



PROJECT NUMBER #2011-18
PROJECT NAME COMMISSARY SERVICES
PROPOSAL DUE DATE OCTOBER 27, 2010 – 12:00 NOON
DEPARTMENT SHERIFF'S OFFICE & JAIL

	TURNKEY CORRECTIONS HUDSON WI	ARAMARK DOWNERS GROVE IL	SWANSON MADISON WI	KEEFE BRIDGETON MO	STELLAR STOUGHTON WI
RATER 1	98	81	68	50	35
RATER 2	88	90	79	23	21
TOTAL SCORE	186	171	147	73	56
AVERAGE SCORE	93	85.5	73.5	36.5	28
RANKING	1	2	3	4	5
COMMISSION	38.1%	38%	38.25%	31.5%	32.5%
ANNUAL GUARANTEE	\$128,400.00	\$100,000.00	\$125,000.00	\$97,000.00	\$80,000.00

After the initial review of the proposals, the two highest ranked vendors, Turnkey and Aramark, were invited in for demonstrations. After the demonstrations, Turnkey Corrections ranked first and reference checks were conducted.

Proposals were evaluated based on the following criteria:

1. General quality and adequacy of response (10 points maximum)_

- Completeness and thoroughness
- Responsiveness to terms and conditions
- Complete balance sheet or annual report as of the company's last fiscal year operation

2. Technical approach (35 points maximum)

- Value added services
- Equipment
- Software
- Product variety
- Delivery
- Inventory control for central warehouse and on-location storage areas, and route inventory control
- Method of recording, checking and reporting sales
- Route and internal control of cash handling
- Internal audit system
- Regular accounting and inventory and cash collection control forms used with detailed explanation of each and their importance
- Identify proposed accounting periods, minimum twelve (12) annually
- A description in detail of your program of preventive maintenance and regular replacement of worn and/or malfunctioning equipment

3. Organization, personnel and experience (20 points maximum)

- Qualification of personnel
- Experience of personnel
- Experience of firm
- A table of company organization and a plan for the administrative management and supervision staffing proposed under the specification of this contract, including the number of staff to be assigned and resumes of individuals assigned as immediate supervisors of the contract.
- List of the names of all the owners of the company or principals of the corporation
- The duration and extent of experience in the operation of commissary services.
- A list of similar operations and locations where the company has operated such a service.

4. Reasonableness of cost estimates (35 points maximum)

- Commission rate based on net sales
(Gross sales less sales tax)
- Total annual guaranteed commission

Request for Proposal was advertised in the Janesville Gazette and on the Internet. Four additional vendors were solicited that did not respond. One vendor responded with a "No Bid".

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION: TURNKEY CORRECTIONS

SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

SIGNATURE VOTE DATE

PURCHASING PROCEDURAL ENDORSEMENT:

CHAIR VOTE DATE