

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Inmate Commissary Services for Muscogee County Prison (Annual Contract) – RFP No. 20-0026
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of an annual contract for inmate commissary services with Stewart Distribution (Waycross, GA). Stewart Distribution will provide inmate commissary services at the Muscogee County Prison.

Stewart Distribution will be required to:

- Provide items that can be purchased by inmates to include: beverages, clothing items and shoes, electronics, greeting cards, meat/fish products, OTC pharmaceutical items, pastries, personal care items, postage, snack items, soups, sugar free items, writing materials, and other miscellaneous items.
- Provide all stock, supplies, labor, supervision, packaging, and equipment necessary to satisfactorily provide inmate commissary services.
- Obtain and hold all pertinent permits and licenses.
- Provide the extensive interface required between the Contractor and Muscogee County Prison for automated processes involved with commissary orders, deliveries, and postings.
- Manage the inmate commissary accounts via the Inmate Kiosk System, CACTAS and The Jailhouse Management System (JMS); and be responsible for all cost associated with interfacing onto the Inmate Kiosk and CACTAS System; and provide an up-to-date Server.
- Process inmate commissary orders using the Inmate Kiosk System, and electronically post to inmate accounts.

The contract term shall be for two (2) years with the option to renew for three (3) additional twelve-month periods.

Annual Contract History:

The previous contract was awarded to Stewart Distribution (Waycross, GA) on July 9, 2013 per Resolution No. 234-13. The contract expired on August 4, 2018. However, at the request of the Muscogee County Prison and in accordance with Article 3-109 (Annual Contracts: Price Agreement and Service Contracts) of the Procurement Ordinance, the contract was extended for one year, through August 4, 2019.

Muscogee County Prison requested an extension in 2019 to allow for re-advertisement and award of a new contract. Council approval is required for extensions beyond the one-year extension authorized by the Procurement Ordinance. Consequently, per Resolution No. 210-19, dated July 23, 2019, Council authorized a one-year extension, which expired on August 4, 2020.

The RFP proposals were received on July 10, 2020, leaving less than a month before contract expiration. An additional extension was necessary to allow time for the evaluation process to be completed. Therefore, on July 14, 2020, Council approved an additional extension through December 31, 2020, per Resolution No. 192-20, to allow time for award of the new contract.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web page of the Purchasing Division, the Georgia Procurement Registry, and on DemandStar on June 10, 2020. This RFP has been advertised, opened, and evaluated. Five (5) proposals were received on July 10, 2020.

The responding vendors were:

Stewart Distribution (Waycross, GA)

- Oasis Management Systems, Inc. (Cumming, GA)
- Keefe Commissary Network, LLC (Jacksonville, FL)
- Kimble’s Commissary Services (LaGrange, GA)
- Tiger Commissary Services, Inc. (Jonesboro, AR)

The following events took place after receipt of the proposals:

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
1 st Evaluation	09/08/20	The Purchasing Division provided the RFP rules and process to evaluation committee members, and proposals were shared with each committee member to review prior to the virtual meeting. The Purchasing Manager opened the meeting, and each proposal was discussed by the committee, determining that several clarifications were required from each vendor.
Clarifications Requested	09/09/20	Requests for clarification forwarded to vendors.
Clarifications Received	09/11/20	Clarification Responses received and forwarded to committee members.
Evaluation Forms Sent	09/28/20	Evaluation forms were forwarded to the voting committee members.
Evaluation Forms Returned	10/30/20	Evaluation forms were completed and returned to Purchasing for compilation of results.
Evaluation Results	12/02/20	Evaluation results were forwarded to the Evaluation Committee for review.
Recommendation Received	12/02/20	The committee members unanimously voted to award to the highest scoring vendor.

Evaluation Committee:

Proposals were reviewed by members of the Evaluation Committee, which consisted of two voting members from the Muscogee County Prison, and one voting member from the Muscogee County Sheriff’s Office.

A Representative from the Muscogee County Prison served as a non-voting advisor.

Award Recommendation:

The evaluation committee, as reflected by their comments provided below, unanimously recommend award of the contract to Stewart Distribution, for the following reasons:

- We currently work with Stewart Distribution and they provide immediate assistance when issues arise. They have personnel assigned to this facility who is always accessible. They have a competitive commission rate to include a grant for \$10,000.00.
- Stewart is an excellent company with an outstanding reputation in the correctional community. Stewart offers quality service and very competitive commission with an additional Technology incentive. Stewart is timely, dependable, and reliable.
- The company has already been around for a long time. Current provider for MCP. System will not have to be changed.

Vendor Qualifications/Experience:

- 98 years in business: Stewart Candy Company, Inc. d/b/a Stewart Distribution was founded in 1922.
- Stewart Distribution started service to the Georgia Department of Corrections at Ware State Prison in 1994 and has grown the business into an exclusive contract with all of GDC facilities.
- Stewart Distribution has a history of providing similar services to other county prisons: Decatur, Colquitt, Jefferson, Terrell, and Richmond Counties.
- Stewart Distribution has state-of-the-art web based CACTAS Trust Software with one-on-one support, and continued automated process uploading inmate wages.
- Stewart Distribution has an existing commissary kiosk program in place:
 - inmates can order commissary
 - Staff Request feature
 - check their balance and see account activity
 - send and receive messages and photos from family and friends
 - transfer money to the phone
 - free law library
- Stewart Distribution provides integration with current phone provider:
 - established interface with current phone provider allowing inmates to transfer funds to the phone at no cost
 - ability to offer commissary ordering and balance check by inmate phone as a backup to kiosks
- Stewart Distribution can provide Inmate Family Packages Online (per approval of the facility).
- Stewart Distribution is integrated with JPay for deposits online and by the phone, allowing the facility to restrict depositors to the approved visitors list in SCRIBE.

The City's Procurement Ordinance Article 3-110 (Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract.

Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

Funds will be deposited into the following Revenue Accounts: Inmate Store and Recreation Fund

A RESOLUTION AUTHORIZING THE EXECUTION OF AN ANNUAL CONTRACT WITH STEWART DISTRIBUTION (WAYCROSS, GA) TO PROVIDE INMATE COMMISSARY SERVICES AT THE MUSCOGEE COUNTY PRISON.

WHEREAS, an RFP was administered (RFP 20-0026) and proposals were received from five (5) qualified offerors; and,

WHEREAS, the proposal submitted by Stewart Distribution met all proposal requirements and was evaluated responsive to the RFP; and,

WHEREAS, the term of contract shall be for two years, with an option to renew for three additional twelve-month periods. Contract renewal is contingent upon the mutual agreement of the City and the Contractor.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute an annual contract with Stewart Distribution (Waycross, GA) to provide inmate commissary services at the Muscogee County Prison. Funds will be deposited into the following Revenue Accounts: Inmate Store and Recreation Fund.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the _____ day of _____, 2020 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen voting	_____.
Councilor Barnes voting	_____.
Councilor Crabb voting	_____.
Councilor Davis voting	_____.
Councilor Garrett voting	_____.
Councilor House voting	_____.
Councilor Huff voting	_____.
Councilor Thomas voting	_____.
Councilor Tucker voting	_____.
Councilor Woodson voting	_____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor