

SUB 2016 RES-159 (PROPOSED – RUSK)

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

Dane County Sheriff's Office is responsible for the keeping of the Dane County Jail and safely caring for the inmates therein. The Sheriff's Office desires to purchase commissary service from Catering by Marlin's, dba CMB Managed Services, for the purpose of obtaining inmate commissary, inmate banking, and trust service for the Jail. Commissary service is defined as the provision of service to indirectly sell to inmates specified food, snacks, beverages, and personal items and the delivery of such items to each inmate in their respective housing units.

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 service to inmates. Catering by Marlin's, dba CMB Managed Services, 500 East 52nd North, Sioux Falls, South Dakota, 57104, was the successful bidder in the aforementioned competitive RFP process.

CMB Managed Services has agreed to reimburse the County up to \$100,000 in infrastructure and equipment to implement electronic ordering in Dane County Jail facilities.

NOW, THEREFORE, BE IT RESOLVED that a contract is awarded to Catering by Marlin's, dba CMB Managed Services for inmate commissary, inmate banking, and trust service, to begin September 1, 2016 and continuing for three years with two one-year contract extensions. The contract is commission based and Catering by Marlin's, dba 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; and

BE IT FURTHER RESOLVED that the capital expenditure line CPSHRF NEW "Commissary Infrastructure Expenditure" be created in the 2016 Capital Budget with an appropriation of \$100,000 and line CPSHRF NEW " Commissary Infrastructure Revenue" with an appropriation of \$100,000 be created and that any balances in the aforementioned lines remaining at the end of 2016 be carried forward to fiscal year 2017.

BE IT FINALLY RESOLVED that the Dane County Executive and the Dane County Clerk are authorized to execute the necessary documents for the contract.