



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

☒ Award ☐ Contract ☐ Grant

Requested Board Meeting Date: 07/25/2023

* = Mandatory, information must be provided

or Procurement Director Award: ☐

***Contractor/Vendor Name/Grantor (DBA):**

Keefe Commissary Network, LLC

***Project Title/Description:**

Commissary Program Services

***Purpose:**

Amendment of Award: Master Agreement No. MA-PO-18-343, Amendment No. 07. This Amendment extends the termination date to 07/31/2028, revises the County commission percentage from gross sales from 48% to 39% and appends the Forced Labor of Ethnic Uyghurs provision to the contract, pursuant to A.R.S. § 35-394. No additional funds are required at this time.

Administering Department: Sheriff's Department.

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.010, Competitive sealed bidding, on 07/03/2018, the Board of Supervisors approved an award of contract for an initial term of one (1) year and an annual award amount of \$25,000.00 and an estimated annual revenue amount of \$1,000,000.00 with four (4) one-year renewal options.

On 07/02/2019, the Procurement Director approved Amendment No. 01, which increased the annual award amount by \$10,000.00 from \$25,000.00 to \$35,000.00 for a cumulative not-to-exceed contract amount of \$35,000.00.

On 07/09/2019, the Procurement Director approved Amendment No. 02, which extended the termination date to 07/31/2020 and added the annual award amount of \$35,000.00 for a cumulative not-to-exceed contract amount of \$70,000.00. Three (3) renewal options remained.

On 03/04/2020, the Procurement Director approved Amendment No. 03, which removed the requirement to provide popcorn for the Inmate Incentive Program, retroactive to 11/01/2019.

On 05/01/2020, the Procurement Director approved Amendment No. 04, which extended the termination date to 07/31/2021. No additional funding was added and the contract not-to-exceed amount remained at \$70,000.00. Two (2) renewal options remained.

On 03/16/2021, the Procurement Director approved Amendment No. 05, which extended the termination date to 07/31/2022. No additional funding was added and the contract not-to-exceed amount remained at \$70,000.00. One (1) renewal option remained.

On 06/06/2022, the Procurement Director approved Amendment No. 06, which extended the termination date to 7/31/2023. No additional funding was added and the contract not-to-exceed amount remained \$70,000.00.

This extension is needed to continue to be able to offer luxury items, above the basic necessities provided by the County, for sale to inmates while maintaining the safety and security requirements specified by the department, without disruption and at no-cost to Pima County taxpayers. The County commission percentage is being revised due to increased costs to provide the service.

PRCUID: 299754

Attachment: Master Agreement.

***Program Goals/Predicted Outcomes:**

Provide commissary items, laundry vending and banking services for inmates incarcerated at the Pima County Adult Detention Center.

***Public Benefit:**

The County receives commission on the sale of commissary items and laundry vending and these revenue funds are used to pay for chaplain services, general education diploma program services, alcoholic and narcotics anonymous program services, upgrades and repairs to the facility, and other inmate items such as TV's and games.

To: COB 717123

VERS: 11

PGS: 2

***Metrics Available to Measure Performance:**

Pima County Sheriff's Department will monitor sales reports to ensure appropriate items are offered at reasonable prices.

***Retroactive:**

No.

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
 Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
☐ Expense Amount \$ _____ * ☐ Revenue Amount: \$ _____

***Funding Source(s) required:** _____

Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 18-343

Amendment No.: 07 AMS Version No.: 11

Commencement Date: 08/01/23 New Termination Date: 07/31/28

Prior Contract No. (Synergen/CMS): _____

☐ Expense ☒ Revenue ☐ Increase ☐ Decrease

Amount This Amendment: \$ _____

Is there revenue included? ☒ Yes ☐ No If Yes \$ 5,000,000.00

***Funding Source(s) required:** _____

Funding from General Fund? ☐ Yes ☒ No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards)

☐ Award ☐ Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____

Commencement Date: _____ Termination Date: _____ Amendment Number: _____

☐ Match Amount: \$ _____ ☐ Revenue Amount: \$ _____

***All Funding Source(s) required:** _____

*Match funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

*Match funding from other sources? ☐ Yes ☐ No If Yes \$ _____ % _____

*Funding Source: _____

*If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?

Contact: Procurement Officer: Brandon Morgan Digitally signed by Brandon Morgan
Date: 2023.07.03 10:20:58 -07'00' Acting Division Manager: Kelsey Braun-Shirley Digitally signed by Kelsey Braun-Shirley
Date: 2023.07.03 10:40:02 -07'00'

Department: Acting Procurement Director: Ana Wilber Digitally signed by Ana Wilber
Date: 2023.07.03 12:09:12 -07'00' Telephone: (520)724-7466

Department Director Signature: Chris Nanos Digitally signed by Chris Nanos
Date: 2023.07.05 14:04:02 -07'00' Date: _____

Deputy County Administrator Signature: _____ Date: 7/6/2023

County Administrator Signature: _____ Date: 7/6/2023



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES
CONTRACT EXECUTION

Master Agreement No: 1800000000000000343

MA Version: 11

Page: 1 of 2

Description: Commissary Program Services

I S S U E R	Pima County Procurement Department	T E R M S	Initiation Date: 08-01-2022
	150 W. Congress St. 5th Fl		Expiration Date: 07-31-2028
	Tucson AZ 85701		
	Issued By: Kelsey Braun-Shirley		
	Phone: 5207247466		
	Email: kelsey.braun-shirley@pima.gov		
			<div>NTE Amount: \$70,000.00</div> <div>Used Amount: \$29,875.80</div>

V E N D O R	Keefe Commissary Network LLC	Contact: Angelo Leber
	13369 Valley Blvd	Phone: 800-411-0454
	Fontana CA 92335	Email: aleber@keefegroup.com
		Terms: 0.00 %
		Days: 30

Shipping Method: Vendor Method

Delivery Type:

FOB: FOB Dest, Freight Prepaid

Modification Reason

Amendment No. 07 extends the termination date to 07/31/2028, revises the County commission percentage from gross sales from 48% to 39% and adds the following Forced Labor of Ethnic Uyghurs language: "Pursuant to A.R.S. § 35-394, if Contractor engages in for-profit activity and has 10 or more employees, Contractor certifies it is not currently using, and agrees for the duration of this Contract to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Contractor becomes aware during the term of the Contract that the Company is not in compliance with A.R.S. § 35-394, Contractor must notify the County within five business days and provide a written certification to County regarding compliance within one hundred eighty days." No additional funds are required at this time.

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All transactions and conduct are required to conform to these documents.



MASTER AGREEMENT DETAILS

Master Agreement No: 18000000000000000343

MA Version: 11

Page: 2 of 2

Line	Description					
1	Discontinued Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %	CS	\$0.00			
2	Inmate Order Reimbursement - Spillman Transfer Discount	UOM	Unit Price	Stock Code	VPN	MPN
	0.0000 %		\$0.00			