



**COMMISSIONERS COURT  
COMMUNICATION**

COURT ORDER NUMBER \_\_\_\_\_

PAGE 1 OF 5

DATE: 11/19/2024

**SUBJECT: RFP NO. F2023193 - ANNUAL CONTRACT FOR INMATE COMMISSARY, BANKING, AND DEPOSIT/RELEASE SERVICES - SHERIFF'S OFFICE - KEEFE COMMISSARY NETWORK LLC - EXERCISE FIRST OPTION FOR RENEWAL - SAME CONTRACT TERMS**

**\*\*\* CONSENT AGENDA \*\*\***

**COMMISSIONERS COURT ACTION REQUESTED**

It is requested that the Commissioners Court approve renewal of RFP No. F2023193, Annual Contract for Inmate Commissary, Banking, and Deposit/Release Services, for the first optional twelve (12) month period at the same contract terms.

**BACKGROUND**

On November 7, 2023, the Commissioners Court, through Court Order #142099, awarded RFP No. F2023193, Annual Contract for Inmate Commissary, Banking, and Deposit/Release Services, for the Sheriff's Office, to Keefe Commissary Network LLC.

The award was based upon evaluation criteria set forth in the RFP specifications and contained options to renew for four (4) additional twelve (12) month periods.

This contract provides inmates the ability to purchase various items from commissary carts such as beverages, snacks, clothing, personal hygiene, stationery, and other items. Purchases by inmates are facilitated by the banking and deposit/release services that are also provided by this contract.

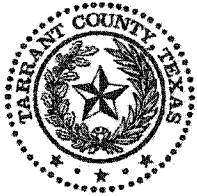
The vendor notified Purchasing in writing that they will extend the same contract terms through December 31, 2025. The Sheriff's Office notified Purchasing in writing that they are pleased with the vendor and want to renew.

Therefore, it is the joint recommendation of the Sheriff's Office and Purchasing that the Commissioners Court approve renewal of RFP No. F2023193, Annual Contract for Inmate Commissary, Banking, and Deposit/Release Services, for another twelve (12) month period.

**FISCAL IMPACT**

This contract constitutes revenue to the Sheriff's Commissary Fund.

SUBMITTED BY	Purchasing	PREPARED BY:	Caleb Rojo
		APPROVED BY:	Christopher Lax, CPSM, CPSD, CPCP



TARRANT COUNTY PURCHASING DEPARTMENT

100 E. Weatherford St. #303 • Fort Worth, TX 76196 • (817) 884-1414 • (817) 884-2629 (Fax)

Melissa Lee, C.P.M., A.P.P.  
Purchasing Agent

Chris Lax, CPSM, CPSD, CPCP  
Assistant Purchasing Agent

October 15, 2024

John Puricelli  
Regional Vice President  
Keefe Commissary Network LLC  
3101 Marquis Dr  
Garland, TX 75042

Re: RFP No. F2023193 – Annual Contract for Inmate Commissary, Banking, and Deposit/Release Services

Dear Mr. Myers:

Referenced bid was for twelve (12) months with four (4) options to renew for additional twelve (12) months each. The original contract was for the period of January 1, 2024, through December 31, 2024. The effective dates for the first renewal option will run from January 1, 2025, through December 31, 2025.

Tarrant County Purchasing Department hereby extends an invitation to Keefe Commissary Network LLC to accept the first option for an additional one (1) year period as the primary vendor for this bid as awarded on November 7, 2023. Keefe Commissary Network LLC acknowledges formal renewal of the option and any contract is contingent upon review and approval by the Tarrant County Commissioner’s Court at a later date. Please mark the appropriate response below and provide your signature above your printed name. All prices must remain firm for the optional renewal period through December 31, 2025.

Yes, Keefe Commissary Network LLC will accept the offer to extend the same contract terms through December 31, 2025. **Please include a current 1295 Form with your response.**

No, Keefe Commissary Network LLC will NOT accept the offer to extend the same contract terms through December 31, 2025.

Are any other governmental entities currently utilizing this contract?  Yes  No  
If yes, please return a listing of the participating entities with this letter.

Please fax or email your signed response.

Sincerely,

*Caleb Rojo*  
Caleb Rojo, Senior Buyer  
Tarrant County  
817-884-1150

*John Puricelli*  
John Puricelli, Executive Vice President  
Keefe Commissary Network LLC

10/15/2024

Date

# Memorandum

To: Calvin Bond  
Dept: Sheriff's Office  
From: Caleb Rojo, Sr. Buyer, Purchasing Department  
Date: 10/10/2024

Re: Renewal of RFP F2023193, Annual Contract for Inmate Commissary, Banking, and Deposit/Release Services

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The above referenced contract will expire on December 31, 2024. This contract included four (4) options to renew with the vendor for additional twelve (12) month terms. The first renewal term would commence January 1, 2025, and would expire December 31, 2025.

If you wish to exercise this option to renew and continue this contract with the vendor listed below for twelve more months, please check the appropriate item and email or fax this form back to me at [CRojo@tarrantcountytx.gov](mailto:CRojo@tarrantcountytx.gov).

Keefe Commissary Network LLC

Yes, I wish to continue the current contract with the above mentioned vendor for the first renewal term of the contract.

Funds to support this contract will be provided by the following accounts:

**482001-S8700-2025/2026-2120910000**

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No, I do not wish to continue the current contract with the above-mentioned vendor for the following reason(s).

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SIGNATURE: \_\_\_\_\_



DATE: 10/15/24

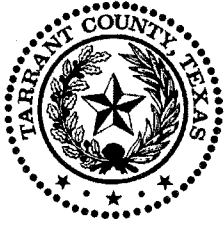
Calvin C. Bond

RFP F2023193 Annual Contract for Inmate Commissary, Banking, and Deposit/Release Services

**Award**

Evaluation Criteria	Max Points	Keefe Commissary Network LLC Garland, TX HUB - No		Correct Commissary, LLC Ruston, LA HUB - No		Union Supply Group, Inc. Dallas, TX HUB - No	
		Score	Score	Score	Score	Score	Score
Qualifications and Demonstrated Experience	30	<b>26.43</b>		18.83		22.07	
Demonstrated Expertise of Key Personnel	10	<b>8.37</b>		7.17		7.77	
Product Pricing, Quality, and Choices	20	<b>18.00</b>		15.33		15.33	
Pricing - Monthly Minimum Guaranteed Reimbursement	25	<b>25.00</b>		21.95		16.20	
Pricing - Percentage of Overages and Fees	5	<b>3.33</b>		3.17		3.17	
Financial Stability	5	<b>2.50</b>		3.00		3.00	
References	5	<b>3.24</b>		2.27		1.50	
<b>Total Score</b>	<b>100</b>	<b>86.87</b>		<b>71.72</b>		<b>69.04</b>	

Notes: No-bids were received from CTU OF DFW and CSI Leasing, Inc.



## TAKINGS IMPACT ASSESSMENT CHECKLIST

Complete this form for any county action that involves the adoption of a regulation, policy, guideline, court resolution, or order.

Project/Regulation Name: RFP No. F2023193 - Annual Contract for Inmate Commissary, Banking, and Deposit/Release Services - Sheriff's Office - Keefe Commissary Network LLC - Exercise First Option for Renewal - Same Contract Terms

County Department: PURCHASING

Contact Person: Melissa Lee, C.P.M., A.P.P.

Phone Number for Contact Person: (817) 884-3245

Type of TIA Performed: SHORT TIA or FULL TIA. Circle one after answering the questions in Sections II and III below.

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### I. Stated Purpose

Attach to this checklist an explanation of the purpose of the regulation, policy, guideline, court resolution, or order.

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**Note: The remainder of this Takings Impact Assessment Checklist should be completed in consultation with the Criminal District Attorney's Office.**

### II. Potential Effect on Private Real Property

1. Does the county action require a physical invasion, occupation, or dedication of real property?

Yes \_\_\_\_\_ No √

2. Does the county action limit or restrict a real property right, even partially, or temporarily?

Yes \_\_\_\_\_ No √

If you answered yes to either question, go to Section III. If you answered no to both, STOP HERE and circle SHORT TIA at the top of the form.

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