



CUYAHOGA COUNTY COUNCIL

PUBLIC SAFETY & JUSTICE AFFAIRS COMMITTEE

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

4th FLOOR

MEETING AGENDA

TUESDAY, SEPTEMBER 16, 2025 — 1:00 P.M.

Committee Members

Michael J. Gallagher, Chair | Dist. 5

Patrick Kelly, Vice Chair | Dist. 1

Yvonne M. Conwell | Dist. 7

Sunny M. Simon | Dist. 11

Meredith M. Turner | Dist. 9

REVISED 9/12/2025

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

4. APPROVAL OF MINUTES FROM THE JULY 15, 2025 MEETING

5. MATTERS REFERRED TO COMMITTEE

- a) R2025-0252: A Resolution authorizing an amendment to Agreement No. 401 with The MetroHealth System for an Opioid Treatment Program and addiction support services for inmates detained at the Cuyahoga County Corrections Center for the period 3/23/2021 – 12/31/2024 to extend the time period to 12/31/2026, to amend the terms, and for additional funds in the amount not-to-exceed \$2,882,687.00, effective upon signatures of all parties, reflecting retroactive budget changes as of 1/1/2025; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
- b) R2025-0259: A Resolution authorizing an amendment to Contract No. 3344 (fka Contract No. 2574) with Keefe Commissary Network, LLC for Jail Commissary services for the period 8/11/2022 – 8/10/2025 to extend the time period to 12/31/2030, to establish a not-to-exceed amount of the contract at \$15,500,000.00, and to amend pricing schedules, effective 8/10/2025; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective

6. PRESENTATION

- a) Update regarding new Cuyahoga County Jail

7. MISCELLANEOUS BUSINESS

8. ADJOURNMENT

** Complimentary parking for the public is available in the attached garage at 900 Prospect. A skywalk extends from the garage to provide additional entry to the Council Chambers from the 5th floor parking level of the garage. Download the Metropolis smartphone app and create an account to have parking validated at meetings. Please scan the QR code posted in Council Chambers to input your license plate information for parking to be validated by Metropolis, a non-County entity. You will be responsible for the cost of parking if you are unable to utilize this online parking service.*

***Council Chambers is equipped with a hearing assistance system. If needed, please see the Clerk to obtain a receiver.*



CUYAHOGA COUNTY COUNCIL

PUBLIC SAFETY & JUSTICE AFFAIRS COMMITTEE

CUYAHOGA COUNTY ADMINISTRATIVE HEADQUARTERS

4th FLOOR

MEETING MINUTES

TUESDAY, JULY 15, 2025 — 1:00 P.M.

Committee Members

Michael J. Gallagher, Chair | Dist. 5

Patrick Kelly, Vice Chair | Dist. 1

Yvonne M. Conwell | Dist. 7

Sunny M. Simon | Dist. 11

Meredith M. Turner | Dist. 9

1. CALL TO ORDER

Chairman Gallagher called the meeting to order at 1:00 p.m.

2. ROLL CALL

Mr. Gallagher asked Deputy Clerk Carter to call the roll. Committee members Gallagher, Kelly, Conwell, and Turner were in attendance and a quorum was determined. Committee member Simon joined the meeting after the roll call was taken. Council President Miller was also in attendance.

3. PUBLIC COMMENT

There were no public comments given.

4. APPROVAL OF MINUTES

a) JUNE 3, 2025 MEETING

b) JUNE 17, 2025 MEETING

A motion was made by Ms. Conwell, seconded by Mr. Kelly and approved by unanimous vote to approve the minutes from the June 3, 2025 and June 17, 2025 meetings.

5. MATTERS REFERRED TO COMMITTEE

- a) R2025-0240: A Resolution authorizing the County Executive to enter into agreements with various municipalities in the total amount not-to-exceed \$1,000,000.00, for reimbursement of costs associated with assigned counsel representation to indigent persons charged with violations of the Ordinances of the municipal corporations for a period of one year; and declaring the necessity that this Resolution become immediately effective.

Mr. Michael Chambers, Fiscal Officer; and Ms. Domonique Tatum, Manager of Business Services, addressed the Committee regarding Resolution No. R2025-0240. Discussion ensued.

Committee members and Councilmembers asked questions of Mr. Chambers and Ms. Tatum pertaining to the item, which they answered accordingly.

On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2025-0240 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

- b) R2025-0241: A Resolution authorizing a contract with The Centers for Families and Children in the amount not-to-exceed \$7,000,000.00 for capital funding towards the construction of a new Comprehensive Behavioral Healthcare Center with priority for the development of a detoxification unit, effective upon signatures of all parties through 12/31/2026; authorizing the County Executive to execute Contract No. 5477 and all other documents consistent with said award and this Resolution; and declaring the necessity that this Resolution become immediately effective.

Ms. Brandy Carney, Director of the Department of Public Safety and Justice Services; Mr. Scott Osiecki, Chief Executive Officer of the ADAMHS Board; Mr. Eric Morse, President & CEO of The Centers for Families and Children; and Dr. Elena Yanchar, Chief of Psychiatry for The Centers for Families and Children, addressed the Committee regarding Resolution No. R2025-0241. Discussion ensued.

Committee members and Councilmembers asked questions of Ms. Carney, Mr. Osiecki, Mr. Morse and Dr. Yanchar, pertaining to the item, which they answered accordingly.

On a motion by Ms. Turner with a second by Ms. Conwell, Resolution No. R2025-0241 was considered and approved by unanimous vote to be referred to the full Council agenda with a recommendation for passage under second reading suspension of the rules.

6. MISCELLANEOUS BUSINESS

There was no miscellaneous business.

7. ADJOURNMENT

With no further business to discuss, Chairman Gallagher adjourned the meeting at 2:12 p.m., without objection.

County Council of Cuyahoga County, Ohio

Resolution No. R2025-0252

Sponsored by: County Executive Ronayne/Sheriff's Department	A Resolution authorizing an amendment to Agreement No. 401 with The MetroHealth System for an Opioid Treatment Program and addiction support services for inmates detained at the Cuyahoga County Corrections Center for the period 3/23/2021 – 12/31/2024 to extend the time period to 12/31/2026, to amend the terms, and for additional funds in the amount not-to-exceed \$2,882,687.00, effective upon signatures of all parties, reflecting retroactive budget changes as of 1/1/2025; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective..
--------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

WHEREAS, the County Executive/Sheriff's Department recommends an amendment to Agreement No. 401 with The MetroHealth System for an Opioid Treatment Program and addiction support services for inmates detained at the Cuyahoga County Corrections Center for the period 3/23/2021 – 12/31/2024 to extend the time period to 12/31/2026, to amend the terms and for additional funds in the amount not-to-exceed \$2,882,687.00, effective upon signatures of all parties, reflecting retroactive budget changes as of 1/1/2025 ; and

WHEREAS, the primary goals of this project are to (a) create an Opioid Treatment Program to support addicted inmates at the Cuyahoga County Corrections Center and (b) increase support for Treating Opioid Use Disorder; and

WHEREAS, this project is funded 100% Opioid Settlement Fund; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorize an amendment to Agreement No. 401 with The MetroHealth System for an Opioid

Treatment Program and addiction support services for inmates detained at the Cuyahoga County Corrections Center for the period 3/23/2021 – 12/31/2024 to extend the time period to 12/31/2026, to amend the terms, and for additional funds in the amount not-to-exceed \$2,882,687.00, effective upon signatures of all parties, reflecting retroactive budget changes as of 1/1/2025.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution. To the extent that any exemptions are necessary under the County Code and contracting procedures, they shall be deemed approved by the adoption of this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: July 22, 2025
Committee(s) Assigned: Public Safety & Justice Affairs

Journal _____
_____, 20__

PURCHASE-RELATED TRANSACTIONS

Title	The Metro-Health System –Opioid Treatment and Addition Support for the Jail
--------------	-----------------------------------------------------------------------------

Department or Agency Name	Public Safety & Justice Services
Requested Action	<input type="checkbox"/> Contract <input type="checkbox"/> Grant Agreement <input type="checkbox"/> Lease <input type="checkbox"/> Loan Agreement <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):
Department of Purchasing use only	

Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Approval Date	Approval No.
O	401	The Metro-Health System	03/23/2021- 03/22/2023	\$2,754,867. 00	03/23/21	R2021-0081
A	401	The Metro-Health System	3/23/23- 12/31/24	\$0.00	04/10/23	BC2023-215
A	401	The Metro-Health System	01/01/2025 -12/31/2026	\$2,882,687. 00	Pending	Pending

Service/Item Description (include quantity if applicable):

This contract covers three projects with Metro-Health related to the Opioid settlement:

- 1.) Support for addicted inmates at the Cuyahoga County Corrections Center
- 2.) Creating an Opioid Treatment Program
- 3.) Increased Support for Treating Opioid Use Disorder

This contract amendment will extend the time period from 12/31/2024 until 12/31/2026 and increase funds in the amount of \$2,882,687.00

For purchases of furniture, computers, vehicles: ☐ Additional ☐ Replacement

Age of items being replaced: **How will replaced items be disposed?**

Project Goals, Outcomes or Purpose (list 3):

- 1.) Support for addicted inmates at the Cuyahoga County Corrections Center
- 2.) Creating an Opioid Treatment Program
- 3.) Increased Support for Treating Opioid Use Disorder

In the boxes below, list Vendor/Contractor Name, Street Address, City, State and Zip Code. Beside each vendor provide owner, executive director, other (specify)

The Metro-Health System	Chief Operating Officer: R. Douglas Bruce, MD, MBA
Vendor Council District: District 3	Project Council District: District 3

Department of Purchasing – Required Documents Checklist

CONTRACT SPENDING PLAN

Time Period	Accounting Unit	Account Number	Activity Code	Account Category or Subaccount	Dollar Amount
January 1, 2025 – December 31, 2025	EX345100	55130	NOOPD0007002	55130	1,416,257.00
January 1, 2026 – December 31, 2026	EX345100	55130			1,466,430.00
			TOTAL		\$2,882,687.47

CONTRACT HISTORY (see Contract Evaluation, if applicable/ to be completed by Department)

CE/AG# (if applicable)					
Infor/Lawson PO# and PO Code (if applicable)					
Lawson RQ# (if applicable)					
CM Contract#					
	Original Amount	Amendment Amount (if applicable)	Original Time Period/Amended End Date	BOC/ Resolution Approval Date	BOC/ Resolution Approval #
Original Amount	\$2,754,867.00		03/23/21-03/22/23	03//23/21	R2021-0081
Prior Amendment Amounts (list separately) (A-#)		\$0.00	03/23/23 – 12/31/24	04/10/23	BC2023-215
		\$			
		\$			
Pending Amendment		\$2,882,687.47	01/01/25 – 12/31/26	Pending	Pending
Total Amendments		\$2,882,687.47			
Total Contract Amount		\$5,637,554.47			

PURCHASING USE ONLY

Prior Resolutions:	R2021-0081; BC2023-215
CM#:	401
Vendor Name:	The MetroHealth System
Time Period:	3/23/2021 -12/31/2024 Ext 12/31/2026
Amount:	\$2,882,687.47
History/CE:	OK
EL:	OK
Purchasing Notes:	N/A
Purchasing Agents Initials and date of approval	EB 7/10/2025

Department of Purchasing – Required Documents Checklist

Upload as “word” document in OnBase Document Management

Infor/Lawson RQ# (if applicable):	3811
Buyspeed RQ# (if applicable):	N/A
Infor/Lawson PO # Code (if applicable):	AMND
CM Contract#	401

Late Submittal Required:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Why is the contract being submitted late?	Waiting for signed contract from vendor	
What is being done to prevent this from reoccurring?	N/A	

TAC or CTO Required or Authorized IT Standard	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
-----------------------------------------------	------------------------------	----------------------------------------

Contract Amendments Reviewed by Purchasing					
				Department Initials	Purchasing
Briefing Memo				LL	EB
Justification Form				LL	EB
IG#	Metro Health Govt. Entity			N/A	N/A
Annual Non-Competitive Bid Contract Statement <i>(Form is not required if going to BOC or Council for a vote; per requirements of County Code)</i>		Date:	TO be approved by BOC	N/A	N/A
Debarment/Suspension Verified		Date:	06/16/25	LL	EB
Auditor's Findings		Date:	06/16/25	LL	EB
Independent Contractor (I.C.) Form		Date:		N/A	N/A
Cover - <i>Master contracts only</i>				LL	EB
Contract Evaluation – <i>if required provide most recent CM history on contract history table (see pg 2)</i>				LL	EB
TAC/CTO Approval or IT Standards <i>(if required attach and identify relevant page #s or meeting approval number)</i>				N/A	N/A
Checklist Verification				LL	EB

Other documentation may be required depending upon your specific item

Glossary of Terms at: <https://intranet.cuyahoga.cc/policies-procedures/procurement-information>

Reviewed by Law		Department Initials
Agreement/Contract and Exhibits		LL
Matrix Law Screen shot		LL
COI		LL
Workers' Compensation Insurance		LL
Original Executed Contract (containing insurance terms) & all executed amendments		LL

If applicable provide the full address or list the municipality (ies) impacted by the project.	2500 Metro-Health Drive Cleveland, OH 44109
------------------------------------------------------------------------------------------------	------------------------------------------------

COMPETITIVE PROCUREMENT	NON-COMPETITIVE PROCUREMENT X
RQ # <i>if applicable</i> <input type="checkbox"/> RFB <input type="checkbox"/> RFP <input type="checkbox"/> RFQ <input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Provide a short summary for not using competitive bid process: This is a government purchase. *See Justification for additional information.
The total value of the solicitation: n/a	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) n/a	<input type="checkbox"/> State Contract, list STS number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review?	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by department of Purchasing. # of additional responses received from posting ()
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <i>If not, please explain:</i>	<input type="checkbox"/> Government Purchase
How did pricing compare among bids received?	<input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA)
	<input checked="" type="checkbox"/> Contract Amendment (<i>list original procurement</i>) Government Purchase
	Other Procurement Method, please describe:

TECHNOLOGY ITEMS: Complete, if the request is for the purchase of software or technical equipment		
<input type="checkbox"/> Check if item on IT Standard List of approved purchase. If item is not on IT Standard List answer:		
State date of TAC approval:	Is the item ERP approved?	
Are services covered under original ERP Budget or Project?		
Are the purchases compatible with the new ERP system?		

FUNDING SOURCE(S): (<i>No acronyms – General Fund, HHS Levy, Capital, etc.</i>). Include % if more than one source Opioid Settlement 100% - EX345100; 55130
Is this approved in the biennial budget? Yes
Payment Schedule: <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

PROJECT STATUS: Provide status of project and if late, include timeline for lateness.
<input type="checkbox"/> New Service or purchase <input checked="" type="checkbox"/> Recurring service or purchase
If late, have services begun or payments made? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (if yes, please explain): Services ongoing from original contract

HISTORY: Provide prior approval numbers and date of approval, unless submitting a contract amendment and the details were provided on page 1.
- Original Contract: 3/23/2021-3/22/2023 - \$2,754,867.00 - R2021-0081
- First Amendment: Extension of time until 12/31/2024 - BC2023-215
- Second Amendment: Extension of time from 12/31/24 until 12/31/2026 and increase funding in the amount of \$2,882,687.00 - PENDING

CONTRACT EVALUATION FORM

Contractor	The Metro Health System				
Current Contract History: CE/AG# (if applicable) Infor/Lawson PO#:	CM #401				
RQ#	RQ #3811				
Time Period of Original Contract	3/23/2021-3/22/2023				
Background Statement	Cuyahoga County is the recipient of Opioid Settlement Funds and some of it is being allocated to Metro Health to fund projects that provide addiction support services.				
Service Description	<p>This contract covers three projects with Metro Health related to the Opioid settlement:</p> <ol style="list-style-type: none"> 1.) Support for addicted inmates at the Cuyahoga County Corrections Center 2.) Creating an Opioid Treatment Program 3.) Increased Support for Treating Opioid Use Disorder 				
Performance Indicators	The performance indicators are set by the contract.				
Actual Performance versus performance indicators (include statistics):	Metro Health is developing and implementing an Opioid Treatment Program and providing addiction support services to the County Corrections inmates per the contract.				
Rating of Overall Performance of Contractor	Superior	Above Average	Average	Below Average	Poor
Select One (X)			X		
Justification of Rating	Metro Health is continuing to develop and provide services related to this project.				
Department Contact	Lylia Lathan				
User Department					
Date	06/27/25				

County Council of Cuyahoga County, Ohio

Resolution No. R2025-0259

Sponsored by: County Executive Ronayne/Sheriff's Department	A Resolution authorizing an amendment to Contract No. 3344 (fka Contract No. 2574) with Keefe Commissary Network, LLC for Jail Commissary services for the period 8/11/2022 – 8/10/2025 to extend the time period to 12/31/2030, to establish a not to exceed amount of the contract at \$15,500,000.00, and to amend menu prices, effective 8/10/2025; authorizing the County Executive to execute the amendment and all other documents consistent with this Resolution; and declaring the necessity that this Resolution become immediately effective.
--------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

WHEREAS, the County Executive/Sheriff Department recommends an amendment to Contract No. 3344 (fka Contract No. 2574) with Keefe Commissary Network, LLC for Jail Commissary services for the period 8/11/2022 – 8/10/2025 to extend the time period to 12/31/2030, to establish a not to exceed amount of the contract at \$15,500,000.00, and to amend menu prices, effective 8/10/2025; and

WHEREAS, the primary goal of this amendment is to continue to provide commissary services to all county jails; and

WHEREAS, this project is revenue generating as items are purchased using Commissary Funds and then revenue from the sale of the items is deposited back into the commissary account; and

WHEREAS, it is necessary that this Resolution become immediately effective in order that critical services provided by Cuyahoga County can continue.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNTY COUNCIL OF CUYAHOGA COUNTY, OHIO:

SECTION 1. That the Cuyahoga County Council hereby authorizes an amendment to Contract No. 3344 (fka Contract No. 2574) with Keefe Commissary Network, LLC for Jail Commissary services for the period 8/1/2022 – 8/10/2025 to extend the time period to 12/31/2030, to establish a not to exceed amount of the contract at \$15,500,000.00, and to amend menu prices, effective 8/10/2025.

SECTION 2. That the County Executive is authorized to execute the amendment and all other documents consistent with this Resolution.

SECTION 3. It is necessary that this Resolution become immediately effective for the usual daily operation of the County; the preservation of public peace, health or safety in the County; and any additional reasons set forth in the preamble. Provided that this Resolution receives the affirmative vote of at least eight members of Council, it shall take effect and be in force immediately upon the earliest occurrence of any of the following: (1) its approval by the County Executive through signature, (2) the expiration of the time during which it may be disapproved by the County Executive under Section 3.10(6) of the Cuyahoga County Charter, or (3) its passage by at least eight members of Council after disapproval pursuant to Section 3.10(7) of the Cuyahoga County Charter. Otherwise, it shall take effect and be in force from and after the earliest period allowed by law.

SECTION 4. It is found and determined that all formal actions of this Council relating to the adoption of this Resolution were adopted in an open meeting of the Council, and that all deliberations of this Council and of any of its committees that resulted in such formal action were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

On a motion by _____, seconded by _____, the foregoing Resolution was duly adopted.

Yeas:

Nays:

County Council President

Date

County Executive

Date

Clerk of Council

Date

First Reading/Referred to Committee: August 5, 2025
Committee(s) Assigned: Public Safety & Justice Affairs

Journal _____
_____, 20____

PURCHASE-RELATED TRANSACTIONS

Title	2025 KEEFE 1 ST AMENDMENT					
Department or Agency Name			SHERIFF'S			
Requested Action			<input type="checkbox"/> Contract <input type="checkbox"/> Agreement <input type="checkbox"/> Lease <input checked="" type="checkbox"/> Amendment <input type="checkbox"/> Revenue Generating <input type="checkbox"/> Purchase Order <input type="checkbox"/> Other (please specify):			
Original (O)/ Amendment (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.
O	3344	KEEFE	8-11-22 TO 8-10-25	Rev.- \$7,250,000.00 Exp.- \$4,758,653.00	8-9-22	R2022-0251
A-1	3344	KEEFE	8-11-25 TO 12-31-30	Rev.- \$15,000,000.00 Exp.- \$9,500,000.00	Current Item	Current Item

Service/Item Description (include quantity if applicable).

Sheriff's Department requesting approval to amend the agreement with Keefe whom provides inmate commissary services to all County jails adding funds NTE \$15,500,000.00 Total.

Indicate whether: ☐ New service/purchase ☒ Existing service/purchase ☐ Replacement for an existing service/purchase (provide details in Service/Item Description section above)

For purchases of furniture, computers, vehicles: ☐ Additional ☐ Replacement
 Age of items being replaced: _____ How will replaced items be disposed of? _____

Project Goals, Outcomes or Purpose (list 3):

Continue to provide commissary services to all County jails.

In the boxes below, list Vendor/Contractor, etc. Name, Street Address, City, State and Zip Code. Beside each vendor/contractor, etc. provide owner, executive director, other (specify)

Vendor Name and address:	Owner, executive director, other (specify):
Keefe Commissary Network, LLC. 1260 Andes Blvd. St. Louis, MO 63132	Scott Conrath, Account Manager
Vendor Council District:	Project Council District:
If applicable provide the full address or list the municipality(ies) impacted by the project.	

COMPETITIVE PROCUREMENT

RQ# _____ (Insert RQ# for formal/informal items, as applicable)
☐ RFB ☐ RFP ☐ RFQ

NON-COMPETITIVE PROCUREMENT

Provide a short summary for not using competitive bid process.

<input type="checkbox"/> Informal <input type="checkbox"/> Formal Closing Date:	Contract valid until 8/10/2025 *See Justification for additional information.
The total value of the solicitation:	<input type="checkbox"/> Exemption
Number of Solicitations (sent/received) /	<input type="checkbox"/> State Contract, list STS number and expiration date <input type="checkbox"/> Government Coop (Joint Purchasing Program/GSA), list number and expiration date
Participation/Goals (%): () DBE () SBE () MBE () WBE. Were goals met by awarded vendor per DEI tab sheet review? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain. If no, has this gone to the Administrative Reconsideration Panel? If so, what was the outcome?	<input type="checkbox"/> Sole Source <input type="checkbox"/> Public Notice posted by Department of Purchasing. Enter # of additional responses received from posting ().
Recommended Vendor was low bidder: <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain:	<input type="checkbox"/> Government Purchase <input type="checkbox"/> Alternative Procurement Process
How did pricing compare among bids received?	<input checked="" type="checkbox"/> Contract Amendment - (list original procurement) <input type="checkbox"/> Other Procurement Method, please describe:

Is Purchase/Services technology related <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. If yes, complete section below:	
<input type="checkbox"/> Check if item on IT Standard List of approved purchase.	If item is not on IT Standard List state date of TAC approval:
Is the item ERP related? <input type="checkbox"/> No <input type="checkbox"/> Yes, answer the below questions.	
Are the purchases compatible with the new ERP system? <input type="checkbox"/> Yes <input type="checkbox"/> No, please explain.	

FUNDING SOURCE: Please provide the complete, proper name of each funding source (No acronyms). Include % for each funding source listed.
Is funding for this included in the approved budget? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (if "no" please explain):
List all Accounting Unit(s) upon which funds will be drawn and amounts if more than one accounting unit. SH285185-55130 – SH-COMMISSARY
Payment Schedule: <input checked="" type="checkbox"/> Invoiced <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> One-time <input type="checkbox"/> Other (please explain):

Provide status of project.
Is contract/purchase late <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, In the fields below provide reason for late and timeline of late

submission	
Reason: N/A	
Timeline	
Project/Procurement Start Date (date your team started working on this item):	4/1/2025
Date documents were requested from vendor:	4/17/2025
Date of insurance approval from risk manager:	6/24/2025
Date Department of Law approved Contract:	6/24/2025
Detail any issues that arose during processing in Infor, such as the item being disapproved and requiring correction:	
If late, have services begun? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	
Have payments been made? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes (if yes, please explain)	

HISTORY (see instructions):						
Prior Original (O) and subsequent Amendments (A-#)	Contract No. (If PO, list PO#)	Vendor Name	Time Period	Amount	Date BOC/Council Approved	Approval No.