



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: May 17, 2016
Placement: Administrative
Estimated Tme:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Sheriff's Office Bill Brown (Ext. 4290)
Contact Info: Lieutenant Tim McWilliams (Ext. 4047)

SUBJECT: Inmate Commissary Services Contract with Aramark Corporation

County Counsel Concurrence

As to form: Yes

Other Concurrence: N/A

As to form: N/A

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

- a) That the Board of Supervisors approve and authorize the Chair to enter into a contract on behalf of the County of Santa Barbara with Aramark Corporation, for Inmate Commissary Services for the period effective from May 17, 2016 to May 16, 2019, with the option of two (2) one-year extensions.
- 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:

On January 05, 2016 the Santa Barbara County Sheriff's Office opened bid opportunities for Inmate Commissary Services (RFP # 390-007). Three vendors submitted bid responses and provided a demonstration of their services and abilities.

On February 04, 2016, Aramark Corporation was selected as the bid awardee. This is a three-year contract, beginning May 01, 2016 with two optional one-year extensions.

Background:

The Sheriff's Office, Custody Division, Programs Unit has provided oversight for inmate commissary services for many years. Vendors who are contracted to provide commissary services for inmates

incarcerated in the County Jail must provide staffing, commissary order placement and delivery, and grievance response related to commissary services for the inmate population.

The current commissary services vendor has maintained the contract since 2007. Due to technological and business operating advances, the Sheriff's Office felt it was necessary to develop a Request for Proposal (RFP) to compare pricing, services, and technologies of vendors then determine what vendor would best fit our needs.

An RFP was developed and a commissary services workgroup was formed that included sworn staff and professional civilian staff. Each group member evaluated the submitted responses and attended a product and services demonstration. Evaluation criteria included ratings in the areas of understanding of project, technical abilities, overall response to proposal, relevant experience, references, completeness of proposal, commissions rate and oral presentation. All scores from each member's evaluation were tallied and Aramark Corporation received the winning bid.

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. This contract will increase our overall commission's rate from 42 percent to 45 percent and provide a minimum sales guarantee of \$450,000.00 while maintaining consistent pricing. In FY 14/15, commissary sales accounted for \$352,404.00.

Performance Measure:

The Sheriff is required to submit to the Board of Supervisors an annual, itemized report of all expenditures from the Inmate Welfare Fund.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

This is a revenue generating contract only.

Staffing Impacts:

Legal Positions:

FTEs:

There are no Staffing Impacts to this contract extension.

Special Instructions:

Clerk of the Board, Please send an official Minute Order to the Sheriff's Office, Attention Cathy Dorsey.

Attachments:

Contract between County of Santa Barbara (Sheriff) and Aramark

Authored by:

Tim McWilliams, Custody Lieutenant
Santa Barbara County Sheriff's Office
Custody Support Division

cc: