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

BID #: ESC-0313-19 **OPEN DATE: 3/13/19**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract –Date of contract execution through September 30, 2022 with three (3) two (2) year renewal options

AGENCY: Jacksonville Sheriff's Office

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to ratify the period of service from October 1, 2022 through date of contract execution.

Recommend approval to utilize the first of three (3) two (2) year renewal options with Keefe Commissary Network, LLC. Period of service will be from date of contract execution through September 30, 2024. The total expenditure for this renewal period is $200,000.00, with revised total expenditure not to exceed $500,000.00. The revenue amount for the two-year renewal period is approximately $2,700,000.00, with revised total estimated revenue amount of $6,750,000.00.

Funding Source: 11522.551103.549006.000000.00001344.00000.0000000, to be executed by formal contract amendment though the Office of General Counsel.

Attachments: Recommendation Memo, Draft Agreement, Previous Award

ANALYST: _____ **RESPECTFULLY SUBMITTED** _____
OLIVE WALLACE-COHEN for DUSTIN FREEMAN, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Tammy Morris, Director of Department of Corrections

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING _____ MEMBERS DISAPPROVING _____ DATE: _____

_____ _____ OTHER: _____

_____ _____

_____ _____

_____ _____

_____ _____

ACTION OF AWARDING AUTHORITY DATE _____

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Jacksonville Sheriff's Office

PAT IVEY, SHERIFF

Serve • Protect • Community

To: Competitive Sealed Proposal Evaluation Committee (CSPEC)

Thru: Dustin Freeman
Acting Chief of Procurement

Thru: Bill Clement, CPA
Chief of Budget

From: Tammy Morris
Director of Department of Corrections

Subject: ESC-0313-19 Commissary Goods & Inmate Trust Fund Accounting Software and Equipment

Date: September 21, 2022

The Jacksonville Sheriff's Office recommends approval to exercise the first of three (3) two (2) year renewal options with Keefe Commissary Network, LLC, for the period from October 1, 2022, through September 30, 2024. The revenue amount for the two-year renewal period is approximately $2,700,000.00 and the not to exceed expenditure amount is $200,000.00 from account code 11522.551103.549006.0000000.00001344.00000. Attached is the amendment to Commissary Services Agreement from Keefe Commissary Network, LLC, agreeing to the renewal with proposed changes. The formal contract amendment to be executed by the Office of General Counsel

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

AMENDMENT TO
COMMISSARY SERVICES AGREEMENT

This Amendment to the Commissary Services Agreement ("**Amendment**"), effective the October 1, 2022, is made by and between Keefe Commissary Network, LLC (hereinafter referred to as "**Keefe**") and the City of Jacksonville, Florida (hereinafter referred to as "**Customer**"). The Customer and Keefe are referred to herein jointly as the "**Parties**".

WHEREAS, the Parties entered into the Commissary Services Agreement dated August 14, 2019 (the "**Agreement**") whereby Keefe provides commissary services for the Customer; and

WHEREAS, the Parties desire to exercise the first extension, as described in Section 4 of the current Agreement, for the set two-year period.

NOW, THEREFORE, in consideration of the forgoing facts, the mutual covenants and agreements contained herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree to amend the Agreement as follows:

1. Section 4 – Term – The Parties agree to extend the term of the Agreement through September 30, 2024.

2. Keefe agrees to provide a commission of 10% on video visitation through the tablet solution through September 2023 and 15% from October 2023 through September 2024 upon elimination of free remote video visitation calls.

3. Keefe will continue to treat all non-video visitation tablet time as non-commissionable until entertainment options are made available to the inmate population. When media options are made available, Keefe will then pay a commission of 10% on the entertainment tablet time used.

4. Price increases will go into place with the extension of this Agreement, agreed upon by both Parties and in line with FMV standards. Prices may then be reviewed on a quarterly basis. No changes will/can be made without mutual agreement from both Parties.

5. Keefe will install a new kiosk in the JREC Building. Customer will allow Keefe to utilize internet/network capabilities until Keefe is able to install their own system.

6. Except as expressly stated herein, all of the terms and conditions of the Agreement will remain in full force and effect.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the Parties hereto have hereunto set their hands and seals effective as of the day and year first above written.

CITY OF JACKSONVILLE	KEEFE COMMISSARY NETWORK, LLC
By:	By:
Name	John Puricelli Name:
Title:	Executive Vice President/General Manager Title:
Date:	9/21/22 Date:

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

BID #: ESC-0313-19 **OPEN DATE: 3/13/19**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract –Date of contract execution through September 30, 2022 with three (3) two (2) year renewal options

AGENCY: JSO

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval to amend the award to Keefe Commissary Network, LLC to authorize the Office of General Counsel to review and process the Agreement for Secure Release Prepaid Debit Card Release. This will allow the Department of Corrections to issue debit cards to inmates upon their release from incarceration. Period of service remains date of contract execution through September 30, 2022 with three (3) two (2) year renewal options. The total expenditure for the initial period remains $300,000.00. The estimated revenue amount for the initial period remains $4,050,000.00 (commission rate: 46.95%).

This Agreement is to be executed by formal contract amendment though the Office of General Counsel.

Attachments: Recommendation Memo, Sample Agreement, Previous Award

ANALYST: _____ TARYN MANSER **RESPECTFULLY SUBMITTED** _____ for GREGORY PEASE, CHIEF PROCUREMENT DIVISION

CONCURRENCE BY: Tammy Morris, Director of Department of Corrections

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING 0 DATE: 4/16/20

Teresa R Eisher _____ OTHER: _____
Lilia Reed _____
_____ _____
Deidra Baines _____
_____ _____

ACTION OF AWARDING AUTHORITY DATE 4/20/20

APPROVED ✓ BH DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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

BID #: ESC-0313-19 **OPEN DATE: 3/13/19**

COMPETITIVE SEALED PROPOSAL EVALUATION COMMITTEE

KIND AND BASIS OF CONTRACT: Service Contract –Date of contract execution through September 30, 2022 with three (3) two (2) year renewal options

AGENCY: JSO

BASIS OF AWARD: Highest Scoring Bidder Based on Evaluation Criteria

NUMBER OF BIDS INVITED: 4 **NUMBER RECEIVED:** 3 **OTHER:** 0

SUMMARY OF BIDS AND RECOMMENDED ACTIONS:
Recommend approval of award to the highest scoring bidder, Keefe Commissary Network LLC. Period of service is from date of contract execution through September 30, 2022 with three (3) two (2) year renewal options. The total expenditure for the initial period is $300,000.00. The estimated revenue amount for the initial period is $4,050,000.00 (commission rate: 46.95%).

Keefe Commissary Network LLC	97.67	1
Aramark Correctional Services	80.29	2
Oasis Commissary Services	70.70	3

This award is to be funded by account: SHCO64AIW-TRSH09-04904 to be executed by contract through Office of General Counsel.

Attachments: Recommendation Memo, Tabulation and Scoring Sheets and Evaluation Criteria

ANALYST: Maeda Lodix **RESPECTFULLY SUBMITTED**
~~Annette Burney~~
GREGORY PEASE, CHIEF
PROCUREMENT DIVISION

CONCURRENCE BY: Bill Clement, Chief of Budget, Jacksonville Sheriff's Office

(ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS)
ACTION OF CSPEC COMMITTEE ON RECOMMENDATIONS ABOVE

MEMBERS APPROVING 5 MEMBERS DISAPPROVING Ø DATE: 5/09/19

OTHER: _____

ACTION OF AWARDING AUTHORITY DATE 5/9/19

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

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