

SERVICE CONTRACT
Summit Food Service, LLC

AGREEMENT is made this 1st day of October, 2018, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107("County") and Summit Food Service, LLC, located at 300 S. Tryon Street, Suite 400, Charlotte, NC 28202 ("Contractor").

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The Contractor will provide high quality food services for the Washtenaw County Jail with support of the Sheriff's Office operational philosophy of Strategic Inmate Management (SIM). The Contractor will provide quality services in terms of food quality in taste and appeal and also high levels of customer service to the Sheriff's Office.

Section 1 – The Contractor will provide all services and expectations as detailed in RFP # 7483 as attached. (See Attachments A, B, C, D)

Section 2 – The Contract and its employees providing services under this Contract will execute a Confidentiality Agreement with the Washtenaw County Sheriff's Office. (See Attachment E)

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an amount submitted in accordance with RFP #7483.

Year 1 price scale is as follows:

ADP	Price per inmate meal
276 – 300	\$1.470
301 – 325	\$1.404
326 – 350	\$1.348
351 – 375	\$1.300
376 – 400	\$1.260
401 – 425	\$1.223
426 – 450	\$1.191

Staff meals are \$1,100 per week

Census count or actual count, whichever is greater will be used for billing. If provided inmate labor falls below 16, and additional staff is required to be hired, the Vendor reserves the right to negotiate the price per meal.

All Name Brand nutritional supplements will be \$1.50 each.

All doctor ordered medical snacks will be charged at \$1.00 each.

All kosher and halal meals will be \$6.50 per meal.

All sack meals will be charged at a rate of \$0.40 greater than inmate meal.

All ordered milk will be charged at \$0.55 per milk.

Prices for future years are to be determined at a later date with any price increase to be no more than 3% or the Consumer Price Index at the time prices are set as determined by the Bureau of Labor Statistics for all items for urban consumers for the City of Detroit, Michigan, whichever is lower.

Any price adjustments will require mutual agreement.

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to the Sheriff and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This Contract is for a five (5) year term which begins on October 1, 2018 and ends on September 30, 2023 with an option to extend for two (2) additional one (1) year periods, unless terminated on an earlier date pursuant to Article XVII, below.

ARTICLE V - PERSONNEL

Section 1 - The Contractor will provide the required services and will not assign the services that Contractor is required to provide hereunder without the Sheriff and the County's written approval.

Section 2 - The Contractor will not hire or use any current Washtenaw County Sheriff's Office employee for any of the services required by this Contract without the Sheriff's prior approval. The Contractor and the Sheriff's Office will mutually refrain from soliciting each other's employees for employment during the term of the Contract.

Section 3 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEPENDENT CONTRACTOR

Contractor shall, at all times, be deemed to be an independent contractor and nothing herein shall be construed to create or imply that there exists between the parties a partnership, joint venture or other business organization. Contractor shall hold no authority, express or implied, to commit, obligate or make representations on behalf of the County and shall make no representation to others to the contrary.

Nothing herein is intended nor shall be construed for any purpose as creating the relationship of employer and employee or agent and principal between the parties. The manner in which services are provided under this Contract shall be determined by the

Contractor subject to a manner that appropriately represents the Office of the Sheriff, provides the quality and timeliness of the services expected of the Sheriff and otherwise comports with the statutorily assigned responsibilities of the Sheriff.

Contractor shall not be eligible for, or participate in, any insurance, pension, workers' compensation insurance, profit sharing or other plans established for the benefit of the County's employees. Contractor shall be solely responsible for payment of all taxes arising out of the Contractor's activities in connection with this Agreement, including, without limitation, federal and state income taxes, social security taxes, unemployment insurance taxes and any other tax or business license fees as required. The County shall not be responsible for withholding any income or employment taxes whatsoever on behalf of the Contractor.

ARTICLE VII - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VIII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage. For transportation services contracts, the County shall be added as additional insured on automobile liability policy with respect to the services provided under this contract.

Insurance companies, named insured's and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to

Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the Washtenaw County c/o: Washtenaw County Sheriff's Office 2201 Hogback Road, Ann Arbor, MI 48105 and CONTRACT 50906, and shall provide for written notice to the Certificate holder of cancellation of coverage.

ARTICLE IX - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE X - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE XI - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XII - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XIII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$13.22 per hour with benefits or \$14.75 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2019 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XIV - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XVI - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVII - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XVIII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XIX - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective local, state or national professional associations and the professional standards and guidelines of the Sheriff's Office. All employees of the vendor serving this Contract must attend Strategic Inmate Management (SIM) training conducted by the Sheriff's Office. Contractor's employees providing services under this Contract are expected to follow the principals, standards and guidelines set forth by the Sheriff's Office.

ARTICLE XX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXI - CHOICE OF LAW AND FORUM


This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXII - EXTENT OF CONTRACT

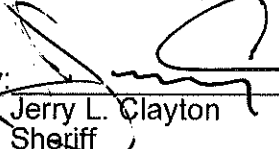
This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

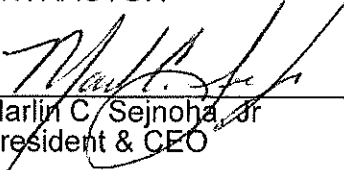
ARTICLE XXIII – ELECTRONIC SIGNATURES

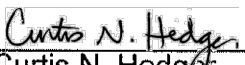
All parties to this contract agree that either electronic or handwritten signatures are acceptable to execute this agreement.

ATTESTED TO:

By: _____ 10/16/2018
COUNTY CLERK
Lawrence Kestenbaum (DATE)
County Clerk/Register

WASHTENAW COUNTY
By:  10/16/2018
Gregory Dill (DATE)
County Administrator

APPROVED AS TO CONTENT:
By:  10/16/18
Jerry L. Clayton (DATE)
Sheriff

CONTRACTOR
By:  9-28-18
Marlin C. Sejnoha, Jr. (DATE)
President & CEO

APPROVED AS TO FORM:
By:  10/16/2018
Curtis N. Hedger (DATE)
Office of Corporation Counsel
CORPORATION COUNSEL

REQUEST FOR PROPOSAL

#7483

INMATE AND STAFF MEAL SERVICES

FOR

**Washtenaw County
SHERIFF**

Issued By:

Washtenaw County Purchasing
Administration Building
220 N. Main Street
Ann Arbor, MI 48104

Beth A. Duffy, CPPB
Senior Buyer
(734) 222-6761



Proposal Submitted by:

Summit

Please type Bidder's Company Name & include as proposal cover

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April 19, 2018

Beth A. Duffy, Senior Buyer
Washtenaw County Purchasing
220 North Main Street
Ann Arbor, MI 48104

Dear Ms. Duffy,

Summit is pleased to submit our proposal for food service management at the Washtenaw County Jail. We propose a comprehensive program that meets the quality and support needs for your food service program. Our team's experience, local knowledge and vast support, as well as our food-based approach and technical expertise will ensure we have a successful and long term partnership. We firmly believe that better food makes a safer facility and we will provide that for your inmates and your staff.

Summit has been providing facilities with a customized and professionally managed meal service since 2003. Our company's success is based upon the years of experience of our team. Our management team understands that client satisfaction begins with a cost-effective quality meal. The team of experts has been hand-picked, based on their reputation for providing a food service program that is adapted to each client's needs and objectives, while exceeding their expectations.

For your program, we are proposing the following high value approaches:

1. To deliver a high quality food service program that can be audited against the toughest correctional food service standards.
2. Provide a high quality menu that is visually appealing, palatable and fresh, without meat substitutes.
3. To maintain an open, collaborative relationship with your administration while providing a direct line of communication to all levels of management.

The contact persons for this proposal process are:

Dave Richter, Business Development Director | dave.richter@summitfoodservice.com | 605.321.8595

-and-

Brian Caspari, VPBD | brian.caspari@summitfoodservice.com | 972.922.0034

The following representative is authorized to commit Summit to the proposal and any contractual agreement.

Marlin C. Sejnoha Jr., President & CEO | marlin.sejnoha@summitfoodservice.com | 605.335.0825.

Summit appreciates the opportunity to provide a very crucial service in the daily operations of your facilities and looks forward to implementing an industry leading foodservice management program.

Marlin C. Sejnoha, Jr.

President & CEO | Summit Food Service, LLC

605.335.0825 | marlin.sejnoha@summitfoodservice.com



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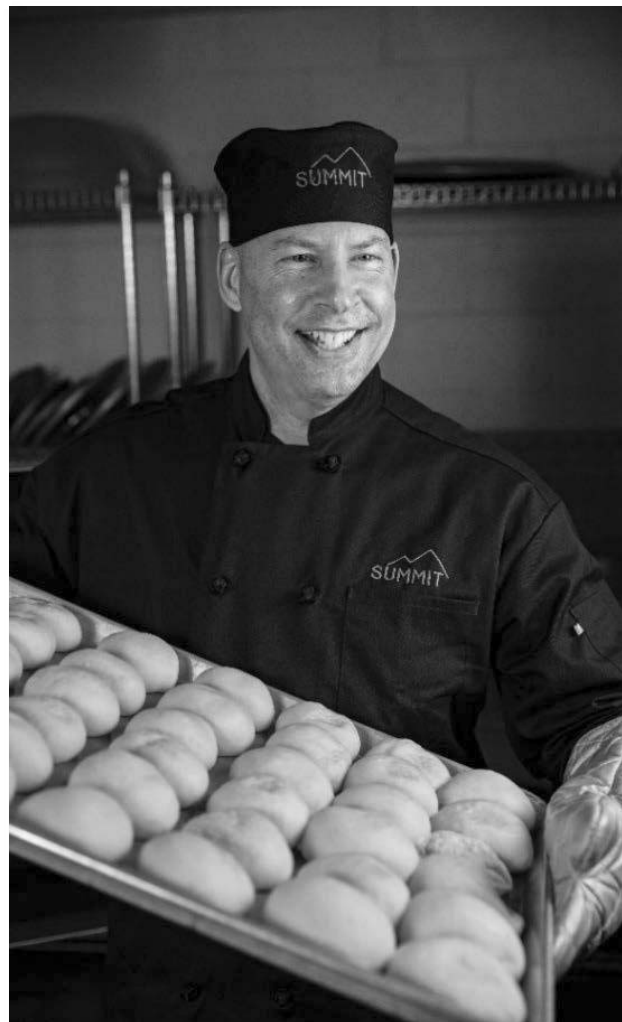


EXECUTIVE SUMMARY

Correctional foodservice goes beyond simply placing food on a tray. That's why Summit uses freshly prepared, innovative culinary techniques. We pride ourselves on delivering food, not product, to the consumer. It is our belief that better food makes a safer jail. Summit has made a name in this industry for being responsive to all the needs, disruptions and requests from our clients.

Our vision is a continued long-term working partnership with the Washtenaw County Sheriff's Office. Our proposal includes a multi-faceted approach with consistent supervision and support, sustainable and dynamic menus, proposed staff & inmate education programming and a food production method that highlights and enhances the food quality for inmates and staff. We can promise that none of our freshly prepared products utilize Textured Vegetable Proteins (Soy) products. We are proudly, one of the last companies to utilize freshly prepared cooking techniques which focuses on recipes that utilize lean meats and fresh ingredients to create visually appealing, wholesome and delicious meals. We don't skimp on the seasoning to save a buck.

With this proposal, Summit is committing to beginning a long term partnership with the Washtenaw County Sheriff's Office. We can only achieve this by providing standards that meet and exceed the national standards.





Our commitment to this partnership includes the following key objectives:

- » A financial plan that keeps your budget low while significantly increasing quality and customer service
- » Summit has the central office capability to supervise and monitor the food service program ensuring satisfactory provision of services
- » Work closely with administration to offer quality menus using freshly prepared for both inmates and staff
- » Provide menus that are compliant with ADA, ACA, NCCHC, ICE and Local jail standards and are approved by one of our Registered Dietitians. Our assigned dietitian will be available to the Washtenaw County Jail 7 days a week.
- » Strict adherence to all special and religious meals
- » Access to Larry Arnold, Summit's National Food Service ServSafe Instructor
- » In-service training for kitchen staff to be maintained quarterly
- » An experienced correctional care company who has transitioned over 620 kitchens from other contractors
- » We will successfully continue to meet the emergency service needs of the detention center
- » Provide professional food service management for the Washtenaw County Jail including; quality certified menus, food supplies, training and accountability.
- » We are committed to providing qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements
- » Employment of staff while focusing on proper training, production, security & safety
- » Heavy supervisory support for the onsite FSD & staff by your new District Manager, Executive Chef & new Director of Operations
- » Utilize SureQuest, which accurately tracks inmate diets, provides special diet tray tickets for each tray, helps build menus, recipe development, nutritional and cost analysis
- » Diet tray training for staff and inmates
- » Pathways inmate education programming
- » Employ a highly qualified onsite Food Service Director (FSD)
- » Continually provide thorough communication on the performance of the foodservice operation
- » Operate your food service program utilizing our hand-picked professionally trained management personnel.





RETENTION OF THE EXISTING STAFF

We understand that the quickest way out of an account is a poor relationship with your local team. At Summit, we want our team to become part of your family. If the County is satisfied with their current Food Service Director and employees, Summit would like to offer them employment to continue serving Washtenaw County.

Supporting local teams are a key ingredient for our success. In addition to state sponsorships, we are also Corporate Sponsors of the American Correctional Association, the American Jail Association and the National Sheriff's Association. In addition to these partnerships, Summit would like to support any local charities, events and organizations supported by the Washtenaw County Sheriff's Office. This includes helping with feeding events, golf tournaments and especially during National Officers Week.

We envision a collaborative environment where our management team and team members work with you, the client, to achieve quality improvement goals. We will train and empower staff members and regularly measure quality and customer expectations to ensure the food service program remains efficient, fresh and delicious.



To deliver on our promises, our Summit team members will:

- » Assign an experienced, accomplished management team to maintain a professional approach to correctional foodservice.
- » Help coordinate systems development and communications between the foodservice staff and Washtenaw County Jail management teams.
- » Continually provide communication and solicit feedback on the performance of the foodservice operation.





FINANCIAL GOALS

We have developed a fair and balanced financial outlook for this partnership. Summit's focus on our clients, as opposed to the financial return, is valued by our current partners. Our cost proposal focuses on value and accountability.

Included in the cost per meal, we propose salaries and benefits that will help us retain highly experienced foodservice professionals, including the Food Service Director. The strength of a well-placed management team will add stability and provide the ability to surpass expectations of the foodservice program.

A PROPOSAL FOR A LONG-TERM PARTNERSHIP

Summit understands that our team is a guest in your facility and we make it our number one priority to support your mission and goals. This approach has proven to develop lasting partnerships with each of our clients. Together, we will build a long-term strategy and never lose sight of the power of high-quality foodservice and the overall effect it can have on your facility.

We will bring our expertise and dedicated management to your facility, along with a commitment to maintain a balance between client satisfaction and positive financial outcomes. This is the foundation for a long and mutually beneficial partnership.

We look forward to the opportunity to establish a partnership with the Washtenaw County Sheriff's Office



Summit's commitment as an experienced food service management provider is unlike any other. We pride ourselves on delivering great food, not product, to maximize staff and inmate satisfaction.



STATEMENT OF CONFIDENTIALITY

This proposal is submitted to the Washtenaw County Jail for use in evaluating Summit as a foodservice contractor.

Our proposal contains information that is confidential and proprietary in nature. All pages are marked individually, and are only to be utilized for fulfilling the terms of this agreement. Washtenaw County shall not photocopy or otherwise duplicate any materials containing such information without the prior written consent. This proposal and all information are guaranteed for sixty (60) days.

OUR COMMITMENT

Summit will be known as a top provider of food and services to a select clientele.

We will accomplish this by:

- » Providing excellent value
- » Delighting our customers with outstanding food and customer service
- » Empowering and supporting our employees to make a real difference
- » Being true partners with our clients and finding solutions to their needs

It is not our desire to be the biggest—only the best. We believe that when you talk to our current clients, they will tell you we do not just say these things, we put them into practice and strive to do them every day at every meal.

COMPANY FOCUS

First and foremost, we are a culinary company, and take great pride in having our cooks do what they do best, cooking freshly prepared meals whenever possible. We concentrate on quality and variety in all of our menus. In a correctional setting, this is especially important considering each inmate is served three (3) meals per day, seven (7) days per week, during the entire length of their stay.

In addition to our primary focus of food quality & variety, the following are also important:

- » Frequent meetings and communication with the County to discuss new program enhancements, seasonal menu changes and incorporating new food items to maintain menu variety
- » Developing and supporting our onsite staff
- » Adding more value to our service by seeking cost saving programs for each client
- » Maintaining fiscal controls to achieve budget objectives for all parties





COMBINING THE BEST IN CORRECTIONS

Summit is the evolution of progressive Corrections. Summit combines the best of Corrections expertise from six different companies to create one brand exclusively focused on providing exemplary commissary, foodservice and laundry management to Corrections. ABL, A’viands, CBM Managed Services, CFM, Summit and Valley are part of a combined family of companies. Together, Summit has over 30 years of correctional commissary experience and our senior management team has a combined 70+ years of working, planning, managing and improving programs.

In November of 2017, CBM Managed Services joined forces with Summit to continue to create food and commissary experiences that drive positive behavior. Our efficient programs, procedures and protocols allow us to provide food and commissary service that positively impacts organizations across the United States and enhances our resources to be an even stronger organization. We are truly bringing together the best in corrections.

Summit has the experience and resources to provide high-quality and value-driven food and commissary programs that meet the daily demands of correctional facilities. Our extraordinary team of professionals delivers innovative food and commissary experiences uniquely tailored for each customer and local community that we serve. Between these six companies, Summit now serves more than 620 correctional facilities throughout the United States.

Our teams utilize three ingredients for success—Innovation, Exemplary Service and Local Teams Supported by Global Resources; we provide exceptional value to our clients.



Our foodservice programs provide our Corrections clients with:

- » Operating efficiencies
- » Improved quality of staff dining
- » Menu alignment with inmate preferences on food management

It is our belief that good food drives positive behavior. Our service model involves customizing each operation plan with our clients to create a personalized service that specifically fits their requirements. We care just as much about the message as we do the experience. Our team members are active in both local and national associations, and stay current on issues, trends and challenges facing the clients we serve.

With Summit as your partner, our management support and resources are available to you whenever and wherever you need them. We share your enthusiasm for quality, reliability and accessibility. We are dedicated to providing excellent food with seasonal flavors and world-class service. Our passion, dedication and execution sets us apart and fuels our success for continued growth and customer loyalty. Every member of the Summit team is committed to exceeding your expectations.



ACHIEVEMENTS

The management team at Summit has more than thirty-five (35) years of experience working in the Adult and Youth Correctional Food Service Industry. Summit is proud to be one of the most successful food service management companies serving corrections throughout the Country.

In 2016, our company was one of 152 food service companies in National Business Research Institute’s set to earn the Circle of Excellence award. This prestigious award is concrete evidence of our organization’s dedication to the highest levels of employee engagement and customer satisfaction. Our company is also listed in Food Management Magazine’s annual Top 50 report ranking as the 5th best food management company in the county as well as being named a “Top Mover” for the second consecutive year. Our position and strong results can be attributed to the client partnership we have built. Summit has over 620 correctional clients nationwide and has exceeded expectations during normal operations and emergency situations throughout. Summit is built around a highly skilled management team that has a background in operating County jails and prison systems serving millions of meals annually. We fully understand the culture, complexity, and need for prompt action as well as communication and resourcefulness. Our Culinary Wellness Team has advanced knowledge and experience of all Correctional Programs and has been involved with monitoring and training these programs in the facilities we currently serve.

In January 2018, we announced our partnership with the Taste of the NFL to closely align with our company’s mission to support the communities where we live and work. As part of our partnership with the Taste of the NFL, we joined the Kick Hunger Challenge. As an organization, we donated time, food and money to food banks and hunger-related organizations across the country. Together, WE had an incredible impact. Nearly 1,000 team members participate in over 100 local volunteer events, volunteering more than 2,000 hours. We collected and donated over 100,000 pounds of food, donated over \$275,000 to food banks and hunger-related organizations. **These combined efforts have created over 2.3 million meals for the people in our local communities.**

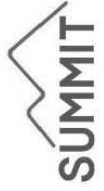
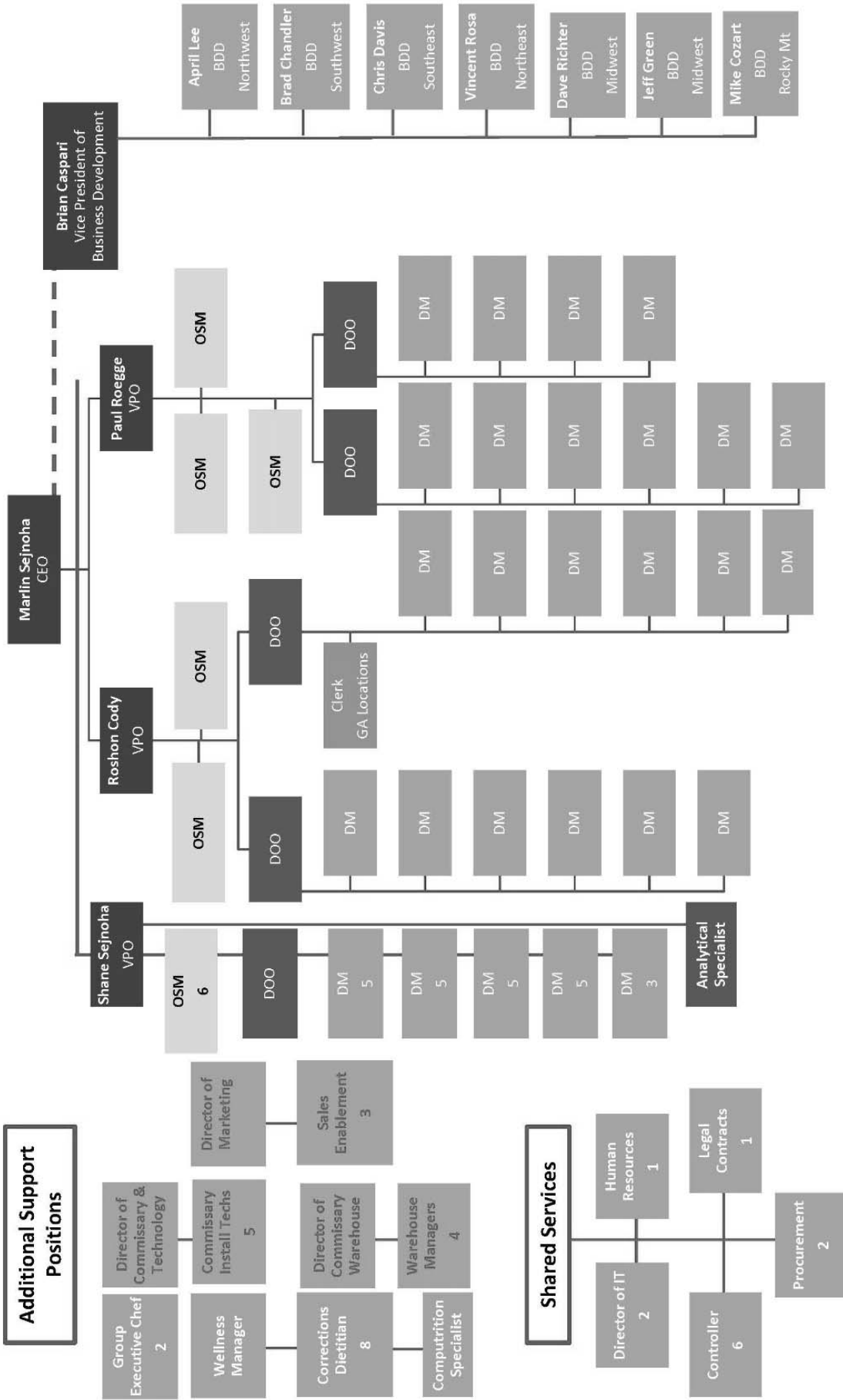
Our clients will attest to our willingness to remain extremely flexible and provide whatever resources are required to maintain a quality food service program. Our food service program puts inmate food, staff food, sanitation, safety and security first. Our reputation has been based upon delivering on our promises; Wayne County Detention Center can expect the same level of service.



SUMMIT

We do more than serve meals.
We create solutions.

SUMMIT TEAM





BIOGRAPHICAL INFORMATION

SUPPORT SERVICES // REGIONAL SUPPORT

Summit is committed to on-site support services. We are proud to introduce you to our management team who will take a pro-active approach in our partnership with your administration and staff. This is the same management team who has been successfully managing the food service operations at one of the largest jails in the country; Cook County Jail in Illinois. We are a hands-on company, ready to meet the needs of our clients. Our Support Services office is located in Roseville, Minnesota

CHIEF EXECUTIVE OFFICER

Marlin C. Sejnoha, Jr.



Provides guidance to meet the company’s growth and financial objectives through strategic planning. Marlin oversees all aspects of performance to ensure client satisfaction. Marlin has served in a multitude of correctional food roles for the last 33 years.

CHIEF FINANCIAL OFFICER

Darrell Leenderts



Provides leadership to assure that the finance, accounting, human resources, and information technology functions are structured in a manner that enables Summit to exceed customer expectations.



What separates Summit from the others is the attention you will receive from our regional and national leadership teams.



BUSINESS DEVELOPMENT DIRECTOR

Dave Richter



Dave will work with support staff and Washtenaw County Sheriff's Office to ensure contract implementation and compliance.

DIRECTOR OF OPERATIONS

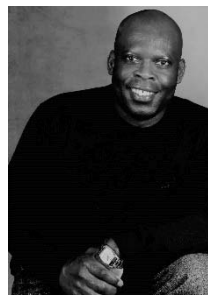
Karen Williams



Available 24/7, Karen will lead the transition team, support the operations and business development staff, and provide support services and expertise. He will work closely with support departments within the organization and monitor adherence policies and procedures.

DISTRICT MANAGER

Greg Holley



Available 24/7, Greg directs and assists the onsite Food Service Director by providing support and expertise. Implements all of Summit's operational systems and monitors their use and accuracy. He will meet regularly with the client's liaison to ensure Summit is meeting all goals and objectives.

CORRECTIONS WELLNESS MANAGER

Tanya Kisner, RD



Available 24/7, our Corrections Wellness Manager will support all of Summit's corrections field dietitians and all our corrections accounts. Also available to assist in both diet and menu planning for health, nutrition and regulation compliance.

CORRECTIONS GROUP EXECUTIVE CHEF

Pamela Thomas



Available 24/7, Pamela provides culinary leadership and support in the areas of food production, food safety, sanitation and occupational safety. Assists with menu process, costing, ingredient selections and order guide maintenance. Provides specialized culinary training and production education.





CORRECTIONS SUPPORT STAFF

Our team of correctional foodservice experts has over 70 years of combined institutional foodservice experience. Our management support and resources are available to you whenever and wherever you need them. We have a flat organizational structure, which provides our clients direct access to our senior leadership. Our passion, dedication and execution sets us apart for continued growth and customer loyalty. Every member of our team is committed to exceeding your expectations.

Our approach to organizing our districts is also unique in the industry. We strive to maintain an account load that does not exceed 15 accounts for each District Manager. By taking this approach, you will see your district manager at a minimum of a monthly basis. Seeing is believing, but proof is in our execution. Ask any of our references and you will consistently hear them say that we live up to our promise. This approach also provides our team at your location with better support and training processes. The District Manager will help the Food Service Director work with the hourly supervisors to ensure their development needs are being met on an individual basis.

We believe this is the fundamental difference between Summit and our competitors. We do not just simply say we put people first, we demonstrate it by our actions. We look forward to working with you and enhancing your foodservice operation.





OPERATIONS SUPPORT MANAGER

The Operations Support Manager position was created to provide a multi-faceted individual that would report directly to the Vice President. Expertise in food production, standard operation procedures, recipe development, training and communication skills are essential. This job requires extensive travel, stays in locations up to three weeks or more and flexibility in terms of hours, days off and working environments. The purpose of the OSM is: Assessment, audit, training, development and implementation. This person provides an additional set of “eyes and ears” to the home support office and is required to evaluate the company and the client relationships and their effectiveness in fulfilling contract compliance. During the course of each unit visit a District Manager/Quality Control check list will be filled out and a weekly activity report will be submitted to the corporate office and the District Manager over the unit, outlining each day’s activities and accomplishments in the assigned unit. This position will be available to the County during transition and opening and whenever needed afterwards.

Responsibilities include but are not limited to:

1. TRAINING

- ▶ Teach unit managers paperwork to complete weekending requirements ordering, inventory, production, personnel processing, billing and budget.
- ▶ Teach Managers how to train supervisors and inmates with documentation.
- ▶ Instruct shift supervisors and cooks on how to follow the Standard Operating Procedures for preparation, pull, production, substitution procedures, serving and tray assessment of all menu items.
- ▶ Teach Managers and Supervisors how to process, prepare and document Therapeutic diets and snacks.
- ▶ Instruct Staff in proper storage and labeling of leftovers, goods received and pre-prep.
- ▶ Teach proper sanitation, cleaning and closing procedures.
- ▶ Instruct District Managers and Supervisors on the Safety/ Crisis Manual and process.
- ▶ Follow Appropriate Food Safety Procedures

2. ASSESSMENT/AUDIT

- ▶ Complete a District Manager/Quality Control checklist upon arrival at the unit.
- ▶ Take a weekly inventory and extend the figures to determine accuracy of reported inventories from past weeks.
- ▶ Cost current menu, recommend changes if needed.
- ▶ Analyze high cost areas to determine the problem with recommended solution.
- ▶ Assess the effectiveness of the unit manager in relationship to understanding and ability for the unit for which he/she was assigned. Including, client skills and relationship, employee relationships, training received and understanding of the contract terms.

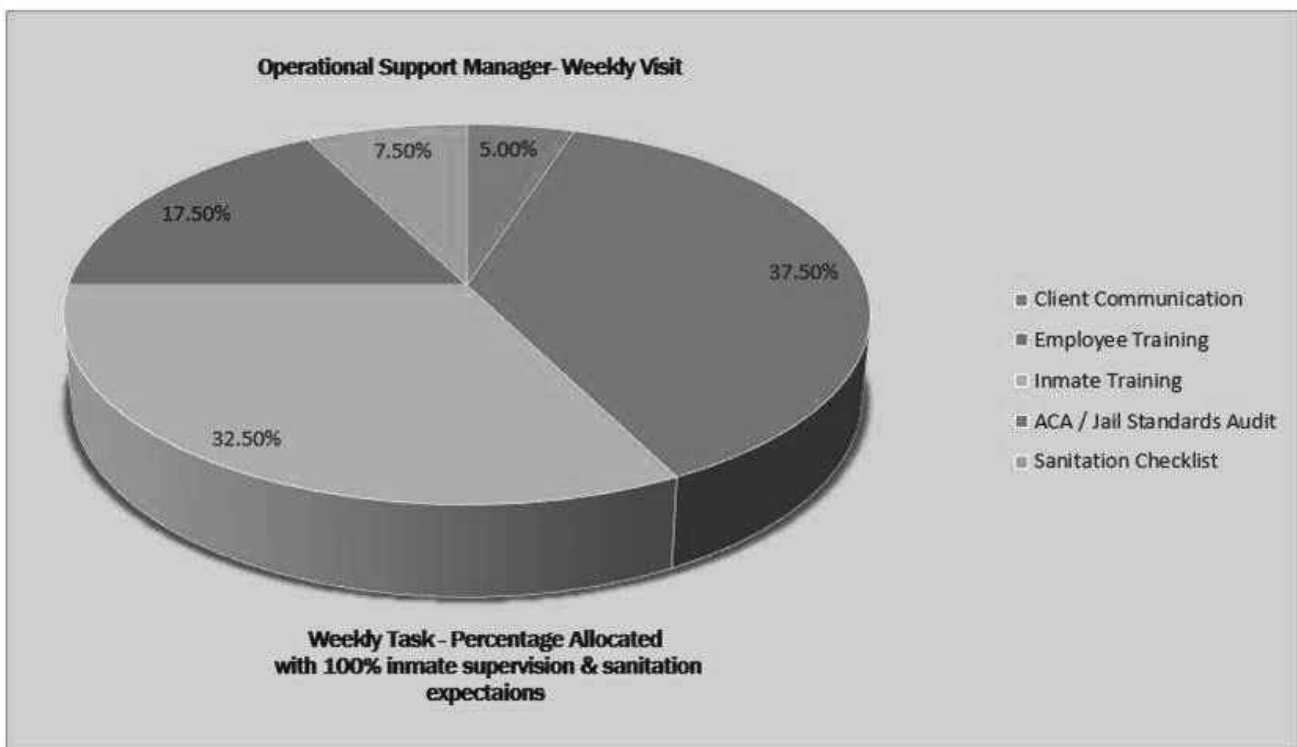
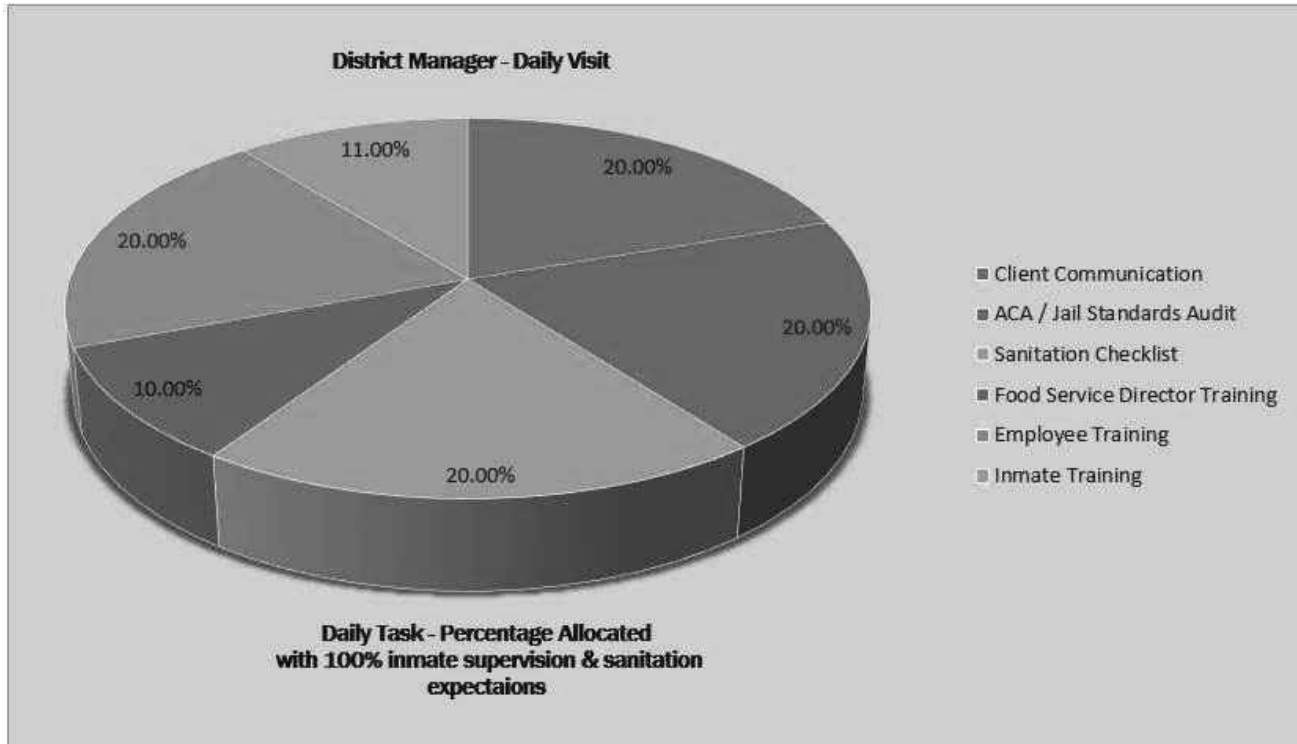
3. DEVELOPMENT

- ▶ Establish par levels and order guides for products.
- ▶ Assist with the Emergency/Contingency plans and make certain they are functional and implemented.
- ▶ Assist in developing the facility SOP with the unit manager and District Manager.
- ▶ Review and assess working recipes recommend adjustments where necessary.
- ▶ Work with District Manager on unit openings and closings as needed.
- ▶ Perform any and all other tasks and assignments as required by Summit Food Service, LLC

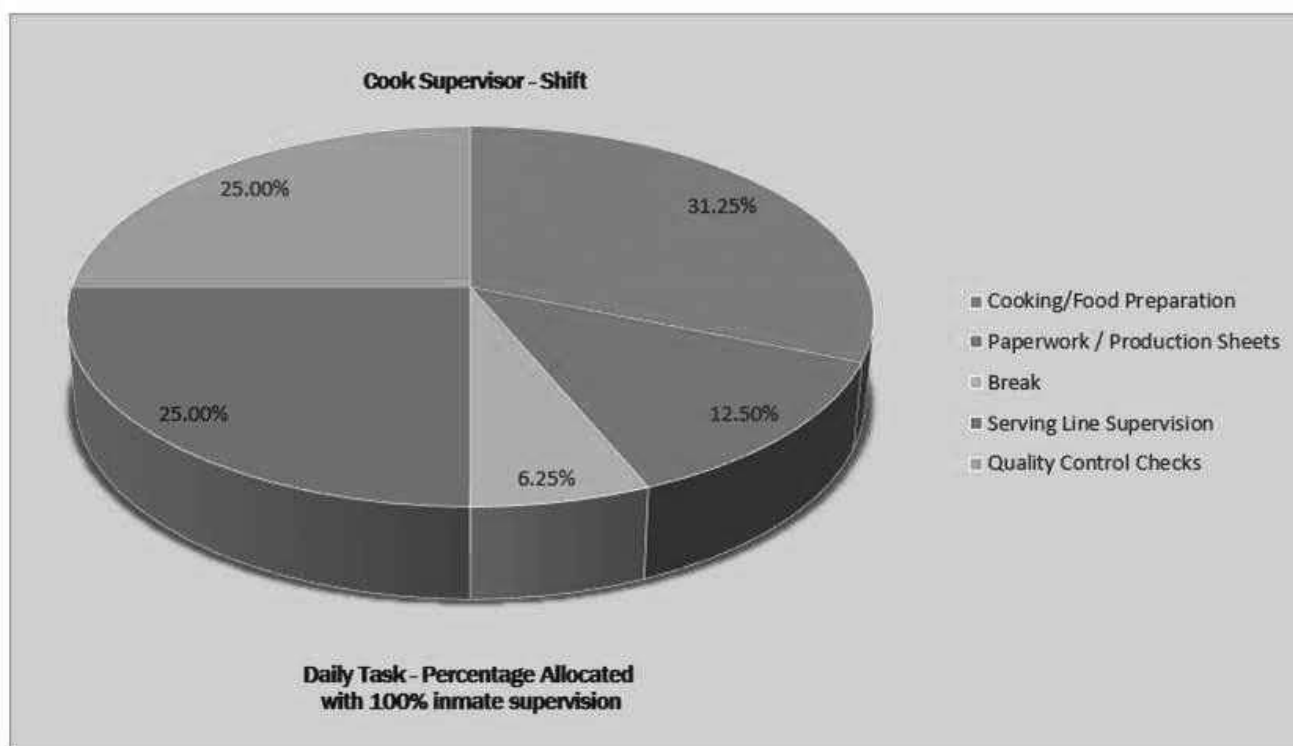
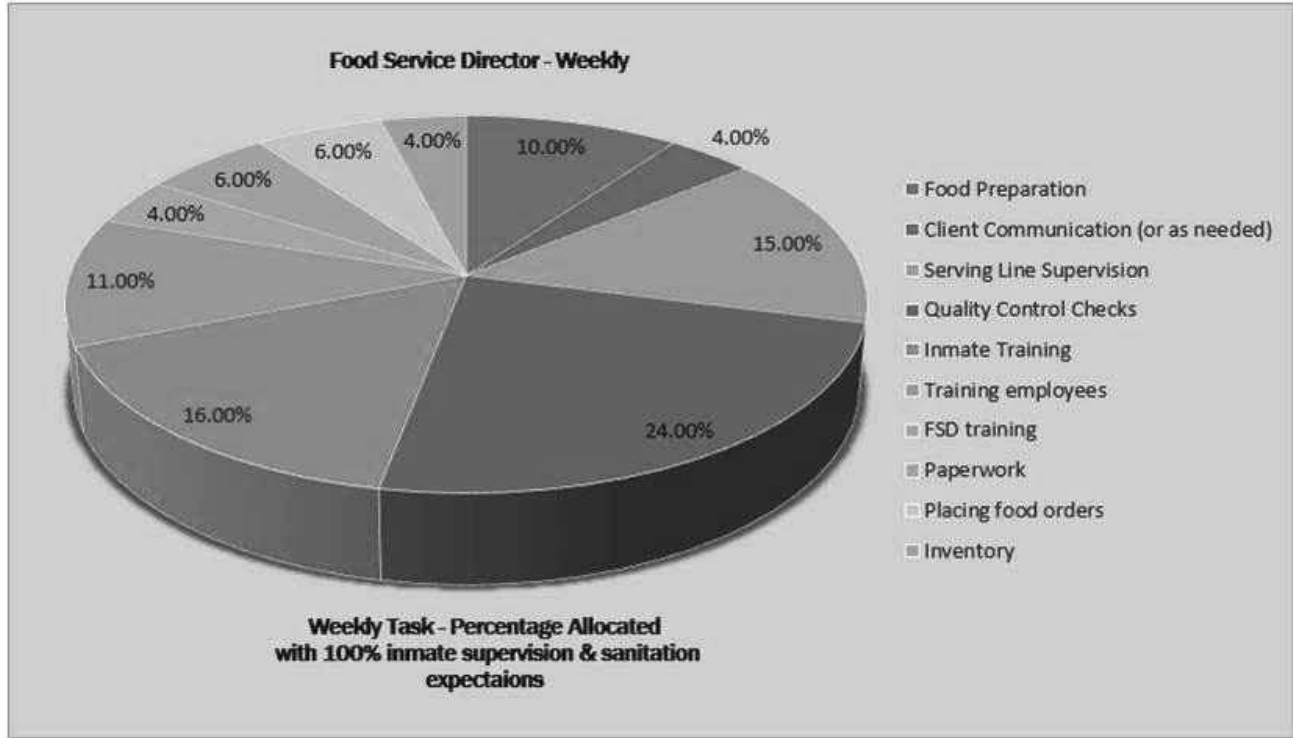


Direct supervisors, key personnel, and approximate percentage of the total time each will be available for this project. This is in addition to the already noted on-call 24/7 positions.

CONFIDENTIAL & PROPRIETARY



CONFIDENTIAL & PROPRIETARY



OPERATIONAL PLAN

OPERATIONAL STANDARDS

- » AMERICAN CORRECTIONAL ASSOCIATION ALIGNMENT
- » NATIONAL COMMISSION ON CORRECTIONAL HEALTH CARE ALIGNMENT
- » OCCUPATIONAL SAFETY AND HEALTH STANDARDS ALIGNMENT
- » NATIONAL RESTAURANT ASSOCIATION: FOOD SAFETY CERTIFICATION AND TRAINING
- » PRISON RAPE ELIMINATION ACT (PREA) ALIGNMENT
- » DEPARTMENT OF HEALTH AND HUMAN SERVICES ALIGNMENT



OUR STANDARDS RESULT IN A KITCHEN OPERATION THAT WILL EXCEED EXPECTATIONS FOR YOUR FACILITY



AMERICAN CORRECTIONAL ASSOCIATION ACCREDITATION

Summit has experience and will operate in compliance with American Correctional Association standards. Summit's usual operating procedures align with ACA's stringent integrity of standards for your facility which will provide you the peace of mind you are looking for.

Here are just a few areas of the aforementioned concentrations:

- » Kitchen will operate in an orderly fashion
- » Cooler, freezer & dry good storage areas will be monitored and documented to be within safe temperature zones
- » Inmates are properly supervised in kitchen
- » Service of food trays will closely be monitored by our staff
- » Food will be tested for quality assurance
- » Kitchen sanitation will be closely scrutinized and maintained
- » Dish machine operation will be supervised and temperatures will be documented
- » Ongoing employee and inmate training program in place and documented
- » All kitchen tools and knives will be properly stored and controlled

Our exemplary correctional kitchen practices will promote a safe and secure environment for staff, jail officers and inmates which will automatically decrease your liability and burden. We understand how important the kitchen operation is to the Washtenaw County Jail

ACCREDITED FACILITIES

ACA Accreditation

- » ALCORN COUNTY CORRECTIONAL FACILITY, MISSISSIPPI
- » COOK COUNTY DEPARTMENT OF CORRECTIONS, ILLINOIS
- » ELKHART COUNTY SHERIFF'S OFFICE, INDIANA
- » FREMONT COUNTY DETENTION CENTER, COLORADO
- » HENRICO COUNTY JAILS, VIRGINIA
- » THE KINTOCK GROUP, NEW JERSEY, PENNSYLVANIA
- » NEOCAP, OHIO
- » PENNINGTON COUNTY SHERIFF'S OFFICE, SOUTH DAKOTA
- » ROANOKE COUNTY JAIL, VIRGINIA
- » ST. LOUIS DEPARTMENT OF JUSTICE SERVICES, MISSOURI
- » WASHINGTON COUNTY REGIONAL CORRECTIONAL FACILITY, MISSISSIPPI
- » WESTERN SD JUVENILE SERVICES CENTER, SOUTH DAKOTA

ICE Facilities

- » CASS COUNTY SHERIFF'S OFFICE, NEBRASKA
- » FREEBORN COUNTY JAIL, MINNESOTA
- » HARDING COUNTY CORRECTIONAL CENTER, IOWA
- » TELLER COUNTY DETENTION CENTER, COLORADO

Within 30 days of execution of an Agreement, Summit will establish dates throughout the contract period for quarterly review meetings between the Warden or his or her designee and our District Manager for the evaluation and amendment, if necessary, of the Agreement. We understand, more frequent meetings to discuss contract concerns and provision of services may be requested by us or the Washtenaw County Sheriff's Office staff, as necessary.

Within 30 days of execution of an Agreement, Summit will formulate a monthly report form that will establish the basis for the quarterly review sessions. After each meeting, copies of this report and all other operational items discussed will be maintain for future reference.

Summit's areas of concentration during routine and surprise audits and inspections:

ADMINISTRATIVE

» Accurate meal count sheets	» Updated employee files	» Enforcing Summit standards
» Accurate weekly inventory	» Manager and employee in uniforms	» Utilizing current forms and logs
» State/federal law paperwork and posters	» Utilizing correct approved vendors	» Chemical controls (and SDS) in place and documented
» Maintaining adequate inventory including emergency supplies	» Accurate billing to client	» Employee emergency phone numbers on file with client
» Current menu approved and signed by client	» Safety meeting training documented	» Office and kitchen organization
» Key controls and security measures being followed	» Employee training documentation	» Employee write-ups and evaluations up to date
» OSHA log	» Manager progress (SOP)	» Safety audit/checklist completed

PRODUCTION

» Current and accurate production & pull sheet utilization by employees	» Meals delivered on-time	» Updated diet list, medical diet order procedures followed
» Sanitation check sheets on file/kitchen sanitation	» Shadow board sign-in/out log & inventory in place and utilized	» Quality of food: taste testing,
» Proper utensil usage during service; Tray outline sheets	» Bag meal and medical diet snack bag procedures followed	» Cooler, Freezer & dry storage organization
» Recipe usage by employees/Staff accountability	» Dish machine/three compartment sink/procedures and chemical usage	» Rotation of stock, inventory check
» Temperature logs & thermometers in correct locations.	» Vents & hood system; Pest control in place	» Employee & Kitchen Worker production training procedures
» Kitchen food safety signage in place	» 2-3 day preparation and pull procedures in place	» Paper /chemical inventory check
» Grievance file review and corrective action	» Staff relationship with facility personnel is professional and courteous at all times	» Dish machine temperature log or test sanitation
» Paper towels, hand soap and hand washing signs	» Sample trays in place (hold 72 hours/3 days)	» Hairnet, hat & glove usage in kitchen by all employees and kitchen workers
» Health department permit/current health department score	» On-going staff training on how to supervise kitchen workers in a correctional environment	» Kitchen security; doors to all areas of the kitchen locked and monitored

POLICIES AND PROCEDURES

Summit understands the importance of maintaining a well-managed foodservice operation and staying in close communication with facility administration. A customized operational plan, along with a policy and procedures manual for your facility, will be prepared and used as a framework from which we will operate consistent service that exceeds expectations. We will maintain strict purchasing, receiving and production standards for all food and beverages, and provide assurance that safe practices are always utilized during all production shifts. In addition to production, strict standards will be carefully followed for the storage of all raw and prepared foods and other related food service items. We are confident that our staffing will meet all the requirements necessary for having the foodservice operation effectively staffed and supervised to ensure non-interruption of service. Our plan also provides for proper supervision and training for all kitchen workers with backup procedures, should the number of kitchen workers be fewer than normal.

We place a high emphasis on the support and training of the onsite Food Service Director and foodservice staff. Summit has developed a multi-level in-service program to promote proper food handling procedures. Summit believes in the development of the existing staff and an opportunity to promote from within.

The onsite Food Service Director will continue to liaison between facility administration and Summit and will report directly to the District Manager. The District Manager will regularly visit the facility to maintain an operation that meets all the objectives of the Washtenaw County Jail and Summit. The support network for foodservice employees includes all the departments within Summit (Human Resources, Accounts Payable, Purchasing, Dietitians, IT, etc.). Summit will also utilize the expertise of facility-cleared Operations Support Managers to assist with the operation when needed.

Summit will maintain a close relationship with administration and remain flexible with requests to further enhance service and meet the needs of the facility. This shall be accomplished through regularly scheduled meetings with the Jail Administration Designee and informal discussions.

MEAL COUNTS

Summit has several accounts in which we receive counts directly from the facility staff. We also have several where we utilize the Jail Management System to acquire accurate meal counts. Our standard operating procedures already account for newly arriving inmates and we'll always have extra meals prepared.

MEAL DELIVERY

Our commitment is to have all meals ready to go on the agreed upon times.

The price per meal charged shall be determined by taking the actual meals ordered or served each day times the contract price for that number of meals. Meals will be served on reusable trays. Summit staff will supervise inmates in the tray make-up and delivery. Summit requests a minimum of 16 inmates to serve and assist in kitchen sanitation.

Summit realizes the importance of the daily schedule in a correctional facility and adherence to scheduled meal times is critical to maintaining this schedule. **The meal service schedule will follow the times specified in the RFP.**

A Daily Schedule is designed for the kitchen. Meal times are posted as well as the times the serving line must be turned on, set up and ready to begin. Our staff is trained to constantly monitor this schedule and communicate with the facility staff on distribution of meals, requests for early or late feedings, callbacks for more meals or special diet issues. Our staff is also required to note on the production sheet the start time and completion time for each meal served.

The meals trays for the inmates will be assembled in the kitchen, as is currently being done. The appropriate number of inmates' trays will be prepared in the kitchen which will include any Special Diets trays. Summit will purchase and safely manage all consumable supplies and food products that are required for food service operations.

PORTION CONTROL

At Summit, our employees are equipped with the training and tools needed to ensure each meal period runs smoothly. This

includes making sure the first tray served is the same as the last tray served. We understand this has a direct impact on moral in the Washtenaw County Jail during service; we want to keep your officers safe. Our duty is to ensure the exact portions are being served at each meal per contract and nutritional menu specifications.

Here are just a few of our guidelines:

- » Menus are created by corporate chef and approved for submittal by our registered dietitian; menu items and portion sizes.
- » The food service director is trained on how to properly order the correct amount of food for each meal and emergency situations.
- » Cooks are trained to follow recipes and production sheets to ensure the correct amount of food is being produced.
- » Using proper utensils that are in compliance with the approved facility regular menu and restricted diet menu.
- » Direct supervision on the serving line at all times during meal periods to confirm menu compliance and tray presentation.
- » Salad bar diagram is created by our corporate chef, employees are trained to follow and replenish salad bar as needed during service periods.
- » Proper utensils are used as directed by Summit dietitian and corporate chef.
 - o Hot line; tongs spatula, spoodles and serving spoons, etc.
 - o Salad bar; tongs, ladles, etc.

PRODUCTION SHEETS

The purpose of our production sheets are to establish a uniform procedure for daily production, including purchasing, inventories, recipe numbers, volume and number of portions to be produced.

- A. Summit employees will employ on a day-to-day basis, a complete Menu Production Record.
- B. It will be the Food Service Director’s responsibility to have this form in full use at all times.
- C. Food Service Director will create production sheet based on approved menu and calculate production amounts needed based on participation. All columns on the Daily Menu Production Record form must be filled out completely and kept on file in the Food Service director’s office.
- D. Each past menu must be filed appropriately by day in each cycle.
 - » It is the responsibility of the Food Service Director to comply with this policy.



PORTION CONTROL
STANDARD SERVING EQUIPMENT

ALWAYS REFER TO YOUR CYCLE MENU AND PRODUCTION RECORDS FOR EXACT AND DETAILED FOOD PORTIONS. PORTIONING TOOLS WILL BE SPECIFIED TO REFLECT COOKED WEIGHTS AND/OR VOLUME MEASUREMENTS.

<u>LADLE NUMBER</u>	<u>VOLUME/MEASUREMENT</u>	<u>WEIGHT</u>	<u>SUGGESTED USES</u>
8	1 Cup or 16 Tablespoons	8 Ounces	Stews, Casseroles, Hot Cereals, Mac & Cheese, Spaghetti
6	3/4 Cup or 12 Tablespoons	6 Ounces	Stews, Casseroles, Chili
4	1/2 Cup or 8 Tablespoons	4 Ounces	Gravies, Sauces
3	1/3 Cup or 6 Tablespoons	3 Ounces	Gravies, Sauces
2	1/4 Cup or 4 Tablespoons	2 Ounces	Gravies, Sauces Pancake Syrups
1	1/8 Cup or 2 Tablespoons	1 Ounce	Bulk Salad Dressings
<u>SCOOP NUMBER</u>	<u>VOLUME/MEASUREMENT</u>	<u>WEIGHT</u>	<u>SUGGESTED USES</u>
60	1 Tablespoon	0.5 Ounce	Bulk Condiments
30	2-1/5 Tablespoons	1 Ounce	Bulk Jellies
24	2-3/4 Tablespoons	1.5 - 1.75 Ounces	Filling for Meat Rolls, Meatballs Meatballs
20	3 Tablespoons	1.75 - 2.00 Ounces	Cottage Cheese
16	4 Tablespoons or 1/4 Cup	2.00 - 2.25 Ounces	Egg/Meat Salad Sandwich Fillings
12	5 Tablespoons or 1/3 Cup	2.50 - 3.00 Ounces	Taco Meat Mix, Sloppy Joe
10	6 Tablespoons	3.50 - 4.00 Ounces	Potatoes, Puddings Vegetables, 3-Bean Salad, Baked Beans Canned Fruits
8	8 Tablespoons	4 Ounces	Mashed Potatoes, Rice, Potato and Macaroni Salads
6	10 Tablespoons or 2/3 Cup	5 Ounces	

PROPER UTENSIL USAGE

All Summit employees are trained on identifying the proper utensils to use as dictated by one of our Registered Dietitians. District Managers inspect adherence to policy during routine and surprise visits and take corrective actions if needed. The chart on the right is posted in the production area for easy reference.

Sample Production Record

Cooks Worksheet

12/17/2013 11:55:19 AM

140-1wk-4tues-1bkf Tuesday 12/17/2013
 Projected Servings: 100
 Actual Attendance: _____

Item #	Item Description	Portion Amount	Unit Code	Portions To Prepare	Portions Prepared	Portions Left	Portions Used
F-111	Oatmeal with Margarine and Sugar	10.000	WZ	100	_____	_____	_____
	Time/Temp _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____						
B-208	Potato and Eggs	6.000	WZ	100	_____	_____	_____
	Time/Temp _____ / _____ / _____ / _____ / _____ / _____ / _____ / _____						

Summit's steam table pan portion chart is also posted in the production area of the kitchen and staff area.

- » To be used when deciding how many pans of a particular product to prepare in order to feed the staff and inmate population without running out of food.



STEAM TABLE PAN Portion Chart

Pan Size	Holds		Number of Servings				
			8oz	6oz	4oz	2oz	
	Gallons	Quarts	1 cup	3/4 cup	1/2 cup	1/4 cup	1 oz.
Full 6"	4 1/2	18	72	96	144	288	
Full 4"	3	12	48	64	96	192	
Full 2"	2	8	32	42 2/3	64	128	
Half 6"	2 1/4	9	36	48	72	144	288
Half 4"	1 1/5	6	24	32	48	96	192
Half 2"	1	4	16	21 1/3	32	64	128
Third 6"	1 1/5	6	24	32	48	96	192
Third 4"	1	4	16	21 1/3	32	64	128

Summit's food quality drives inmate acceptance, minimizing unrest, grievances and litigation. Operational consistency drives inventory efficiency, minimizing waste, controls portion size and ensures standards are met. Summit commits the following to Washtenaw County Jail:

- » Meal Consistency
- » Measurability
- » In-service Supervisor and Inmate Training
- » Menu Integrity
- » Communication and Involvement
- » Performance Review by Support Management.

SAMPLE MEAL COUNT SHEETS:

- » Food Service Director tracks meals served in food service accounting software.
- » Client Invoice – A detailed invoice along with copies of meal count sheets identifying meals served, delivered to jail administration, for preceding week’s meals.
 - Regular meals
 - Special, medical meals
 - Staff meals
- » Summit suggests confirming staff meals with a signature
- » Accurately account for all staff meals served.
- » Invoice only the daily count of actual meals served.



DATE: _____ MEAL: _____ CENSUS: _____

DORM	TOTAL	OFFICER
A-1	_____	_____
A-2	_____	_____
B-1	_____	_____
B-2	_____	_____
C-1	_____	_____
C-2	_____	_____
D-1	_____	_____
D-2	_____	_____
BRIG	_____	_____
PACKOUTS	_____	_____
BED REST	_____	_____
INTAKE	_____	_____
KITCHEN DETAIL	_____	_____
JAIL	_____	_____
EXTRA MEALS	_____	_____
TOTAL	_____	_____

SHIFT SUPERVISOR _____

Summit _____

DATE: _____

CHECK ONE: BREAKFAST LUNCH DINNER

UNIT #1 A-WING _____ B-WING _____ C-WING _____ D-WING _____ EXTRAS: _____ TOTAL: _____ ROVER SIGNATURE _____	UNIT #2 A-WING _____ B-WING _____ C-WING _____ D-WING _____ EXTRAS: _____ TOTAL: _____ ROVER SIGNATURE _____
UNIT #3 A-WING _____ B-WING _____ C-WING _____ D-WING _____ EXTRAS: _____ TOTAL: _____ ROVER SIGNATURE _____	
UNIT #4 A-WING _____ B-WING _____ C-WING _____ D-WING _____ EXTRAS: _____ TOTAL: _____ ROVER SIGNATURE _____	UNIT #5 A-WING _____ B-WING _____ C-WING _____ D-WING _____ EXTRAS: _____ TOTAL: _____ ROVER SIGNATURE _____

R & D HOLDING (BOOKING): _____

COURTS BAG LUNCH _____

GRAND TOTAL: _____

FOODSERVICE SIGNATURE _____ DATE _____

SAMPLE TRAY POLICY

For food safety reasons, it is our policy to keep one sample tray from each meal period on hand for seventy-two hours. If at any time two or more people fall ill, the sample tray is available for testing to rule out the presence of suspected foodborne illness causing bacteria (i.e. salmonella, norovirus, E. coli, etc.) Each tray will be labeled with the date, time, and meal period and stored in the freezer. The tray is also a transparent solution to cross check what was served compared to the approved cycle menu.

2-3 DAY PREP & PULL POLICY

Our two to three-day prep and pull policy is a vital part of our kitchen operation. Our staff prep all futures meals and remove frozen meats from the freezer two to three days before cooking time. This policy helps guarantee a smooth meal period well in advance of service.

SUBSTITUTION PROCEDURES

Any substitutions to the menus will be limited, and all substitutions must be documented.

There are five legitimate reasons for such substitutions:

- » Equipment failure
- » Utility failure
- » Vendor failure
- » Food not fit for consumption
- » Client request

Substitutions can only be made by the Food Service Director. Any substitutions will need to be approved before day of substitution by facility administrator. All substitutions must be in the same category of food groups & similar in nutritional value (e.g. 2 slices of bread is equal to 1 bun, or green beans are the same as wax beans). At the end of the month, the Food Service Director will review and forward to the District Manager. The District Manager will review and sign at the bottom documentation. The District Manager will forward the signed documentation to the Corporate Dietitian for final review and approval. The Corporate Dietitian will return the list to the Food Service Director after signing it. The signed Menu Substitution Log must be kept on file in menu substitution notebook for a minimum of 3 years.



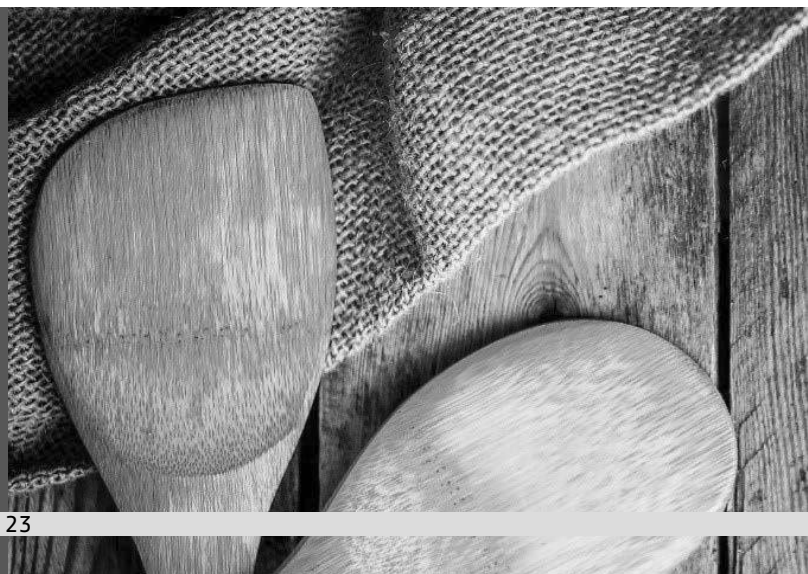
Security

Summit understands that adequate security services are essential and necessary for the safety of the agents, employees, inmates and detention facility staff. It is our expectation that the Washtenaw County Jail will take all reasonable steps to provide sufficient security to enable Summit to safely and adequately manage the food service program. It is expressly understood by the facility & Summit that the provision of security and safety for personnel is a continuing precondition of the Summit's obligation to provide its services in a routine, timely and proper fashion.

Summit will comply with all Washtenaw County Jail security & safety protocol while ensuring our staff does their part too. Our team takes great care to ensure that policies and procedures for security are part of the daily routine within the foodservice operation.

The following identifies a partial list of areas of key importance for maintaining security with our service:

- » Background checks and security clearance provided for all new employees
- » Proper key control for all storage areas, coolers, and freezers
- » Proper procedures for utilizing shadow boards when serving and preparation utensils are used in the kitchen with inmate workers
- » Tethering of knives and sharps when in use (when applicable)
- » Strict control over food and chemicals to prevent the use of contraband by inmate workers
- » Policies and procedures in place for medication use by employees
- » Procedures followed for the storage and use of all chemicals
- » Policies and procedures for emergencies
- » Badges and identification
- » Keeping coolers, storerooms, cabinets and offices closed and locked at all times



TOOL & KNIFE SECURITY

Summit understands that a safe and secure environment is a primary concern. Our team takes great care to ensure that policies and procedures for security are part of the daily routine within the foodservice operation.

The following identifies a partial list of areas of key importance for maintaining security with our service:

- » Providing proper training for kitchen staff when supervision of inmate workers is part of the foodservice plan of operations.
- » Background checks and security clearance provided for all new team members.
- » Proper key control for all storage areas, coolers and freezers.
- » Proper procedures for utilizing shadow boards when serving and preparation utensils are used in the kitchen with inmate workers.
- » Tethering of knives and sharps when in use.
- » Strict control over food and chemicals to prevent the use of contraband by inmate workers.
- » Policies and procedures in place for medication use by team members.
- » Procedures followed for the storage and use of all chemicals.
- » Policies and procedures for emergencies.
- » Badges and identification.
- » Keeping coolers, storerooms, cabinets and offices closed and locked at all times.

Summit shall be responsible for the control of all knives, scissors, and kitchen utensils. All knives and kitchen utensils shall be counted and locked for safe keeping in accordance with policy and procedures provided by the Jail Facility Designee. A sharp tool inventory will be maintained daily.

Summit promises to utilize up to date inventory logs, audits, shadow boards and an equipment repair log.

Summit utilizes a tool inventory and control system which meets the highest standards of the below listed organizations:

- » State Minimum Standards for Local Detention Facilities
- » 2011 Operations Manual ICE Performance-Based National Detention Standards
- » Washtenaw County, Michigan DOC, as well as ACA, State and Federal Correctional Food Service Standards
- » ACA Standards for Adult Local Detention Facilities
- » NCCHC Jail Health Standards

In addition to compliance, Summit is pleased to provide an example of our tool tracking log for your review at the end of this section.

HAZARDOUS MATERIALS CONTROL

Summit promises to maintain accurate inventories, internal audits and tracking logs related to procuring (SDS Sheets), storing, using and disposing of chemical and hazardous materials.

All our standards meet or exceed the recommendations for the below organizations:

- » State Minimum Standards for Local Detention Facilities
- » 2011 Operations Manual ICE Performance-Based National Detention Standards
- » Washtenaw County, Michigan DOC, as well as ACA, State and Federal Correctional Food Service Standards
- » ACA Standards for Adult Local Detention Facilities
- » NCCHC Jail Health Standards

Summit employees are required to demonstrate constant awareness of amounts of dangerous chemicals on hand in the operation. This is a guideline from the American Correctional Association (ACA). All caustic chemicals must be locked up and stored away from food products and an inventory count should be taken each time they are used.

Failure to keep control over these chemicals will result in disciplinary action and/or immediate termination.

Summit employee policy:

- » Log items anytime you put delivered chemicals in the locked storage area with signature.
- » Log anytime a chemical item is removed from locked storage.
- » Be sure all containers are properly labeled.

Each entry (both in and out) MUST be initialed by the person handling the chemical. **THIS IS TO BE STRICTLY ENFORCED.**

CONTRABAND

Due to our extensive partnerships within the state, we fully understand and comply with state and local laws and ACA Standards. Summit's staff understand it is against the law to provide ANY contraband items to the inmates of the Washtenaw County Jail. We also understand and fully support searches of persons and bags for entry into the facility.

In addition to compliance, Summit is pleased to provide a copy of our policy pertaining to Contraband:

COMPANY POLICY

Source: Home Office Human Resources

Restricted Contraband Policy

Audience All Employees of Correctional/Jail/Residential Facilities

INTRODUCTION

Under no circumstances shall a Summit employee knowingly bring restricted items of contraband into a correctional/jail/residential facility.

Contraband is defined as anything in the inmate's possession which has not been officially issued to the inmate. It could also be an authorized item that has been altered.

Items of contraband that may be restricted/prohibited depending on the facility, include but are not limited to the following:

- » Guns and firearm ammunition
- » Knives, tools and items that may be possible weapons
- » Keys
- » Food
- » Chemicals and spray cans (i.e. Mace, Pepper spray, tear gas, etc.)
- » Products such as plastic wrap, gum, stamps, cigarettes
- » Money
- » Drugs/alcohol
- » Pens/pencils
- » Cellular phones
- » Club or blackjack

GUIDELINES

- » Bringing in an item of contraband for an inmate is prohibited. If an employee is approached by an inmate who asks them to bring contraband into the facility, the employee must report this to their Food Service Director, Supervisor and/or the Correctional Security Officer on duty immediately.
- » Employees must always utilize good judgment in determining what is appropriate to bring into the facility. It is recommended that any non-essential personal items be left outside the facility. Any non-essential personal item brought into the facility should be placed in a secured area within the facility.
- » Bringing any item that is considered to be prohibited contraband (as defined by the facility) may result in disciplinary action, including suspension, termination and/or criminal prosecution. If an employee discovers that they have accidentally brought an item of contraband into the facility, they must report it immediately to their Food Service Director, Supervisor and/or the Correctional Security Officer on duty immediately.

IDENTIFICATION (ID) BADGES

Summit understands and acknowledges that all staff are required to wear ID badges if requested by the Washtenaw County Jail. All lost ID Cards/Badges will be reported immediately to the Food Service Director who will immediately report to the Security Sergeant on duty.

KEY CONTROL

Summit shall be responsible for control of keys obtained from the facility designee and the security of those areas for which the keys are given. Summit shall be responsible for immediately reporting all facts relating to any loss of keys or losses incurred because of break-ins to those areas. No keys to any part of the facility may be duplicated. All keys will be provided by the facility designee and made available at the beginning of the shift and turned in at the end of the shift. No keys shall leave the facility.

Summit understands the importance of adhering to the Key Control Program at the Washtenaw County Jail. At no time will any of our staff conspicuously wear their personal or professional keys/ID badges. We further agree to utilize the Key Control Cabinet to ensure keys are controlled between shifts. In conjunction to the regular Key Control Audits conducted by the Washtenaw County Jail, the Summit Director of Operations and District Manager will conduct 'spot checks' to ensure the Food Service Director is maintaining the Key Control Program.

OCCUPATIONAL SAFETY & HEALTH ACT (OSHA) POLICY

It is Summit's policy to provide a safe work place for its employees through OSHA guidelines. Additionally, the Company provides safety training and requires its employees to follow all safety rules and to employ safe habits. It is the responsibility of our staff to observe the safety rules and regulations which apply to your facility. Any willful violation of safety rules and regulations by Summit employees shall be considered cause for disciplinary action.

The following Summit employee guidelines are just an example of our OSHA compliant safety training:

- » GENERAL SAFETY: Unsafe conditions or unsafe acts should be reported to the direct supervisor immediately.
- » INJURIES: Work related injuries must be reported to a manager at once.
- » FIRE PROTECTION: Every employee has the responsibility for reporting fires and the responsibility to fight small fires in their work area. Therefore, employees must know where the fire extinguishers are located and how to use them.

It is important our employees practice safe work habits constantly and consistently in all areas of the work place.

SEXUAL MISCONDUCT WITH INMATES

Sexual and inappropriate contact between Summit staff and inmates will not be tolerated. All incidents will be reported to the appropriate facility staff and an investigation launched. All results will be fully disclosed to staff and, if necessary, any disciplinary actions will be executed. Summit completely understands all the requirements under federal, state and local law and will ensure all Summit staff understand the severity of this offense.

In addition to compliance, Summit is pleased to provide a copy of our Sexual Misconduct, PREA & Boundaries Training Programs.

BOUNDARIES EMPLOYEE TRAINING

Correctional facilities require a controlled environment to ensure safety and security. There are rules, regulations, systems, and policies that must be consistently enforced and monitored to maintain order. All Summit team members working at a correctional facility are expected to share the responsibility of maintaining control in the environment, in addition to their foodservice responsibilities. Therefore, working in a correctional foodservice operation requires not just the knowledge of foodservice but also an understanding of the correctional environment and the influences that affect it.

To work effectively in this type of environment, an employee must:

- » Understand the correctional environment and the inmate mind
- » Have a constant awareness of their surroundings, potential problems, and security
- » Conduct themselves in a professional manner no matter what the circumstance or situation
- » Control their interactions with those they work with
- » Help enforce that all systems and procedures are followed for tighter control

Boundaries is a Summit team member training program specifically designed to prepare new team members to work in the correctional environment and was developed through our partnership with the Minnesota Department of Corrections. The program provides information and tools to help team members interact professionally with offenders, to effectively enforce policies and procedures, and to understand their roles and working relationships with staff as well as administration in maintaining a safe and secure environment. The Boundaries training is also included as a part of the required monthly training modules for all team members to maintain constant awareness of the challenges faced when working with inmates. Upon completion of each of the following parts included in the Boundaries training, team members will have a better understanding of the correctional environment and how to work effectively within it so they can remain safe.

Boundaries Employee Training consists of four parts:

- » Part 1: Self-Assessment
- » Part 2: Drawing the Line on Manipulation from Inmates
- » Part 3: Controlling Boundaries
- » Part 4: PREA



PREA ALIGNMENT

Summit understands the importance of the Prison Rape Elimination Act (PREA) Standards with-in your facility. As a company, Summit was the first to implement employee training on the matter ensuring referrals of sexual abuse and sexual harassment allegations are properly and immediately reported. Along with our Boundaries training program, our employee training and all communication are administered at all of our partner facilities. We understand how important our role is in preventing sexual abuse, detecting sexual abuse and responding to sexual abuse of any kind to facility administration.

Summit will abide by PREA standard: Hiring and Promotion Decisions.

Here are a few key PREA directives with-in our employee training:

- » Understanding your facility has a zero tolerance regarding sexual abuse.
- » Know who the facility PREA officer or administrator is.
- » Understand our role and responsibility as the vendor in preventing, recognizing and responding to sexual abuse.
- » Ensure there is clear communication with your facility.
- » All allegations are taken seriously.
- » Immediate reporting policy.
- » Statement writing.
- » Understanding the facility's PREA policy and procedures.

SUMMIT UNDERSTANDS AND WILL ALWAYS FOLLOW THE INSTRUCTION OF THE WASHTENAW COUNTY JAIL REGARDING PREA PROTOCOL, POLICY AND PROCEDURES.



ELECTRONIC DEVICES & COMMUNICATION

Summit's policies regarding the use of electronic devices are stringent and strictly enforced. The Director of Operations, District Manager and Food Service Director will ensure all devices connected to the Washtenaw County Jail network will comply with the County's IT Protocols and Security Manual. Summit agrees to allow the County's IT staff to maintain administrative rights on all Summit devices for use by the Food Service Program.

Summit maintains a strict policy regarding social media and all posts are subject to review by Summit. This would be in addition the policies administered by the Washtenaw County Jail.

CHEMICALS AND SANITATION SUPPLIES

Summit understands that the vendor is expected to purchase and safely manage all supplies and food products that are required for food service operation. However, it is still our responsibility to ensure your equipment stays clean and operational. Summit promises to clean and maintain the County's equipment.

LICENSES, FEES AND TAXES

Summit agrees to secure and pay all federal, state and local licenses, permits and fees required for food service, if any. During the period of this agreement, if it is deemed by taxing authorities that all, or a portion of the services provided hereunder are to be subject to a sales or similar tax which has not been collected by the vendor, the County agrees to pay such tax.

OFFICE SUPPLIES

Summit understands and will supply all office supplies needed for the operation of the Food Service Program.

FOOD ITEMS POSING A SECURITY THREAT

Summit will not utilize any yeast, cayenne pepper, nutmeg, sugar or alcohol based liquids as a raw ingredient in any recipes. Furthermore, if there should ever be a need to utilize or store these ingredients, Summit will utilize a detailed tracking log and ensure these items are secured separately.

Summit also attests that our standards, meet or exceed the requirements prescribed by the:

- » State Minimum Standards for Local Detention Facilities
- » 2011 Operations Manual ICE Performance-Based National Detention Standards
- » Washtenaw County, Michigan DOC, as well as ACA, State and Federal Correctional Food Service Standards
- » ACA Standards for Adult Local Detention Facilities
- » NCCHC Jail Health Standards

Safety

Summit fully understands the importance of safety and security within the Washtenaw County Jail. With over 70+ years of experience in correctional food service, there isn't much we haven't seen or dealt with. Safety benefits all parties involved and something we take very seriously. We are extremely proud of our track record and strive to continuously update our safety manual and standard operating procedures as conditions, standards and requirements change. Below are some of the highlights of our safety program for your review.

FOOD SAFETY

The Elior North America Food Safety policies and procedures are based on the FDA Food Code and provide measures to prevent foodborne illness. The policies and procedures includes specific details of various food service tasks including cleaning and sanitizing, and outlining processes, corrective action, and monitoring for the flow of food: purchasing, receiving, storage, preparing, cooking, holding, cooling, reheating, and serving. The food safety program includes training requirements for the person in charge, food defense, personal hygiene and reporting of illnesses by employees and the necessary steps to prevent foodborne illness. Our commitment is to provide safe food every day by adhering to the outlined standards.

PROGRAM/BENEFIT SUMMARY

BENEFIT TO CLIENT/CUSTOMER

FOOD SAFETY PROGRAM

Summit's Food Safety Program identifies points where contamination or development of harmful micro-organisms may occur and implements controls based on the hazards.

Confidence that the foodservice department is operating under safe food practices. Program is compliant with food code recommendations and local health department regulations.

FOOD SAFETY AND SANITATION TRAINING

All staff members are trained in food safety and sanitation:

- » When hired, new employee orientation focuses on using and implementing the standards established in the Safe Food Handling and Sanitation Guidelines pamphlet
- » Within the first three months of hire, all employees must be ServSafe Certified
- » Monthly SAFE training

Hourly staff training leads to a safe and clean environment.

SAFE TRAINING – MONTHLY

Summit provides the Food Service Director monthly food and work safety training modules with application activities for hourly staff. Topic samples:

- » Employee Safety Standards
- » Food Allergies: Reactions and Responses
- » Strain/Sprain Prevention

Training of hourly staff reduces employee injury worker's compensation claims.

FOOD SAFETY MANAGER TRAINING AND CERTIFICATION

Summit requires all FSDs and site managers to be trained and certified in safe food handling. Summit uses ServSafe from the National Restaurant Association Educational Foundation. Recertification is required at least every five years.

Key food handling and sanitation practices are understood by management preventing foodborne illness.

STATE AND FEDERAL REGULATIONS

Summit complies with all local and federal agencies that perform site inspections.

Compliance with all requirements.

AUDITS AND UNIT EVALUATIONS

Summit District Managers perform site audits, which cover sanitation and safety practices.

Ensures foodservice departments are operating safely and compliant with regulation.

PURCHASING AND PRODUCT STANDARDS

Summit has strict minimum standards for food grades and specifications.

Ensures the highest and safest quality of products available to our clients and their customers.

Sanitation

Summit certifies that we understand and will comply with the following regulations and publications:

- » The Washtenaw County Jail Food Services Contract
- » The Washtenaw County Jail Policies and Procedures Manual
- » State DHEC Regulations for Retail Food Establishments
- » State DHEC Minimum Standards for Licensing Hospitals and Institutional General Infirmaries
- » State Minimum Standards for Local Detention Facilities and Local Juvenile Detention Facilities
- » Washtenaw County, Michigan DOC, as well as ACA, State and Federal Correctional Food Service Standards
- » Operations Manual ICE Performance-Based National Detention Standards
- » ACA Standards for Adult Local Detention Facilities
- » NCCHC Jail Health Standards and Juvenile Health Standards

Summit's sanitation and maintenance programs portray our commitment to keep our valued clients safe and maintain a safe working environment for all our associates.

Summit commits to achieve satisfactory ratings for inspections of kitchen facilities by County and State health agencies. Our sanitation standards are a critical key to a successful dining service program. It is important to conduct business in a sanitary and clean working environment at each client location that we serve.

Our managers must lead by example and consistently follow up and monitor sanitation standards. Our managers must meet all sanitation objectives and work side by side with our staff to assure expected levels of sanitation are achieved. We must also look at our operations from our customer's point of view. We recognize that our customers are a useful resource to success in these areas.

Summit creates cleaning schedules and checklists that are easy to understand. Our time and temperature logs are designed to equip staff with the tools they need to document all steps and measures. They also create an audit trail for increased accountability.

Other important aspects of Summit sanitation and safety programs:

- » Provide employees with properly working equipment to prepare and hold foods effectively and in proper temperature zones
- » Utilize developed customized location checklists
- » Utilize self-inspection checklists that are closely monitored by the location and district manager
- » Provide client contacts with all sanitation documentation
- » All Summit managers must be ServSafe certified
- » All staff members are trained in food safety and sanitation:
 - » Upon hire as part of new employee orientation using the Safe Food Handling and Sanitation Guidelines pamphlet
 - » Within the first six months of hire using the ServSafe Food Handler Guidebook
 - » Monthly as a part of the monthly SAFE training
- » All hourly staff must be certified in food sanitation and safety
- » Properly trained staff on personal hygiene and foodborne illness

SUMMIT FOOD SERVICE SANITATION CHECKLIST



FOOD SERVICE SANITATION INSPECTION

INSPECTED BY: _____

DATE: _____

	NEEDS IMMEDIATE ATTENTION	UNSATISFACTORY	SATISFACTORY	ABOVE SATISFACTORY	EXCELLENT	COMMENTS
I. EXTERIOR						
A. Entrances						
1. Front Door						
2. Rear Doors and Windows						
3. Walkways						
B. Maintenance						
1. Paint						
2. Windows						
3. Walls						
4. Roof						
II. INTERIOR						
A. Dishwasher Room						
1. Floors						
2. Ceiling						
3. Dishwasher & Equipment						
4. Odor						
5. Vermin Control						
6. Lighting						
B. Serving Line						
1. Steam Tables						
2. Beverage Aisle						
3. Tray Rack						
4. Silverware Dispenser						
5. Ceiling						
6. Grill & Exhaust Fans						
7. Vents						
8. Vermin Control						
C. Kitchen Area						
1. Floors						
2. Tables						
3. Walls						
4. Ceiling						
5. Odor						
6. Vermin Control						
7. Grills						
8. Ovens						
9. Sinks						
10. Ice Machine						
11. Cooking Pots						



FOOD SERVICE SANITATION INSPECTION

INSPECTED BY: _____

DATE: _____

	NEEDS IMMEDIATE ATTENTION	UNSATISFACTORY	SATISFACTORY	ABOVE SATISFACTORY	EXCELLENT	COMMENTS
12. Baking Area						
D. Rest Rooms						
1. Odor						
2. Walls						
3. Ceiling						
4. Floor						
5. Fixtures						
6. Supplies						
7. Entrance Hallway						
8. Vermin Control						
E. Break Area						
1. Floors						
2. Walls						
3. Ceiling						
4. Benches						
5. Lighting						
6. Odor						
7. Odor Control						
F. Food Service Director's Office						
1. Floors						
2. Walls						
3. Ceiling						
4. Windows						
5. Furniture						
6. Neatness						
G. Dry Storage Room						
1. Floor						
2. Walls						
3. Ceiling						
4. Odor						
5. Vermin Control						
6. Arrangement						
H. Freezer						
1. Entrance						
2. Temperature						
3. Floor						
4. Ceiling						
5. Walls						
6. Odor						



FOOD SERVICE SANITATION INSPECTION

INSPECTED BY: _____

DATE: _____

	NEEDS IMMEDIATE ATTENTION	UNSATISFACTORY	SATISFACTORY	ABOVE SATISFACTORY	EXCELLENT	COMMENTS
7. Arrangement						
I. Vegetable Cooler						
1. Entrance						
2. Temperature						
3. Floors						
4. Ceiling						
5. Walls						
6. Odor						
7. Arrangement						
8. Vermin Control						
J. Pot & Pan Washroom						
1. Floors						
2. Walls						
3. Ceiling						
4. Sinks						
5. Pot Racks						
6. Vermin Control						
7. Odor						
8. Ventilation						
K. Vegetable Preparation Area						
1. Floors						
2. Walls						
3. Ceiling						
4. Sinks						
5. Pot Racks						
6. Vermin Control						
7. Odor						
8. Ventilation						
9. Neatness						
10. Tables						
11. Equipment						
L. Garbage Can Washroom						
1. Floors						
2. Walls						
3. Ceiling						
4. Sinks						
5. Vermin Control						
6. Odor						
7. Ventilation						
8. Neatness						

MAINTENANCE OF FACILITY AND EQUIPMENT



Summit and its employees must safeguard all property of the Washtenaw County Jail. Summit shall allow employees to use detention facility equipment only after they have been trained in its proper use. Summit shall be held responsible for damage resulting from negligence or carelessness on the part of its employees or inmate workers due to inadequate supervision. Summit staff shall notify the Jailer's designated point of contact immediately of the need for equipment repair and maintenance. The facility will maintain all owned equipment.

Inventory will be completed semi-annually for each year of the contract. As part of this inventory an assessment of the condition will be made. The contractor will be liable for the replacement and installation costs for all unaccounted pieces of equipment.

If the Contractor deems necessary, Contractor may purchase additional equipment and small wares to aid in the increased efficiency and delivery of contract services, with the approval of the Jail Administrator. Said equipment will remain the responsibility and ownership of the Contractor at the end of the contract term.

Summit has 70+ years of experience in operating equipment within correctional kitchens. No Summit staff will be allowed to operate any kitchen equipment until they have completed a required training system to ensure each member is qualified and proficient in the operation and cleaning of all equipment.

PEST CONTROL

Summit acknowledges that the Washtenaw County Jail will be responsible for all pest control and will be financially responsible for all costs associated with this program.

CAUSTIC CHEMICAL CONTROL

Summit promises to maintain accurate inventories, internal audits and tracking logs related to procuring (SDS Sheets), storing, using and disposing of chemical and hazardous materials.

This is a new guideline from the (ACA) American Correctional Association. All caustic chemicals must be locked up and stored away from food products and an inventory count should be taken each time they are used. Demonstrates constant awareness of amounts of dangerous chemicals on hand in the operation.

Failure to keep control over these chemicals will result in disciplinary action and/or immediate termination.

- » Log items anytime you put delivered chemicals in the locked storage area with signature.
- » Log anytime a chemical items is removed from locked storage.
- » Be sure all containers are properly labeled.
- » Each entry (both in and out) MUST be initialed by the person handling the chemical. This is to be strictly enforced.

CAUSTIC CHEMICAL CONTROL LOG

- MANUAL # D-220
- PAGES 6
-
-

PURPOSE: Demonstrates constant awareness of amounts of dangerous chemicals on hand in the operation. This is a new guideline from the (ACA) American Correctional Association. All caustic chemicals must be locked up and stored away from food products and an inventory count should be taken each time they are used.

- NOTE:**
- ▶ THIS IS A MUST... Failure to keep control over these chemicals will result in **termination immediately**.
 - ▶ Please enter in anytime you put delivered items in the chemical storage area and initial.
 - ▶ Please enter out anytime you remove an item from this storage area and initial.
 - ▶ Be sure to mark half containers used. (Example 1.5 for one and a half gallons.)
 - ▶ Each entry (both in and out) MUST be initialed by the person handling the chemical. THIS IS TO BE STRICTLY ENFORCED.



CAUSTIC CHEMICAL CONTROL LOG

UNIT #()

ITEM	UNIT	BEG.	SAT.		SUN		MON		TUE		WED		THU		FRI		END INV.
		INV.	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	
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ENVIRONMENTAL CONSIDERATIONS

Naturally is Summit's overall sustainability program. Naturally was developed by Summit to promote education and sustainable practices within our dining areas. The Naturally mission and five commitments use products and processes that take into consideration our actions to decrease our carbon footprint, while offering operational choices that have an economic and ecological impact. It is our goal to not only implement a sustainable initiative, but educate our clients on our commitments towards creating a greener future.

Our commitments towards creating a greener future include:

- » Waste: Recycle as much as possible from small to tall, all efforts are recognized.
- » Water: Reduce water use. Fill dish racks completely and defrost in the refrigerator.
- » Energy: Turn off lights and do not turn on equipment until needed.
- » Food Purchasing: Support local farmers. Purchase seasonal and local when possible. Go bulk.
- » Community: We will provide education on sustainable efforts and partner with local organizations on sustainable practices. Naturally demonstrates our business practice commitments, and as local business, every phase is incorporated into our operations. All of our responsible business practices start with our supplier partners.

ENERGY SAVINGS AND EFFICIENCIES

Energy management during food preparation is often overlooked as cost reduction. Ovens, lighting, preventive maintenance and air handling all add to cost control and environmental support through lower energy use. Turning off lights and equipment when not in use helps to conserve energy, along with pre-heating ovens only the length of time required to reach proper temperature. Proper use of refrigeration and defrosting techniques and time all add to energy efficiency in managing the foodservice program. Our responsibility to manage our clients' resources includes written policies and procedures that govern and promote conservation.

WASTE REDUCTION

Sustainability and waste reduction starts with storage once supplies arrive in the facility. All items are stored by a method called FIFO (first in first out) to ensure all ordered products are used prior to any expiration. The second step starts with production. Summit employees are trained to use cooking methods that minimize waste. This not only improves the quality of food, but decreases the amount of food that is thrown away. According to research, 40% of the food produced in America goes to waste, raising financial, ethical, and environmental concerns. Cost savings, the ability to feed more hungry people, and the decrease of methane, which negatively impacts the environment, can all be positive outcomes of this effort. Summit uses rigid production standards and batch cooking to minimize overproduction. Culinary innovation, food quality, food delivery techniques, and portion control are also keys to assist with minimizing food waste. Once food is discarded, we will work with Washtenaw County Jail on composting programs and other mechanisms to decrease methane production, including utilization of quality licensed haulers of food waste and collaborative efforts of organic waste composting. This full-circle method of sustainability is currently operated in many Summit facilities, where we have reduced waste by the tonnage and have an active partner farmer using the compostable materials. We plan to implement the same program at the Washtenaw County Jail.

RECYCLING INITIATIVES

We plan to use eco-friendly products at your facilities. These products are environmentally friendly and made from renewable material in an effort to encourage sustainability. Summit will work to recycle all products possible, while minimizing the purchase of non-recyclable products such as Styrofoam. While reducing the amount all disposable products is the ultimate goal, we work to recycle or compost what we cannot reuse. We have implemented biodegradable-only disposable products programs.

GOAL FOR SUSTAINABLE CLEANING PRODUCTS

Summit uses the Eco-lab Apex line of environmentally sensitive cleaning and sanitizing products. Apex cleaning products minimize the impact on the environment with environmentally responsible ingredients, reduce plastic packaging waste, and conserve water.

All chemicals will meet sustainability requirements and have the SDS reports on file at the facility. The sustainably conscious cleaning products we propose to use are nontoxic products.

TRANSITION PLAN

Once Summit is awarded the contract, we can assure you the new menu will be a smooth and easy changeover. With the presence of our operations team, we will take this opportunity to review our operational plans and staff in-service training opportunities. We want to continue to build upon making your food service operation one that will exceed your expectations.

Our district manager will include the following action items:

- » Schedule a meeting with jail management staff so we can fully understand all facility policies and procedures regarding the kitchen and any internal workings of the facility that are relevant to the foodservice.
- » District Manager will complete Summit's new opening check-off list and certify all items necessary to assure procedures are in place.
- » Summit operations team will be onsite before, during and after the start of our new contract.

EMERGENCY CONTINGENCY PLAN

Summit has experience in managing food service operations during a renovation period or time of disaster. All foodservice operations in a correctional facility must fulfill the daily needs of the facility even during emergency situations. Because the management team of Summit has serviced a variety of correctional clients, we have, at one time or another, experienced emergency situations that have included client employee strikes, public transportation strikes, power failures, blizzards, tornadoes and hurricanes. Our personnel will assure continuity of service is met and accomplished in a timely fashion.

Summit has multiple site locations across the state of Michigan that can be used as alternate emergency feeding sites. We will work with the County quarterly to detail a working emergency plan.

DISASTER RELIEF

Summit is fully prepared and has proven we can effectively respond to a variety of emergency situations which may arise at the food service operation, including renovation projects. Each year prior to the hurricane season, Summit prepares or updates contingency plans for each unit in the coastal areas to ensure that food service operations are available to support the facility staff, inmates and relief volunteers during emergency situations.

Managed Disaster Events:

2004 Hurricane Charles - Charlotte County, Florida

Summit continued service during Hurricane Charles and the subsequent hurricanes that devastated the area. Not only did Summit provide service in the jail, but also aided Red Cross and other relief agencies and efforts.

2005 Hurricane Katrina – Louisiana

Summit employees donated over \$20,000.00 with an additional matching donation of \$50,000.00 from Summit for evacuee relief efforts. Summit in conjunction with LSU provided food and other supplies for a hurricane evacuee center. Summit Corporate Office continued to operate and provide all company operational functions during the hurricane and during the aftermath of power and telephone disruptions.

2005 Hurricane Rita - Galveston County, Texas

When Galveston County inmates were moved to the City of Houston Jail, Summit moved food and supplies needed to feed Galveston County inmates and staff. Upon passing of the storm Summit was instrumental in feeding emergency and relief workers and started up operations at the Galveston Jail with a full staff.

2005 Hurricane Dennis - Franklin County, Florida

Summit continued to feed inmates, staff and emergency relief workers when Franklin County took a direct hit from the Hurricane. 72 hours in advance of the storm's arrival, Summit had staged the food, water and supplies needed to ensure meals would be provided during and after the storm. In addition, the Summit staff remained on-site during the storm to provide inmate meals and to support the Sheriff's staff with emergency meals as they were needed.

2017 disaster relief efforts were also in effect for Hurricane Harvey in Texas and Hurricane Irma in Florida.

For all situations, we have contingency plans that allow us to continue service in extreme circumstances. In addition, we can call upon our Support Services personnel for support and equipment if needed. The following is an overview of Summit's emergency plans.

SHORT TERM CONTINGENCY

A short-term contingency menu will be developed by the Food Service Director and Summit’s District Manager and submitted for your approval after the contract is awarded. The menu is designed for service on paper ware. The first eight meals can be prepared and served with no power source available. Pre-sliced cold cuts and cheeses and packaged items for the menu will be kept in the freezer. Other items, such as a variety of cold cereals, peanut butter, tuna fish and canned chicken and soups, will be kept in dry storage inventory. Soup will be served in covered paper cups when the power source is limited, providing at least one hot meal item.

A sample contingency plan follows for your review:

EVENT	SHORT TERM SOLUTION	LONG TERM SOLUTION
Loss of utilities and/or facilities due to flooding, earthquake, fire, explosion, hurricane, tornado, disturbance or destruction.	» Depending on the situation, Summit will utilize an alternate menu. *	» An alternate menu will be developed per the production capabilities of the kitchen. Implement mobile kitchen’s menu. Set up mobile kitchens(s).
Strike by supplier	» Summit would retain a minimum two-week supply of product on the premises.	» Change supplier to pre-determined alternate.
Equipment breakdowns	» Utilize other production techniques and/or make substitutions to accommodate equipment still in operation. » Summit will have the Food Service Manager, District Manager and other pre-screened personnel on call. In the event sufficient staff is unavailable to produce the menu, an alternate menu* would be used. Summit will have backup personnel to call on.	» Assist in replacing any equipment not repairable. » Advertise for additional personnel.
Lockdown	» Alternate menu* may be used until sufficient staff is available for normal production.	» Utilize staff on call and newly hired personnel to produce and pre-plate thermal trays.

*Sandwich, packaged items and hot meal menus would be provided for approval prior to service start-up.

DISTURBANCES

If a disturbance in the facility or serving area requires a lockdown, our Food Service Director must respond immediately.

Each Summit food service director must be familiar with the following procedures:

- » The facility administration will keep the Food Service Director advised of the situation and the lifting of the lockdown.
- » In all instances, the kitchen should be immediately secured.
- » Exterior entrances, including loading docks, should be secured.
- » Elevators should be returned to the kitchen level and locked.
- » All potential weapons should be returned to the secured cabinet.
- » Unnecessary movement in the foodservice area should cease.
- » The Food Service Director should assign responsibilities for lockdown procedures in advance. However, everyone without an assignment should stay where they are.

STRIKE PLANNING

Through careful planning, this unpleasant situation can become bearable. Management has specific tasks and assignments to complete prior to the strike deadline. Each person must complete his or her assignment for the plan to work.

FOOD SERVICE DIRECTOR // STRIKE COORDINATOR DUTIES

- » Notify the Support Services office and District Manager when a strike is likely and, if needed, request additional assistance, such as a dietitian, purchasing director, personnel specialist, management personnel with strike experience, onsite duties, etc.
- » Review with Food Service Director that all equipment is operable and utilities will not be interrupted
- » Meet with client contact and facility administration to determine:
 - Probable length of the job action
 - Type of action anticipated – violent or non-violent
 - If it is a union-sanctioned strike
 - If there is a strike fund available
 - If there is likely to be a lockdown
 - If the facility will function as usual with court movement, etc.
 - Who will staff the facility if officers walk out
 - If the facility will assist in transporting Summit employees into area
 - If our employees will not cross picket lines, will other labor be available
 - If we have permission to change menus
 - If outlet and parking space for a refrigerated truck is available for use as a backup storage
- » Have strike menu developed, if needed, plus three consecutive cold meals in case power lines are cut

PURCHASING DIRECTOR DUTIES

- » Work with authorized supplier to:
 - Ensure increased deliveries
 - Develop home numbers of suppliers in case of emergencies
 - Determine union and non-union houses and establish supervisory deliveries
 - Establish a special drop location for supplies, complete with surety bonds, if needed
 - Arrange for special equipment as needed
 - Develop plans for subsequent deliveries
 - Arrange for latest possible expiration date on milk and bread
- » Arrange for special vehicles as needed
- » Set up for outside repair and maintenance if in-house personnel will be on strike

PERSONNEL COORDINATOR DUTIES

- » Listing of current names, addresses, and social security numbers for all employees
- » Assure local payment to any employees who do not cross picket lines
- » Make sure all employees have appropriate I.D. badges
- » Prepare a notice of strike letter for each employee
- » Conduct meetings for all employees; agenda to include:
 - We are not on strike and jobs will be there
 - facility is depending on us for meal service
 - State worker's compensation policy
 - When we feel, a strike might begin
 - Special instructions: i.e., dress code, shuttle service, parking arrangements

DISTRICT MANAGER DUTIES

- » Determine all equipment is in working order; utilities may or may not be interrupted
- » Order any necessary office supplies – fax machine or other
- » Develop special cleaning schedules
- » Rearrange all refrigerator, freezer, and dry storage space to accommodate largest possible orders
- » Paper
 - Cleaning supplies
 - Linen and special items needed
 - Personal care items not in commissary
 - Arrangement of extra pest control treatment for just before the emergency
 - Arrangement of extra pest control treatment for just before the emergency
- » Ensure first aid kit is well stocked
- » Review with client medical assistance, if any, that will be available such as doctor, nurse, etc.

POLICIES & FORMS

DAILY KNIFE/UTENSIL INVENTORY VERIFICATION

• MANUAL #	A-201
• PAGES	6
• ISSUE DATE	9/96
• UPDATED	9/97

PURPOSE: To show, at closing, that all knife and utensil counts have been verified.

NOTE: ► Regulations require that all knives and other utensils be accounted for at all times. Failure to complete these verifications may be cause for termination.

DAILY KNIFE/UTENSIL INVENTORY VERIFICATION

MANUAL #: A-201

- PROCEDURES:**
- A. Weekending date
 - B. Name of item that corresponds with each listed number on shadow board.
 - C. Beginning quantity on hand for each item
 - D. Date of count.
 - E. Initial of employee verifying count on hand for each item on the shadow board for each day of the week.
 - F. Supervisor's initials for each daily count.
 - G. Action taken for any discrepancies in counts.

DAILY KNIFE/UTENSIL INVENTORY VERIFICATION

MANUAL #: A-201

- PROCEDURES:**
- A. Weekending date
 - B. Name of item that corresponds with each listed number on shadow board.
 - C. Beginning quantity on hand for each item
 - D. Date of count.
 - E. Initial of employee verifying count on hand for each item on the shadow board for each day of the week.
 - F. Supervisor's initials for each daily count.
 - G. Action taken for any discrepancies in counts.



DAILY KNIFE/UTENSIL/TOOL INVENTORY VERIFICATION

WEEKENDING:

ITEM	BOARD NUMBER	QTY. ON HAND	DATE:					THU	FRI
			SAT	SUN	MON	TUE	WED		
	1								
	2								
	3								
	4								
	5								
	6								
	7								
	8								
	9								
	10								
	11								
	12								
	13								
	14								
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	16								
	17								
	18								
	19								
	20								
	21								
	22								
	23								
	24								
	25								
	26								
	27								
	28								
SUPERVISOR'S INITIALS:									
DISCREPANCIES/ACTION:									

Form A-201 Rev. 9/97

THREE COMPARTMENT SINK TEMPERATURE RECORD

Month: _____ Year: _____

Day	AM Reading		Midday Reading		PM Reading	
	Wash	Final Rinse	Wash	Final Rinse	Wash	Final Rinse
	110°F	171°F–180°F 200–400 PPM	110°F	171°F–180°F 200–400 PPM	110°F	171°F–180°F 200–400 PPM
1						
2						
3						
4						
5						
6						
7						
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31						

For operations open longer than 10 hours per day, midday readings must be taken.

Monthly Review By: _____ Date: _____

Keep results on record for one year.

CHEMICAL RINSE DISHMACHINE TEMPERATURE RECORD

Month: _____ Year: _____ Temperature Goals: Wash: 110° Rinse: 75°–120°
(or per manufacturer)

Day	AM Reading				Midday Reading				PM Reading			
	Wash	Rinse	Water PSI	Initial	Wash	Rinse	Water PSI	Initial	Wash	Rinse	Water PSI	Initial
1												
2												
3												
4												
5												
6												
7												
8												
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30												
31												

Check and record water pressure daily, but if operations is open longer than 10 hours, check and record up to three times daily. Notify supervisor immediately if temperatures are below goal.

Monthly Review By: _____ Date: _____
Keep results on record for one year.

FREEZER TEMPERATURE RECORD

Month: _____ Year: _____ Freezer/Location: _____

Day	AM Reading			PM Reading			ACTION TAKEN: Standard is: 0°F or below. <small>Report to Supervisor if above 10°F for two consecutive hours.</small>
	Time	Temp	Initial	Time	Temp	Initial	
1							
2							
3							
4							
5							
6							
7							
8							
9							
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11							
12							
13							
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31							

Monthly Review By: _____ Date: _____
 Keep results on record for one year.

HIGH TEMPERATURE DISHMACHINE TEMPERATURE RECORD

Month: _____ Year: _____ Temperature Goals: Wash: 120° Rinse: 160° Final Rinse: 180°
(or per manufacturer)

Day	AM Reading					Midday Reading					PM Reading				
	Wash	Rinse	Final Rinse	Water PSI	Initial	Wash	Rinse	Final Rinse	Water PSI	Initial	Wash	Rinse	Final Rinse	Water PSI	Initial
1															
2															
3															
4															
5															
6															
7															
8															
9															
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30															
31															

Check and record water pressure daily, but if operations is open longer than 10 hours, check and record up to three times daily. Notify supervisor immediately if temperatures are below goal.

Monthly Review By: _____ Date: _____
Keep results on record for one year.

REFRIGERATOR TEMPERATURE RECORD

Month: _____ Year: _____ Refrigerator/Location: _____

Day	AM Reading			Midday Reading			PM Reading			ACTION TAKEN: Standard is: 41°F Report to Supervisor if above 45°F for two consecutive hours.
	Time	Temp	Initial	Time	Temp	Initial	Time	Temp	Initial	
1										
2										
3										
4										
5										
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31										

For operations open longer than 10 hours per day, midday readings must be taken.

Monthly Review By: _____ Date: _____

Keep results on record for one year.

SANITIZER CONCENTRATION RECORD

Month: _____ Year: _____ Check One: Machine: _____ Bucket: _____ Bottle: _____

Chlorine PPM = 55–99 & Quaternary PPM = 200–400 or per manufacturer directions

Day	AM PPM Score	Initials	Midday PPM Score	Initials	PM PPM Score	Initials
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
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Take corrective action immediately if concentrations are below standard.

Monthly Review By: _____ Date: _____

Keep results on record for one year.

THERMOMETER CALIBRATION RECORD

Month: _____ Year: _____

Day	Time	Thermometer ID #	Temp Prior to Calibration	Calibration Temperature	Initial	Comments
1						
2						
3						
4						
5						
6						
7						
8						
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10						
11						
12						
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Thermometers should be calibrated daily and any time the thermometer is dropped or abused in any way.

Monthly Review By: _____ Date: _____
 Keep results on record for one year.

COLD PRODUCTION TEMPERATURE RECORD

Menu/Day: _____ Date of preparation: _____

Cold TCS food temperatures must be recorded at the end of the preparation time. Pre-chill ingredients whenever possible.

Cold Food Item (Record Item Name)	Noon Meal		Evening Meal		Corrective Action <small>Record any action taken to solve temperature problems.</small>
	Time	Temp	Time	Temp	
Salads					
Sandwiches					
Salad Bar Items					
Dessert					

Weekly Review By: _____ Date: _____
Keep results on record for one year.

RECEIVING TEMPERATURE RECORD

WEEK ENDING: _____

Food Item	Temp Goal	Product Condition S/U	Monday Time: _____ Temp/Initials	Tuesday Time: _____ Temp/Initials	Wednesday Time: _____ Temp/Initials	Thursday Time: _____ Temp/Initials	Friday Time: _____ Temp/Initials	Saturday Time: _____ Temp/Initials
Eggs	45° or less							
Milk	45° or less							
Ref. Meat	41° or less							
Poultry	41° or less							
Fish	41° or less							
Shellfish	45° or less							
Frozen Meat	0° or less							
Frozen Poultry	0° or less							
Frozen Fish	0° or less							
Misc. Frozen	0° or less							
Temperatures and time are taken and recorded for selected TCS food on day or days of delivery to assure proper temperatures. Record product condition as satisfactory (S) or unsatisfactory (U). Record corrective actions if a food product is not received at or below the temperature goal.			Corrective Action	Corrective Action	Corrective Action	Corrective Action	Corrective Action	Corrective Action

Weekly Review By: _____ Date: _____
 Keep results on record for one year.

FOOD, MENUS AND SPECIAL DIETS

Summit understands your need to ensure the food quality provides healthy and wholesome foods. Unless requested, Summit never utilizes pork or pork by products for inmate meals.

Summit commits to the below specifications:

- » Provide certified menu(s)
- » Registered dietitian certification of the menu
- » Summit's specifications that will be adhered to for food products
- » Summit will meet or exceed quality of food service as detailed in the RFP Inmate cycle menu

Menu Cycle

- » Four (4) week cycle menu.
- » 21 meals and comply with ACA standards.
- » All menu items list weight or volume measurements (e.g. ½ c, 3 oz, wt., etc.). All cake, muffin, and cornbread portions that are cut in a pan indicate the size of the cut (e.g. 1/60 cut).
- » Meat portions in casseroles include cooked weight measurements of meat or meat equivalent per portion.
- » Weights of entrées on menus indicate as cooked or raw weights.

Balanced menu planning requirements

- » Menus are planned with products and recipes with proven inmate acceptability.
- » A variety of food flavors, textures, temperatures, and appearances are used.

Avoid excessive fat calories:

- » To avoid excessive fat calories and provide more stomach filling bulk on the menu, portions for margarine, butter, salad dressing, and mayonnaise shall be restricted on the menu. A maximum of 1/2oz shall be used as a margarine or salad dressing portion. Sandwich meals shall include appropriate mustard and catsup condiments, not unnecessary margarine.

Nutritional requirements

- » Menus will provide a weekly average of no less than 2850 calories in addition to all required nutrients
- » Menus will provide a weekly average of 70 grams of protein per day. This will be met by providing a minimum of two (2) protein servings per day, excluding breading. A meat or meat equivalent may include meat, eggs, cheese, peanut butter, or soy.
- » Menus provide a minimum of one milk per day.
- » No organ meats shall be allowed in any ground meat.
- » Menu certified by registered dietician
- » A copy of our dietitian's ADA registration card is submitted with our proposal.

- » A registered dietitian will approve all menus prior to service and annually thereafter. All meals served will be in compliance with the most recently published Recommended Dietary Allowances and Dietary Reference Intakes for Adult Males as established by the National Academy of Sciences.

Summit will provide quality meals to both your inmate and staff through the following:

- » Freshly prepared Cooking Techniques; every meal is prepared on site from start to finish
- » Use of only 100% meat based proteins; never use textured vegetable protein
- » Proven recipes approved by ACA, NCCHC, ICE, State and Local Laws and Regulations
- » Ensuring all inmates rights are respected by providing Pre-Packaged Kosher and freshly prepared religious and lifestyle meals to ensure the integrity of the equipment and utensils
- » Ensuring all ingredients are pasteurized
- » Food and Meals are thoroughly cooked

Summit employees are equipped with the training and tools needed to run meal periods smoothly. We make sure the first tray served is the same as the last. Our duty is to ensure exact serving portions at each meal per contract and nutritional menu specifications. This directly impacts the safety of your officers in the facility during service.

Here are just a few of our guidelines:

- » The Food Service Director is trained on how to properly order the correct amount of food for each meal including, extra trays for intake, court, drastic fluctuations in counts and emergency situations.
- » Cooks are trained to follow recipes and production sheets to ensure the correct amount of food is being produced.
- » Using proper utensils that are in compliance with the approved facility's regular menu and restricted diet menu.
- » Direct supervision on the serving line at all times during meal periods to confirm tray consistency, menu compliance and tray presentation.
- » Tray counts are conducted before carts are pushed out of the kitchen to make sure meals are accounted for and trays are clean and orderly

In addition to compliance, Summit is pleased to provide a copy of our Food Procurement Standards for your review. Please note that you will not see any soy based protein replacements.

PURCHASING

Summit’s purchasing department brings significant buying power to ensure low costs, innovative, high-quality products and outstanding supplier service. We also facilitate product research, vendor evaluation, price control, problem-solving, procurement and distribution. The Purchasing department’s overall goal is to source quality products, continually improve service and ensure competitive pricing.

Our partnerships with suppliers and manufacturers ensure excellent quality, responsive service and lowest possible meal costs. Consolidating our suppliers ensures maximum buying power. This not only reduces costs, it also provides for new product development and service enhancement ideas.

In developing strong partnerships with our suppliers and manufacturers, we can share resources such as training programs, training facilities and new technologies.



USDA COMMODITIES

Summit agrees to purchase USDA Commodities and pass the rebates back to the facility.

MINIMUM STANDARDS FOR FOOD GRADES AND SPECIFICATIONS

Dairy:	U.S. Grade AA or A
Eggs:	U.S. Grade AA or A
	U.S. Grade B
Fruits and Vegetables, Canned:	U.S. Grade A
	U.S. Grade B
Fruits and vegetables, Fresh:	U.S. No.1 or U.S. Fancy
Fruits and Vegetables, Frozen:	U.S. Grade A
Meats including ground meats:	USDA Choice or Select
Poultry:	U.S. Grade A
Seafood:	U.S. Grade A
Disposable Service Ware:	
Utensils:	Polypropylene Medium Weight White
	Polystyrene Foam White
Cups/Bowls/Clamshells:	– 8oz cups and bowls – 9x9x3 3-compartment clamshells
	1ply white
Napkins (where applicable):	– 15x17 dinner – 10x10 beverage

COMPLIANT FOOD SUPPLIERS

At Summit, all of our food suppliers guarantee products they sell us only come from suppliers using HACCP programs and each of them have a written procedure to verify the food safety and quality of ANY items they sell us, whether “spot buys” or normal production. We do very little buying of anything but first run products, often produced just for Summit to a specification that meets the nutritional requirements of our menus, but at a cost that allows us to compete in the corrections market. The primary manufacturers we use for COP products include companies like Advance Pierre and Butterball.

Any “spot buys” that we may find must come from a very small number of reputable sellers who provide us with Certificates of Insurance to evidence their commitment to providing only good quality products where the chain of custody for the product can be verified. All new products introduced in Summit must be bought from approved suppliers and only after our dietitians and corporate chefs have approved the products, including nutritionals and code dates.

We have over 620 corrections locations spread throughout the country. Quality and safety are paramount in our food purchasing decisions. Our need to maintain quality and consistency through the supply chain requires that we have strict procedures in place within our supply chain.

DIETITIAN SERVICES

Summit Field Support Registered Dietitians provide nutritional expertise to the Food Service Director and District Manager. They specialize in the correctional segment, providing assistance with menu planning, development of necessary therapeutic diets, telephone consultation with the medical department regarding nutritional requirements and answering staff questions regarding therapeutic diets.

All Summit staff dietitians have a minimum of a Bachelor of Science degree in Dietetics and registered with the Commission on Dietetic Registration. Our Dietitians are licensed and/or certified as required by state.

Our dietitians, who are supported by our Nutrition and Wellness department, will also provide guidance when special nutritional needs quickly arise and will be extremely prompt with answers. Summit dietitians are always available to review menus and provides consultation to the onsite Food Service Director and assist with special diets and menu adjustments to meet all nutritional requirements.

MENU DEVELOPMENT

ACA COMPLIANCE STATEMENT


Each facility will utilize a standard menu that is based on facility, state, federal, and contractual food service requirements. Menus will be planned at least one week ahead of time, be nutritionally adequate and served as required. The standard menu will have variety in texture, color, flavor and appearance. Menus will specify portion sizes by cut, weight, or volume for each menu item. The menu for each facility will be nutritionally analyzed and signed by a Registered Dietitian annually, or more frequently per regulatory and/or contractual requirements. Temporary menu substitutions must be of equal nutritional value and documented. The signed menu will be kept on file for 36 months and/or as mandated by the contract. Per ACA standard 4-4316, these menus are compliant with RDA and DRI.

PLANNING & STANDARDS

Summit takes a different approach to our menu development and standards. Most companies have one core menu that is typically driven by a national purchasing program. Our menus are developed site specific, based on the needs and expectations of each client.

- » Our menu management team, comprised of food service directors, lead cooks, purchasing, district managers and dietitians develop our menu cycles with the customer in mind.
- » When developing our menus, we focus on quality and variety and then look at costs associated with the menu—not the other way around.
- » Our menus meet and/or exceed all Federal and State requirements and once they are developed, we have systems in place to ensure these requirements are being met on a meal-to-meal basis.
- » We understand each client has a different expectation for the quality and quantity of food to be served.
- » Summit is flexible enough to have several menu variations available to assure that your expectations are being met.
- » All special diets will be consistently supported by our dietitians, including prompt responses when questions arise.

Summit takes the standards we have set very seriously when it comes to the food we serve. Policies and procedures allow us to monitor acceptance and assure accountability where state and federal guidelines are concerned.



Our menus are developed to be site specific, based on the needs and expectations of each client.



NUTRITIONAL COMPLIANCE STATEMENT

The enclosed four-week menu cycle for the Washtenaw County Jail meets the menu planning guidelines for the American Correctional Association and the National Academy of Science, Food and Nutrition Board.

The menu cycle provides an average minimum of 2900 calories and meets the Recommended Dietary Allowances (RDA) and Dietary Reference Intakes (DRI) requirements for the adult mixed population, ages 19-50.

This menu cycle also has standard therapeutic diets, which may be necessary due to a medical need.

RD™ Registered Dietitian™ **RDN**™ Registered Dietitian Nutritionist™ **Commission on Dietetic Registration**
the credentialing agency for the Academy of Nutrition and Dietetics

eat right.™

CDR certifies that **Shelby R Sloan** has successfully completed requirements for dietetic registration.

Shelby R Sloan
Signature

Registration I.D. Number **1097314**

Registration Payment Period **9/01/17 - 8/31/18**

Coleen Liscano MS, RDN, CSR, FAND
Chair, Commission on Dietetic Registration

Registered Dietitian™ (RD™)
Registered Dietitian Nutritionist™ (RDN™)

Shelby Sloan RD
CDR #1097314
Summit Wellness Dietitian

*Deficient nutrients limited by incomplete nutrient database information available.

Menu Items	Fresh/Processed
Fruits & Vegetables	
Banana	Fresh
Apple	Fresh
Orange	Fresh
Peas	Fresh/Frozen
Mixed Vegetables	Fresh/Frozen
Corn	Fresh/Frozen
Lettuce Salad Mix	Fresh
Coleslaw	Fresh
Carrots	Fresh/Frozen
Peas	Fresh/Frozen
Green Beans	Fresh/Frozen
Shredded Lettuce	Fresh
Mexican Corn	Home Made from Fresh
Hot Breakfast Cereal	
Grits	From Bulk Grits
Farina	From Bulk Farina
Oatmeal	From Bulk Oatmeal
Potatoes	
Hashbrowns	From Dehydrated Potatoes
Home Fried Potatoes	From Dehydrated Potatoes
Lyonnaise Potatoes	From Dehydrated Potatoes
Au Gratin Potatoes	From Dehydrated Potatoes
Mashed Potatoes	From Dehydrated Potatoes
Breads & Baking	
Bread	Processed
Bun (Hamburger & Hot Dog)	Processed
Garlic Bread	Home Made from Processed Bread
Flour Tortilla	Processed
Cornbread	From Mix
Muffin	From Muffin Mix
Coffee Cake	From Cake Mix
Biscuit	From Biscuit Mix
Chips (Tortilla & Potato)	Processed
Bar Breakfast	From Mix
Pancake Bake	From Mix
Brownie	From Mix
Cake (Chocolate & Yellow)	From Cake Mix
Frosting (Chocolate & White)	Home Made
Dessert Bar (Oatmeal, Lemon, Cherry)	From Mix
Cookie (Oatmeal,Sugar)	From Mix
Condiments	
Peanut Butter	From Bulk
Jelly	From Bulk
Margarine	From Bulk
Pancake Syrup	From Bulk
Ketchup	From Bulk
Salad Dressing	From Bulk
Sandwich Dressing	From Bulk
Gravy (Brown, Poultry)	Home Made from Beef/Chicken Base
Gravy (Sausage)	Home Made from Ground Poultry
Meat/Cheese/Dairy	
Sausage Turkey Patty	Processed
2% Milk	Fresh/Pasteurized
Scrambled Eggs	Fresh/Frozen
T. Ham	From Turkey Ham Log
Mexi Taco Meat	From Ground Poultry
Shredded Cheese	Imitation
Sliced Cheese	Imitation
Charbroil Patty	Processed
Chuckwagon Patty	Processed
Turkey Slice	From Turkey Ends & Pieces
Hot Dog	Processed (Turkey)
Breaded Chicken Patty	Processed
Meatballs	Processed (Beef/Chicken)
Meat Loaf Patty	Processed
Pantry	
Refried Beans	Home Made from Dry Beans

BBQ Beans	Home Made from Dry Beans
Boston Baked Beans	Home Made from Dry Beans
Boiled Beans	Home Made from Dry Beans
Cowboy Beans	Home Made from Dry Beans
Fluffy Rice	From Parboiled Rice
Pasta Noodles	Processed
Marinara Sauce	From Canned
Casseroles/Entrees	
Spanish Rice Casserole	Home Made From Ground Poultry
T. Ham & Scalloped Potatoes	Home Made From Turkey Ham Log and Dehydrated Potatoes
Sloppy Joe	Home Made From Ground Poultry
Chili	Home Made From Ground Poultry
Italian Meat Sauce	Home Made From Ground Poultry
T. Ham & Beans	Home Made from Turkey Ham Log and Dry Beans
Macaroni & Cheese with Ground Poultry	Home Made From Ground Poultry
Pizza Casserole	Home Made From Ground Poultry
Turkey Pot Pie	Home Made from Turkey Ends & Pieces
Creamed Poultry	Home Made from Ground Poultry
T. Ham and Noodle Bake	Home Made from T. Ham and Noodles
Jambalaya	Home Made from Ground Poultry
Turkey & Gravy	Home Made from Turkey Ends & Pieces
Turkey Stew	Home Made from Ground Poultry
Pizza Joe	Home Made From Ground Poultry
Turkey Tetrazzini	Home Made from Turkey Ends & Pieces
T. Ham & Cheesy Rice Casserole	Home Made from Turkey Ham Log and Parboiled Rice
Turkey & Noodle Casserole	Home Made From Ground Poultry
Chili Macaroni	Home Made Frome Ground Poultry, Pasta Noodles, Dry Beans

Menu Calendar Report

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Sorted by Date, Then by Meal, Then by Menu Sequence

Washtenaw Proposal							Week 1
	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
BRK	Fresh Fruit 1 each 1 cup Buttered Grits	Fresh Fruit 1 each 1 cup Farina w/Butter&Sugar	Fresh Fruit 1 each 1 cup Oatmeal w/Butter & Sugar	Fresh Fruit 1 each 1 cup Farina w/Butter&Sugar	Fresh Fruit 1 each 1 cup Oatmeal w/Butter & Sugar	Fresh Fruit 1 each 1 cup Buttered Grits	Fresh Fruit 1 each 1 cup Oatmeal w/Butter & Sugar
	Hashbrowns 1/2 cup 1 ounce Peanut Butter 1/2oz Jelly	Breakfast Patty (1oz) 1/2 cup Home Fried Potatoes 1/54 Coffee Cake 1/54	Lyonnaise Potatoes 1/2 cup Sausage Gravy (1.3oz) 4 ounce Biscuit 1/54	Scrambled Eggs 1 #12 scoop Hashbrowns 1/2 cup Breakfast Bar 1/54	Sausage Gravy (1.3oz) 4 ounce Biscuit 1/54 Home Fried Potatoes 1/2 cup 2% Milk	Breakfast Patty 1 each Lyonnaise Potatoes 2 each Coffee Cake 1/54	Pancake Bake 2 each 1 ounce Whipped Margarine 1/2oz 1/2 cup
	Muffin 1/54 2% Milk 8 Fl oz	Whipped Margarine 1/2 oz 2% Milk 8 Fl oz	2% Milk 8 Fl oz	Whipped Margarine 1/2 oz 2% Milk 8 Fl oz	2% Milk 8 Fl oz	Whipped Margarine 1/2 oz 2% Milk 8 Fl oz	Hashbrowns 1/2 oz 2% Milk 8 Fl oz
LUN	Mexi Taco Meat (1.9oz) 3.2oz Shredded Cheese 1/2oz	Scalloped Potatoes (2oz) 1/2oz Buttered Peas	Sloppy Joes (1.9oz) 3.2oz Hamburger Bun 1 each	Chili (1.4oz) 10 ounce Fluffy Rice 1 cup	Italian Meat Sauce (1.9oz) 3/4cup Pasta 1 cup	T. Ham & Beans (2.2oz) 10 ounce Creamy Coleslaw 1/2 cup	Charbroil Patty 3 oz 1 each Hamburger Bun 1 each
	Tortilla Chips 1 ounce 2/3 cup Refried Beans	Bread Whipped Margarine	Home Fried Potatoes 2 slice 1/2 oz Buttered Mixed Veg 1/2 cup	Buttered Corn 1/2 cup Combread 1/54	Lettuce Salad 1/2 cup Salad Dressing 1 piece	Combread 1/54 Whipped Margarine 1/2 oz	Au Gratin Potatoes 1 cup BBQ Beans 1 cup
	Fluffy Rice 1 cup	Frosted Cake 1/54	Ketchup 1 Tbsp	Whipped Margarine 1/54	Bread 1/54	Dessert Bar 1/54	Ketchup 1 Tbsp
	Dessert Bar 1/54 1 piece	Fortified Drink Bulk	Dessert Bar 1/54 1 each	Dessert Bar 1/54 1 each	Whipped Margarine 1/54	Fortified Drink Bulk 1/2 oz	Frosted Dessert Bar 1/54 1 each
	Fortified Drink Bulk 8 Fl oz	Fortified Drink Bulk	Fortified Drink Bulk 8 Fl oz	Fortified Drink Bulk 8 Fl oz	Frosted Dessert Bar 1/54 1 each Fortified Drink Bulk 8 Fl oz	Fortified Drink Bulk 8 Fl oz	Fortified Drink Bulk 8 Fl oz
DIN	Pizza Casserole (1.85oz) 10 ounce Mixed Vegetables 1/2 cup 1/54 Whipped Margarine 1/2 oz	Spanish Rice Cass(2.1oz) 10 ounce Mexican Beans 2/3 cup Combread 1/54 Whipped Margarine 1/2 oz	Turkey Stew (1.48oz) 8 ounce Fluffy Rice 1 cup Lettuce Salad 1/2 cup Salad Dressing 1/2 oz	Chicken Patty 3 oz Poultry Gravy 1 cup Mashed Potatoes 1/2 cup Buttered Carrots 1/2 cup	Pizza Joe (1.34oz) 1 #12 scoop Hamburger Bun 1 each Au Gratin Potatoes 1 cup Buttered Peas 1/2 cup	Meatballs (3oz) 2 ounce Brown Gravy 1 cup Spaghetti Noodles 1/2 cup Buttered Carrots 1/2 cup	Turkey Teirazzini (2oz) 10 ounce 1/2 cup Biscuit 1/54 1 each Whipped Margarine 1/2 oz
	Cookie 2oz Fortified Drink Bulk 8 Fl oz	Frosted Cake 1/54 Fortified Drink Bulk	Biscuit 1/54 1 piece 8 Fl oz Whipped Margarine 1/2 oz	Biscuit 1/54 1 each Whipped Margarine 1/2 oz	Cookie 2oz Fortified Drink Bulk 1 each 8 Fl oz	Bread Whipped Margarine 1/2 oz	Dessert Bar 1/54 1 each Fortified Drink Bulk 8 Fl oz
	Fortified Drink Bulk	Frosted Cake 1/54 Fortified Drink Bulk	Frosted Cake 1/54 Fortified Drink Bulk	Dessert Bar 1/54 Fortified Drink Bulk	Dessert Bar 1/54 Fortified Drink Bulk	Frosted Dessert Bar 1/54 Fortified Drink Bulk	Frosted Dessert Bar 1/54 Fortified Drink Bulk

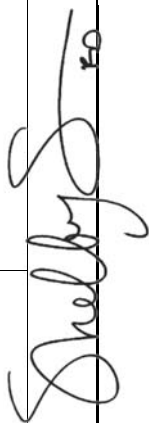
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Menu Calendar Report

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Sorted by Date, Then by Meal, Then by Menu Sequence

Washtenaw Proposal							Week 2	
	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	
BRK	Fresh Fruit 1 each 1 cup 1 cup 1 ounce 1/2 oz 1 each 1/2 cup 8 Fl oz 8 Fl oz	Fresh Fruit 1 each 1 cup 1 cup 4 ounce 2 each 1/2 cup 1/2 cup 8 Fl oz 2% Milk	Fresh Fruit 1 each 1 cup 1 cup 1 each 1/2 cup 1 each 1/2 cup 2% Milk	Fresh Fruit 1 each 1 cup 1 cup 1 #12 scoop 1/2 cup 1 piece 1/2 oz 8 Fl oz 2% Milk	Fresh Fruit 1 each 1 cup 1 cup 2 each 1 ounce 1/2 cup 1/2 cup 2% Milk	Fresh Fruit 1 each 1 cup 1 cup 2 each 1 ounce 1/2 cup 1/2 cup 2% Milk	Fresh Fruit 1 each 1 cup 1 cup 4 ounce 2 each 1/2 cup 1/2 cup 8 Fl oz 2% Milk	Fresh Fruit 1 each 1 cup 1 cup Peanut Butter 1 ounce 1/2 cup 1/2 cup 8 Fl oz 2% Milk
LUN	Chuckwagon Patty 3oz 2 ounce 1 cup 1/2 cup 1 piece 1/2 oz 1 each 8 Fl oz	Mexi Taco Meat (1.9oz) 3.2oz Shredded Cheese 1/2 oz 1 each 1 piece 8 Fl oz 2% Milk	Country Gravy 1/2 oz 1 each 1 cup 1 cup 1 cup 1 piece 1/2 cup 8 Fl oz 2% Milk	Sloppy Joes (1.9oz) 3.2oz Hamburger Bun 1 each Boston Baked Beans 1 cup Lettuce Salad 1/2 cup Salad Dressing 1/2 oz 1 each 8 Fl oz	Mac & Cheese w/ Ground Poultry (2.1oz) 3.2oz Buttered Peas 1 each Cornbread 1/54 1 cup Whipped Margarine 1/2 cup Dessert Bar 1/54 1 each Fortified Drink Bulk 8 Fl oz	Pizza Casserole (1.85oz) 10 ounce Lettuce Salad 1/2 cup Salad Dressing 1/2 cup Whipped Margarine 1/2 cup Cookie 2oz 1 each Fortified Drink Bulk 8 Fl oz	Spanish Rice Cass (2.1oz) 10 ounce Buttered Peas 1/2 cup Cornbread 1/54 1 piece Whipped Margarine 1/2 cup Cookie 2oz 1 each Fortified Drink Bulk 8 Fl oz	
DIN	T. Ham & Cheesy Rice (2.2oz) 10 ounce 1/2 cup 2 slice Whipped Margarine 1/2 oz 1 piece 8 Fl oz Fortified Drink Bulk	Ham & Scalloped Potatoes (2oz) 10 ounce 1/2 cup 1/2 cup 2 slice Bread Whipped Margarine 1/2 oz 1 piece 8 Fl oz Fortified Drink Bulk	Turkey & Noodle Casserole (1.7oz) 10 ounce 1/2 cup 1/2 cup 1 each 2 slice Whipped Margarine 1/2 oz 1 piece 8 Fl oz Fortified Drink Bulk	Chili Macaroni (.67oz) 10 ounce Buttered Carrots 1/2 cup 1 each Cornbread 1/54 1 cup Whipped Margarine 1/2 cup Dessert Bar 1/54 1 each Fortified Drink Bulk 8 Fl oz	Meatballs (3oz) 6 each 2 Fl oz 1 cup 1/2 cup 2 slice 1/2 cup 1 each 8 Fl oz Fortified Drink Bulk	Mexi Taco Meat (1.9 oz) 3.2oz Shredded Cheese 1/2 cup Lettuce Shredded 1/2 cup Tortilla Chips 1 ounce Mexican Corn 1/2 cup Refried Beans 1 cup Dessert Bar 1/54 1 each Fortified Drink Bulk 8 Fl oz	Chicken Patty 3 oz 3.2oz Poultry Gravy 1/2 cup Mashed Potatoes 1 cup Lettuce Salad 1/2 cup Salad Dressing 1/2 cup Cornbread 1/54 1 piece Whipped Margarine 1/2 cup Frosted Dessert Bar 1/54 1 each Fortified Drink Bulk 8 Fl oz	



Menu Calendar Report

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Sorted by Date, Then by Meal, Then by Menu Sequence

Washtenaw Proposal							Week 3
	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
BRK	Fresh Fruit Oatmeal w/Butter & Sugar Scrambled Eggs Lyonnaise Potatoes	Fresh Fruit Farina w/Butter&Sugar Breakfast Patty (1oz) Home Fried Potatoes	Fresh Fruit Oatmeal w/Butter & Sugar Sausage Gravy (1.3oz) Biscuit 1/54	Fresh Fruit Buttered Grits Breakfast Patty (1oz) Home Fried Potatoes	Fresh Fruit Oatmeal w/Butter & Sugar Peanut Butter Jelly	Fresh Fruit Buttered Grits T. Ham Sliced Home Fried Potatoes	Fresh Fruit Oatmeal w/Butter & Sugar Pancake Bake Syrup
	1 each 1 cup 1 #12 scoop 1/2 cup	1 each 1 cup 1 each 1/2 cup	1 each 1 cup 4 ounce 2 each	1 each 1 cup 1/2 cup 8 Fl oz	1 each 1 cup 1 ounce 1/2 oz	1 each 1 cup 1 ounce 1 cup	1 each 1 cup 1 ounce 1 cup
	1 each 1/2 oz 8 Fl oz	1 piece 1/54 Whipped Margarine 2% Milk	1 piece 1/54 Whipped Margarine 2% Milk	1 piece 1/54 Whipped Margarine 2% Milk	1 piece 1/54 Lyonnaise Potatoes 8 Fl oz	1 piece 1/54 Whipped Margarine 2% Milk	1 piece 1/54 Whipped Margarine 2% Milk
LUN	Turkey Hot Dog (3.2oz) Hot Dog Bun	Stopypy Joes (1.9oz) Hamburger Bun	Meatballs (3oz) Brown Gravy	Chili (1.4oz) Fluffy Rice	Mexi Taco Meat (1.9oz) Shredded Cheese	Creamed Poultry (4oz) Mashed Potatoes	Mac & Cheese w/ Ground Poultry (1.4oz) Lettuce Salad
	1 each 1 each	1 each 1 each	6 each 2 ounce	1 cup 2 ounce	1 cup 1 cup	1 cup 1 cup	1 cup 1 cup
	1 cup 1/2 cup 1 Tbsp	1 cup 2/3 cup Ranch Beans Ketchup	Pasta Lettuce Salad Salad Dressing	Lettuce Salad Dressing for Salad 1/2 oz Combread 1/54	Lettuce Shredded 10" Tortilla Fluffy Rice	Buttered Carrots Combread 1/54 Whipped Margarine	Dressing for Salad Bread Whipped Margarine
	1 each 8 Fl oz	1 each 8 Fl oz	1 each 8 Fl oz	1 each 1/2 oz	1/2 cup 1/54 Mexican Beans	1 each 2oz Cookie 2oz	1 each 1/54 Frosted Cake
	Fortified Drink Bulk	Fortified Drink Bulk	Whipped Margarine	Cookie 2oz	Frosted Dessert Bar 1/54	Fortified Drink Bulk	Fortified Drink Bulk
			Cake 1/54	Fortified Drink Bulk	Fortified Drink Bulk		
DIN	Italian Meat Sauce(1.9oz) Spaghetti Noodles Buttered Green Beans Garlic Bread Dessert Bar 1/54 Fortified Drink Bulk	Turkey & Noodle Casserole (1.7oz) Buttered Mixed Veg Bread Whipped Margarine Frosted Dessert Bar 1/54 Fortified Drink Bulk	Fortified Drink Bulk Chicken Patty 3 oz Hamburger Bun Mashed Potatoes Buttered Peas Sand Salad Dressing Cookie 2oz Fortified Drink Bulk	Meat Loaf (3oz) Brown Gravy Mashed Potatoes Buttered Green Beans Combread 1/54 Whipped Margarine Frosted Cake 1/54 Fortified Drink Bulk	Pizza Joe (1.34oz) Hamburger Bun Chips Buttered Peas Dessert Bar 1/54 Fortified Drink Bulk	Turkey Stew (1.48oz) Fluffy Rice Lettuce Salad Salad Dressing Biscuit 1/54 Whipped Margarine Cookie 2oz Fortified Drink Bulk	Turkey Jambalaya (1.4oz) Boiled Beans Buttered Peas Combread 1/54 Whipped Margarine Cookie 2oz Fortified Drink Bulk
	3/4 cup 1 cup 1/2 cup 2 slice 1 each 8 Fl oz	10 ounce 1/2 cup 2 slice 1/2 oz 1 each 8 Fl oz	8 Fl oz 3 oz 1 cup 1 cup 1/2 cup 1 each 8 Fl oz	1 each 2 ounce 1 cup 1/2 cup 1 piece 1/2 oz 1 piece 8 Fl oz	1 #12 scoop 1 each 1 ounce 1/2 cup 1 each 8 Fl oz	10 ounce 1 cup 1/2 cup 1/2 cup 1 each 1/2 cup 1 each 8 Fl oz	10 ounce 1 cup 1/2 cup 1/2 cup 1 piece 1/2 oz 1 piece 8 Fl oz

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Menu Calendar Report

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Sorted by Date, Then by Meal, Then by Menu Sequence

Washtenaw Proposal							Week 4
	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
BRK	Fresh Fruit Farina w/Butter&Sugar Sausage Gravy (1.3oz) Biscuit 1/54 Home Fried Potatoes 2% Milk	Fresh Fruit Oatmeal w/Butter & Sugar Scrambled Eggs Hashbrowns Coffee Cake 1/54 Whipped Margarine 2% Milk	Fresh Fruit Buttered Grits Pancake Bake Syrup Lyonnaise Potatoes Whipped Margarine 2% Milk	Fresh Fruit Oatmeal w/Butter & Sugar Sausage Gravy (1.3oz) Biscuit 1/54 Hashbrowns 2% Milk	Fresh Fruit Oatmeal w/Butter & Sugar Breakfast Patty (1oz) Home Fried Potatoes Coffee Cake 1/54 Whipped Margarine 2% Milk	Fresh Fruit Buttered Grits T. Ham Sliced Hashbrowns Breakfast Bar 1/54 Whipped Margarine 2% Milk	Fresh Fruit Farina w/Butter&Sugar Sausage Gravy (1.3oz) Biscuit 1/54 Lyonnaise Potatoes 2% Milk
LUN	Turkey Hot Dog (3.2oz) Hot Dog Bun Chips Ranch Beans Ketchup	2% Milk Sloppy Joes (1.9oz) Hamburger Bun Italian Pasta Salad Buttered Carrots Cookie 2oz	8 Fl oz 2% Milk T. Ham & Noodle Bake (2.4 oz) Buttered Green Beans Biscuit 1/54 Whipped Margarine Dessert Bar 1/54	1 each 1 cup 2 each 1 ounce 1/2 cup 1/2 cup 1/2 cup 8 Fl oz	1 each 1 cup 2 each 1 ounce 1/2 cup 1/2 cup 8 Fl oz	1 each 1 cup 1 ounce 1/2 cup 1 piece 1/2 cup 8 Fl oz	1 each 1 cup 1 slice 1 each 1 cup 1/2 cup Whipped Margarine 1 Tbsp Dessert Bar 1/54 Fortified Drink Bulk
DIN	Turkey Poultry Graw Mashed Potatoes Lettuce Salad Salad Dressing Biscuit 1/54 Whipped Margarine Frosted Dessert Bar 1/54 Fortified Drink Bulk	Spanish Rice Cass (2.1oz) Buttered Mixed Veg Cornbread 1/54 Whipped Margarine Dessert Bar 1/54 Fortified Drink Bulk	1 each 2 Fl oz 1 cup 1/2 cup 1 each 2 slice 1 each 8 Fl oz	1 each 1 cup 1 cup 1/2 cup 2 slice Dessert Bar 1/54 Fortified Drink Bulk	10 ounce 3/4 cup 1 cup 1/2 cup 2 slice Whipped Margarine Frosted Dessert Bar 1/54 Fortified Drink Bulk	10 ounce 1/2 cup 2 slice 1/2 cup 1 piece Whipped Margarine 1/2 cup Frosted Dessert Bar 1/54 Fortified Drink Bulk	1 each 2 ounce 1 cup 1/2 cup 1 piece 1/2 cup 1 each 8 Fl oz

Shelby S. RD

Washtenaw County, MI



Sample Officers Dining Menu

Main Entrée

Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
Assorted Cold Cuts	BBQ Chicken Breast	Assorted Cold Cuts	Hamburger with Cheese	Assorted Cold Cuts	Breaded Chicken Patty	Assorted Cold Cuts
Condiments	Condiments	Condiments	Condiments	Condiments	Condiments	Condiments

Salads and/or Salad Bar with Assorted Dressings
available with meal.

Always Available Snack Items

Assorted Muffins

Fresh Fruit

Chips

Milk

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Sorted by Date, Then by Meal, Then by Menu Sequence

Washtenaw Sack Lunch							Week 1
	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
LUN	T. Ham	2 oz Turkey Slice	2 oz Turkey Bologna	2 oz T. Ham	2 oz Turkey Bologna	2 oz T. Ham	2 oz Turkey Slice
	Bread	2 slice Bread	Bread	Bread	2 slice Bread	Bread	2 slice Bread
	Sandwich	1 each Sandwich	Sandwich	Sandwich	1 each Sandwich	Sandwich	1 each Sandwich
	Dressing PC	Dressing PC	Dressing PC	Dressing PC	Dressing PC	Dressing PC	Dressing PC
	Fresh Fruit	1 each Fresh Fruit	Fresh Fruit	Fresh Fruit	1 each Fresh Fruit	Fresh Fruit	1 each Fresh Fruit
	100% Juice	1 each 100% Juice	100% Juice	100% Juice	1 each 100% Juice	100% Juice	1 each 100% Juice

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Sorted by Date, Then by Meal, Then by Menu Sequence

Washtenaw Sack Lunch							Week 2	
	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
LUN	T. Ham	2 oz Turkey Slice	2 oz Turkey Bologna	2 oz T. Ham	2 oz Turkey Bologna	2 oz T. Ham	2 oz Turkey Slice	2 oz
	Bread	2 slice Bread	Bread	Bread	2 slice Bread	Bread	Bread	2 slice
	Sandwich	1 each Sandwich	Sandwich	Sandwich	1 each Sandwich	Sandwich	Sandwich	1 each
	Dressing PC	Dressing PC	Dressing PC	Dressing PC	Dressing PC	Dressing PC	Dressing PC	Dressing PC
	Fresh Fruit	1 each Fresh Fruit	Fresh Fruit	Fresh Fruit	1 each Fresh Fruit	Fresh Fruit	Fresh Fruit	1 each
	100% Juice	1 each 100% Juice	100% Juice	100% Juice	1 each 100% Juice	100% Juice	100% Juice	1 each

Menu Calendar Report

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Sorted by Date, Then by Meal, Then by Menu Sequence

Washtenaw Sack Lunch							Week 3	
	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
LUN	T. Ham	2 oz Turkey Slice	2 oz Turkey Bologna	2 oz T. Ham	2 oz Turkey Bologna	2 oz T. Ham	2 oz Turkey Slice	2 oz
	Bread	2 slice Bread	Bread	Bread	2 slice Bread	Bread	Bread	2 slice
	Sandwich	1 each Sandwich	Sandwich	Sandwich	1 each Sandwich	Sandwich	Sandwich	1 each
	Dressing PC	Dressing PC	Dressing PC	Dressing PC	Dressing PC	Dressing PC	Dressing PC	Dressing PC
	Fresh Fruit	1 each Fresh Fruit	Fresh Fruit	Fresh Fruit	1 each Fresh Fruit	Fresh Fruit	Fresh Fruit	1 each
	100% Juice	1 each 100% Juice	100% Juice	100% Juice	1 each 100% Juice	100% Juice	100% Juice	1 each

CORRECTIONS DIET MANUAL



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CORRECTIONS DIET MANUAL

ALLERGY DIETS

EGG ALLERGY
FISH/SHELLFISH ALLERGY
GLUTEN/WHEAT ALLERGY
MILK ALLERGY
PEANUT/TREENUT ALLERGY
SOY ALLERGY

EGG ALLERGY

POLICY

Food Service will provide an egg allergy diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order an egg allergy diet for an individual with an allergy to eggs.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the egg allergy menu based on the facilities menu.
3. The following menu pattern may be used temporarily to provide meals to the individual requiring an egg allergy diet.

BREAKFAST	LUNCH	DINNER
4 oz. 100% Juice or 8 oz. fruit drink	2 oz. Plain ground meat or deli meat	2 oz. Plain ground meat or deli meat
2 tbsp. Peanut butter	1 c. Rice or potato	1 c. Rice or potato
1 c. Cold cereal or hot cereal	½ c. Vegetable per menu	½ c. Vegetable per menu
2 slices Commercial bread	2 slices Commercial bread	2 slices Commercial bread
1 serving Margarine per menu	1 serving Margarine per menu	1 serving Margarine per menu
	½ c. Canned fruit or 1 piece fresh fruit	½ c. Canned fruit or 1 piece fresh fruit
8 oz. Milk	8 oz. Beverage per menu	8 oz. Beverage per menu

OPERATIONAL PROCEDURES

Operational procedures for preparing allergen diets:

- Check recipes and ingredient labels to confirm allergens are not present.
- All surfaces, including utensils, pots, pans and grills will be cleaned, rinsed and sanitized before prepping and cooking foods for allergen diets.
- Make sure the allergen does not touch anything for individuals with food allergies.
- Wash your hands and change gloves before prepping food.
- Separate utensils will be used to serve the allergen-restricted foods.

FISH/SHELLFISH ALLERGY

POLICY

Food Service will provide a fish/shellfish allergy diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will notify Food Service of an individual with an allergy to fish or shellfish.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the fish/shellfish allergy diet based on the facilities menu.
3. The following menu pattern may be used temporarily to provide meals to the individual with a fish or shellfish allergy.

BREAKFAST	LUNCH	DINNER
4 oz. 100% Juice	2 oz. Plain turkey or chicken	2 oz. Plain turkey or chicken
1 Hard cooked egg	1 c. Starch per menu	1 c. Starch per menu
1 c. Cereal per menu	½ c. Vegetable* per menu	½ c. Vegetable* per menu
2 ea. Breakfast bread	2 ea. Bread per menu	2 ea. Bread per menu
1 serving Margarine per menu	1 serving Margarine per menu	1 serving Margarine per menu
	1 ea. Dessert per menu	1 ea. Dessert per menu
8 oz. Milk	8 oz. Beverage per menu	8 oz. Beverage per menu

*Worcestershire sauce contains fish.

OPERATIONAL PROCEDURES

Operational procedures for preparing allergen diets:

- Check recipes and ingredient labels to confirm allergens are not present.
- All surfaces, including utensils, pots, pans and grills will be cleaned, rinsed and sanitized before prepping and cooking foods for allergen diets.
- Make sure the allergen does not touch anything for individuals with food allergies.
- Wash your hands and change gloves before prepping food.
- Separate utensils will be used to serve the allergen-restricted foods.

GLUTEN/WHEAT ALLERGY

POLICY

Food Service will provide a gluten/wheat allergy diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a gluten/wheat allergy diet for the individual that has intolerance to gluten or an allergy to wheat.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the gluten/wheat allergy diet based on the facilities menu.
3. The following menu pattern may be used temporarily to provide meals to the individual requiring a gluten/wheat allergy diet.

BREAKFAST	LUNCH	DINNER
4 oz. 100% fruit juice	2 oz. Un-breaded meat, peanut butter or eggs	2 oz. Un-breaded meat, peanut butter or eggs
1 c. Cream of rice cereal or Chex cereal	1.5 c. Rice or potato	1.5 c. Rice or potato
1 ea. Hard cooked egg or 1 oz. peanut butter	½ c. Cooked or fresh vegetables	½ c. Cooked or fresh vegetables
2 ea. Corn tortilla	2 ea. Corn tortilla	2 ea. Corn tortilla
1 serving Margarine	1 serving Margarine	1 serving Margarine
	½ c. Canned Fruit or 1 piece fresh fruit	½ c. Canned fruit or 1 piece fresh fruit
8 oz. Milk	8 oz. Beverage per menu	8 oz. Beverage per menu

*Gluten is found in wheat, rye, barley and oats. Any food that contains flour will contain gluten.

OPERATIONAL PROCEDURES

Operational procedures for preparing allergen diets:

- Check recipes and ingredient labels to confirm allergens are not present.
- All surfaces, including utensils, pots, pans and grills will be cleaned, rinsed and sanitized before prepping and cooking foods for allergen diets.
- Make sure the allergen does not touch anything for individuals with food allergies.
- Wash your hands and change gloves before prepping food.
- Separate utensils will be used to serve the allergen-restricted foods.

MILK ALLERGY

POLICY

Food Service will provide a milk allergy diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a milk allergy diet for an individual with an allergy to milk.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the milk allergy diet based on the facilities menu.
3. The following menu pattern may be used temporarily to provide meals to the individual requiring a milk allergy diet.

BREAKFAST	LUNCH	DINNER
4 oz. 100% Juice	2 oz. Ground turkey or chicken	2 oz. Ground turkey or chicken
1 Hard cooked egg	1.5 c. Starch** per menu	1.5 c. Starch** per menu
1 c. Cereal per menu	½ c. Vegetable per menu	½ c. Vegetable per menu
2 ea. Bread* or corn tortilla	2 ea. Bread* or corn tortilla	2 ea. Bread* or corn tortilla
1 serving Margarine per menu	1 serving Margarine per menu	1 serving Margarine per menu
	½ c. Canned fruit or 1 piece of fresh fruit	½ c. Canned fruit or 1 piece of fresh fruit
8 oz. Non-dairy beverage per menu	8 oz. Non-dairy beverage per menu	8 oz. Non-dairy beverage per menu

*Some types of bread contain dairy, eggs, honey, or animal fat and some margarines contain milk solids. Check the label and use only bread and margarine from 100% vegetable sources.

** Do not use instant mashed potatoes on this diet.

OPERATIONAL PROCEDURES

Operational procedures for preparing allergen diets:

- Check recipes and ingredient labels to confirm allergens are not present.
- All surfaces, including utensils, pots, pans and grills will be cleaned, rinsed and sanitized before prepping and cooking foods for allergen diets.
- Make sure the allergen does not touch anything for individuals with food allergies.
- Wash your hands and change gloves before prepping food.
- Separate utensils will be used to serve the allergen-restricted foods.

PEANUT/TREE NUT ALLERGY

POLICY

Food Service will provide a peanut/tree nut allergy diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a peanut/tree nut allergy diet for an individual with a peanut or tree nut allergy.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the peanut/tree nut allergy diet based on the facilities menu.
3. The following menu pattern may be used temporarily to provide meals to the individual requiring a peanut/tree nut allergy diet.

BREAKFAST	LUNCH	DINNER
4 oz. 100% Juice or 8 oz. Fruit drink	1 serving of Entree per menu	1 serving of Entree per menu
1 Hard cooked egg	1 c. Starch (potato, rice, pasta) per menu	1 c. Starch (potato, rice, pasta) per menu
1 c. Cold cereal* or Hot Cereal	½ c. Vegetable per menu	½ c. Vegetable per menu
2 ea. Breakfast bread	2 ea. Bread per menu	2 ea. Bread per menu
1 serving Margarine per menu	1 serving Margarine per menu	1 serving Margarine per menu
	½ c. Canned fruit or 1 piece fresh fruit	½ c. Canned fruit or 1 piece fresh fruit
8 oz. Milk	8 oz. Beverage per menu	8 oz. Beverage per menu

*Check label on cold cereals to ensure no peanuts or tree nuts are used.

OPERATIONAL PROCEDURES

Operational procedures for preparing allergen diets:

- Check recipes and ingredient labels to confirm allergens are not present.
- All surfaces, including utensils, pots, pans and grills will be cleaned, rinsed and sanitized before prepping and cooking foods for allergen diets.
- Make sure the allergen does not touch anything for individuals with food allergies.
- Wash your hands and change gloves before prepping food.
- Separate utensils will be used to serve the allergen-restricted foods.

SOY ALLERGY

POLICY

Food Service will provide a soy allergy diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a soy allergy diet for an individual with an allergy to soy.
2. The Food Service Director is responsible for contacting the Wellness Dietitian to plan the soy allergy diet based on the facilities menu.
3. The following menu pattern may be used temporarily to provide meals to the individual requiring a soy allergy diet.

BREAKFAST	LUNCH	DINNER
4 oz. 100% Juice	2 oz. Real cheese or 2 oz. ground chicken or ground turkey	2 oz. Ground turkey or chicken
1 ea. Hard cooked egg	1.5 c. Starch per menu	1.5 c. Starch** per menu
1 c. Farina or cream of rice	½ c. Vegetable per menu	½ c. Vegetable per menu
1 ea. Bread	2 ea. Bread per menu	2 ea. Bread per menu
1 serving Margarine per menu	1 serving Margarine per menu	1 serving Margarine per menu
	½ c. Canned fruit or 1 piece of fresh fruit	½ c. Canned fruit or 1 piece of fresh fruit
8 oz. Beverage per menu	8 oz. Beverage per menu	8 oz. Beverage per menu

* The FDA exempts highly refined soybean oil from being labeled as an allergen. Studies show most individuals with a soy allergy can safely eat soy oil that has been highly refined.

OPERATIONAL PROCEDURES

Operational procedures for preparing allergen diets:

- Check recipes and ingredient labels to confirm allergens are not present.
- All surfaces, including utensils, pots, pans and grills will be cleaned, rinsed and sanitized before prepping and cooking foods for allergen diets.
- Make sure the allergen does not touch anything for individuals with food allergies.
- Wash your hands and change gloves before prepping food.
- Separate utensils will be used to serve the allergen-restricted foods.



CORRECTIONS DIET MANUAL

MEDICAL DIETS

BLAND DIET
BROKEN JAW DIET
CARDIAC DIET
CLEAR LIQUID DIET
DENTAL MECHANICAL SOFT DIET
DENTAL SOFT DIET
DIABETIC DIET
DIALYSIS DIET
FINGER FOOD DIET
FULL LIQUID DIET
GASTRIC BYPASS OR SIX SMALL MEALS DIET
HIGH FIBER DIET
LOW LACTOSE DIET
LOW PROTEIN (PRE-DIALYSIS) DIET
LOW RESIDUE DIET
PREGANCY OR HIGH PROTEIN/HIGH CALORIE DIET

BLAND DIET

POLICY

Food Service will provide a bland diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a bland diet for the individual that has a dietary need to reduce stomach and gastrointestinal (GI) irritants.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the bland diet based on the facilities menu.
3. The following modifications will be made to the regular menu to provide a bland diet.

FOOD ITEM ON MENU	SUBSTITUE WITH:
Cabbage, broccoli, coleslaw, cauliflower	Carrots, green beans, corn, peas or mixed vegetables
Beans, including navy, pinto, black, kidney, baked, refried	Green beans
Peppers, including jalapenos, black pepper (spice), green or red pepper, chili pepper/powder	Eliminate from recipe for individual
Strawberry, pineapple, orange, grapefruit, mandarin orange, orange juice, cranberry juice	Peaches, pears, applesauce, apple juice, banana, apple
Casserole with tomato, onion, beans, garlic	Meat and starch (potato, rice, pasta) per menu
Soup with tomato, onion, beans	Carrots, green beans, corn, peas or mixed vegetables
Gravy	Eliminate from menu
Chocolate	Peaches, pears, applesauce, apple juice, banana, apple

For serving sizes follow menu amounts.

BROKEN JAW DIET

POLICY

Food Service will provide a broken jaw diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a broken jaw diet for an individual whose mouth is wired shut due to a broken jaw.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the broken jaw diet based on the facilities menu.
3. The following menu pattern may be used temporarily to provide meals to the individual requiring a broken jaw diet.

BREAKFAST	LUNCH	DINNER
2 c. Cream of rice or malt-o-meal with sugar	3 oz. Pureed meat, pureed egg or 1 c. yogurt	3 oz. Pureed meat, pureed egg or 1 c. yogurt
1 oz. Whipped margarine (add to cereal)	1 c. Fortified mashed potatoes	1 c. Fortified mashed potatoes
8 oz. 100% Fruit juice	½ c. Pureed hot vegetable (no corn or cabbage) or 8 oz. pureed vegetable soup	½ c. Pureed hot vegetable (no corn or cabbage) or 8 oz. pureed vegetable soup
	½ c. Pureed canned fruit	½ c. Pudding, thinned with milk
8 oz. Milk	8 oz. Fruit drink	8 oz. Fruit drink
Straws	Straws	Straws
MORNING SNACK	AFTERNOON SNACK	EVENING SNACK
8 oz. Smoothie	8 oz. Smoothie	8 oz. Smoothie

1. Foods should be served in cups with straws. All food should be of a thin enough texture to fit through a straw. Send one cup of additional warm water for additional thinning as needed.
2. Snacks need to be ordered by medical department (not part of the regular pattern).
3. Recipes for pureed items are attached.

RECIPES

P.CHICKEN MSC 1/2C (COR) (PUREE CHICKEN)

Serving Size: ½ cup Yield: 2

- 4 fl oz. broth chicken f/ base (Cor)
- 1 c. chicken MSC (Cor)
- 2 tsp. potato, mashed granules w/Vitamin C

1. CCP: Wash hands before handling food and after any interruption. Wash, rinse and sanitize all equipment before and after use.

Place cooked meat and broth into a food processor, cover securely and blend until smooth. Transfer meat to a mixing bowl and whip potato granules into pureed meat. Meat should be thin enough to drink through a straw.

2. Serve using a #8 scoop = ½ cup of pureed meat.

CCP: All hot foods must be maintained 140°F or above not longer than four hours. Discard unused portion.

P.FRUIT F/ CND 1/2C (COR) (PUREED FRUIT)

Serving Size: ½ cup Yield: 2

- 1 c. fruit, canned (Cor)

1. CCP: Wash hands before handling food and after any interruption. Wash, rinse and sanitize all equipment before and after use.

Place canned fruit in a robot coupe and blend until a smooth consistency without chunks is reached. Pureed fruit needs to be thin enough to drink through a straw.

2. Portion using ½ cup solid spoodle or #8 scoop.

CCP: All cold foods must be maintained at 41°F or below and must be disposed of if held (41°F or above) for more than two hours.

POTATO MASHED F/INST FORTIFIED 1C (COR) (FORTIFIED MASHED POTATOES)

Serving Size: 1 cup Yield: 2

- 3 ½ oz. potato, mashed dry
- ¾ c. creamer coffee powder dry
- 1 c. milk, 1% bulk
- 1 oz. margarine, solids
- ¼ tsp. salt, iodized

1. CCP: Wash hands before handling food and after any interruption that may contaminate hands. Wash, rinse, and sanitize all equipment and utensils before and after use.

Blend together potatoes and coffee creamer.
2. Heat milk to just under boiling. Carefully measure milk, salt and margarine into mixing bowl. Using whip attachment, set mixer on low speed. Slowly add potato/milk mixture and mix for one minute, scrape down and mix on high speed until fluffy, 3–5 minutes. Do not over whip.
3. Transfer to a pan and heat until product reaches 165°F. Before serving add enough milk to potatoes to ensure potatoes are thin enough to drink through a straw.

CCP: Product must reach an internal temperature 165°F or above held 15 seconds. Discard after serving.

P.VEGETABLE OF DAY 1/2C (COR) (PUREE VEGETABLE)

Serving Size: ½ cup Yield: 2

- 1 c. green beans seasoned f/frz (Cor)
- 2 ¾ tsp. potato, mashed dry
- 2 ¼ tbsp. water, tap

1. WASH HANDS before beginning preparation. SANITIZE surfaces and equipment.

Place cooked vegetables and water into food processor and blend until smooth. Transfer to mixing bowl and whip in potato granules. Vegetables should be thin enough to drink through a straw.

Transfer to a prepared pan, cover tightly. CCP — Maintain Product 140°F or above no longer than four hours. Discard after serving. Serve ½ cup = 1 #8 scoop.
2. Can use the cooked vegetable of the day.

CARDIAC DIET

POLICY

Food Service will provide a cardiac diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a cardiac diet for those needing a diet lower in sodium and or a fat restriction.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the cardiac diet based on the facilities menu.
3. The following menu pattern may be used temporarily to provide meals to the individual requiring a cardiac diet.

BREAKFAST	LUNCH	DINNER
4 oz. 100% Juice	2 oz. Ground turkey or ground chicken	2 oz. Ground turkey or ground chicken
1 ea. Hard cooked egg if protein on regular menu	1 c. Plain starch (potato, pasta, rice) per menu	1 c. Plain starch (potato, pasta, rice) per menu
1 c. Cereal per menu	½ c. Plain vegetable per menu	½ c. Plain vegetable per menu
2 ea. Sliced bread	2 ea. Sliced bread	2 ea. Sliced bread
1 pat or ½ oz. Margarine	1 pat or ½ oz. Margarine	1 pat or ½ oz. Margarine
	½ c. Canned fruit or 1 piece of fresh fruit	½ c. Canned fruit or 1 piece of fresh fruit
8 oz. Beverage per menu	8 oz. Beverage per menu	8 oz. Beverage per menu

CLEAR LIQUID DIET

POLICY

Food Service will provide a clear liquid diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a clear liquid diet for individual that requires fluid and energy in a form that requires minimal digestion and stimulation by the gastrointestinal tract.
2. Food Service Director is responsible for contacting a Wellness Dietitian to review and plan the clear liquid diet based on the facilities menu.
3. Food Service will provide a clear liquid diet for no more than three days, or as directed by Health Services.
4. The following menu pattern may be used temporarily to provide meals to the individual requiring a clear liquid diet.

BREAKFAST	LUNCH	DINNER
4 oz. Apple, grape, or cranberry Juice	4 oz. Apple, grape, or cranberry Juice	4 oz. Apple, grape, or cranberry Juice
8 oz. Beef or chicken broth	8 oz. Beef or chicken broth	8 oz. Beef or chicken broth
1 c. Gelatin (no fruit)	1 c. Gelatin (no fruit)	1 c. Gelatin (no fruit)
8 oz. Electrolyte drink*	8 oz. Electrolyte drink*	8 oz. Electrolyte drink*
8 oz. Water	8 oz. Water	8 oz. Water

*See attached recipe for homemade electrolyte solution.

Clear liquid diet is not nutritionally adequate.

RECIPE

PEDIALYTE HOMEMADE (COR) (PEDIALYTE)

Serving Size: 8 oz. Yield: 8

2 tbsp. sugar, granulated bulk
½ tsp. salt, iodized
1 l water, tap
4 fl oz. orange juice pc 4z

1. WASH HANDS before beginning preparation. SANITIZE surfaces and equipment. Mix first three ingredients together, stir until dissolved.
2. Orange juice may be added to improve flavor, but is not necessary.
Store in a dated covered container in refrigerator for up to three days. Recipe from World Health Organization.

DENTAL MECHANICAL SOFT DIET

POLICY

Food Service will provide a dental mechanical soft diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a dental mechanical soft diet for the individual that requires foods that are easy to chew and swallow.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the dental mechanical soft diet based on the facilities menu.
3. The following modifications will be made to the Regular menu to provide a dental mechanical soft diet.

FOOD ITEM ON MENU	SUBSTITUTE WITH:
Lettuce salad	Shredded lettuce only
Coleslaw, corn, raw vegetables (carrot sticks, celery sticks, raw onions)	Shredded lettuce or other well-cooked vegetable
Fresh fruit (apples, grapes, oranges), pineapple tidbits	Banana, canned fruit or 100% fruit juice
Chips any variety, hard taco shells, crackers	Soft bread, soft tortilla, pasta, rice, biscuits, cornbread
Turkey or roast beef ends/pieces, meat patties and meatballs, sandwich meats, breakfast meats, hard cooked egg	All meats and hard cooked eggs chopped into ½ inch pieces in the kitchen or substitute with meat salad, egg salad or ground meats

DENTAL SOFT DIET

POLICY

Food Service will provide a dental soft diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a dental soft diet for the individual that requires foods that are easy to chew and swallow.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the dental soft diet based on the facilities menu.
3. The following modifications will be made to the Regular menu to provide a dental soft diet.

FOOD ITEM ON MENU	SUBSTITUE WITH:
Lettuce salad	Shredded lettuce only
Corn, coleslaw, raw vegetables (carrot sticks, celery sticks, raw onions)	Shredded lettuce or other well-cooked vegetable
Fruit	Banana, canned fruit or 100% fruit juice
Chips any variety, hard taco shells, crackers	Soft bread, soft tortilla, pasta, rice

*Note: Meat is not ground or chopped for this diet.

DIABETIC (CONSISTENT CARBOHYDRATE) DIET

POLICY

Food Service will provide a diabetic (CSC) diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a diabetic diet for the individual that requires a reduced, consistent level of carbohydrates throughout the day.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the diabetic (CSC) diet based on the facilities menu.
3. The following menu pattern may be used temporarily to provide meals to the individual requiring a diabetic (CSC) diet.

BREAKFAST	LUNCH	DINNER
8 oz. Fruit drink	2 oz. Un-breaded meat per menu	2 oz. Un-breaded meat per menu
	$\frac{3}{4}$ c. Starch per menu	$\frac{3}{4}$ c. Starch per menu
1 c. Cereal per menu	$\frac{1}{2}$ c. Vegetable per menu	$\frac{1}{2}$ c. Vegetable per menu
2 ea. Sliced bread	1 ea. Bread per menu	1 ea. Bread per menu
1 serving Margarine per menu	1 serving Margarine per menu	1 serving Margarine per menu
	$\frac{1}{2}$ c. Canned fruit or 1 piece of fresh fruit	$\frac{1}{2}$ c. Canned fruit or 1 piece of fresh fruit
8 oz. Milk	8 oz. Fruit drink	8 oz. Fruit drink

DIABETIC SNACKS

POLICY

Snacks will be provided to individuals with diabetes up to three times a day if medically necessary.

PROCEDURE

1. Health Services will order snacks for individuals at times specified.
2. Food Service will provide snacks per Health Service orders.
 - 1 carbohydrate snack options for AM or PM snack:
 - 1 serving of fruit*
 - 6 saltines
 - 2 graham crackers
 - 2 carbohydrate snack options for HS (evening) snack:
 - 1 serving fruit* **and** 2 graham crackers
 - 6 saltines **and** 1 serving of fruit*

*1 serving of fruit equals ½ cup of canned fruit or 1 piece of fresh fruit or 4 oz. of 100% fruit juice.

DIALYSIS DIET

POLICY

Food Service will provide a dialysis diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a dialysis for an individual on dialysis.
2. The Food Service Director is responsible for contacting a Wellness Dietitian to plan the dialysis diet based on the facility's menu.
3. The following menu pattern may be used temporarily to provide meals to the individual requiring a dialysis diet.

BREAKFAST	LUNCH	DINNER
4 oz. 100% Apple or cranberry juice (no OJ)	3 oz. Ground chicken or ground turkey	3 oz. Ground chicken or ground turkey
2 ea. Hard cooked egg	1 c. Rice	1 c. Pasta
1 c. Cold cereal or cream of rice (no oatmeal, cream of wheat or bran cereals)	1 c. Vegetable	1 c. Vegetable
	1 slice White bread	1 slice White bread
1 slice White bread	1 serving Margarine per menu	1 serving Margarine per menu
1 serving Margarine per menu	½ c. Canned fruit or 1 piece of fresh fruit (no citrus)	½ c. Canned fruit or 1 piece of fresh fruit (no citrus)
4 oz. Milk	4 oz. 100% Apple or cranberry juice	4 oz. 100% Apple or cranberry juice

See sub lists below

FOOD ITEM ON MENU	SUBSTITUE WITH:
Banana, orange	Apple or other canned fruit
Milk	Provide 4 oz. at breakfast only
Casseroles	Provide a plain meat with a side of noodles or rice
Orange juice	Apple or cranberry juice
Potatoes, dried beans	Rice or noodles
Soup	½ c. cooked vegetable or salad
Spinach	Carrots
Tomato products	Omit

FINGER FOOD DIET

POLICY

Food Service will provide a finger food diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a finger food diet for the individual that cannot use utensils.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the finger food diet based on the facilities menu.
3. The following menu pattern may be used temporarily to provide meals to the individual requiring a finger food diet.

BREAKFAST	LUNCH	DINNER
8 oz. Fruit drink	2 oz. of sliced meat or 3 oz. patty	2 oz. of sliced meat or 3 oz. patty
1 c. Toasted oats	1 c. Rotini pasta or potato wedge	1 c. Rotini pasta or potato wedge
2 ea. Buttered bread item	½ c. Cooked green beans	½ c. Carrot and celery sticks
1 ea. Hard cooked egg	2 ea. Buttered bread or 2 tortillas	2 ea. Buttered bread or 2 tortillas
	1 ea. Baked dessert item	1 ea. Baked dessert item
8 oz. Milk	8 oz. Beverage per menu	8 oz. Beverage per menu

FULL LIQUID DIET

POLICY

Food Service will provide a full liquid diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a full liquid diet for individuals requiring food in a form that can be easily swallowed with minimal digestion.
2. Food Service Director is responsible for contacting a Wellness Dietitian to review and plan the full liquid diet based on the facilities menu.
3. Food Service will provide a full liquid diet for no more than three days, or as directed by Health services.
4. The following menu pattern may be used temporarily to provide meals to the individual requiring a full liquid diet.

BREAKFAST	LUNCH	DINNER
2 c. Cream of rice or Malt-O-Meal with sugar	8 oz. Broth or strained cream soup	8 oz. Broth or strained cream soup
1 oz. Whipped margarine (add to cereal)	1 c. Gelatin	1 c. Pudding
8 oz. 100% Fruit juice	8 oz. 100% Fruit juice	8 oz. 100% Fruit juice
8 oz. Milk	8 oz. Fruit drink	8 oz. Fruit drink
MORNING SNACK	AFTERNOON SNACK	EVENING SNACK
8 oz. Smoothie	8 oz. Smoothie	8 oz. Smoothie

Recipes for smoothies are attached.

Snacks need to be ordered by medical department (not part of the regular pattern).

Full liquid diet is not nutritionally adequate.

RECIPES

SMOOTHIE COTTAGE CHEESE PEACH 8 OZ. (COR) (FRUIT SMOOTHIE)

Serving Size: 8 oz. Yield: 2

11 ⅜ oz. milk, 2% bulk

8 ⅝ oz. cottage cheese, 2% fat

11 ⅝ oz. peaches, sliced JcPk

1. WASH HANDS before beginning preparation. SANITIZE surfaces and equipment.
Pour all ingredients in blender or food processor. Cover securely. Blend until smooth. Scrape down sides and bottom of bowl. Continue blending until desired consistency is reached.
Should be thin enough to be able to go through a straw.
2. CCP: All cold foods must be maintained at 41°F or below and must be disposed of if held at 41°F or above for more than two hours.

SMOOTHIE YOGURT FRUIT 8 OZ. (COR) (FRUIT SMOOTHIE)

Serving Size: 8 oz. Yield: 2

11 ⅜ oz. milk, 2% bulk

11 ⅝ oz. peaches, sliced JcPk

5 ⅜ oz. yogurt, vanilla bulk

1. WASH HANDS before beginning preparation. SANITIZE surfaces and equipment.
Pour all ingredients in blender or food processor. Cover securely. Blend until smooth. Scrape down sides and bottom of bowl. Continue blending until desired consistency is reached.
Should be thin enough to be able to go through a straw.
2. CCP: All cold foods must be maintained at 41°F or below and must be disposed of if held at 41°F or above for more than two hours.

SMOOTHIE PEANUT BUTTER 8 OZ. (COR) (PEANUT BUTTER SMOOTHIE)

Serving Size: 8 oz. Yield: 2

11 ⅜ oz. milk, 2% bulk

2 ¼ tbsp. peanut butter, smooth

5 ⅜ oz. yogurt, vanilla bulk

1. WASH HANDS before beginning preparation. SANITIZE surfaces and equipment.
Pour all ingredients in blender or food processor. Cover securely. Blend until smooth. Scrape down sides and bottom of bowl. Continue blending until desired consistency is reached.
Should be thin enough to be able to go through a straw.
2. CCP: All cold foods must be maintained at 41°F or below and must be disposed of if held at 41°F or above for more than two hours.

GASTRIC BYPASS OR SIX SMALL MEALS DIET

POLICY

Food Service will provide a gastric bypass or six small meals diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a gastric bypass or six small meals diet for the individual to maintain hydration, avoid dumping syndrome and vomiting.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the gastric bypass or six small meals diet based on the facilities menu.
3. The following menu pattern may be used temporarily to provide meals to the individual requiring a gastric bypass or six small meals diet.

BREAKFAST	LUNCH	DINNER
4 oz. Milk	4 oz. Milk	4 oz. Milk
½ c. Hot cereal and 1 hard cooked egg OR 1 slice Bread and tbsp. peanut butter	1 portion Meat entree ½ c. Vegetable ¼ c. Rice or pasta or potato OR ½ c. Casserole ½ c. Vegetable OR ½ Sandwich ¼ c. Rice or pasta or potato ½ c. Vegetable	1 portion Meat entree ½ c. Vegetable ¼ c. Rice or pasta or potato OR ½ c. Casserole ½ c. Vegetable OR ½ Sandwich ¼ c. Rice or pasta or potato ½ c. Vegetable
½ c. Canned fruit (drained)		
AM SNACK	PM SNACK	HS SNACK
4 oz. Milk	4 oz. Milk	4 oz. Milk
1 oz. Breakfast bread 1 tbsp. Jelly	6 Saltine crackers ½ c. Canned Fruit (drained)	1 slice Bread and 2 tbsp. peanut butter ½ c. Canned fruit (drained)

HIGH FIBER DIET

POLICY

Food Service will provide a high fiber diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a high fiber diet for the individual that has constipation or requires more than 20 grams of fiber per day.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the high fiber diet based on the facilities menu.
3. The following modifications will be made to the regular menu to provide a high fiber diet.

FOOD ITEM ON MENU	SUBSTITUE WITH:
Hot cereal	Oatmeal
Cold cereal	Bran flakes
Fruit juice	Fresh fruit
White bread	Wheat bread
Dessert cake, cookie or brownie	Fresh fruit
Soup	Cooked vegetable or vegetable salad

Follow serving sizes per menu.

LOW LACTOSE DIET

POLICY

Food Service will provide a low lactose diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a low lactose diet for individuals who cannot tolerate lactose in dairy products.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the low lactose diet based on the facilities menu.
3. The following modifications will be made to the regular menu to provide a low lactose diet.

FOOD ITEM ON MENU	SUBSTITUTE WITH:
Milk	NutraCal drink mix
Pudding	Fruit
Casseroles with cheese or milk	2 oz. Meat and 1 c. of starch
Cheese slice	Replace cheese slice with equal weight of deli meat
Starch with cheese or milk	Plain rice, pasta or potato
Soup made with milk	Cooked vegetable

The low lactose diet is not suitable for an individual with a milk protein allergy. Refer to Milk Allergy policy.

LOW PROTEIN (PRE-DIALYSIS) DIET

POLICY

Food Service will provide a low protein diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a low protein diet for an individual in renal failure or liver failure.
2. The Food Service Director is responsible for contacting a Wellness Dietitian to plan the low protein diet based on the facility's menu.
3. The following menu pattern may be used temporarily to provide meals to the individual requiring a low protein diet.

BREAKFAST	LUNCH	DINNER
4 oz. 100% Apple or cranberry juice (no OJ)	2 oz. Ground chicken or ground turkey	2 oz. ground chicken or ground turkey
	½ c. Rice	½ c. Pasta
1 c. Dry cereal or cream of rice (no oatmeal, cream of wheat or bran cereals)	1 c. Vegetable	1 c. Vegetable
	1 slice White bread	1 slice White bread
1 slice White bread	1 serving Margarine per menu	1 serving Margarine per menu
1 serving Margarine	½ c. Canned fruit or 1 piece of fresh fruit (no citrus)	½ c. Canned fruit or 1 piece of fresh fruit (no citrus)
4 oz. Milk	4 oz. 100% Apple or cranberry juice	4 oz. 100% Apple or cranberry juice

See sub lists below

FOOD ITEM ON MENU	SUBSTITUTE WITH:
Banana, orange	Apple or other canned fruit
Milk	Provide 4 oz. at breakfast only
Casseroles	Provide a plain meat with a side of noodles or rice
Orange juice	Apple or cranberry juice
Potatoes, dried beans	Rice or noodles
Soup	½ c. cooked vegetable or salad
Spinach	Carrots
Tomato products	Omit

LOW RESIDUE (LOW FIBER) DIET

POLICY

Food Service will provide a low residue (low fiber) diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a low residue diet for individuals requiring gastrointestinal (GI) rest.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the low residue diet based on the facilities menu.
3. The following modifications will be made to the regular menu to provide a low residue diet.

FOOD ITEM ON MENU	SUBSTITUTE WITH:
Cereal	Crispy rice, cream of rice or grits
Fruit	Apple juice, banana, applesauce, canned peaches or pears
Beans, including navy, pinto, black, kidney, baked, refried	Mashed or peeled potatoes
Cabbage, corn, peas, spinach, greens, broccoli	Cooked carrots or green beans
Raw vegetables (tomato, onion, coleslaw)	Cooked carrots or green beans
Potatoes with skin	Mashed or peeled potatoes

PREGNANCY OR HIGH PROTEIN/HIGH CALORIE DIET

POLICY

Food Service will provide a pregnancy or high protein/high calorie diet for individuals upon notification from Health Services.

PROCEDURE

1. Health Services will order a pregnancy or high protein/high calorie diet for the pregnant individual or the individual with increased protein/calorie needs.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the pregnancy or high protein/high calorie diet based on the facilities menu.
3. The following menu pattern may be used temporarily to provide meals to the individual requiring a pregnancy or high protein/high calorie diet.

Provide the regular menu with the following additions:

BREAKFAST	LUNCH	DINNER
1 Egg or 2 tbsp. peanut butter (if not already on menu)	½ c. Additional vegetable per menu	½ c. Additional vegetable per menu
8 oz. Milk	8 oz. Milk	8 oz. Milk

Do not serve any cold sandwich meats to the pregnant individual. Substitute ½ c. egg salad, 4 tbsp. peanut butter or 2 oz. real cheese.

Food Service will provide a snack(s) only with a physician order.

AM SNACK	PM SNACK	HS SNACK
4 oz. 100% Fruit juice	2 tbsp. Peanut butter	2 oz. Real cheese
4 Graham crackers	6 Saltine crackers	1 slice Bread



CORRECTIONS DIET MANUAL

RELIGIOUS DIETS

COMMON FARE DIET
VEGAN DIET
VEGETARIAN DIET

COMMON FARE DIET

POLICY

A common fare diet will be provided for individuals that follow various religious dietary laws whose needs cannot be met by the standard menu.

PROCEDURE

1. The Chaplain or facility designee will order a common fare diet for the individual.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the common fare menu based on the facilities policy and menu.
3. The following menu pattern may be used temporarily to provide meals to the individual requiring a common fare diet.

BREAKFAST	LUNCH	DINNER
½ c. Canned fruit or 1 piece of fresh fruit	2 oz. Cheese or peanut butter	1 c. Seasoned beans
1 c. Cereal per menu	1 c. Starch per menu	1 c. Starch per menu
2 ea. Bread per menu	½ c. Vegetable per menu	½ c. Vegetable per menu
1 serving Margarine per menu	2 ea. Bread per menu	2 ea. Bread per menu
1 ea. Hard cooked egg	1 serving Margarine per menu	1 serving Margarine per menu
	½ c. Canned fruit or 1 piece of fresh fruit	½ c. Canned fruit or 1 piece of fresh fruit
8 oz. Beverage per menu	8 oz. Beverage per menu	8 oz. Beverage per menu

OPERATIONAL PROCEDURES

Operational procedures for producing a Common fare diet:

- The common fare menu is appropriate for Kosher and Halal diets.
- Whenever possible, food items labeled with Kosher and or Halal certification will be used per industry standard:
 - If fish is on the menu it will be Halal and Kosher.
 - Pork and pork by-products are not served.
 - No alcohol or extracts will be used.
 - Dairy products will be Kosher.
 - Fish and Dairy products will not be served in the same meal.
 - Bread and margarine will be labeled “parve”.



- Any foods that are prepared in the kitchen for the common fare diet will utilize separate:
 - Cooking pots
 - Serving utensils
 - Prep bowls
 - Storage containers
 - Knives
- All common fare cookware will be labeled and stored separately.
- All common fare cookware and utensils will be washed, rinsed, and sanitized separately.
- All meals will be served on designated common fare trays with designated common fare utensils or on disposable products with disposable utensils.

VEGAN DIET

POLICY

Food Service will provide a vegan diet for individuals upon notification from the Chaplin or Health Services.

PROCEDURE

1. The Chaplin or Health Services will order a vegan diet for the individual that does not consume animal products.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the vegan diet based on the facilities menu.
3. The following menu pattern may be used temporarily to provide meals to the individual requiring a vegan diet.

BREAKFAST	LUNCH	DINNER
4 oz. 100% Juice	2 oz. Peanut butter	1 c. Seasoned beans
2 tbsp. Peanut butter	1.5 c. Starch per menu	1.5 c. Starch per menu
1 c. Cereal per menu	½ c. Vegetable per menu	½ c. Vegetable per menu
2 ea. Bread* or corn tortilla	2 ea. Bread* or corn tortilla	2 ea. Bread* or corn tortilla
	1 serving Margarine per menu	1 serving Margarine per menu
1 serving Margarine per menu	½ c. Canned fruit or 1 piece of fresh fruit	½ c. Canned fruit or 1 piece of fresh fruit
8 oz. Non-dairy beverage**	8 oz. Non-dairy beverage**	8 oz. Non-dairy beverage**

*Some types of bread contain dairy, eggs, honey, or animal fat and some margarine contain milk solids. Check the label and use only bread and margarine from 100% vegetable sources.

**Milk Alternates: Non-dairy beverage fortified with calcium and vitamin D (NutraCal or Dairy blend)

VEGETARIAN DIET

POLICY

Food Service will provide a vegetarian diet for individuals upon notification from the Chaplin or Health Services.

PROCEDURE

1. The Chaplin or Health Services will order a vegetarian diet for the individual who does not consume animal flesh.
2. Food Service Director is responsible for contacting a Wellness Dietitian to plan the vegetarian diet based on the facilities menu.
3. The following menu pattern may be used temporarily to provide meals to the individual requiring a vegetarian diet.

BREAKFAST	LUNCH	DINNER
4 oz. 100% Juice	2 oz. Cheese or 2 oz. peanut butter	1 c. Beans
1 ea. Hard cooked Egg	1 c. Starch per menu	1 c. Starch per menu
1 c. Cereal per menu	½ c. Vegetable per menu	½ c. Vegetable per menu
1 ea. Breakfast bread per menu	2 ea. Bread per menu	2 ea. Bread per menu
1 serving Margarine per menu	1 serving Margarine per menu	1 serving Margarine per menu
	1 ea. Dessert per menu	1 ea. Dessert per menu
8 oz. Beverage per menu	8 oz. Beverage per menu	8 oz. Beverage per menu

RESTRICTED DIETS

FOOD SERVICE DIRECTOR AND COOK RESPONSIBILITIES

- » Maintain records of all diets ordered and served.
- » Review Restricted Diet Spreadsheet one day ahead to be aware of production needs and special food items. Quantities of Restricted Diet Foods should be noted on Production/Service Records in accounts where large numbers of diets are prepared. Smaller accounts may use the Restricted Diet Spreadsheet as the Production Sheet for diets.
- » Correctly prepare (note Preparation Guidelines for Restricted Diets, section IV) and serve Restricted Diets as planned on the Restricted Diet Spreadsheet.
- » Record for each day, all food items served (Regular and Restricted Diets), portion sizes and time served. The time and date is recorded on the Production/Service Sheets.
- » Check all diet trays and snacks assembled with the Restricted Diet Spreadsheet for compliance with diet foods planned and for a neat presentation.
- » Evaluate diet trays and/or diet snacks by using a resident Tray Line Assessment Form at least once daily. (Results may be recorded on same sheet as Regular Menu evaluation.)
- » Ensure diet trays and beverages are properly labeled.
- » In units with cafeterias, to notify medical of "no pick up" rate and ensure diets are given only to residents/detainees with proper identification.
- » Monitor the signatures of residents receiving diet meals in facilities with tray service. Report any problems with residents refusing or not receiving the trays.
- » In facilities where officers pass the trays, request signatures of the officers as they take possession of diet trays to leave the kitchen area. This signature will take the place of the residents' (if approved by facility). However, the **only** legal signature is that of the resident.
- » Provide night (H.S.) snacks accurately measured and properly labeled for restricted diets.
- » Notify the Corporate Dietitian if there is a need for a Restricted Diet for which instructions have not been provided.
- » Document all diet orders and cancellations accurately. This includes those received by telephone and recoded according to policy. Weekly check of cancellation date should be made of all current Restricted Diets.
- » Retain records of food items and quantities served by meal for Restricted Diets not included on the Restricted Diet Spreadsheet.
- » Avoid substitutions on Regular and Restricted Diets. If substitutions must be made the item must be recorded. The substitution must follow company guidelines and the modifications listed in the Product Alternate List (form B-220).
- » Document all diet concerns/complaints including the responses in the Manager's Log Book. Contact the Corporate Dietitian when these occur and you do not find the answer in the Diet Manual.
- » Attend training classes on diet problems and apply that knowledge to modifying menu items accordingly.

SUPPORT MANAGEMENT FOR UNPLANNED DIET ORDERS

- » If a diet is ordered which does not appear on the Restricted Medical Diet Order or the Religious Meal Preference Request, follow these procedures **BEFORE** serving the diet:
- » Clarify whether the diet is religious, medical or, possibly, personal preference. Many allergy diets are just the work of the inmate. Correctional professionals do not recommend serving a resident personal preference diets because it is a bad resident management technique.
- » Verify the diet has been ordered by an authorized person (medical type). Correctional staff may order religious diets, but only medical can order medical diets. Also, although we will honor verbal diet orders for 24 hours, standard diet orders should be obtained **in writing PRIOR** to any service.
- » Review the Menu Manual to see if a diet description is listed.
- » Call the Corporate Dietitian if you need clarification of information given in the manual OR if no information is available.

Try to have the following information:

- » Exact wording of diet order.
- » Name of person authorizing diet.
- » Name of physician if it is a medical diet.
- » Expected duration of diet.
- » Current week of your menu plan.
- » Resident/detainee's name and identification number.
- » Any prior diet orders for this resident/detainee.
- » Prepare written diet production instructions for production staff. Produce and serve diet.
- » Document the diet as served. This may be on the Restricted Diet Spreadsheet or on a separate document.
- » Add written information regarding this diet to the Menu Manual for future reference.
- » If the medical staff "acquires" a resident/detainee with an unusual medical condition requiring the services of the Corporate Dietitian, help is available from the Summit Corporate Office by following the procedure below:
 - » The Food Service Director contacts the Corporate Dietitian with a request for assistance. Have the resident's name, ID Number, a general description of the problem and the name and phone number of the medical person requiring the nutritional assistance.
 - » The Corporate Dietitian will contact medical and discuss the nutritional intervention best suited to the problem.

THERAPEUTIC DIETS

ACA COMPLIANCE STATEMENT

Food Service Directors will be notified by an authorized Health Services staff for each individual requiring a medical diet. Medical diet menus will be written by a dietitian and follow Summit diet manual standards. Medical diets will conform as closely as possible to main menu. The food service director may need to contact a dietitian for specialized medical or allergy diets. The Summit diet manual will be available on site for reference.

NATIONAL COMMISSION ON CORRECTIONAL HEALTH CARE ALIGNMENT

Summit has experience and will operate in compliance with National Commission on Correctional Health Care standards. When it comes to policy and procedures for medical diets, Summit's operating practices align with these standards for the Washtenaw County Jail

Here are some areas of concentration all of our staff will be trained to adhere to:

- » Training and supervision of food workers who will prepare the diets
- » Ensure proper equipment is in place and there is space to prepare and store diets
- » Open communication with inmates and staff alike concerning diet plans.
- » A dependable system to make sure the correct medically prescribed diets to go to the right inmate
- » Continuous review of active diets working closely with facility staff.
- » Work diligently with your on-site medical team to ease the burden on you.
- » Direct line of communication with our dietitian at all levels.
- » Retention of all medical diet information for audit and review.

Below are just a sample of various types of medical diets we will provide:

- » Diabetic, carbohydrate controlled, consistent carbohydrate
- » Cardiovascular (low in fat, cholesterol, and sodium)
- » Low fat, low cholesterol
- » Low sodium
- » Lactose intolerant
- » Dairy free (milk allergy)
- » High calorie, high protein (unintended weight loss, pregnancy)
- » Finger food
- » Allergy (bona fide food allergies, not food preferences)
- » Clear liquid
- » Blenderized
- » Full liquid
- » Other, e.g., renal, gluten-free, bariatric Consistency-Modified Diets

We understand some diets may be combined as prescribed by medical such as:

- » Low fat, low cholesterol often combined with a low-sodium diet and labeled "cardiovascular" or "cardiac."
- » Pregnancy/high calorie-high protein may be one diet combined.
- » Diabetic diets may be already low fat, low cholesterol.
- » Sodium, fat, & calories combined at different calorie-level ranges. These may be labeled Diet I, II, III.
- » Diabetic, low fat, low cholesterol, and low sodium may be combined and labeled "heart-healthy."

Our expertise and consistency in this area will result in a hassle-free food service operation for you. Our standard NCCHC guidelines and protocols allow us to provide diet menus that positively impact resident behavior, which allows your staff to remain focused on managing the facility's programs and security.

RELIGIOUS, LIFESTYLE & KOSHER DIETS

ACA COMPLIANCE STATEMENT

A religious diet will be provided for individuals that follow various religious dietary laws whose needs cannot be met by the standard menu. The Chaplain or Facility Designee will order the appropriate religious diet for the individual. The religious menus will be produced according to procedures in the Summit diet manual.

At Summit, we utilize modified menus to accommodate a multitude of religious and lifestyle diets. Per the requirements listed in the RFP, the menus provided meet all RDA, ACA, NCHCA, RLUPA and DRI standards. If an inmate requires a Pre-Packaged Kosher meal, we are able to provide these meals. Please note that these meals do require a separate meal rate as the cost associated are significantly higher than a standard religious meal.

A lifestyle diet will be provided for individuals that follow various lifestyle dietary laws whose needs cannot be met by the standard menu. The Facility Designee will order the appropriate lifestyle diet for the individual. The lifestyle menus will be produced per procedures in the Summit diet manual.

SACK MEALS

Per the RFP Requirements, if needed we will provide any Sack Meals requested by the Washtenaw County Jail. Sack meals will be billed at regular inmate rates plus \$0.40.

The Sack Meals menus are provided in the following pages.



HOLIDAYS, RELIGIOUS OBSERVANCES, AND OTHER SPECIAL INMATE MEALS

PURPOSE

Special meals are provided for inmates to recognize various national holidays, to break up the monotony of the regular menu and to contribute to mental well-being.

AUDIENCE

Food Service Directors, Jail Administration, Chaplain

POLICY

Special meals will be served annually on holidays and/or other days, as determined by the facility policy and/or contractual requirements.

PROCEDURE

The facility will determine which holidays will be served as “Spirit Lifter” meals. The menus will be written in advance and approved by the Correctional Field Support Dietitian, Correctional District Manager and the Facility Designee.

Following is a list of possible holidays:



NEW YEARS

- Roast Beef
- Mashed Potatoes & Gravy
- Dinner Roll with Margarine
- Seasoned Black Eyed Peas
- Spice Cake with Whipped Topping



EASTER

- Turkey Ham
- Cheesy Potatoes
- Seasoned Green Beans
- Dinner Roll with Margarine
- Apple Crisp with Whipped Topping



MEMORIAL DAY

- BBQ Chicken Quarter
- Potato Salad
- Creamy Coleslaw
- Cornbread with Margarine
- Fresh Melon



4TH OF JULY

- Bratwurst on a Bun
- Sauerkraut, Mustard
- Baked Beans
- Potato Salad
- Watermelon Wedge

THANKSGIVING

Roasted Turkey
Savory Bread Stuffing
Whipped Potatoes with Gravy
Green Bean Casserole
Cranberry Sauce
Fresh Dinner Roll with Margarine
Pumpkin Pie Bar with Whipped Topping

CHRISTMAS

Baked Chicken
Baked Potato with Sour Cream
Candied Carrots
Fresh Dinner Roll with Margarine
Gelatin Poke Cake with Frosting

SOUTH OF THE BORDER FIESTA

Chicken and Cheese Enchiladas
Spanish Rice
Pinto Beans
Lettuce, Tomato, Cheese
Chips and Salsa
Cinnamon Sugar Cookies

SUPERBOWL SUNDAY

Deli Meat & Cheese Hoagie
Shredded Lettuce, Onions & Tomato
Mayonnaise, Mustard
Chips
Cookies

MARTIN LUTHER KING DAY

Barbecue Chicken
Sweet Potatoes
Collard Greens
Cornbread with Margarine
Fruit Cobbler
with Whipped Topping

LABOR DAY

Polish Sausage
Grilled Onions & Peppers
Creamy Coleslaw
Oven Fries with Ketchup
Mustard
Rice Krispie Bar

COMMODITIES

Summit understands that your facility may qualify to receive Surplus Commodities from the US Department of Agriculture. There is no guarantee what, if any, commodities will be available to the Jail during the life of this agreement.

Federal regulations permit Summit's use of Surplus Commodities in providing food service in prisons and jails. However, Summit shall assume all costs, both direct and indirect, in procuring such commodities and in complying with the rules and regulations of the US Department of Agriculture specifically.

Summit agrees that any USDA commodities received on behalf of the facility shall only benefit the facility and shall be utilized only in the performance of this Agreement. Summit shall maintain all financial and supporting documents, statistical records and any other records pertinent to the use of the USDA surplus commodities program. The records and documents shall be maintained for a minimum of three (3) years and ninety (90) days after the termination of any Agreement.

Summit agrees that if any litigation, claim or audit involving these records begins before the three (3) year period expires; Summit will keep the records and documents for not less than three (3) years and ninety (90) days and until litigation claims or findings are resolved. The case is considered resolved when there is a final order issued in litigation or a written agreement is entered into.

All Surplus Commodity Records shall be made available to representatives of the facility's Accounting Office as well as the Auditor's Office at any reasonable time and place for inspection and audit. Failure to comply with the provisions set forth above shall be cause for termination of any Agreement.

Summit will make the fullest use of the donated commodities as possible while following the menu. We will properly handle, store and prepare all commodities. We will also take a weekly inventory of all commodities. Our report will include for each donated commodity, the commodities on hand at the beginning of the week, the quantity lost due to spoilage, theft or shrinkage and the balance at the end of the week. Summit will credit to the facility's weekly invoice the U.S.D.A. market value of each commodity item used for the week.

Also, the offsetting price of the commodities will be declared to the Facility Liaison or his/her Designee on a monthly basis. This declaration will include the type of commodity, amount of commodity by weight and volume, wholesale price per unit and wholesale value. The declaration will also depict the operating expenses due to the use of said commodities. Additionally, funds received from any federal or state sponsored breakfast and lunch programs will be used to offset the price per meal.

FACILITY CATERING

Summit is more than just a Corrections food service business. Summit is part of Eloor, N.A. – one of the largest food service companies in the world. Eloor does high-end business dining, catering, education, healthcare, and special event catering – as well as Corrections food service. This means that virtually any type of food service you need – whether it be for the annual awards banquet or your agency Christmas Party – OR a major special event in your department or your community, Summit can provide you with high end catering at a reasonable cost. See our attached flyer at the end of this proposal for a brief look at our catering offerings. Please note, we are able to provide much more than what is on the flyer – from catering your annual training to partnering with you on your statewide conferences – we are certain to set your agency apart with our food service solutions. You will no longer have to hassle to find an outside caterer for your annual retirement parties or for a special meeting when a dignitary comes to town – you can utilize Summit with confidence for all your food service needs.

PERSONNEL AND TRAINING

Summit understands that the number one reason a working relationship deteriorates is a result of poor work force employed by a contractor. Summit vows to ensure we recruit, train and mentor a quality team for your kitchen. Our leadership is committed to ensuring our staff are competitively paid and rewarded for exceptional performance. The following sections will highlight our commitment to the Washtenaw County Jail as it pertains to our most important asset – our people.



STAFFING PLANS

Summit will be responsible for recruiting, providing any necessary training, and staffing of food service professionals. For the Washtenaw County Jail, we feel the best staff plan aligns with the strategy provided below. Summit will recruit, hire, develop and reward a dedicated staff who are set up for success and will become part of your family.

Summit agrees to send all of our employees through the mandatory PREA and orientation training.

The staffing plan proposed by Summit represents adequate labor to maintain the following key points of service:

- » Sufficient production and supervisory staff to ensure that all meals are prepared on time and meet or exceed quality expectations
- » Adequate security during production and cleaning tasks

Per our management team, we feel our labor plan and support are adequate to operate the kitchen and food service program. Job descriptions, performance reviews and overall approach to working with Summit employees are provided within our proposal. This is our proposed level of staff and Summit is prepared to increase levels as needed to ensure your kitchen runs smoothly. This assumes that the Washtenaw County Jail provides 4 inmate workers per shift. Inmate personnel shall be used for the preparation of food, delivery of meals and general sanitation and cleaning. Summit will provide training in food service delivery and management to the inmate workers assigned to the kitchen. Our proposal includes Pathways, our inmate vocational training program. We understand that inmates are not permitted to supervise other inmates.

A minimum of 16 inmate kitchen workers are requested to serve and assist in sanitation duties in the kitchen

- » Line Service
- » Cleaning and sanitizing trays
- » Cleaning tables, walls, floors and equipment.
- » Any other kitchen organization and sanitation duties agreed by County.

Summit agrees to train and supervise inmate personnel, subject to the overall control of the County. Summit shall provide training in food service delivery and management for inmates. Our proposal has outlined our Pathways overall vocational training program. Summit understands, inmates are not permitted to supervise other inmates.

The price per meal proposed is based on the above-mentioned number of inmates. If for some reason the agreed number of inmates cannot be provided, Summit would negotiate a new meal rate to hire additional staff in order to maintain the level of service Washtenaw County Jail deserves.

Summit values great team members. We start our team members out with a high starting wage, implement our signature training and reward system, and help develop hourly staff for future management positions.

At Summit, we do not just leave our clients or team members to operate without support. Below, you'll see our labor schedule, support, training, and engagement programs. In any account that we've hired quality employees, Summit has retained this business for 15+ years. We pay higher wages to ensure we capture the very best in the food service industry.

Position	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
FSD	7-4:30	7-4:30	7-4:30	7-4:30	7-4:30	off	off
AM Cook	5:30am-1:30pm	5:30am-1:30pm	5:30-1:30pm	5:30-1:30pm	5:30-1:30pm	off	off
PM Cook	12-6:30pm	12-6:30pm	10-6:30pm	10:30am-6:30pm	10-6:30pm		
PM Cook	12-6:30pm	12-6:30pm	12-6:30pm	10:30am-6:30pm	12-6:30pm		
Weekend AM						5:30-1:30pm	5:30-1:30pm
Weekend						10:30-6:30pm	10:30am-6:30pm
Weekend						10:30am-6:30pm	10:30am-6:30pm

COMPENSATING OUR EMPLOYEES WITH COMPETITIVE WAGES

To ensure Summit teammates thrive, you can rest assured that we pay our most valuable assets at the top of the scale. We understand that the quickest way out of an account is a poor relationship and commitment to your local team.

Through our valued partnership, we know what it takes to supply the manpower needed to deliver quality service to the Washtenaw County Jail. Locally, we have the ability to recruit, hire, and pay quality staff. A solid understanding of the labor market leads us to pay our staff higher wages which will provide you with a food service team that is motivated and takes ownership in what they do. We invest in our people, you will not find this anywhere else. Others will suggest a service strategy based on a low-wage labor plan, our intent, is to submit a proposal that reflects the very best for the Washtenaw County Jail.

We envision a collaborative environment where our management and team members are committed to work with you, the client, to achieve quality improvement goals. We will train and empower staff members and regularly measure quality and customer feedback to ensure the food service program meets your expectations through quality people.

REGIONAL SUPPORT SERVICES

Summit provides a dedicated District Manager, a Support Services dietitian and Director of Operations to support the onsite Food Service Director (FSD) and team members. Along with this hands-on support, we offer additional resources in the following areas:

- » Purchasing Department
- » Staff Development Training
- » Recruiting – Human Resources
- » Information Systems
- » Financial Accounting Support

DISTRICT MANAGER – SUPPORTIVE PARTNER

Operating a successful foodservice needs specific expertise and requires support and assistance. Providing the majority of the assistance to the onsite staff is the District Manager, who:

- » Maintains a close eye on the operation to assure quality food is being served, provides fresh ideas to the facility and constantly assesses the client's satisfaction level.
- » Supports the FSD and team members to maximize their career potential, which will result in a high-quality and cost-effective team that satisfies their customers.
- » Encourages a strong working relationship with the FSD and the client.

Summit is committed to providing customer support to facility staff:

Summit's corporate office and District Manager are available to assist with routine problems related to ordering, shipment, and billing.

1751 West County Road B
Roseville, MN 55113
Tell: 651-631-0940

Your District Manager is available to respond to the Washtenaw County Jail's needs 24/7 to assist with routine problems related to ordering, shipment, and billing.

Acceptance of electronically and facsimile transmitted orders

Summit Food Service
1751 West County Road B
Roseville, MN 55113
Tel: 651-631-0940
Fax: 651-631-0941

Electronic Access Ordering System

Summit management staff are all equipped with electronic communication as well as access to our web based accounting software system to satisfy the needs of Washtenaw County Jail.

FOOD SERVICE DIRECTOR QUALIFICATION REQUIREMENTS

Position Summary:

Plans, directs, organizes, and coordinates the activities of the Food Service Department to provide outstanding dining options to our contracted client, establishes policies and procedures to provide administrative direction for menu formation, food preparation, distribution and service, budgeting, purchasing, sanitation standards, safety practices, staffing, and staff development. Assures compliance with standards of practice and regulatory requirements.

Key Accountabilities:

- » Supervises food storage, production and service programs.
- » Maintains inventory system for food and supplies.
- » Ensures food preparation for optimal nutrition and economic handling of food as well as efficient usage of time.
- » Plans menus, purchases food and supplies, and assigns duties for special meals or special occasions.
- » Checks food for flavor, temperature, and appearance on a regular basis.
- » Confers with District Manager or other departments regarding the technical and administrative aspects of dining service. Coordinates food service activities with other disciplines.
- » Maintains ongoing communication with Dietitian/Clinical Support staff to keep informed of customer nutritional concerns.
- » Interviews applicants for employment; evaluates employees on a regular basis according to prescribed guidelines; terminates employees according to standard procedures as required.
- » Provides orientation and job specific training to employees.
- » Plans, conducts, and oversees continuous employee training, competencies and reviews.
- » Prepares work schedules, vacation schedules, etc. Maintains records of tardiness and absenteeism.
- » Maintains facility specific staffing patterns to include: appropriate levels, replacement procedures, and assignments appropriate to qualifications
- » Attends department head, safety, infection control, quality assurance, and other facility or corporate meetings as directed.
- » Makes frequent inspections of all work, storage, and servicing areas to determine that regulations and directions governing Foodservice activities are followed including compliance with safety and sanitation.
- » Plans and/or conducts and retains records of monthly staff meetings, employee training and/or in services.
- » Keeps administration and District Manger informed of department activities, needs, and problems.
- » Reviews department performance and institutes changes in techniques or procedures to improve services, simplify work flow, assure compliance with regulatory requirements, and promote more efficient operation of the food service Department.
- » Other duties as assigned.

Minimum Requirements:

- » Minimum 5 years' experience managing institutional food service operations.
- » Correctional Food Service Management experience preferred.
- » High volume food service management
- » Demonstrated ability to teach others is required.
- » Demonstrated ability to relate well to individuals and groups with widely
- » Varying backgrounds, perspectives, education, and skills is required.
- » Excellent work record, superior communication, cooperation, and organizational skills required.
- » Demonstrated experience in supervising large staff required.

Working Conditions:

- » Must be able to remain standing for most of working hours.
- » Must be able to lift at least 35 pounds.
- » Must be able to perform respective tasks.
- » Must be able to work flexible hours and days.
- » May be exposed to hot, humid work areas.
- » May be exposed to sharp instruments and power-driven equipment.
- » May be exposed to caustic chemicals.

JOB DESCRIPTIONS – SAMPLE

JOB TITLE: DIRECTOR OF FOOD SERVICE

SUPERVISOR: DISTRICT MANAGER

Position Summary: Plans, directs, organizes, and coordinates the activities of the Food Service Department to provide outstanding dining options to our contracted client, establishes policies and procedures to provide administrative direction for menu formation, food preparation, distribution and service, budgeting, purchasing, sanitation standards, safety practices, staffing, and staff development. Ensures compliance with standards of practice and regulatory requirements.

Major Tasks, Duties and Responsibilities:

- » Determines quality and quantity of food required. Plans and prepares master menus, supervises the planning of menus for therapeutic diets and controls food costs.

- » Supervises food storage, production and service programs, as well as departmental personnel involved.

- » Maintains inventory system for food and supplies.

- » Ensures food preparation for optimal nutrition and economic handling of food as well as efficient usage of time.

- » Plans menus, purchases food and supplies, assigns duties for special meals, meetings or special occasions.

- » Checks food for flavor, temperature, and appearance on a regular basis.

- » Confers with District Manager or other departments regarding the technical and administrative aspects of food service.

- » Maintains ongoing communication with Dietitian/Clinical Support staff to keep informed of customer nutritional concerns.

- » Checks routine maintenance and other repairs requested by work orders.

- » Interviews applicants for employment; evaluates employees on a regular basis according to prescribed guidelines; terminates employees according to standard procedures as required.

- » Provides orientation and job specific training to employees.

- » Plans, conducts and oversees continuous employee training, competencies and reviews.

- » Prepares work schedules, vacation schedules, etc. Maintains records of tardiness and absenteeism.

- » Maintains facility specific staffing patterns to include: appropriate levels, replacement procedures and assignments appropriate to qualifications.

- » Prepares departmental budget on an annual basis in conjunction with District Manager. Maintains department within facility specific budget.

- » Maintains professional growth and development through seminars, conferences and professional affiliations.

- » Attends department head meeting, safety, infection control, quality assurance and other facility or corporate meetings as directed.

- » Makes frequent inspections of all work, storage and servicing areas to determine regulations and directions governing foodservice activities are followed, including compliance with safety and sanitation.

- » Develops, maintains and annually updates the departmental Mission/Vision/Goals and facility and department Annual Quality Plan.

- » Monitors dress code compliance with personnel as per facility policy.

- » Develops and prepares policies and procedures governing handling and storage of supplies and equipment, sanitation and record-keeping and compiling of reports. Maintains and annually updates the department policy and procedure manual.

- » Reviews records and reports covering a number of regular and therapeutic diets prepared, nutritional and caloric analyses of meals, costs of raw food and labor, computation of weekly costs and inventory of equipment and supplies.

- » Schedules and participates in and/or conducts ongoing continuing education programs which may include:
 - » Supervisory and management topics

 - » Food safety and sanitation

 - » Regulations training

 - » Keeps administration and District Manager informed of department activities, needs and problems.

 - » Reviews department performance and institutes changes in techniques or procedures to improve services; simplify workflow, assure compliance with regulatory requirements and promote more efficient operation of the Food Service Department.

 - » Other duties as assigned.

Minimum Requirements:

- » Minimum 5 years' experience managing institutional food service operations

- » Previous supervisory experience in Corrections Operations preferred.

- » High volume food service management

- » Demonstrated ability to teach others as required.

- » Demonstrated ability to relate well to individuals and groups widely.

- » Varying backgrounds, perspectives, education and skill required.

- » Excellent work record, superior communication, cooperation and organizational skills required.

- » Demonstrated experience in supervising large staff required.

- » Must be able to fulfill all facility hiring practices.

- » Able to read, write and speak English. Ability to give directions. Basic math skills essential. Strong production knowledge preferred. Strong personnel skills desirable.

- » Maintains professional appearance and conduct.

Working Conditions:

- » Must be able to remain on feet for most of working hours.

- » Must be able to lift 35 pounds.

- » Must be able to perform respective tasks

- » Must be able to work flexible hours and days

- » May be exposed to hot, humid work areas

- » May be exposed to sharp instruments and power driven equipment

- » May be exposed to caustic chemicals

JOB TITLE: FOOD SERVICE SUPERVISOR

SUPERVISOR: FOOD SERVICE DIRECTOR

Position Summary: The food service supervisor is responsible for performing food preparation and production tasks efficiently and accurately while following safe food handling policies, procedures, and recipes, as well as be responsible for the loading and transporting of product from one location to another in a safe and timely manner. Duties of this position include, ensuring portion control, temperature, and appearance of food items is per standard, and driving to a specific location per assigned schedule, obeying all state and city traffic laws and adhering to company policies and procedures.

Key Accountabilities:

- » Prepare food per diet extension recipes and food production sheets.
- » Perform food production work efficiently, while monitoring a neat and sanitary work area.
- » Ensure portion control of all items is per standard.
- » Ensure appearance of all food items is per standard.
- » Ensure temperature of all food items is per standard.
- » Ensure that the production/tally sheets are completed without mistakes or shortages.
- » Promptly report malfunctioning equipment or food shortages to supervisor.
- » Demonstrate a conscientious attitude in daily operations through portion control and reducing waste.
- » Utilized leftovers effectively by creating special and marketable products.
- » Verifies and keeps records on incoming and outgoing shipments and prepares items for shipment.
- » Determines method of shipment, utilizing knowledge of shipping procedures, routes, and rates.
- » Affixes shipping labels on packed cartons or stencils identifying shipping information on cartons, using stenciling equipment.
- » Unpacks and examines incoming shipments, rejects damaged items, records shortages, and corresponds with shipper to rectify damages and shortages.
- » Routes items to departments.
- » Maintains inventory of shipping materials and supplies.
- » Completes all other tasks and related duties as assigned.

Minimum Requirements:

- » Prior food production experience.
- » Ability to read, write and understand directions.
- » Good interpersonal and customer service skills.

Working Conditions:

- » Must be able to remain standing for most of working hours.
- » Must be able to lift at least 35 pounds.
- » Must be able to perform respective tasks.
- » Must be able to work flexible hours and days.
- » May be exposed to hot, humid work areas.
- » May be exposed to sharp instruments and power driven equipment.
- » May be exposed to caustic chemicals.

INMATE JOB DESCRIPTIONS - SAMPLE

JOB TITLE: FOOD PREP

SUPERVISOR: FOOD SERVICE DIRECTOR OR STAFF ON DUTY

Work Duties: Under direction of the Supervisor responsibilities are:

- » General food prep

- » Assist with general preparation of all food, and/or sack lunches.

- » Keep work stations clean and sanitized as needed.

- » Proper labeling for all stored prepared items.

- » Follow all policies and procedures for assigned utensils.

- » Follow all procedures for hand washing.

- » Assist with proper storage of delivered food.

- » Meal delivery assistance as needed.

- » Retrieval of food trays, utensils and containers from inmate housing area.

- » Wipe down prep stations upon completion of production.

- » Trash Removal when necessary.

JOB TITLE: POT, PAN & DISH WASHER/UTILITY WORKER

SUPERVISOR: FOOD SERVICE DIRECTOR OR STAFF ON DUTY

Work Duties: Under direction of the Supervisor responsibilities are:

- » Handling all dish machine duties.

- » Keeping dish machine spray arms free of debris.

- » Pre-spray all items placed into dish machine.

- » Wash, rinse and sanitize all pots and pans used during shift. All pots and pans must be clean before pot and pan person leaves. Water must be changed every half-hour.

- » Scrub, rinse and air-dry all insulated beverage containers.

- » Keeps floors in dish room and pot and pan room/area and around the dairy cooler clean and dry.

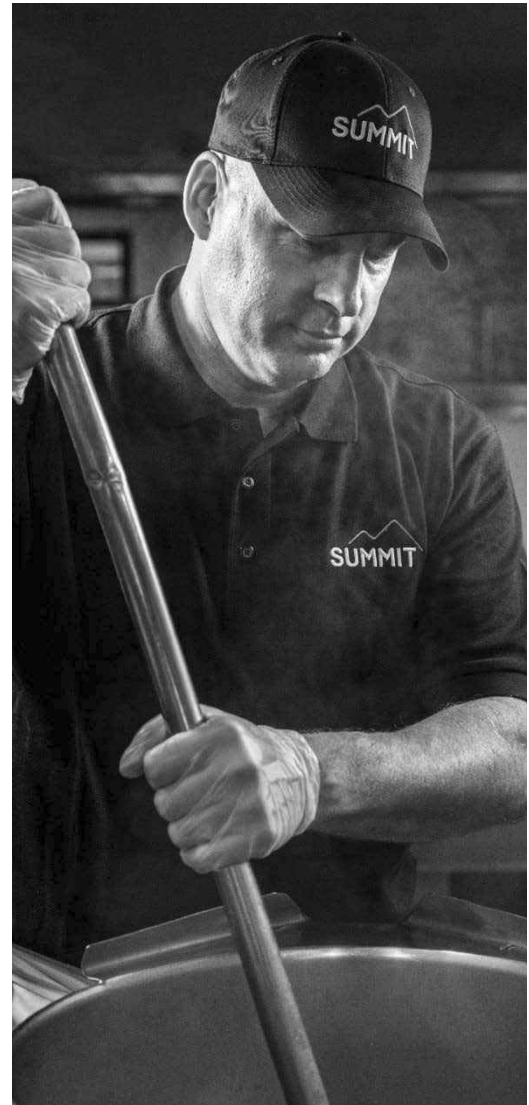
- » Keeps floor drains clean and free of debris.

- » Cleans pot racks in pot and pan room as needed.

- » Washes all pot and pan room walls daily.

- » Remove Trash when necessary.

NOTE: Also, any other duties assigned by the Food Service Director or Food Service Staff on duty.



UNIFORM PROGRAM

Summit team members will always be well groomed and well dressed.

We partner with our clients in uniform selection and you will have the final approval of color, logo and type. Summit has a wide range of available styles and colors. Every corrections team member will receive uniforms and non-slip shoes at no cost.

When choosing uniforms, we will take into account the comfort of our staff.

We will supply:

- » Shirts
- » Apron
- » Hats or hair nets
- » Gloves for food handling
- » Slip resistant shoes
- » Name tag



CONTRACT EMPLOYEE BACKGROUND SCREENINGS

As part of the on-boarding process for all Summit Team Members, at a minimum, we run the following background checks:

- » Seven (7) Year - National, State & County Criminal and Social Security Check
- » Department of Motor Vehicles Check
- » 5 – Panel Drug Screening

Our hiring program, talentReef, offers us the ability to conduct background checks easily and affordably. Our program utilizes Sterling Talent Solutions for their background checks. Our onsite management team will be well trained in utilizing our team member screening processes.

These checks are done at no cost to the Washtenaw County Jail and will be conducted in conjunction with any background checks required by the facility.

The system will walk you through a mult

Step 1

- The system will display the initiate s

Sterling Talent Solutions

Hiring Solutions Industries Plans & Pricing Resources About Us Blog

Smarter Screening.
Intelligent Hiring.
Peace of Mind.

See Solutions

TRAINING EMPLOYEES TO CARE

We realize that you expect our team members to have appropriate skills and a positive mindset to achieve our mutual goals for quality. Summit has an all-inclusive training program that allows each team member the opportunity to understand policies and procedures as well as the opportunity to advance in the company.

Training includes:

- » Monthly SAFE training such as fire safety and prevention, accident prevention, severe weather preparation, chemical safety and infection control are provided.
- » Summit in-service training is corrections specific and includes inmate worker training.
- » All FSDs have been trained, tested and certified in the national ServSafe program. Hourly employees are trained and tested in food safety and sanitation.

RECRUITMENT AND RETENTION

Summit is strongly committed to recruiting, hiring and retaining the most highly skilled and qualified management personnel in the foodservice industry. The key components of management retention include interviews and hiring, employee orientation, training and support.

TEAM MEMBER RECRUITMENT

Selecting Top Performers is a new training program developed by Summit and our parent company Elior North America. These trainings show our managers how to recruit, interview and select the best possible team members for our sites. These trainings focus on helping our managers identify the right people with the right attitude. Our hiring philosophy is simple: “Hire for attitude and train for skill. What people know changes, but who they are doesn't. Who people are is more important than what they know.”

INTERVIEWS AND HIRING

The approved candidates are thoroughly interviewed and screened prior to hiring to ensure that the employee's resume, application, qualifications and references are in order and accurate. Potential management candidates are interviewed by the District Manager assigned to the account. Once a candidate has passed this initial interview process, he or she is then introduced to the client contact for an interview and, if approved, the candidate is offered employment and then provided with a tour of the account. This initial interview/hiring process helps us to assure our clients that we are starting out with a sound, qualified management candidate who is a good fit for our facilities.

TRAINING AND SUPPORT

An investment in meaningful and ongoing training and support are very important to management team member retention and a major priority for Summit—a company and its properties are only as good as its people. We are dedicated to the long-term success of the FSD and are committed to their training and support, promoting a sense of accountability. Management team members are challenged and encouraged to grow and develop their skills. Management and hourly team members receive food safety and sanitation training, monthly SAFE training, and in-service trainings on a number of different topics. Multiple, ongoing learning and development opportunities are available for all Summit team members to assist them in better performing their jobs and to support growth. We are committed to employing the best-trained people in the business and then providing each team member with the training to meet the specific needs of our clients.

RECRUITING SUPPORT FOR STAFF AND MANAGEMENT

Summit has enlisted the support of RRD Partners as the primary avenue in the talent acquisition process. Utilizing RRD allows Summit greater access to talent recruitment professionals. RRD Partners are experts in finding new team members for our locations. With their enhanced ability to search for talent nationally, we are able to get stronger teams at each account. Building stronger teams that are retained within the company starts with the hiring of the right staff. With the combination of our Selecting Top Performers training and RRD, we are positioned to have the best possible teams and highest team member retention.

RRD Partners has been providing professional services in critical hire talent acquisition and consulting for over 15 years. The members of our executive management team average more than 25 years in the executive search business and are recognized as experts in the industry.

TALENT ACQUISITION PROCESS



- | | | | |
|---|---|--|--|
| <p>01</p> <p>APPROVAL/SCOPE</p> <ul style="list-style-type: none"> • First Step: Hiring Manager contacts the Account Director (see Key Contact below) providing approval from Supervisor or Divisional Leader (CC'd on email acceptable) to open search, providing the job description & proposed compensation. • Account Director assigns Recruiter to schedule Scoping Call, open job & create posting. • Recruiter sends completed Scoping Document to the Hiring Manager & HR for approval (Commencement of search NOT dependent on any additional approval). | <p>02</p> <p>SOURCE/SCREEN</p> <ul style="list-style-type: none"> • Recruiter commences search, utilizing tools & resources to source & screen both passive & active, external & internal candidates, managing ALL direct applicants via job postings on talentReef, Kronos & other ATS. • Recruiter provides weekly communication to provide updates on progress, market trends, challenges, etc. • Hiring Manager determines frequency of updates expected from Recruiter to make sure needs are met. | <p>03</p> <p>INTERVIEW/OFFER</p> <ul style="list-style-type: none"> • Recruiter will target to submit slate of 2-3 vetted & qualified candidates from all sources within 15 business days. • Recruiter schedules & coordinates interviews per agreed upon process. • Hiring Manager is expected to provide feedback within 24 hours of interview in order to keep candidates engaged. • Recruiter partners with the Hiring Manager & HR to establish terms of offer. • Recruiter extends verbal offer to candidate. | <p>04</p> <p>HIRE/ONBOARD</p> <ul style="list-style-type: none"> • Recruiter creates offer letter once an offer is verbally accepted. HR & Hiring Manager will approve draft. • HR sends the approved offer letter & submits background check process. • HR confirms start date with Hiring Manager & Recruiter once cleared & onboarding process initiated. • Hiring Manager works with HR to schedule onboarding/orientation on start date. |
|---|---|--|--|

KEY CONTACT INFORMATION

<u>RRD Account Director</u>	<u>Business Unit(s)</u>	<u>HR Contact</u>	<u>Email</u>
Jennifer Erne Phone: 214.724.3477 Email: jennifer.erne@elior-na.com	Elior North America	Scott Stitsworth	scott.stitsworth@elior-na.com
	A'viands, Summit, CFM, FSI & ABL Corrections	Debbie Cottrell	dcottrell@aviands.com
	Aladdin, AmeriServe, FitzVogt, Cura & ABL Education	Tracey Holst	tracey.holst@elior-na.com
	Starr Catering Group	Deana Earland Perez	deana.perez@starrcateringgroup.com
	Valley, Lindley & Traditions	Teresa Boutwell	tboutwell@vallevinc.com
	Preferred Meals	Cathy Cooney-Millar	Cathy.Millar@preferredmeals.com

COMMITMENT TO EXCELLENCE

Summit is committed to recognizing our leaders who, through vision, values, influence and motivation, inspire others to do their best!

Summit was created with the intent that its leaders benefit from the company's success. We recognize that our management team's ability to lead and motivate the foodservice staff and provide outstanding customer satisfaction at our client locations is key in meeting the company's mission and objectives.

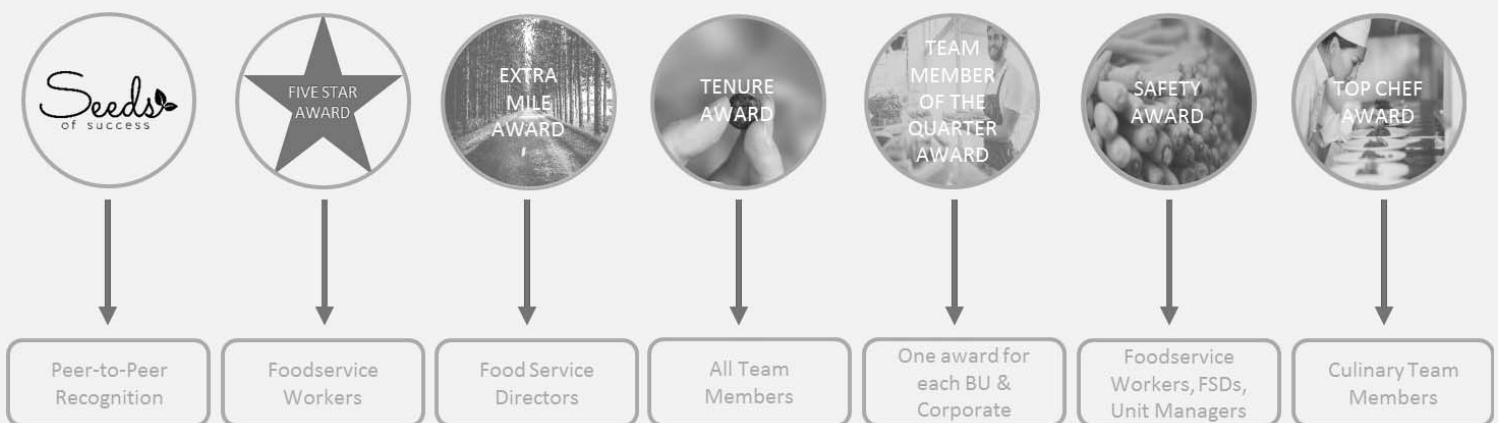
In addition, Summit encourages team members to pursue additional formal education in an effort to enhance knowledge and skills, improving potential for future opportunities. Therefore, the company also offers educational assistance when all requirements of the policy are met. This educational assistance benefit can be used for courses offered by an accredited institution, including e-learning.

REWARDS AND RECOGNITION

Summit takes great pride in supporting and recognizing team members who go above and beyond expectations. We are continually updating and developing new programs to acknowledge exemplary performance.



Recognizing our great team members has played a key role in ensuring that we remain an employer of choice within our industry. Our team member retention levels are the highest in the foodservice industry because we know how to attract, motivate, develop and retain some of the best talent available. We reward team members who exemplify our core values to our customers each day. Elior North America is able to provide you with exemplary service because of our exceptional team members





Seeds of Success is Elior North America’s newest recognition program. It allows any team member of the company to recognize the outstanding performance of another. Even our clients and customers can participate. Whenever an individual is the recipient of exemplary service or witnesses’ superior performance, they can access a simple website that allows them to quickly make the recognition. That recognition is shared through meetings and internal newsletters. On a monthly basis, two of the most compelling recognitions is shared across the entire Elior North America family of companies.

We believe that recognition is the fruit of team member engagement. High individual and team morale is a product of our culture. In everything we do, we believe in providing a positive experience with exemplary service and great food. The driving force behind our culture and ability to make a difference is simply because we care.

One of the most important aspects of team member retention is selecting the right people in the first place. Summit has created a robust team member recruitment program that keeps our teams focused on recruiting the right people for our accounts.

SEEDS OF SUCCESS

Seeds of Success is our corporate recognition program that recognizes team members in the following categories:

- » Peer-to-peer recognition
- » Foodservice team
- » Food service directors (team leaders)
- » Culinary teams
- » Tenure awards

You are invited to participate in our “Seeds of Success” recognition program. When someone experiences an exceptional dining experience, please let us know so that we can celebrate the individual team member or teams involved. We will provide you login access to a simple website that lets you quickly make the recognition. Your recognition will be shared throughout our company at meetings and internal newsletters. On a monthly basis, two of the most compelling recognitions will be shared in our newsletter and internal communication.



PROFESSIONAL CERTIFICATION AND EDUCATIONAL ASSISTANCE

In order to encourage team members to become more proficient in their jobs and prepare for greater opportunities and responsibilities within the company, Summit offers professional certifications payment and/or reimbursement to individuals who successfully complete all certification requirements. To be eligible for payment or reimbursement, the course or program either contributes to the team member’s effectiveness in their present position or is a job requirement by Summit or the course or program will directly prepare the individual for advancement opportunities within Summit.

In addition, Summit encourages team members to pursue additional formal education in an effort to enhance knowledge and skills, improving potential for future opportunities. Therefore, the company also offers educational assistance when all requirements of the policy are met. This educational assistance benefit can be used for courses offered by an accredited institution, including e-learning.

Education Reimbursement Application
EDUCATION ASSISTANCE

ELIGIBILITY:

Regular full-time Site Managers (Food Service Directors), upper management, or business office employees with a minimum of one (1) year of service at the time the course begins.

PROCEDURE:

1. Complete and submit this form to your direct supervisor for approval.
2. Attach a copy of course description, registration information, dates of course(s), estimated costs of course(s), materials, and fees.
3. Upon course completion, you must provide to your direct supervisor the documentation showing the final grade at “C” or higher or “Pass.” Your manager must submit this information to Human Resources for reimbursement.

INFORMATION NEEDED:

Employee Name:	Date of Hire:
Location Name:	Location No.:
Position Title:	Manager’s Name:

Course Title / Name of School or Institution	Begin Date	End Date	Estimated Cost
	/ /	/ /	\$
	/ /	/ /	\$
	/ /	/ /	\$
	/ /	/ /	\$
Other Associated Program Materials, Fees, etc. (discuss with your manager)			Estimated Cost
			\$
			\$

SUMMIT INTRANET RESOURCE

The Summit intranet site includes resources such as in-service modules, links to training videos/resources, team member orientation training materials, company training programs, policies/procedures and other training tools

CONTRACT EMPLOYEE ORIENTATION AND TRAINING

Summit understands and will comply with all the requirements needed for all correctional care environments. Summit ensures that all our employees will attend not only our own internal training but any required facility training as well, at no cost to you.

TEAM MEMBER TRAINING AND DEVELOPMENT PROGRAMS

Our company is only as good as our people. With this thought in mind, we are committed to employing the most qualified people in the business and then providing each member of the team with the training to meet the specific needs of each client. As each client account is unique in its own design, customer base, services and needs, it is only logical that training programs should be individually designed to meet those requirements.

Multiple ongoing learning and development opportunities are available for all Summit team members to assist them in performing their jobs and to support the growth of each team member. All learning opportunities are offered at no expense to team members or clients.

Our overall objective is to serve the client and to support the manager and their staff at each and every client location.

NEW TEAM MEMBER ORIENTATION

Summit conducts orientation training with all of our hourly staff members new to our company. We believe it is important to review our policies and procedures as well as provide an overview about Summit and what we stand for through our vision and core value.

Since customer service, sanitation and safety are cornerstones of our business, we also include training on these relevant topics:

- | | | |
|----------------------|-------------------------|--------------------------|
| » Program objectives | » Foodservice | » Equipment care and use |
| » Customer service | » Food handling | » Personal hygiene |
| » Food production | » Sanitation and safety | » Assessment development |

TEAM MEMBER ONBOARDING GUIDE



elior
NORTH AMERICA

SUMMIT

SUMMIT CORRECTIONS – FOODSERVICE EMPLOYEE ORIENTATION

INTRODUCTION-WELCOME TO CORRECTIONS

- » Facility tour
- » Lockup USA DVD: Beyond the Myths: The Jail in Your Community

INTRODUCTION TO SUMMIT FOOD SERVICE

- » Overview of Summit Mission, Vision and Core Values
- » Review topics from the Employee Orientation Checklist and the Corrections Procedure Manual
- » New hire paperwork
- » Benefits
- » Unit orientation (may be provided by facility staff)
- » Job orientation
- » Policies and procedures
- » Sanitation, Safety, and Food Safety Policies and Procedures/on-the-job training
- » Job Equipment training checklist/on-the-job training
- » Dietary Handbook for Corrections. Complete diet/diet extension in-service
- » Emergency Procedures: Fire Safety, Chemical Safety, Equipment Safety, First Aid (May be included as part of facility training)

WORKING IN THE CORRECTIONAL CULTURE

- » The Correctional Environment
- » Summit Food Service Staff-Inmate Worker Handbook for Correctional Service
- » Understanding the Inmate
- » Being Aware of the Con Game
- » Contraband
- » Key Control
- » Tool and Knife Control

- » Food Control
- » Selection of Inmate service workers
- » Security Procedures and Regulations: Maintaining a Safe Environment
- » Working Professionally with inmate workers

IN-SERVICES:

- » Awareness: Signs To Watch For
- » Avoiding Set Ups
- » Fraternalization
- » Maintaining A Professional Distance
- » Firm, Fair, and Consistent Treatment
- » Respect
- » Inmate Supervision
- » Policies and Regulations
- » Harassment and Discrimination
- » Confidentially Acknowledgement
- » Effective Communication and Appropriate Interaction with Inmates
- » Being Proactive and Problem Solving

TRAINING DVDS:

- » Lockup USA: The Kitchen Culinary Management
- » Lockup USA: The Selection and Supervision of Inmate Workers
- » Lockup USA: Security Issues for Non-Security Staff
- » Lockup USA: Offender Interview
- » Lockup USA: General Cultural Diversity in Corrections
- » Lockup USA: Being Aware of the Con Game
- » Lockup USA: Communication vs. Over-familiarity
- » Lockup USA: Inmates Cookbook-Part 1
- » Lockup USA: Interpersonal Communication in the Correctional Setting

NEW MANAGER ONBOARDING

Our managers set the tone for the organization. Elior North America provides a two-day New Manager Onboarding training of which new managers will attend in months one to three. These two days will be filled with engaging activities that will require interactive participation from all who attend. In addition, we offer the following training and tools.

MANAGER TOOLS

- Guide to Selecting Top Performers
- Exit Surveys
- Termination checklists and resignation forms

MANAGEMENT WEBINAR SERIES

These management webinar series are provided bi-monthly. Examples include June – Difficult Conversations, July – Always Be Recruiting and September – Setting Goals and Objectives.

ACHIEVE

A bi-monthly newsletter for management development includes topics such as motivating others, effective communication, performance evaluations and managing budgets.



TEAM MEMBER TRAINING

An extensive in-depth training assessment is made with each team member working within our program. This assessment will qualify the training needs and guide our efforts to get needed training to people as quickly as possible, resulting in team members who feel good about working in the facility and who are productive and effective at their jobs.

Our training program includes a thorough understanding and presentation of:

Program Objectives	Sanitation and Safety
Customer Service	Equipment Care and Use
Food Production	Personal Hygiene
Food Service	Assessment Development
Food Handling	

Summit has also developed a customized training program that focuses on diversity in the work place. Our training program "Discovery Days" is offered to our onsite teams on a regular basis. These trainings help our team member relate to each other and understand cultural differences that may exist in the work place.



EMPLOYEE TRAINING CALENDAR

Summit strives to create and maintain a culture of safety awareness and practices to achieve an injury-free work environment. In addition, we also want to ensure we have systems in place to support a safe, healthy environment. This includes not only work safe practices but also safe food processes.

Training resources, such as the monthly SAFE training, provide learning opportunities to increase an employee's knowledge and skills necessary for effective and safe job performance. The monthly training modules feature key pertinent topics related to one or more areas of safety. The monthly trainings include a facilitator guide with participant activities as well as a corresponding poster that highlights the key points of the training. Attendance is also tracked and kept on file at each location.

Monthly Topics & Assignments:

Training	Required				Encouraged	
	SAFE	Just in Time (JITT)	Discovery Days	Driver's Training**	Achieve*	Management Webinars*
October	Personal Hygiene and Reporting Illness		Introduction And Diversity Wheel	Expecting the Unexpected	Three Key Ingredients for Success	
November	Safety Awareness and Reporting Injury	Elior Values/Three Ingredients for Success	Native American Heritage Month	Driving in Inclement Weather		Selecting Top Performers: Interviewing
December	Preventing Cross Contamination		Holidays Around the World	Distracted Driving	Elior: Our Values	
January	Preventing Slips and Falls	Employee Handbook	Generations	Disabled Vehicle Safety		Engaging Top Performers: Onboarding and Making Connections
February	Labels and Date Marking		Black History Month	Proper Backing	Employee Recognition	
March	Safe Lifting Techniques	Engaging Teams: What Matters Most	Women's History Month	Intersections		Building Strong Client Relationships
April	Receiving & Storing Food		Diversity Awareness Month	Accident Reporting	Loyalty	
May	Using Cut Resistant Gloves	Following Recipes	Asian Pacific American Heritage Month, Jewish American Heritage Month	Preventive Maintenance		Menu Engineering
June	Calibrating and Using Thermometers		Caribbean American Heritage Month, LGBT Pride Month	Parking Lot Safety	Innovation	
July	Chemical Safety	Exemplary Service	Celebrating Veterans	Loading Dock Safety		Diversity: The Business Case
August	Allergen Awareness		Celebrating America's Multicultural Heritage	Driving While Tired/Sleepy	Operational Excellence	
September	Climbing & Reaching	Respectful Workplace	Hispanic Heritage Month	Courteous Driving		Leading Your Business Forward

	Training	Audience	Frequency	Method	Distribution By	Required (Tracking completed) /Optional
Required	SAFE	All Employees	Every month	Emailed with JITT	By Business Unit for time being	Tracking is Business Unit specific based on if the training is required/optional
	Just in Time	All Employees	Every other month	Emailed with SAFE	By Business Unit for time being	
	Discovery Days	All Employees	Every month	Emailed with JITT & SAFE	By Business Unit for time being	
	Driver's Training**	Drivers of meal delivery vehicles ONLY	Every month	Emailed with JITT & SAFE	By Business Unit for time being	
Encouraged	Achieve*	Managers	Every other month	Emailed with SAFE	By Business Unit for time being	
	Management Webinars*	Managers	Every other month	Email announcement of days/times offered	Attend via live webinar and session will be recorded	

Key * = Encouraged as part of individual employee development
 ** = Only required for employees that drive meal delivery vehicles

MANAGEMENT AND PROFESSIONAL LEADERSHIP DEVELOPMENT PROGRAM

A program focused on select management and leadership skills designed to foster an environment for team members to achieve their professional and personal goals as well as to develop capable leaders.

The program is divided into a series of concurrent modules, which include interactive and application exercises to practice and reinforce learning and behavior.

Example course topics include:

» Effective Communication & Successful Conversations	» Dealing with Conflict
» Goal Setting and Setting Clear Expectations	» Managing and Leading Change
» Delegation	» Driving Innovation
» Building and Managing Teams	» Negotiation Skills
» Problem Solving and Decision Making	» Coaching
» Motivation and Inspiring People	

LEADERSHIP DEVELOPMENT PROGRAM

Summit conducts an orientation meeting with all of our hourly staff members new to the team. We feel it is important to review our policies as well as provide an overview of Summit and what we stand for through our Mission and Core Values. Since customer service, sanitation and safety are cornerstones of our business, we also include training on these relevant topics.

JUST IN TIME TRAINING

Uniquely designed for all team members and is delivered on a bi-monthly basis. The topics cover soft skills such as personal accountability, team building and portion control. Each training contains a facilitator guide, discussion questions and an attendance record. These trainings have been designed to be easily facilitated by our management team onsite to all foodservice staff.

ACHIEVE TRAINING

Achieve is specially designed for our manager-level and above team members and is made available to all of our onsite teams. Achieve is a bi-monthly publication created to help our teams in developing and refining their leadership and management skills. Topics will include technical tips, culinary ideas and other information to assist you with the daily tasks of running your operation. This program has been developed by training experts and is now in use at Summit and all of our sister companies.

Just in Time TRAINING

Skills Training for Members of the Elcor North America Team

January 2016
Volume 6, Issue 5

IN THIS ISSUE:
 Accountability Explained
 Six Accountable Behaviors
 Own It!

This Spring thousands of children will head to parks and ice facilities with their parents in hopes of making it on a sports team. Coaches are very picky as they look over the kids to find just the right mix of players.



MAKING IT ON THE TEAM
 Our managers are always looking to find the right mix for their local team. They want people with positive attitudes and the qualities of a good team player. They want people who can work together to accomplish tasks and achieve the goals set for the unit.

situations without complaining or getting stressed out just because something new is being tried. Strong team members are firm when it comes to quality, but open to the suggestions of others to make things go better.

...is a problem solver. Naturally, teams have to cope with problems. Good team players are willing to deal with all kinds of problems with a "solution-oriented" attitude. They are problem solvers, not problem-dwellers, problem-blamers, or problem-avoiders. They don't look to assign fault or rehash an issue. They collaborate to find solutions and learn from mistakes.

Check through this list of skills to see if you are doing with the starting line up or sitting on the bench.

A TEAM PLAYER...

Achieve

INSPIRATION AND EDUCATION FOR MEMBERS OF ELCOR NORTH AMERICA'S MANAGEMENT TEAM

"Leadership is the art of getting someone else to do something you want done because he wants to do it."
 Dwight D. Eisenhower

Lead the Way

Our sister business units have a lot of good managers. Over the past two years, I've met people from almost every company. They are sharp men and women that know how to manage costs, build revenues, and make a bottom line that is written in black ink. Many have tremendous culinary skills too. It seems like they have all the tools needed to be a success. However, some continue to struggle with high employee turnover and daily disciplinary actions. This begs the question to be asked, "What's missing?" The answer: leadership skills.

Management skills are just that: skills. They are learned. They are practiced. They become perfected. Leadership skills are much the same. We hear stories of "natural born leaders," but the truth is there is no such person. Leadership skills, like any other skill, can be studied and perfected. With diligence, you can develop these necessary skills too.

Leaders must make sound decisions. They have to manage time and resources. They demonstrate vision, creativity, and performance. However, the most important skill a leader can possess is the ability to motivate others. A leader that cannot motivate his/her team will find it very difficult to succeed.

Specific
 Measurable
 Acceptable
 Realistic
 Timely
 Extending of capabilities
 Rewarding to those involved

Basic Principles of Motivation

Motivating employees starts with motivating yourself. Enthusiasm is contagious. Unfortunately, so is apathy and discouragement. Show enthusiasm for your job and demonstrate your care about the work. This will make it easier for others to follow you as example. A good place to start is learning your motivation. In determining what motivates you, this can help you come to an understanding of what motivates your employees too.

Work to align the goals of your employees with the goals of the organization. Many people believe that increased job satisfaction means increased job performance. Research shows that this isn't always the case. Employees can be happy, but if company goals aren't being accomplished, your operations may not be any better. In fact, it could be worse. It is important to know what you want and need from your employees. Define these in terms that are specific to company goals, such as improved customer service, lower operational costs, or increased revenues. Ask your employees for input with their on-the-job goals. Help them align those with the goals set for your local operation. Write down these goals using the SMARTER format.

Connecting to STATZ
Turn to page 2 for more.

PERFORMANCE REVIEW PROCESS

Summit measures performance both through on-site Quality Control visits to ensure employees are doing what is expected as well as use of the following form on regular quarterly Performance Reviews.

PERFORMANCE EVALUATION - HOURLY

PERSONAL INFORMATION

Employee Name: _____ Supervisor: _____
 Job Title: _____ Location: _____
 Review Period: _____ Evaluation Date: _____

INSTRUCTIONS

For each of the following factors, input the score for the performance rating. Points are assigned to each factor based on the selected rating. An average is then calculated for each category and assigned a performance level from the table below. You should make comments in the space provided to support and ensure the employee's understanding of the rating.

Performance Measures	Unacceptable Performance/ Below Expectations	Meets Expectations	Exceeds Expectations
Definitions	Did not consistently and effectively meet performance expectations	Consistently and effectively met performance expectations	Consistently and effectively exceeded performance expectations by a measurable margin
Rating Scale	1 2	3	4 5

SCORING

Scores may be assigned in whole or 1/4 increments. For example, a score of a 3 may be assigned as 3, 3.25, 3.5 or 3.75.

PERFORMANCE EVALUATION

EVALUATION
JOB KNOWLEDGE – Applies Job Knowledge and skills necessary to perform the
QUALITY – Completes assigned tasks accurately.
PRODUCTIVITY – Completes assigned tasks promptly.
INITIATIVE – Anticipates needs and plans ahead to complete tasks.
TEAM WORK – Cooperated and offers assistance and support to others.
CUSTOMER SERVICE – Responds positively to customer needs.

COMMUNICATIONS – Maintains open communication with coworkers, vendors, and guests.	
SAFETY – Understands and adheres to all safety standards. (e.g., wearing Shoes For Crews)	
ATTENDANCE – Meets scheduled work hours; plans for absences and schedules time off in advance.	
FUNCTIONALITY – Reports to work on time and follows proper clock in procedures.	
Overall Rating for Evaluation:	0.00

SUMMARY, COMMENTS AND GOALS

MANAGER'S SUMMARY AND GOALS FOR UPCOMING YEAR

EMPLOYEE'S COMMENTS INCLUDING CAREER GOALS FOR UPCOMING YEAR

SIGNATURES

Employee Signature: _____ Date: ____/____/____
 FSD/DM Acknowledgement Signature: _____ Date: ____/____/____

FOOD SAFETY CERTIFICATION AND TRAINING

Summit sanitation and safety programs portray our commitment to keep our valued clients safe and maintain a safe working environment for all of our associates. Our sanitation and safety standards are a critical key to a successful dining service program. All foodservice staff are required to complete training in food safety and sanitation upon hire and ongoing training to ensure that team members have the knowledge to maintain a safe and sanitary foodservice.

REQUIREMENTS:

- ▶ The Food Service Director and all staff working in positions that require food safety manager certification must complete an approved food safety manager certification course and pass an approved exam within 30 days of hire (e.g. full day ServSafe class). Recertification is required at least every five years or earlier based on local regulatory requirements.
- ▶ All staff are trained on food safety and sanitation:
 - Upon hire as part of new team member orientation using the Safe Food Handling and Sanitation Guidelines pamphlet
 - Within the first six months of hire using the ServSafe Food Handler Guidebook
 - Monthly as a part of the monthly SAFE training

HEALTH SAFETY AND SANITATION TRAINING

Summit has extensive sanitation and safety policies to protect our team members and customers. These policies are set in place to ensure a safe and secure work environment, proper food handling and correct equipment usage. Our sanitation standards are critical to a successful dining service program. It is important to conduct business in a sanitary and clean working environment.

We look at our operations from our customer's point of view. At each client location, our managers lead by example and consistently follow up and monitor Summit' and our client's sanitation standards. Our managers must meet all sanitation objectives and work side-by-side with our staff to assure expected levels of sanitation are achieved.

Our staff will wipe tabletops and seats to be free from any food debris and spills. These surfaces will be sanitized and ready for the next customer. Our dining room staff, especially cashiers, will be trained to help direct customers to properly recycle products uses in the various dining spaces. Summit educates its staff to understand that all kitchen functions must be facilitated on shared responsibility for cleaning duties and use a "clean as you go" approach. Summit creates cleaning schedules and checklists that are easy to understand. Our time and temperature logs are designed to equip staff with the tools they need to document all steps and measures to create an audit trail.

FOOD SAFETY MANUAL



elior
NORTH AMERICA

5-STEP CLEANING PROCESS

- 1 SCRAPE OR SOAK**
Scrape or remove food.
Brush the surface.
- 2 WASH**
Clean with soap and warm water.
- 3 RINSE**
Rinse with water as hot as your hands can handle.
- 4 SANITIZE**
Check sanitizer strength.
Prepare sanitizing solution as needed when dirty or weak.
- 5 AIR-DRY**
Allow the area that has been cleaned to air-dry.

KEEP IT CLEAN

All surfaces that touch food, such as knives, stockpots, cutting boards, or prep tables, must be cleaned and sanitized.

For additional information, visit us at www.elior.com or call 1-800-368-0000.

elior
NORTH AMERICA



OCCUPATIONAL SAFETY AND HEALTH

SAFETY

Summit maintains safety and health practices consistent with the needs of our industry and in compliance with federal, state and local safety regulations. Our safety initiatives are created and lead through our Safety Steering Committee, with the mission to create and maintain a culture of safety awareness and practices to achieve an injury-free work environment.

The company safety policies are covered in the Employee Guidebook. All team members sign an acknowledgment form showing they have received the guidebook. All managers are put through a formal orientation process that includes safety related topics.

Safety training is conducted on a monthly basis with additional training as needed. Risk assessment information is compiled through quarterly self-inspections and periodic site visits by management. The Workers' Compensation carrier performs more thorough inspections as needed. All OSHA regulations are followed and reporting is kept current.

SAFE TRAINING

Our safety training: "SAFE" is conducted every month. It features pertinent topics related to one or more areas of safety, including personal hygiene, prevention of cross-contamination and time/temperature abuse. Other safety topics lean toward accident preventions such as slips and falls or strains, strains and burns. The SAFE training includes a poster that is displayed prominently in the operation for the month. Additionally, a facilitator guide is included to aid the director or manager in the presentation of key points of the topic.

SAFETY CHAMPION

The Safety Champion award is a way to recognize individuals at the facility level who go above and beyond in working toward the Safety Mission by creating and maintaining a culture of safety awareness and practices to achieve an injury-free work environment. For example:

- » Identify and resolve at-risk food/personal/environmental behaviors or conditions.
- » Encourage and teach others to follow safety protocol.

These team members are nominated quarterly by their peers or managers and are entered to win a cash prize. This program has been immensely successful at engaging our team members in safe work habits and rewards those who are true safety role models. Nominees have their stories published throughout our national organization to promote best practices.

SAFETY MESSAGE

HAND LACERATIONS.
The upcoming SAFE Training topic is on preventing lacerations, one of our most frequent injury categories. The majority of laceration accidents are to the hand, which can be prevented by wearing cut-resistant gloves.

WHY SHOULD WE CARE?
We should care about preventing injuries because taking care of our people is the right thing to do. It's also good for business.

In the event of a laceration, the following negative effects often occur:

- Well-being of injured worker suffers
- Staffing shortage
- Decline in team morale
- High hazard cleanup
- Food waste
- Time/money to handle work comp claim
- Client and/or customer satisfaction falls

WHY ARE CUTS STILL HAPPENING?
When I look into cut incidents, I hear the following reasons for not wearing a cut glove:

TOP 5 JUSTIFICATIONS:

1. There were no gloves available or didn't fit/uncomfortable.
2. I didn't know it was required or didn't know how to use them.
3. We were running behind and I was in a hurry or got distracted.
4. There was only one piece or only a small amount to cut.
5. I don't know one because I'm good at making a small cut.

The thing is, these justifications are legit. In most cases, you guys are in a hurry, you are true chefs, and you are juggling a million things at once. But we can't let anything get in the way of our people's safety. We just can't.

MAY IS THE MONTH!
Let's make May the month that we finally get this cut glove thing squared away!

- Place an order if you need to, and ensure you have enough gloves to avoid cross-contamination, and to accommodate hand sizes of those on your team.
- Make sure the team is properly trained and aware of the expectation. Take extra care in presenting May's SAFE Training. And keep talking about it daily.

SAFETY CHAMPION

FY2017 QUARTERLY SAFETY CHAMPION

For showing outstanding commitment to safety

NAME _____

BE _____

Job# _____

THINK WORK BE SAFE

SAFETY MISSION: Create and maintain a culture of safety awareness and practices to achieve an injury-free work environment.

A'viands



CORRECTIONS TRAINING PROGRAM

It is Summit's policy that all new team members who have regular or daily inmate contact receive orientation and training during their first year of employment. Training is provided through an online format, video, in-service training, on-the-job training, and/or through an established facility team member training program. All training is tracked and documented for each team member, and it includes a team member signature on an acknowledgment form.

Understanding the differences that a team member experiences when working with inmates, we have developed our Boundaries program to proactively train our team members on how to remain aware of the tactics inmates use to manipulate. Additionally, we have developed our own internal Prison Rape Elimination Act (PREA) training program to ensure that we are providing our clients with the most prepared and informed workforce. By proactively utilizing these two programs, we help our teams to remain safe and informed as to why inmates often do what they do.



BENEFITS RATES



What's Changing?

Below is a summary of benefit changes for 2018. This guide provides information on all the benefits offered by Elior North America, the employee costs, and what you need to do to make your 2018 elections.

The 2018 Open Enrollment Period is Monday, November 13 through Sunday, November 26. **Please note the Mylo benefit helpline will only be open until Wednesday, November 22.** After November 22, through the 26, you will need to enroll through the Mylo portal at elior.choosemylo.com.

Benefit	Change
Enrollment	<ul style="list-style-type: none"> ▶ During open enrollment you can make your elections by logging onto the Mylo portal at elior.choosemylo.com, or call the Mylo benefit helpline at 844-501-7255 (extended Open Enrollment hours: 7AM – 9PM CST).
Medical	<ul style="list-style-type: none"> ▶ Effective 1/1/18, there are some enhancements to the UHC PPO plan! You will have a lower Primary Care office visit copay and lower Generic Rx copay for Retail and Mail Order. Be sure to review the 2018 Medical Plans At-A-Glance section of the 2018 Open Enrollment guide for details.
Flexible Spending Accounts (FSAs)	<ul style="list-style-type: none"> ▶ Flores and Associates will be the administrator effective 1/1/18. You have the opportunity to make a pre-tax contribution to one or more FSAs. We will offer 3 types of FSAs: (1) Healthcare FSA, (2) Limited Purpose FSA – this is for employees who contribute to a HSA, and (3) Dependent Care FSA. ▶ Remember: You must elect FSA coverage each year. If you do not elect this benefit during Open Enrollment, you will not be enrolled in 2018.
Healthcare Spending Account (HSA)	<ul style="list-style-type: none"> ▶ NEW for 2018! Elior North America will contribute seed money to your HSA account if you enroll in the UHC High Deductible or Minimum Benefit plan, \$500 for Employee only coverage and \$1,000 for all other tiers of coverage.
Employee Pre-Tax Contributions	<ul style="list-style-type: none"> ▶ Your pre-tax payroll contributions for medical coverage will change for 2018 – please review the rate charts in this document for the new amounts. ▶ Please note: For Employees in Education Units, should you leave Elior North America during the summer months and/or winter or spring breaks, you will not be eligible for contribution reimbursements. For all employees, coverage will end on the date of your termination except for Medical, Dental, and Vision, those will be effective until end of the month following date of termination.

2018 Employee Contributions

Medical Contribution Rates

	PPO Plan	High Deductible HSA	Minimum Benefit Plan	Routine Care Plan
Weekly Deductions				
Employee Only	\$55.67	\$34.60	\$22.15	\$20.54
Employee + Spouse	\$155.35	\$112.46	\$104.58	\$52.66
Employee + Child(ren)	\$155.35	\$112.46	\$104.58	\$51.58
Employee + Family	\$248.57	\$179.19	\$166.64	\$77.86

Important Certifications

Spousal Surcharge: If you cover your spouse on the medical plan, you must confirm that he or she does not have access to coverage under another employer-sponsored medical plan, or you will be assessed a spousal surcharge, based on the chart below. If you and your spouse are employed by Elior North America, the spousal surcharge will not apply.

Tobacco Surcharge: You must certify your status as a tobacco user or non-user if you are enrolling in the medical plan. Employees will be charged a surcharge for using tobacco, based on the chart below.

Spousal and Tobacco Surcharges

	Weekly Deductions
Spousal Surcharge	\$11.54
Tobacco Surcharge	\$28.85

Dental Contribution Rates

	Weekly Deductions
Employee Only	\$6.99
Employee + Spouse	\$11.51
Employee + Child(ren)	\$14.16
Employee + Family	\$20.64

Vision Contribution Rates

	Full-Time Employees	Part-Time Employees
Weekly Deductions		
Employee Only	\$1.13	\$1.24
Employee + Spouse	\$2.25	\$2.48
Employee + Child(ren)	\$2.41	\$2.65
Employee + Family	\$3.85	\$4.23

Voluntary Disability Contribution Rates

Note: Salaried employees and hourly Food Service Directors receive company-paid Long-Term Disability.

Voluntary Short-Term Disability		Voluntary Long-Term Disability	
Age	Weekly Rate Per \$10 of benefit	Age	Weekly Rate Per \$100 of covered payroll
< 25	\$0.159	< 25	\$0.037
25-29	\$0.180	25-29	\$0.037
30-34	\$0.152	30-34	\$0.062
35-39	\$0.129	35-39	\$0.106
40-44	\$0.122	40-44	\$0.187
45-49	\$0.120	45-49	\$0.272
50-54	\$0.141	50-54	\$0.392
55-59	\$0.182	55-59	\$0.554
60-64	\$0.222	60-64	\$0.655
65+	\$0.249	65+	\$0.561

Voluntary Disability Payroll Deduction Calculations

Voluntary Short-Term Disability			
Annual Salary	\$	/ 52 weeks =	\$ (maximum = \$2,250)
Weekly Earnings	\$	x .6667 / \$10 =	\$ (maximum = \$150)
Benefit Rate	\$	x (rate from chart) =	\$ (your weekly deduction)

Voluntary Long-Term Disability			
Annual Salary	\$	/ 12 months =	\$ (maximum = \$12,500)
Monthly Earnings	\$	/ \$100 =	\$ (maximum = \$125)
Benefit Rates	\$	x (rate from chart) =	\$ (your weekly deduction)



Voluntary Life and AD&D Contribution Rates

Cost is based on Employee's Age	Employee Life/AD&D	Spouse Life/AD&D
Age	Weekly Rate Per \$1000	Weekly Rate per \$1000
< 30	\$0.018	\$0.018
30-34	\$0.025	\$0.025
35-39	\$0.028	\$0.028
40-44	\$0.030	\$0.030
45-49	\$0.043	\$0.043
50-54	\$0.064	\$0.064
55-59	\$0.115	\$0.115
60-64	\$0.175	\$0.175
65-69	\$0.332	\$0.332
70+	\$0.535	\$0.535

Cost is based on Coverage Amount	Child Life/AD&D Weekly Rate
\$5,000	\$0.196
\$10,000	\$0.392

Hospital Indemnity and Accident Rates

Weekly Rates	Hospital Indemnity	Accident
Employee Only	\$5.73	\$0.78
Employee + Spouse	\$11.48	\$1.47
Employee + Child(ren)	\$8.72	\$1.76
Employee + Family	\$14.47	\$2.45

Critical Illness

Employee Critical Illness

Attained Age of Employee	Weekly Rates			
	\$5,000	\$10,000	\$15,000	\$20,000
<25	\$0.45	\$0.60	\$0.75	\$0.90
25-29	\$0.45	\$0.60	\$0.75	\$0.90
30-34	\$0.54	\$0.78	\$1.03	\$1.27
35-39	\$0.54	\$0.78	\$1.03	\$1.27
40-44	\$0.87	\$1.43	\$2.00	\$2.56
45-49	\$0.87	\$1.43	\$2.00	\$2.56
50-54	\$1.86	\$3.42	\$4.97	\$6.53
55-59	\$1.86	\$3.42	\$4.97	\$6.53
60-64	\$3.72	\$7.13	\$10.55	\$13.96
65-69	\$3.72	\$7.13	\$10.55	\$13.96
70+	\$6.15	\$12.00	\$17.85	\$23.70

Spouse Critical Illness (must enroll prior to age 70)

Attained Age of Spouse	Weekly Rates	
	\$5,000	\$10,000
<25	\$0.47	\$0.65
25-29	\$0.47	\$0.65
30-34	\$0.57	\$0.83
35-39	\$0.57	\$0.83
40-44	\$0.89	\$1.48
45-49	\$0.89	\$1.48
50-54	\$2.09	\$3.88
55-59	\$2.09	\$3.88
60-64	\$4.43	\$8.56
65-69	\$4.43	\$8.56
70+	\$7.18	\$14.05

Children Critical Illness

Coverage Amount	Weekly Rates
\$1,000	\$0.10
\$2,500	\$0.26
\$5,000	\$0.52
\$10,000	\$1.04



Contacts



Human Resources

Email: benefits@elior-na.com

MYLO

Phone: 844-501-7255

Website: elior.choosemylo.com

Medical

United Healthcare

Phone: 844-490-5775

Website: www.myuhc.com

Planned Administrators, Inc.

Phone: 866-484-0851

Website: www.paisc.com

Health Savings Account

Optum

Phone: 866-234-8913

Website: www.optumbank.com

Dental

Delta Dental of North Carolina

Phone: 800-662-8856

Website: www.deltadentalnc.com

Vision

VSP

Phone: 800-877-7195

Website: www.vsp.com

Employee Assistance Program

Phone: 800-854-1446

Website: www.lifebalance.net

(User name and password: lifebalance)

Life & Disability Insurance

Unum

Life Claims: 800-445-0402

Disability Claims: 800-633-7479

Website: <https://services.unum.com>

Voluntary Accident, Critical Illness, and Hospital Indemnity

Voya

Phone: 877-236-7564

Flexible Spending

Flores & Associates

Phone: 800-532-3327

Website: www.flores247.com

All changes must be made by November 26!

The descriptions of the benefits are not guarantees of current or future employment or benefits. If there is any conflict between this brochure and the official plan documents, the official documents will govern.

2018 Medical Plan Option Summary

In-Network Benefits Shown	PPO Plan	High Deductible HSA Plan	Minimum Benefit Plan	Routine Care Plan
Plan Vendor	UHC	UHC	UHC	PAI
New for 2018! Company HSA Contribution	Not applicable	EE Only: \$500/year All Others: \$1,000/year	EE Only: \$500/year All Others: \$1,000/year	Not applicable
<u>Deductible</u> Single / Family	\$2,500 / \$5,000	\$3,500 / \$7,000	\$6,350 / \$12,700	\$0 / \$0 for Covered Services
<u>Out of Pocket Max*</u> Single / Family	\$5,000 / \$10,000	\$4,750 / \$9,500	\$6,350 / \$12,700	\$1,850 / \$12,700 for Covered Services
Coinsurance (plan paid after deductible)	80%	90%	100%	100% for Covered Services
Preventive Services	Covered at 100%; no deductible or copay	Covered at 100%; no deductible	Covered at 100%; no deductible	Covered at 100%; no copay
Inpatient Hospitalization	80% after deductible	90% after deductible	100% after deductible	Not covered
Outpatient Surgery	80% after deductible	90% after deductible	100% after deductible	Not covered
Primary Care Office Visit	\$ 20 Copay	90% after deductible	100% after deductible	\$ 15 Copay
Specialist Office Visit	\$ 40 Copay	90% after deductible	100% after deductible	\$ 25 Copay
Emergency Room Visit	80% after \$150 Copay	90% after deductible	100% after deductible	\$400 Copay
X-Rays and Labs	80% after deductible	90% after deductible	100% after deductible	\$ 50 Copay
Retail Prescription Drugs				
Generic	\$5 Copay	90% after deductible	100% after deductible	\$15 Copay
Preferred Brand	\$30 Copay	90% after deductible	100% after deductible	\$25 Copay
Non-Preferred Brand	\$60 Copay	90% after deductible	100% after deductible	\$75 Copay
Specialty Drugs	\$60 Copay	90% after deductible	100% after deductible	Not covered

* Includes deductible where applicable.

PATHWAYS EDUCATIONAL PROGRAM

Pathways, our proprietary inmate vocational training program, will be the training forum used to teach and instruct the inmates in the proper work practices in an institutional kitchen. To achieve these goals, our management team will partner with jail staff, which is responsible for internal work programs, to assure all facility policies, procedures, and standard forms are being utilized.

The objective of Pathways program is to provide inmates with the knowledge, skills, and abilities as well as the confidence to be successful working in any food service operation. The program not only provides inmate workers with sufficient job knowledge and skills to be successful in their assigned food service duties, but also offers a pathway for transferring these skills to life beyond incarceration. Pathways is an inmate food service certification program that includes opportunities to learn culinary, service, sanitation, and general food service production skills. Upon completion of Level 3 of the program, inmates are equipped to earn the Manager ServSafe® certification, a nationally recognized food-related safety standard used by restaurants and food service companies throughout the United States. Post-incarcerated graduates of the program then have the opportunity to successfully compete in the open job market.

The training is divided into three levels. Completion of Level 1 is required for all inmate workers prior to working independently in the kitchen. Inmate workers must obtain a Certificate of Completion for level 1 and receive written approval by designated supervisory staff prior to starting level 2 and 3 training. Training on the topics in level 2 and 3 are dependent on the responsibilities within the assigned foodservice position(s) as well as the inmate's level of skill and commitment to advance in foodservice. The training is conducted by the Food Service Director (FSD), Supervisor, or assigned foodservice staff, and includes discussion and demonstration of the topics under the following areas:

LEVEL 1

- » Introduction to food service and unit specific procedures
- » Rules of conduct
- » Food Service safety standards
- » Review of job description(s)
- » Safe food handling and sanitation practices
- » Hand washing procedures
- » Dishwashing and dish machine operation
- » Cleaning and sanitizing in a three-compartment sink
- » Cleaning floors
- » Cleaning schedules
- » Stocking, pulling, and storage procedures
- » Safe food production
- » Meal Service Guidelines

LEVEL 2

- » ServSafe® Food Handler certification
- » Calibrating a thermometer
- » Working with food service equipment
- » Equipment safety
- » Instruction on proper operation and cleaning of equipment
- » Basic knife skills
- » Hand tools
- » Portion control techniques
- » Portioning and serving
- » Accurate measurement of ingredients
- » Production tools
- » Menus and diet extensions
- » Production records
- » Prep/Pull sheets
- » Standardized recipes
- » Weight and volume ingredient conversion

LEVEL 3 (FUTURE DEVELOPMENT)

- » Advanced production skills
- » Special diets
- » Basic supervisory skills
- » ServSafe® Manager certification

Training modules and participant handouts pertaining to each topic are provided to the trainer. Each training module is designed to be instructor-led using this information. Participant handouts may include reading material, activities and assessments. These materials are covered thoroughly with the inmate workers to ensure a clear understanding of the information. All training is documented by our supervisory staff using the Inmate Training Log. After successful completion of each level and demonstration of application of learning, the inmate worker will receive a Certificate of Completion.

A copy of the Inmate Training Log is made for each inmate participating the program. The FSD/Supervisor and the inmate workers will sign off next to each topic once training on that topic has been completed. The original Inmate Training Log will be forwarded to the client liaison to be placed in the inmate's file. The FSD will make a file folder for all Inmate Training Logs and a copy of each completed Inmate Training Log will be placed in this file. The log will be retained in the unit file for one year after the inmate has completed kitchen duty.

For a full list of topics please see Pathways level 1 through level 3 above.

Inmate In-Service Training Record 

UNIT: _____

DATE: _____

SUBJECT: _____

Inmate Signature: _____

ID # _____

FSD Signature: _____

To be placed in TRAINING BINDER

COPY TO: Corporate Office - ATTN: Human Resources Department
Resident Facility programs administrator

MINIMUM INTERNAL COOKING TEMPERATURES OF FOOD

POULTRY	165	15 SECONDS
STUFFING AND STUFFED MEAT	165	15 SECONDS
PREVIOUSLY COOKED, POTENTIALLY HAZARDOUS INGREDIENTS (LEFTOVERS)	165	15 SECONDS
STUFFED FISH	165	15 SECONDS
POTENTIALLY HAZARDOUS FOOD COOKED IN THE MICROWAVE	165	15 SECONDS
GROUND MEATS	155	15 SECONDS
INJECTED MEATS	155	15 SECONDS
GROUND, CHOPPED, OR MINCED FISH	155	15 SECONDS
SHELL EGGS THAT ARE HOT-HELD	155	15 SECONDS
PORK, BEEF, VEAL, LAMB STEAKS AND CHOPS	145	15 SECONDS
PORK, BEEF, VEAL, LAMB ROASTS	145	15 SECONDS
FISH	145	15 SECONDS
SHELL EGGS FOR IMMEDIATE SERVICE	145	15 SECONDS
FRUIT OR VEGETABLES HOT-HELD	135	15 SECONDS
COMMERCIALY PROCESSED, READY-TO-EAT FOOD TO BE HOT-HELD	135	15 SECONDS
RAW POTENTIALLY HAZARDOUS INGREDIENTS	USE INGREDIENT TEMPERATURE	AND TIME



Once an inmate has successfully completed and demonstrated required subjects in our Pathways training program, inmate is issued a certificate of completion. This certificate can be used upon their release to assist in in job placement. They are invited to use Summit Food Service as a reference.



Upon successful completion of Future Development (Level 3), qualified inmates who pass the ServSafe test will receive their Certification certificate.



PROGRAM STANDARDS AND QUALITY

STANDARDS AND COMPLIANCE

Summit understands and will comply with all the requirements for the Washtenaw County Jail. We also agree to purchase and maintain, whether hard copies or electronic, the following manuals at all times and have ready for inspection:

- » State DHEC Regulations for Retail Food Establishments
- » State DHEC Minimum Standards for Licensing Hospitals and Institutional General Infirmaries
- » State Minimum Standards for Local Detention Facilities and Local Juvenile Detention Facilities
- » Operations Manual ICE Performance-Based National Detention Standards
- » ACA Standards for Adult Local Detention Facilities
- » NCCHC Jail Health Standards and Juvenile Health Standards
- » The Religious Land Use and Institutionalized Persons Act of 2000
- » The Prison Rape Elimination Act
- » National Fire Protection Association (NFPA), International Fire Service Training Association (IFSTA), & International Building Code (IBC) Fire Codes

Summit understands and will ensure, at our cost, all recommendations and requirements are complied with to ensure the Washtenaw County Jail remains compliant with ACA, NCCHC and ICE accreditations.



Summit guarantees that:

- 1) All meat products will be purchased from suppliers using HACCP (Hazard Analysis Critical Control Point) programs.
- 2) All food items will be purchased from facilities and manufacturers that meet all applicable federal and state regulations for food safety, use only industry “best practices” to assure wholesomeness, and maintain appropriate liability insurance on their products.

QUALITY CONTROL PROGRAM

OUR COMMITMENT TO YOU

To ensure that the staff we train, the food we prepare, the services we offer, and the facilities we operate reflect our total commitment to excellence.

We will:

- » Provide experienced, well-trained food service personnel
- » Design quality recipes and menus
- » Instill the concept of a hospitality service with a personal touch
- » Implement proven programs to ensure consistent outstanding quality
- » Ensure that all standards are in place, understood and are implemented consistently
- » Require that all food personnel are trained in safe food handling techniques
- » Institute safety and sanitation programs in compliance with local and state health codes and regulations
- » Monitor all programs with meticulous attention to detail
- » Survey regularly for input
- » Provide support to enhance quality
- » Provide assessments by the district manager and dietitian to ensure continued improvement
- » Conduct comprehensive annual quality audits to monitor compliance with all standards
- » Provide training and networking opportunities for continuous quality improvement

YOU CAN COUNT ON US

To plan for quality every step of the way and make it a reality.



Your resources include:

- » Experienced professionals
- » Nutrition audits
- » State-of-the-art QA specifications and standards & Customized satisfaction surveys
- » Food safety and sanitation
- » Meal service monitors
- » Sanitation and safety checklist

QUALITY ASSURANCE AND INVENTORY PROCEDURES

Summit realizes that quality assurance is a critical aspect of operating a well-run foodservice operation. Therefore, we have implemented a comprehensive quality assurance inspection that is conducted a minimum of quarterly at each one of our locations. Our standards exceed those set by any other regulatory department to assure that those inspections are deficiency free.

We have standards in place for:

- » Security
- » Food safety and sanitation
- » Personal hygiene/infection control
- » Food preparation
- » Safety
- » Meal quality
- » Management systems
- » Training

INVENTORY AND STORAGE

Our philosophy is to purchase and keep on hand only what we need for normal operation as mandated by any current condition. Excess inventories can lead to product spoilage.

- » All food products are stored in the proper storage area immediately upon being received.
- » Thawing of frozen food products is done under refrigerated conditions only or approved food safety procedures.
- » All products are dated in compliance with ACA standards.
- » Our food production system incorporates written cycle menus, recipes, preparation and pull sheets, and production sheets with historical data are implemented.
- » All items are kept in secure areas under lock and key with facility policies followed.

INMATE/STAFF COMPLAINT PROCEDURES

Typically, during the orientation process when entering the facility, inmates are told by the corrections staff to submit memorandums referred to as grievances. Any complaint or grievance regarding food is to be directed first to the correctional staff and then to the Food Service Director. These complaints will be handled to resolution expeditiously. Summit will respond to all written request slips concerning any complaints or concerns regarding foodservice. If no resolution can be achieved through written response, we will then meet directly with a representative from the facility. In most cases, the policy of addressing inmate complaints is driven by the facility's own policy and procedures. Normally, these are the steps that would be taken:

- » Inmates who have concerns about a meal that was served, special diets, snack bags, etc., will fill out the facility grievance or complaint form and give it to the correctional staff.
- » If the correctional staff deems the concern a legitimate one, the grievance or complaint will be directed to the Food Service Director.
- » The Food Service Director will then reply to the inmate in writing in a professional and respectful way and in a timely fashion unless otherwise required. The response will be within 24 hours from the time our team receives the complaint.
- » If a resolution cannot be achieved through written responses, the Food Service Director will then meet directly with the inmate with a representative from the facility.

CLIENT SATISFACTION SURVEY

Summit partners with the National Business Research Institute (NBRI) to conduct an online survey sent directly to all of our clients. NBRI has more than 30 years of survey experience, assigns a PH.D and expert consultant to monitor our survey process presenting our executive management team a summary of results. Your feedback is important and helps further improve the service provided to kitchen operations within your facility. This survey will let us know where we are meeting your expectations and also identify opportunities for improvement.

How does it work?

- Client will receive a survey announcement via email.
- Client receives a second email containing the survey.
- Client takes just a few minutes to privately complete survey.
- Results go directly to our executive management team.



Survey contains the following categories:

- Customer Loyalty
- Food Quality
- Service
- Sanitation
- District Manager
- Food Service Director or Primary Contact
- Priority
- Sustainability
- Delivery (off-site only)
- Communication/feedback

Dissatisfaction responses are flagged and immediately sent directly to Summit's President for client follow-up and improvement.

We value the opportunity to serve you and use this third party research company to conduct the survey to ensure results are valid.

CLIENT SATISFACTION SURVEY (HARD COPY)

Facility Name: _____ Date: _____

Completed By: _____ Title: _____

Kindly complete the survey and return it in a self-addressed envelope.

Satisfaction Indicators	Check One	Comments
<p>SERVICE QUALITY: The prompt, courteous, and friendly service of our staff.</p>	<p>Very Satisfied <input type="checkbox"/></p> <p>Somewhat Satisfied <input type="checkbox"/></p> <p>Somewhat Dissatisfied <input type="checkbox"/></p> <p>Very Dissatisfied <input type="checkbox"/></p>	
<p>CUSTOMER SATISFACTION: The satisfaction level of your inmates and staff with the overall foodservice program.</p>	<p>Very Satisfied <input type="checkbox"/></p> <p>Somewhat Satisfied <input type="checkbox"/></p> <p>Somewhat Dissatisfied <input type="checkbox"/></p> <p>Very Dissatisfied <input type="checkbox"/></p>	
<p>PROGRESSIVENESS & RESPONSIVENESS: Summit's ability to generate new ideas, programs and services to improve the quality of services in your facility. Do we reflect a "can do" attitude when faced with challenges and the willingness to be flexible to better serve you?</p>	<p>Very Satisfied <input type="checkbox"/></p> <p>Somewhat Satisfied <input type="checkbox"/></p> <p>Somewhat Dissatisfied <input type="checkbox"/></p> <p>Very Dissatisfied <input type="checkbox"/></p>	
<p>PROFESSIONALISM AND TEAMWORK: The professionalism of all our staff in their conduct and physical appearance. Effectiveness of the management team.</p>	<p>Very Satisfied <input type="checkbox"/></p> <p>Somewhat Satisfied <input type="checkbox"/></p> <p>Somewhat Dissatisfied <input type="checkbox"/></p> <p>Very Dissatisfied <input type="checkbox"/></p>	
<p>SANITATION: The cleanliness of the kitchen and storage areas.</p>	<p>Very Satisfied <input type="checkbox"/></p> <p>Somewhat Satisfied <input type="checkbox"/></p> <p>Somewhat Dissatisfied <input type="checkbox"/></p> <p>Very Dissatisfied <input type="checkbox"/></p>	
<p>REGULATORY REQUIREMENTS: Effectiveness in meeting Federal, State and local Health Department regulations</p>	<p>Very Satisfied <input type="checkbox"/></p> <p>Somewhat Satisfied <input type="checkbox"/></p> <p>Somewhat Dissatisfied <input type="checkbox"/></p> <p>Very Dissatisfied <input type="checkbox"/></p>	

Satisfaction Indicators	Check One	Comments
<p>TRAINING AND RECRUITMENT:</p> <p>The effectiveness of our recruitment of quality hourly and management personnel. The quality of our training programs for the management and hourly staff.</p>	<p>Very Satisfied <input type="checkbox"/></p> <p>Somewhat Satisfied <input type="checkbox"/></p> <p>Somewhat Dissatisfied <input type="checkbox"/></p> <p>Very Dissatisfied <input type="checkbox"/></p>	
<p>ACCESSIBILITY AND COMMUNICATION:</p> <p>Accessibility of Summit' corporate management support (i.e., Training, QA, HR, Accounting, corporate executives). Your comfort level in sharing your concerns about the commissary operations and our willingness to listen to your concerns and respond effectively.</p>	<p>Very Satisfied <input type="checkbox"/></p> <p>Somewhat Satisfied <input type="checkbox"/></p> <p>Somewhat Dissatisfied <input type="checkbox"/></p> <p>Very Dissatisfied <input type="checkbox"/></p>	
<p>FISCAL RESPONSIBILITY:</p> <p>Fiscal responsibility in managing your expectations.</p>	<p>Very Satisfied <input type="checkbox"/></p> <p>Somewhat Satisfied <input type="checkbox"/></p> <p>Somewhat Dissatisfied <input type="checkbox"/></p> <p>Very Dissatisfied <input type="checkbox"/></p>	
<p>ACCOUNTING AND BUDGET SUPPORT:</p> <p>Timeliness and accuracy of the Summit financial reports.</p>	<p>Very Satisfied <input type="checkbox"/></p> <p>Somewhat Satisfied <input type="checkbox"/></p> <p>Somewhat Dissatisfied <input type="checkbox"/></p> <p>Very Dissatisfied <input type="checkbox"/></p>	

Overall Satisfaction			
Very Satisfied	Somewhat Satisfied	Somewhat Dissatisfied	Very Dissatisfied

INMATE SATISFACTION SURVEY

Better food makes a safer jail. Summit is the only nationally recognized correctional food services company that has an established program to survey inmates as consumers. The willingness to solicit feedback and acting on that feedback promotes better food.

Meal Services Comment Card

Date: _____

Breakfast Lunch Supper

(Please circle the meal referenced)

Foods Evaluated

	Excellent	Good	Fair	Poor
Taste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Temperature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Appearance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments: _____



TEST TRAY ASSESSMENTS

To be proactive, we feel it is important to periodically conduct a Test Tray Assessment to assure quality assurance of food being served. These assessments are performed by a corrections staff member who provides written feedback to the foodservice department regarding the quality of the meal they were serving.

STAFF COMPLAINTS

Staff members are encouraged to submit verbally or in writing to the foodservice staff any comments, suggestions, complaints or other concerns regarding the foodservice. Whether personal or evolving from inmates, an appropriate resolution will be achieved.



We create food experiences
that drive positive behavior

VALUE ADDED SERVICES

Summit has more to offer your facility than just the management of your foodservice. We have experience in managing and supporting ancillary services as cost savings to you. In some cases, we can create additional revenue.

These services are not included in our proposed price because they were not requested in the RFP, but are meant to showcase additional offerings and possibilities for the County. If the County is interested, we would be happy to offer a customized program encompassing any additional services and mutually agree upon the cost and scope to best benefit the County.



OUR EXPERIENCE

COMMISSARY

Our unique commissary system offers cashless transactions, improved control and return commissions for your facility. We provide a customizable commissary program to best fit the needs of your facility.



LAUNDRY SERVICES

We oversee facility laundry services and have systems in place for inmate worker supervision in these areas. We have a chemical contract with Ecolab and are able to provide to you cost savings for the chemicals you purchase.



CATERING SERVICES

Summit has the ability to cater an event of any size. We are fully capable of supporting any catering needs your facility may have. We have a professional staff with experience in providing a complete range of catering services.



EQUIPMENT PURCHASE AND KITCHEN DESIGN

Summit works with several equipment and kitchen design companies to provide detailed specifications and costs associated with any new or replacement kitchen equipment. Often, we can make the investment and build this cost back into the cost per meal.

FACILITY RUN OFFICE ON AGING SERVICES

Summit is able to provide meal service for Office on Aging departments that provide meals for seniors at service facilities and Meals On Wheels projects

Counties that we currently provide this type of service have benefited financially in both facility programs.



GOVERNMENT FACILITY CAFÉS

Summit is able to support government facility cafeterias that provide meal options to employees as well as the general public.



*A tool that rewards appropriate behavior and fosters security
for both the inmate and the officer.*

THE OUTSIDEINSIDE CONNECTION

CONNECTING WITH THE WORLD OUTSIDE THE WALL

Providing loved ones the opportunity to send their inmate a special gift for any occasion. It's a convenient way for families and friends to show their support and send their love.

Our team will work to ensure this program operates within the parameters of your security protocol. The program brings popular foods to your facility. The program reinforces desired behavior and provides a break in the daily routine.

We provide an assortment of desirable foods, such as pizza, Angus hamburgers, boneless wings and more. Our service professionals make these special entrees fresh on site.



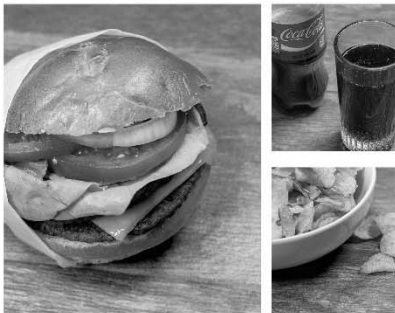
www.outsideinside.com

THE OUTSIDEINSIDE CONNECTION

CONNECTING WITH THE WORLD OUTSIDE THE WALL

Sample Menu

DOUBLE JALAPENO
BURGER BASKET



SPICY BUFFALO
CHICKEN BASKET



CHEESE PIZZA &
CHICKEN TENDERS



PEPPERONI PIZZA &
CHICKEN TENDERS



PHILLY
CHEESESTEAK



 OUTSIDEINSIDE.COM



REQUIRED FORMS



CERTIFICATE OF INSURANCE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
9/1/2017 9/2/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Lockton Companies 3280 Peachtree Road NE, Suite #250 Atlanta GA 30305 (404) 460-3600	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Travelers Property Casualty Co of America</td> <td>25674</td> </tr> <tr> <td>INSURER B : Sentry Insurance a Mutual Company</td> <td>24988</td> </tr> <tr> <td>INSURER C : Sentry Casualty Company</td> <td>28460</td> </tr> <tr> <td>INSURER D : Landmark American Insurance Company</td> <td>33138</td> </tr> <tr> <td>INSURER E : Continental Casualty Company</td> <td>20443</td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Travelers Property Casualty Co of America	25674	INSURER B : Sentry Insurance a Mutual Company	24988	INSURER C : Sentry Casualty Company	28460	INSURER D : Landmark American Insurance Company	33138	INSURER E : Continental Casualty Company	20443	INSURER F :
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INSURER F :															
INSURED 1364746 Aviaids, LLC/Summit Food Service, LLC Consolidated Food Management, Inc (CFM-WA) 1751 West County Road B Suite 300 Roseville MN 55113															

COVERAGES CERTIFICATE NUMBER: 14245191 REVISION NUMBER: XXXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	N	N	660-2C786754-TIL-16	9/1/2016	9/1/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	N	N	90-18840-04 (AOS) 90-18840-05 (MA)	9/1/2016 9/1/2016	9/1/2017 9/1/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
E	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> CLAIMS-MADE DED RETENTION \$	N	N	6012283531	9/1/2016	9/1/2017	EACH OCCURRENCE \$ 25,000,000 AGGREGATE \$ 25,000,000
B C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	90-18840-01 90-18840-02 (Retro)	9/1/2016 9/1/2016	9/1/2017 9/1/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A D	Liquor Liability Professional Liability	N	N	6602C786754TIL16 LHM759252	9/1/2016 9/1/2016	9/1/2017 9/1/2017	\$1,000,000/\$2,000,000 \$2,000,000/\$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER 14245191 Evidence of Insurance	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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PRICING

Scale	Enhanced	Current
<276	TBN	TBN
276-300	\$1.470	\$1.217
301-325	\$1.404	\$1.176
326-350	\$1.348	\$1.143
351-375	\$1.300	\$1.115
376-400	\$1.260	\$1.096
401-425	\$1.223	\$1.080
426-450	\$1.191	\$1.068
STAFF	\$1100/week	\$1.350

- » Census Count or Actual Count, whichever is greater will be used for billing.
- » If provided inmate labor falls below 16 total, and CBM Managed Services is required to hire additional staff, CBM reserves the right to negotiate the price per meal.
- » All Name Brand Nutritional Supplements will be \$1.50 each.
- » All Doctor Ordered Medical Snacks will be Charged at \$1.00 each.
- » All Kosher and Halal Meals will be charged at \$6.50 per Meal.
- » All Sack Meals will be charged at a rate \$.40 greater than inmate meal.
- » All ordered Milk will be charged at \$0.55 per milk.
- » Price Sheet Option B is your current menu and program.
- » Price Sheet Option A is Our enhanced with Fresh Fruit, not Canned added to your menu 4 more times a week. Entree size moved up to 10oz or greater. Side dishes moved up to 1 full cup. Replacing 1% milk to desired 2%. All fresh baked goods desserts biscuits moved up in size from the small 60ct to larger 54ct. we will offer more of a variety in desserts.
- » Our Ground Poultry does NOT contain SOY.

PRICING PLANS

Summit agrees that all pricing will be inclusive of all management, labor, food cost, sanitation, paper costs, uniforms, insurance fees, licensing, long distance expenses, office supplies and postage deemed necessary to complete foodservice operations per the contract. All such records will be retained by Summit for a period of two (2) years. Summit also agrees to allow the Washtenaw County Sheriff's Office to audit our records without prior notice.

Summit agrees to secure and pay all federal, state and local licenses, permits, and fees required for food service.

ANNUAL PRICE INCREASE

Any price adjustments will require mutual agreement and will not exceed 3% of the Consumer Price Index (CPI) for the preceding year.

INVOICING PROCEDURES

Summit shall submit to the County on the first day of each week, covering the preceding week, an invoice for meals ordered or served whichever is greater. The price per meal charged to the County shall be described in our proposal and are guaranteed for meals for (1) one year.

Access and Records - Summit shall keep full and accurate records of sales and meal count records in connection with the food services. A copy of said record shall be supplied to the Sheriff or designee on a monthly basis on the first working day of the subsequent month. In addition, all such records shall be available for auditing by the County at any time during regular working hours

ACCOUNTING PROGRAM AND SERVICES

Summit's centralized accounting services include budgeting, accounts payable and general accounting. This department processes all financial data submitted to it through weekly control reports by the resident management team. Summit accounting is done on a weekly filing basis. The financial situation of the foodservice program is able to be consistently observed.

Our Procedures Manual contains a comprehensive, up-to-date set of instructions for operations personnel to follow while properly recording and reporting unit activity on a per event, weekly, period and annual basis as required. Addressed in detail are the specific instructions for calculating and reporting revenues from all sales categories in a controlled manner.

WEBSTATZ – MANAGEMENT TOOL

WEBSTATZ is a comprehensive, easy-to-use management reporting program that can meet the demands of our company and each of its unique business needs. WEBSTATZ is intuitive for data entry and provides thorough, interactive reporting, including the ability to compare profit and loss data to each unit's budget.

WEBSTATZ is easily accessible at each unit and links to our centralized accounting system. Access is provided to district managers and assigned company personnel. It is used to record weekly invoices and supports accounts payable. WEBSTATZ is used to report inventory values and creates food and supply usage reports. The information entered is used to generate statistical analysis reports on a weekly basis that display trends and identify issues before they become larger problems. WEBSTATZ reports are easy to read and allow managers to compare actual numbers to budget and help make operations easier and more efficient to manage.

INVENTORY CONTROL AND PROCESS

A physical inventory is conducted monthly to determine exact product usage. The inventory system details product description, brand, pack size, and unit of food and supplies. The quantity on-hand and value of food and supplies is calculated and reported.

METHOD OF RECORDING, CHECKING AND REPORTING SALES

Accurate revenue reporting is critical to our operations, company and clients. Revenue comes in from varying sources, such as meal counts, a la carte sales and catering sales. All transactions are recorded, maintained and organized in the revenue function of WEBSTATZ from each source. Sales can be viewed and reports can be generated directly from WEBSTATZ.

INTERNAL CASH CONTROL

The Food Service Director and other authorized management personnel are responsible for maintaining all daily revenue activity. This activity includes counting, storing and responsibility for deposit to the bank. Authorized personnel are also responsible for conducting spot cashier audits. Location management must adhere to the following policies and procedures:

- » Deposits – Deposits must be made daily unless otherwise approved by the district manager
- » Storage of funds – All cash must be kept in a locked safe (no day lock) and operating funds verified daily

INTERNAL AUDIT SYSTEM

At the close of each period, a financial statement will be generated for the management of our facilities. The statement will automatically import the daily and weekly analyses and compare all operating results to predefined budgets. All variances between budget and actual amounts can then be isolated and reviewed on a timely basis.

We also have the ability to easily and securely link the onsite computers to our central computer system. This will allow instant access to transactions by senior management as they occur. This direct link will further increase the speed with which monthly statements and annual audits are completed and made available to the management.

ACCOUNTING FORMS AND REPORTS

Accounting reports include:

- » Kronos Payroll Worksheets summarize hours and labor costs per pay period. Calculates the wage information for paycheck issuance for each team member.
- » Deposit Record (Daily/Weekly/Monthly) is prepared for each location that accepts cash and is used for tracking and controlling cash sales, averages and shortages. This report is on an excel spreadsheet and can be generated to calculate daily, weekly and monthly totals.
- » Participation Record mainly calculates the average daily participation (ADP) percent per location. It tracks free, reduced and paid meal counts and a la carte meal equivalents.
- » Inventory Form lists product description, brand, pack size and inventory unit of food and supplies. It calculates the quantity on hand and value of food and supplies. A physical inventory is done at least monthly (preferably weekly) to determine usage.
- » Commodity Value Inventory Form lists commodity code, description, price per unit weight, net weight, case pack size, portion, serving per case, component, entitlement value per pound and case. The form calculates inventory value and product usage.
- » Client Invoice – A detailed invoice identifying breakfasts, lunches and commodity usage sent out within 20 days after the end of each operating month.

- » Weekly Purchasing Invoice Record serves as an in-house record of all purchases made for an accounting period and a source document for food and supply costs.
- » Operating (Profit and Loss) Report is a computerized summary of the profit/loss for the month and year-to-date analysis.
- » Aging Report is a listing of unpaid invoices, categorized by date, to recognize the total money owed to the operation. Amounts that are beyond the established credit policy time limits receive priority collection measures.
- » Annual Reports:
 - » Financial Recap
 - » Budget Report – proposed budget for the upcoming year
 - » Detailed Management Operations Report for the current year

We have been at the forefront of the design and application of analytical and financial systems for the foodservice industry. The amalgamation of systems not only ensures the highest level of efficient and accurate accounting but also provides the operators with powerful analytical tools for operations and marketing analysis.

Summit maintains tight control on the foodservice operation and communicates the financial status of the program on a scheduled basis. We maintain complete operating records and operating reports. The reports allow us to measure and analyze income and expenditures for us to continuously measure performance.

ACCOUNTING PERIODS

Accounting periods is defined on a monthly basis with business ending on the last day of every month. All billing information for the preceding month is delivered to the County on the first business day of each month, covering the preceding month, an invoice for meals ordered or served, whichever is greater. Any required accommodation that may be required will be adhered to whenever possible.

ACCESS AND RECORDS

Summit will keep full and accurate records of sales and meal counts in connection with food services. A copy shall be supplied to the Sheriff or designee on a monthly basis, within the first 10 working days of the subsequent month. In addition, all such records shall be available for auditing by the County at any time during regular working hours.



1751 West County Rd. B
Suite 300
Roseville MN 55113

Invoice	
Date	
Page	
Customer ID	

Bill To:

Purchase Order No.		Payment Terms		
		30		
Quantity	Item Number	Description	Unit Price	Ext. Price
0	0000-0	Adult Breakfast	\$0.00	\$0.00
0	0000-0	Juvenile Breakfast	\$0.00	\$0.00
0	0000-0	Commodity Usage (Credit)	\$0.00	\$0.00
Qty Total			Subtotal	\$0.00
		Remit to: Summit Food Service, LLC	Tax	\$0.00
		P. O. Box 743357	Cash Applied	\$0.00
		Atlanta, GA 30374-3357	Total	\$0.00

SUREQUEST ONDEMAND

Summit has utilized SureQuest Systems since 2004 for menu and recipe development, nutritional and cost analysis, and resident information, including tray tickets which include non-select menus and select menus, therapeutic diets and texture modifications.

This program can accurately track resident diet history, weights and diet needs. It also assists with building menus and connecting each ingredient, recipe and menu to the likes, dislikes and allergies of each resident. The software provides nutritional analysis of menus and recipes, which help manage individual diets, texture preferences, fluid types and consistency. The flexibility of the software allows us to change the menu or resident preferences immediately.

Summit's system has nearly 10,000 recipes, including many cultural, healthy choices and specialty items. This program is easy to learn and user-friendly.

Tray cards, menu tickets, recipes, week-at-a-glance menus and a variety of other reports can also be printed to simplify operations and enhance the dining experience. Additionally, SureQuest generates production reports to help save money and reduce waste, plus has the ability to calculate the cost of recipes and menus.

The Summit dietitian services and support software have the ability to break down recipes into detailed nutritional reports that allow for both display and a central resource reference to our guests. This nutritional analysis tool calculates calories, calories from fat and percent of calories from fat, fat grams, saturated fat, cholesterol, carbohydrates, fiber, sodium and protein.





REFERENCES

Summit has over 620 correctional sites and we would be happy to provide a complete listing at the County’s request upon award of this contract. We encourage the County to contact each of our references listed below in order to fully understand how our commitment to our clients can benefit Washtenaw County.

Wayne County Sheriff’s Office

Chief Robert Dunlap
4747 Woodward
Detroit, Michigan 48201
(313) 875-9070
Adult & Juvenile Food Services
Population: 2,676
Contract Start Date: 2015

Elkhart County Sheriff’s Office

Captain John Perry
26861 County Road 26
Elkhart, Indiana 46517
(574) 891-2151
Food & Commissary Services
Population: 681
Contract Start Date: 2014

Cook County Department of Corrections

(ACA Accredited)
Director Michael Brady
Superintendent Sean Julian
2700 South California Avenue
Chicago, Illinois 60608
(301) 859-3778
Food Services
Population: 12,000
Contract Start Date: 2012

Dear reader,

Gourmet Acquisition Holdings, Inc. ("Gourmet") is the holding company for a group of regional businesses specializing in the provision of on-site contract food services primarily in the Healthcare, Business and Industry, Education, Corrections and Cultural Institutions sectors. The regional companies combine to provide services at client locations throughout the continental United States.

Gourmet is a Delaware corporation and through its subsidiary Elior, Inc. (formerly known as TrustHouse Services Group, Inc.) operates the following regional food service businesses: Valley Services, A'viands, Summit, Aladdin, AmeriServe, Cura Hospitality, FitzVogt & Associates, Lindley, Summit, Preferred Meals, Food Services, Inc. (FSI) and STARR Catering Group, Abigail Kirsch Catering, Corporate Chefs, Lancer Hospitality, Design Cuisine and Sidekim. Subsequent to September 29, 2017, Gourmet acquired CBM Managed Services.

Attached is consolidated financial information for Gourmet for the fiscal years ended September 29, 2017 and September 30, 2016.

This information is intended solely for use in assessing the financial characteristics of Gourmet and should not be forwarded or used for any other purposes.

Best regards,



Robb Schreck
Executive Vice President & Chief Financial Officer

CONFIDENTIAL

Gourmet Acquisition Holdings, Inc.

**Consolidated Financial Information
September 29, 2017 and September 30, 2016**

CONFIDENTIAL

Gourmet Acquisition Holdings, Inc.
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September 29, 2017 and September 30, 2016

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CONFIDENTIAL

Gourmet Acquisition Holdings, Inc.
Consolidated Balance Sheets
September 29, 2017 and September 30, 2016

	2017	2016
Assets		
Current assets		
Cash and cash equivalents	\$ 17,975,588	\$ 16,548,765
Restricted cash	3,750,000	3,750,000
Trade accounts receivable, net	147,182,599	122,452,351
Income tax receivable	5,967,895	7,473,986
Other receivables	11,952,079	7,357,676
Inventories, net	40,869,979	35,131,094
Prepaid expenses and other current assets	14,605,995	12,484,124
Notes receivable	120,345	107,739
Total current assets	<u>242,424,480</u>	<u>205,305,735</u>
Property and equipment		
Land, buildings, and improvements	23,338,171	22,111,932
Furniture, equipment, and vehicles	99,408,547	63,260,686
Less: Accumulated depreciation	(31,967,187)	(16,489,054)
Property and equipment, net	<u>90,779,531</u>	<u>68,883,564</u>
Other long-term assets		
Investment in units	19,452,939	13,236,946
Notes receivable, net of current portion	275,261	157,605
Investment securities	4,143,018	2,548,064
Goodwill, net	231,630,267	224,723,512
Other intangible assets, net	197,154,901	167,952,721
Total other long-term assets	<u>452,656,386</u>	<u>408,618,848</u>
Total assets	<u>\$ 785,860,397</u>	<u>\$ 682,808,147</u>

Gourmet Acquisition Holdings, Inc.
Consolidated Balance Sheets
September 29, 2017 and September 30, 2016

	2017	2016
Liabilities and Stockholders' Equity		
Current liabilities		
Revolving line of credit	\$ -	\$ 4,800,000
Accounts payable	71,917,061	48,059,560
Accrued payroll liabilities	28,771,662	25,159,237
Other accrued expenses	27,238,850	20,518,586
Payable to related parties	14,697,469	-
Contract related liabilities	16,509,668	9,283,303
Contingent consideration payable	8,321,088	8,000,000
Total current liabilities	<u>167,455,798</u>	<u>115,820,686</u>
Long-term liabilities		
Notes payable to related party	390,942,200	341,813,600
Other accrued expenses	2,000,000	4,000,000
Contingent consideration payable, net of current portion	12,534,896	8,249,403
Stock-based compensation liability	14,787,603	7,377,634
Deferred income taxes	45,199,237	45,269,522
Total long-term liabilities	<u>465,463,936</u>	<u>406,710,159</u>
Total liabilities	<u>632,919,734</u>	<u>522,530,845</u>
Stockholders' equity		
Preferred stock	-	-
Common stock	1,034	1,017
Paid in capital	175,104,719	171,398,983
Accumulated deficit	(21,988,365)	(10,993,943)
Total stockholders' equity	153,117,388	160,406,057
Noncontrolling interest	(176,725)	(128,755)
Total stockholders' equity	<u>152,940,663</u>	<u>160,277,302</u>
Total liabilities and stockholders' equity	<u>\$ 785,860,397</u>	<u>\$ 682,808,147</u>

Gourmet Acquisition Holdings, Inc.
Consolidated Statements of Operations
Years Ended September 29, 2017 and September 30, 2016

	2017	2016
Net sales	<u>\$ 1,060,486,216</u>	<u>\$ 717,597,231</u>
Operating cost and expenses		
Cost of products and services, net	467,518,665	307,531,555
Labor cost of units	325,286,484	226,062,417
Other direct operating expenses of units	<u>108,248,750</u>	<u>73,886,376</u>
Total operating unit costs and expenses	901,053,899	607,480,348
Amortization of intangible assets	40,602,486	32,717,422
Restructuring costs	1,647,290	672,996
Acquisition related costs	3,084,706	3,423,396
Other general and administrative expenses	<u>108,147,200</u>	<u>79,981,646</u>
Total operating costs and expenses	<u>1,054,535,581</u>	<u>724,275,808</u>
Operating income (loss)	5,950,635	(6,678,577)
Interest expense	<u>(15,293,631)</u>	<u>(9,210,816)</u>
Loss before income taxes	(9,342,996)	(15,889,393)
Income tax expense (benefit)	<u>1,699,396</u>	<u>(1,457,265)</u>
Net loss	(11,042,392)	(14,432,128)
Add: Net loss attributable to noncontrolling interest	<u>47,970</u>	<u>103,883</u>
Net loss attributable to Gourmet Acquisition Holdings, Inc.	<u>\$ (10,994,422)</u>	<u>\$ (14,328,245)</u>

Gourmet Acquisition Holdings, Inc.
Consolidated Statements of Cash Flows
Years Ended September 29, 2017 and September 30, 2016

	2017	2016
Cash flows from operating activities		
Net loss	\$ (11,042,392)	\$ (14,432,128)
Adjustments to reconcile net loss to net cash provided by operating activities		
Depreciation and amortization expense	58,161,621	42,996,066
Loss on disposition of assets	550,102	308,016
Amortization of deferred debt issuance costs	628,600	628,600
Contingent consideration adjustment	(2,432,398)	-
Stock-based compensation expense	8,467,679	3,470,882
Deferred income taxes	(775,914)	(2,291,019)
Changes in operating assets and liabilities		
Inventories	(2,112,842)	(4,631,419)
Accounts receivable	(18,079,043)	(11,553,565)
Other receivables	(3,804,058)	(3,696,792)
Accounts payable	14,984,390	1,619,523
Other current assets and liabilities	3,208,607	(9,371,334)
Contract related liabilities	900,056	1,813,545
Net cash provided by operating activities	<u>48,654,408</u>	<u>4,860,375</u>
Cash flows from investing activities		
Cash paid for acquisitions, net of cash acquired	(65,760,412)	(175,867,709)
Restricted cash	-	(3,750,000)
Proceeds on sale of assets	355,538	-
Investment securities	(1,594,954)	(624,448)
Issue notes receivable	(298,821)	-
Collection on notes receivable	168,559	245,281
Cash paid for investment in units	(9,147,668)	(4,092,633)
Purchases of property and equipment	(21,439,913)	(12,544,330)
Net cash used in investing activities	<u>(97,717,671)</u>	<u>(196,633,839)</u>
Cash flows from financing activities		
Payable to related parties	14,697,469	-
Proceeds from revolving line of credit	22,602,171	4,800,000
Payments on revolving line of credit	(27,402,171)	-
Proceeds from borrowings with related parties	48,500,000	175,945,000
Payment of contingent consideration	(10,555,426)	-
Proceeds from stock issuance	2,648,043	2,100,000
Net cash provided by financing activities	<u>50,490,086</u>	<u>182,845,000</u>
Increase (decrease) in cash and cash equivalents	1,426,823	(8,928,464)
Cash and cash equivalents		
Beginning of year	<u>16,548,765</u>	<u>25,477,229</u>
End of year	<u>\$ 17,975,588</u>	<u>\$ 16,548,765</u>
Supplemental disclosure cash flow activities		
Interest paid	\$ 14,585,000	\$ 8,586,000
Income taxes paid	1,293,000	6,516,000
Capitalized items included in accounts payable	1,794,972	-

BID #7483 INMATE AND STAFF MEAL SERVICES

Washtenaw County, Michigan Local Vendor Affidavit

Legal Name of Business _____

Federal Taxpayer Identification Number: _____

Type of services provided:

Construction Professional Services Goods & Services

Physical Address of Business Headquarters and/or Permanent Street Address in Washtenaw County or State of Michigan:

_____ / _____

Headquarters- Street Address

Permanent-Street Address

_____ / _____

City, State & Zip

City, State, & Zip

Is this business headquartered in Washtenaw County?

Yes No

Has this business been dealing for at least one year (12 consecutive months) on a regular commercial basis in the kind of goods or services which are the subject of the bid or proposal?

Yes No

Are this business's local and state tax filings up to date?

Yes No

If no, please explain: _____

Any material misrepresentation of information in this document will be grounds for denial of certification and exclusion from all Washtenaw County contracts for a period of one (1) year.

The undersigned hereby affirms that the applicant firm believes it is qualified for certification as a Local Vendor, as set forth in the certification guidelines established by Washtenaw County. The undersigned agrees to hold Washtenaw County harmless in any claim arising out of this application or information provided by the applicant and agrees to indemnify Washtenaw County for any liability incurred in connection with this application or with the certification of the applicant firm. Further, the undersigned agrees to inform the County immediately of any changes that result in a change of the certification status of the firm.

BID #7483 INMATE AND STAFF MEAL SERVICES

Name of Business

Owner or Managing Partner, and Title

Name of Contact Person, and Title

Email Address for Contact Person


Phone Number for Contact Person

Signature of Owner or Managing Partner, and Title

Date

Washtenaw County Purchasing Department reserves the right to request additional documentation as deemed necessary.

SIGNATURE PAGE

	04/19/2018
Signature of Authorized Signer	Date
Marlin C. Sejnoha, Jr.	26-2223480
Contact Name (Print)	Federal Tax Identification Number
CEO	Summit
Title	Company Name
605.335.0825	1751 County B Road West #300
Office Phone Number	Company Address
605.310.4950	Roseville, MN 55113
Cell Phone Number	City State Zip
marlin.sejnoha@summitfoodservice.com	Ramsey
Contact Email	County

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Signature page must be signed, boxes checked below, and returned as part of vendor proposal.

By signing this bid submission, I certify that I and/or my corporation, company, limited liability company, business association, partnership, society, trust or any other non-governmental entity, organization or group is not an "Iran linked business" as defined by P.A. 517 of 2012 (MCLA 129.311 et seq)("Act").

I understand that under the Act, an "Iran linked business means an individual or one of the above-listed groups who engages in investment activities in the energy sector of Iran, including, but not limited to, providing oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied gas for Iran's energy sector or a financial institution extending credit to another person to engage in investment activities in Iran's energy sector.

I further understand that "investment activity" is defined by the Act as an individual or one of the above listed groups that invests \$20,000,000.00 or more in Iran's energy sector or a financial institution that extends credit to another person, if that person uses the credit to engage in "investment activity" in Iran's energy sector.



THANK YOU

We appreciate your business and thank you for accepting our business partnership proposal. We pride ourselves in providing an exceptional food service option and we can't wait to continue our partnership to make the food service operation at the Washtenaw County Jail the best it can be.

Our services will continue to put food first and maintain the cleanliness and sanitation in the kitchen. We will provide ongoing training and development for our Food Service Director and kitchen staff, and continuously monitor the food service program from all levels of management. We understand how important food service is to your facility's safety and security, and we believe better food and a clean kitchen make a safe environment for your administration, staff and officers.


Summit appreciates the opportunity to provide a very crucial service in the daily operations at both facilities and look forward to the continued growth of an industry leading food service management program.



Phone // 651.631.0940

Fax // 651.631.0941

Location // 1751 County B Rd W #300, Roseville, MN 55113



Washtenaw County Inmate and Staff Meal Services

JUNE 7, 2018

INTRODUCTIONS



Brian Caspari
Vice President of
Business Development



Dave Richter
Business Development
Director



John Vlamis
Director of
Operations

BRINGING TOGETHER THE BEST IN CORRECTIONS

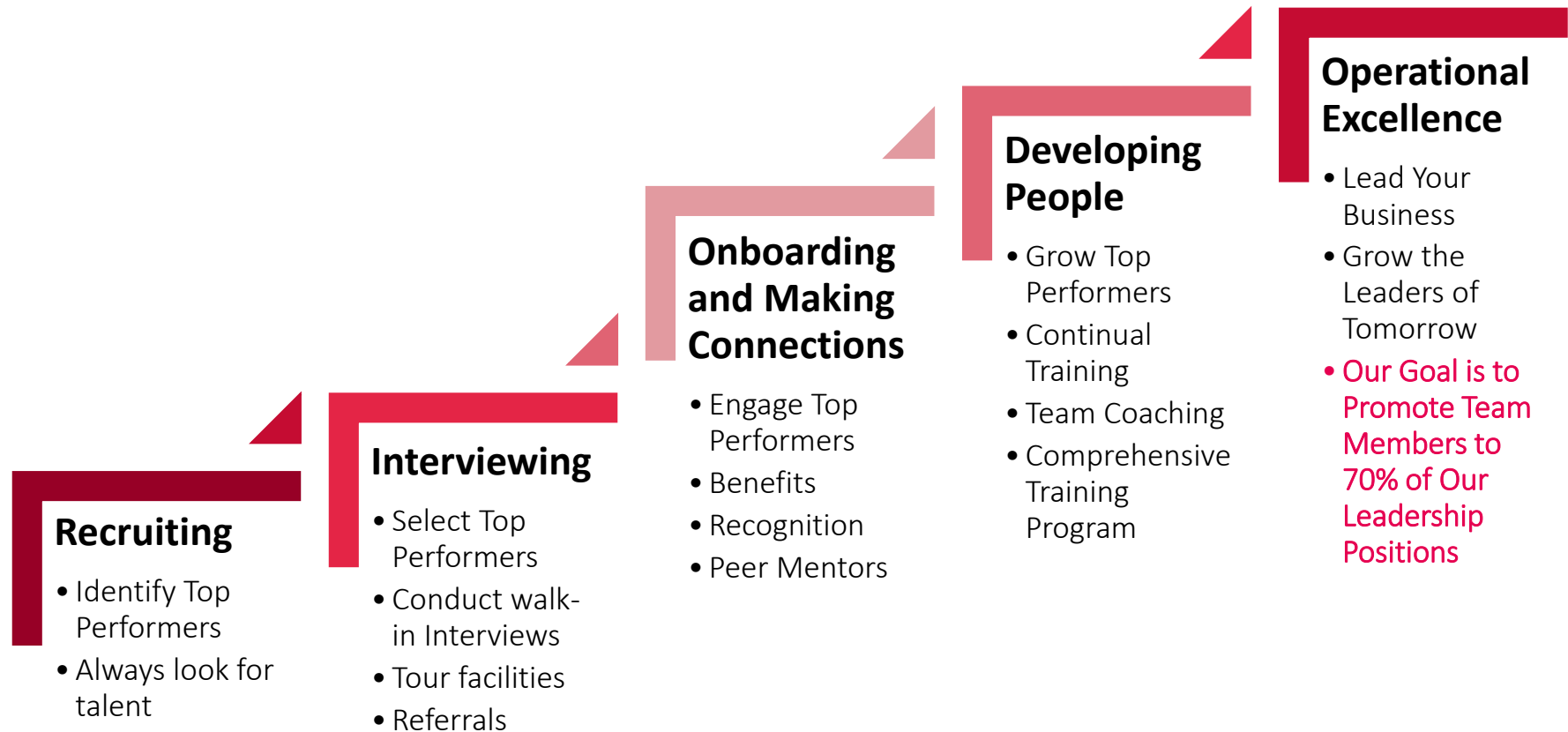


SUMMIT THE COMPANY

- » National provider of correctional services Food & Commissary
- » Over 35 years of experience
- » Partner with more than 550 facilities in 37 states
- » 2,600+ employees nationwide dedicated to the corrections group
- » ACA certified facility operator
- » DOJ consent decree experience
- » There is a face to our company



QUALITY WORKFORCE



Hourly Wage Range \$13.60 - \$14.65

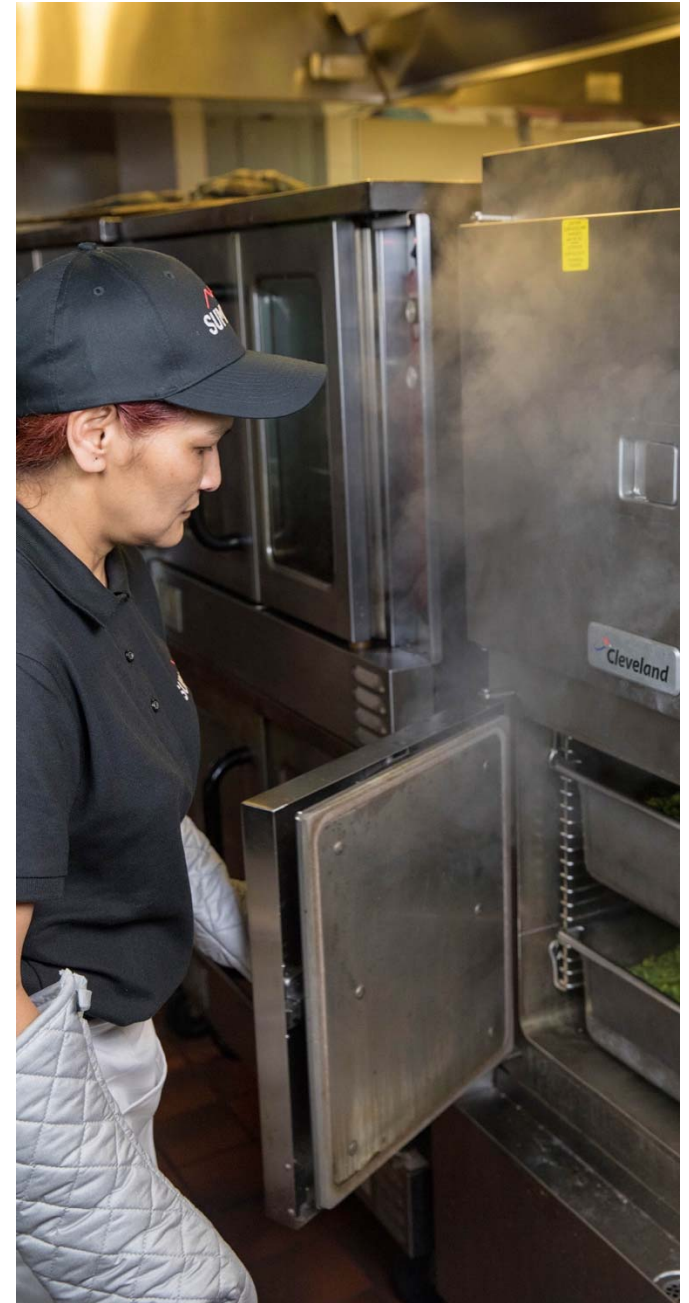
EMPLOYEE RETENTION & ENGAGEMENT



- » Hiring the right people – we will pay market wage +
 - Living wage – well above minimum
- » Providing A great onboarding experience
 - Includes 40 hours of training
- » Developing our team members and making connections

SERVICES & EXPERTISE

- » Dietary, medical and religious diet expertise
- » Industry leading employee training programs
- » Inmate training, certification, and job placement
- » ODR & retail restaurant experience
- » Emergency contingency planning
- » Sister companies Preferred Meals & Valley Services



TRANSITIONING

- » You do this once in five years
- » In the last six months we transitioned 250 locations over to Summit systems and operations
- » Impacted each of our 550+ accounts
- » Last year our two companies transitioned more than 70 locations from competitors
- » Focus on every item no matter the size
- » Communicate, communicate, communicate
- » Weekly progress calls & meetings

OUR APPROACH FOR YOUR FACILITY

- » District Manager, Craig Reeve, has 9 accounts!
- » Maintain open and collaborative communication
- » We based our response on the requirements of the RFP & Site Evaluation
- » Partnership = Flexibility
- » Understand your specific operational expectations through the transition process
- » Provide menu & nutritional development
- » Balance cost with quality & service



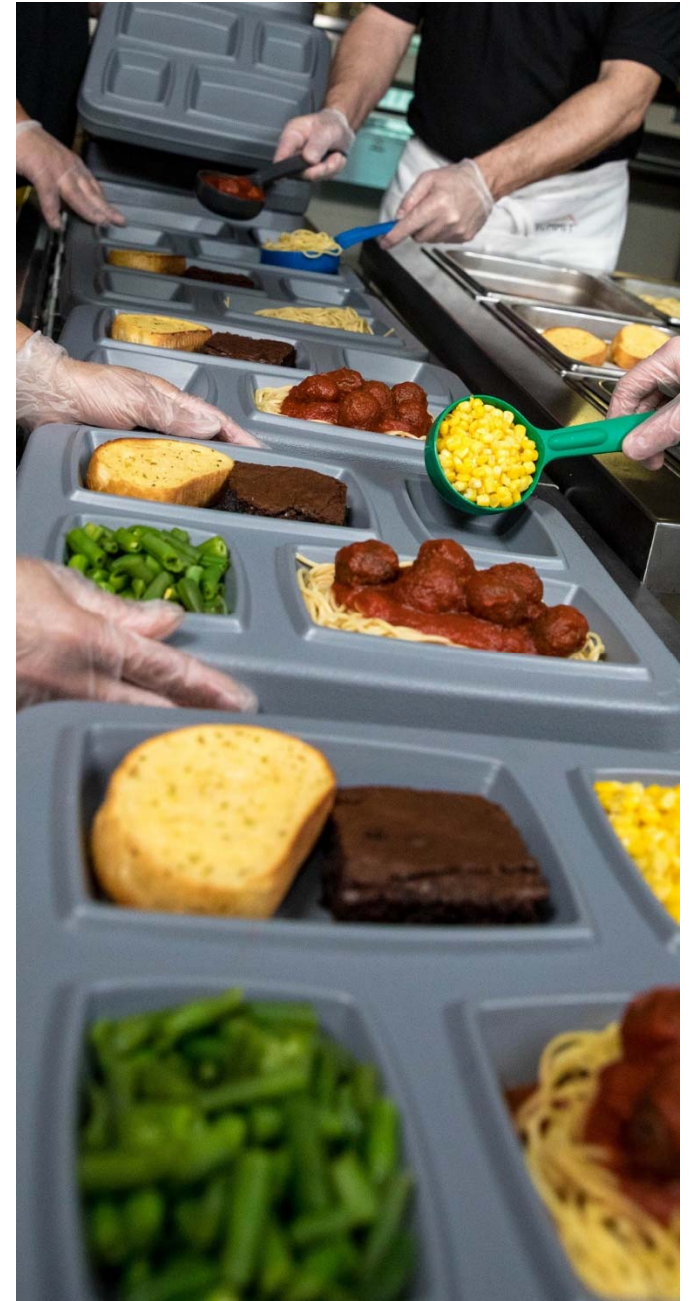
OPTIONS AND CUSTOMIZATION

- » Designed To Fit Your Facility Needs
- » Customized Solutions
- » Accessible Dietary Team
 - Staff Dining
 - Top Quality Hot And Cold Food Options
- » Meals Prepared Fresh Daily
- » Purchasing Standards



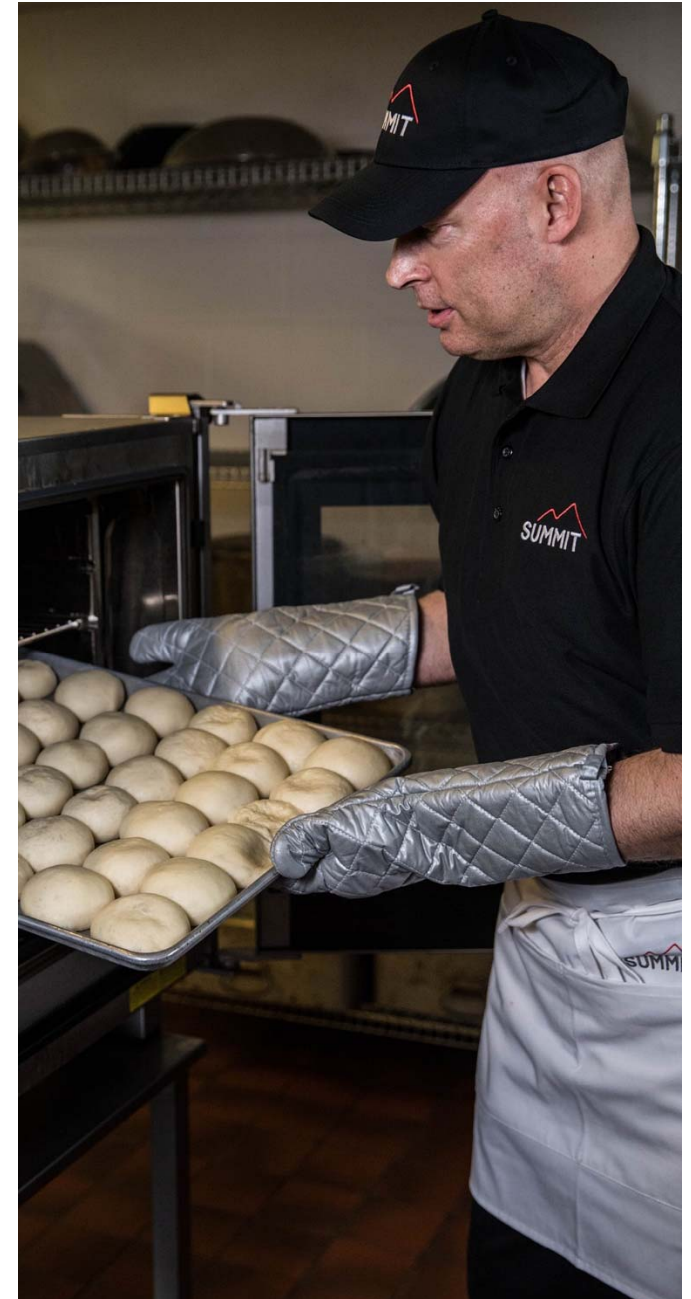
DIETARY & NUTRITION SERVICES

- » Menu Design/Development
- » 2900 calorie average minimum
- » No Added Soy
- » Recipe integrity
- » Religious Compliance & Special Diets
- » Operations Management Software
- » Use quality, responsible ingredients
- » Demonstrate proper technique
- » Maintain safe and clean kitchens
- » Proper HACCP procedures
- » Taste everything



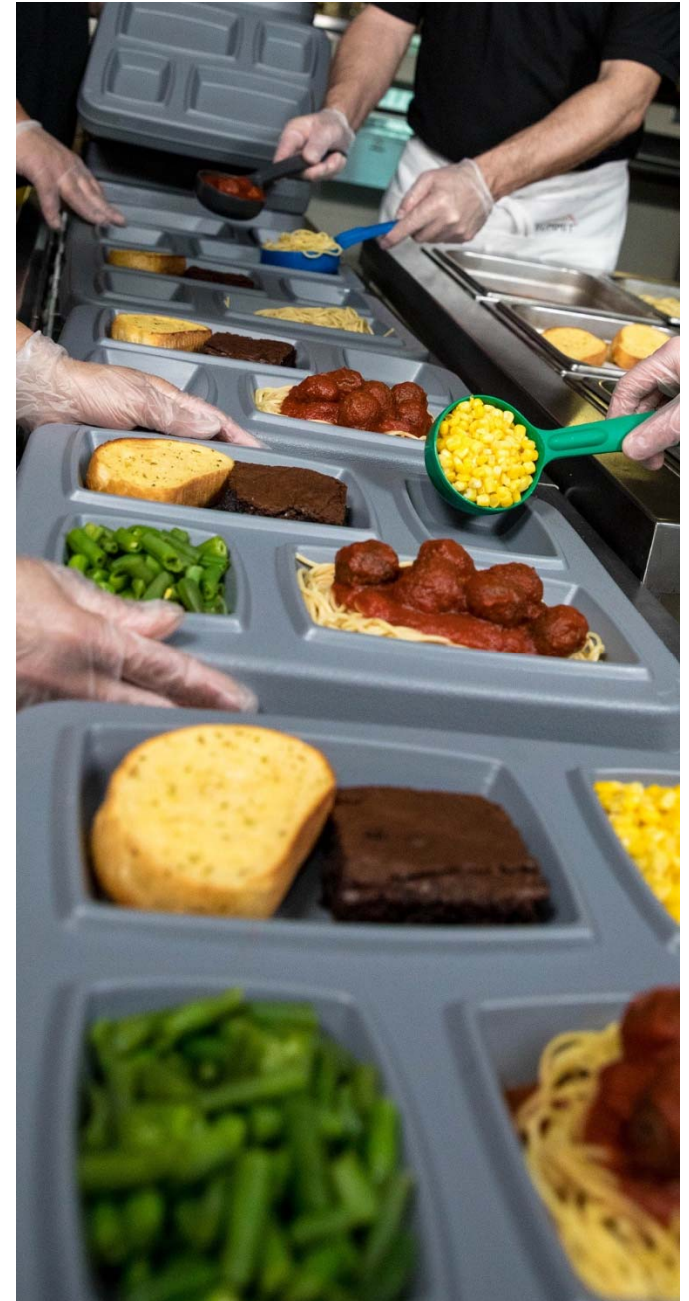
REGISTERED DIETITIAN

- » On-call Registered Dietitian available to meet all of the facility needs
- » Will work closely with the on-site medical staff at each facility
- » Seasonal menus developed in coordination with the department
- » All special diets will be consistently supported by our dietitians
- » Prompt responses when questions arise by staff or on-site medical department
- » Direct line of communication with our dietitians at all levels



STANDARDS

- » Four-week menu plans
- » Regular, holiday, religious and bag lunch menus
- » Meet standard basic nutritional requirements
 - Recommended Dietary Allowances (RDA)
 - Dietary Guidelines
 - U.S. Department of Agriculture
 - U.S. Department Health and Human Services
- » Nutritional, well-balanced meals
 - National Academy of Sciences - Food and Nutrition Board Dietary Reference Intakes- Applications in Dietary Planning
- » Standardized recipes
- » Changes must be approved by RD



QUALITY CONTROL PLAN

- » Safe inventory & storage
- » Maintain sample trays
- » Proper prep/pull procedures
- » Portion control
- » Production consistency
- » Temperature logs
- » HACCP practices
- » Inmate / staff complaint procedures



STAFF DINING SERVICES

- » Designed specifically for your facility
- » High quality menu items
- » Healthy and delicious offerings
- » Generous portions
- » Served daily



PATHWAYS

» *Inmate food service certification program that includes opportunities to learn culinary, service, sanitation and general food service production skills*

LEVEL 1

- » Introduction to food service and unit specific procedures
- » Rules of conduct
- » Food Service safety standards
- » Review of job description(s)
- » Safe food handling and sanitation practices
- » Hand washing procedures
- » Dishwashing and dish machine operation
- » Cleaning and sanitizing in a three-compartment sink
- » Cleaning floors
- » Cleaning schedules
- » Stocking, pulling, and storage procedures
- » Safe food production
- » Meal Service Guidelines

LEVEL 2

- » Calibrating a thermometer
- » Working with food service equipment
- » Equipment safety
- » Instruction on proper operation and cleaning of equipment
- » Basic knife skills
- » Hand tools
- » Portion control techniques
- » Portioning and serving
- » Accurate measurement of ingredients
- » Production tools
- » Menus and diet extensions
- » Production records
- » Prep/Pull sheets
- » Standardized recipes
- » Weight and volume ingredient conversion
- » ServSafe® Food Handler certification

LEVEL 3

Advanced production skills

- » Special diets
- » Basic supervisory skills
- » ServSafe® Manager certification
- » Apprentice Baking Program





Summit Food Service, LLC.

Certificate of Training

This certificate certifies that

Joe Smith

Has attended and successfully completed the training course for

FOOD PREPARATION

Granted: November 30, 2017

Mt. Fernando Marcelo, Sr. FSD

BEHAVIORAL INCENTIVE PROGRAM



Monthly Promotions

- » Increased participation
- » Reduced indigents
- » Ties inmates to family/friends



OutsideInside

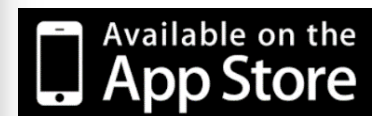
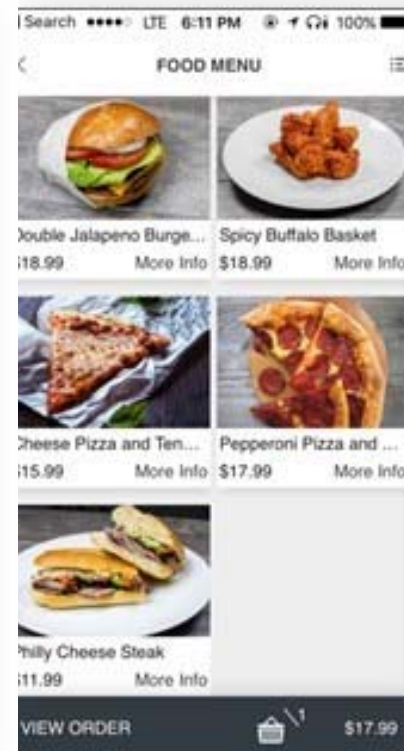
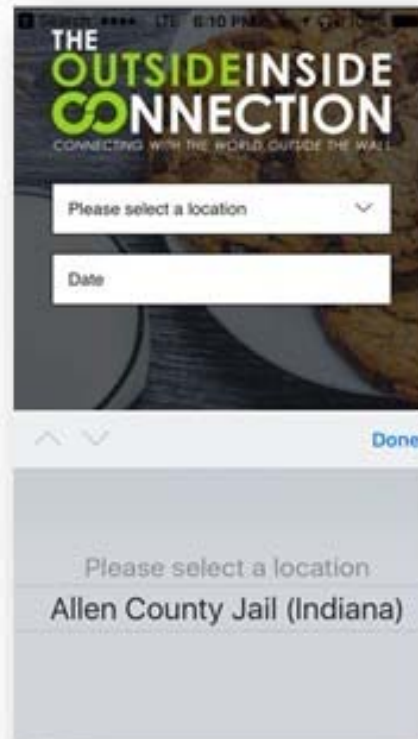
- 1 From friends & family
- 2 Purchased by the inmate
- 3 Purchased by the staff



Staff Favorites

- » Delivered to unit
- » Hot fresh daily
- » Commission – Staff fund

FIRST IN OUR INDUSTRY!



1. Download app
2. Open app
3. Select location
4. Delivery date will populate
5. Have inmate name and ID ready
6. Pay

First food service company to provide the use of an APP for ordering enhanced behavioral meals for inmates.

Use of the APP has almost eliminated fraudulent charge activity!

PATENT PENDING



TEMPERATURE CONTROL FOR MOVING MEALS: CAMBRO UPCH400

Marine rail is designed for use during service, not transport.

Built-in thermometer easily removes for cleaning.

Non-corrosive heating unit maintains a safe temperature range of 150° to 165°F (65,6° to 73,9°C).

Molded-in handles won't break off.



Single 9" (23 cm) nylon latch provides quick and secure opening and closing.

Vent cap equalizes pressure and releases steam.

Tough, polyethylene exterior stays cool to the touch.



Removable cord stows securely for transport.



UPCH400



UPCH800

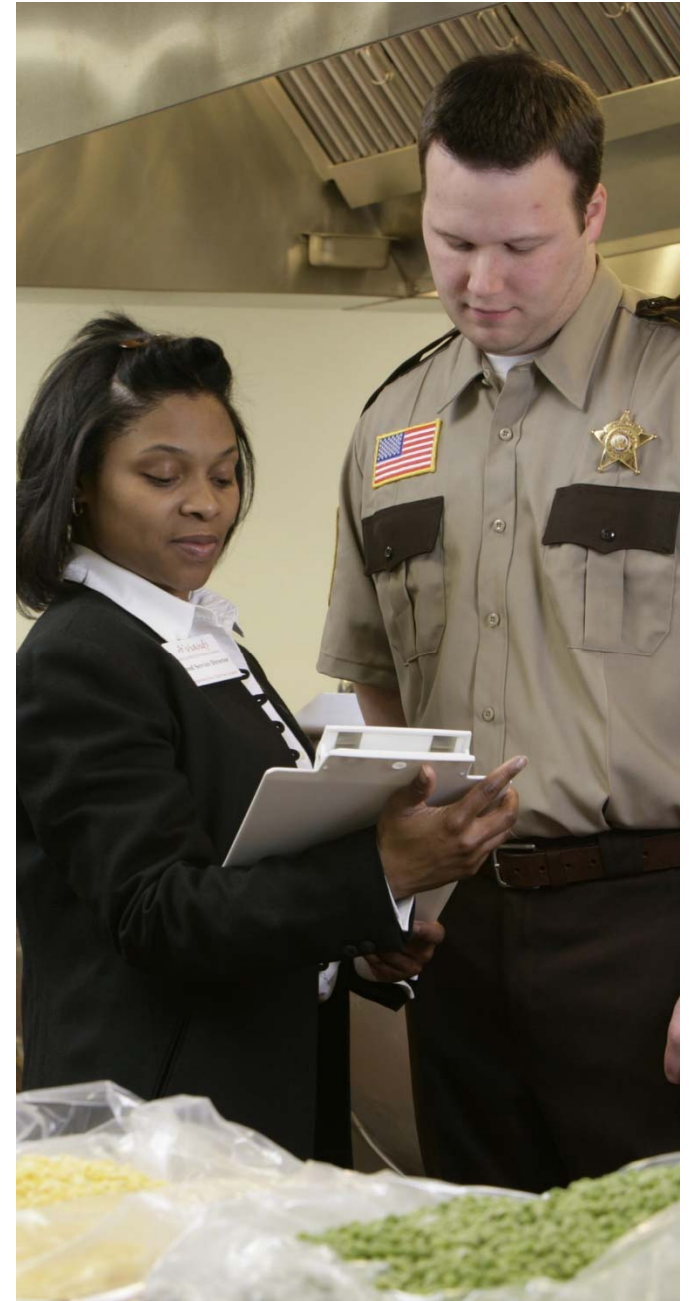


Thick foam insulation retains temperatures for hours, even when unplugged.

Both units are available in 110V and 220V models.

SAFETY AND SECURITY PLANNING

- » Screening during hiring process
- » Background checks
- » Walking interviews
- » Training – PREA (Summit specific)
- » Ongoing supervision and oversight
- » No tolerance for security breaches
- » Boundaries Training = IBM



JOB PLACEMENT PROGRAM

- » Establish agency goals, objectives & resources
- » Identify local skill-set employment needs
- » Establish vocational program guidelines
- » Design specific vocational training curriculum
- » Contract with local employers

OUR EXPERIENCE

- » Cook County DOC, Chicago IL (2012) – 12,000 inmates
- » South Dakota DOC (1997) – 3,500: 5 divisions
- » Wayne County, Detroit MI (2015) – 2,676 inmates
- » City of St. Louis (2015) – 1,500 inmates
- » Henrico County Jails (2011) – 1,200 inmates
- » Jefferson Parish Sheriff's Office (2008) – 1,200 inmates
- » City of Richmond Sheriff's Office (2013) – 1,100 inmates
- » Orleans Parish Sheriff's Office (2017) – 1,000 inmates
- » 570 + Individual Correctional Facilities of Various Sizes



OUR COMMITMENT TO YOU

- » Operate with integrity & honesty
- » Quality products
- » Consistent service & communication
- » Ongoing support & training of all team members
- » When there are issues, we'll solve them
- » Efficient issue resolution/communication
- » Hands on, results driven team
- » We are in the relationship business
- » We will be available anytime





THANK YOU

SMALL ENOUGH TO CARE... BIG ENOUGH TO MAKE A DIFFERENCE





July 26, 2018

Beth Duffy

Senior Buyer, Washtenaw County

FOLLOW UP QUESTIONS FOR RFP 7483

1. Will a County official be allowed to sit in on interviews for on-site supervisor interviews?
Yes, we will work with your leadership team to schedule the final interviews to ensure your team is involved in our selection process.
2. Does the County/Sheriff have final say on who may be offered the job of Washtenaw County Sheriff's Office on-site supervisor?
Yes, as the client you, will always have the final say in the Summit team members that are assigned to your facility.
3. Due to the shortened length of stay in our correctional facility, does Summit have other inmate programming available that would better suit our inmate population? If not, does Summit have any ideas or pilot programs they would be willing to implement? If so, who would be teaching the courses or training?
Yes, our vocational training program, Pathway's, has been designed in levels. This approach provides the inmate worker with the ability to complete three certification levels depending on the length of their sentence.
4. Based on the tour of our facility, is it Summit's opinion that we have all necessary equipment for Summit to provide the food service to the levels that is required by the Sheriff's Office? If not, what other equipment is needed and will Summit be able to provide them?
Yes, based on our tour, it is our opinion that the existing equipment will be sufficient for the successful performance of the food service contract requirements.
5. Is this your final and best offer on meal prices?
**Yes, our approach was to provide our best price with our original proposal submission.
Please see the answer to question #7 for the cost during the deep cleaning and kitchen update.**
6. Are there any other incentives monetary or otherwise such as kitchen equipment or food trays that Summit can offer?
**Based on the criteria, we will not have the financial ability to provide any additional incentives in the form of investments of kitchen equipment or supplies beyond our proposal commitments.
We can provide commissions from our Outside/Inside specialty meal program, and if you desire we can manage the commissions in the form of an accrual account to be used for future equipment purchases based on your agreement/approval.**
7. The Sheriff's Office would like to shut down the kitchen for one week at the start of the contract for a deep cleaning and kitchen update such as new tiles and paint, would Summit be able to provide 1 hot/2 cold meals a day for that week? If so, what's the price per meal? If not, please provide a substitution and price.
Summit would be able to supply the requested 2 cold / 1 hot meal patterns through the seven-day deep cleaning and kitchen update process/construction menu and maintain RFP requirements.

Small enough to care...Big enough to make a difference.



- The proposed menu pattern would be C/C/H but may be C/H/C if the County preferred.
- Summit would utilize pre-sliced meats, cheese and packaged prepared items, along with fresh fruit and portioned beverages for the cold meals.
- Hot meals would be Prepared Frozen Meals (PFM's), which would be re-thermalized on site.
- Disposable items would be utilized for all meals.
- Our understanding is that Summit would be able to utilize the Gym for meal preparation and serving.

The County would supply:

- Refrigeration and freezer trucks, and the necessary supply of diesel fuel.
- Preparation tables in the Gym.
- 2 double stack electric convection ovens or four single convection ovens.
 - The ovens would be located in the gym with the required power access.
- Portable health department approved hand sinks as required.
- Inmate labor to assist in production and service.
- Any necessary Health Department Permits and/or Building Permits the may be required.
- Inmate workers to assist with normal kitchen worker responsibilities.

The cost per meal would be \$2.88 per meal during this period, and it would be a flat rate with no sliding scale. Kosher meals would be billed at our proposal price.

There will be no Officer Dining option supplied during the deep cleaning and kitchen update/construction period.

Thank you for the opportunity to provide this clarification, please do not hesitate to contact me if you have any additional questions or concerns.

Sincerely,

Brian J. Caspari
Vice President of Business Development
Summit Food Service
Cell: 972.922.0034
Email: brian.caspari@summitfoodservice.com

Small enough to care...Big enough to make a difference.

SiRui Huang

From: Bethann Duffy
Sent: Friday, August 10, 2018 1:55 PM
To: Randy Casey
Cc: SiRui Huang
Subject: Cold/Cold/Cold

Hi Randy,

Here is the reply from Summit.

Thanks ~ Beth

From: Dave Richter [mailto:dave.richter@summitfoodservice.com]
Sent: Friday, August 10, 2018 1:53 PM
To: Bethann Duffy <duffy@washtenaw.org>
Cc: Brian Caspari <brian.caspari@summitfoodservice.com>; John Vlamis <John.Vlamis@summitfoodservice.com>; Dave Richter <dave.richter@summitfoodservice.com>
Subject: FW: answers to Washtenaw mi.

Beth,

Summit would be able to supply the requested three (3) cold meal pattern through the seven day construction menu and maintain compliance with the RFP requirements.

- Summit would utilize pre-sliced meats, cheese and packaged prepared items, along with fresh fruit and portioned beverages for the cold meals.
- Disposable items would be utilized for all meals.
- Summit will utilize the Gym for meal preparation and serving.

Washtenaw County would be responsible for:

- Providing our team access to refrigeration and freezers throughout the construction project phase.
- Food preparation tables in the Gym.
- Portable health department approved hand sinks as required.
- Inmate labor to assist in production and service.
- Any required license and inspection fees.

Summit's proposed cost per meal would be \$1.90 per meal during this period for the inmate meals and the staff meals. This price is a flat rate with no sliding scale. Kosher meals would be billed at our proposal price.

Cold sandwiches, salads and chips would be supplied as an Officer Dining option throughout the construction period. Our pricing for this construction phase is higher than our standard operation pricing, due to the need to purchase already prepared items.

When we are unable to produce/cook parts of the meals, we lose the ability to offer "corrections" typical pricing.

Brian J. Caspari

Vice President of Business Development

Cell: 972.922.0034

brian.caspari@summitfoodservice.com



Small enough to care . . . Big
enough to make a difference.



WASHTENAW COUNTY Finance Department

Purchasing Division

220 N. Main, Ann Arbor, MI 48104
phone (734) 222-6760, Fax (734) 222-6764
www.purchasing.ewashtenaw.org

RFP #7483

March 19, 2018

Washtenaw County Purchasing Division on behalf of SHERIFF (Washtenaw County Department) is issuing a sealed RFP #7483 for INMATE AND STAFF MEAL SERVICES. Effective July 1, 2015, the County has a new Local Vendor Preference (LVP) policy. Information is enclosed explaining the criteria as well as the vendor certification and affidavit.

All required bid documentation for this project may be obtained at the Washtenaw County Purchasing Division website,
<http://onlinebids.ewashtenaw.org/>

Sealed Proposals: Vendor will deliver one (1) **unbound original** and six (6) **bound copies each with the pricing and signature page flagged** to the County location specified below. In addition, vendor will also deliver an electronic copy on two (2) USB drives, CD-RWs, or DVDs in pdf format to the location specified below:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Basement
Ann Arbor, MI 48104**

By Friday, April 20, 2018 @ 3:00PM EST

A **Mandatory Pre Bid meeting** will be held at the site located at 2201 HOGBACK ROAD, ANN ARBOR MICHIGAN. PLEASE COME TO THE FRONT DESK FOR CHECK IN, THEN GO THROUGH SECURITY SCREENING on WEDNESDAY April 5, 2018 at 10:00 AM.

Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.

- Your proposal submission envelope(s) must be clearly marked *including FedEx & UPS package labels* **"SEALED RFP#7483"**

- Please direct purchasing and procedural questions regarding this RFP to Beth A. Duffy **via e-mail only** to duffy@ewashtenaw.org.
- Please direct technical questions regarding this RFP to Dept contact **via e-mail only** at **HUANGS@EWASHTENAW.ORG**.

Thank you for your interest.

BID #7483 INMATE AND STAFF MEAL SERVICES

PROPOSAL INFORMATION

I. PROPOSAL DEFINITIONS

Definitions

“Bidder”	An individual or business submitting a bid to Washtenaw County
“Contractor/Vendor”	One who contracts to perform services in accordance with a contract
“County”	Washtenaw County in Michigan
“Department”	SHERIFF

II. TERMS

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the CONTRACTORS qualifications and capabilities to provide the specified service, and other factors that the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded and negotiations would be undertaken with that CONTRACTOR whose proposal is deemed to best meet the County's specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C. Proposals must be signed by an official authorized to bind the CONTRACTOR to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. To be considered, **one (1) unbound original and six (6) bound copies** and an electronic version in pdf format, submitted on CD-RW, DVD or USB drive must be at the County as indicated on or before the date specified.

E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the CONTRACTOR'S ability to meet the requirements of the RFP. Proposals must be typed or clearly legible. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal. *CONTRACTOR shall ensure that proposals are submitted using both sides of recycled paper whenever practicable.*

BID #7483 INMATE AND STAFF MEAL SERVICES

F. The initial award of this contract shall be for a period of five (5) year(s), with an option to renew an additional two (2) year(s), pending agreement by both parties.

G. CONFLICT OF INTEREST. Contractor warrants that to the best of contractor's knowledge, there exists no actual or potential conflict between contractor and the County, and its Services under this request, and in the event of change in either contractor's private interests or Services under this request, contractor will inform the County regarding possible conflict of interest which may arise as a result of the change. Contractor also affirms that, to the best of contractor's knowledge, there exists no actual or potential conflict between a County employee and Contractor.

H. The bidder shall be responsible for all costs incurred in the development and submission of this response. Washtenaw County assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a response by a bidder, the evaluation of an accepted response, or the selection of finalists. All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of Washtenaw County and will not be returned to the bidder.

I. Any responses, materials, correspondence, or documents provided to Washtenaw County under this solicitation are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act.

J. **Local Vendor Preference** – A policy adopted by the Washtenaw County Board of Commissioners (BOC) that shall govern the procurement of goods, services and food from local vendors located in Washtenaw County and the State of Michigan. The intent of the BOC is to encourage and promote economic growth and regional job development. The policy shall be applied to Washtenaw County operated programs as allowed, except those that are federally funded directly or indirectly. All other Procurement Policies and Procedures remain in full effect. Please see "**Local Vendor Certification Application & Affidavit**" enclosed in this RFP.

K. **Vendor Appeal Process** – Unsuccessful bidders may appeal an award of contract, lease or purchase order to the County Administrator. All appeals shall be made in writing to the County Administrator within five (5) business days of the Notice to Award. The County Administrator shall take necessary actions to review the appeals and respond to the individual submitting an appeal within five (5) business days. This response shall be documented in writing in the bid file.

L. Any oral responses to any questions shall be unofficial and not binding on Washtenaw County. The County's procurement staff will make such interpretation or correction, as well as any additional RFP provisions that the County may decide to include, only as an RFP addendum. Procurement staff will e-mail addendums to each prospective Submitter recorded as having received a copy of the RFP. Any addendum issued by the County shall become a part of the RFP. Submitters should consider issued addendums in preparing his or her proposal submission.

BID #7483 INMATE AND STAFF MEAL SERVICES

III. VENDOR SPECIFICATIONS

The proposal shall include **all** of the following information. Failure to include all of the required information may result in disqualification of a Bidder.

- A. State the bidder's qualifications to provide the services required by Washtenaw County. Bidder must be organized for the purpose of providing correctional facility food services and have at minimum of five (5) years of experience with proven effectiveness in administering large scale corrections food services operations. Include years in business under your present company name, staff profile and experience.

(Attach as Addendum A)

- B. List three (3) references from previous corporate or government customers purchasing similar services. Include business name, contact name, title, email address and phone number.

(Attach as Addendum B)

- C. List all contract clients in the State of Michigan, Indiana and Ohio, along with the date which the contract commenced.

(Attach as Addendum C)

- D. Review contract provisions and insurance requirements. Note any limitations on any of the articles or providing insurance requirements as outlined in the contract provisions contained in Sample Contract.

(Attach as Addendum D)

- E. Review and attach Local Vendor Preference Certification information and signed Affidavit. Please **flag** Addendum E if applicable.

(Attach as Addendum E)

- F. Be capable of providing a detailed presentation of services offered, if invited.

IV. AWARD

SELECTION CRITERIA

The vendor will be selected on the basis of the bidder's written proposals and any requested presentation. The selection committee will review all proposals and make their recommendation. Criteria used in making a selection will include the following:

- A. The vendor's ability to meet or exceed the scope of the work in the RFP.

BID #7483 INMATE AND STAFF MEAL SERVICES

- B. The vendor's demonstrated experience and expertise in providing products or services to correctional facilities of similar size and scope, as well as the experience of staff and management.
- C. Price of inmate and corrections staff meals.
- D. Vendor's ability to integrate services with our existing jail management system software or the provision of a comparable equivalent.
- E. Past history and references.
- F. The vendor's financial stability and condition.
- G. Transition plan should a contract be awarded.
- H. Other criteria that the Sheriff's Office may identify.

It should be noted that the Vendor may be invited to provide a presentation of services offered.

METHOD OF AWARD

- A. The award will be made to the vendor whose proposal is determined to be the most advantageous to the Washtenaw County Sheriff's Office based upon the price of inmate and staff meals and other criteria identified herein.
- B. It should be noted that the Washtenaw County Sheriff's Office reserves the right, in its sole and exclusive judgment, to award this contract not necessarily to the vendor with lowest price or the best commission percentage, but to the vendor who demonstrates the best ability to fulfill the requirements of the RFP and support Sheriff's Office operations, based upon qualifications and selection criteria discussed.
- C. The Sheriff's Office will not pay for any information herein requested, nor is it liable for any costs incurred by the participating vendors.
- D. Vendors who, in the sole and exclusive judgment of the Sheriff's Office, do not meet the mandatory requirements will be considered non-compliant and may be rejected.

It is expected that the successful vendor shall:

- Commence services only after the execution of an acceptable contract.
- Perform all services indicated in the proposal in compliance with the negotiated contract.

V. INTRODUCTION

INTRODUCTION

A. Compliance with and Support of Operational Philosophy: The Washtenaw County Jail (WCSO / Sheriff's Office) offers a wide variety of programs and services with the intent of providing inmates with the opportunity to make positive life changes, both personally and professionally. Our operational philosophy of Inmate Behavior Management (IBM) and Direct Supervision (DS) guide jail operations and provide the best atmosphere in which all staff, including contractors, are able to support and assist inmates in accomplishing their life-improvement goals and re-enter the community in a positive manner.

IBM reduces a wide array of negative, destructive, and dangerous behavior providing for a safer, more secure, and more orderly correctional environment. It consists of the following six (6) key elements:

1. Ongoing assessment of inmate; risks and needs during their detention.
2. Assigning inmates to housing.
3. Meeting inmates' basic needs, including by way of example but not limited to, providing fresh, high quality meals.
4. Defining and conveying expectations for inmate behavior.
5. Supervising inmates.
6. Keeping inmates occupied with productive activities.

It is our expectation that all staff, contract or otherwise, adhere to our operational philosophy and actively support and assist with programming and other services, contributing to the overall effective management of inmates lodged in the jail. Mandatory training in IBM/DS is required and will be provided. It will include but not be limited to key components, supporting behaviors, and performance requirements that support achievement of our desired outcomes. Examples include but are not limited to:

- Key Component: Deliver timely services that meet or exceed the needs of the recipient.
 - Supporting Behaviors / Performance Requirements:
 - All Inmate meals will be delivered on time based upon the jail dining schedule.
- Key Component: Work collaboratively with Sheriff's Office staff to address service related concerns before they become major operational issues or distractions.
 - Supporting Behaviors / Performance Requirements:

BID #7483 INMATE AND STAFF MEAL SERVICES

- Food service managers shall follow the predetermined menu.
- Food service managers shall keep command staff advised of food shortages.
- Key Component: Work collaboratively with Sheriff's Office staff to maintain the facility/housing unit operational schedule.
 - Supporting Behaviors / Performance Requirements:
 - Collaborate with staff to develop a schedule.
 - Follow the schedule.
- Key Component: Conduct safety and security inspections in areas of responsibility.
 - Supporting Behaviors / Performance Requirements:
 - Ongoing, continuous inventory and documentation of sharps.
 - Ongoing, continuous monitoring of all equipment.
- Key Component: Motivate inmates to comply with Sheriff's Officer rules and behavioral expectations.
 - Supporting Behaviors / Performance Requirements:
 - Serve as a role model for inmate behavior by professional appearance and demeanor.
 - Ensure inmates understand WCSO rules and behavioral expectations.

B. Quality Service: The Sheriff's Office is seeking a vendor for the purpose of providing high quality food services for a Jail with a rated capacity of 404 inmates and an average daily population of 360 inmates. Food is expected to be visually appealing, palatable, fresh, and of a high quality. Food and food service operations must meet or exceed established nutritional and health standards which may include but are not limited to those set forth by the Michigan Department of Corrections (MDOC) in their Administrative Rules for Jails and Lockups, the National Commission on Correctional Health Care (NCCHC), and the American Corrections Association (ACA). The menu is expected to be creative with selections that include fresh fruits and vegetables and offer minimal processed foods, no powdered milk, and no meat substitutes. The Jail is capable of providing storage to secure inventory and general support for vendor's staff, if applicable.

VI. OBJECTIVES OF THE REQUEST FOR PROPOSAL (RFP)

The Washtenaw County Sheriff's Office is requesting proposals from experienced corrections and inmate food service vendors to provide comprehensive food services to include inmate meals, food preparation programming and education for inmate workers, corrections staff meals, and special event catering. Vendor must be able to

- Maintain an open and collaborative relationship with Sheriff's Office administration and staff.

BID #7483 INMATE AND STAFF MEAL SERVICES

- Operate and maintain services without direct oversight of Sheriff's Office administration or command.
- Maintain the overall cleanliness of the kitchen on a daily basis while meeting all food handling rules and regulations set forth by code and standards as identified within this document.

VII. SCOPE OF WORK

A. Inmate Meals

1. The vendor shall provide three (3) inmate meals including at least two (2) hot meals at regular meal times each day with no more than 14 hours between the evening meal and breakfast. A meal schedule shall be mutually agreed upon between the vendor and the Sheriff's Office.
2. The inmate meals shall follow a pre-approved 4-week cycle menu, which must be submitted with the proposal. Please note on the menu or attachment whether the items are pre-processed or freshly made.
3. Portion sizes must be clearly indicated on the menu including meat weights in combination entrees. For example: Beef, Macaroni, and Tomato Casserole 10 oz. (2 Oz. meat) and Sloppy Joe 4 oz. (2 oz. meat).
4. A sack lunch shall be provided for inmates who miss the service of a regularly scheduled meal due to court, work assignments, or late bookings. The lunch shall consist of one sandwich with at least a total of 2 ounces of meat, 1 condiment, 1 fresh fruit, and an individually packaged 100% juice. Include a sack lunch menu when submitting the proposal.
5. Special diets, night snacks, and liquid dietary supplements shall be the responsibility of the food service provider but will be available only upon medical authorization. A copy of the vendor's diet handbook and procedures, including special dietary standards, shall be submitted in the proposal.
6. For all dinner meals, trustees shall be provided a double portion of the main entree.
7. A minimum of five (5) holiday or special meals shall be served each year for inmates and staff. The holidays shall include Christmas Day, New Year's Day, Easter, the 4th of July, and Thanksgiving. A sample menu of all holiday meals shall be submitted with the proposal.
8. Provide religious meals as directed by the Sheriff's Office.

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B. Corrections Staff Meals

1. The vendor shall provide a corrections staff meal cart for self-service in the staff dining area. Sample menus should be submitted for the staff meal cart as part of the proposal. Monthly menus shall be established and will require prior approval during the course of the contract. Minor snack items shall be made available throughout the day. Examples of minor snack items include but are not limited to bread, fruit, and potato or corn chips.
2. Presumed staffing levels (inclusive of non-corrections personnel):
 - i. Day shift = (25) Staff Persons
 - ii. Afternoon Shift = (25) Staff Persons
 - iii. Midnight Shift = (15) Staff Persons

C. Education and Training

1. The vendor shall provide a list of all programs, training, and education that is provided for inmate workers.
2. A curriculum shall be developed for all programs and training. A certificate of completion shall be made available. The proposed curriculum shall include the implementation of an Inmate Vocational Program with partnerships in the community for job placement.

D. Special Events Catering

1. The vendor shall be responsible for special events catering ranging from full dinner buffets to snack items. Events may include such occasions as a Holiday Open House, Volunteer Appreciation Banquet, Sheriff Office Awards Banquet, etc.
2. The vendor shall be responsible for snacks and meals as necessary for various workshops, meetings, and trainings. The menu or snack items shall be identified prior to the event.
3. In determining cost, the Bidder should propose a plan for the events that considers the food costs and food service staff that would be required to properly serve the event.

E. Technology Integration

- 1.—The Sheriff's Office utilizes the Securus X-Jail Information Management System (JMS). It is our intent to partner with a vendor who is capable of integrating their services with our system where necessary and appropriate.

VIII. RESPONSIBILITIES OF THE CONTRACTOR/VENDOR

- A. Shall purchase, receive, store, prepare, produce, serve and/or package for delivery food required to meet the prescribed menu.
- B. Shall consistently maintain a properly selected and trained staff at all times serving high quality, properly prepared food within the correct temperature guidelines and in the most efficient manner.
- C. Civilian food service employees will be properly attired in a readily identifiable, clean uniform at all times. Hair restraints will be worn during the time they are performing their duties. Shorts may not be worn in the jail facility. Badges, both temporary and permanent, will be provided by the Sheriff's Office and must be visibly worn while in any part of the jail facility.
- D. Shall provide a trained Food Service Manager with experience in successfully managing a professional correctional food service operation. The manager assigned to the location will be subject to review and approval by the Sheriff's Office. A resume or a selection criteria template used in identifying and selecting the Food Service Manager should be included in the proposal. The food service manager should be ACA certified in food service and/or Serve Safe certified. An interview with the proposed manager will be required prior to award of the contract.
- E. The contractor agrees to furnish all labor, supplies, materials and supervision necessary to maintain the areas assigned to the contractor in a clean, sanitary, orderly condition at all times. Cleaning and janitorial services shall be performed on a regular schedule and must meet the highest standards of the sanitation prescribed by Local law, State law, or other government Regulation, whichever is the more stringent. The above includes the sanitation of all service ware, utensils, and equipment as needed to prepare and serve meals of any kind.
- F. The contractor shall provide ongoing in-service training for food service employees and provide quarterly documentation of training that has occurred. Areas to be covered include but may not be limited to safety, sanitation, food and preparation handling, security, etc.
- G. The contractor shall be able to demonstrate the use of safety programs insuring a safe work setting for its employees, members of the Sheriff's Office, and inmate workers.
- H. All newly hired contract employees shall participate in a Jail Security Orientation prior to beginning their first day, as well as participating in periodic review and update security training as required or directed by the Sheriff's Office.

BID #7483 INMATE AND STAFF MEAL SERVICES

- I. The contractor shall serve visually appealing, tasty, appetizing, fresh, wholesome, healthy, quality food. Portion sizes shall be adequate, as prescribed by a sample menu to be included in the proposal. All portion sizes shall be cooked weight or identified as raw weight.
- J. A statement of nutritional adequacy, prepared by a registered dietitian, detailing the caloric and nutritional content of the menu should be included in the proposal, and guaranteed with adequate security and insurance.
- K. The contractor shall provide a list of special diets to be used within the institution.
- L. Special holiday menus should be included in the proposal.
- M. A detailed plan of operation explaining the contractor's proposed method of service to the institution including but not limited to an inventory of sharps should be included.
- N. The vendor shall be properly licensed at all times.
- O. The vendor shall obey all federal, state and local laws or regulations regarding health, sanitation and safety.
- P. The vendor agrees to observe all state laws, federal laws and resolutions of the County.
- Q. The vendor agrees to obtain and pay for all necessary federal, state and local licenses. In addition, if required, the vendor shall collect and pay all required sales tax.
- R. Vendor will assume full responsibility for purchasing supplies and maintaining an acceptable inventory at their warehouse. (Storage space may be negotiated at the jail facility). Vendors shall bear all costs related to the purchase and storage of inventory.
- S. Vendor shall be responsible for the immediate reporting, with all factual detail, of any losses and/or personal injuries, to designated Sheriff's Office command.
- T. Prior to the initial implementation of the contract, the vendor shall conduct training sessions with all inmate workers.
- U. While in the facility, the vendor's staff shall comply with all of the rules, regulations, directives, bulletins, and orders of the Sheriff's Office.
- V. Under no circumstances may the vendor's staff fraternize with inmates, the families of inmates, or otherwise engage in activities with inmates that could endanger anyone's safety, liberty, or property; disrupt jail operations; or, in the

BID #7483 INMATE AND STAFF MEAL SERVICES

sole and exclusive judgment of the Sheriff's Office, compromise facility safety and security in any way.

- W. The Sheriff's Office reserves the absolute right to restrict access to the jail or require the immediate removal of any person(s) with or without justification or prior notification on a temporary or permanent basis.
- X. All Vendor employees who are assigned to or who expect to enter the jail on behalf of the vender will be required to successfully complete a background investigation conducted by the Sheriff's Office. Whether or not an individual successfully completes the investigation process is at the sole and exclusive discretion of the Sheriff's Office.
- Y. Vendor shall have a policy and a process in place to conduct testing for the presence of alcohol, marijuana, and/or illegal controlled substances all potential and current employees. A copy of the policy and process shall be provided to the Sheriff's Office as a part of the bid, along with any updates throughout the life of the contract. The policy should include provisions to share results with the Sheriff's Office, including the immediate sharing of a positive testing.
- Z. Vendor shall immediately advise the Sheriff's Office when it has knowledge that any of its employees who provide food services or any other services to the Sheriff's Offices or any other correctional institution are under criminal investigation or have been charged with a crime during the life of the contract.
- AA. Vendor shall establish and maintain open communications between its staff and the Sheriff's Office.
- BB. Vendor shall clear all press/media related matters that concern the Sheriff's Office with the Sheriff's Office prior to communications with the press or media.
- CC. Vendor agrees to comply with all safety and security policies, procedures, protocols, orders, measures, rules and regulations, or directives of the Sheriff's Office.
- DD. The vendor shall return all credit receipts and reports such as error scanning, committed orders and sales orders to the Sheriff's Office
- EE. The vendor shall provide trained, professional and experienced management and supervisory staff.
- FF. The vendor must have a viable transition plan, approved by the Sheriff's Office, to begin the provision of service on day one of the contract.
- GG. The vendor must maintain two (2) weeks of food on-site at the Jail at all times.

IX. RESPONSIBILITY OF THE WASHTENAW COUNTY SHERIFF'S OFFICE

- A. Provide space for food service operations including adequate ingress and egress, and reasonable use of existing elevators, corridors, passageways, driveways and loading platforms.
- B. At its own expense provide, install, maintain, repair, replace if necessary, and permit the contractor to use all equipment appropriate to its business, food service or otherwise, currently in place within the jail.
- C. Maintain and repair the building structure in areas assigned to the contractor, provided that the contractor shall bear the expenses of repairs necessary as a result of the negligence of the contractor's employees.

This includes by way of example but not limitation, painting and decorating; maintenance of gas, water, steam, refrigeration, sewer, electrical lines, ventilation, air conditioning, and electrical lighting fixtures; maintenance of space heating systems, duct work and exhaust fans for hoods; maintenance of floors and floor coverings, walls, and ceilings.

- D. Maintain adequate security for all food service areas during food service operations.
- E. Provide all utilities necessary for the performance of food service operations.
- F. Provide pest control for areas assigned to the contractor.
- G. Provide accurate and timely meal counts, by location and type, to be served to inmates, officers, staff and visitors.
- H. Provide adequate trash removal services and facilities required to maintain the highest standards of sanitation.
- I. Discuss with the contractor the provision of adequate levels of inmate labor at the times and locations necessary to assure efficient food service operations.
- J. Provide clean uniforms for inmates assigned to food service operations.
- K. Provide a mutually agreed upon delivery schedule that works in the best interests of Sheriff's Office operations.
- L. Any and all inmate discipline will be conducted by the Sheriff's Office, should it be necessary.
- M. Control and manage inmate accounts.

X. STAFFING

Vendor shall provide a detailed staffing plan that is sufficient to meet the needs of the correctional facility.

XI. COST

- A. The Cost Narrative should discuss in detail the provision of food services as it relates to costs. The cost of supervision and staffing, administrative and support services, cost containment efforts, purchasing, inventory, education and training, record keeping, and other areas as outlined in the program narrative should all be considered in proposing the price per meal costs for inmate and correction staff meals. It will be left to the Bidder to determine whether the costs for inmates and corrections staff shall be the same or different.

The Cost Narrative should also provide a proposal for special events catering ranging from continental breakfast and snack type arrangements to full dinner preparations for events such as, by way of example but not limitation, a banquet for volunteers. It will be left to the Bidder to determine how those events should be priced and in what manner the Sheriff's Office shall be invoiced.

Consideration should be given to after hour events, the extra labor that might be anticipated, the additional cost of food, and particular event types. The narrative and price sheet should both, however, include the costs of food and labor. The Bidder could, for example, choose to establish a set price for each attendee at various functions specific to type of catering: continental breakfast, reception table (less than full meal), small snack, full dinner. The Bidder could also choose to simply propose the cost of food and staffing plus some margin for profit.

- B. The Cost (Price) Sheet will reflect the price for each inmate (inclusive of inmate workers and special diet requirements) or corrections staff meal. The Cost Sheet for special events catering should not reiterate the proposal for this service but should instead reflect pricing as outlined in the Cost Narrative. Example: 1) price per attendee or 2) cost of food plus hourly rate for extra labor plus service fee or percent. The Cost Sheet should also indicate whether the price will be maintained for the five-year period of the contract or if annual increases are proposed.

XII. PROPOSAL FORMAT

All proposals must be formatted in the following order with the Budget (Cost) Narrative tabbed or flagged.

RFP # 7483 as proposal cover with date

Table of Contents:

- 1) Introduction of vendor – company profile

BID #7483 INMATE AND STAFF MEAL SERVICES

- II) Scope of Services
- III) Vendor Specifications
 - a. Business organization
 - b. Corporate stability and financial strength, include financial audit
 - c. Staff qualifications, training, and on-going training
- IV) Proposal Specifications; provide labeled photos of meals as much as possible:
 - a. Sample menus Inmate Meals
 - b. Sample menus Correction Staff Meals
 - c. Sample menus Education and Training
 - d. Sample menus Special Events Catering
 - e. Sample menus Sack Lunch
 - f. Sample menus Holiday Meals
 - g. Sample menus of Religious Meals
 - h. Technology integration plan – either working with Archonix or a comparable inmate accounting system
 - i. Detailed staffing plan
 - j. Evaluation plan
 - k. Inventory control plan
 - l. Transition plan to start the contract
 - m. Contingency plan in the event of emergency situations
 - n. Include diet handbook and procedures including special dietary standards
 - o. Procedures for safe and sanitary services
 - p. Procedures for dealing with inmate complaints about products and services; minimizing the potential of inmate food borne illness and potential litigation
- V) Budget (Cost) Narrative
 - a. Include cost (price) worksheet for 2018 (6 months), 2019, 2020, 2021, 2022 and 2023 (6 months)
 - b. Include food/general merchandise price list. See attachment as a sample.
- VI) References – minimum of three (3), include contact name, title, direct phone number, and email
- VII) List of all contracting entities in the State of Michigan, Indiana and Ohio along with the date of contract commencement
- VIII) Copy of Current License(s)/Certificate(s)
- IX) Copy of Current Certificates of Insurance

BID #7483 INMATE AND STAFF MEAL SERVICES

X) Copy of Registrations (If applicable)

It should be noted that the Vendor may be invited to provide a presentation of services offered.

XIII. SAMPLE STANDARD PROVISIONS FOR CONTRACTS

If a contract is awarded, the selected contractor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to Washtenaw County such as the following:

**SERVICE CONTRACT
(NAME OF CONTRACTOR)**

Contract # _____

AGREEMENT is made this _____ day of _____, 2018, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107 ("County") and **(NAME OF CONTRACTOR)** located at **(CONTRACTOR'S ADDRESS)** ("Contractor").

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The Contractor will **(SPELL OUT SCOPE OF SERVICE)**

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an annual amount not to exceed **(SPELL OUT DOLLAR AMOUNT)**.

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to **(DEPARTMENT HEAD TITLE)** and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract is for a five (5) year term which begins on July 1, 2018 and ends on June 30, 2023 with an option to extend for two (2) additional one (1) year periods.

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEPENDENT CONTRACTOR

Contractor and the County shall, at all times, be deemed to be independent contractors and nothing herein shall be construed to create or imply that there exists between the parties a partnership, joint venture or other business organization. Contractor shall hold no authority, express or implied, to commit, obligate or make representations on behalf of the County and shall make no representation to others to the contrary.

Nothing herein is intended nor shall be construed for any purpose as creating the relationship of employer and employee or agent and principal between the parties. Except as otherwise specified in this contract, Contractor retains the sole right and obligation to direct, control or supervise the details and means by which the services under this contract are provided.

Contractor shall not be eligible for, or participate in, any insurance, pension, workers' compensation insurance, profit sharing or other plans established for the benefit of the County's employees. Contractor shall be solely responsible for payment of all taxes arising out of the Contractor's activities in connection with this Agreement, including, without limitation, federal and state income taxes, social security taxes, unemployment insurance taxes and any other tax or business license fees as required. The County shall not be responsible for withholding any income or employment taxes whatsoever on behalf of the Contractor.

ARTICLE VII - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or

BID #7483 INMATE AND STAFF MEAL SERVICES

omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VIII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage. For transportation services contracts, the County shall be added as additional insured on automobile liability policy with respect to the services provided under this contract.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the Washtenaw County c/o: INSERT DEPARTMENT & Contract # _____, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE IX - COMPLIANCE WITH LAWS AND REGULATIONS

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The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE X - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE XI - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XII - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XIII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$13.13 per hour with benefits or \$ 14.65 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2018 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XIV - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XVI - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVII - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

Section 2 - In the event of any breach or default by the County or the Contractor of the terms and conditions of this Agreement, the party not in default will give written notice to the party in default specifying the acts and/or omissions constituting the alleged default or breach; if within fifteen (15) working days after issuance of such notice, the party in default has failed to cure such default, then in that event, the party not in default may terminate this Agreement and exercise such other rights as are provided herein and by law for breach of contract; provided,

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however, that if the alleged default can be cured by the performance of work or repairs or by some act, the performance of which requires a period of time, such default will be determined to have been cured if, within the above-referenced fifteen (15) working days, the party allegedly in default has begun to cure the default and continues until such default is cured within a reasonable time.

ARTICLE XVIII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XIX - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXI - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXII-FEDERALLY REQUIRED PROVISIONS

When applicable, the following provisions shall apply to contracts funded in whole, or in part, by federal award monies:

For "federally assisted construction contracts" as defined by 41 CFR Part 60-1.3, Contractor must comply with the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

For all prime construction contracts exceeding \$2,000.00 awarded by non-Federal entities, Contractor shall comply with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148), as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). Contractor must pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, Contractor must be paid

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wages not less than once a week. The parties agree that the County will report all suspected or reported violations of this provision to the Federal awarding agency.

In addition, Contractor must also comply with the Copeland "Anti-Kickback Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Bidding or Public Work Financed in Whole or in Part by Loans or Grants from the United States") which prohibits Contractor or Subrecipient from inducing, by any means, any person employed in the construction, completion or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. County shall report all suspected or reported violations to the Federal awarding agency.

If this contract exceeds \$100,000.00 and involves the employment of mechanics or laborers, Contractor shall comply with U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). To that extent, Contractor must compute the wages of each mechanic and laborer on the basis of a standard forty (40) hour work week with hours exceeding this standard to be paid at one and one half the standard hourly rate. In addition, Contractor agrees that no mechanic or laborer shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous.

If the Federal award funding this Agreement meets the definition of "funding agreement" under 37 CFR, Sec. 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental or research work under that funding agreement, the recipient or subrecipient must comply with 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

If this Agreement and/or subgrant exceeds \$150,000.00, Contractor shall comply with all applicable standards, orders and/or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). The parties agree that the County shall report all violations of these Acts to the Federal awarding agency and the Regional Office of the Environmental Protection Agency ("EPA").

Contractor agrees to comply with all mandatory standards and policies relating to energy efficiency which are contained in the State of Michigan's energy conservation plan issued in compliance with the Energy Policy and Conservation Act. (42 U.S.C. 6201).

Contractor agrees to comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. Section 1352), which prohibits the use of federal funds by the Contractor or subcontractor of a Federal contract, grant, loan or cooperative agreement to pay any person to influence or attempt to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress or an employee of a member of Congress in connection with the federal funds awarded under this Agreement.

The parties agree that County and Contractor shall comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include, for those items where the

BID #7483 INMATE AND STAFF MEAL SERVICES

purchase price exceeds \$10,000.00 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000.00, procuring only items designated in guidelines of the EPA at 40 CFR, Part 247, that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program to procuring recovered materials identified in the EPA guidelines.

ARTICLE XXIII - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ARTICLE XXIV - ELECTRONIC SIGNATURES

All parties to this contract agree that either electronic or handwritten signatures are acceptable to execute this agreement.

ATTESTED TO:

WASHTENAW COUNTY

By: _____
Lawrence Kestenbaum (DATE)
County Clerk/Register

By: _____
Gregory Dill (DATE)
County Administrator

APPROVED AS TO CONTENT:

CONTRACTOR

By: _____
(DEPARTMENT HEAD) (DATE)

By: _____
(CONTRACTOR'S NAME) (DATE)

APPROVED AS TO FORM:

By: _____
Curtis N. Hedger (DATE)
Office of Corporation Counsel

LOCAL VENDOR PREFERENCE DEFINITIONS:

Federal funded programs, whether they are receiving the funds directly or as a State pass through are exempt as mandated by the Federal Register 2 CFR Chapter I, Chapter II Part 200 section 200.319 Competition 7(b) effective December 26, 2014.

A. Washtenaw County Company – must meet all criteria listed:

- 1) Its headquarters is physically located within Washtenaw County, or it has been conducting business at a location with a permanent street address in the County on an ongoing basis for not less than one taxable year (12 consecutive months) prior to its bid or response to a Request for Proposals (RFP).
- 2) It has made payment of property taxes on real or personal property within the past year on property which is ordinarily needed to perform the proposed contract. Or it has leased property for its Headquarters or business within Washtenaw County for more than one year (12 consecutive months).
- 3) It has been dealing for at least one year (12 consecutive months) on a regular commercial basis in the kind of goods or services which are the subject of the bid or proposal.

B. Michigan Company - must meet all criteria listed:

- 1) Its headquarters is physically located within the State of Michigan, or it has been conducting business at a location with a permanent street address in the State of Michigan on an ongoing basis for not less than one taxable year prior to its bid or response to a Request for Proposals (RFP).
- 2) It has made payment of property taxes on real or personal property within the past year on property which is ordinarily needed to perform the proposed contract. Or it has leased property for its Headquarters or business in the State of Michigan for more than one year (12 consecutive months).
- 3) It has been dealing for at least one year (12 consecutive months) on a regular commercial basis in the kind of goods or services which are the subject of the bid or proposal.

Local Vendor Certification Application & Affidavit

Background: To increase economic opportunity in Washtenaw County and the state of Michigan, the County provides a local vendor preference (when determining the award) as follows:

Washtenaw County based companies- A 5% discount will be applied to bids greater than \$5,000 and up to \$200,000 and a 2% discount for bids over \$200,000.

State of Michigan based companies – A 3% discount will be applied to bids greater than \$25,000 and up to \$200,000 and a 1% discount for bids over \$200,000.

Local vendor preference bid discount is used for the determination of award only. Full bid amount will be granted to vendor, if awarded.

Instructions: To qualify as a Washtenaw County or State of Michigan company, the following information must be provided:

1. If you are not an existing Washtenaw County vendor, complete the Washtenaw County Vendor Application available at:
<http://www.ewashtenaw.org/government/departments/finance/purchasing/information-for-vendors/how-to-become-a-vendor> The resulting e-mail confirmation must be printed and submitted.
2. Provide proof that you are a company registered in the State of Michigan by searching for your business on the State of Michigan Corporation Division Business Entity Search (<https://cofs.lara.state.mi.us/corpweb/CorpSearch/CorpSearch.aspx>). The resulting **business Details page** must be printed and submitted.
3. Provide proof that your local taxes are up to date by searching for the municipality in which your business is located on the BS&A Software website (<https://is.bsasoftware.com/bsa.is/SelectUnit.aspx#W>) (may need to copy and paste link to open). After selecting the municipality, select "Tax Information Search" on the left, and search for your business. The resulting **Detailed Tax Information page** must be printed and submitted. NOTE: If you cannot find your municipality on the BS&A website, call the municipality's Treasurer and request a Detailed Tax Information Form showing local business tax status. Submit this form instead.
4. Provide the following Affidavit of Qualified Local Vendor by filling out the attached affidavit.

All required application materials must be included in the RFP bid response.

For more information, contact: Tracy Murray
Administrative Coordinator/Purchasing
734-222-6845

BID #7483 INMATE AND STAFF MEAL SERVICES

Washtenaw County, Michigan Local Vendor Affidavit

Legal Name of Business Aramark Correctional Services, LLC

Federal Taxpayer Identification Number: 23-2778485

Type of services provided:

Construction

Professional Services

Goods & Services

Physical Address of Business Headquarters and/or Permanent Street Address in Washtenaw County or State of Michigan:

_____ / _____

Headquarters- Street Address

Permanent-Street Address

_____ / _____

City, State & Zip

City, State, & Zip

Is this business headquartered in Washtenaw County?

Yes

No

Has this business been dealing for at least one year (12 consecutive months) on a regular commercial basis in the kind of goods or services which are the subject of the bid or proposal?

Yes

No

Are this business's local and state tax filings up to date?

Yes

No

If no, please explain: _____

Any material misrepresentation of information in this document will be grounds for denial of certification and exclusion from all Washtenaw County contracts for a period of one (1) year.

The undersigned hereby affirms that the applicant firm believes it is qualified for certification as a Local Vendor, as set forth in the certification guidelines established by Washtenaw County. The undersigned agrees to hold Washtenaw County harmless in any claim arising out of this application or information provided by the applicant and agrees to indemnify Washtenaw County for any liability incurred in connection with this application or with the certification of the applicant firm. Further, the undersigned agrees to inform the County immediately of any changes that result in a change of the certification status of the firm.

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Aramark Correctional Services, LLC

Name of Business

Tim Barttrum, Vice President Business Development

Owner or Managing Partner, and Title

Rod Hinds, Director Business Development

Name of Contact Person, and Title

barttrum-tim@aramark.com

Email Address for Contact Person

765-509-0276

Phone Number for Contact Person



Vice President Business Development

Signature of Owner or Managing Partner, and Title


4-18-18

Date

Washtenaw County Purchasing Department reserves the right to request additional documentation as deemed necessary.

BID #7483 INMATE AND STAFF MEAL SERVICES

SIGNATURE PAGE

	4-18-18
Signature of Authorized Signer	Date
Tim Bartrum	23-2778485
Contact Name (Print)	Federal Tax Identification Number
Vice President Business Development	Aramark Correctional Services, LLC
Title	Company Name
1-800-777-7090	1101 Market Street
Office Phone Number	Company Address
	Philadelphia, PA 19107
Cell Phone Number	City State Zip
bartrum-tim@aramark.com	Philadelphia
Contact Email	County

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Signature page must be signed, boxes checked below, and returned as part of vendor proposal.

By signing this bid submission, I certify that I and/or my corporation, company, limited liability company, business association, partnership, society, trust or any other non-governmental entity, organization or group is not an "Iran linked business" as defined by P.A. 517 of 2012 (MCLA 129.311 et seq)("Act").

I understand that under the Act, an "Iran linked business means an individual or one of the above-listed groups who engages in investment activities in the energy sector of Iran, including, but not limited to, providing oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied gas for Iran's energy sector or a financial institution extending credit to another person to engage in investment activities in Iran's energy sector.

I further understand that "investment activity" is defined by the Act as an individual or one of the above listed groups that invests \$20,000,000.00 or more in Iran's energy sector or a financial institution that extends credit to another person, if that person uses the credit to engage in "investment activity" in Iran's energy sector.



**WASHTENAW COUNTY
FINANCE DEPARTMENT**

Purchasing Division

P. O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645
Phone (734) 222-6760, Fax (734) 222-6764
www.purchasing.ewashtenaw.org

DATE: April 13, 2018

Addendum #1

RFP # 7483 – INMATE AND STAFF MEAL SERVICES

Due Date:

Friday, April 20, 2018 @ 3:00pm EST

This ADDENDUM is official notification of Questions & Answers

NOTE: Please visit our website <http://onlinebids.ewashtenaw.org> to view Attachments

Questions and Answers:

Q: Should an alternative price structure be presented if the commissary business was included?

A: No. This bid is strictly for the food service portion without consideration for future commissary business. Vendors may mention they have commissary services if applicable.

Q: Will the County please provide a copy of the current contract and related addenda?

A: Please see attachment A

Q: Will the County please provide the original pricing and all historical price increases over the life of the contract?

A: Please see Attachment B

Q: Will the County please provide a copy of the current inmate and staff menu?

A: See attachment C. The Sheriff's Office is seeking a vendor to provide high quality food services for the jail. The menu is expected to be creative with selections that include fresh fruits and vegetables and offer minimal processed foods, no powdered milk and no meat substitutes.

Q: Who is responsible for paying for the meals from the staff meal cart?

A: The County/Sheriff's Office

Q: How many special diets, night snack and liquid dietary supplements are served daily?

A: Currently between 30 – 40 individuals on special diets in our custody.

Q: How many trustees are currently receiving double dinner portions? Is this done 5 or 7 days per week?

A: Around 20 trustees, 7 days per week. Double portions may be billed as such.

Q: Can you provide a count sheet that shows the breakdown of housing areas and average meal counts?

A: Please see Attachment D

Q: Will the County please clarify what types of special diets are currently being served?

A: Please see Attachment E

Q: Will the County provide copies of invoices going back 90 days.

A: Please see Attachment F

Q: Will the County please provide clarification about what is wanted from the Vendor in regards to the Technology integration plan?

A: The County is seeking any and all information about technology available through the inmate food service including but not limited to tablet technology, online resources, inmate management system, and ability to integrate with XJail etc.

Q: Will the county please provide a sample of the food/general merchandise list?

A: No. This price list is for commissary and is not currently part of the consideration of the food services contract. Additionally, the Sheriff's Office wishes to see new and innovative ideas around food and meal services that would help to further our inmate behavior management philosophy.

Q: Meal times for staff and inmates

A: 0700, 1200, 1630

Q: Calorie level of current inmate menu

A: 2,850 per day

Q: Will we allow soy in recipes?

A: Prefer no soy

Q: Clarify the type of milk we require being served on the menu

A: 2%

Q: Number of sack meals provided on average and who they are for, contents of sack lunches

A: Number often fluctuates between 20-30 per day. It depends on number of Inmates returning from court on a daily basis and some new arrests that come in shortly after missing a meal.

Q: What is the average daily population? Any plans for facility expansion in the next 5 years?

A: ADP is 360, the facility is rated for 403. No facility expansions planned for the next 5 years

Q: What time does kitchen open/close each day?

A: 0530 open and 1830 close

Q: Any juveniles housed in the Correctional Facility?

A: No

Q: How many holiday/spirit lifter meals served? Which days

A: Ramadan, Passover, Thanksgiving, and Christmas

Q: Are there officers assigned to the kitchen? If so is this at all times when the kitchen is open and operating?

A: No officers assigned. Roving officer exercises routine walkthroughs and headcounts.

Q: How many current food service employees are working in the operation? Does the administration feel the current level of supervision is satisfactory? Please provide the current staff positions, work schedules, etc.

A: The Sheriff's Office does not have a mandated level of supervision or staff for the food service. We are seeking quality customer service for the WCSO and the inmate and quality food service. The onsite staff level should be determined by the vendor based on the service and their experience with similar sized correctional facilities ADP and meal times.

Q: Please provide a list of catering events the vendor may be expected to provide during the normal year. Additionally, please provide information regarding any billing/payment for these events.

A: Citizens academy, promotions, retirements, etc. These special events are held several times a year, the Sheriff's Office will vary the food order between different vendors locally as well as the food service vendor to provide variety. Special events are billed separately from inmate/staff meals. An itemized invoice is provided.

Q: Are there any restrictions for deliveries of foods and supplies to the dock by your vendors? What are the approved hours for product and supply deliveries to the facility?

A: No restrictions on times of delivery. We are a 24 /7 operation.

Q: Is the food service providing meals to any other agency near the facility such as meals on wheels, etc.?

A: None

Q: Who is responsible for providing small wares such as inmate meal trays, staff meal trays, cooking & serving utensils, pots & pans, inmate drinking cups, inmate spoons/sporks? If you require the use of disposable service wares (Styrofoam, etc.) please indicate where these are needed and the number of those instances on average per day.

A: We supply all cooking and serving utensils other than styros used for high risk individuals and occasions where a dishwasher may need serviced.

Q: Will the Agency provide the Contractor with phone and internet service or will these be the responsibility of the Contractor?

A: The County will provide phone and internet service.

Q: Please describe the approved Kosher Menu program if applicable?

A: We purchase prepackaged Kosher meals for approved inmates.

Beth A. Duffy, CPPB

Senior Buyer

cc: RFP 7483

Washtenaw County Sheriff's Office
Confidential & Preservation of Information Agreement
with Employees of Summit Food Services

Attachment E

Summit Food Services Contractor/Employee NAME: _____
(Printed)

This Confidential Information Preservation Agreement ("Agreement") is made between the Washtenaw County Sheriff's Office and the above named Summit Food Services Contractor/Employee ("Contractor").

In connection with their employment as a member of Summit Food Services providing contractual services for the Washtenaw County Sheriff's Office, the contractor will have access to a variety of confidential information as defined within this agreement. The purpose of the agreement is to protect the information itself, the Sheriff's Office, the County, the contractor, and the public's or an individual's safety from the illegal, improper or inappropriate release or sharing of such confidential information.

As a condition of the Contractor's service under the terms and conditions of the contract with their employer, Summit Food Services, and effective as of the date that the contract is valid and the Contractor commences their duties, the Contractor understands and agrees to the following.

1. Position of Trust. The Contractor acknowledges and understands that the Contractor is engaged in a position of trust with the Sheriff's Office, which has as one of its fundamental purposes the provision of public safety services to the citizens of Washtenaw County and the State of Michigan.

2. Definition of Confidential Information. By and through the Contractor's service with the Sheriff's Office and as a result of the Contractor's association with Sheriff's Office personnel, files, and documentation, the Contractor may collect, access, or receive certain information which, by itself or by implication, is confidential, sensitive, or proprietary. Confidential, sensitive, or proprietary information (collectively "Confidential Information") may, depending on the circumstances, include but not necessarily be limited to facts, opinions, documents, electronic records of any kind, or other evidence related to a pending or closed criminal or internal investigation; facts, opinions, documents, electronic records, or other evidence related to the Sheriff's Office personnel matters including any and all types of medical or medically related information; information contained in or related to a person's criminal history including alleged criminal activity; identities of victims, witnesses, or informants related to criminal, internal, or personnel investigations; or other information or material relating to the Sheriff's Office, its activities, its policy and procedure, or investigatory activities generally including, in all of the above listed types of information, information obtained from other agencies and organizations.

3. Non-Disclosure of Confidential Information. The Contractor acknowledges that the Sheriff's Office has a substantial and compelling interest in controlling or restricting the release of Confidential Information and that the Contractor's job duties require the exercise of caution and discretion when handling or discussing Confidential Information. Accordingly, the Contractor shall treat all Confidential Information that the Contractor gathers, views, or receives as strictly confidential. The Contractor will not disclose Confidential Information to any other person or entity not expressly authorized by the Sheriff's Office, except to the extent such a disclosure is affirmatively required or otherwise protected by law. The Contractor acknowledges and understands that the Contractor is responsible for the safekeeping of Confidential Information according to Sheriff's Officer policies and procedures and for the handling of such Confidential Information so as to prevent disclosure of Confidential Information to unauthorized persons. After the termination of the Contractor's employment

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with Summit Food Services, the Contractor will not engage in any activity that involves or results in the use or disclosure of any Confidential Information (as defined above).

4. Return of Materials/Property at Termination/Separation of Employment. In the event of the Contractor's termination/separation of employment with Summit Food Services, for any reason, the Contractor will promptly deliver to the Sheriff's Office all documents, data, and other information pertaining to Sheriff's Office operations that they may have in their possession; and the Contractor shall not take any documents, or other information, or any reproduction or excerpt thereof, containing or pertaining to any information or agency property.

5. Remedies. The Contractor acknowledges that the Sheriff's Office has a legitimate and compelling governmental interest in prohibiting the disclosure of Confidential Information; that the Contractor's breach of the terms of this Agreement will cause irreparable harm to the Sheriff's Office, its operations, and to the general public; and that monetary damages are insufficient to provide a fully adequate remedy for such a breach.

Therefore, in the event of a breach or threatened breach of any term of this Agreement, the Sheriff's Office shall be entitled to temporary, preliminary and permanent injunctive relief without any requirement of bond, in addition to any other legal or equitable remedies. These legal remedies may include payment of monetary damages to the Sheriff's Office depending on the circumstances of the Contractor's breach of this Agreement. The Contractor shall be responsible to pay for the actual costs and attorney fees incurred by the Sheriff's Office in the enforcement of this Agreement.

6. Jurisdiction. This Agreement shall be governed in all respects by Michigan law. The parties agree that they shall be subject to the sole and exclusive personal jurisdiction and venue of the courts seated in Washtenaw County, Michigan, regardless of where the Contractor may be located at the time any action may be commenced.

7. Tolling Provision. The duration of any post-termination obligation contained in this Agreement shall be extended by the length of time during which the Contractor is in breach of the provision.

8. Entire Agreement. This Agreement states the entire agreement between the parties relating to these matters and supersedes any and all conflicting agreements between the Sheriff's Office and the Contractor. Any modification of this Agreement must be made in writing and signed by the Contractor and an authorized representative of the Sheriff's Office.

9. Waiver of Breach. The waiver by the Sheriff's Office of a breach of any provision of this Agreement by the Contractor shall not operate or be construed as a waiver of any subsequent breach by the Contractor.

10. Severability. The parties acknowledge that the provisions of this Agreement are severable, and expressly agree that if any provision of this Agreement is found to be unenforceable such a finding will not render any other provision of this Agreement unenforceable.

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11. Binding Effect. This Agreement shall be binding upon the heirs, representatives, successors and assigns of each party.

12. Drafting Ambiguities. The parties agree that the rule of construction that any ambiguities are to be resolved against the drafting party shall not be used in the interpretation of this Agreement.

13. Captions. The captions used in each section of this Agreement are for purposes of convenience only and are not a substantive part of this Agreement.

14. Continuation and Modification. Given the nature of the confidential information and materials the Contractor may collect, access, or receive as described within this agreement, the terms and conditions of this agreement shall continue following the Contractor's termination of employment with the Summit Food Services.

However, in the Sheriff's sole and exclusive discretion, aspects of this agreement may be modified for reasonable purposes including by way of example but not limitation, the use of confidential information for training purposes, the ability of a Contractor to have access to information that they may have authored, or other such purposes.

AGREED TO AND ACCEPTED BY:

Summit Food Services Contractor/Employee Named Above **Date**

Sheriff / Designee **Date**