



Board of County Commissioners

Administrative Committee

RESOLUTION AWARDING A CONTRACT FOR PROVIDING OFF-SITE INMATE COMMISSARY SERVICES FOR THE SALEM COUNTY CORRECTIONAL FACILITY

WHEREAS, the Salem County Purchasing Agent for the Salem County Board of County Commissioners requested, received, and opened sealed proposals on October 1, 2024, at 11:00 AM prevailing time for Providing Off-Site Inmate Commissary Services for the Salem County Correctional Facility. The receipt of said bids were duly advertised in accordance with the law and in such case made and provided; and

WHEREAS, all bid results and recommendations for contract award are on file in the office of the Purchasing Agent, 110 Fifth Street, Suite 400, in the County of Salem New Jersey as required by law; and

WHEREAS, it has been determined that the company of **Keefe Commissary Network, LLC** substantially met the necessary qualifications for the fulfillment of this contract, and further has provided the documentation necessary to successfully fulfill the requirements of the Correctional Facility for the County of Salem. Said bid documents shall become a part of the contract; and

WHEREAS, the vendor's proposal provides for a 30% commission paid to the County of Salem on all commissary items purchases as well as secure pack purchases for the term of this contract; and

WHEREAS, the vendor's proposal provides a cost of \$1.90/\$1.60 each for admissions/indigent kits respectively if the correctional facility decides to use this option but at this time will purchase those items separately; and

WHEREAS, pursuant to N.J.S.A. 40A:11-4.1(j) the period of this concession competitive contract for commissary services shall be for a five (5) year period commencing retroactively on October 5, 2024, and terminating on October 4, 2029; and

WHEREAS, The Salem County Treasurer will not need to certify funding for the commissary or secure kits concession contract as there is no cost to the County of Salem.

NOW, THEREFORE, BE IT RESOLVED by the Salem County Board of County Commissioners as follows:

1. The Salem County Board of County Commissioners hereby awards a contract for the provision of Commissary Service for the Salem County Correctional Facility, subject to the review of the County Solicitor, to **Keefe Commissary Network, L.L.C. 301 Mill Road, Edison, NJ 08837**. There is no direct cost to the County of Salem for the Commissary Services or the Secure Kits; however, the bid package includes their costs per item for inmates of the Correctional Facility and provides for a 30% commission paid to the County of Salem on all commissary items purchases as well as secure pack purchases for the term of this contract.
2. The proposal further provides for a cost of \$1.90/\$1.60 each for admissions/indigent kits which will not be exercised.

3. This competitive contract shall commence retroactively on October 5, 2024, and terminate on October 4, 2029. This shall be completed in full accordance with the terms and conditions of the contract.
4. The Commissioner Director and the Clerk of the Board shall be authorized to execute said contract upon compliance by the firm with all requirements and specifications.

I hereby certify the foregoing to be a true resolution adopted by the Salem County Board of County Commissioners on October 16, 2024.


 STACY L. PENNINGTON
 Clerk of the Board

RECORD OF VOTE

COMMISSIONER	RESOLUTION MOVED	RESOLUTION SECOND	AYE	NAY	ABSTAIN	ABSENT
E. Ramsay		✓	✓			
C. Taylor			✓			
D. Timmerman			✓			
G. Ostrum Jr.	✓		✓			
B. Laury			✓			

✓ Indicates Vote

Department Initials _____