



County of San Mateo

Inter-Departmental Correspondence

Department: SHERIFF

File #: 23-945

Board Meeting Date: 11/14/2023

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors

From: Christina Corpus, Sheriff

Subject: Agreement with Keefe Commissary Network LLC for Inmate Commissary Services

RECOMMENDATION:

Adopt a 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.

BACKGROUND:

The San Mateo County Sheriff's Office is responsible for operating and maintaining the County's two adult correctional facilities. 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. The industry standard is for law enforcement agencies to contract with an outside vendor for the provision of commissary services. Historically, proceeds from commissary sales funded the Inmate Welfare Trust Fund, which provided staffing, programs and services to incarcerated persons. In July 2020, to ensure fair and equitable pricing on commissary goods, the commissary agreement was amended to indicate that the Sheriff's Office would no longer be compensated with commission payments related to commissary sales. As such, there is no longer funding to support the Inmate Welfare Trust Fund.

DISCUSSION:

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. One proposal from Keefe Commissary Network was received in response to the RFP. 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 for the provision of inmate commissary services.

Keefe Commissary Network has been providing commissary services for the Sheriff's Office since 2018. Keefe has provided excellent overall service to both the County and the incarcerated population and provides a state-of-the-art commissary system with an expanded menu of items at prices that are reasonably and fairly priced.

The agreement and resolution have been reviewed and approved by the County Attorney as to form.

FISCAL IMPACT:

The agreement with Keefe Commissary Network will begin November 1, 2023 through October 31, 2026, and there is no cost associated with this agreement.