

# Briefing Sheet

**To:** Board of County Commissioners  
Hannes Zacharias, County Manager  
**From:** Frank Denning, Sheriff  
**Date:** March 20, 2014

---

**Issue:** Consider authorizing a contract with Trinity Services Group, Inc. for commissary services for the Johnson County Sheriff's jail facilities, per RFP No. 2013-050, at no cost to the County, for a contract period of twelve months with four one-year renewal options.

**Background:** A commissary system is an integral part of inmate management in Detention Facilities. Having a commissary system enables inmates to purchase commissary items such as hygiene products, snacks, and other items. This benefits the inmates housed in the Johnson County Detention Centers by expanding the range of such items beyond the basic items issued upon booking into the facilities. This also provides another tool which can be used by the staff to manage inmate behavior. The Detention Centers have used an outside contractor to provide commissary services since January 5, 2002.

**Analysis:** The Purchasing Division of Treasury and Financial Management, received responses for RFP 2013-050 for a contract to provide Commissary Services for Johnson County Sheriff's jail facilities. The RFP was advertised in the local newspaper and posted on Demand Star and Public Purchase, our Internet bidding sites. Eleven firms reviewed the proposal and the following four firms responded to our RFP:

Firms Submitted	Interviewed	Recommended
<b>Trinity Services Group, Inc.</b>	<b>x</b>	<b>x</b>
Swanson's Service Corp.	x	
Keefe Commissary Network	x	
Aramark	x	

Staff from Sheriff's Office and the JIMS department evaluated the proposals. Based upon the initial proposals and scoring of these firms, the RFP committee elected to interview all four respondents. The recommended provider has demonstrated a clear and complete understanding of the scope of services, has related experience, and successfully provides similar services to other agencies.

**Alternatives:** The alternatives include issuance of a new RFP or re-interview of the current responders to the RFP.

**Legal Review:** Legal reviewed the request for proposal prior to its issuance and will review the contracts following its award and prior to execution by the County.

**Funding Review:** There is no cost to the County for this contract.

**For Financial Approval, submit to: TFM-AGENDA**  
**Final Submittal to: BOCC-Agenda Items**  
**Page 1 of 2**

# Briefing Sheet

Budget Approval Scott A. Neufeld (by lmf)

**Recommendation:** Staff recommends authorizing a contract with Trinity Services Group, Inc. for commissary services for the Johnson County Sheriff's jail facilities, per RFP No. 2013-050, at no cost to the County, for a contract period of twelve months with four one-year renewal options.

**Suggested Motion:** I move to authorize a contract with Trinity Services Group, Inc. for commissary services for the Johnson County Sheriff's jail facilities, per RFP No. 2013-050, at no cost to the County, for a contract period of twelve months with four one-year renewal options.