SINGLE SOURCE AWARD **BID # SS-0383-18**

Subject: Commissary Goods & Inmate Trust Fund Accounting Software and Equipment

Department: Jacksonville Sheriff's Office

Description of Purchase: Recommend approval to amend Single Source award dated 1/25/2018 to Keefe Commissary Network, LLC to provide Commissary Goods & Inmate Trust Fund Accounting Software and Equipment for the period of July 1, 2018 to December 31, 2018. The estimated expenditure amount for extension period will be $75,000.00, which includes a 3.3 point reduction in commission rate for the extension period. The total not-to-exceed expenditure amount is $150,000.00.

Funding Source: SHCO64AIW-04904-TRSH-09-Contract will be processed through the Office of General Counsel.

Single Source Award To: Keefe Commissary Network, LLC

Price Justification: See Attached.

Total Award: $150,000.00

Attachments: Recommendation Letter, Vendor Letter/Quote, Previous Award

Certification as to Single Source: Tammy Morris, Director of Department of Corrections, Office Of The Sheriff

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Marleen Doran

Analyst: Marleen Doran

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Jacksonville Sheriff's Office

Duval County, Florida

Mike Williams, Sheriff

501 E. Bay Street
Jacksonville, FL 32202

To: Gregory Pease
Chief of Procurement

07/03/18 09:45:23
Procurement Division

Thru: Bill Clement, CPA
Chief of Budget

From: Tammy Morris
Director of Department of Corrections

Subject: SS-0383-18 Commissary Goods & Inmate Trust Fund Accounting Software and Equipment (Keefe Commissary Network, LLC)

Date: June 28, 2018

We are requesting an amendment to SS-0383-18 Commissary Goods & Inmate Trust Fund Accounting Software and Equipment with Keefe Commissary Network, LLC, to extend the award from July 1, 2018 to December 31, 2018. This amendment is being requested to allow enough time to finish preparing a viable new RFP. Due to changes in personnel and changes to the project scope additional time is required to finish the bid specifications, which is in the final stages of preparation. The total expenditure amount for the extension period is $ 75,000.00. The total not to exceed expenditure amount is $ 150,000.00 from account code SHCO64AIW – 04904 TRSH 09. Attached is a letter from Keefe Commissary Network, LLC, agreeing to the extension with a 3.3 point reduction in commission rate for the extension period. The contract will be amended through the Office of General Counsel.

Please let me know if you require any additional information. Thank you for your assistance.

June 27, 2018

RE: Contract #9576: JSO Commissary Goods and Inmate Trust Fund Accounting Software/Equipment

Chief Joel Carter
Jacksonville Sheriff's Office
Pre-Trial Detention Facility
500 E. Adams St.
Jacksonville, FL 32202

Chief Carter,

Pursuant to our discussions, Keefe Commissary Network is providing this written agreement to extend Contract #9576 for a six-month period under the following parameters:

- Extension Parameters
  - Commission rate for the 6-month period ending 12/31/2018 will be 34% of commissionable sales.
    - 3.3 point reduction in commission rate is required to provide funding for necessary infrastructure updates at the facilities serviced as part of this contract.
    - Estimated commission reduction over the 6 month term is approximately $50,000-$55,000
  - All other predetermined financial and contractual arrangements remain the same
  - Commission would be effective July, 1 2018.
    - Commission reduction can be made retroactive if the agreement is not ratified by the close of July billing

Please let me know if there are any questions regarding the described extension. As always, thank you for the opportunity to extend our successful partnership with the Jacksonville Sheriff's Office and the City of Jacksonville.

Sincerely,

Shayne Bean
Account Manager
Keefe Group
904-741-6776

SINGLE SOURCE AWARD **BID # SS-0383-18**

Subject: Commissary Goods & Inmate Trust Fund Accounting Software and Equipment

Department: Jacksonville Sheriff's Office

Description of Purchase: Recommend approval to amend Single Source award dated 1/18/2018 with Keefe Commissary Network, LLC, to include the continuation of services as previously contracted under ESC-0368-10 for Commissary Goods & Inmate Trust Fund Accounting Software and Equipment for the period of January 1, 2018 to June 30, 2018. The total expenditure amount is $75,000.00.

Funding Source: SHCO64AIW-04904-TRSH-09-Contract will be processed through the Office of General Counsel.

Single Source Award To: Keefe Commissary Network, LLC

Price Justification: See Attached.

Total Award: $75,000.00

Attachments: Single Source Form, Vendor Letter, Vendor Quote, Previous Award

Certification as to Single Source: Tammy Morris, Director of Department of Corrections, Office Of The Sheriff

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Marleen Doran
Analyst: Marleen Doran

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

1-25-18
DATE

ACTION OF AWARDING AUTHORITY DATE: 1/25/18

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

FORM GB-113, Revised 12/2007

SINGLE SOURCE AWARD **BID # SS-0383-18**

Subject: Commissary Goods & Inmate Trust Fund Accounting Software and Equipment

Department: Jacksonville Sheriff's Office

Description of Purchase: Recommend approval to amend Single Source award dated 1/18/2018 with Keefe Commissary Network, LLC, to include the continuation of services as previously contracted under ESC-0368-10 for Commissary Goods & Inmate Trust Fund Accounting Software and Equipment for the period of January 1, 2018 to June 30, 2018. The total expenditure amount is $75,000.00.

Funding Source: SHCO64AIW-04904-TRSH-09-Contract will be processed through the Office of General Counsel.

Single Source Award To: Keefe Commissary Network, LLC

Price Justification: See Attached.

Total Award: $75,000.00

Attachments: Single Source Form, Vendor Letter, Vendor Quote, Previous Award

Certification as to Single Source: Tammy Morris, Director of Department of Corrections, Office Of The Sheriff

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Marleen Doran
Analyst: Marleen Doran

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

1-25-18
DATE

ACTION OF AWARDING AUTHORITY DATE: 1/25/18

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

FORM GB-113, Revised 12/2007