

<b>AB2010-36 COMMISSARY SERVICES FOR MERCER COUNTY CORRECTION CENTER</b>	
<b>CONTRACT PERIOD: FEBRUARY 22, 2011 TO FEBRUARY 21, 2013</b>	
	<b>RESOLUTION NO. 2011-74</b>
AWARDED CONTRACTOR	KEEFE COMMISSARY NETWORK
ADDRESS	301 MILL ROAD
CITY, STATE, ZIP	EDISON, NJ 08837
CONTACT	SCOTT HAITH
TELEPHONE	800-831-1728 EXT.#202
FAX	800-480-8648
E-MAIL	<u>SHAITH@KEEFEGROUP.COM</u>
<b>COMMISSION TO THE COUNTY ON GROSS SALES</b>	44.50%

Approved as to Form and Legality

Date

February 10, 2011

*[Signature]*  
 .....  
 County Counsel

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AWARD OF BID RECEIVED DECEMBER 17, 2010 FOR FURNISHING AND DELIVERING COMMISSARY SERVICES AT THE MERCER COUNTY CORRECTION CENTER TO KEEFE COMMISSARY NETWORK FOR A PERIOD OF (2) YEARS: FROM FEBRUARY 22, 2011 TO FEBRUARY 21, 2013. 44.50% COMMISSION TO THE COUNTY ON GROSS SALES (AB2010-36)

WHEREAS, the Mercer County Purchasing Agent has advertised for bids for furnishing and delivering Commissary Services for the Mercer County Correction Center, as provided by law; and,

WHEREAS, two (2) separate bids were received on December 17, 2010 in connection with the aforementioned services; and,

WHEREAS, the bidder hereinafter designated is the qualified bidder; now, therefore,

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 Clerk to the Board

RECORD OF VOTE													
FREEHOLDER	Aye	Nay	N.V.	Abs	Res	Sec.	FREEHOLDER	Aye	Nay	N.V.	Abs	Res	Sec.
Frisby	X						Koontz	X					
Cannon	X				✓		Walter	X					
Carabelli	X					✓	Colavita	X					
Cimino	X												

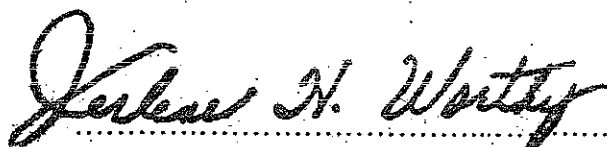
X—Indicates Vote      Abs.—Absent      N.V.—Not Voting  
 Res.—Resolution Moved      Sec.—Resolution Seconded

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BE RESOLVED, that of the bids received on December 17, 2010, the bid of Keefe Commissary Network, 301 Mill road, Edison, New Jersey 08837, as per specifications for furnishing and delivering Commissary Services at the Mercer County Correction Center, be awarded; and,

BE IT RESOLVED, that the County Executive and Clerk to the Board be and are hereby authorized to execute said Award of Bid Contract on behalf of the County of Mercer, when presented in a form approved by County Counsel; and,

BE IT FURTHER RESOLVED, that the Clerk to the Board shall forward a copy of this Resolution to the Mercer County Correction Center and the Purchasing Agent for further distribution



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Clerk to the Board

**BID SPECIFICATIONS FOR COMMISSARY SERVICES FOR THE MERCER COUNTY  
CORRECTION CENTER FOR A PERIOD OF TWO (2) YEARS**

**1750 RIVER ROAD  
TITUSVILLE, NEW JERSEY  
CONTACT PERSON: RENEE LEACH  
(609) 583-3545 EXT. #2214**

**GENERAL**

The Mercer County Correction Facility is an 800 bed county detention center housing both male and female inmates. The awarded vendor shall provide all necessary supplies, equipment and labor to deliver commissary items to approximately 800 inmates at the Mercer County Correction Center. Bidders must have five years experience and provide two references from New Jersey State Institutions or County Correctional facilities over the last five years. Contact Renee Leach at (609) 583-3545 Ext. 2214 to schedule a site visit.

The Awarded vendor must have five years previous experience with proven effectiveness in administering inmate commissary services. They must provide a strategy and transition plan for change without causing delays, errors or system failures. The County currently utilizes the Advanced Institutional Management Software (AIMS) for inmate accounting. The maximum bed count for the Mercer County Correction Center is Eight-Hundred Twenty-Four (824). The monthly sales range from \$30,000.00 to \$41,000.00 (based upon gross monthly sales figures from the previous year). A copy of the current inmate commissary menu is attached to this bid specification. Inmates may purchase up to \$75.00 per week from commissary.

**DELIVERY TO THE CORRECTION CENTER**

It is the contractor's responsibility to deliver the commissary orders. A designated carrier cannot be used for the transportation and delivery of commissary items. The work cannot be subcontracted to a common carrier. The awarded vendor must deliver commissary items from their warehousing facility to the Correction Center and provide onsite delivery to the inmates twice a week, Tuesday and Thursday morning.

Telephone Cards and phone time is not sold through the commissary. Commissary pricing is tax inclusive. Commissary supplies will be delivered two days per week. On Friday, orders will be downloaded for distribution on Tuesday. On Monday, orders will be downloaded for distribution on Thursday. Commissary days that fall on a Mercer County Holiday will be rearranged by mutual agreement.

**GROSS ANNUAL COMMISSARY SALES**

SEPTEMBER 2009 THROUGH AUGUST 2010

\$ 437,900.00

**Contractor will submit the following with their bid:**

- a. A completed price list effective for two (2) years
- b. A description of procedures to be followed in the performance of commissary services
- c. Must provide two (2) references from New Jersey State Institutions or County Correctional Facilities
- d. Size and proximity of warehouse

For the purpose of security and accountability, the names of all employees involved with the commissary will be submitted to the Mercer County Correction Center for National Crime Information Center (N.C.I.C.) background security checks and, at the Correction Center's discretion, a drug screening.

Commissary orders shall be downloaded to the Contractor at a time designated by the Center. All breakage, spillage, etc. resulting in Delivery and Returns shall be the responsibility of the contractor. Commission shall not be paid on stamps or stamped envelopes.

**SCOPE OF WORK**

Commissary supplies will be delivered two days per week. On Friday, orders will be downloaded for distribution on Tuesday. On Monday, orders will be downloaded for distribution on Thursday. Commissary days that fall on a Mercer County Holiday will be rearranged by mutual agreement.

From the commission received by the awarded vendor, the County will compensate 10% towards "The Victim of Violent Crimes Compensation" account; the balance shall be applied to the Inmate Welfare Account. Mercer County is currently using a commissary application system to track inmate information such as banking and commissary. Any item purchased through the commissary is automatically charged to the inmate's account.

The Correction Center will provide the necessary information for printing or download from the County jail management system. The Contractor must demonstrate the ability to interface with the Correction Center's scan software (Scan Tools) and shall provide an equivalent scanning unit as a back-up device for use in emergencies. The Contractor must provide tech support located at the warehouse and a functioning toll-free emergency hotline available 12 hours a day, 5 days a week.

The Contractor shall be responsible for all costs associated with the interface and transition. The Contractor shall supply the necessary forms and/or equipment to maintain commissary information and have the ability to enter and download orders.

Catalog Commissary sheets listing a wide variety of approved items and prices will be distributed to the inmate population by the Facility. All prices will include all applicable taxes. Payment of said taxes will be the sole responsibility of the contractor. This catalog shall only be changed by mutual agreement with the Warden of the facility and, pricing will not be changed for the term of the contract. Pricing on the catalog items shall not exceed fair market retail pricing for this geographical area.

The Contractor will provide order forms. The Correction Center will issue the forms to the inmates. Inmates will use this form to order any commissary items they choose up to the limits set by the Facility and the inmate's available funds. Approximately 600 commissary orders are delivered weekly to the Correction Center

The Contractor will provide indigent packages designed by the Mercer County Correction Center and the price of this package will be listed on the Proposal Page. The percentage of indigent population varies, however, there are approximately 200 indigent bags delivered per week. The indigent bags shall contain three stamped envelopes, paper, pen, small toothpaste, comb, soap and deodorant.

All orders shall be delivered in a clear plastic bag with a three-part form enclosed. These forms will include inmate's name and number, opening balance, items ordered, total of order, closing balance and a line for acceptance signature. Upon receipt of the order, the inmate will sign for his/her merchandise and will receive one copy as a receipt, while the other two copies are returned to Correction Center Staff, who will retain one copy and return the third copy to the contractor as proof of delivery. The contractor's employees who distribute the orders will have a printout of the names of inmates receiving those orders.

The Correction Center will be responsible for determining:

- a. Availability of funds before processing orders.
- b. Inmate release during the time of processing orders so that his/her order may be canceled.

Any unclaimed orders will be returned to the Contractor for refund. At the discretion of the facility, orders that are undeliverable due to court or hospital trips maybe delivered on the next delivery day.

The Contractor shall return credits to the facility no later than the next scheduled delivery day. Contractor shall provide at least two (2) employees to distribute commissary and indigent packages. The Contractor shall deliver orders in a quick and efficient manner. Contractor's employees shall wear a shirt and Identification tag with company information clearly visible.

To ensure product safety and timely deliveries the Contractor must deliver the orders in its own vehicles. Cigarettes and tobacco sales are prohibited. Cans, Glass Bottles and Aluminum Foil are prohibited. Payments shall be made on a monthly basis.

Invoices shall be submitted weekly and given to a designated representative of the Correction Center who shall check billing for errors. Billing will include listings of:

1. Inmate's name and classification number
2. Total amount of his/her purchases charged to account
3. Total amount of entire day's purchases
4. Total amount of indigent packages
5. Total amount due to Contractor after deductions for indigent packages

The awarded vendor shall furnish the Warden monthly statements showing the receipts from all sales not later than the 10th day of the month for which the statement is made.

### **INVENTORY REQUIREMENTS**

The successful bidder and County personnel are to meet to mutually agree upon the items to be carried in the commissary program. The successful bidder shall make available for purchase by all male and female inmates commissary items including, but not limited to, hygiene products, writing materials, games, snacks, candies and a limited clothing selection. No items may be added, deleted, or changed in brands or sizing without mutual agreement from the Warden and successful bidder.

### **PRODUCT PRICING**

The contractor must have a retail license for all product sales. The County reserves the right to determine the final retail selling price to the inmates. As a part of the bidding process, the County included in this bid an itemized menu of current products listing the suggested price for each item (reference attachment A). All clothing products must be new and free from manufacturing defects. The County may require the Contractor to submit samples of clothing products for approval.

### **BASIS OF AWARD**

The award is based upon the commission to the county, pricing on the catalog items which shall not exceed fair market retail pricing for this geographical area and vendor's responsiveness to the specifications.