



# Office of the County Executive

Monroe County, New York

**Adam J. Bello**  
*County Executive*

September 6, 2024

|                                                                                |               |
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| <b>OFFICIAL FILE COPY</b>                                                      |               |
| No.                                                                            | <u>240306</u> |
| Not to be removed from the<br>Office of the<br>Legislature Of<br>Monroe County |               |
| Committee Assignment                                                           |               |
| <b>PUBLIC SAFETY</b>                                                           | <b>-L</b>     |
| <b>WAYS &amp; MEANS</b>                                                        |               |

To The Honorable  
Monroe County Legislature  
407 County Office Building  
Rochester, New York 14614

**Subject:** Authorize a Contract with Keefe Commissary Network, LLC for the Provision of Commissary Services at the Monroe County Jail and the Monroe Correctional Facility

Honorable Legislators:

This matter is being referred to Your Honorable Body at the request of Sheriff Todd K. Baxter.

I recommend that Your Honorable Body authorize a contract with Keefe Commissary Network, LLC ("Keefe") for the period of January 27, 2025 through January 31, 2025 and for the period of February 1, 2025 through January 31, 2028, with the option to renew for two (2) additional one-year periods, for the provision of Commissary Services at the Monroe County Jail and the Monroe Correctional Facility.

Under this contract, Keefe will manage the commissary, including the associated Inmate Trust Fund functions, purchasing and ordering necessary for the delivery of commissary services to the inmates. The contractor will also provide all computer equipment and support for the operation of an inmate accounting and banking system necessary for commissary operation. Under this contract, Keefe will pay a commission rate of no more than 47% of gross sales, less sales tax. These commissions will be deposited into trust fund 9618, Jail Commissary.

A Request for Proposals was issued for this contract and Keefe Commissary Network, LLC was selected as the most qualified to provide this service.

**The specific legislative action required is to authorize the County Executive, or his designee, to execute a contract, and any amendments thereto, with Keefe Commissary Network, LLC, 21848 Commerce Parkway, Strongsville, Ohio 44149, for the period of January 27, 2025 through January 31, 2025 and for the period of February 1, 2025 through January 31, 2028, with the option to renew for two (2) additional one-year periods, for the provision of Commissary Services at the Monroe County Jail and the Monroe Correctional Facility.**

This action is a Type II Action pursuant to 6 NYCRR § 617.5(c)(26) ("routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment") and is not subject to further review under the State Environmental Quality Review Act.

This contract is revenue generating. No net County support is required in the current Monroe County budget.

The records in the Office of the Monroe County Treasury have indicated that Keefe Commissary Network, LLC does not owe any delinquent Monroe County property taxes.

I recommend that this matter be referred to the appropriate committee(s) for favorable action by Your Honorable Body.

Sincerely,  


Adam J Bello  
Monroe County Executive