



**COMMISSIONERS COURT
COMMUNICATION**

COURT ORDER NUMBER 144863

PAGE 1 OF 8

DATE: 3/11/2025

SUBJECT: RFP NO. F2023193 - ANNUAL CONTRACT FOR INMATE COMMISSARY, BANKING, AND DEPOSIT/RELEASE SERVICES - SHERIFF'S OFFICE - KEEFE COMMISSARY NETWORK LLC

***** CONSENT AGENDA *****

COMMISSIONERS COURT ACTION REQUESTED

It is requested that the Commissioners Court approve price increase request submitted for items purchased under RFP No. F2023193, Annual Contract for Inmate Commissary, Banking, and Deposit/Release Services, for the Sheriff's Office, with Keefe Commissary Network LLC.

BACKGROUND

On November 7, 2023, the Commissioners Court, through Court Order #142090, 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 two (2) additional twelve (12) month periods.

On November 19, 2024, the Commissioners Court, through Court Order #144278, approved the first renewal option.

The contract terms state that a thirty (30) day written notice for any price increases of commissary products sold to inmates in Tarrant County jails must be provided by the vendor and must be approved by the Sheriff in writing. In addition, any price increases in excess of ten percent (10%) in a calendar year must be approved by the Sheriff and will require approval of the Tarrant County Commissioners Court. Keefe Commissary Network LLC has submitted documentation detailing the increased costs being incurred, providing evidence to support the requested price increases. Of the two hundred twenty-one (221) items available on the commissary menu, twenty-eight (28) had a price increase in excess of ten percent (10%).

This contract provides inmates the ability to purchase various items from the 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.

Therefore, it is the joint recommendation of the Sheriff's Office and Purchasing that the Commissioners Court approve the requested price increase for listed items purchased under RFP No. F2023193, Annual Contract for Inmate Commissary, Banking, and Deposit/Release Services, with Keefe Commissary Network LLC.

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



COMMISSIONERS COURT COMMUNICATION

REFERENCE NUMBER: 144863 DATE: 3/11/2025 PAGE 2 OF 8

FISCAL IMPACT

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



February 10, 2025

Caleb Rojo, Senior Buyer
 Tarrant County Purchasing
 Fort Worth, Texas 76196

Dear Mr. Rojo

As a follow up to our conversation about historical process of yearly commissary menu adjustments please accept this as Keefe's formal request for adjustments more than 10% that need additional County acknowledgement. It is always our goal to keep all increases below the 10% threshold allowed in contract which we have done for the last 15 years of partnership with Tarrant County. We have held those prices below that 10% threshold even in times of record well outpacing 10%. Uncertainty in the food industry continues to plague consumer pricing which we see every day in our daily lives. There are approximately 250 items available to the inmate population and below we have listed the items Keefe is requesting an adjustment more than 10%. As part of our contract Keefe agrees to be audited annually by Sheriff's Office staff which entails a basket survey of items sold similar to local convenience stores. The commissary industry is most closely associated with the convenience market. Keefe proactively conducts the same survey in the immediate area for all price comparisons. Of the 250 items available to the population below are the only items exceeding 10% adjustment request. Below the items you will find the local convenient store survey completed by Keefe demonstrating Keefe and local convenient store pricing is in line.

	Current	New	% Inc		Current	New	% Inc
Lemonade 20 oz (t)	\$ 2.59	\$ 2.99	15%	M&M Plain 1.69 oz (t) *	\$ 2.09	\$ 2.69	29%
Strawberry Soda 20 oz (t)	\$ 2.59	\$ 2.99	15%	Peanut M&M 1.74 oz (t) *	\$ 2.09	\$ 2.69	29%
Cherry Coke 20 oz (t)	\$ 2.59	\$ 2.99	15%	Baby Ruth 2.1 oz (t) *	\$ 2.09	\$ 2.69	29%
Orange Soda 20 oz (t)	\$ 2.59	\$ 2.99	15%	Butterfinger 1.9 oz (t) *	\$ 2.09	\$ 2.69	29%
Sprite 20 oz (t)	\$ 2.59	\$ 2.99	15%	Snickers 1.86 oz (t) *	\$ 2.09	\$ 2.69	29%
Grape Soda 20oz (t)	\$ 2.59	\$ 2.99	15%	Milky Way 1.84 oz (t) *	\$ 2.09	\$ 2.69	29%
Root Beer 20 oz (t)	\$ 2.59	\$ 2.99	15%	Twix 1.79 oz (t) *	\$ 2.09	\$ 2.69	29%
Coke 20 oz (t)	\$ 2.59	\$ 2.99	15%	3 Musketeers 1.92 oz (t) *	\$ 2.09	\$ 2.69	29%
Diet Coke 20 oz (t)	\$ 2.59	\$ 2.99	15%	Reese's PB Cups 1.5 oz (t) *	\$ 2.09	\$ 2.69	29%
Fruit Punch 20 oz (t)	\$ 2.59	\$ 2.99	15%	Hershey's 1.55 oz (t) *	\$ 2.09	\$ 2.69	29%
Pineapple Soda 20 oz (T)	\$ 2.59	\$ 2.99	15%	Hershey's w/Almonds 1.45 oz (t)	\$ 2.09	\$ 2.69	29%
Mr. Pibb 20 oz (t)	\$ 2.59	\$ 2.99	15%	Kit Kat 1.5 oz (t)	\$ 2.09	\$ 2.69	29%
Water 20 oz	\$ 2.59	\$ 2.99	15%	Skittles 2.17 oz (t)	\$ 2.09	\$ 2.69	29%
Blue Bell Ice Cream Pint (t)	\$ 5.29	\$ 5.99	13%	Snickers Almond 1.76 oz (t)	\$ 2.09	\$ 2.69	29%

	CVS	Chevron	Texaco	QuickTrip	Keefe
Candy Bar	N/A	\$2.29	\$1.89	\$2.69	\$2.30
Coke	\$2.99	\$2.69	\$2.59	\$2.99	\$2.80
Honey Bun	\$2.79	\$2.69	\$2.69	\$2.89	\$2.70
Peg					
Candy*	\$2.39	\$2.99	N/A	\$2.69	\$2.60
Cheetos*	\$2.69	\$2.69	\$2.69	\$2.69	\$1.79
Ramen	\$0.99				\$1.05

The commissary market is unique in that we are remarkably similar to the convenient store market. Tarrant County over the years has conducted a market basket survey to determine if our pricing is in line with the local convenient store locations in Fort Worth. There are multiple letters for over 250 products on this menu. For example, Hershey had three increases in 2024 with the most recent in December being 19% across the board on all chocolate. In addition, our end price to the customer (inmate) includes much more than just cost from manufacturer. Again, the uniqueness of our operation of hand delivering all products directly to the inmate includes heavy labor costs also driving pricing. That all said we still pride ourselves on being in line with convenient store location and use that basket survey done yearly to determine pricing to the inmates.

As always Keefe appreciated the long-term relationship with Tarrant County. If you have any questions or concerns about this request, please do not hesitate to contact me directly.

Blake Taylor

Blake Taylor
Keefe Group- Regional Manager
Garland, Texas 75094

**F2023193 Annual Contract for Inmate Commissary, Banking, and Deposit/Release Services
TARRANT COUNTY COMMISSARY MENU**

BEVERAGES		Current	New
2005 Individual Coffee 1.5 g *	\$ 0.55	\$ 0.60	
2015 KF 100% Columbian 3 oz H*	\$ 7.95	\$ 8.95	
2282 KF Alturo Blend Coffee 3 oz H*	\$ 5.95	\$ 6.95	
2070 Hot Cocoa .8 oz	\$ 0.55	\$ 0.60	
2080 Sugar Sub S.S. *	\$ 0.15	\$ 0.15	
2081 Sugar S.S. *	\$ 0.15	\$ 0.15	
2082 Creamer .105 oz H*	\$ 0.15	\$ 0.15	
2110 Fruit Punch Cool Off S.S. (f)	\$ 0.45	\$ 0.49	
2115 Black Cherry Cool Off S.S. (f)	\$ 0.45	\$ 0.49	
2120 Lemonade Cool Off S.S. (f)	\$ 0.45	\$ 0.49	

CHIPS		Current	New
2737 Chili Cheese Fritos 2 oz (f)	\$ 1.60	\$ 1.75	
4321 Doritos Nacho Cheese 1.75 oz (f)	\$ 1.60	\$ 1.75	
6079 Whole Shabang 1.5 oz (f) H*	\$ 1.50	\$ 1.60	
6100 Plain Potato Chips 1.5 oz (f) H*	\$ 1.50	\$ 1.60	
6105 BBQ Potato Chips 1.5 oz (f) H*	\$ 1.50	\$ 1.60	
6111 Hot Corn Chips 1.5 oz (f) H*	\$ 1.50	\$ 1.60	
6114 Hot Fries .85 oz (f)	\$ 1.25	\$ 1.35	
6116 Cheese Puffs 2 oz (f) H*	\$ 1.60	\$ 1.75	
6120 Nacho Cheese Tortilla chips 1.5 oz (f) *	\$ 1.50	\$ 1.60	
6125 Hot Potato Chips 1.5 oz (f) H*	\$ 1.50	\$ 1.60	
6126 Sour Cream and Onion 1.5 oz (f) H*	\$ 1.50	\$ 1.60	
6127 Hot Pork Skins 2 oz (f)	\$ 2.65	\$ 2.90	
6159 Cheetos Flamin Hot 1.75 oz (f)	\$ 1.60	\$ 1.75	
6167 Cheetos Crunchy 2 oz (f)	\$ 1.60	\$ 1.75	

PASTRIES/COOKIES		Current	New
3004 Peanut Butter Creams 6 oz H*	\$ 2.25	\$ 2.45	
3030 Vanilla Crème Cookies 6 oz H*	\$ 2.25	\$ 2.45	
3035 Chocolate Chip Cookies 6 oz H*	\$ 2.25	\$ 2.45	
3040 Iced Oatmeal Cookies 6 oz H*	\$ 2.25	\$ 2.45	
3045 Duplex Crème Cookies 6 oz H*	\$ 2.25	\$ 2.45	
3026 Chocolate Moon Pie 2.75 oz	\$ 1.55	\$ 1.65	
3028 Banana Moon Pie 2.75 oz	\$ 1.55	\$ 1.65	
3230 Peanut Butter Bars 2 oz *	\$ 1.25	\$ 1.35	
3236 Swiss Rolls 2 oz *	\$ 1.25	\$ 1.35	
3245 Donut Sticks 1.66 oz *	\$ 1.25	\$ 1.35	
3192 Cream Cheese Pound Cake 4 oz *	\$ 2.29	\$ 2.79	

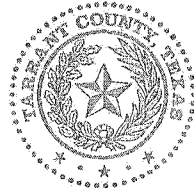
FOOD		Current	New
9% 2584 Tuna w/ Jalapenos 3.53 oz *	\$ 3.90	\$ 4.25	
13% 2596 Cream Cheese w/ Jalapenos 2 oz	\$ 1.80	\$ 1.95	
17% 2667 Valveeta Spicy Cheesy Rice 2 oz H*	\$ 1.95	\$ 1.85	
9% 3124 Ritz PB Crackers 1.38 oz *	\$ 1.50	\$ 1.60	
0% 3130 Ritz Cheese Crackers 1.35 oz *	\$ 1.50	\$ 1.65	
0% 3139 Saltine Crackers (sleeve)	\$ 1.25	\$ 1.35	
0% 3584 Spicy Summer Sausage 5 oz	\$ 4.95	\$ 5.35	
9% 3585 Summer Sausage 5 oz	\$ 4.95	\$ 5.35	
9% 4056 Peanut Butter 2 oz *	\$ 1.15	\$ 1.25	
9% 4460 Instant Potatoes 4 oz H*	\$ 3.10	\$ 3.35	
6013 Cajun Chicken 3 oz	\$ 0.99	\$ 1.05	
6016 Chili Lime w/ Shrimp 3 oz	\$ 0.99	\$ 1.05	
6018 Texas Beef Ramen 3 oz	\$ 0.99	\$ 1.05	
6026 Chili Ramen 3 oz	\$ 0.99	\$ 1.05	
6046 Chicken Ramen 3 oz	\$ 0.99	\$ 1.05	
7% 6047 Spicy Beans 8 oz H*	\$ 3.89	\$ 4.20	
6048 Beef Ramen 3 oz	\$ 0.99	\$ 1.05	
7% 6050 Instant Rice 8 oz H*	\$ 2.95	\$ 3.20	
8% 6052 Hot and Spicy Veg Ramen 3 oz	\$ 0.99	\$ 1.05	
9% 6053 Cajun Shrimp 3 oz	\$ 0.99	\$ 1.05	
7% 6059 Shrimp Ramen 3 oz	\$ 0.99	\$ 1.05	
7% 6172 Chili No Beans 11.25 oz	\$ 4.95	\$ 5.35	
6174 Hot Chili w/Beans 11.25 oz	\$ 4.95	\$ 5.35	
9% 6178 Mackerel 3.53 oz H*	\$ 3.55	\$ 3.85	
9% 6179 Sardines in Soybean Oil 3.53 oz H*	\$ 3.55	\$ 3.85	
9% 6191 Salmon Flakes in Water 3.53 oz H*	\$ 3.55	\$ 3.85	
6421 Kraft Ranch Dressing 1.5 oz	\$ 1.10	\$ 1.20	
6425 Valveeta Nacho Cheese Sauce 1.5 oz H*	\$ 2.25	\$ 2.45	
6429 Jalapeno Cheese 2 oz	\$ 2.05	\$ 2.20	
9% 6501 Dill Pickle .67 oz *	\$ 2.00	\$ 2.15	
9% 6507 Jalapeno Peppers .7 oz	\$ 1.05	\$ 1.10	
9% 6600 Flour Tortillas 8 oz H*	\$ 2.95	\$ 3.20	
9% 6606 Salted Peanuts 1.75 oz (f) *	\$ 1.10	\$ 1.20	
6% 6607 Hot Peanuts 1.75 oz (f) *	\$ 1.10	\$ 1.20	
6% 6610 Plain Bagel 4 oz H*	\$ 1.25	\$ 1.35	
8% 6660 Mackerel/Chili Sauce w/ Jala. 3.53 oz H*	\$ 2.95	\$ 3.20	
8% 6673 Thia Palace Rice Noodles-Chili 3.7 oz	\$ 2.25	\$ 2.45	
8% 6826 Tuna 4.23 oz H*	\$ 3.99	\$ 4.30	

CANDY/CONITD		Current	New
9% 4145 Peppermints 3.75 oz (f)	\$ 2.39	\$ 2.59	
8% 4150 Sour Fruit Balls 4.25 oz (f)	\$ 2.39	\$ 2.59	
6% 4152 All Star Candy Mix 3.75 oz (f)	\$ 2.39	\$ 2.59	
7% 4155 Sugar Free All-Stars 1.75 oz (f)	\$ 2.39	\$ 2.59	
10% 4165 Gummy Bears 4 oz (f)	\$ 2.39	\$ 2.59	
8% 4166 Sour Worms 4 oz (f)	\$ 2.39	\$ 2.59	

PERSONAL HYGIENE		Current	New
9% 0007 Balsam/Protein Shampoo 12 oz (T)	\$ 2.25	\$ 2.45	
8% 0008 Balsam/Protein Conditioner 12 oz (T)	\$ 2.25	\$ 2.45	
6% 0031 Sulfur 6 2 oz (f)	\$ 3.40	\$ 3.70	
6% 0055 Pro Glo Pomade 4 oz (f)	\$ 4.15	\$ 4.50	
6% 0115 Men's Deodorant 3 oz	\$ 4.75	\$ 5.15	
6% 0120 Women's Deodorant 1.4 oz	\$ 4.30	\$ 4.65	
6% 0242 Acne Cream 1 oz	\$ 4.00	\$ 4.00	
8% 0250 Hydrocortisone Cream 1 oz	\$ 4.00	\$ 4.35	
6% 0251 Anti-Fungal Cream .5 oz	\$ 6.00	\$ 6.50	
8% 0273 Lip Balm .16 oz	\$ 0.80	\$ 0.85	
6% 0320 Magic Shave Cream 6 oz (f)	\$ 6.00	\$ 6.50	
6% 0331 Shave Cream 7 oz (f)	\$ 2.00	\$ 2.15	
6% 0350 After Shave Gel 7 oz (f)	\$ 3.05	\$ 3.30	
8% 0355 Shampoo 15 oz (f)	\$ 3.10	\$ 3.35	
8% 0358 Conditioner 15 oz (f)	\$ 3.10	\$ 3.35	
8% 0362 Dandruff Shampoo 15 oz	\$ 3.10	\$ 3.35	
8% 0397 Cocoa Butter Soap 5 oz (f)	\$ 2.15	\$ 2.35	
8% 0424 Moisturizing Soap Bar 5 oz (f)	\$ 2.15	\$ 2.35	
9% 0426 A/B Sport Bar Soap 5 oz	\$ 2.15	\$ 2.35	
9% 0491 Soap Dish (f)	\$ 1.15	\$ 1.25	
7% 0500 Alcohol Free Mouthwash 8 oz (f)	\$ 1.40	\$ 1.50	
8% 0518 Sm Colgate Toothpaste 1.3 oz	\$ 1.40	\$ 1.50	
5% 0520 Colgate Toothpaste 2.5 oz	\$ 2.35	\$ 2.55	
8% 0562 Short Toothbrush (f)	\$ 0.40	\$ 0.40	
9% 0581 2pk APAP (GEN TYL)	\$ 0.75	\$ 0.80	
8% 0590 Denture Tabs 40 ct	\$ 3.65	\$ 3.95	
8% 0642 Rolaid's Orig 1-roll	\$ 1.35	\$ 1.45	
9% 0651 Hemorrhoid Ointment 2 oz	\$ 4.65	\$ 5.00	
8% 0652 Antibiotic Ointment 1 oz	\$ 5.50	\$ 5.50	
0671 Cherry Cough Drops 30 ct	\$ 1.25	\$ 1.35	

MISCELLANEOUS		Current	New
8% 1166 Ear Buds (f)	\$ 4.30	\$ 4.65	
8% 1300 Playing Cards (f)	\$ 3.10	\$ 3.35	
8% 1315 Chess Set (f)	\$ 6.30	\$ 6.80	
8% 1320 Checkers Set (f)	\$ 6.30	\$ 6.80	
8% 1400 Bowl 24 oz (f)	\$ 2.00	\$ 2.10	
8% 1411 Coffee Cup 12 oz (f)	\$ 2.00	\$ 2.10	
7% 1472 Surf Detergent 2 oz (f)	\$ 0.75	\$ 0.80	

CLOTHING		Current	New
9% 1529 Boxers-SM (f)	\$ 4.50	\$ 4.90	
9% 1530 Boxers-MD (f)	\$ 4.50	\$ 4.90	
9% 1531 Boxers-LG (f)	\$ 4.50	\$ 4.90	
8% 1532 Boxers-XL (f)	\$ 4.50	\$ 4.90	
8% 1533 Boxers-2X (f)	\$ 6.00	\$ 6.50	
0% 1534 Boxers-3X (f)	\$ 6.00	\$ 6.50	
9% 1500 Boxers-4X (f)	\$ 6.00	\$ 6.50	
8% 1496 Boxers-5X (f)	\$ 6.00	\$ 6.50	
6% 1671 Boxers-6X -7X -8X (f)	\$ 6.00	\$ 6.50	
8% 1504 T-Shirt-SM (f)	\$ 5.00	\$ 5.40	
8% 1505 T-Shirt-MD (f)	\$ 5.00	\$ 5.40	
8% 1506 T-Shirt-LG (f)	\$ 5.00	\$ 5.40	
8% 1507 T-Shirt-XL (f)	\$ 5.00	\$ 5.40	
8% 1508 T-Shirt-2X (f)	\$ 8.50	\$ 9.20	
8% 1509 T-Shirt-3X (f)	\$ 8.50	\$ 9.20	
9% 5727 T-Shirt-4X (f)	\$ 8.50	\$ 9.20	
9% 3652 T-Shirt-5X (f)	\$ 8.50	\$ 9.20	
9% 3669 T-Shirt-6X -7X -8X (f)	\$ 8.50	\$ 9.20	
9% 1650 Panties-Sz 6 (f)	\$ 2.75	\$ 3.00	
7% 2882 Panties-Sz 7 (f)	\$ 2.75	\$ 3.00	
7% 1651 Panties-Sz 8 (f)	\$ 2.75	\$ 3.00	
9% 2883 Panties-Sz 9 (f)	\$ 2.75	\$ 3.00	
0% 1652 Panties-Sz 10 (f)	\$ 2.75	\$ 3.00	
7% 1653 Panties-Sz 11 (f)	\$ 3.50	\$ 3.80	
7% 1697 Panties-Sz 12 (f)	\$ 3.50	\$ 3.80	
8% 1625 Sport Bra-SM (f)	\$ 4.50	\$ 4.90	
7% 1626 Sport Bra-MD (f)	\$ 4.50	\$ 4.90	
8% 1627 Sport Bra-LG (f)	\$ 4.50	\$ 4.90	
0% 1628 Sport Bra-XL (f)	\$ 4.50	\$ 4.90	
8% 7165 Sport Bra-2X (f)	\$ 4.50	\$ 4.90	



TARRANT COUNTY
OFFICE OF THE
SHERIFF

Bill E. Waybourn
Sheriff
817/884-3098
Fax: 817/212-6987

PLAZA BUILDING
200 TAYLOR STREET
SEVENTH FLOOR
FORT WORTH, TEXAS 76196

February 13, 2025

Ref: Commissary Menu Adjustment

Keefe Group has been under contract for commissary services with the Tarrant County Sheriff's Office (TCSO) since 2010. Keefe does a yearly review of menu pricing to the inmate population and any increases are due to manufacturing, labor, freight, or other market related disruptions. These increases are passed through the request of the Sheriff's Office on the contract date yearly. Keefe proactively conducts surveys in local areas to confirm their pricing remains competitive. After doing our own research and surveys based on local pricing, the TCSO and Keefe agree similar items should be competitively priced and resemble pricing at convenient store locations.

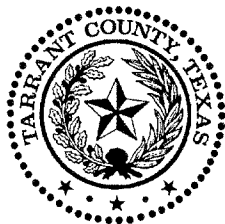
Our contract indicates that any price adjustment exceeding 10% of the current price must have additional review and approval. Keefe has increases for 2025 in the categories of sodas, ice cream, and candy bars that exceed 10% and is requesting increases on these three items out of the 200 items included on the menu. The new pricing presented is directly reflected in the current pricing of all local convenient store locations in the Fort Worth area.

Soda-15% increase
Ice Cream-13% increase
Chocolate Candy Bars-29% increase

The TCSO has reviewed these findings and approves the price increase.

Always at Your Service,

Bill E. Waybourn
Sheriff
Tarrant County, Texas



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 - 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.

I. Stated Purpose

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

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.
