## Maria I. Sanchez

From:

Lucille Samuel

Sent:

Tuesday, June 02, 2009 9:40 AM

To:

Maria I. Sanchez

Subject:

FW: Operating Agreement -Commissary Services/Aramark and El Paso County Sheriff's

Department (KK-09-077)

Attachments: k09077\_Aramark Commissary Agreement-FINAL.pdf; K09077\_Aramark Exhibit A\_FINAL.pdf

# Here is another one for today. Thanks Ines.

R. Lucille Samuel El Paso County Sheriff's Office Budget Director (915) 538-2286 Ext 2793/2791 Work Cell (915) 479-1517 Fax (915) 538-2246

From: Christina Sanchez

Sent: Tuesday, June 02, 2009 9:37 AM

To: Sylvia Aguilar (Chief); Michaela Hebeker (Lt.); Wendy Wisneski (Commander); Holly Lytle

Cc: Lucille Samuel; Josefina Vasquez; Alicia Vera

**Subject:** Operating Agreement -Commissary Services/Aramark and El Paso County Sheriff's Department (KK-09-077)

# **COUNTY LEGAL REVIEW FORM**

KK-09-077

Contract Description: Operating Agreement between ARAMARK Correctional Services, LLC and the El Paso County Sheriff's Department to provide commissary services at the El Paso County Sheriff's Department downtown Detention Facility and Jail Annex.

#### **COUNTY ATTORNEY ACTION\*\***

comments yo	Amendments/Clarifications: We assume you have submitted any questions or but have regarding the terms of the contract, as well as any specific provisions to bject, or which you want to have changed.
X	Approved as to Form as Submitted Approved as to Form with Amendments/Modifications/Reservations Noted
Below*	The state of the s

Not	qΑ	proved

This document has been given legal review by the El Paso County Attorney's Office on behalf of the County of El Paso, its officers, and employees. Said legal review should not be relied upon by any person or entity other than the County of El Paso, its officers, and employees.

**Christina Sanchez Assistant County Attorney** 

## **OPERATING AGREEMENT - COMMISSARY SERVICES**

This COMMISSARY AGREEMENT (the "Agreement") is made as of between the El Paso County Sheriff's Department, with offices at 601 E. Overland, El Paso, Texas 79941-0125 (the "County"), and ARAMARK Correctional Services, LLC, a Delaware limited liability company, having its principal place of business at the ARAMARK Tower, 1101 Market Street, Philadelphia, Pennsylvania 19107 ("ARAMARK").

#### WITNESSETH:

**1. GRANT:** The County hereby grants to ARAMARK the exclusive right to provide commissary services for its inmates, staff and visitors at the El Paso County Sheriff's Department located at the downtown Detention Facility at 601 E. Overland, El Paso, Texas 79901 and the Jail Annex at 12501 Montana, El Paso, Texas 79934 (the "Facility"). ARAMARK shall provide a large selection of food, candy (to exclude taffy and similar products), nonalcoholic beverages, health and drug items, and general merchandise, including quality brand name products (collectively, the "Products"), all of which shall be subject to the approval of the County. The County hereby approves all Products set forth on **Exhibit A** attached hereto. The effective date of this Agreement shall be November 1, 2008 (the "Effective Date").

## <u>2.</u> <u>OPERATIONAL RESPONSIBILITIES:</u>

A. FACILITIES AND EQUIPMENT: The County shall, at its expense, provide

ARAMARK with adequate office and storage facilities at the Facility completely equipped and ready to operate together with such heat, and utilities services as may be reasonably required for the efficient performance of the Services. ARAMARK shall be responsible for their personal long distance business telephone service. ARAMARK shall install such computer hardware and related equipment and software (collectively "Computer Equipment"), including but not limited to ARAMARK's ACTFAS, commissary management information systems (the "ACTFAS, System") as necessary to support ARAMARK's commissary operations. In addition, ARAMARK shall install the Go-Cart ordering system, iCare e-commerce system and lobby kiosks to support the commissary services during the term of this Agreement at such times as mutually agreed upon. ARAMARK shall remove all Computer Equipment upon the expiration or termination of this Agreement. The ACTFAS® System is and shall at all times be owned by ARAMARK, which shall hold all rights relative thereto except as may be expressly granted hereunder and then only to the extent of such express grant. All use of the ACTFAS, System at the Facility shall immediately cease upon the expiration or termination of this Agreement, ARAMARK shall be responsible to support and maintain all Computer Equipment during the term of this Agreement, but any and all such obligations shall cease upon the termination or expiration of this Agreement. To the extent that it is necessary for ARAMARK's or the County's employees to be trained to use the ACTFAS, System, ARAMARK shall provide such training, provided that ARAMARK shall have no other training obligations hereunder.

The County shall furnish building maintenance services for the Facility and shall provide preventive maintenance and equipment repairs and replacements for any County-owned equipment. The County shall run such cable and wiring, and shall perform such systems integration, as necessary to enable the ACTFAS<sub>x</sub> System to support ARAMARK's commissary operations.

- B. FORCE MAJEURE: In the event of a Force Majeure, the County shall assist ARAMARK by permitting reasonable variations in ARAMARK's Product offerings and service methods. However, ARAMARK shall not be relieved of its responsibility to provide commissary services under the terms of this Agreement. Additional costs, if any, incurred in providing service in the event of a Force Majeure shall be borne by the County. The term "Force Majeure" means any war, riot or other disorder, strike or other work stoppage, fire, flood, or any other act not within the control of the party whose performance is interfered with, and which, by reasonable diligence, such party is unable to prevent.
- C. PRODUCTS AND PRODUCT DELIVERY: ARAMARK personnel shall transport such Products ordered by inmates to inmates in a timely manner. Aramark staff is not allowed to make deliveries to individual inmates without El Paso County Sheriff Office security staff present. Any and all deliveries by Aramark staff to individual inmates must be in the presence of El Paso County Sheriff Office security staff.

All Products ordered by inmates must be placed and delivered in clear plastic/paper containers. Any metal Products or Product containers are not allowed. Every Aramark Product and Product delivery is subject to search by El Paso County Sheriff Office staff.

- **D. SANITATION:** ARAMARK shall be responsible for janitorial service in the commissary areas under ARAMARK's control, and the County shall provide janitorial services for the remainder of the Facility. The County shall be responsible for extermination services and the removal of trash and garbage from the commissary areas.
- **E. PERSONNEL:** ARAMARK shall provide on-site management and supervisory personnel, commissary personnel, and from ARAMARK's headquarters location, expert administrative and purchasing advice related to the commissary operation.

The County acknowledges that ARAMARK has invested considerable amounts of time and money in training its supervisory employees in systems, procedures, methods, forms, reports, formulas, computer programs, technical manuals, policy and procedure manuals and plans, techniques, including but not limited to, the ACTFAS® System, and other valuable information which is proprietary and unique to ARAMARK's manner of conducting its business and that such information is available, on a confidential basis, to ARAMARK's supervisory employees.

Therefore, the County agrees that supervisory employees of ARAMARK shall neither be hired by the County for the term of this Agreement and twelve (12) months thereafter, nor shall the County permit supervisory employees of ARAMARK to be employed on the County's premises for a period of twelve (12) months subsequent to the termination of this Agreement (unless such employees were formerly employees of the County). For the purpose of this prohibition, "supervisory employees" shall be defined as those persons who have directly or indirectly performed management or professional services on the County's premises at any time during the twelve (12) month period immediately preceding termination of this Agreement.

In addition, the County agrees that if it violates the conditions set forth in the immediately preceding paragraph, then the County shall pay to ARAMARK, and ARAMARK shall accept as liquidated damages and not as a penalty for such breach, an amount equal to two times the annual salary of each ARAMARK supervisory employee hired by the County or allowed to work on the County's premises in violation of the terms of this Agreement.

The County retains the right to thoroughly investigate any current or prospective employees assigned to the Facility, subject to applicable Federal, state and local laws and regulations, including but not limited to, the Federal Polygraph Protection Act, as amended. Aramark staff is required to pass a full background check before being allowed at the El Paso County Sheriff's Department downtown detention facility and the Jail Annex. Aramark is responsible for a \$6.00 fee for each Aramark employee background check required under this section.

Aramark staff is required to be trained on El Paso County Sheriff Office security policies and procedures. This includes Aramark employees participating in emergency evacuations.

- F. EQUAL EMPLOYMENT OPPORTUNITY: ARAMARK and the County mutually agree that they shall not discriminate against any employee or applicant for employment or on any matter directly or indirectly related to employment, because of race, color, religion, sex, sexual preference, national origin, physical or mental handicap where not relevant to the job, height, weight, age between 18 and 70, marital status, or other criteria made illegal by state or federal law or County policy. In addition, ARAMARK agrees to take affirmative steps to ensure that applicants are employed, and that employees are treated, during employment, without regard to the criteria listed above.
- **G. HEALTH EXAMINATIONS:** If required by law, ARAMARK shall cause its employees assigned to duty at the Facility to submit to periodic health examinations, and to submit satisfactory evidence of compliance with all health regulations to the County upon written request.
- H. INSURANCE AND INDEMNIFICATION: ARAMARK shall furnish certificates of insurance as follows:

Worker's Compensation insurance as required by law.

Comprehensive General (Public) Liability to include (but not limited to) the following: Premises/operation; independent contractors; personal injury; products/completed operation; contractual liability, with a combined single limit for bodily injury and property damage of \$1,000,000.00 per occurrence.

The County and ARAMARK waive any and all right of recovery from each other for property damage or loss of use thereof, howsoever occurring. This waiver shall include, but not be limited to, losses covered by policies of fire, extended coverage, boiler explosion and sprinkler leakage. This waiver shall not apply to claims for personal injury or death.

ARAMARK agrees to defend, indemnify and hold harmless the County, its officers, employees, agents and servants for claims for bodily injury (including death) and damage to tangible property caused by the sole negligence or a wrongful act of ARAMARK in the performance of this Agreement, and to pay all claims, damages, judgments, legal costs, adjuster fees and attorney fees related thereto. However, it is expressly understood that ARAMARK shall not be responsible for damages caused by inmates. Neither any of the County's officers, employees, agents, servants or contractors, nor any inmates, are or will be deemed to be agents or employees of ARAMARK and no liability is or will be incurred by ARAMARK to such persons, except for bodily injury to such persons caused by ARAMARK's sole negligence. Each party shall promptly notify the other of any claim and shall cooperate with the other party in the defense of such claim. The indemnifying party shall have the sole discretion to defend and settle such claim.

- I. COMPLIANCE WITH LAWS: Each party hereto shall comply with all statutes, lawful ordinances, regulations and requirements, federal, state, and local applicable to their activities hereunder. The County shall provide reasonable and adequate physical security at all times for ARAMARK employees, suppliers, management and other authorized visitors.
- J. RETURN OF EQUIPMENT: ARAMARK shall return to the County at the expiration or on any termination of this Agreement the commissary areas under ARAMARK's control and all equipment furnished by the County in the condition in which received, except for ordinary wear and tear and except to the extent that such commissary areas and equipment may have been lost or damaged by fire, flood, or other disaster, and except to the extent that such equipment may have been stolen by persons other than employees of ARAMARK without negligence on the part of ARAMARK or its employees.
- K. LICENSE, FEES, PERMITS, AND TAXES: ARAMARK shall secure and pay for all federal, state and local licenses, permits and fees required for the commissary operation. ARAMARK shall be responsible for all sales, use, excise and state and local business and income taxes attributable to the commissary operation and the sales of Products.

# 3. FINANCIAL ARRANGEMENTS:

- A. PRODUCT ORDERS: ARAMARK shall process orders for Products from inmates in accordance with ARAMARK's standard procedures. The County shall be responsible to collect, record and make disbursements from inmate commissary accounts for purchases of such Products; provided, however, that ARAMARK shall have access to each inmate account solely for the purpose of verifying that there are sufficient funds in such account to cover a Product order placed by such inmate, including but not limited to, any sales, use or other taxes related thereto. Aramark is required to report to Facility commanders any orders more than \$60.00.
- BILLING AND PRICES: ARAMARK shall determine the prices at which B. Products shall be sold (See Exhibit A). If ARAMARK sustains increases in its costs, including but not limited to, increases in its Product, labor or equipment or software-related costs, ARAMARK may increase its prices to recover such increased costs, maintaining its historical mark-up. ARAMARK shall have the right to implement such price increases twenty (20) working days after written notice to the County of ARAMARK's need to do so. ARAMARK shall submit to the County on the first day of every week, for the preceding week, an invoice for total Gross Sales of Products made during such week, and other goods or services provided by ARAMARK during such week, if any. The term "Gross Sales" shall mean total Products sales, including sales or use taxes, less authorized returns. The term "Net Sales" shall mean total Products sales less sales or use taxes and authorized returns. For purposes of this Agreement, a sale shall be deemed made when a Product ordered by an inmate is delivered to the County for subsequent delivery to the inmate, and the Product is not returned. For purposes of this Agreement, no returns will be honored, unless the inmate who ordered a Product, refuses delivery of such Product at the time such Product is delivered, or unless such inmate is released prior to such delivery, and fails to claim such Product within seventy-two (72) hours after release.
- C MANNER OF PAYMENT: ARAMARK shall bill the County on a weekly basis for Gross Sales made during the immediately preceding week, together with any additional services provided during such week. Payment shall be made by check payable to ARAMARK Correctional Services, LLC.

ARAMARK Correctional Services, LLC P.O. Box 406019 Atlanta, Georgia 30384-6019

(Payments only shall be sent to this address, all other correspondence shall be sent to the address set forth in Section 7 hereof.) Chapter 2251 of the Texas Government Code dictates when a governmental entity must pay a vendor and establishes the appropriate late fee if the governmental entity does not pay the vendor in a timely manner. Thus, the statutory terms in Chapter 2251 of the Texas Government Code are adopted as part of this contract and will be applied in determining when payment shall be made and the amount, if any, of late charges assessed.

The right of ARAMARK to charge interest for late payment shall not be construed as a waiver of ARAMARK's right to receive payment of invoices within thirty (30) days of the invoice date. In the event that ARAMARK incurs legal expense in enforcing its right to receive timely payment of invoices, the County agrees to pay reasonable attorney's fees and other costs.

ARAMARK shall provide the County with a comprehensive monthly summary of Gross Sales, services and credits. This summary shall be forwarded to the County Administrator or his designee each month.

- D. COMMISSIONS: ARAMARK shall pay to the County a commission in an amount equal to forty-two percent (42%) of Net Sales of all Products, other than tobacco products, stamps and pre-stamped envelopes, pre-paid telephone calling cards or any other telephone sales (including debit cards). Within fifteen (15) days after the end of each month, ARAMARK shall deliver to the County a check covering commissions on Net Sales made during such month.
- E. MATERIAL ADVERSE CHANGE: The financial arrangements in this Agreement are based on conditions existing as of the Effective Date including any representations regarding existing and future conditions made by County in connection with the negotiation and execution of this Agreement. If such conditions change due to causes beyond ARAMARK's control, including, but not limited to, a change in the scope of ARAMARK's services, a decrease in the Facility's inmate population or the availability of inmate labor; increases in food, fuel, equipment, utilities and supply costs, Federal, State and local sales, and other taxes and other operation costs or other unforeseen external market conditions outside ARAMARK's control, then ARAMARK shall give County written notice of such increase or change, and within thirty (30) calendar days after such notice, ARAMARK and County shall mutually agree upon modification(s) to offset the impact of the increase or change, which modifications may include any or a combination of the following: an adjustment to ARAMARK's prices or modifications to ARAMARK's scope of services.
- F. ADDITIONAL SERVICES: Upon request, ARAMARK may from time to time provide training services to the County and its personnel, training such personnel in the operation of the ACTFAS System. ARAMARK will bill for, and the County shall pay, ARAMARK's then-current fee for such training services, and the County shall reimburse ARAMARK for travel, meals and lodging expenses, and the direct cost of training materials, incurred in connection with such training services. Food, beverage and other services required by the Facility outside the scope of this Agreement shall be provided by ARAMARK upon written authorization by the County and/or Sheriff at mutually agreed upon prices for such services.

- FINANCIAL COMMITMENT. In consideration of entering into this new G. Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, ARAMARK shall make a financial commitment to Client in an amount up to \$25,000 (the "Financial Commitment). County agrees to invest the Financial Commitment for data wiring related to the services provided under this Agreement. Any equipment purchased by ARAMARK on County's behalf shall be purchased as a "sale-for resale" to the County. County shall hold title to all such equipment upon such resale. County acknowledges that it is a tax-exempt entity and will provide ARAMARK with a copy of the appropriate taxexempt certificate. The Financial Commitment shall be amortized on a straight-line basis over a period of five years, commencing upon the complete expenditure of the Financial Commitment. Upon expiration or termination of this Agreement by either party for any reason whatsoever prior to the complete amortization of the Financial Commitment, County shall reimburse ARAMARK for the unamortized balance of the Financial Commitment as of the date of expiration or termination plus all accrued but unbilled interest as of the date of expiration or termination. Such interest shall accrue from the date the Financial Commitment was finalized at the Prime Rate plus two percentage points per annum, computed each Accounting Period on the declining balance. In the event such amounts owing to ARAMARK are not paid to ARAMARK within 30 days of expiration or termination, County agrees to pay interest on such amounts at the Prime Rate plus two percentage points per annum, compounded monthly from the date of expiration or termination, until the date paid. The right of ARAMARK to charge interest for late payment shall not be construed as a waiver of ARAMARK's right to receive payment of invoices within 30 days of the invoice date.
- <u>4.</u> <u>ACCESS AND RECORDS:</u> ARAMARK will maintain accurate books and records in connection with the commissary service operation and shall retain such records for twelve (12) months after the expiration or any termination of this Agreement.
- 5. TERM OF AGREEMENT: This Agreement shall commence on November 1, 2008, and shall continue through October 31, 2009. Thereafter, the County and ARAMARK have five (5) renewal options for additional periods of twelve (12) months each, provided that the services to be provided, and the commission payable to the County, for the extension period, have been mutually agreed upon by the County and ARAMARK.

## <u>6</u> <u>TERMINATION:</u>

- A. TERMINATION FOR CONVENIENCE: Either party may terminate this Agreement for convenience, at any time during the term or any renewal or extension, upon ninety (90) days notice to the other party.
- B. TERMINATION FOR DEFAULT: Either party may terminate this Agreement upon a breach or default of this Agreement by the other party, which is not cured within thirty (30) days after receipt by the defaulting party of a notice from the non-defaulting party, specifying the nature of such breach

C. CONSEQUENCES OF TERMINATION: If this Agreement is terminated under any circumstances, the County shall pay ARAMARK for all services provided by ARAMARK up to and including the date of termination, at the rates and within the payment periods set forth in this Agreement. The County's obligation to pay for services provided shall survive the termination or expiration of this Agreement.

Upon the expiration or any termination of this Agreement, the County agrees, if requested by ARAMARK, to purchase ARAMARK's usable inventory of products and supplies. The purchase price for such inventory shall be ARAMARK's invoice cost.

- 7. NOTICE: All notices or other communication hereunder shall be deemed to be duly given when made in writing and delivered in person or deposited in the United States mail, postage prepaid, certified mail, return receipt requested and addressed to the party at its respective address first set forth above, or such other address as it may designate, by notice given as aforesaid.
- 8. CONFLICTS OF INTEREST: ARAMARK covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with performance of this Agreement and no person having any such interest shall be employed. In addition, no officer, agent or employee of the County and no member of its governing body shall participate in any decision relating to this Agreement which affects his/her personal interest or any corporation, partnership, association which he/she is directly or indirectly interested or has any personal or pecuniary interest.
- Q. CONFIDENTIAL INFORMATION: All financial, statistical, operating and personnel materials and information, including, but not limited to, the ARAMARK System, related to or utilized in ARAMARK's business (collectively, the "ARAMARK Proprietary Information") is and shall remain confidential and the sole property of ARAMARK and constitutes trade secrets of ARAMARK. The County shall keep all ARAMARK Proprietary Information confidential and shall use the ARAMARK Proprietary Information only for the purpose of fulfilling the terms of this Agreement. The County shall not photocopy or otherwise duplicate any materials containing any ARAMARK Proprietary Information without the prior written consent of ARAMARK. Upon the expiration or any termination of this Agreement, all manuals, software, computers, diskettes, disks and disk drives, and other materials or documents containing any ARAMARK Proprietary Information, shall be returned to ARAMARK.
- <u>ASSIGNMENT:</u> ARAMARK may not assign this Agreement without the County's prior written consent (not to be unreasonably withheld, conditioned or delayed), except that ARAMARK may assign this Agreement, in its sole discretion, to any of its affiliates without any consent being required. The term "affiliate" means any corporation, limited liability company or any other person controlling, controlled by or under common control with, ARAMARK.

- 11. PRESS RELATIONS: ARAMARK shall coordinate with the County Sheriff or Facility Administrator on any and all press or media releases.
- 12. EXTENT OF AGREEMENT: This Agreement, together with ARAMARK's proposal and the County's specifications, represent the entire agreement and understanding between the County and ARAMARK and supersede all prior negotiations, representations or agreements, either written or oral, including without limitation, any request for proposal, invitation to bid, bid specifications, bids, proposals or other similar documents (collectively, the "Request for Proposal"). In the event of a conflict between this Agreement, and Request for Proposal, this Agreement shall govern. This Agreement may be amended only by written instrument signed by both the County and ARAMARK.
- 13. SEVERABILITY: If any provision hereof or the application thereof to any person or circumstance is held to any extent, to be void, invalid or unenforceable, the remainder of this Agreement, and the application of such provision to other persons or circumstances, shall not be affected thereby, and shall be valid and enforceable to the fullest extent permitted by law.
- <u>44.</u> <u>WAIVER:</u> The failure of ARAMARK or the County to exercise any right or remedy available under this Agreement upon the other party's breach of the terms, covenants and conditions of this Agreement or the failure to demand the prompt performance of any obligation under this Agreement shall not be deemed a waiver of such right or remedy; or the requirement of punctual performance; or of any subsequent breach or default on the part of the other party.

IN WITNESS HEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representatives.

EL PASO COUNTY	
By:	DATE:
Anthony Cobos, County Judge	
ARAMARK Correctional Services, LLC	
Ву:	DATE:
David Kimmel, Vice President, Finance	
Exhibit A = Product/Price List	

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0204 HOT CHOCOLATE - SINGLE	59	0.35	0415 PORK SKINS, HOT		OGAE DANTIES SIZE	A		0760	WRITING PAD	B	1.40
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USIG RUUI BEEK BARRELS	A) Section	<del></del>		\$ 3.65	5 0629 X STRAP FLIP FLOPS	-	1 30	0704 14	0704 14 STAMPS	•	0,20
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0321 ALOMIC FIRE BALL	\$ 0.99		0603 BOXERS - L	\$ 3.65	9636	_		0705 40	OTOE OF ALL OF ALL OF ALL OF	A	0.02
0401 CHIPS - BBQ	\$ 0.60	_	0604 BOXERS XI		0637	• e		200	AZ TOSTAGE OTAME	69	0.42
0420 CHIPS -HOT CHEETOS	\$ 0,60		0602 BOXERS - M		0000	Α.	_	90/0	\$0.52 STAMPED ENVELOPE	ss	0.52
0402 CHIPS - CHEETOS	\$ 0.60	-			0000	69		1005 DE	1005 DSI CALL TIME- \$5	s	5.00
0403 CHIPS - CORN CHIP	\$ 0.60	_			3	A	_		DSI CALL TIME- \$10	69	10.00
0404 CHIPS - NACHO	090				U640 SWE	\$	14.99	120 DS	DSI CALL TIME- \$20	69	20.00
0405 CHIPS - REGULAR				\$ 4.05	0764	69	0.40	1050 DS	DSI CALL TIME- \$50	69	50 00
0410 CHIPS-HARANERO 1 7507	1		O BOAERS - 3XL	\$ 4,05	0751	69	06'0	1100 DS	DSI CALL TIME-\$100		100 00
Effective former 4 0000	2	_	UBU/ BOXERS - 4XL	\$ 5.05	0753 LAUNDRY DET - SINGLE	S S	1.29		PURCHASE I IMIT \$400		