SINGLE SOURCE AWARD **BID # SS-0383-18**

Subject: Commissary Goods & Inmate Trust Fund Accounting Software and Equipment

Department: Jacksonville Sheriff's Office

Description of Purchase: Recommend approval to amend Single Source award dated 7/26/2018 with Keefe Commissary Network, LLC, to include the continuation of services as previously contracted under ESC-0368-10 for Commissary Goods & Inmate Trust Fund Accounting Software and Equipment for the period of January 1, 2019 to June 30, 2019. The total expenditure amount for the extension period is $75,000.00. The total not to exceed expenditure amount is $225,000.00.

Funding Source: SHCO64AIW-04904-TRSH-09-Contract will be processed through the Office of General Counsel.

Single Source Award To: Keefe Commissary Network, LLC

Price Justification: See Attached.

Total Award: $225,000.00

Attachments: Single Source Form, Vendor Letter, Previous Awards

Certification as to Single Source: Tammy Morris, Director of Department of Corrections, Office Of The Sheriff

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Dustin Freeman

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN ***DATE***

ACTION OF AWARDING AUTHORITY DATE: _____

APPROVED_____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

SINGLE SOURCE REQUEST

Pursuant to the City of Jacksonville Procurement Code § 126.206 & § 126.312, when requesting a purchase from a vendor subject to the referenced sections, please complete this form to justify your request and submit to Procurement with applicable attachments.

REQUESTING AGENCY (DEPT./DIVISION): Jacksonville Sheriff's Office

FUNDING SOURCE: SHCO64AIW-04904-TRSH-09

BRIEF DESCRIPTION OF GOODS/SERVICES:

Commissary Goods & Inmate Trust Fund Accounting Software and Equipment with KEEFE Commissary Network, LLC

AMOUNT OF PROJECT (attach quote): $75,000.00

PROVIDE A SUMMARY OF THE SCOPE OF GOODS/SERVICES TO BE PROVIDED; IDENTIFY EACH ITEM, COMPONENT OR SERVICE BEING PROCURED (ATTACH QUOTE/PROPOSAL):

Commissary Goods & Inmate Trust Fund Accounting Software and Equipment with KEEFE Commissary Network, LLC

PROVIDE A DETAILED JUSTIFICATION AS TO WHY THE REQUESTED GOODS/SERVICES CAN ONLY BE EFFICIENTLY AND EFFECTIVELY PROCURED THROUGH THE RECOMMENDED SINGLE SOURCE PROVIDER:

KEEFE Commissary Network is the current vendor providing Commissary Goods and Inmate Trust Fund Accounting Software and Equipment and no other vendor can provide these services at the present time

ASSERT THAT YOU HAVE RESEARCHED THE AVAILABILITY OF THE REQUESTED GOODS/SERVICES FROM OTHER SOURCES IN APPLICABLE MARKETS AND HAVE DISCUSSED AND EVALUATED THE SAME WITH COJ'S PROCUREMENT AND EBO DIVISIONS:

We have researched the availability of the requested goods/services from other sources and we are currently unable to locate a vendor who can provide all of the services we currently received from KEEFE Commissary Network, LLC

Submitted by: Deidra Baines — Procurement Manager

(Name) (Title)

Date:

Requesting Agency's Director's Signature:

Procurement Division

March, 2017

Jacksonville Sheriff's Office

Duval County, Florida

Mike Williams, Sheriff

501 E. Bay Street
Jacksonville, FL 32202

To: Gregory Pease
Chief of Procurement

Thru: Bill Clement, CPA
Chief of Budget

From: Tammy Morris
Director of Department of Corrections

Subject: SS-0383-18 Commissary Goods & Inmate Trust Fund Accounting Software and Equipment (Keefe Commissary Network, LLC)

Date: December 14, 2018

We are requesting an amendment to SS-0383-18 Commissary Goods & Inmate Trust Fund Accounting Software and Equipment with Keefe Commissary Network, LLC, to extend the award from January 1, 2019 to June 30, 2019. This amendment is being requested to allow enough time for the new RFP to be advertised and awarded. The total expenditure amount for the extension period is $ 75,000.00. The total not to exceed expenditure amount is $ 225,000.00 from account code SHCO64AIW – 04904 TRSH 09. Attached is a letter from Keefe Commissary Network, LLC, agreeing to the extension with a slight increase in the fee structure for phone and web deposits. The contract will be amended through the Office of General Counsel.

Please let me know if you require any additional information. Thank you for your assistance.

December 14, 2018

RE: Contract #9576: JSO Commissary Goods and Inmate Trust Fund Accounting Software/Equipment

Chief Joel Carter
Jacksonville Sheriff's Office
Pre-Trial Detention Facility
500 E. Adams St.
Jacksonville, FL 32202

Chief Carter,

Pursuant to our discussions, Keefe Commissary Network is providing this written agreement to extend Contract #9576 for a six-month period starting January 1, 2019 at the current terms under the following parameters:

- Extension Parameters:
  - Access Corrections Deposit Services Phone and Web transactions will follow the below fee schedule:

FEE STRUCTURE PHONE AND WEB DEPOSITS				
	Current		New 1/2/19	
Gross Amount Deposited	Web	Phone	Web	Phone
$0.01 - $19.99	$3.95	$4.95	$4.95	$6.95
$20.00 - $99.99	$6.95	$7.95	$7.95	$9.95
$100.00 - $199.99	$8.95	$9.95	$9.95	$11.95
$200.00 - $300.00	$10.95	$11.95	$11.95	$13.95

  - Access SecurePak friends and family website ordering will now be subject to $6.95 shipping and handling fee per order starting 1/1/2019 to offset rising freight charges
  - All other predetermined financial and contractual arrangements remain the same

Please let me know if there are any questions regarding the described extension. As always, thank you for the opportunity to extend our successful partnership with the Jacksonville Sheriff's Office and the City of Jacksonville.

Sincerely,

Shayne Bean
Account Manager
Keefe Group
904-741-6776

December 1, 2018

Attention: All Securepak / MCP Package Program Customers

Re: Shipping/Handling Fee Increase Notification

Due to continued increases in freight cost, effective January 1, 2019, the shipping/ handling fee will be increased to $6.95 per order for the Family / Friends Securepak / MyCarePack package program at your facility.

While Keefe continues to find ways to become more efficient, the external transportation costs for inbound and outbound shipments, requires we raise our fee at this time.

Sincerely,

Martin Jennen
Vice President
Access Securepak
Keefe Group

10880 Lin Page Place – St. Louis, MO 63132 – 866-754-2812, fax 866-754-2813 – www.keefegroup.com

Carter, Joel T.

From: Bean, Shayne <sbean@keefegroup.com>
Sent: Friday, December 14, 2018 2:42 PM
To: Carter, Joel T.
Subject: Commissary Extension
Attachments: AC_2019Fees.docx; Shipping Fee Increase Notification Letter 12.2018.pdf; December 2018 - JSO Contract Extension - Commissary.docx.pdf

****EXTERNAL EMAIL SOURCE****

This email was sent from a non-JSO account. Do not open any links or any attachments unless you trust the sender and know the content is safe.

Ask and you shall receive, I got the approval shortly after your call. Read the letter and let me know if you have any issues that need to be addressed. Company communication on the fee increases are attached as well for you to use as needed.

Thank you,

Shayne

Shayne Bean
Account Manager
Keefe Group
Office: 904-741-9347
Cell: 904-298-4473

SINGLE SOURCE AWARD **BID # SS-0383-18**

Subject: Commissary Goods & Inmate Trust Fund Accounting Software and Equipment

Department: Jacksonville Sheriff's Office

Description of Purchase: Recommend approval to amend award dated 7/12/18 to ratify the period of service from 7/1/2018 thru 7/12/2018. All other terms and conditions as previously stated remain unchanged.

Funding Source: SHCO64AIW-04904-TRSH-09-Contract will be processed through the Office of General Counsel.

Single Source Award To: Keefe Commissary Network, LLC

Price Justification: See Attached.

Total Award: $150,000.00

Attachments: Recommendation Letter,Previous Award

Certification as to Single Source: Tammy Morris, Director of Department of Corrections, Office Of The Sheriff

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Analyst: Marleen Doran

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

7/26/18
DATE

ACTION OF AWARDING AUTHORITY DATE: 7/26/18

APPROVED DISAPPROVED

OTHER

SIGNATURE OF AUTHENTICATION

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

FORM GB-113, Revised 12/2007

SINGLE SOURCE AWARD **BID # SS-0383-18**

Subject: Commissary Goods & Inmate Trust Fund Accounting Software and Equipment

Department: Jacksonville Sheriff's Office

Description of Purchase: Recommend approval to amend Single Source award dated 1/25/2018 to Keefe Commissary Network, LLC to provide Commissary Goods & Inmate Trust Fund Accounting Software and Equipment for the period of July 1, 2018 to December 31, 2018. The estimated expenditure amount for extension period will be $75,000.00, which includes a 3.3 point reduction in commission rate for the extension period. The total not-to-exceed expenditure amount is $150,000.00.

Funding Source: SHCO64AIW-04904-TRSH-09-Contract will be processed through the Office of General Counsel.

Single Source Award To: Keefe Commissary Network, LLC

Price Justification: See Attached.

Total Award: $150,000.00

Attachments: Recommendation Letter, Vendor Letter/Quote, Previous Award

Certification as to Single Source: Tammy Morris, Director of Department of Corrections, Office Of The Sheriff

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.206.

Marleen Doran
Analyst: Marleen Doran

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

Teresa R. Eckman
CHAIRMAN

7/12/18
DATE

ACTION OF AWARDING AUTHORITY DATE: 7/12/18

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION Sam E. Mousa

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

FORM GB-113, Revised 12/2007

SINGLE SOURCE AWARD **BID # SS-0383-18**

Subject: Commissary Goods & Inmate Trust Fund Accounting Software and Equipment

Department: Jacksonville Sheriff's Office

Description of Purchase: Recommend approval of Single Source award to Keefe Commissary Network, LLC to provide Telmate Secure Inmate Tablet Program to allow inmates to have access to academic training, various opportunities for video visitation and secure e-mail. Total amount of expenditure not to exceed $75,000.00. The period of service will be six (6) months from date of award.

Funding Source: SHCO64AIW-04904-TRSH-09-To be executed by Purchase Order.

Single Source Award To: Keefe Commissary Network, LLC

Price Justification: See Attached

Total Award: $75,000.00

Attachments: Single Source Form, Vendor Letter, Vendor Quote, Previous Award

Certification as to Single Source: Tammy Morris, Director of Department of Corrections, Office Of The Sheriff

THE ABOVE PURCHASE IS RECOMMENDED FOR AWARD IN ACCORDANCE WITH CHAPTER 126.205.

Marleen Doran
Analyst: Marleen Doran

Gregory Pease, Chief
Procurement Division

APPROVAL OF GENERAL GOVERNMENT AWARDS COMMITTEE

"ALL AWARD ACTIONS SUBJECT TO LAWFULLY APPROPRIATED FUNDS"

CHAIRMAN

DATE 01/18/2018

ACTION OF AWARDING AUTHORITY DATE: 1/18/18

APPROVED _____ DISAPPROVED _____

OTHER _____

SIGNATURE OF AUTHENTICATION _____

Sam E. Mousa
Chief Administrative Officer
For: Mayor Lenny Curry
Under Authority of:
Executive Order No. 2015-05

FORM GB-113, Revised 12/2007