

**SANTA BARBARA COUNTY
BOARD AGENDA LETTER**



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

Agenda Number:
Prepared on: 11/26/02
Department Name: Sheriff-Custody
Department No.: 032
Agenda Date: 3/4/03
Placement: Administrative
Estimate Time:
Continued Item: NO
If Yes, date from:

TO: Board of Supervisors

FROM: Sheriff Jim Anderson
Sheriff's Department

STAFF Sergeant Jenny Sams, Custody Operations
CONTACT: Ext. 4254

SUBJECT: Approve Continuing Agreement with Commissary Provider to Santa Barbara County Sheriff's Department, Custody Operations.

Recommendation(s):

That the Board of Supervisors:

Execute Service Agreement with Quality Clear Solutions for inmate commissary services for period of March 1, 2003 to October 1, 2003, allocating 26% of generated revenues to the Sheriff's Department Inmate Welfare Fund.

Alignment with Board Strategic Plan:

The recommendation(s) are primarily aligned with Goal No. 3. A Strong, Professionally Managed County Organization.

The recommendation is primarily aligned with actions required by law or by routine business necessity.

Executive Summary and Discussion:

An existing Agreement between the Sheriff's Department and G & A Snack Distributing was implemented in October of 2000. Since that time, a Resolution was passed and adopted by your Board that dissolved the Inmate Welfare Agency Fund 1190 and Jail Commissary Store Revolving Fund 0380, establishing a single Inmate Welfare Special Revenue Fund 0075. This change resulted in the necessity of a number of contracts established previous to this Resolution be revised to ensure that County requirements are met.

G & A Snack Distributing, Inc. has informed the Sheriff's Department of their intention to assign the rights of the original Agreement to Quality Clear Solutions. The Sheriff's Department has given consent for the transfer of rights.

G & A Snack Distributing Inc. is located in Montebello California. Quality Clear Solutions, Inc. has a main office located in Ventura and a processing warehouse in Goleta.

The intent for the short term contract is to allow the Sheriff's Department time to develop an RFP for future use. If the Vendor proves to be successful, the Sheriff's Department would extend the contract for a period of up to one year.

The proposed revision of the Commissary Agreement reflects changes that were made to improve the level of service and efficiency currently provided and affords a higher standard of service and delivery. Changes Involve:

- Relocate current Commissary operation to an off site location.
- Provide products and brands approved by Sheriff's Department staff.
- Ensure sufficient amount of product stock.
- Eliminate storage and inventory problems associated with on-site operation.
- Establish a delivery schedule compatible with jail security operations.
- Establish a fee for late payments.

Mandates and Service Levels:

California Penal Code Section 4025 authorizes the Sheriff to establish and operate a store in connection with the county jail. Terms of said statute, the sale prices of the articles offered are to be fixed by the Sheriff to ensure fair market pricing. Revenues generated from the Commissary will be placed in the Inmate Welfare Fund and used for the welfare, benefit and education of the inmates confined in the Santa Barbara County Jail.

Fiscal and Facilities Impacts:

This revised Agreement will continue to generate 26% of collected revenue for the Inmate Welfare Fund 0075 through the Sheriff's Department Inmate Services Unit. No additional costs would be incurred by the County. We anticipate revenues to be approximately \$170,000 or more annually. As stated above, revenues generated from the commissary are expended for the welfare, benefit and education of the inmates confined in the Santa Barbara County Jail facilities.

Moving the operation to an off-site location will make available facility space in the Inmate Services building.

Special Instructions:

Clerk of the Board: Please send a certified copy of the Minute Order to Sergeant Jenny Sams of the Sheriff's Department's Inmate Services Unit.

Concurrence: County Counsel; Risk Management