

Request for Proposals—Jail Commissary License Agreement

The Upshur County Sheriff is seeking sealed proposals from potential licensees for the exclusive license to provide inmate commissary at the Upshur County Jail. The Upshur County Jail is located at 405 North Titus Street, Gilmer, Texas 75644. This RFP covers only this facility. The Upshur County Jail has a capacity of 226 inmates. The average Jail population for 2023 was 133 per month. The contract awarded will be for a five (5) year term, subject to early termination on certain events. Sealed proposals will be received by the Sheriff's Office until 2:00 p.m. on February 29, 2024 ("Proposal Deadline"). An original and three (3) copies of a respondent's proposal must be delivered to Chief Deputy James Grunden by the Proposal Deadline at the following address:

James Grunden
Chief Deputy
Upshur County Sheriff's Office
405 N Titus St
Gilmer, TX 75644

Faxed proposals will not be accepted. ***Late proposals will be returned unopened.*** Chief Grunden is designated as the contact person for all inquiries. Chief Grunden's telephone number is (903) 680-8241.

Proposals should identify:

- the commissary products available and pricing;
- the license commission fee payable to the Sheriff's Office (different options may be presented in the alternative) (also include explanation of any commission change policy if certain items are not allowed);
- delivery methods and delivery response time; and
- experience, reputation and references.

The Sheriff has the sole authority to determine the proposal, if any, selected. Quality of products and services, cost to inmates, license commission fees, fit with the Jail's operations, experience in the industry, and experience with the respondent will be considered among other matters. The Sheriff reserves the right to award the license to any respondent or to reject any proposal or all proposals, waive technicalities, and select the proposal offering the best overall value to the Sheriff's Office.

The selected respondent must execute a license agreement acceptable to the County's legal counsel. The selected respondent must indemnify and hold the Sheriff's Office and Upshur County harmless from and against any claims or damages caused in whole or in part by its products, services, or operations. Respondents must provide a copy of general liability insurance along with the bid.