

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Contract Extension for Inmate Commissary Services for Muscogee County Prison (Annual Contract) – RFP No. 13-0028
INITIATED BY:	Finance Department

It is requested that Council authorize an extension of the annual contract for inmate commissary services for the Muscogee County Prison with Stewart Distribution (Blackshear, GA) until December 31, 2020.

The Muscogee County Prison is requesting a contract extension to allow time for the completion of a new RFP process. The RFP has been advertised; however numerous questions and clarifications were received from prospective vendors which has delayed the process. This extension is needed to allow the department time to review and provide appropriate responses and clarifications to questions, receive and evaluate proposals, as well as, allow time for a transition period if the contract is not awarded to the current vendor.

Per Resolution No. 210-13, dated July 9, 2013, Council authorized a five-year contract with Stewart Distribution. 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.

Due to Purchasing staff shortages in July 2019, additional time was required for re-advertisement and award of a new contract; therefore another extension was required. 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 will expire on August 4, 2020.

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

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXTENSION OF INMATE COMMISSARY SERVICES FOR MUSCOGEE COUNTY PRISON (ANNUAL CONTRACT) WITH STEWART DISTRIBUTION (BLACKSHEAR, GA) UNTIL DECEMBER 31, 2020.

WHEREAS, the Muscogee County Prison is requesting the contract extension to allow time for the completion of the new RFP process. The RFP has been advertised; however numerous questions and clarifications have been received from prospective vendors. This extension is needed to allow the Department time to review the specifications and provide responses to the questions and clarifications; receive proposals, evaluate proposals, award the contract and allow for a possible 30-day transition period if the contract is not awarded to the incumbent; and,

WHEREAS, per Resolution No. 210-13, dated July 9, 2013, Council authorized a five-year contract with Stewart Distribution. 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; and,

WHEREAS, due to Purchasing staff shortage in July 2019, because of staff retirement, additional time was required for re-advertisement and award of a new contract; therefore another extension was required. 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 will expire on August 4, 2020.

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

That the City Manager is hereby authorized to extend the contract for Inmate Commissary Services for Muscogee County Prison with Stewart Distribution (Blackshear, GA) until December 31, 2020. 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 Thompson voting _____.
Councilor Woodson voting _____.

Sandra T. Davis, Clerk of Council

B.H. "Skip" Henderson III, Mayor