
Sponsor: Sheriff's Office

Meeting Date: 7/1/2025

Title: Agreement with T.W. Vending Inc., dba Turnkey Corrections for Commissary Services

File Number: 2025-214

Background and Rationale:

The Sheriff's Office operates the Adult Detention Center (ADC), commonly referred to as the Ramsey County jail, which is a pre-trial facility providing safe and secure detention services to individuals following arrest until a court disposition is reached. The ADC also houses individuals being held for probation and parole violations. While individuals are housed in the county's care and custody, a variety of services are provided, including educational programming, recreation time, mental health services, and medical and dental care. Additionally, individuals in-custody have access to commissary services, food service, telephone, and video visitation services.

On February 18, 2025, the Sheriff's Office issued a Request for Proposals (RFP) for commissary services for individuals in-custody at the ADC. Commissary services allow for the purchase of non-essential items, such as candy, pop, treats or other items, from specialized vending machines. Family or friends can deposit funds to an individual's account for the purchases of non-essential vending items. It is important to note that individuals in-custody do not pay for day-to-day needs such as food, clothing, toiletries, programming, or medical and dental care. Commissary services also supply indigent items at no-cost to individuals in-custody.

The costs associated with providing commissary services are covered by the prices charged. Historically, the county has also collected revenue associated with commissary services, which has offset the need for additional tax levy funding. Under this new agreement, the estimated revenue remains at \$150,000 annually. To achieve the county's goal in reducing and eliminating criminal fines and fees, prices for commissary items will be set a rate that is generally considered "convenience store" prices.

Below is a competitive solicitation summary:

Request for Proposals (RFP Title): Inmate Commissary Services
RFP Release Date: February 19, 2025
RFP Response Date: March 27, 2025
Number of Contractors Notified: 847
Respondents: Keefe Group
T.W. Vending Inc., dba Turnkey Corrections

Proposal Evaluation Committee: Correctional Officer, Sheriff's Office
Correctional Officer, Sheriff's Office
Correctional Officer, Sheriff's Office
Correctional Officer, Sheriff's Office
Lieutenant, Sheriff's Office
Planning Manager, Sheriff's Office
Sergeant, Sheriff's Office

RFP Evaluation Criteria: Project Understanding and Approach
 Commission, Rates, and Fees
 Contractor and Key Personnel Qualifications
 Technical Support and Customer Service

Contractor Recommended: T.W. Vending Inc., dba Turnkey Corrections

The evaluation team evaluated the proposals based on the criteria identified in the solicitation and is recommending T.W. Vending Inc., dba Turnkey Corrections as the contractor to provide commissary services.

The full term of the agreement is June 24, 2025 through June 23, 2027 with the option to be renewed for three additional one-year periods for a total of five (5) years.

Recommendation:

The Ramsey County Board of Commissioners resolved to:

1. Approve the selection of and the agreement with T.W. Vending Inc., dba Turnkey Corrections, 3329 Casey Street, River Falls, Wisconsin 54022 for inmate commissary services for the period of June 24, 2025 through June 23, 2027 with the option to be renewed for three additional one-year periods for a total of five years, in accordance with the rates established in the agreement.
2. Authorize the Chair and Chief Clerk to execute the agreement.
3. Authorize the County Manager to execute amendments to the agreement in accordance with the County's procurement policies and procedures, provided the amounts are within the limits of available funding.

A motion to approve was made by Commissioner Moran, seconded by Commissioner Xiong. Motion passed.

Aye: - 7: Jebens-Singh, McGuire, McMurtrey, Miller, Moran, Ortega, and Xiong

By: 

Jason Yang, Interim Chief Clerk - County Board