
Sponsor: Sheriff's Office

Meeting Date: 2/18/2025

Title: Request for Proposals for Commissary Services

File Number: 2025-046

Background and Rationale:

The Sheriff's Office operates the Adult Detention Center (ADC), commonly referred to as the Ramsey County jail. The ADC is a 500-bed pre-trial facility providing safe and secure detention services to individuals following their arrest until a court disposition is reached. As required by law and to support individuals who are in-custody, a variety of services are provided, including but not limited to healthcare services (i.e., medical, dental, and mental health), educational programming, and other opportunities. Commissary (vending), trust accounting, food service, and communication services are also provided.

On February 18, 2025, the Sheriff's Office plans to issue a Request for Proposals (RFP) for commissary services for individuals in-custody at the ADC. The RFP is seeking responses from qualified contractors to provide commissary services within a detention environment. 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. Revenue has been estimated at approximately \$150,000 annually. Consistent with the county's work to reduce and eliminate criminal fines and fees, any commissary service fees will be reviewed as part of future contract negotiations.

The Sheriff's Office will return to the Ramsey County Board of Commissioners for approval of the resulting agreement following the county's procurement evaluation and selection process.

Recommendation:

The Ramsey County Board of Commissioners resolved to:

1. Authorize the issuance of Request for Proposals for commissary services for individuals in-custody in accordance with the county's procurement policies and procedures.
2. Direct staff to return to the Ramsey County Board of Commissioners with a recommendation for selection for a contractor.

A motion to approve was made by Commissioner Jebens-Singh, seconded by Commissioner McGuire.

Motion passed.

Aye: - 6: Jebens-Singh, McGuire, Miller, Moran, Ortega, and Xiong

By: 
Jason Yang, Interim Chief Clerk - County
Board