



Board Summary Report

File #: 22-718

Agenda Date: 12/6/2022

Agenda #: 5.u.

To: Board of County Commissioners

Through: Tyler Brown, Sheriff

Prepared By:

Jared Rowilson, Detention Services Bureau Chief

Subject:

2023 Agreement for Services Between Arapahoe County and Arapahoe Library District to provide Inmate Library Services at the Arapahoe County Detention Facility

Purpose and Request:

The Board of County Commissioners is requested to adopt a resolution authorizing the Chair to sign the Waiver of Solicitation and execute the contract on behalf of the County for Inmate Library Services at the Arapahoe County Detention Facility and to authorize the Arapahoe County Sheriff to sign any amendments and extensions thereto.

Background and Discussion: The Arapahoe Library District has provided library services to the inmates at the Arapahoe County Sheriff's Office Detention Facility since 1985. While this is not considered a public branch of the Arapahoe Library District and is not funded by them, the Detention Facility is a working branch of the Arapahoe Library District and funding is provided through the Arapahoe County Sheriff's Office.

The Arapahoe Library District was awarded the contract for Inmate Library Services per a formal solicitation process. RFP-17-71 for Inmate Library Services was solicited in 2017 with the option to extend the contract for up to four subsequent one-year periods. A Waiver of Solicitation was approved at a Drop In session on November 29, 2022, and needs to be signed by the Chair.

The Sheriff's Office wishes to contract with Arapahoe Libraries with the option to extend the contract for up to four subsequent one-year periods. Prior to signatures, each extension will go through the Contract Insight System, including approvals from the Budget Division reviewing for available dollars in the department budget, the Purchasing Manager reviewing to make sure the purchasing process was followed, Risk Management

reviewing for insurance requirements, and the County Attorney reviewing for any legal issues.

The Board approved adding this item to the consent calendar at their study session on Nov. 29, 2022.

Alternatives: As the law library portion of the library services are required by law, the only alternative is to issue another solicitation for 2023 inmate library services.

Fiscal Impact: The cost of the contract is funded through the General Fund Budget and the Commissary Fund Budget for 2023.

Alignment with Strategic Plan:

- Be fiscally sustainable
- Provide essential and mandated service
- Be community focused

Concurrence: The Sheriff's Office Detention and Administration Bureaus are in concurrence with this decision.