

**52807**

Date: September 26, 2016

To: Honorable Board of Acquisition and Contract

From: Kevin M. Cheverko  
Commissioner of Correction

Re: Request for authority for the County of Westchester (the "County") to exercise its second 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 second of three one-year extension periods, for the new term of January 1, 2017 through December 31, 2017.

---

Authority of your Honorable Board is sought for the County to exercise its second 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 second of three one-year extension periods, for the new term of January 1, 2017 through December 31, 2017. 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 pursuant to which Aramark agreed to operate inmate commissaries 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 subsequently executed a first renewal and now wish to execute an agreement extending the term for one additional year. 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 2015 were \$1,463,105 and the County earned a commission of \$627,605. 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 - 10/20/2016 - JESSICA MARIJAJ, SECRETARY

**RESOLUTION**

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

**RESOLVED**, that the County of Westchester is authorized to exercise its second of three options extend its agreement with Aramark pursuant to which Aramark shall operate inmate commissaries at the County Jail, the Penitentiary, the Female Division and Ward 29 at the Westchester Medical Center for the new term of January 1, 2017 through December 31, 2017; 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) 2017 Start Date 1/1/2017 End Date 12/31/2017  
 (must match resolution)

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