

47828

July 23, 2015

To: Honorable Board of Acquisition and Contract

From: Kevin M. Cheverko
Commissioner of Correction

Re: Authority for the County of Westchester (the "County") to exercise its first of three options to extend its agreement with Aramark Correctional Services, LLC ("Aramark") pursuant to which Aramark operates inmate commissaries at the County Jail, the Penitentiary, the Female Division and Ward 29 at the Westchester Medical Center for the first of three one-year extension periods, for the new term of January 1, 2016 through December 31, 2016.

Authority of your Honorable Board is sought for the County to exercise its first of three options to extend its agreement with Aramark pursuant to which Aramark operates inmate commissaries at the County Jail, the Penitentiary, the Female Division and Ward 29 at the Westchester Medical Center for the first of three one-year extension periods, for the new term of January 1, 2016 through December 31, 2016. Pursuant to the agreement, the County receives commission of 45.6 % of Aramark's commissary sales. The funds are deposited in the welfare trust fund and used for the welfare of the inmates.

On or about May 27, 2014 the County and Aramark executed an agreement with 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 option for the County to renew for up to three additional one-year periods. The County and Aramark now wish to execute an agreement extending the term. All other terms and conditions of the agreement shall remain unchanged.

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.

Inmates are allowed to purchase items from the commissary twice a week and the total sales in 2014 were \$1,067,835 and the County earned a commission of \$627,486. This amount was deposited into the Inmate Welfare Trust Fund.

The goals and objective of this agreement is to provide and distribute commissary goods to be purchased by the inmates in the most professional and cost efficient manner possible. The commissary items should be known to be popular and generally acceptable to the inmates.

Accordingly, I recommend adoption of the annexed Resolution.

APPROVED BOARD OF ACQUISITION & CONTRACT - 03/03/2015 DAN COCCARDI, SECRETARY

RESOLUTION

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

RESOLVED, that the County of Westchester is authorized to exercise its first of three options to extend its agreement with Aramark pursuant to which Aramark operates inmate commissaries at the County Jail, the Penitentiary, the Female Division and Ward 29 at the Westchester Medical Center for the first of three one-year extension periods, for the new term of January 1, 2016 through December 31, 2016; 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 all other terms and conditions of the agreement shall remain unchanged; 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) 2016 Start Date 1/1/2016 End Date 12/31/2016
 (must match resolution)

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

APPROVED BOARD OF ACQUISITION & CONTRACT ADMINISTRATION 01/03/2016 JOHN G. SCIARDI, SECRETARY