese Candy Bar Peanut Butter Cups 1.5 oz	1.5 oz	\$	1.00
49	Cheez-It Crackers 1.5 oz	1.5 oz	\$	0.45
50	Mars Milky Way 1.84 oz	1.84 oz	\$	1.00
51	Freeze Dried Coffee Columbian 3 oz Pouch Clear Resealable	3 oz	\$	3.95

Part B:

The Successful Respondent will pay a location commission of **at least Twenty (20%) Percent** of the prior months gross sales for the privilege of operating this exclusive franchise providing services on County-owned property. The County will not consider proposals that offer less than twenty (20%) percent.

26 % (commission)

State the percentage mark-up applied to the Successful Respondent's invoiced cost (from Distributor not associated with the Successful Respondent) that will be used to establish selling price to inmates:

30 %

Notes:

1) This proposal attempts to strike a balance between offering low prices to the inmate population while also offering a competitive commission to Jackson County. The combination of pricing/commission proposed can be negotiated to attain the balance the county wishes to achieve

2) A complete list of the additional items being proposed (which matches the current menu) has been included with this document