

38800

February 28, 2014

To: Honorable Board of Acquisition and Contract

From: Kevin M. Cheverko
Commissioner of Correction

Re: Authority for the County of Westchester to enter into a license agreement with Aramark Correctional Services, LLC to operate inmate commissaries at the Westchester County Jail, the Penitentiary, the Female Division and Ward 29 at the Westchester Medical Center for the term January 1, 2014 through December 31, 2015 with the County's option to renew the agreement for up to three (3) one (1) year periods

Authority of your Honorable Board is sought for the County of Westchester to enter into a license agreement with Aramark Correctional Services, LLC ("Aramark") to operate inmate commissaries at the Westchester County Jail, the Penitentiary, the Female Division and Ward 29 at the Westchester Medical Center for the term from January 1, 2014 through December 31, 2015 with the County's option to renew the agreement for up to three (3) one (1) year periods.

In compliance with the Westchester County Procurement Policy and Procedures, the Department of Correction distributed a Request for Proposals to operate the commissaries. Four firms submitted proposals in response: Aramark, Keefe Commissary Network, Trinity Services Group, Inc., and Swanson. After a thorough review of the proposals, it has been determined that Aramark offered the highest net revenue to the County. In consideration of the license granted, Aramark has agreed to pay the County a commission of 45.6% of net sales on all commissary items except postage, stamped envelopes and indigent kits. Aramark will also continue the use of iCare, a web-based program allowing an inmate's family members to order commissary supplies and pay for them online. All money paid to the County will go into the inmate commissary fund.

It is in the best interest of the county to provide commissary service to the inmates because the commissions generated through the commissary paid to the county are used solely for the benefit of the inmates (recreational and rehabilitative programs and activities). This contract is at no cost to the taxpayer.

The goal and objective of this contract is to provide and distribute commissary

goods to be purchased by the inmates (a population of 1200-1600) in the most professional and cost efficient manner possible. The commissary items should be known to be popular and generally acceptable to the inmates.

There will be a verifiable audit trail. The contractor will provide a commissary trust balance sheet that is maintained by the Department of Correction, and an inmate order history. The contractor will also provide a commissary sales and commissary report that itemizes each individual sale which confirms sales and commissions.

Accordingly, I recommend adoption of the annexed Resolution.

KMC/DLV/dv

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/27/2014 - JONATHAN VERA, SECRETARY

RESOLUTION

Upon a communication from the Commissioner of Correction, he it hereby

RESOLVED, that the County of Westchester is authorized to enter into a license agreement with Aramark Correctional Services, Inc. ("Aramark") to operate inmate commissaries at the Westchester County Jail, the Penitentiary, the Female Division and Ward 29 at the Westchester Medical Center for the term January 1, 2014 through December 31, 2015 with the County's option to renew the agreement for up to three (3) one (1) year periods; and be it further

RESOLVED, that in consideration of the license granted, Aramark shall pay the County a commission of 45.6% of net sales on all commissary items except postage, stamped envelopes and indigent kits; and be it further

RESOLVED, that Aramark shall also continue the use of iCare, a web-based program allowing an inmate's family members to order commissary supplies and pay for them online; and be it further

RESOLVED, that the County Executive or his duly authorized designee is hereby authorized to execute any documents and take any actions reasonably necessary and appropriate to effectuate the purposes of this Resolution.

Account to be Charged/credited	Fund	Agency	Capital Project Or Org	Object/ Sub Object	Trust Account	Activity	Dollars
	711	35	011	9856	T011		N/A

Budget Funding Year(s) 2014 Start Date 01/01/2014 End Date 12/31/2015
 (must match resolution)

Funding Source Tax Dollars _____
 State Aid _____
 \$ _____ Federal Aid _____
 Other N/A