

**DANE COUNTY
POLICY AND FISCAL NOTE**

<input checked="" type="checkbox"/> Original	<input type="checkbox"/> Update	Substitute No. _____
Sponsor: Supervisor Rusk		Resolution No. 2016 RES-159
Vote Required: Majority <input checked="" type="checkbox"/> Two-Thirds <input type="checkbox"/>		Ordinance Amendment No. _____

Title of Resolution or Ord. Amd.:

AWARD OF CONTRACT TO PROVIDE COMMISSARY, INMATE BANKING AND TRUST SERVICES TO THE DANE COUNTY SHERIFF'S OFFICE JAIL

Policy Analysis Statement:

Brief Description of Proposal -

Request approval to award a contract to Catering by Marlin's, dba CBM Managed Services, LLC, for provision of commissary and inmate banking and trust services to the Dane County Jail commencing September 1, 2016 and continuing for three years with two one-year contract extensions.

Current Policy or Practice -

The existing contract for commissary services expires August 31, 2016. Dane County engaged in a competitive Request for Proposal (RFP) process, Proposal # 115104, for a vendor to provide commissary and inmate banking and trust services for inmates. Catering by Marlin's, dba CMB Managed Services, 500 East 52nd North, Sioux Falls, South Dakota, 57104, was the successful bidder in the competitive RFP process.

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. CBM Managed Services will provide commissary and inmate banking and trust services for Dane County Jail inmates; the contract is commission based and CMB Managed Services agrees to pay the Sheriff's Office a composite commission of the commissary net sales of 37% with a minimum annual guarantee on the composite net sales of commissary service sales of \$250,000, which ever is greater.

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			\$250,000	
Total	\$0	\$0	\$0	\$0	Total	\$0	\$0	\$250,000	\$0

Personnel Impact/FTE Changes:

N/A

Prepared By:

Agency:	Sheriff Office	Division:	Administrative Services
Prepared by:	Lillian Radivojevich	Date:	07/14/16
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