

RESOLUTION NO. \_\_\_\_\_

BOARD OF SUPERVISORS, COUNTY OF SAN MATEO, STATE OF CALIFORNIA

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**RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT WITH KEEFE COMMISSARY NETWORK LLC FOR THE PROVISION OF INMATE COMMISSARY SERVICES FOR THE TERM OF NOVEMBER 1, 2023 THROUGH OCTOBER 31, 2026**

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**RESOLVED**, by the Board of Supervisors of the County of San Mateo, State of California, that

**WHEREAS**, the San Mateo County Sheriff's Office is responsible for operating and maintaining the County's two adult correctional facilities; and

**WHEREAS**, commissary services are provided to the incarcerated population in these facilities to give them the opportunity to obtain food, beverages, and other items that would otherwise not be available to them while incarcerated; and

**WHEREAS**, the industry standard is for law enforcement agencies to contract with an outside vendor for the provision of commissary services; and

**WHEREAS**, in June 2023, the Sheriff's Office issued a Request for Proposal (RFP) for the provision of inmate commissary services in the Maguire Correctional Facility and the Maple Street Correctional Center; and

**WHEREAS**, one proposal from Keefe Commissary Network LLC was received in response to the RFP; and

**WHEREAS**, a proposal review panel evaluated the proposal and determined it is in the County's best interest to enter into an agreement with Keefe Commissary Network LLC for the provision of inmate commissary services; and

**WHEREAS**, Keefe Commissary Network LLC has been providing commissary services for the Sheriff's Office since 2018 and has provided excellent overall service to both the County and the incarcerated population; and

**WHEREAS**, both parties now wish to enter into an agreement for the provision of inmate commissary services within the County's correctional facilities for the term of November 1, 2023, through October 31, 2026, at no cost to the County; and

**WHEREAS**, the San Mateo County Sheriff's Office will not receive commissions on commissary sales to ensure fair and equitable commissary prices to the incarcerated population; and

**WHEREAS**, this Board has been presented with a form of such Agreement and has examined and approved it as to both form and content and desires to enter into the same.

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED** that the President of the Board be and is hereby authorized and directed to execute said Agreement with Keefe Commissary Network LLC for and on behalf of the County of San Mateo and the Clerk of this Board shall attest the President's signature thereto; and

**BE IT FURTHER RESOLVED** that the Sheriff or Sheriff's designee is authorized to exercise the options provided in the agreement at the Sheriff's discretion and further

execute any other contract amendments which modify the County's maximum fiscal obligation by no more than \$25,000 (in aggregate), and/or modify the contract term and/or services so long as the modified term or services is/are within the current or revised fiscal provisions.

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