

AGENDA REQUEST FORM

Agenda Item: Approval for one (1) year auto renew for Inmate Commissary Bid #SHE-2159
Name of Person Submitting Request: Keri Lyles
Address: Purchasing Dept.
Phone: (405) 366-0224
Date Requested: 6/1/2026

Description of Agenda Item Including purpose for consideration by Board of County Commissioners (include type of Motion requested).

Approval for Auto Renew for Bid #SHE-2159 - Inmate Commissary

Bid #SHE-2159- One (1) Year Non-Encumbered Contract to provide Inmate Commissary Services for
the Cleveland County Detention Center. The bid term will be from bid July 1, 2026 to June 30, 2027.

No Changes from original bid

Consent Item

Internal Use Only

Received By: _____

Acknowledge: _____ (Chairman)
_____ (Member)
_____ (Member)

Date Assigned: _____

Applicant Notified: _____

Routine (Consent) Item: _____

Other Parties Notified: _____



05/20/2026

Cleveland County Sheriff's Office
Norman, Oklahoma

Re: Renewal of Correctional Food Service Agreement

To Whom It May Concern,

On behalf of Benchmark Government Solutions, we would like to thank the Cleveland County Sheriff's Office for the opportunity to continue serving your facility and supporting your correctional food service operations.

Benchmark Government Solutions agrees to a renewal of the current Correctional Food Service Agreement under the same tiered pricing scale and terms established during the previous contract year. We appreciate the strong working relationship we have developed with your staff and remain committed to providing dependable food service operations, regulatory compliance, cost control, and quality meal service to the inmates housed within your facility.

Over the past year, our team has remained focused on maintaining operational consistency, meeting nutritional and sanitation standards, and providing responsive support to the Sheriff's Office. We value the trust placed in our organization and are proud to continue serving Cleveland County with professionalism and accountability.

We believe maintaining the existing tiered scale structure will provide continuity in budgeting and operations while allowing both parties to continue building on the success of the current agreement.

Please let us know if any additional documentation, updated agreements, or supporting information is needed to move forward with the renewal process. We appreciate your consideration and look forward to continuing our partnership with the Cleveland County Sheriff's Office.

Sincerely,

Matt Jackson
Benchmark Government Solutions
(405) 650-6674
matt@benchmarkgs.com

Keri Lyles

Sheriff's office

From: Charles Cain
Sent: Monday, May 11, 2026 1:16 PM
To: Holly Proctor; Keri Lyles
Subject: Re: Inmate food and inmate commissary.

I have talked with Major Madden and she wants to go ahead and approve Benchmark's renewal for another year of that's alright.

Cain

From: Holly Proctor
Sent: Friday, May 8, 2026 9:44:18 AM
To: Charles Cain
Subject: Inmate food and inmate commissary.

Good morning,

We were looking at both the Inmate Food and Inmate Commissary bids and would like to know if you would prefer to re-bid these this year or if you would like to use the bid renewal option for another year with the exact same terms? If you decide you want to renew, we will have to get in touch with Benchmark and see if they are interested in renewing at the same rates.

Please let us know!

Holly Proctor
Purchasing Assistant
201 S. Jones Suite 240
Norman, OK 73071
405-366-0224/ext. 2509

CLEVELAND COUNTY AWARD SUMMARY

#SHE-2159 Inmate Commissary Services

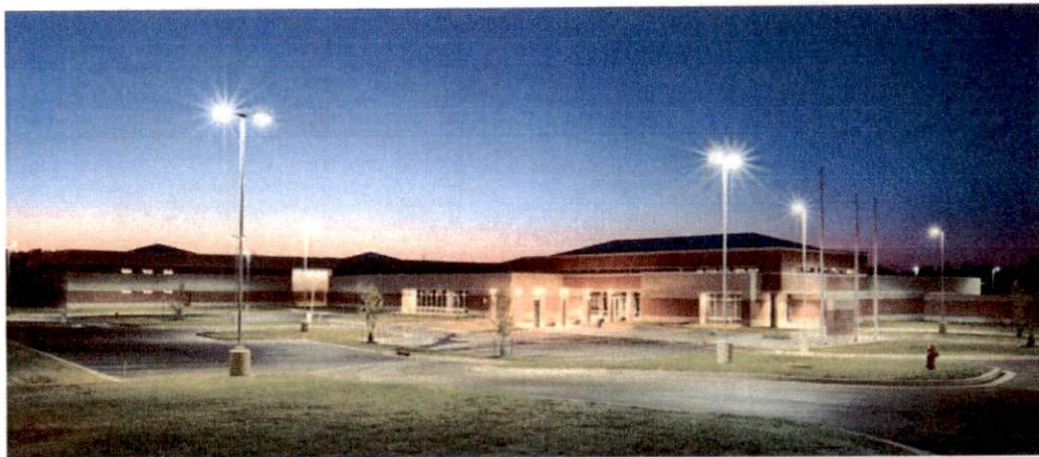
	Benchmark Government Solutions			
BID: #SHE-2159				
DEPT: SHERIFF'S				Postponed
OFFICE				6/23/2025
6/23/2025				
List of Individual Items				Awarded
				6/30/2025
Bid to provide inmate commissary services for the Cleveland County Detention Center. The bid term will be from July 1, 2025 through June 30, 2026 with the option to renew up to two (2) years on an annual basis.				Auto-Renew
				5-26-26
				agreed upon
				by both
				parties-no
				changes
Commissary commission percentage per inmate population range.				
195-209	41% Gross			
210-224	41% Gross			
225-239	41% Gross			
240-254	41% Gross			
255-269	41% Gross			
270-284	41% Gross			
285-299	41% Gross			
300-314	41% Gross			
315-329	41% Gross			
330-344	41% Gross			
345-359	41% Gross			
360-374	41% Gross			
375-389	41% Gross			
390-404	41% Gross			
405-419	41% Gross			
420-434	41% Gross			
435-449	41% Gross			
450-464	41% Gross			
465-479	41% Gross			
480-494	41% Gross			
495-509	41% Gross			
510-524	41% Gross			
525-539	41% Gross			
540-564	41% Gross			
565-579	41% Gross			
580-594	41% Gross			
595-609	41% Gross			
610-624	41% Gross			
625-<	41% Gross			
Indigent Kits Price/each \$:	\$2.00			
Vendor's Exceptions/Statement:	Gross-Not adjusted or net. BGS staff will handle distribution at no cost.			
Contact Information:				
Contact Person:	Matt Jackson			
Title:	Partner			
Address:	8209 N. Western Ave. OKC, OK 73114			
Telephone Number:	405-650-6674			
Fax Number:	N/A			
Email:	matt@benchmarkgs.com			
NON-COLLUSION AFFIDAVIT:	Yes			

3000 WEST MEMORIAL, NO. 123-475 • OKLAHOMA CITY, OK • 73120 • 405.622.3600



BENCHMARK

CLEVELAND COUNTY SHERIFF'S OFFICE COMMISSARY SERVICES PROPOSAL



ORIGINAL



BENCHMARK
GOVERNMENT • SOLUTIONS

Prepared by
Benchmark Government Solutions
8209 N. Western Avenue
Oklahoma City, Oklahoma 73114
(405) 650-6674

Proud to be an Oklahoma Company



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TOP 10 REASONS TO STAY WITH BENCHMARK

1. Proven Track Record - **Six (6) years of successful commissary services at Cleveland County**
2. Oklahoma Owned & Operated (**MONEY STAY LOCAL**)
3. Ownership & Upper Management have law enforcement & correctional experience (**WE UNDERSTAND YOUR NEEDS**)
4. Higher Commission Rate (**We are offering true gross percentage opposed to the net or adjusted gross offered by competitors**)
5. Relationships – **We value our partners, Not Just a Cell on a Spreadsheet**)
6. Reinvestment – **We give back to our partners (i.e. Christmas Parties, Correctional Officers Week, etc.)**
7. Response Times – **With corporate offices 20 miles away, we can respond rapidly when the need arises.**
8. Single Points of Contact – **Direct access to ownership to make decisions as needed. No Unnecessary barriers to success.**
9. Unlimited Tech Support & Training – **as CCSO staffing changes, retraining at no-cost is readily available**
10. Vendor Partnerships – **We interface with multiple vendors to ensure facility success (phone, healthcare, jail management software, etc.)**



**CLEVELAND COUNTY PURCHASING DEPARTMENT
CLEVELAND COUNTY OFFICE BUILDING
NORMAN, OKLAHOMA**

Invitation To Bid

Please review the terms & conditions and Bid regulations on pages 2, 3 & 4 relating to submission of this Bid.

Please mark your Bid envelope clearly,

"SEALED BID #SHE-2159"

BID NUMBER: **#SHE-2159**

ISSUE DATE: **6/3/2025**

BID CLOSING DATE & HOUR
6/19/2025 @ 4:30 P.M.

BID OPENING DATE & HOUR
6/23/2025 @ 1:00 P.M.

RETURN BIDS TO:

Keri Lyles, Purchasing Agent
CLEVELAND COUNTY PURCHASING DEPARTMENT
201 S. Jones, Suite 240
Norman, OK 73069
Phone Number: 405-366-0224
Email: klyles@clevelandcountyoak.com

Bidder's FEI/SSN: 82-4551430

Company: Benchmark Government Solutions

Address: 8209 N. Western Ave.

OKC, OK 73114

Contact Name: Matt Jackson

Phone Number: (405) 650-6674

Fax Number: N/A

Email Address: matt@benchmarkgs.com

DESCRIPTION:

One (1) Year Non-Encumbered Contract to provide Inmate Commissary Services, per the attached specifications, for the Cleveland County Detention Center.

The bid term will be from July 1, 2025 through June 30, 2026.

Note: All Pricing shall be submitted on Page 14, attachment "A"

Pre-bid meeting will be held at the F. DeWayne Beggs Detention Center located at 2550 West Franklin Rd. Norman, OK on June 11, 2025 at 11:00 a.m.

THIS AFFIDAVIT MUST BE EXECUTED FOR THE BID TO BE CONSIDERED

AFFIDAVIT: I, the undersigned of lawful age, being first duly sworn on oath say that he (she) is the agent authorized by the Bidder to submit the attached Bid. Affiant further states that the Bidder has not been a party to any collusion among Bidder in restraint of freedom of competition by agreement to Bid at a fixed price or to refrain from Bidder; or with any County Official or employee as to quantity, quality or price in the prospective contract or any other terms of said prospective contract; or in any discussion between Bidders and any County Official concerning exchange of money or thing of value for special consideration in the letting of a contract; that the Bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of Cleveland County (or other entity) any money or other thing of value, either directly or indirectly in the procuring of the award of a contract pursuant to this Bid.

No person, firm or corporation who is convicted of or pleads guilty to a felony involving fraud, bribery, corruption or sales to the State or to any of its political subdivisions may make sale of real or personal property to Cleveland County.

Affiant further states that full payment shall be made of all indebtedness incurred by such contractor or his subcontractor who performs work in performance of any contract using labor, and or materials or repairs to and parts for equipment used and consumed in performance of a contract with Cleveland County. False execution of this affidavit shall constitute perjury and is punishable as provided by law.

Bidder's Name (Type or Print): Matt Jackson

Bidder's Signature: [Signature]

Subscribed and sworn before me this 19th day of June, 2025.

Commission Expires: 2/3/2028



[Signature]
NOTARY PUBLIC (CLERK)

BUSINESS RELATIONSHIPS AFFIDAVIT

TO BE SUBMITTED WITH BID REQUIRING LABOR AND MATERIALS

STATE OF OKLAHOMA

) S.S

COUNTY OF CLEVELAND

Matt Jackson of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the Bidder to submit the attached Bid. Affiant further states that the nature of any partnership, joint venture, or other business relationship presently in effect or which existed within (1) year prior to the date of this statement with the architect, engineer, or other party to the project is as follows:

Not Applicable

Affiant further states that any such business relationship presently in effect or which existed within one (1) year prior to the date of this statement between any office or director of the proposing company and any office or director of the architectural or engineering firm or other party to the project is as follows:

Not Applicable

Affiant further states that the names of all persons having any such business relationships and the positions they hold with their respective companies or firms are as follows:

Not Applicable

(If none of the business relationship hereinabove mentioned exist, affiant should so state. Attach additional sheet if necessary.)

[Signature]

Subscribed and sworn to before me this 19th day of June 2025

[Signature]
Notary Public

My Commission Expires: 2/3/2028



Submittal Process

Sealed bids must be received no later than **June 19, 2025 by 4:30 pm** via mail, or hand delivery. Please mark packet "**County Bid #SHE-2159**"

The Board of County Commissioners reserves the right to reject any or all Bids, to waive informality in Bids, to accept in whole or in part such Bid or Bids as may be deemed in the best interest of the County.

VENDOR'S EXCEPTIONS/STATEMENT:

Benchmark requests no exceptions from the requirements outlined in this ITB

Please list the following ordering information:

Contact Person: Matt Jackson
Title: Partner
Address: 8209 N. Western Ave. , OKC, OK 73114
Telephone Number: (405) 650-6674
Fax Number: N/A
e-mail: matt@benchmarkgs.com



BENCHMARK

June 8, 2025

Cleveland County Sheriff's Office
Attn: Sheriff Chris Amason
128 S. Peters Ave.
Norman, OK 73069

Sheriff Amason,

Benchmark Government Solutions is pleased to submit this response to provide Inmate Commissary Services for the Cleveland County Detention Center. As a partner with Cleveland County for the last 6 years, we believe that we are uniquely equipped to provide the level of quality and service the Cleveland County Sheriff's Office is seeking. Like the CCDC, Benchmark Government Solutions believes in "providing professional and quality services".

We believe that a continued partnership between your agency and Benchmark would allow us to continue meeting your needs while building upon your values of operating in a professional, ethical and cost-efficient manner. We have a proven track record of providing seamless transitions, unsurpassed customer service and high-quality products.

Our offices are located in Oklahoma City, including our 8,000 square foot fulfillment center. We are approximately 20 miles from the Cleveland County Detention Center. Our proximity will allow us to continue to quickly respond to any issues that may arise during the life of the partnership. In previous years we have been able to put resources onsite in a timely manner due to our location,

Additionally, Benchmark Government Solutions is the only inmate commissary provider that is owned and operated in Oklahoma by Oklahomans.

We understand many companies will be bidding on this opportunity. Due to the size and scope of your project, we recognize that Cleveland County could be best served by having a



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Benchmark that understands the needs, issues and concerns specific to your facility. By maintaining a singular focus on your operations, you will ensure our commissary services exceed your expectations. Our hope is to provide the Cleveland County Detention Center with professional staff, quality products, state-of-the-art technology and hassle-free operations Cleveland County expects and deserves.

The Benchmark personnel who will be involved in the implementation will be as follows:

Matt Jackson, Partner (Commissary Operations/Software/Hardware)

A graduate of Northeastern State College in Tahlequah, OK, Mr. Jackson has been involved in public safety and corrections for over 20 years. He began his career as a deputy sheriff and correctional administrator before transitioning to the private sector. While in the private sector, he has focused on commissary operations, warehouse management and public safety software development and managing implementation and professional services teams for 17 years. Mr. Jackson resides in Oklahoma City with his wife and 5 children.

Chris Fuhrman, Partner (Kitchen Operations/Staff Training & Development)

A graduate of Oklahoma State University's acclaimed School of Hotel and Restaurant Administration, Mr. Fuhrman was associated with Hillstone Restaurant Group (formerly Houston's Restaurants, Inc.), a nationwide chain of upscale restaurants based in Beverly Hills, CA. He was responsible and involved in multiple restaurants located in Kansas City, MO and Dallas, TX that exceeded sales of \$10 million per year. Mr. Fuhrman returned to Oklahoma City to develop the concept, Bin 73, an upscale wine bar and restaurant located in Nichols Hills. He also co-developed Benchmark Companies and Benchmark Food Group in 2007, focusing on customized food solutions and catering for corporate, government, and educational organizations. Mr. Fuhrman has over twenty years' experience and extensive knowledge in menu planning/development, operations and kitchen management. Mr. Fuhrman resides in Oklahoma City with his wife and their two children.



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Brian Ferguson, Partner (Human Resources/Accounts Payable & Receivable)

A graduate of Southern Methodist University in Dallas, Texas, Mr. Ferguson has worked in corporate operations, customer management, and marketing for clients across the country. After developing a small Texas based media company, Mr. Ferguson focused on advertising and marketing in Oklahoma City, eventually managing the marketing and advertising for the 5th largest wireless provider in the country. He served as a marketing consultant for fine restaurants in Oklahoma, Virginia, and Washington D.C., developing a love for the food and beverage business. He co-developed Benchmark Companies and Benchmark Food Group in 2007, focusing on customized food services and catering for corporate, government, and educational organizations. Ferguson resides in Oklahoma City with his wife of over 20 years and their two children.

Other personnel will include:

Alan Roten, Warehouse Operations

Andy Wilson, Commissary Fulfilment

Miranda Magers, Account Manager

Carla Cink, Director of Food Services

Brandi Allen, Area Manager

Kristin Von Felt, Accounting

Gary Groves, Information & Technology

Lockdown Integrations Team – installation and configuration inmate banking software

Thank you again for allowing us the opportunity to respond to this request to bid. We look forward to continuing to work with your organization and continue to improve commissary service operations. If you have any questions, please feel free to contact us.

Respectfully,

Matt Jackson

Partner, Benchmark Government Solutions



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Objectives of the ITB

1. To maintain an open collaborative relationship with the administration and staff of Cleveland County and other County offices.

Benchmark understands the importance of maintaining an open and collaborative relationship with the administration and staff of Cleveland County—and with other county offices more broadly. It requires intentional communication, mutual respect, and strategic engagement. Our plan for fostering such relationships:

1. Establish Clear, Respectful Communication Channels

- **Regular Meetings:** Set up recurring check-ins (monthly or quarterly) with key stakeholders to discuss ongoing initiatives, concerns, and updates.
- **Open-Door Policy:** Encourage an approachable atmosphere where staff and administration feel comfortable bringing forward ideas or issues.
- **Centralized Communication Tools:** Use shared calendars, project management platforms, or newsletters to keep everyone informed and aligned.

2. Build Trust Through Transparency

- **Share Intentions Early:** Communicate our goals and reason behind decisions early in the process to reduce misunderstandings.
- **Invite Input:** Involve others in planning and decision-making when appropriate. People support what they help create.
- **Acknowledge Mistakes:** When errors occur, acknowledge them honestly and take swift corrective action. Transparency builds credibility.

3. Prioritize Relationship-Building

- **Get to Know Key Personnel:** Understand everyone's roles, challenges, and goals. Personal relationships ease institutional friction.
- **Celebrate Successes Together:** Recognize achievements and milestones publicly.
- **Attend Agency Events:** Participate in events/help host by the Cleveland County Sheriff's Office to show support and solidarity.

4. Align Goals and Share Resources

- **Collaborative Planning:** Involve multiple departments in the development of strategic plans, policies, or facility initiatives.
- **Resource Sharing:** Look for ways to pool resources, whether staff, funding, or facilities—for joint projects or mutual benefit.



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- **Unified Messaging:** Coordinate on external communication to ensure consistency and reinforce a sense of shared purpose.

5. Address Conflict Promptly and Professionally

- **Handle Disagreements Constructively:** Focus on resolving issues, not assigning blame. Use a problem-solving mindset.
- **Follow-Up:** Make sure any agreed-upon actions are followed through and communicated.

6. Demonstrate Commitment to County-Wide Goals

- **Support County Initiatives:** Get behind broader strategic objectives that benefit the detention center and/or the Cleveland County Sheriffs Office.
- **Promote Interdepartmental Successes:** Highlight positive collaborations in public forums and communications.

7. Maintain a Solutions-Oriented Mindset

- **Anticipate Challenges:** Stay proactive in identifying potential bottlenecks or issues that could strain relationships.
- **Be Flexible:** Be willing to adapt processes or timelines in the spirit of collaboration.

2. To provide commissary service that allows the inmate to order at least two times per week.

Creating a commissary service schedule that allows inmates to order **at least two times per week** involves balancing availability, security, staffing, and inventory management. Below is a sample **Commissary Service Schedule** template for Cleveland County Detention Center. This is just a sample and can be customized to your facility's size, housing units, and resources. If awarded Benchmark staff will work to finalize a pass-out schedule that best meets the facility's needs. Also, we will adjust schedules as needed, if the changes help the administration address changes that may arise.

Inmate Commissary Service Schedule (Sample)

Objective: Provide inmates with the opportunity to order commissary items **at least two times per week**, while maintaining security and operational efficiency.

Ordering Days

- **Order Submission:** Inmates submit orders via inmate phones/tablets, kiosk or paper form by a set cutoff time.
- **Cutoff Time:** Orders must be submitted by **8:00 AM the day before delivery**.

Housing Unit

½ of Facility

Ordering Days

Monday & Thursday

**BENCHMARK****Housing Unit****Ordering Days**

½ of the Facility

Tuesday & Friday

 Delivery Days

Orders are delivered directly to each unit on designated delivery days. Deliveries occur between **8:00AM – 2:00 PM**. Benchmark staff will handle to distribution of commissary, indigent kits and credit/shortage issues.

Housing Unit**Delivery Days**

½ of the Facility

Tuesday & Friday

½ of the Facility

Wednesday & Saturday

3. To operate the commissary service with the highest level of customer service.

Benchmark is committed to operating the commissary service with the **highest level of customer service** within the DeWayne F. Beggs Detention Center. We understand that it's essential to balance efficiency, respect, fairness, and compliance with facility rules. Benchmark adheres to these **key principles and practices** to achieve top-tier commissary service:

Operating the Commissary Service with the Highest Level of Customer Service

A. Prioritize Accuracy and Efficiency

- **Double-Check Orders:** We utilize the verification process before delivery to ensure inmates receive exactly what they ordered.
- **Streamline Order Processing:** We use digital ordering systems where possible to reduce manual errors and speed up order fulfillment.
- **Maintain Adequate Inventory:** Monitor stock levels regularly to avoid shortages and delays. We maintain a minimum of two (2) weeks of inventory at any given time.

B. Communicate Clearly and Transparently

- **Post Clear Schedules and Cutoff Times:** Display ordering and delivery schedules in every housing unit.
- **Notify Inmates of Issues:** Proactively inform inmates of any out-of-stock items or schedule changes.
- **Provide Receipts:** Give detailed receipts with each order to avoid confusion or disputes.

C. Treat All Inmates with Respect and Fairness

- **Standardized Procedures:** Ensure equal treatment regardless of housing assignment, security classification, or personal history.



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- **Professional Conduct:** Train commissary staff to maintain a respectful, non-confrontational demeanor during all interactions.
- **Confidentiality:** Protect the privacy of inmate purchasing habits and account balances.

D. Respond Promptly to Concerns and Grievances

- **Accessible Feedback Channels:** Allow inmates to submit complaints or questions via written forms, digital kiosks, or through designated staff.
- **Timely Resolution:** Address concerns within a set timeframe. Our expectation is to have most issues resolved within 24 hours, if not sooner.
- **Track and Monitor Issues:** Keep a log of common problems to identify patterns and improve service delivery.

E. Provide Quality and Variety

- **Offer Diverse Items:** Include hygiene, snacks, stationery, and seasonal or culturally appropriate items. We offer both name-brand items and generic to meet each inmate's budget needs.
- **Survey Inmates Periodically:** Conduct anonymous surveys to assess satisfaction and gather suggestions.
- **Avoid Expired or Damaged Goods:** Perform regular quality checks and rotate stock properly.

F. Ensure Staff Are Well-Trained and Accountable

- **Customer Service Training:** Provide training specific to correctional environments, emphasizing both security and courtesy.
- **Performance Reviews:** Regularly evaluate staff based on service quality, accuracy, and professionalism.
- **Accountability:** Address any misconduct or negligence immediately.

G. Collaborate with Jail Administration and Custody Staff

- **Coordinate Deliveries Smoothly:** Work closely with custody officers to ensure safe, timely, and disruption-free delivery.
- **Maintain Security Standards:** Ensure commissary operations align with institutional safety protocols without compromising service quality.

4. To implement creative solutions that allow for continuous improvement of the operation.

Benchmark prefers to implement **creative solutions** that foster **continuous improvement** of commissary operations. We utilize strategies that encourage innovation, leverage technology, collect data, and involve both staff and inmates in shaping service quality.

Implementing Creative Solutions for Continuous Commissary Improvement



1. Foster Culture of Innovation

- **Encourage Staff Input:** Create structured forums where commissary staff can propose ideas for improvement.
- **Recognize Good Ideas:** Reward staff for innovative solutions with small incentives or public recognition.
- **Empower Decision-Making:** Give commissary supervisors flexibility to test small improvements without needing high-level approval for every change.

2. Leverage Technology

- **Digital Ordering Systems:** Reduce errors and allow real-time order tracking.
- **Automate Inventory Management:** Use software that alert staff when stock is low or nearing expiration.
- **Track Service Metrics:** Monitor KPIs like fulfillment accuracy, delivery times, and inventory turnover to guide improvements.

3. Involve Inmate Feedback in the Process

- **Surveys:** Regularly collect inmate feedback on commissary selection, service speed, and satisfaction.
- **Commissary Advisory Committee:** If administration is interested, create a small, rotating group of inmate representatives to meet with staff quarterly and suggest improvements.
- **Pilot Programs:** Test new product offerings or services with a small group of inmates before wider rollout.

4. Expand Product and Service Offerings Creatively

- **Seasonal or Themed Packs:** Offer special items for holidays, religious observances, or local events.
- **Cultural Sensitivity:** Include items that reflect the cultural needs/preferences of your inmate population.
- **Wellness Options:** Introduce low-sugar snacks, hygiene kits, or educational tools.

5. Use Lean Management Principles

- **Eliminate Waste:** Identify bottlenecks in delivery, restocking, or processing and find ways to simplify or automate them.
 - **Standardized Tasks:** Create step-by-step procedures for repetitive tasks to reduce variation and errors.
 - **Continuous Feedback Loops:** Analyze problems when they occur and immediately adjust processes to prevent recurrence.
-



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6. Collaborate with Other Departments

- **IT:** Improve system integration between commissary software and inmate management systems.
 - **Programs and Reentry:** If administration requests, offer educational items, books, or job prep materials through the commissary.
 - **Custody Staff:** Coordinate schedules or restricted item lists to ensure smooth operation and safety.
-

7. Review and Adjust Regularly

- **Quarterly Performance Reviews:** Set and review performance goals for accuracy, speed, and satisfaction.
 - **Annual Strategy Sessions:** Bring together leadership, staff, and possibly inmate reps to reflect on past successes and set improvement goals.
 - **Benchmarking:** Compare performance and processes with commissary services in other counties or facilities.
-

8. Document and Share Best Practices

- **Internal Knowledge Base:** Keep a living document of successful practices, updated SOPs, and tested innovations.
- **Staff Training:** Regularly update training modules to include new procedures or technologies.



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Commissary Services



Benchmark Government Solutions is prepared to provide Inmate Commissary Services to the Cleveland County Detention Center.

CCSO SCOPE OF WORK

Benchmark has read the scope of work for this ITB and acknowledges the requirements and agrees to accept without exception.

- A) Benchmark shall operate commissary delivery services five (5) days a week, Monday through Friday. Commissary staff shall be available from 8:00am to 5:00pm during the specified week, excluding nationally recognized holidays.
- B) Benchmark shall be responsible for all costs related to the purchase and storage of inventory. COUNTY reserves the right to conduct sanitation inspections unannounced or at any given time.



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- C) Benchmark shall provide a written plan of the commissary processes of inmates ordering and delivery.
1. Benchmark shall provide a sample of the commissary order form along with recommended items and prices. Benchmark shall be responsible for providing commissary slips or alternative ordering method.
 2. Benchmark shall provide a bid for web-based ordering system, which shall comply with Department Policy and Procedures.
 - i. Benchmark shall be responsible for any fraudulent activity that may occur as a result of web based sales.
 - ii. Benchmark shall be responsible for giving written notification to customer and Department personnel of any errors in charges to the customer's account. Provide a corrective action plan in the event an error was to occur.
 - iii. Benchmark shall be responsible for reimbursing the customer for any incorrect charges to their account.
 3. Benchmark shall deliver commissary items directly to the inmate(s) living area.
 5. Inmate detail shall NOT be utilized for the delivery of commissary items under any circumstance.
 6. Once the commissary items are delivered, Benchmark shall be responsible for retrieving all bags from inmates. Currently, most CCSO inmates receive their orders in reusable plastic trays to reduce waste.
 - i. Sample bags to be used for delivery of commissary items are included in response. Based on facility preference, we are currently sourcing biodegradable bags.
 7. All equipment and supplies shall have prior approval by the Jail Administrator or his/her designee.
 8. Carts, dollies, and any other forms of equipment and/or supplies used for the distribution to facility will be at the expense and maintained by Benchmark.
- D) Inmate Trust Accounts will be maintained by the Department through the JMS.
1. Benchmark shall meet the following technical requirements as outlined
 2. All validated/delivered commissary orders shall be charged to JMS.
 3. Charges shall be entered into JMS NO later than 11:20 pm on the same day as delivery.
 4. NO credits shall be entered into JMS.



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E) Benchmark shall provide a plan detailing the method of providing packages for indigent and detail inmates. The plan should include but not limited to the following:

1. Indigent:

i. The indigent packages shall include basic needed items to indigent inmates as designated by Department. Indigent kits shall include one (1) first class envelope with two (2) sheets of paper; One (1) each; golf pencil, trial size 0.6 oz. toothpaste, finger toothbrush, 4 oz. liquid shampoo & body wash, and .5 oz. stick deodorant)

iii. Inmate identification process.

iv. Package to be provided at a minimum cost. These kits will be priced at our actual cost.

2. Detail

i. Detail package items will be mutually agreed upon by Benchmark and COUNTY.

ii. Inmate identification process.

F) Benchmark will work with administration to finalize a written plan of the processes of dealing with "complaints" and "returns" for orders delivered to inmates which are being released or are otherwise unavailable to receive merchandise within twelve (12) hours after delivery. If Benchmark distributes commissary items to the wrong inmate, Benchmark shall be responsible for the cost of items delivered in error.

1. Benchmark will work with administration to finalize a formal complaint process for both web orders and orders taken in the POD's

G) Benchmark will work with the administration to finalize a written plan of the processes used for responding to inmate grievances that best meets the needs of CCSO.

1. Inmate Grievances and Requests will be handled by Benchmarks Managers in accordance with Department Policy and Procedures. The response will be in writing and signed by Benchmark's Manager or their designee on the appropriate Inmate Grievance Form and or Informational Forms. Appropriate supplemental documentation may be attached to the Inmate Grievance Form as additional support to the response.

2. All inmate grievances shall be processed daily.

F) Benchmark may present additional software services as Benchmark deems appropriate for overall value to the county

PRODUCT REQUIREMENTS

A) Benchmark shall provide a proposed detailed list to include description and prices of the commissary items to be available for sale to inmates. The commissary list shall be approved by the Jail Administrator or his/her designee.

1. Benchmark shall NOT make any changes or substitutes to the approved list without written consent from the Jail Administrator or his/her designee.



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- B) Benchmark shall provide a sufficient variety to include regional, ethnic, and gender-based considerations for the populations of the Facility.
- C) NO product shall be distributed, consumed or used past the "use by or shelf life dates."
"Use by or shelf life dates" must be, at a minimum of five (5) days.
- D) All over the counter and other hygiene items shall be Food and Drug Administration (FDA) approved.
- E) Clothing items shall be high in quality and sold in quantities in accordance with Department Policy and Procedures.
- F) All towels sold in commissary may NOT be white in color.

EQUIPMENT REQUIREMENTS

- A) Benchmark shall not make any modifications or use the equipment for other purposes other than those delineated in the contract. Benchmark shall not change the equipment location or the facility without written consent from the Jail Administrator or his/her designee.
- B) Benchmark shall provide kiosk based service ordering services, all equipment associated with kiosk installation shall be borne by Benchmark. All Kiosk's shall be keyboard based with an imbedded key board in the physical kiosk (not touchscreen based).
- C) Benchmark shall provide necessary lobby, booking and release kiosks may be required to support the overall commissary program.
- D) The proposed inmate kiosk system shall be a turn-key system and service.
- E) The proposed system software shall be based on security level and password protected.
- F) All Benchmark equipment shall comply with FCC regulations.
- G) The proposed equipment and system shall be scalable to meet the CCSO's growing needs.
- H) Benchmark equipment shall include backup power in the event of temporary loss of commercial power.
- I) Any work needed will be performed by Benchmark's employees.
- J) Benchmark shall be responsible for all billing disputes, claims, or liabilities that may arise in regards to its provisions of this contract.
- K) Benchmark billing to ordering parties will include Benchmark information and a toll-free telephone number to resolve billing disputes.
- L) Billing charges shall begin at the time of the order

Personal Identification Number (PIN) or other Secure Identifiers

The proposed system shall utilize Personal Identification Numbers (PIN) or other secure identifiers for the inmates ordering commissary. Descriptions of how the system meets CCSO's requirements should be provided.

The proposed system shall prevent duplicate secure identifiers.



If using a PIN, Benchmark uses a 4-digit number a PIN for our Lockdown system

The CCSO will be able to restrict orders based on the inmate's secure identifiers 24 hours a day, 365 days a year.

Reports

Benchmark shall supply the capability for the facility to view and track commissary order activity, commission information, and facility service requests from practically any location at any time via a web accessible site.

Benchmark shall supply detail reports to the CCSO. These reports shall contain a variety of order information and be customizable to suit the CCSO's needs. Sample Report Included in Response

Benchmark shall supply monthly revenue reports.

Benchmark shall provide secure access to all calling activity within the facility via the internet/web. The hosted site will need to provide an interface that will allow a facility to view call detail reports, check and track a facility commission data, and schedule monthly payments. This system should also allow facilities to open and/or view the status of service tickets.

Service & Maintenance

There will be no charge to the CCSO for installation, testing, training, service, or updates to the hardware or software

Our Lockdown system provides remote diagnostics

Benchmark shall provide a 24-hour, toll-free service number.

Benchmark shall address all major service outages within four hours.

Maintenance and Quality Assurance Programs for Kiosks

1. Preventive Maintenance Schedule

Regular maintenance reduces technical issues and prolongs the life of the equipment.

Frequency	Task
Daily	Visual inspection (screen, buttons, enclosure, cleanliness).
Weekly	Functionality test (log-in, menu navigation, ordering system).
Monthly	Check network connectivity, update firmware, inspect power supply, test peripherals (printer/scanner if applicable).
Quarterly	Deep clean kiosk components, run diagnostics, review error logs.

Responsible Party: Designated IT staff or third-party vendor under facility supervision.

2. Incident Reporting & Response Protocol

To ensure quick response when issues occur:

- **Reporting:** Staff and inmates can report issues via a maintenance ticket system or phone.
- **Response Time Goals:**
 - **Critical Issue (Kiosk Down):** Respond within 4 hours.
 - **Minor Issue (Glitches, Slow Response):** Address within 4 hours.



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- **Tracking:** Maintain a log of all maintenance issues, responses, and resolutions.

3. Quality Assurance Procedures

Maintain kiosk performance and user satisfaction through consistent QA checks.

- **Monthly QA Checklist:**
 - Confirm interface usability (buttons working, menus accessible).
 - Confirm successful order placement & confirmation.
 - Validate language options and ADA accessibility (if applicable).
 - Check for screen calibration and proper display resolution.
- **Mystery Testing:** Assign staff to periodically test the kiosk as a user (without notifying tech staff) to simulate actual user experience.

4. Staff Training

- Train facility and commissary staff to:
 - Identify and report common kiosk issues.
 - Perform basic troubleshooting (e.g., restart, reset connection).
 - Understand when to escalate to IT or vendor support.

5. Vendor Support & Service Agreements

- Maintain up-to-date **Service Level Agreements (SLAs)** with kiosk vendors.
- Ensure vendor responsibilities include:
 - Software updates and security patches.
 - Hardware replacement timeline guarantees.
 - Remote diagnostics and support availability.

6. Continuous Improvement

- **Feedback Loop:** Collect feedback from inmates on usability and report system frustrations.
- **Performance Reviews:** Quarterly reviews of system uptime, issue response times, and recurring problems.
- **Technology Review:** Annually assess kiosk hardware/software for upgrades or replacements.

7. Documentation & Audit Readiness

- Keep all maintenance logs, repair tickets, and QA checklists for audit purposes.
- Include kiosk performance data in broader facility technology reports.

Service Interruptions and Service Call Priorities.

I. Method for Determining Service Interruptions

Service interruptions are identified through the following channels:

1. **Automated Monitoring Alerts** (from kiosk software or server system logs).
2. **Staff Reports** (via internal issue tracking system or maintenance request forms).
3. **Inmate Feedback** (via paper forms, kiosks, or grievance system).
4. **Routine Inspections/QA Audits** (scheduled checks that uncover potential or developing issues).

II. Service Call Priorities and Definitions

Priority Level	Definition	Examples
Priority 1 – Critical	Complete service outage affecting a large group of users or system security. No alternative access.	All kiosks down in a housing unit, system crash, login failures facility-wide, security breach.
Priority 2 – High	Service is functional but impaired. Affects multiple users. Alternative	Slow kiosk response, frequent freezing, issues with



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Priority Level	Definition	Examples
Priority 3 – Moderate	access is limited. Localized or minor issue affecting a few users. System remains mostly operational.	ordering/payment confirmation. Screen misalignment, unresponsive button on one kiosk, printer error.
Priority 4 – Low/Preventive	Cosmetic or preventive maintenance. No active impact on services.	Dust buildup, loose enclosure, routine software update, screen cleaning.

III. Response Times and Levels of Expertise

Priority Level	Response Time Goal	Resolution Time Goal	Assigned Expertise
Priority 1 – Critical	Respond within 2 hours	Resolve within 4 hours	Senior IT technician or vendor support with administrative access and escalation authority.
Priority 2 – High	Respond within 2 hours	Resolve within 4 hours	Intermediate IT staff or onsite technician, possibly with remote vendor support.
Priority 3 – Moderate	Respond within 2 hours	Resolve within 4 hours	General IT staff or trained commissary tech support personnel.
Priority 4 – Low/Preventive	Schedule within 2 hours	Resolve within 24 hrs	Maintenance staff or junior technician, often bundled with other tasks.

IV. Escalation Procedure

If response or resolution targets are not met:

1. Issue is **escalated to IT supervisor** or facility administrator.
2. **Vendor notified** (if applicable) with service level agreement (SLA) reference.

Contact Person Who Will be Responsible for Ongoing Account Management and Support

Matt Jackson, Partner
matt@benchmarkgs.com
 (405) 650-6674

Miranda Magers, Account Manager
mmagers@benchmarkgs.com
 (405) 414-3987

Service Office Responsible for the Facility

Benchmark Government Solutions Fulfilment
 8209 N. Western Ave.
 OKC, OK 73114

Installation and Cut-Over

As Benchmark is the current provider, there will be no installation or cut-over required.

Training

Benchmark shall provide training to the CCSO staff in system administration, operation, and reporting. A description of said training program should include description of course(s) and any applicable documents.



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Commission Structure

- a) What is the percentage of commission Benchmark will pay CCSO? **Benchmark will provide a commission rate of 41% gross sales**
- b) Detailed explanation of the method used in calculating revenue to the CCSO (e.g., gross revenue, adjusted gross revenue, net revenue). **Benchmark's percentage rate is based on the gross sales model.**
- c) Applicable deductions from Gross Revenue before calculating the CCSO's revenue (i.e., fraudulent orders, failed orders, taxes, etc.). **The only deductions taken prior to calculating CCSO's revenue would be sales tax, postage, and any items the facility requests Benchmark to sell at or near cost.**
- d) Method of reporting the calculation of the CCSO's commission payment. **Reports will be in the same format currently provided.**
- e) Provide samples of proposed reports. **Reports will be in the same format currently provided. If CCSO or the finance department require changes, Benchmark will make changes as needed at no charge.**
- f) Identify if there is any charge for customized reports and provide amounts. **There is no charge for custom reports.**

Collection Procedures:

- a. Type of reports: **See attached reports**
- b. Address whether those reports include detailed reports orders. **Detailed Order reports are available**
- c. Describe the procedure for handling orders. Explain whether this expense reduces the CCSO commission and, if so, specify in what manner. **The orders will be handled using the same process now. After the award, Benchmark will work with administrators to adjust as needed. There is no reduction in commission for BGS handling orders.**
- d. Describe the procedure for billing. **The process for billing will remain as it currently is unless CCSO or finance department would like to make changes.**
- e. Describe Benchmark's billing process and who handles billing. **The process for billing will remain as it currently is unless CCSO or finance department would like to make changes.**
- f. Describe what, if any, handling fees that may be charged to the County? **There are no handling fees charged to the County.**
- g. Describe any deductions from revenues. **No deductions from revenues.**
- h. Provide Benchmark proposed pricing. **See attached commissary menu. Prices may be adjusted, if requested during final negotiations, if necessary.**



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ADDITIONAL COMMISSARY INFORMATION

Commissary Products

Our Inventory is separated in to 5 different categories (Clothing, Personal Hygiene, Medical, Miscellaneous, Candy, Beverages/Condiments, and Snacks). For a complete list of products currently available refer to **Attachment A**.

We will work with the CCDC and their Jail Administration to create a menu based on items that they wish to have available to their inmates. Additionally, we will work with the facility in adding any additional items to the menu that they deem necessary.

Inventory Levels on Hand

Our warehouse carries a 2-week supply of each item listed in the section above. Our warehouse inventory software allows us to monitor spending trends and ensure that enough supplies are available. In the event of a shortage of an item from a distributor, our commissary software will mark an item unavailable. This means that inmate cannot order that item. This eliminates the hassle of jail staff having to deal with credits for a shorted items.

Fill Rate

Benchmark Government Solutions works hard to ensure that our orders are filled correctly each and every time. Each order is counted twice before being sealed and placed in the shipping box. Each of our order pullers are assigned a unique number. These numbers are put on the receipts of the orders they pull. This allows us to monitor our employee's accuracy and take corrective action as needed. While no system is perfect, we pride ourselves on our 99% accuracy fill rate.

Ordering Process

There are several options available for the inmates to place their commissary orders. The facility will determine which ordering process best meets their needs. These orders can be completed by one of the following.

- Inmate Phone System – our system can be modified to work with most inmate phone providers.
- In-Pod Kiosk – we can install our own or interface with most existing in-pod kiosks.
- In-Pod Tablets – we can provide our own tablets or interface with your existing tablet system.
- Web Ordering – family/friends can place commissary orders via our web ordering service.

Money Handling:

Money can be added to inmates account via lobby kiosk, web deposits or call center. Additionally, we can provide booking kiosks that can accept cash, credit and coin.



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Debit Release:

Benchmark will provide equipment required to offer debit release cards to inmates. These cards will allow inmates to retrieve 100% of released funds immediately upon release.

Payment Process

Payments for commissary orders will be made in compliance with Oklahoma Statutes governing the Inmate Trust Account procedures. Our inmate banking and warehouse software will provide all invoices, receipts and auditing reports as required by Oklahoma law. Benchmark will also assist with the annual auditing process as needed for no additional charge.

Packaging

Benchmark prides itself on the quality of our packaging. We utilize reinforce cardboard boxes to minimize damage during shipping. Each order is heat sealed in individual see-through 5 mil bags. Each order has the inmate's receipt clearly visible inside the bag. Our boxes are packed with 1" bubble wrap to minimize damage during transport. All orders are packaged in groups, based on their location in the facility. Each box is clearly labeled on the outside of the box showing delivery location (i.e. Pod A).

Warehousing

Understand that space is limited in most county correctional facilities, Benchmark has the following option regarding warehouse space.

Off-site warehousing and fulfillment. Benchmark can use its existing warehouse space (8 miles away) for warehousing fulfillment. Orders would be delivered prepackaged and distributed. This would free up warehouse space within the detention center, space that could be used as CCDC needed.

Delivery

Benchmark has prepared two possible different delivery models to give the CCDC Detention Center options for their commissary service. Should CCDC desire a different delivery method, Benchmark will work with jail administration to develop a customized program.

Packaged Delivery & Cart System:

This hybrid method will deliver commissary twice per week. Inmates will receive their commissary orders on Tuesdays and Thursdays. These orders will be bagged at our fulfillment center in NW Cleveland County. They will then be delivered to the Detention Center via a dedicated delivery truck. Once on-site commissary will be distributed by Benchmark personnel following a schedule approved by CCDC. This offsite method would allow CCDC to repurpose much of their floor space currently being used for commissary and clerical.

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In addition to standard commissary, we can use the cart POS system to sell high demand and specialty items (ice cream, specialty snack, etc.) on selected days. These specialty items will help to increase the revenue generated for Cleveland County.

Our staff will be responsible for the distribution of the inmate commissary orders, web orders and indigent kits. The distribution times will be scheduled to best fit the needs of the Detention Center and staff. Orders will be delivered by a Benchmark delivery van. Orders will be sorted by inmate location to minimize delivery time and unnecessary movement throughout the facility.

Cart System:

This method will deliver commissary to inmates at a minimum of twice per week. Commissary will be distributed Monday-Tuesday and again Thursday-Friday. Our carts will link with our banking software to utilize POS technology to sell items and adjust inmate balances accordingly.

Our staff will be responsible for the distribution of the inmate commissary orders, web orders and indigent kits. The distribution times will be scheduled to best fit the needs of the Detention Center and staff. Orders will be delivered by a Benchmark delivery van. Orders will be sorted by inmate location to minimize delivery time and unnecessary movement throughout the facility.

Commissary Staffing Plans

Our proposed staffing plans includes: (This can be adjusted based on CCDC needs)

QTY	POSITION	EMPLOYMENT
1	Site Supervisor	Salary
4	Packaging/Distribution	Hourly

*****Other Off-site personnel will include order pullers and route delivery driver.*****

Hygiene Kits (Intake & Indigent)

Benchmark has the capability to package custom intake and indigent kits. The custom kits will be created based on the quantity and sizes required by the CCDC. These kits will be delivered, as needed, with the normal commissary delivery. No additional charges.

Also, our software allows us to create an indigent kit item on the commissary menu. If the facility desires, these kits would only be available to inmates that meet the facility's definition of "Indigent". These kits could be packaged with the regular commissary and distributed at the same time. This would reduce the amount of inventory housed at the jail and eliminate the jail staff having to distribute indigent kits.



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Software & Tracking

Benchmark utilizes the Lockdown Banking Software. This software is currently used in 650+ correctional facilities, including Tulsa County and Cleveland County. We currently have interfaces with Jail Tracker software and many additional JMS software platforms. Additionally, we have several existing phone/kiosk interfaces with the major inmate phone providers. This software is highly configurable and satisfies the requirements of the State Auditor's office.

We utilize technologically current hardware/software. The Lockdown system is kept up-to-date as new releases become available. Benchmark will inform the CCDC of any substantive version change, including changes to user interface or functionality. Any recommendations from the CCDC will be shared with the development to evaluate software changes.

Benchmark will work with the county to ensure a seamless integration to the CCDC's current system and any future JMS programs.

Upon request from CCDC, we will show the full functionality of the software including how it meets the various needs of the CCDC.

These include but are not limited to:

- Interfacing with RMS software and inmate phone systems
- Resident Housing
- Resident Property
- Medical Billing
- Debt Tracking
- Receiving Money
- Writing Checks
- Debit Release
- Commissary Ordering
- Indigent Reporting
- Checkbook Reconciliation
- Cash Drawer Management
- Deposit Processing
- Financial/Audit Reporting
- Commissary Restriction
- Spending Levels

Commission Rates

Benchmark can provide commissions to the CCDC at a rate of 40% of gross sales. This amount could be adjusted during negotiations with CCJA, depending on changes to scope and services provided. This commission will be paid on the sale of all items, except items sold at or near cost (i.e. stamps, etc.). Inmate pricing will be kept comparable to retail convenience store pricing. Based on the historical data provided by Cleveland County, this



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commission rate should provide a revenue increase for Cleveland County, when factoring cost of goods, salaries, benefits, and miscellaneous supplies.

Quality Products

Benchmark provides high quality commissary good, the majority of which are name-brand items. These items will be provided at a price comparable to outside retail convenience stores.

Security

Benchmark takes every precaution possible to ensure that all security precautions are taken in every area of our operation. This includes the security of our servers and data, the inspection and verification of commissary items being brought into the facility, background checks and drug testing of our employees. We pride ourselves on our ability to provide safe and secure services to our customers.

Permits and Taxes

Benchmark Government Solutions is a legally licensed entity with the State of Oklahoma. Copies of the following licenses and permits can be provided, if needed:

- Worker's Compensation Insurance
- W-9
- Oklahoma Sales Permit
- Liability Insurance

Location

Benchmark Government Solutions offices are in NW Oklahoma City. Our address is 8209 N. Western Ave. All support and services will be handled from this location. Our building is approximately 8,000 square feet of office/warehouse space. The Cleveland County Detention Center is approximately 8 miles from our corporate offices. This proximity allows us to quickly respond to any issues that could arise during the contract timeframe.

Hours of Operation

Our normal business hours of operation are Monday-Friday from 9:00 AM – 5:00 PM. However, your account manager and our technical support team is available 24-7 to deal with any issues that arise outside of normal business hours. Additionally, our on-site personnel will work pre-determined shifts necessary to meet the needs and expectations of the Cleveland County Detention Center.



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Laundry & Kitchen Chemicals



Benchmark agrees that all chemicals used in the laundry and kitchen shall be billed back to the county AT COST plus a negotiated administrative fee (to be negotiated during contract negotiation post award).

Additionally, Benchmark agrees to:

- Competitively compare pricing among its Benchmark to ensure the county is receiving the best pricing possible.
- Monitor chemical usage to identify any waste due to improper usage or incorrectly calibrated dispensers.



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Value Added Offering

Officer Dining Room

Benchmark offers an Officer Dining Program at no cost to the county. Employees are able to order quality meals using our app. This allows inmates to have access to meals in a timely manner.

Savory Eats

Benchmark is currently providing a Savory Eats program once a week to all the inmates at the Cleveland County Detention Center. This program is administered by our kitchen and commissary staff. Inmates can order an additional meal off the commissary program. The county is receiving a commission on these sales.

Sweet Treats

Benchmark is currently providing a Sweet treats program once a week to all the inmates at the Cleveland County Detention Center. This program is administered by our kitchen and commissary staff. Inmates can order an ice cream treat off the commissary program. The county is receiving a commission on these sales.

Indigent Kit Distribution

In addition to providing the indigent kits to the facility, Benchmark will continue to distribute the kits to inmates on a weekly basis. These kits are ordered through the commissary system if an inmate meets the indigent definition. The county is billed at the end of each month based on number of kits distributed.

Serve Safe Training and Certification for Inmate Workers

Benchmark has Serv Safe Proctor. Pre-approved inmate workers (Trustee) can take the course at no charge to the county. Benchmark covers the cost for this training and the testing. Once completed, the inmate will receive a Serv Safe certification. This will help them re-enter society with an increased opportunity for employment in the restaurant industry.

Disaster/Emergency Response and Additional Services

Benchmark has the ability to help the county in a variety of ways. These include disaster response, emergency food services, contingency planning and catering offerings. In the past Benchmark had the opportunity to provide the Detention Center with reefer trailers when refrigeration went out and bottled water when the facility lost their water supply for a few days.



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References

KANSAS ACCOUNTS:

Butler County Sheriff's Office

701 South Stone Road
El Dorado, KS 67042
Larry Reynolds, Administrator
(316) 322-4254
May 2023
Food & Commissary
660 meals per day

Cowley County Sheriff's Office

911 Fuller Street
Winfield, KS 67156
John Butters, Administrator
(316) 322-4254
March 2023
Food
250 meals per day

Dickinson County Sheriff's Office

109 E. 1st Street
Abilene, KS 67410
J. Davis, Sheriff
(785) 263-4081
March 2023
Food & Commissary
100 meals per day

OKLAHOMA ACCOUNTS:

Oklahoma County Detention Center

200 N. Shartel
OKC, OK 73102
Chris Sherman, CFO
July 2024
Food & Commissary
5400 meals per day



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Creek County Sheriff's Office

9175 Ridgeview Street
Sapulpa, OK 74131
Cody Smith, Administrator
(918) 638-7086
June 2023
Food & Commissary
750 meals per day

Logan County Sheriff's Office

216 S. Broad Street
Guthrie, OK 73044
Damon Devereaux, Administrator
(405) 282-4100
June 2023
Food & Commissary
500 meals per day

Love County Sheriff's Office

8339 US Highway
Marietta, OK 73448
Crystal Boyd, Administrator
(580) 238-3930
February 2019
Food & Commissary
200 meals per day

Osage County Sheriff's Office

900 Saint Paul Ave
Pawhuska, OK 74056
Darrell Jordan, Administrator
(918) 287-9502
July 2023
Food
360 meals per day

Woodward County Sheriff's Office

1600 Main Street
Woodward, OK 73801
Kevin Mitchell, Sheriff
(580) 273-0701
June 2023
Food

Attachment "A" Pricing Page

Inmate Population Range	Commissary Commission % per Pop Range	Any Additional Information
195-209	41% Gross	Gross – Not Adjusted or Net
210-224	41% Gross	Gross – Not Adjusted or Net
225-239	41% Gross	Gross – Not Adjusted or Net
240-254	41% Gross	Gross – Not Adjusted or Net
255-269	41% Gross	Gross – Not Adjusted or Net
270-284	41% Gross	Gross – Not Adjusted or Net
285-299	41% Gross	Gross – Not Adjusted or Net
300-314	41% Gross	Gross – Not Adjusted or Net
315-329	41% Gross	Gross – Not Adjusted or Net
330-344	41% Gross	Gross – Not Adjusted or Net
349-359	41% Gross	Gross – Not Adjusted or Net
360-374	41% Gross	Gross – Not Adjusted or Net
375-389	41% Gross	Gross – Not Adjusted or Net
390-404	41% Gross	Gross – Not Adjusted or Net
405-419	41% Gross	Gross – Not Adjusted or Net
420-434	41% Gross	Gross – Not Adjusted or Net
435-449	41% Gross	Gross – Not Adjusted or Net
450-464	41% Gross	Gross – Not Adjusted or Net
465-479	41% Gross	Gross – Not Adjusted or Net
480-495	41% Gross	Gross – Not Adjusted or Net
495-509	41% Gross	Gross – Not Adjusted or Net
510-524	41% Gross	Gross – Not Adjusted or Net
525-539	41% Gross	Gross – Not Adjusted or Net
540-564	41% Gross	Gross – Not Adjusted or Net
565-579	41% Gross	Gross – Not Adjusted or Net
580-594	41% Gross	Gross – Not Adjusted or Net
595-609	41% Gross	Gross – Not Adjusted or Net
610-624	41% Gross	Gross – Not Adjusted or Net
625+	41% Gross	Gross – Not Adjusted or Net

Indigent Kits Price:\$2.00 Each

Note: BGS Staff will handle distribution at no cost.

Our commission is true gross profit (not net or adjusted gross like many competitors)



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ATTACHMENT A (Commissary Menu)

ID: _____ Printed Name: _____
 Location: _____ Signature: _____
 Date: _____

Revised
6/19/2025

*I authorize the deduction of funds to pay for the items selected.

CLOTHING											
1105	Men's Athletic Socks	3.96	1447	Boxers (4X-Large)	9.17	2130	Irish Spring	2.40	4149	Sudoku Book	3.27
1115	Men's Crew Socks	3.96	1448	Boxers (5X-Large)	11.58	2137	Dove Soap	4.48	4155	Soap Dish	1.09
1130	T-Shirt (Small)	8.63	1450	Boxers (6X-Large)	11.58	2141	Deodorant Soap	2.35	4165	Toothbrush Holder	0.78
1135	T-Shirt (Medium)	8.63	1452	Boxers (7X-Large)	11.58	2143	Cocoa Butter Soap	2.35	4175	Plavine Cards	3.60
1140	T-Shirt (Large)	8.63	1505	Thermal Shirt (S)	14.35	2145	Shampoo - 4oz	1.35	4177	Pinchle Cards	3.60
1145	T-Shirt (X-Large)	8.63	1506	Thermal Shirt (M)	14.35	2155	Dandruff Shampoo	2.89	4181	Chess Set	12.76
1150	T-Shirt (2X-Large)	9.39	1508	Thermal Shirt (L)	14.35	2165	All In One Shave/Shampoo	5.99	4182	Checkers Set	12.01
1155	T-Shirt (3X-Large)	10.80	1509	Thermal Shirt (XL)	15.14	2174	Lady Scent Stick	4.69	4183	Dominoes	9.00
1160	T-Shirt (4X-Large)	10.80	1510	Thermal Shirt (2XL)	18.32	2176	Arm & Hammer Deodorant	8.19	4185	Leash Pad	2.67
1165	T-Shirt (5X-Large)	10.80	1511	Thermal Shirt (3XL)	18.95	2177	Deezee Deodorant	6.69	4195	Stanno Book - 10ct	7.30
1180	Briefs (Small)	6.53	1512	Thermal Pants (S)	14.35	2186	Clear Deodorant Tube	2.40	4203	Colored Pencils - Short	5.99
1210	Briefs (Large)	6.52	1513	Thermal Pants (M)	14.35	2196	Shavine Cream Tube	3.00	4206	Golf Pencil	0.25
1219	Briefs (X-Large)	6.52	1514	Thermal Pants (L)	14.35	2199	Aftershave	1.99	4210	Bowl w/ Lid	1.59
1220	Briefs (2X-Large)	7.39	1515	Thermal Pants (XL)	14.35	2205	Get Toothpaste	1.79	4216	Eraser Too	0.38
1221	Briefs (3XL)	7.39	1516	Thermal Pants (2XL)	15.14	2207	Colgate Toothpaste	3.70	4225	Detangler	2.85
1222	Briefs (4XL)	7.96	1517	Thermal Pants (3XL)	18.32	2216	Toothbrush - Short Handle	0.50	4237	Wash Cloth	8.53
1223	Briefs (5XL)	7.96	1518	Thermal Pants (4XL)	18.95	2220	Dental Floss - 50k	2.50	4320	Hand Towel	1.39
1224	Panties (Size 5)	5.44	1535	Sweat Shirt (Ash Gray)-Small	27.53	2235	Baby Powder	1.95	4425	Reading Glasses - 1.00	6.54
1245	Panties (Size 6)	5.44	1536	Sweat Pant (Ash Gray)-Small	27.53	2240	Salve Lotion	8.99	4430	Reading Glasses - 1.25	6.54
1235	Panties (Size 7)	5.44	1537	Sweat Pant (Ash Gray)-Medium	27.53	2242	Lotion Cocoa Butter	4.99	4435	Reading Glasses - 1.50	6.54
1255	Panties (Size 8)	5.44	1538	Sweat Pant (Ash Gray)-Large	27.53	2245	Baby Lotion	2.00	4440	Reading Glasses - 1.75	6.54
1257	Panties (Size 9)	8.05	1540	Sweat Shirt (Ash Gray)-L	27.53	2255	Petroleum Jelly	2.46	4445	Reading Glasses - 2.00	6.54
1259	Panties (Size 11)	8.05	1541	Sweat Shirt (Ash Gray)-XL	27.53	2262	Small Hair Pick	0.75	4450	Reading Glasses - 2.25	6.54
1260	Panties (Size 12)	8.05	1542	Sweat Shirt (Ash Gray)-2XL	27.53	2285	Hair Brush (No Handle)	2.79	4455	Reading Glasses - 2.50	6.54
1281	Panties (Size 13)	8.05	1543	Sweat Shirt (Ash Gray)-3XL	31.63	2275	Hair Food	6.31	4460	Reading Glasses - 2.75	6.54
1282	Panties (Size 14)	8.05	1544	Sweat Pant (Ash Gray)-XL	31.63	2277	Hair Pomade	5.71	4465	Reading Glasses - 3.00	6.54
1283	Panties (Size 15)	11.05	1545	Sweat Pant (Ash Gray)-2XL	37.85	2278	Hair Pomade	4.20	4470	Reading Glasses - 3.25	6.54
1273	Shower Shoes, Small 5-6	14.47	1546	Sweat Pant (Ash Gray)-3XL	37.85	2279	Sulfur 8 Conditioner	19.50	4480	Half Size Pillow	24.37
1275	Shower Shoes, Medium 7-8	14.47	1547	Sweat Shirt (Ash Gray)-XL	37.85	2285	Pony Tail Holders - 18pk	2.74	4525	Birthday Card - Stamped	3.45
1278	Shower Shoes, Large 9-10	14.47	1548	Sweat Pant (Ash Gray)-XL	37.85	2287	Denature Cleaner Tablets 4 ct	1.00	4530	Synthetic Card - Stamped	3.45
1280	Shower Shoes, 2X 11-12	14.47	1549	Sweat Pant (Ash Gray)-2XL	37.85	2387	White Rain Conditioner	3.95	4535	Get Well Card - Stamped	3.45
1283	Shower Shoes, 3X 13-14	14.47	1550	Sweat Pant (Ash Gray)-3XL	38.78	2420	White Rain Conditioner	3.95	4540	Miss You Card - Stamped	3.45
1285	Shower Shoes, 4X 15-16	14.47	1625	Socks Bra - S	13.20	2430	V05 Shampoo & Conditioner	4.49	4545	Happy Holiday Card - Stanno	3.45
1313	Canvas Deck Shoes (Size 6)	20.68	1635	Socks Bra - M	15.05	2435	Conditioner 4oz	1.95	4555	Valentine's Day Card - Stanno	3.45
1314	Canvas Deck Shoes (Size 7)	20.68	1645	Socks Bra - L	15.05	2435	Conditioner 4oz	1.95	4560	Mother's Day Card - Stanno	3.45
1315	Canvas Deck Shoes (Size 8)	20.68	1655	Socks Bra - XL	13.20	3126	Chao Ice Lin Balm	1.95	4565	Father's Day Card - Stanno	3.45
1325	Canvas Deck Shoes (Size 9)	20.68	1660	Socks Bra - 2XL	15.05	3150	Tampons	3.95	4570	Christmas Card - Stanno	3.45
1335	Canvas Deck Shoes (Size 10)	20.68	1665	Socks Bra - 3XL	15.05	3152	Maxi-Pads	1.95	4575	Easter Card - Stanno	3.45
1345	Canvas Deck Shoes (Size 11)	20.68	1670	Socks Bra - 4XL	15.05	3175	Five Drows	8.98	CANDY		
1355	Canvas Deck Shoes (Size 12)	20.68	1700	Mech Shorts - Small	29.37				5127	Jolly Rancher Asst (K)	2.45
1365	Canvas Deck Shoes (Size 13)	20.68	1705	Mech Shorts - Medium	29.37	4090	Foam Ear Plugs	0.75	5155	Kit Kat (K)	2.45
1375	Canvas Deck Shoes (Size 14)	20.68	1710	Mech Shorts - Large	29.37	4126	#10 Plain Envelope	0.10	5165	Reese Peanut Butter Cans (K)	2.45
1380	Canvas Deck Shoes (Size 15)	20.68	1715	Mech Shorts - XL	34.76	4135	#612 Envelope	0.45	5171	Herbier Cookies & Cream	2.45
1405	Boxers (Small)	8.68	1720	Mech Shorts - 2XL	34.76	4140	Stamped Envelope	0.45	5180	Herbier Plain (K)	2.45
1415	Boxers (Medium)	8.68	1730	Mech Shorts - 3XL	34.76	4142	Stamped Post Card	0.69	5185	Nutty Bar (K)	2.45
1425	Boxers (Large)	8.68	1730	Mech Shorts - 4XL	34.76	4145	Starch Pad	5.56	5185	Herbier with Almonds (K)	2.45
1435	Boxers (X-Large)	9.17	2003	PERSONAL HYGIENE		4146	Dictionary	13.99	5205	Twix (K)	2.45
1445	Boxers (2X-Large)	9.17	2127	Indefinite Kit (indifferent only)	5.62	4147	Word Find	3.27	5215	Shirley Fruit Chews	2.45
1446	Boxers (3X-Large)	9.17		Lever 2000		4148	Chessword Puzzle	3.27	5220	Stuffed	2.45

ID: _____ Printed Name: _____
 Location: _____ Signature: _____ Revised 6/19/2025
 Date: _____ *I authorize the deduction of funds to pay for the items selected.

5225	Three Musketeers (K)	2.45	7127	Beef Summer Sausage Saz	5.45	7435	Anole Fruit Pie (K)	3.50
5245	Milky Way (K)	2.45	7129	Meat & Cheese Stick	2.07	7445	Cherry Fruit Pie (K)	3.50
5260	Peppermints (K)	2.00	7130	Meat Stick	2.07	7465	Cinnamon Roll (K)	3.50
5265	M&M Plain (K)	2.45	7133	Dill Pickle (K&V)	3.78	7475	Honey Bun (K)	3.50
5275	M&M Peanut (K)	2.45	7135	Peanut Butter Cheese Cracker	1.09	7480	Iced Honey Bun (K)	3.75
5285	Snickers (K)	2.45	7145	Toast Peanut Butter Cracker (K)	1.09	7483	Chocolate Donuts (K)	2.39
5315	Butterfinger (K)	3.00	7155	Cheese and Cheese Cracker (K)	1.09	7485	Powdered Donuts (K)	2.39
5321	Chic-o-Stick Larue (K)	0.69	7175	BBO Pork Rinds	1.49	7495	Peanut Butter Souzezer	0.99
5325	Lemon Drops (K)	2.25	7180	Hot Pork Rinds	1.49	7515	Cheddar Cheese Souzezer	1.80
5335	Butterscotch Candy (K)	2.25	7185	Hot Fries	1.89	7525	Grane Jelly Souzezer	0.50
5345	Tootsie Pops (K)	0.40	7195	Cheese Pops	2.00	7528	Strawberry Jam Souzezer	0.57
5355	Root beer Barrels (K)	2.45	7205	Moon Pie - Chocolate	1.72	7535	Ramen Noodles - Beef	0.99
5358	Tonae Torchers (K)	2.49	7215	Moon Pie - Vanilla	1.72	7540	Ramen Chili	0.99
5370	Jolly Rancher suzar free	5.99	7225	Moon Pie - Banana	1.72	7545	Ramen Noodles - Chicken	0.99
5375	Werthers Hard Candy suzar fr	3.50	7235	Chins Ahov (K)	1.89	7555	Ramen Noodles - Beef Picante	0.99
BEVERAGES			7245	Lavs Res (K) (V)	2.00	7565	Cun-O-Soun - Beef	2.13
6130	Salt - 30nk (K)	0.75	7255	Lavs BBO (K&V)	2.00	7575	Cun-O-Soun - Chicken	2.13
6135	Penner - 30nk (K)	0.75	7265	Cheetos Crunchy	2.00	7585	Cun-O-Soun - Shrim	2.13
6140	Suzar - 10nk	0.50	7270	Cheetos Jalapeno Cheddar	2.00	7595	Oatmeal Creme Pie (K)	2.67
6145	Non Dairv Creamer - 10nk	0.99	7275	Doritos Cool Ranch	2.00	7626	Instant White Rice (K&V)	1.59
6150	Sweetener - Pink Packet 10nk	0.75	7285	Doritos Nacho Cheese	2.00	7629	Instant Spanish Rice (K)	1.65
6153	Suzar Twin - 10nk	0.80	7290	Fritos Chili Cheese	2.00	7630	Instant Oriental Rice (K&V)	1.65
6155	Coffee Bar - Folgers (K&V)	10.68	7295	Fritos Corn Chins (K&V)	2.00	7633	Hot Instant Refried Beans (K)	3.80
6157	Vanilla Cannuccino (K)	0.75	7305	Fritos Honey BBO Corn Chins	2.00	7634	Instant Refried Beans (K)	3.53
6158	Mocha Cannuccino (K)	0.75	7316	Takis Fuego (V)	2.50	7635	Instant Chili Mix (K)	2.49
6160	Cocoa (K)	0.67	7318	Pretzel Pieces Hot Buffalo Wu	1.75	7636	Macaroni & Cheese	2.67
6165	Single Coffee (K)	0.55	7319	Pretzels Jalapeno (K&V)	1.75	7637	Tortilla Shells (K)	6.99
6168	Colombian Coffee 3.3oz (K)	7.00	7320	Cheez-It (K)	1.75	7685	Tuna Pouch - 2.5oz (K)	4.89
6170	Crystal Light Fruit Punch Mix	0.95	7321	Cheetos Flaming Hot Crunchy	3.25	7687	Boneless Chicken Pouch	7.99
6174	Crystal Light Raspberry Ice (K)	0.95	7322	Doritos Flaming Hot Nacho 2	3.25	7705	Beef Stew Pouch	6.65
6180	Crystal Light Lemonade Mix	0.95	7323	Doritos Snicy Sweet Chili 2.2	3.25	7724	Oatmeal 10 ct. Variety Pack	7.99
6185	Crystal Light Peach Tea Mix	0.95	7324	Tostito Salsa Verde 2.62 oz	3.25	7727	Toaster Pastrv - Cherry	2.49
6190	Crystal Light Orange Mix (K)	0.95	7326	Furvia 1.88 oz	3.25	7728	Toaster Pastrv - Strawberry	2.49
6195	Ketchup - 10nk (K)	0.75	7330	Nutter Butter Cookies (K)	1.79	7729	Toaster Pastrv - Blueberry	2.49
6200	BBO Sauce 10nk	2.97	7331	Vanilla Creme Cookies (K)	2.00	7730	Toaster Pastrv - Brown Suzar	2.49
6203	Kickin Buffalo Mavonnaise	6.75	7333	Lemon Creme Cookies (K)	2.00	7733	Honey Bottle (K)	9.76
6205	Mavonnaise - 1oz (K&V)	0.79	7334	Dunlex Creme Cookies	2.00	7915	Cream Cheese Souzeze	0.99
6210	Mustard - 10nk (K&V)	0.75	7335	Grandmas Peanut Butter (K)	1.59	7925	Cheddar Cheese Sread	3.80
6212	Ranch Souzeze	0.86	7345	Grandmas Chocolate Chin (K)	1.59	7926	Nacho Cheese Sread	2.61
6219	Honey Souzeze 10nk (K)	3.96	7355	Grandmas Oatmeal Raisin (K)	1.59	TOBACCO		
6220	Tea with Lemon (Nutra Sweet)	0.35	7365	Nutri Grain Bar - Anole Cinn	1.50	8035	Wintergreen Nicotine Pouch	14.00
6225	Fruit Punch (Nutra Sweet) (K)	0.35	7366	Nutri Grain Bar - Strawberry	1.50	8038	Glacier Mint Nicotine Pouch	14.00
6230	Non-Fat Dry Milk Pouch (K)	4.41	7368	Granola Bar Oats 'N Honey (K)	1.29	8040	Watermelon Nicotine Pouch	14.00
6235	Fruit Punch Mix	0.60	7370	Cereal Cup - Frost Loons (K)	3.95	SPECIAL		
6237	Lemonade Mix	0.60	7372	Cereal Cup - Frosted Flakes (K)	3.95	9001	Savory Eats	6.25
6239	Iced Tea With Lemon Mix	0.60	7374	Cereal Cup - Raisin Bran (K)	3.95	9005	Sweet Treats	3.70
6240	Orange Drink Mix	0.60	7375	Salted Peanuts (K&V)	1.09	ALL SALES FINAL		
6244	Cherry Drink Mix	0.60	7380	Famous Amos Choc Chip Coo	1.65	CHECK ORDER AT DELIVERY		
6250	Dr. Penner 16.9 oz (V)	2.95	7386	Saltine Crackers- Sleeve (V)	1.29			
6255	Diet Dr. Penner 16oz (V)	2.95	7405	Oreo Cookies (K)	2.73			
6260	Sorite 16.9 oz (V)	2.95	7410	Rice Krispy Treat	2.73			
6275	Sweet Tea 16.9oz	3.00	7415	Fis Newtons (K)	1.75			
CHIPS / SNACKS			7420	Strawberry Creme Cookies (K)	2.00			
7126	Slim Jim Beef Stick	3.49	7425	Chocolate Cuncakes (K)	3.21			



BENCHMARK

ATTACHMENT B (Commission Structure)

CCSO COMMISSION RATE:	41% Gross Commission
CALCULATION METHOD:	(Total Sales – Sales Tax – Good At/Near Cost) * 40%
APPLICABLE DEDUCTIONS:	Fraudulent Orders, Credited Orders, Sales Tax & Items Sold at/near cost
REPORTING:	Monthly Reports Will Included: Total Onsite & Web Sales Sales Tax Report Non-Commissionable Items (At/Near Cost)
SAMPLE REPORTS:	Sample Reports Porvided
CUSTOM REPORTS:	There are no charges for custom reports or additional training.
COLLECTION PROCEDURES:	Benchmark is currently the commissary provider for the county. All reports and billing processes will remain the same. If the county would like to make adjustments or modifications, Benchmark is agreeable and can discuss during go-live discussions.



BENCHMARK

ATTACHMENT C (REPORTS ATTACHMENT)

Reconciliation Report

Bank Statement Dated Tuesday, April 30, 2024

Start Balance	\$13254.34		
Interest/Additions	\$6.82		
Fees/Deductions	\$0.00	Register Balance	\$46581.18
Deposits	\$47658.72	Outstanding Deposits	-\$42969.51
Checks	-\$54976.49	Outstanding Checks	\$2331.72
End Balance	\$5943.39	End Balance	\$5943.39

Cleared Deposits

3/29/2024	Imported ACH Receipt #66558	\$933.50
4/1/2024	Imported ACH Receipt #67046	\$755.00
4/2/2024	Imported ACH Receipt #67653	\$303.50
4/3/2024	Imported ACH Receipt #67721	\$6349.95
4/4/2024	Imported ACH Receipt #67863	\$526.00
4/5/2024	Imported ACH Receipt #68013	\$819.00
4/5/2024	Deposit \$837.73 Cash from Booking Kiosk received between 3/29/2024 2:38:55 PM and 4/4/2024 2:09:58 AM BY LEANDRA JAMES	\$837.73
4/5/2024	Deposit \$25.00 Money Orders from Cash Drawer #1 received on 4/5/2024 9:55:48 AM BY LEANDRA JAMES	\$25.00
4/5/2024	Deposit \$1034.00 Cash, -\$105.00 Other from Lobby ATM received between 3/29/2024 3:52:28 PM and 4/2/2024 7:54:41 PM BY LEANDRA JAMES	\$929.00
4/8/2024	Imported ACH Receipt #68578	\$1018.00
4/9/2024	Imported ACH Receipt #69148	\$1012.50
4/10/2024	Imported ACH Receipt #69210	\$6315.50
4/11/2024	Imported ACH Receipt #69334	\$505.00
4/12/2024	Imported ACH Receipt #77371	\$680.00
4/12/2024	Deposit \$2265.65 Cash from Booking Kiosk received between 4/6/2024 9:36:35 AM and 4/12/2024 7:09:41 AM BY LEANDRA JAMES	\$2265.65
4/12/2024	Deposit \$77.00 Checks, \$135.00 Money Orders from Cash Drawer #1 received between 4/12/2024 10:52:13 AM and 4/12/2024 10:56:05 AM BY LEANDRA JAMES	\$212.00
4/12/2024	Deposit \$1403.00 Cash from Lobby ATM received between 4/5/2024 2:41:41 PM and 4/11/2024 4:36:56 PM BY LEANDRA JAMES	\$1403.00
4/15/2024	Imported ACH Receipt #70071	\$455.00
4/16/2024	Imported ACH Receipt #73237	\$1524.50
4/17/2024	Imported ACH Receipt #73226	\$5137.50

Reconciliation Report

1167	4/23/2024	Logan County Sheriff's office	\$785.87
1168	4/23/2024	Logan County Sheriff's office	\$11187.18
	3/29/2024	ACH #552775 posted on 3/29/2024.	\$12.45
	4/1/2024	ACH #553068 posted on 4/1/2024.	\$343.00
	4/2/2024	ACH #554083 posted on 4/2/2024.	\$992.88
	4/3/2024	ACH #554682 posted on 4/3/2024.	\$948.89
	4/4/2024	ACH #555686 posted on 4/4/2024.	\$5.88
	4/5/2024	ACH #556180 posted on 4/5/2024.	\$142.00
	4/9/2024	ACH #557808 posted on 4/9/2024.	\$454.00
	4/10/2024	ACH #559012 posted on 4/10/2024.	\$1134.14
	4/11/2024	ACH #559813 posted on 4/11/2024.	\$32.00
	4/15/2024	ACH #561160 posted on 4/15/2024.	\$7.17
	4/16/2024	ACH #562320 posted on 4/16/2024.	\$85.24
	4/17/2024	ACH #562873 posted on 4/17/2024.	\$7.93
	4/22/2024	ACH #565090 posted on 4/22/2024.	\$106.50
	4/23/2024	ACH #565910 posted on 4/23/2024.	\$110.38
	4/26/2024	ACH #568951 posted on 4/26/2024.	\$290.00
	4/29/2024	ACH #569788 posted on 4/29/2024.	\$20.00
			<u>\$54976.49</u>

Outstanding Deposits

7/6/2023	Deposit \$40594.51 Other from Conversion received between 7/6/2023 1:45:42 PM and 7/6/2023 1:52:39 PM BY ADMIN ACCOUNT RS@TF	\$40594.51
8/14/2023	Deposit \$428.00 Cash from Lobby ATM received between 7/14/2023 2:42:25 PM and 7/19/2023 8:29:59 PM BY LEANDRA JAMES : Deposit for 7-21-23	\$428.00
8/14/2023	Deposit \$456.00 Cash from Lobby ATM received between 7/21/2023 2:01:24 PM and 7/26/2023 6:33:06 PM BY LEANDRA JAMES : deposit for 7-28-23	\$456.00
4/30/2024	Imported ACH Receipt #75727	\$1491.00
		<u>\$42969.51</u>

Outstanding Checks

4/23/2024	Imported Fee/Commission Settlement	\$84.00
4/30/2024	Imported Phone Deposit Settlement	\$61.00
4/30/2024	Imported Fee/Commission Settlement	\$80.50
1006	7/11/2023 ZACHARY GILBERT	\$7.00
1015	7/14/2023 MIRANDA WIRTZ	\$7.00
1022	8/22/2023 MIGUEL NUNEZ-BERGOLLA	\$0.04
1121	2/12/2024 KAREN CARPENTER	\$0.32
1157	3/29/2024 ANTWAN ANDERSON	\$0.01

Resident Transactions

Transactions From 7/29/2024 12:00 AM to 8/1/2024 11:59 PM

8971 : ALLNUTT, LEIGH

I-201

Main Balance: \$0.11
Outstanding Debt Debt: \$150.16
Medical Debt: \$19.00

Receipt	Date	Type	Comment	Amount
93967	7/30/2024	BillPay	PAYMENT FOR TRANS 93966	-\$61.39
93966	7/30/2024	Bill	Commissary : COMMISSARY 7/30/2024 REF:178	
93895	7/29/2024	BillPay	PAYMENT FOR TRANS 93894	-\$10.50
93894	7/29/2024	Bill	Phone Debit Time : Phone time ordered through the Phone System	
93850	7/29/2024	BillPay	PAYMENT FOR TRANS 5641 TO Outstanding Debt : RS@TF per Matt Jackson	-\$18.00
93849	7/29/2024	CredPay	PAYMENT FOR TRANS 93848	\$90.00
93848	7/29/2024	Credit	Gift Card Fund : JailATM Web Deposit GC# 66369000 by Modesty Ellis	

Checks Voided 5/1/2023 to 8/1/2024

Printed 8/1/2024 2:20:06 AM

Number	Date	ID	Comment	Amount
1001	7/10/2023	182150	SHELBY DUFFLE	\$20.00
			there was issues with the check number and the check printed wrong, Voided By: LEANDRA JAMES	
1002	7/10/2023	182150	SHELBY DUFFLE	\$20.00
			check printed wrong, Voided By: LEANDRA JAMES	
1005	7/24/2023	178474	ARAYA HOOPER	\$0.72
			VOIDING CHECK, Voided By: LEANDRA JAMES	
1013	7/12/2023	188532	DAMON GANNON	\$43.14
			void due to check was wrote on., Voided By: LEANDRA JAMES	
1025	8/31/2023	178421	BRIAN FREEMAN	\$0.07
			VOIDING CHECK, Voided By: LEANDRA JAMES	
1027	8/31/2023	182215	JOSHUA WRIGHT	\$0.05
			VOIDING CHECK, Voided By: BRYCE BROWN	
1047	11/7/2023	189851	MICHAEL BALLETTA	\$22.86
			VOIDING CHECK, Voided By: LEANDRA JAMES	
1060	11/14/2023	182243	SHAWN BATEMAN	\$50.14
			was unbaile to find subject in DOC, Voided By: LEANDRA JAMES	
1075	12/20/2023	182673	RAMIRO DIAZ-RAMOS	\$0.34
			VOIDING CHECK, Voided By: LEANDRA JAMES	
1110	2/15/2024	192540	CURRIE HUGHES	\$0.47
			VOIDING CHECK, Voided By: LEANDRA JAMES	
1130	2/27/2024	192540	CURRIE HUGHES	\$0.47
			VOIDING CHECK, Voided By: LEANDRA JAMES	
1194	6/6/2024		Logan County Sheriff's Office	\$9615.52
			VOIDING CHECK per Matt Jackson, Voided By: ADMIN ACCOUNT	
1197	6/11/2024		Logan County Sheriff's Office	\$28247.26
			VOIDING CHECK, Voided By: George Hannon	
			1197-1 Commission Invoice Sales and Tax, Voided By: George Hannon	
1197-1	6/11/2024		Logan County Sheriff's Office	\$28247.26
			VOIDING CHECK, Voided By: George Hannon	

128 : [REDACTED]

Location: H-201

Logan, OK

7/30/2024

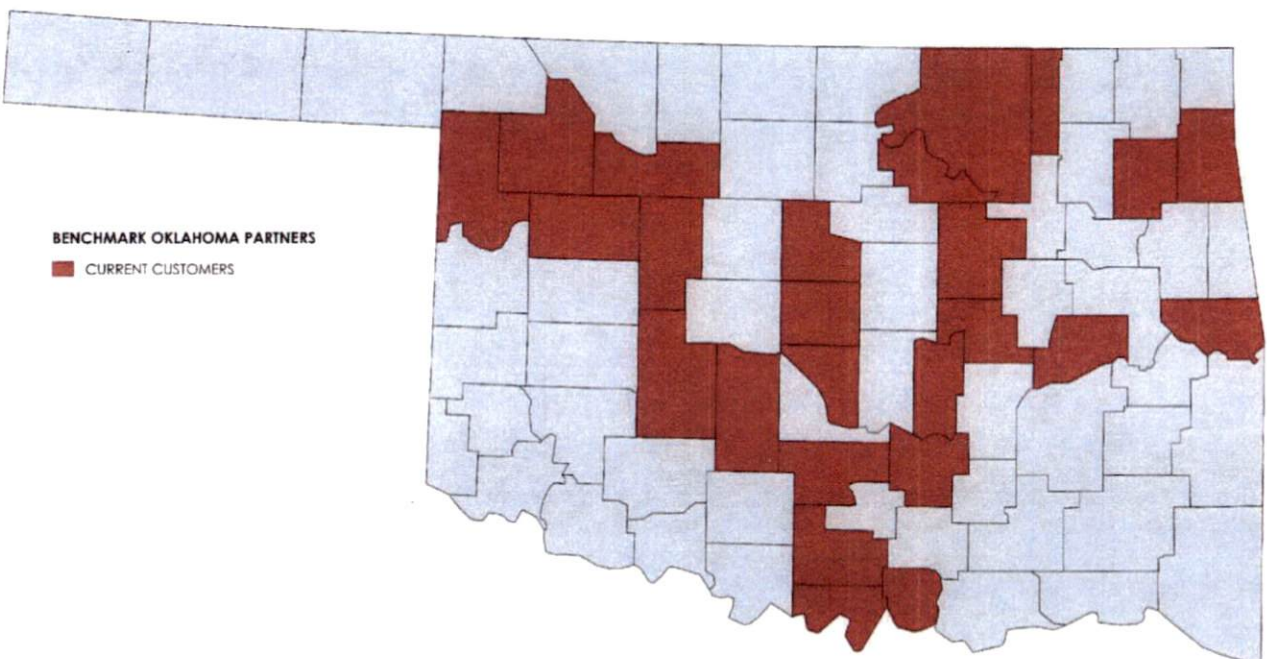
178

Code	Product	Qty	Price	Extend
7475	Honey Bun (K)	1	3.00	3.00
Balance After:		\$0.83	Subtotal:	\$3.00
			Taxes:	\$0.27
Sign: _____			Total:	\$3.27



BENCHMARK

ATTACHMENT D (CUSTOMER MAP)



Created with mapchart.net