



## **MEMORANDUM**

**TO:** Satpal Sidhu, County Executive

**FROM:** Donnell "Tank" Tanksley, Sheriff

**RE:** Jail Commissary Services Contract

**DATE:** September 11, 2025

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Enclosed are two (2) originals of a contract for Jail Commissary Services between Summit Food Service and Whatcom County for your review and signature.

- **Background and Purpose**

Summit Food Service was awarded the Commissary bid via the RFP process. They operate and manage Commissary Services and provide indigent hygiene items for inmates. They will pay the County a 10% commission on total net sales.

- **Funding Amount and Source**

The sole expenditures are for indigent hygiene items for those inmates without funds and that cost will be deducted from the revenues generated from commissary sales.

- **Differences from Previous Contract**

Summit previously held the County's commissary contract, under which they provided a 40% commission on net sales. In the spring, we renegotiated the agreement, reducing the commission to 10% to allow Summit more resources toward compensation for their employees. Although Summit initially proposed increasing the cost of inmate meals, they ultimately agreed to the revised commission structure as a more equitable solution for all parties involved.

Please contact Caleb Erickson at extension 6455, if you have any questions or concerns regarding the terms of this agreement.