



BOARD OF SUPERVISORS  
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors  
105 E. Anapamu Street, Suite 407  
Santa Barbara, CA 93101  
(805) 568-2240

**Department Name:** Sheriff  
**Department No.:** 032  
**For Agenda Of:** November 5, 2019  
**Placement:** Administrative  
**Estimated Tme:**  
**Continued Item:** No  
**If Yes, date from:**  
**Vote Required:** Majority

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**TO:** Board of Supervisors  
**FROM:** Sheriff's Office Sheriff Bill Brown (Ext. 14290)  
Contact Info: Lieutenant Shawn T. Lammer (Ext. 14252)  
**SUBJECT:** Second Amendment to Agreement with Aramark Corporation for Inmate Commissary Services

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**County Counsel Concurrence**

As to form: Yes

Other Concurrence:

Risk Management: Yes

**Auditor-Controller Concurrence**

As to form: Yes

**Recommended Actions:**

That the Board of Supervisors:

- a) Approve, authorize, and ratify the Chair to execute a Second Amendment to Agreement for Services with Aramark Corporation for inmate commissary services to extend the term by one year for the period of August 31, 2019 to June 30, 2020, in an amount not to exceed \$450,000; and
- b) Determine that the above actions are government fiscal activities or funding mechanisms which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment, and are therefore not a project under the California Environmental Quality Act (CEQA) pursuant to section 15378(b)(4) of the CEQA guidelines.

**Summary Text:**

Aramark Corporation currently provides commissary services to the inmate population housed at the Sheriff's Santa Barbara Main Jail. This second extension allows for the Sheriff's Office, in cooperation with County Purchasing, to submit a Request for Proposal (RFP) for a new commissary contract to provide inmate commissary services in both the Sheriff's Office North Branch Jail and Santa Barbara Main Jail. This new contract will be aligned with the opening of the North Branch Jail.

**Background:**

On May 17, 2016, the Sheriff's Office entered into a contract (Attachment C) with Aramark Corporation to provide commissary services to inmates in the Sheriff's Office Main Jail. The Sheriff's Office, Custody Division, Programs Unit has provided oversight for inmate commissary services for many years. By providing commissary services for inmates incarcerated in the Main Jail, Aramark provides

staffing, commissary order placement and delivery, and grievance response related to commissary services for the inmate population.

This is the second request for an extension. All revenues generated from the purchase of inmate commissary purchases are deposited into the Inmate Welfare Fund. The money deposited in the Inmate Welfare Fund shall be expended by the Sheriff primarily for the benefit, education and welfare of the inmates confined within the jail. Inmate Commissary purchases represents approximately twenty five percent of the Inmate Welfare budget. The extension period is through June 2020, in anticipation of conducting an RFP for a new commissary contract and aligning this contract with the fluctuating opening date of the North Branch Jail. We are currently working on an RFP and hope to have it released within the next couple of months.

**Fiscal and Facilities Impacts:**

**Budgeted:**

Yes

**Fiscal Analysis:**

This is a revenue generating contract only.

**Special Instructions:**

Clerk of the Board: Please send an official Minute Order to the Sheriff's Office, Attention Shawn T. Lammer and to Sheriff's Office, Attention Business Office.

**Attachments:**

Attachment A: Second Amendment for Services Agreement with Independent Contractor

Attachment B: First Amendment for Services of Agreement with Independent Contractor

Attachment C: Original Contract

Attachment D: Board Contract Summary Form

Attachment E: Certificate of Liability Insurance

**Authored by:**

Shawn T. Lammer, Lieutenant  
County of Santa Barbara Sheriff's Office  
Custody Support Division, Contract Management