



WASHOE COUNTY

Integrity Communication Service
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STAFF REPORT

BOARD MEETING DATE: September 14, 2021

DATE: August 10, 2021

TO: Board of County Commissioners

FROM: Jeff Clark, Chief Deputy
775-328-3328, jclark@washoecounty.us

THROUGH: Cathy Hill, Comptroller
Darin Balaam, Sheriff

SUBJECT: Recommendation to award Request for Proposal (RFP) No. 3157-21 for Inmate Commissary Services on behalf of the Washoe County Sheriff's Office to the lowest, responsive, and responsible bidder, Keefe Group, and authorize the Purchasing and Contracts Manager to execute a five-year agreement, beginning January 1, 2022 with the option of two (2) one (1) year extensions upon mutual agreement. No fiscal impact. (All Commission Districts.)

SUMMARY

Award Request for Proposal (RFP) No. 3157-21 for Inmate Commissary Services on behalf of the Washoe County Sheriff's Office to the lowest, responsive, and responsible bidder, Keefe Group and authorize the Purchasing and Contracts Manager to execute a five-year agreement, beginning January 1, 2022 with the option of two (2) one (1) year extensions upon mutual agreement.

Washoe County Strategic Objective supported by this item: Safe, secure and healthy communities.

PREVIOUS ACTION

None

BACKGROUND

Washoe County issued a Request for Proposal, 3157-21 for Inmate Commissary Services to serve the inmate population at the jail facilities at 911 Parr Blvd. Contractor agrees to provide a weekly "Bag-In Commissary Service" to inmates at the Washoe County Detention Facility (WCDF) Contractor will supply the necessary computer technology to interface and operate with the existing equipment and software. Any costs to have contractor's software system interface with the WCDF Jail Management and Accounting systems will be borne by the contractor. Contractor will not sell commissary items to an

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inmate more than the inmate's cash balance or in excess of the total dollar sales limits imposed by County. The current weekly maximum sales per general population inmate (87% of inmates) or other classified inmate (13% of inmates) are \$75.00 a week and one meal daily. Contractor will ensure compliance with commissary restrictions based upon inmate housing unit assignments. Approximately 500 inmates place commissary orders weekly.

In accordance with the provisions of NRS 332.039, the Washoe County Purchasing Division of the Comptroller's Department solicited proposals for Inmate Commissary Services. The Request for Proposal was duly advertised in the Reno Gazette-Journal and made available through the online services of www.DemandStar.com resulting in the receipt of three (3) bids. Sealed bids were accepted by the Purchasing Division and opened on June 16, 2021.

The evaluation team was selected by the Sheriff's Office.

RESPONDING BIDDERS:

Keefe Group, Aramark Corporation and Summit Food Service, LLC.

FISCAL IMPACT

No fiscal impact. Inmate commissary purchases are made with Inmate funds.

RECOMMENDATION

It is recommended that the Board of County Commissioners award Request for Proposal (RFP) No. 3157-21 for Inmate Commissary Services on behalf of the Washoe County Sheriff's Office to the lowest, responsive, and responsible bidder, Keefe Group, and authorize the Purchasing and Contracts Manager to execute a five-year agreement, beginning January 1, 2022 with the option of two (2) one (1) year extensions upon mutual agreement.

POSSIBLE MOTION

Should the Board agree with staff's recommendation, a possible motion would be:

"Move to award Request for Proposal (RFP) No. 3157-21 for Inmate Commissary Services on behalf of the Washoe County Sheriff's Office to the lowest, responsive, and responsible bidder, Keefe Group and authorize the Purchasing and Contracts Manager to execute a five-year agreement, beginning January 1, 2022 with the option of two (2) one (1) year extensions upon mutual agreement."