

COUNTY OF MILWAUKEE
Inter-Office Communication

Date: 12/20/2024

To: Marcelia Nicholson, Chair, Milwaukee County Board of Supervisors

From: Chantell Jewell, Superintendent, Milwaukee County Community Reintegration Center (CRC)

Subject: Community Reintegration Center requests authorization to execute a two-year Purchase of Service Contract with three one-year extensions with Union Supply Group, Inc, for commissary, and trust accounting services at the Community Reintegration Center, and the Criminal Justice Facility for the period of January 1, 2025, to December 31, 2029.

File Type: Action Report

POLICY

Milwaukee County Code of General Ordinances:	MCGO 32.25
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BACKGROUND

Per the current contract, Aramark Correctional Services LLC (Aramark) provides Milwaukee County with commissary services. The contract with Aramark expires on December 31, 2024.

Earlier, we began the search for a new vendor. On February 05, 2024, a Request for Proposal (RFP-2024-001 - Correctional Commissary & Trust Account Services) was issued. The RFP closed on March 22, 2024. Two proposals were submitted. An evaluation committee scored the two proposals and determined that Union Supply Group, Inc. had the highest score in both technical and cost proposals. Based on the evaluation of all responsive and responsible proposals, Milwaukee County, through the Joint Corrections Team, intends to enter into an agreement with Union Supply Group, Inc.

The following provides details about the new contract with Union Supply Group:

Pricing: All Commissary product offerings must reflect the selection, quality, and pricing typical of local grocery and convenience stores within the County. As requested by the Board, pricing for all Commissary products is capped at 125% of MSRP.

For items sold as packages/bundles, the bundles must follow the same pricing transparency and quality standards as items for individual sale including pricing caps. Items sold as a package or bundle must also be available for individual sale. There are no special items in bundles in the future contract.

Software Update: Included in the contract is an option to update Trust Account software from the current system (Core Banking) to Tyler Technologies' VendEngine application. It is important to note that continuing with the current system increases the County's commissions by 2%.

Holiday Bags: Per the new contract, the Vendor shall provide holiday bags to each Resident in December. The bags contain three culturally appropriate holiday cards (with pre-paid postage) that Residents may send to loved ones.

Indigent Commissary Fund: The Vendor shall reserve 1% of Gross Commissary sales for an Indigent Commissary Fund. This will be used to purchase Commissary items for Residents deemed indigent. The County will not be charged directly for those items.

IN2WORK: This is a current job training program we plan to continue. IN2WORK provides Resident workers with daily on-the-job training focused on warehouse fulfillment operations. The Vendor shall provide work release workers with its vocational training certification program. The three-phased classroom and hands-on training culminates with certification from the National Retail Federation. Participants in the IN2WORK program will earn a warehouse, inventory, and logistics certification that will give them skills to build careers in supply chain management, fulfillment centers, and retail warehousing.

Work-Release Program: Union Supply Group also offers to work with the CRC to develop a work-release program at the Vendor's Menomonee Falls distribution (subject to availability of eligible Residents). These work-release Resident workers will have the opportunity to work at the Menomonee Falls distribution center and earn the same hourly wage paid to the non-Resident workforce. The work-release program will train Residents. Residents will develop marketable skills that are in high demand in today's era of e-commerce. Skills include Inventory management, the flow process of a pick and pack operation, inventory put-away procedures, equipment operation, and shipping and receiving procedures.

Full-time Job Guarantee: To further aid in the post-employment prospects of the County's work release residents, the Vendor shall guarantee a full-time job upon release for any of the County Residents who work in the Menomonee Falls warehouse under the CRC's work release program, receive a positive recommendation from the Vendor's management staff, and meet other eligibility requirements. Post-release employees will earn the same wages and be eligible for the same benefits as any other Union Supply employee.

In-House Managed Commissary Services: If the County decides (in the future or

during the term of the agreement) to manage the Commissary services independently, the vendor will partner with the County to provide the following: all Commissary equipment, inventory, Commissary ordering and warehouse management/order fulfillment software, payment processing, warehouse operations manuals and training, equipment, and any other support services necessary for the County to manage Commissary services in-house using its own staff.

RECOMMENDATION

The Superintendent of the Community Reintegration Center respectfully submits this action item requesting authority to enter into a two-year contract with three one-year extensions with Union Supply Group, Inc. This will provide commissary services to the Community Reintegration Center, and the County Jail.

FISCAL EFFECT

A fiscal note form is attached.

VIRTUAL MEETING INVITES

Chantell Jewell, Superintendent, Community Reintegration Center
Denita R Ball, Sheriff
Shayla Fenceroy, Assistant Superintendent, Community Reintegration Center
Lael MacLellan, Contracts Manager, DAS Procurement

PREPARED BY:

Michael Bickerstaff
Public Safety Fiscal Administrator



Chantell Jewell, Superintendent
Milwaukee County Community Reintegration Center

cc: Kelly Bablitch, Chief of Staff, Milwaukee County Board of Supervisors
Janelle M. Jensen, Legislative Services Division Manager, Office of the County Clerk

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