

59787

November 13, 2017

To: Honorable Board of Acquisition and Contract

From: Kevin Cheverko  
Commissioner of Correction

Re: Authority for the County of Westchester to exercise the third and final renewal option of 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 from January 1, 2018 through December 31, 2018.

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Your Honorable Board approved a Resolution on March 27, 2014 authorizing 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.

By Resolution approved on September 3, 2015, your Honorable Board authorized the County to exercise the first renewal option for the term from January 1, 2016 through December 31, 2016. By Resolution approved on October 20, 2016, your Honorable Board authorized the County to exercise the second renewal option for the term from January 1, 2017 through December 31, 2017.

Authority is now requested for the County to exercise its third and final renewal option for the term from January 1, 2018 through December 31, 2018. All other terms and conditions of the agreement shall remain unchanged. Aramark pays the County 45.6% of net sales on all commissary items except postage, stamped envelopes and indigent kits. All money paid to the County will go into the Inmate Welfare Trust Fund.

The Department of Corrections is able to report the following information from 2016:

- The average prison population was 1,040 inmates per day.
- Inmates are allowed to purchase commissary items twice per week.
- The cost of these purchases totaled \$1,478,424.00.
- The County earned \$647,993.00 commission on these sales.
- The commission earnings were deposited into the Inmate Welfare Trust Fund.
- The Inmate Welfare Trust Fund is used for the benefit of the inmates.

The goal 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.

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

Accordingly, I recommend approval of the annexed Resolution.

KC/DLV/dv

APPROVED BOARD OF ACQUISITION'S CONTRACT #21012017 LISA MIJAJ, SECRETARY

## RESOLUTION

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

**RESOLVED**, that the County of Westchester is authorized to exercise the third and final renewal option of 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 from January 1, 2018 through December 31, 2018; 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) 2018 Start Date 01/01/2018 End Date 12/31/2018  
 (must match resolution)

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