



*County of Milwaukee*  
**Office of the Sheriff**

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**David A. Clarke, Jr.**  
*Sheriff*

**Date:** June 28, 2012

**To:** Supervisor Marina Dimitrijevic, Chairwoman, Milwaukee County Board of Supervisors

**From:** Richard Schmidt, Inspector, Office of the Sheriff

**Subject:** **Request to Execute a Professional Service Contract with Aramark Correctional Services, Inc. to provide Property Room Services at the Milwaukee County Correctional Facilities**

Pursuant to Milwaukee County Ordinance Chapter 56, the Sheriff is requesting referral to proper board committee for review and disposition, authorization to execute a contract to operate the property rooms at the Milwaukee County Correctional Facilities.

### **Background**

Currently, the Office of the Sheriff operates two property rooms, one at each County Correctional Facilities. The Property Room is a bailment relationship between MCSO and its inmates. Inmates' property is maintained in these areas while they are in custody. Annual bookings are projected to be between 35,000-40,000 in 2012. The Office of the Sheriff has 13 authorized Stores Clerk 1 positions that are used to staff the property rooms. As of June 27, 2012, all of the positions were filled.

The Property Clerk responsibilities include the following:

- Inventory and store the inmates' property received during the booking and changeover process

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- Issues inmates their initial facility clothing
- Securely stores inmate property on a conveyor or other storage system until the inmate is released or transferred to another institution
- Creates and maintains the paper trail for all property
- Produces documents for proper release of the property to the inmate or their designees
- Report lost or stolen property
- Properly disposes of or reallocates unclaimed property as described in Milwaukee County Sheriff's Office Policy and Procedures

The Property Clerk is bailee of all inmate property and is solely responsible for its safekeeping.

In March of 2011 a request for proposals to provide property room services for the Sheriff was released. Proposals were due on April 11, 2012. The Sheriff is anticipating entering into a contract with the successful vendor by August 1, 2012.

The Sheriff's Office received one proposal from Aramark Correctional Services, Inc. in response to the RFP. The evaluation committee reviewed the proposal and found it to be satisfactory for the needs of the Sheriff and entered into negotiations for the contract.

The agreement will be for three (3) full years, estimated to be August 1, 2012 through July 31, 2015 and renewable separately for up to 2 additional 12 month periods. The agreement will automatically renew unless either party notifies the other of intent not to renew the contract 90 days prior to the contract anniversary date.

### **Recommendation**

It is requested that the Milwaukee County Board of Supervisors approve the Sheriff's request to execute a professional services contract to provide property room services with Aramark Correctional Services, Inc. at the County Correctional Facilities.


The agreement will be for three (3) full years, estimated to be August 1, 2012 through July 31, 2015 and renewable separately for up to 2 additional 12 month periods. The agreement will automatically renew unless either party notifies the other of intent not to renew the contract 90 days prior to the contract anniversary date.

**Fiscal Note:** The 2012 Adopted Budget included annual expenditures of \$770,948 for 13 positions of Stores Clerk in the Office of the Sheriff. The projected savings from these positions for the remainder of the year is \$271,228 including anticipated unemployment compensation. The projected cost for the contract with Aramark for the remainder of 2012 is \$150,457 for a tax levy savings of \$120,772. The 2013 projected cost of the

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contract is \$361,096. The 2013 projected savings from the unfunding of the positions is \$753,899.



Richard Schmidt, Inspector  
Office of the Sheriff, Milwaukee County

cc: Chris Abele, County Executive  
Supervisor Mark Borkowski, Chair, Judiciary, Safety & General Services  
Committee  
Craig Kammholtz, Fiscal and Budget Administrator, DAS  
Jennifer Collins, Research Analyst  
Janelle Jensen, Committee Clerk

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