

**DANE COUNTY  
POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
Sponsor: Supervisor Rusk		Resolution No. 2014 RES-398
Vote Required: Majority <input checked="" type="checkbox"/> Two-Thirds		Ordinance Amendment No. _____

**Title of Resolution or Ord. Amd.:**

AWARDING OF COMMISSARY SERVICE CONTRACT FOR DANE COUNTY SHERIFF'S OFFICE

**Policy Analysis Statement:**

Brief Description of Proposal -

Request approval to award a contract to Steller Services, LLC, for provision of commissary service to the Dane County Jail commencing November 27, 2014, and continuing for 18 months.

Current Policy or Practice -

The Sheriff's Office received notification from Trinity Services Group, October 27, 2014, that Contract # 11207 for commissary service and Contract # 10827 for vending service to the Dane County Jail will termination November 26, 2014. Steller Services, LLC responded to RFP #111042 and has been selected to provide commissary service to the Dane County Jail at the termination of Contracts #10827 and 11207.

Impact of Adopting Proposal -

Commissary or "canteen" is a store within a correctional facility from which inmates may purchase approved products such as hygiene items, snacks, writing instruments etc., that are not furnished by the correctional facility.

**Fiscal Estimate:**

Fiscal Effect (check all that apply) -

- No Fiscal Effect
- Results in Revenue Increase
- Results in Expenditure Increase
- Results in Revenue Decrease
- Results in Expenditure Decrease

Budget Effect (check all that apply) -

- No Budget Effect
  - Increases Rev. Budget
  - Increases Exp. Budget
  - Decreases Rev. Budget
  - Decreases Exp. Budget
  - Increases Position Authority
  - Decreases Position Authority
- Note: if any budget effect, 2/3 vote is required

**Narrative/Assumptions about long range fiscal effect:**

N/A

**Expenditure/Revenue Changes:**

	Current Year		Annualized			Current Year		Annualized	
	Increase	Decrease	Increase	Decrease		Increase	Decrease	Increase	Decrease
Expenditures -					Revenues -				
Personal Services					County Taxes				
Operating Expenses					Federal				
Contractual Services					State				
Capital					Other				
Total	\$0	\$0	\$0	\$0	Total	\$0	\$0	\$0	\$0

**Personnel Impact/FTE Changes:**

N/A

**Prepared By:**

Agency:	Sheriff Office	Division:	Administrative Services
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