



**SEDGWICK COUNTY, KANSAS
DIVISION OF PURCHASING
FINANCE DEPARTMENT**

525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316-383-7055

<http://www.sedgwickcounty.org/finance/purchasing.asp>

**REQUEST FOR PROPOSAL
#16-0079
NUTRITION AND COMMISSARY MANAGEMENT
SERVICES**

August 26, 2016

Sedgwick County, Kansas (hereinafter referred to as "County") is seeking proposals for Nutrition and Commissary Management Services. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Proposal.

This proposal contains two sections: **Section A - Inmate Nutrition Services and Courthouse Café, Section B - Inmate Commissary Management Services.** Vendors may submit a proposal on Section A only, Section B only or both. Please review this document carefully.

Carefully review this Request for Proposal, it provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original and five (5) electronic copies (USB Drive) of the entire document and return to Sedgwick County Purchasing Department, 525 N. Main, Suite 823, Wichita, Kansas 67203 with any supplementary materials **NO LATER THAN 1:45 p.m. CDT, Tuesday November 1, 2016.** Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, proposal due date, and proposal opening time. Late responses will not be accepted and will not receive consideration for final award.

A pre-proposal meeting will be held on Friday, September 2, 2016 at 1:00 p.m. (CDT) at:

**Sedgwick County Adult Detention Facility
141 W. Elm
Wichita, Kansas 67203
Please meet in the lobby of the detention facility**

Responses to the Proposal will be opened at a public meeting held at 2:00 p.m. (CDT) on November 1, 2016 in the Finance Conference Room at 525 N. Main, Suite 823, Wichita, Kansas 67203. You or your representatives are welcome to attend.

Sincerely,

Kristen McGovern
Senior Purchasing Agent

1. GENERAL & BACKGROUND INFORMATION

Sedgwick County, located in south-central Kansas, is the most populous of Kansas' 105 counties with a population estimated at more than 504,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and provides a full range of municipal services; e.g., public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

2. SUBMITTALS

Submittals

Carefully review this Request for Proposal. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original and five (5) electronic copies (USB Drive) of the entire document and return to:

Kristen McGovern
Senior Purchasing Agent
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 p.m. CDT, TUESDAY, November 1, 2016. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, proposal number, and proposal due date. Late or incomplete responses will not be accepted and will not receive consideration for final award.

Proposal responses will be acknowledged and read into record at proposal opening which will occur at 2:00 p.m. CDT, on the due date. No information other than the respondent's name will be disclosed at proposal opening.

3. PERFORMANCE BOND

A bid bond will not be required on this project; however, any proposal submitted will be considered firm during the entirety of the review and selection process or 120 days, whichever is less.

The vendor chosen for contract award shall well and truly perform all the covenants, conditions, and obligations of the contract documents. The vendor chosen for contract award shall agree to provide to the County a performance bond in the amount of \$100,000.00 to guarantee faithful performance of the terms and conditions of this contract. Said bond is to be in the form of either a cashier's check or surety bond in favor of the Board of County Commissioners of Sedgwick County, Kansas. This will be required each year of the potential five (5) year contract. The performance bond will be required within twenty (20) calendar days after written notification of award.

4. QUESTIONS AND CLARIFICATIONS

Any questions regarding this document must be submitted in writing to Kristen McGovern at Kristen.McGovern@sedgwick.gov by 3:00 p.m. (CDT) Monday, September 12, 2016. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at www.sedgwickcounty.org/purchasing, under online services; current RFPs/RFQs; to the right of the RFP number by 5:00 p.m. (CDT) Monday, September 26, 2016. Vendors are responsible for checking the web site and acknowledging any addendums on their response form.

A pre-proposal meeting has been scheduled for this solicitation. This will be the **ONLY** opportunity to view the kitchen/Cafe preparation areas for all locations. Please arrive at the Sedgwick County Detention Facility at 141 W Elm, Wichita, KS at 1:00 p.m. (CDT) on Friday, September 2, 2016. Vendors must make their own assessment of the capacity, efficiency and capability of the ADF, Courthouse Café and Work Release Facility. If vendor believes that it is necessary to add equipment or make alterations that will result in a more efficient operation better capable of meeting the County's needs, this will be done at the sole cost of the vendor.

5. ABOUT THIS DOCUMENT

This document is a Request for Proposal. It differs from a Request for Bid or Quotation in that the County is seeking a solution, as described on the cover page and in the following background information section, not a bid or quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award recommendation. As defined in Charter Resolution No. 65, Competitive Sealed Proposals will be evaluated based upon criteria formulated around the most important features of the product(s) and/or service(s), of which quality, testing, references, service, availability or capability, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposal evaluation criteria should be viewed as standards that measure how well a vendor's approach meets the desired requirements and needs of the County. Criteria that will be used and considered in evaluation for award are set forth in this document. The County will thoroughly review all proposals received. The County will also utilize its best judgment when determining whether to schedule a pre-proposal conference before proposals are accepted, or meetings with vendors after receipt of all proposals. A Purchase Order/Contract will be awarded to a qualified vendor submitting the best proposal. **Sedgwick County reserves the right to select, and subsequently recommend for award, the proposed service(s) and/or product(s) which best meets its required needs, quality levels and budget constraints.**

6. TENTATIVE TIME LINE

The following dates are provided for information purposes and are subject to change without notice. Contact Kristen McGovern Purchasing Department at (316)660-7258 to confirm any/all dates.

| | |
|--|----------------------------|
| Distribution of Request for Proposal to interested parties | August 26, 2016 |
| Pre-Proposal Meeting, 1:00 p.m. (CDT) | September 2, 2016 |
| Clarification, Information and Questions submitted in writing by 3:00 p.m. (CDT) | September 12, 2016 |
| Addendum Issued in writing by 5:00 p.m. (CDT) | September 26, 2016 |
| Sealed Proposal due before 1:45 p.m. (CDT) | November 1, 2016 |
| Evaluation Period | November 1-30, 2016 |
| Board of Bids and Contracts Recommendation | December 1, 2016 |
| Board of County Commission Award | December 7, 2016 |

7. PROPOSAL CONTENT AND FORMAT

Proposals received should reflect in detail their inclusion and the degree provided. The Proposal should be organized in the following format and information sequence:

1. Completed Questionnaire.
2. A signed, completed Proposal Response Form.
3. Provide a copy of all licenses/certifications deemed applicable.
4. Provide a copy of required insurance certification as outlined in this solicitation document.
5. Provide a bank reference statement and/or a copy of the most recent, audited, financial statement.
6. Identify any other expectations of county not addressed in this solicitation document.
7. Identify any exception to this document not already addressed in the Questionnaire.
8. Provide any additional information relevant to expertise of the requested services that may assist the County in evaluating your proposal.

8. MINIMUM FIRM QUALIFICATIONS

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Proposal. Firms must meet or exceed these qualifications to be considered for award. Any exceptions to the requirements listed should be clearly detailed in proposer's response. Proposers shall:

1. Have proper certification(s) or license(s) for the services specified in this RFP as required by local, state, and federal authorities and licensing agencies.
2. Have the capacity to acquire all required bonds, escrows or insurances as outlined in the terms of this RFP.

3. Have a minimum of five (5) years experience in providing services similar to those specified in this RFP.
4. Have sufficient working capital and labor resources necessary to accomplish specified in this RFP.
5. Provide project supervision and quality control procedures.
6. Ensure that project work meets all local, state and federal laws, regulations and ordinances.
7. Have appropriate material, equipment and labor to perform job safely and efficiently.
8. Keep legible and detailed documentation on all work performed under this RFP.
9. Have ability to obtain appropriate bonding as requested in this RFP.

9. PRICING

Sedgwick County reserves the right to select the proposal that most closely matches the specifications. Sedgwick County also reserves the right to award in whole or in part, by item, group of items, or by section where such action serves Sedgwick County's best interest. The successful vendor will be responsible to providing any permits necessary, labor, supervision, materials, equipment, transportation and service necessary to complete the project.

10. PROPOSAL TERMS AND CONDITIONS

http://www.sedgwickcounty.org/purchasing/pdf_files/Proposal%20Terms%20%20Conditions.pdf

11. PAYMENT AND INVOICE PROVISIONS

http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf

12. MANDATORY CONTRACT PROVISIONS

http://www.sedgwickcounty.org/purchasing/pdf_files/Mandatory%20Contractual%20Provisions.pdf

13. HIPAA RULES BUSINESS ASSOCIATE ADDENDUM

[http://www.sedgwickcounty.org/purchasing/pdf_files/Business_Associate_HIPAA%20_Addendum_2013_\(3.2_7.13\).pdf](http://www.sedgwickcounty.org/purchasing/pdf_files/Business_Associate_HIPAA%20_Addendum_2013_(3.2_7.13).pdf)

14. GENERAL CONTRACTUAL PROVISIONS

http://www.sedgwickcounty.org/purchasing/pdf_files/General%20Contractual%20Provisions.pdf

15. CONFIDENTIAL MATTERS AND DATA OWNERSHIP

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this proposal, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. **Proposer agrees that all data, regardless of form that is generated as a result of this Request for Proposal is the property of Sedgwick County.**

16. INSURANCE REQUIREMENTS

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers' compensation and employer's liability. Certificate shall be provided with bid/proposal submittals. Certificate shall remain in force during the duration of the project/services and will not be canceled,

reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas (**must be acknowledged on the bid/proposal response form**).

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance. It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

Workers' Compensation:

Applicable coverage per State Statutes

Employer's Liability Insurance: \$100,000.00

Commercial General Liability Insurance:

Bodily Injury:

Each Occurrence \$500,000.00

Aggregate \$500,000.00

Property Damage:

Each Occurrence \$500,000.00

Aggregate \$500,000.00

Personal Injury:

Each Occurrence \$500,000.00

General Aggregate \$500,000.00

Automobile Liability-Owned, Non-owned and Hired

Each Occurrence Bodily Injury and Property damage \$500,000.00

General Aggregate \$500,000.00

Professional Liability

If required

Special Risks or Circumstances:

Entity reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

17. CONTRACT PERIOD

The contract period with the successful proposer shall begin February 17, 2017 following formal approval of the Board of County Commissioners, and continue for a period of three (3) years. The County may, at its own option, offer to extend the contract for two (2) One (1) year periods for the terms and prices proposed or as negotiated. Any change in law that will affect the terms, conditions, or costs subsequent to contract initiation will be negotiated on an as need basis with Sedgwick County maintaining the final right of approval to determine applicability.

18. IDEMNIFICATION

To the fullest extent of the law, the Provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the providers performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the

provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

SECTION A: INMATE NUTRITION AND COURTHOUSE CAFÉ

1. PURPOSE

Sedgwick County, Kansas (hereinafter referred to as “County”), desires to select a firm to provide daily meal services for the Sedgwick County Adult Detention Facility (ADF), Work Release Facility (WR), Department of Corrections Residential & Services Center (RSC), and Courthouse Cafeteria (Café). Service will begin upon expiration of the current contract on February 17, 2017 with the breakfast meal.

2. OBJECTIVES

The County has identified the following objectives for Inmate Nutrition and Courthouse Café Management Services described herein:

- A. Acquire the firm/vendor meeting the parameters, conditions, mandatory and minimum requirements presented in this document.
- B. Acquire pricing with the firm/vendor that has the best proven and verifiable record of providing Inmate Nutrition and Courthouse Café Management Services with a comparable size agency and scope of operations.
- C. Acquire the firm/vendor with the most advantageous overall cost to the County.
- D. Enter into an agreement with a qualified firm/vendor to provide Inmate Nutrition and Courthouse Café Management Services. Any other service shall be specified in the vendor's proposal separate from the primary goal of commissary.

Sedgwick County desires to contract with a firm to provide food services for the following four (4) County locations:

1. Sedgwick County Sheriff's Office – Detention Facility – 141 W. Elm Wichita, KS 67203
Vendor will provide three (3) meals daily to this location, with an average daily meal count of 3,500.
2. Sedgwick County Sheriff's Office – Work Release Facility – 701 W. Harry Wichita, KS 67213
Vendor will provide three (3) meals daily to this location, with an average daily meal count of 229.
3. Department of Corrections – Residential & Services Center – 622 E. Central Wichita, KS 67202
Vendor will provide three (3) meals daily to this location, with an average daily meal count of 130.

A full-service kitchen is provided in the Sedgwick County Detention Facility for food preparation locations 1-3 listed above. All equipment furnished by the County in the kitchen is property of the County and may be used by the successful vendor for the operations specified herein.

4. Sedgwick County Main Courthouse Cafeteria – 525 N. Main, Basement Wichita, KS 67203 – Vendor will provide all inclusive food service operations.

The cafeteria food service business is highly visible to citizens of Sedgwick County and the County's employees. The level of professionalism and quality of services offered reflects directly, whether positive or negative, on the County. For that reason, the Cafeteria food service portion of this contract is very important.

The Sedgwick County Courthouse food service operation is located in the basement of the main courthouse at 525 N. Main. The courthouse is one of several buildings within a two block radius that are occupied and leased or owned by Sedgwick County. The courthouse is the only building with food services outside of traditional vending. There are 700 employees and 3,000 constituents that pass through the doors of the courthouse each day (Monday-Friday). Currently the business serves approximately 100 constituents/employees each day through breakfast and lunch hours (7:00a.m.-2:00p.m.), with an average check of \$6.85.

Within the courthouse on the 1st floor there is a snack shop (“Snack Zone”) that offers cold and microwaveable foods. The County is committed to maintaining the courthouse Snack Zone under the management and operation of

the Kansas Services for the Blind and Visually Impaired of the Department of Social and Rehabilitation Services. Sedgwick County commits to generally maintaining the scope of products and services to what they currently are, without material expansion.

Sedgwick County reserves the right to (1) not award the cafeteria portion of this solicitation or (2) select multiple vendors for award.

3. SELECTION CRITERIA

The selection process will be based on the responses to this solicitation document. Proposals will be screened by a review committee. This committee may select a limited number of prospective vendors to short-list for interview.

The County will judge each response on the following criteria (listed in no particular order):

1. Meeting or exceeding all solicitation conditions and instructions as outlined herein to include clarity, completeness, and comprehensiveness of the response.
2. Ability to meet or exceed all requirements and scope of work.
3. Ability to furnish non-required items.
4. Proven ability to provide high quality service.
5. Qualifications and expertise.
6. The most advantageous and prudent methodology and costs as determined by the County.

Any final negotiations for services and terms and conditions will be based, in part, on the Vendor's method of providing the service and the fee schedule achieved through discussions and agreement with the County's review committee. The County is under no obligation to accept the lowest priced proposal and reserves the right to further negotiate services and costs that are proposed. The County also reserves the sole right to recommend for award the proposal and plan that it deems to be in its best interest.

4. REQUIREMENTS AND SCOPE OF WORK

This section lists the criteria to be considered in evaluating the ability of vendors interested in providing the service specified in this solicitation document. The vendor selected for contract award will be responsible for providing the following services meeting the guidelines as outlined herein. Services include but are not limited to; food ordering, meal preparation, dish cleaning, and equipment maintenance.

I. Nutrition for ADF

A. Vendor shall be responsible for daily meal service to the following sites:

1. Sedgwick County Sheriff's Office – Detention Facility - 141 W. Elm Wichita, KS 67203
Vendor will provide three (3) meals daily to this location, with an average daily meal count of 3,500. This number includes approximately 200-250 sack lunches that are provided to the booking area and prisoner transport. Detention staff may choose to participate in identical meal service within the pod they are assigned to at the sole cost of the County. This number has been included as well. Meals will be served every day of each year.
2. Sedgwick County Sheriff's Office - Work Release Facility - 701 W. Harry Wichita, KS 67213
Vendor will provide three (3) meals daily to this location, with an average daily meal count of 229. Detention staff may choose to participate in identical meal service at the sole cost of the County. Meals will be served every day of each year.
3. Department of Corrections - Residential & Services Center - 622 E. Central Wichita, KS 67202
Vendor will provide three (3) meals daily to this location, with an average daily meal count of 130. Meals will be served every day of each year. This number includes approximately 40 sack lunches that are to be provided for the lunch meal time.

***All numbers provided are approximate based on current population. Vendor shall be responsible for**

providing meal service to a daily changing population.

B. All meals shall meet the following nutritional guidelines:

1. Not less than 2,800 combined daily calories as averaged during a one week period from Breakfast Sunday to Dinner Saturday.
2. As guided by the USDA, each meal must contain approximately 50% of calories from carbohydrates, 30% from fat, and 20% from protein. Percentage can vary up to five (5).
3. Utilize all food groups daily.
4. No less than six (6) ounces of protein per day. Six (6) ounce weight shall be achieved in cooked state, in a strained spoon and prior to any breading process. Bone-in products are not acceptable.
5. A drink that does not consist of water or any product that contains solely red dye for color.
6. Fresh whole fruits including those that have been peeled and cut are not allowed.
7. No pork products.

C. All meals shall meet the following quality guidelines:

1. Each meal shall utilize complimentary seasoning in the preparation process.
2. Each meal must contain at a minimum a single heated item. If there is only one heated item during a specified meal period, that item must be the main course.
3. Each meal upon serving shall contain appropriate seasoning in individual packets; including salt, pepper, sugar, etc.
4. Each meal upon serving shall contain appropriate condiments packets; including ketchup, mustard, mayonnaise, etc.
5. All raw foods shall meet the following USDA standards, if the specific standard is not available the next highest shall be utilized:
 - a. Beef, Poultry, and Seafood – Inspected
 - b. Veal and Lamb – Choice
 - c. Milk, Eggs and Cheese – Grade A
 - d. Fresh Vegetables – No. 1
 - e. Canned Fruits – Choice
 - f. Canned Vegetables – Extra Standards or Comparable
 - g. Frozen Vegetables – Extra Standards or Comparable
 - h. Imitation Cheese – No. 3
6. No use of products in excess of their freshness pull date.
7. Vendor shall rotate protein choice, not utilizing the same protein twice in a six meal period.
8. Meals cannot contain mechanically separated turkey.

D. Sack lunch meals shall contain an equal number of servings of individual juice/milk cartons or communal beverage containers and cups according to the specifications as found below in Section II, Preparation.

E. Vendor shall be responsible for providing any/all or like of the following items on an ad hoc and independent billing basis; condiments, fresh fruit, saltine crackers, individual milk cartons, table service. No details of historical usage will be provided. Vendor shall be able to provide these items within three (3) business days of request and at a cost plus percentage as indicated in this solicitation response.

F. Vendor shall be responsible for providing a higher quality single meal to celebrate Thanksgiving, and Christmas of each year. Vendor shall choose the specific meal for each holiday. The Detention, Work Release and Adult Residential & Services Center facilities will receive these meals on the nationally recognized holiday. Vendor shall be responsible for providing other meals for religious holidays if approved by division commander (ex: Passover, Ei dul-Fitr, etc.).

G. Vendor shall be responsible for providing special diet meals upon receipt of request from County staff located at each facility. There are currently approximately 260 special diet meals being served, 250 within the Detention Facility, ten (10) to Corrections. The following list of special diets shall be offered; this list has been

agreed upon by County medical personnel and is not negotiable. Any questions regarding the content of a specific diet should be directed toward a registered dietician. **Please reference Appendix A1.**

| | | | |
|--------------------------|--|-----------------------------|--|
| Clear Liquid | Food Sensitivity | Low Fat | Purine Restricted (Gout) |
| Corn Allergy | Full Liquid | Low Fiber, Residue | Religious Diets (to include Kosher) |
| Dental/Mechanical | Heart Healthy | Malabsorption | Renal |
| Diabetic Calorie Control | High Fiber | Peanut/BHT and BHA Allergy | Soy Allergy |
| Dysphagia | Hypoglycemic | Pregnancy | Suicide Watch (Styrofoam Tray Only) |
| Egg Allergy | Long Term Full Liquid/Straw for Broken Jaw | Protein Energy Malnutrition | Tyramine and Dopamine (MAO) Restricted |
| Fluid Milk Free | Low (No) Salt Added | Pureed | Wheat Allergy (Gluten Free) |
| Nutritional Support | Indigestion/Ulcer/Esophagitis | | |

H. The nutritional content of sack lunch meals may vary from the plated meal standards; however the menu must have a rotation that does not offer an identical main course within any four (4) day period.

I. Mandatory Specifications for Religious (Kosher/Halal) Meals:

1. Religious meals will meet the same daily calorie count as the regular tray.
2. Religious meals will be prepared and served to common Kosher/Halal standards.
3. Religious meals will be accomplished by use of one of the following methods:
 - a. Common Fare
 - b. Pre-packaged, sealed meals
 - c. Preparation on location in kitchen using a separate area, cooking equipment, utensils and trays.
This area and equipment will be used strictly for the preparation of only religious meals.
 (See Appendix A)

II. Preparation for ADF

A. Vendor shall be responsible for preparation of each meal according to the following instructions:

1. Sedgwick County Sheriff's Office – Detention Facility - 141 W. Elm Wichita, KS 67203
 Vendor will provide three (3) meals daily to this location, with an average daily meal count of 3,500. This number includes approximately 200-250 sack lunches that are to be provided to the booking area and prisoner transport.
 - a) Meals for this facility will be ordered by County staff according to the following schedule:
 1. Breakfast: 2:30 AM
 2. Lunch: 8:30 AM
 3. Dinner: 3:30 PM
 - b) All meals for this facility are to be prepared at this facility and distributed by inmate workers within the facility.
 - c) Approximately 200-250 meals will be prepared as individual sack lunches. These meals will be divided between the booking areas and out of county transport and hospital. The meals prepared for the out of county transport shall contain an individual drink carton, not consisting of milk. These meals will not have a requirement to meet special diet meal plans.

- d) All remaining meals are to be plated individually on a County provided tray then stacked neatly on County provided carts.
 - e) Each meal shall contain a plastic spoon.
 - f) Each meal shall contain a 6 oz. Styrofoam cup if a communal beverage is served.
 - g) Meals in this facility shall be ready for delivery on the following schedule (County will deliver):
 - 1. Breakfast: 5:30 AM
 - 2. Lunch: 11:30 AM
 - 3. Dinner: 5:30 PM
2. Sedgwick County Sheriff's Office - Work Release Facility - 701 W. Harry Wichita, KS 67213
Vendor will provide three (3) meals daily to this location, with an average daily meal count of 229.
- a) Meals for this facility will be ordered by County staff according to the following schedule:
 - 1. Breakfast, Lunch, Dinner: All daily meals are ordered at 2:30 AM
 - 2. All meals for this facility are to be prepared at the Detention Facility and delivered by vendor staff in vendor provided transportation.
 - b) Meals are to be plated individually on a County provided tray.
 - c) Each meal shall contain a plastic spoon.
 - d) Meals in this facility are to be delivered on the following schedule:
 - 1. Breakfast: 5:45 AM
 - 2. Lunch: 11:45 AM
 - 3. Dinner: 5:15 PM
3. Department of Corrections - Residential & Services Center - 622 E. Central Wichita, KS 67202
Vendor will provide three (3) meals daily to this location, with an average daily meal count of 130.
- a) Meals for this facility will be ordered by County staff according to the following schedule:
 - 1. Breakfast, Lunch, Dinner: All daily meals are ordered the previous day at 5:00 AM
 - 2. All meals for this facility are to be prepared at the Detention Facility and delivered by vendor staff in vendor provided transportation.
 - b) The lunch time meal is to be provided as sack lunches, with the exception of special diet meals.
 - c) Meals are to be plated individually.
 - d) Sporks and napkins are to be provided by the case and will be ordered by onsite staff as needed.
 - e) Meals in this facility are to be delivered on the following schedule:
 - 1. Breakfast: 5:00 AM
 - 2. Lunch: 11:00 AM, special diet meals only (all sack lunch meals shall be delivered the
 - 3. previous day during the dinner meal time delivery)
 - 4. Dinner: 5:00 PM

All out of facility meal delivery/pick up times listed shall be made within 10 minutes of the stated time.

- 1. Meal contents shall reach USDA recommended temperatures for the recommended time period prior to serving.
- 2. Meal plating shall not commence prior to:
- 3. 60 minutes of scheduled delivery time for Detention Facility
- 4. 15 minutes of scheduled delivery time for Work Release Facility or Adult Residential & Services Center
- 5. The Detention, Work Release, and Adult Residential & Services Center facilities tray preparation shall be visually appealing, both in content and organization. Each food item shall be in separate compartments with no spillage, inside or out. A moisture barrier shall be placed between bread, cakes and liquids on the tray. All portion sizes must be consistent.
- 6. All trays used in the plating of meals must be clear of leftover food or other unidentifiable particles.
- 7. All special diet meals must be clearly marked as such with documentation as indicated in solicitation

response.

8. A single tray from each meal shall be kept frozen for a period of five (5) days subsequent to meal preparation.
9. Vendor shall use serving utensils that clearly identify the actual size in the same form of measurement as identified on the daily menu for each particular dish and meal.

III. Staffing for ADF

- A. Vendor shall be responsible for providing staffing as indicated and agreed upon in this solicitation process.
- B. Vendor shall be responsible for providing an on staff or consultative nutritionist or dietician to provide oversight and approval as to the nutritional guidelines of both traditional and special diet meals for all menus. Individual chosen shall be registered with the American Dietetic Association. This person(s) must be available to return phone calls and e-mails within 24 hours during regular business hours.
- C. Vendor shall be responsible for identifying a local management staff person that will be available during the business day and maintains authority to make decisions without delay. 24 hour response time is required.
- D. All staff shall possess Food Handler Certification through the City of Wichita, Office of Environmental Health prior to conducting service under this contract.
- E. All staff shall utilize a hair restraint at all times when in the kitchen facility.
- F. All staff shall utilize gloves at all times when handling, preparing, or plating food.
- G. All staff shall consume personal food items in designated break room, this to include drink products.
- H. All staff utilizing onsite parking shall do so in authorized location only.
- I. Staff may enter and leave through a secured door at the Detention Facility during any hours deemed necessary by the vendor to conduct the nutrition service operations as identified in this solicitation.
- J. Staff shall not maintain on their person at any time during service of this contract any contraband defined in (Appendix B)
- K. Staff shall not pass through any meal any contraband as defined by the Sheriff.
- L. All staff will wear company uniform and ID badge for identification purposes.
- M. Background checks will be conducted on all employees by the Sedgwick County Sheriff's Office.
- N. Sheriff's Office staff requests the resume of the onsite Food Manager be provided to them prior to hiring.

IV. Equipment for ADF

- A. Sedgwick County will provide, in fit and proper working order, all equipment assets as indicated on Appendix C of this solicitation document. Additional information regarding the manufacturer, model, year of purchase, or functioning will not be provided during the solicitation process. A pre-proposal meeting has been scheduled that will allow vendors the opportunity to view and gather identifying information on all currently owned equipment.
- B. The vendor selected for contract award shall be responsible for the preventative maintenance and repair of all equipment located within the ADF kitchen.
 1. Vendor shall immediately report failure of any equipment to the Facilities Manager by email.
 2. Vendor will be allowed a period of 48 hours to conduct repair.

3. Subsequent to the initial 48 hour period a follow up email shall be sent identifying 1) repair has been made, 2) part(s) is on order or 3) contact person and schedule of completion for alternative vendor hired to conduct repair.
4. An amount of \$100 will be deducted from the following month's billing invoice for each additional 24 hour period that 1) repair has not been made, 2) part(s) has not been ordered or 3) contact and schedule information has not been provided.
5. Invoice deductions, as identified in the previously identified process, will continue each 24 hour period until an email is sent to jailcontract@sedgwick.gov containing the following required information 1) completed repair, 2) part(s) on order or 3) alternative vendor has been hired.
6. Sedgwick County reserves the right to identify failed equipment and notify vendor through subsequent email. All further action will follow previously identified process.
7. All communication must be documented and sent via email to jailcontract@sedgwick.gov .

Sedgwick County does not have information available regarding past equipment failures and repairs.

C. In the event that equipment is deemed irreparable by vendor, Facilities Manager, or third party vendor, vendor shall be responsible for replacing equipment with like functioning capabilities subsequent to written approval of Facilities Manager. Upon contract completion vendor will retain ownership of said equipment.

Vendor shall take all reasonable steps to ensure vendor's staff is trained to properly use and care for equipment to prevent unnecessary breakage or abuse.

D. Vendor may at any time purchase, install and use additional equipment, with prior approval from the Facilities Manager. Upon contract completion vendor will retain ownership of said equipment.

E. Vendor shall be responsible for adhering to regular usage preventative maintenance as indicated necessary by the manufacturer and Facilities Manager. Vendor shall complete Maintenance and Equipment Log, see Appendix D.

F. Vendor shall be responsible for furnishing all small wares necessary to meet the scope of work herein. All small ware items currently owned by the County will be provided for use; however there is no inventory or guarantee of said items.

V. Performance for ADF

Sedgwick County intends to utilize a performance measurement system to help ensure quality of service and food preparation. Please review the following and clearly note exception, with alternative in proposal response if deemed necessary.

- A. The vendor may be inspected weekly and given a cumulative score based on the health and safety review structure found below.
- B. The inspection will be conducted by the Facilities Manager or designee and/or the Sheriff staff during normal business hours, but without announcement.
- C. Scores of 90% and above will avoid penalty.
- D. Scores below 90% occurring for three (3) consecutive occurrences or five (5) non-consecutive occurrences during any calendar year shall produce a contract deduction of 1% of the cumulative weekly invoice total. Scores below 90% occurring subsequent to the initial contract deduction shall result in a contract deduction of 2% of the cumulative weekly invoice total. This deduction will continue to compound (3% for the third occurrence, 4% for the 4th occurrence) for the remainder of the calendar year.

- E. Facilities Manager or Sheriff staff will place the percentage value for each item next to the pass or fail column on the criteria form found below, during weekly inspection.
- F. For any failed item a picture will be taken and kept for the duration of the calendar year.
- G. Upon completion of an inspection, if any item is marked as fail, the vendor will be immediately provided a courtesy copy for remedy consideration.
- H. If the total score is calculated to be less than 90%, the Facilities Manager and/or Sheriff staff will provide written notification of the failure, a copy of the inspection report and supplemental photographs, and request a corrective action plan to be submitted no later than 30 days from receipt to jailcontract@sedgwick.gov.
- I. The vendor will conduct mandatory quarterly meetings to be held with the Sheriff staff and/or Facilities Manager. The meeting shall be via conference call or in person. Vendor will be responsible for facilitating meeting dates, times and applicable locations or conference call in numbers. Items to be discussed will be insurance requirements, certifications, medical and religious menus, updates on equipment. This serves strictly as an example. The meetings will not be limited to the above mentioned topics.
- J. Weekly inspection criteria

| 1. Meal Quality | | Pass | Fail |
|--------------------------------|-------------------------------|------|------|
| 10% | a. Correct Menu/Preparation | | |
| 5% | b. Serving Temperature | | |
| 5% | c. Clean Tray | | |
| 5% | d. Consistent Portion Sizes | | |
| 2. Facility Cleanliness | | | |
| 5% | a. Insect/Vermin Present | | |
| 5% | b. Food Stored Off Ground | | |
| 5% | c. Restroom | | |
| 3. Staff | | | |
| 5% | a. Correct Staffing Level | | |
| 5% | b. No Employee Food | | |
| 5% | c. Certifications | | |
| 5% | d. Gloves and Hair Net | | |
| 4. Equipment | | | |
| 10% | a. Completed Temperature Logs | | |
| 10% | b. Broken/Misused | | |
| 5. Security | | | |
| 10% | a. Secured Areas Locked | | |
| 10% | b. Contraband | | |
| 100% | <i>Total</i> | | |

- K. Special Meals Criteria
 - Mandatory Specifications for Religious (Kosher/Halal) Meals:
 1. Religious meals will meet the same daily calorie count as the regular tray.
 2. Religious meals will be accomplished by use of one of the following methods:
 - a. Common Fare

- b. Pre-packaged, sealed meals
 - c. Preparation on location in kitchen using a separate area, cooking equipment, utensils and trays. **This area and equipment will be used strictly for the preparation of only religious meals.**
3. Different colored trays will be used for the different types of meals served
- a. Color A (For Example: Brown)-regular meals
 - b. Color B (For Example: Gray/Silver)-medical and vegetarian meals. Approximately 150 trays will be needed for these meals. (See attached document for medical diet definitions)
 - c. Color C (For Example: Blue)-religious meals. Approximately 110 trays will be needed for these meals. **In the event the inmate is authorized both a medical and religious meal, the meal will be served on a religious tray. The religious trays will not be used for any other meals at any time. They are to be strictly used for Kosher/Halal meals.**

L. Explanation of criteria:

| 1. Meal Quality | <i>Explanation</i> |
|---|---|
| a. Correct Menu (Prepared per Appendix A) | Menu as proposed by vendor and approved by County. |
| b. Serving Temperature | Minimum temperature as guided by Health Department in pan immediately prior to serving. |
| c. Clean Tray | No leftover food or other unidentifiable particles. |
| d. Consistent Portion Sizes | Comparing two identically plated items by measurement, liquid by cup and dry by dimension. |
| 2. Facility Cleanliness | |
| a. Insect/Vermin Present | Any insect or vermin as seen by County inspector. |
| b. Food stored Off Ground | No food items are to be stored on ground, including those in boxes |
| c. Restroom | Soap, disposable towels, and toilet paper must be available. |
| 3. Staff | |
| a. Correct Staffing Level | Staffing level as proposed by vendor and approved by County. |
| b. No Employee Food | No employee food outside of designated break area. |
| c. Certifications | Must have food handlers card for each employee on shift immediately available. |
| d. Gloves and Hair Net | Any person in kitchen preparation area must have on gloves and a hair net. |
| 4. Equipment | |
| a. Completed Temperature Logs | Minimum/Maximum temperature as guided by Health Department logged as guided. |
| b. Broken/Misused | No broken equipment without verification of attempt to fix, no County equipment not being used appropriately. |
| 5. Security | |
| a. Secured Areas Locked | No doors propped open, no doors unlocked. |
| b. Contraband | No contraband as defined by Sheriff. |

VI. Reporting for ADF

- A. Vendor shall be responsible for providing a six week menu to jailcontract@sedgwick.gov for approval four (4) weeks in advance of menu implementation. This menu shall outline the content and recipe as well as how

each meal meets the nutritional guidelines for this RFP. This menu shall outline both plated and sack lunch meals. Sack lunch meals do not need to meet the nutritional guidelines, but shall be approved by the Sheriff staff.

- B. Vendor shall be responsible for providing a request to change the menu to the jailcontract@sedgwick.gov no later than 48 business hours prior to the requested change.
- C. Vendor shall be responsible for retaining each daily, weekly or rotational menu on file and available for inspection by federal, state, and local authorities and accrediting agencies for a period of at least one (1) year after approval.
- D. Vendor shall provide, at the request of the County, verification of actual food cost for items being purchased.
- E. Vendor shall be responsible for maintaining temperature logs. Logs shall include all refrigerators, freezers, and served food. A separate log shall be maintained for food being transported to satellite locations.
- F. Vendor shall provide, to the Sheriff staff, an electronic weekly invoice providing the total number of meals provided for each facility for each week of the subsequent one (1) week period.
- G. Vendor shall complete a written corrective action plan and submit electronically as determined necessary by Facilities Manager and/or the Sheriff staff during weekly inspection.
- H. Vendor shall electronically submit a weekly invoice to jailcontract@sedgwick.gov outlining the number of meals and cost as indicated.

VII. Miscellaneous for ADF

- A. Vendor shall maintain responsibility for preparation of food as indicated in this solicitation in the event of a natural or other disaster that results in an inability to prepare food in the ADF kitchen. Vendor shall be responsible for notifying County of any changes to the Recovery Plan as submitted and agreed upon during this solicitation process.
- B. Vendor shall be responsible for maintaining all licenses, permits, bonds, and insurance required for carrying out the work to be performed under this solicitation and subsequent contract. The vendor is responsible for providing the Sheriff staff proof of all applicable insurance, permits, bonds a copy each calendar year.
- C. Vendor shall be responsible for making available for inspection all food preparation and storage areas by appropriate authorities and by accreditation auditors.
- D. Vendor shall ensure that all utensils, ad hoc items, condiments, etc. that is ordered shall be received within 72 hours.
- E. Vendor shall ensure that the kitchen facility is maintained in a clean, safe and healthy manner and is suitable for satisfactory evaluation by the City of Wichita, Office of Environmental Health at any time.
- F. Cleared trays and containers will be received by the vendor as follows:
 - 1. Detention Facility – Approximately one (1) hour subsequent to pick up
 - 2. Work Release – Upon delivery of next meal
 - 3. Adult Residential & Services Center – Upon delivery of next meal
- G. Vendor shall be responsible for providing meals to the Juvenile Corrections Department in the event of a community emergency or catastrophic event:

1. The nutritional content of the meal shall be identical to that of the ADF traditional plate.
2. The meals shall be served in Styrofoam three compartment hinged trays which will be picked up from the ADF kitchen by an appointed person from the Juvenile Corrections Department, schedule to be determined upon commencement of service.
3. Sedgwick County will provide the vendor a request for such meals no less than three hours prior to expected meal delivery.
4. Sedgwick County will provide the vendor a request to terminate such service no less than three (3) days prior to expected termination.
5. Sedgwick County will request no less than 25 meals and no greater than 550 meals per day under this provision.
6. Meal price shall be identical to other contract meals and billed directly to Juvenile Corrections.

H. Vendor shall be responsible for exterminating services as determined necessary by the County Contract Manager or vendor, but no less than once in each 15 day period.

I. Vendor shall be responsible for maintaining cleanliness and disposable supplies in the restroom facility with the ADF kitchen.

J. Sedgwick County would like, but will not require, the vendor chosen for contract award to provide the following items:

1. Use of a food management software system that is capable of menu planning, need and purchase forecasting, inventory monitoring, and meal production.
2. Accreditation or other applicable certification through the American Correctional Association Performance Based Adult Local Detention Facility Standards – Fourth Edition and the 2014 Supplemental Standards.

K. Vendor shall be responsible for the cost of all cleaning supplies.

L. Vendor shall provide to the Sheriff staff free or reduced meal options. (Ex: hot meals, salad bar, sandwiches, to-go orders, etc.)

M. Vendor shall provide options for an inmate re-entry program.

N. Vendor shall provide a minimum of three (3) security cameras in the ADF kitchen. The cameras **MUST** integrate into current ADF camera system (Stanley). Cameras must view the following areas:

1. Food preparation line
2. Religious meals preparation area
3. Receiving dock area

O. Kitchen sally port **MUST** be swept and mopped daily after each meal. Deep cleaned once a week.

VIII. General Information for Courthouse Cafeteria Services

A. Vendor shall occupy and maintain in a safe and healthy manner the allocated space and provide a basic menu of high quality, varied meals, snacks and beverages.

B. Vendor shall establish, review and control the menu selection, pricing, and portion sizes of all items for sale.

C. Vendor may promote its services in county publications such as newsletters, bulletins and intranet.

D. There are no existing vendor contracts (soda fountain, etc) for this facility. Any contracts considered or entered into by the winning proposer must terminate upon completion or termination of the County contract.

E. Vendor shall provide all inclusive food services, all inclusive is defined as:

1. Minimum operating hours of 11 a.m. to 2 p.m. Central Time, Monday through Friday not to include any County recognized holidays (breakfast hours discretionary);
2. Hire, fire, and train staff;
3. Maintain cafeteria, to include kitchen, equipment including inventory (Appendix F) and small wares, serving and dining spaces in a clean, orderly, and healthy condition;
4. Purchase, prepare, serve and market food to be consumed.

F. Vendor shall be responsible for identifying a local management staff person that is on site during the business day and maintains authority to make decisions without delay.

G. Vendor shall provide each staff member a name tag to be used throughout business hours on a daily basis.

H. Vendor shall be responsible for providing staffing as indicated and agreed upon in this solicitation process.

I. All staff shall possess Food Handler Certification through the City of Wichita, Office of Environmental Health prior to conducting service under this contract.

J. All staff shall utilize a hair restraint at all times when in the kitchen facility.

K. All staff shall utilize gloves at all times when handling, preparing, or plating food.

L. Vendor shall obtain and maintain at vendors sole expense all local, state, or federal licenses and/or approvals necessary for operations.

M. Vendor shall provide all fees associated with doing business that are not otherwise identified in this RFP, including but not limited to appropriate sales tax, and all cleaning supplies.

N. Business operations shall meet all state, federal and local health and other regulatory requirements.

O. Vendor shall offer multiple forms of customer payment including cash, credit and debit cards.

P. Vendor shall be responsible for making available for inspection all food preparation and storage areas by appropriate authorities and by accreditation auditors.

Q. Vendor shall ensure that the cafeteria facility is maintained in a clean, safe and healthy manner and is suitable for satisfactory evaluation by the City of Wichita, Office of Environmental Health at any time.

R. Vendor shall be responsible for exterminating services as determined necessary by the Facilities Manager or vendor, but no less than once in each 15 day period.

IX. Nutrition for Courthouse Cafeteria

A. Vendor shall ensure fifty (50%) of menu offerings comply with the following healthy choice guidelines:

| | |
|-------------|---|
| Main Course | Maximum 550 calories |
| | Maximum 500 mg. sodium |
| | Maximum 35% calories from fat |
| | Maximum 10% calories from saturated fat |
| | Trans Fat – less than .5 grams |

Side
Maximum 250 calories
Maximum 480 mg. sodium
Maximum 35% calories from fat
Maximum 10% calories from saturated fat
Trans Fat – less than .5 grams

Snacks
Maximum 200 calories
Maximum 480 mg. sodium
Maximum 35% calories from fat
Maximum 10% calories from saturated fat
Trans Fat – less than .5 grams
Maximum 35% sugar by weight

B. At a minimum vendor shall offer the following each day:

1. Salad
2. One (1) Soup
3. Deli Sandwiches
4. One (1) Specialty Entree, (i.e. Italian, Mexican, Baked Potato)
5. One (1) additional Hot Entree
6. Multiple (greater than two) grill items, (i.e. Hamburger, Veggie Burger)

C. Vendor shall clearly post nutritional information for all menu offerings.

X. Equipment for Courthouse Cafeteria

A. Sedgwick County will provide, in fit and proper working order, all equipment assets as indicated on Attachment E of this solicitation document. Additional information regarding the manufacturer, model, year of purchase, or functioning will not be provided during the solicitation process. A pre-proposal meeting has been scheduled that will allow vendors the opportunity to view and gather identifying information on all currently owned equipment.

B. The vendor selected for contract award shall be responsible for the preventative maintenance and repair of all equipment located within the cafeteria kitchen.

1. Vendor shall immediately report failure of any equipment to the Facilities Manager by email to jailcontract@sedgwick.gov.
2. Vendor will be allowed a period of 48 hours to conduct repair.
3. Subsequent to the initial 48 hour period a follow up email shall be sent identifying 1) repair has been made, 2) part(s) is on order or 3) contact person and schedule of completion for alternative vendor hired to conduct repair.
4. An amount of \$100 will be deducted from the following month's billing invoice for each additional 24 hour period that 1) repair has not been made, 2) part(s) has not been ordered or 3) contact and schedule information has not been provided.
5. Invoice deductions, as identified in the previously identified process, will continue each 24 hour period until the Facilities Manager is notified of 1) completed repair, 2) part(s) on order or 3) alternative vendor has been hired.
6. Sedgwick County reserves the right to identify failed equipment and notify vendor through subsequent email. All further action will follow previously identified process.
7. All correspondence must be e-mailed to jailcontract@sedgwick.gov.

Sedgwick County does not have information available regarding past equipment failures and repairs.

C. In the event that equipment is deemed irreparable by vendor, Facilities Manager, or third party vendor, vendor shall be responsible for replacing equipment with like functioning capabilities subsequent to written approval of Facilities Manager. Upon contract completion vendor will retain ownership of said equipment.

D. Vendor shall provide any equipment or small wares deemed necessary to do business that is not currently owned. Vendor shall maintain ownership upon completion or termination of contract.

E. Vendor shall provide carryout containers.

F. Vendor shall provide grease disposal in a manner that is consistent with applicable laws. The existing grease drain is in proper functioning condition.

G. Vendor shall dispose of daily trash in exterior receptacle provided by the County.

H. Vendor shall provide data line necessary for acceptance of credit or debit cards. Current data line is Ethernet.

I. Vendor shall furnish a sealed cash register for use in recording and registering all cash sales.

J. Vendor shall take all reasonable steps to ensure vendor's staff is trained to properly use and care for equipment to prevent unnecessary breakage or abuse.

K. Vendor shall be responsible for adhering to regular usage preventative maintenance as indicated necessary by the manufacturer and Facilities Manager. Vendor shall complete Maintenance and Equipment Log (see Appendix D)

L. Vendor shall be responsible for the upkeep/maintenance on the following:

- a) little dipper/grease trap
- b) dishwasher
- c) two (2) sewage ejector pumps

XI. Reporting for Courthouse Cafeteria

A. Vendor shall provide the following reports via e-mail to jailcontract@sedgwick.gov on a quarterly basis sent to the Facilities Manager:

- a. Verification of menu compliance with healthy guidelines
- b. Average daily number of sales
- c. Monthly gross receipts indicating both inside and outside sales
- d. Any customer feedback received
- e. Any business model changes being considered

B. Vendor shall provide recipes or any other information deemed necessary for quality checks by Facilities Manager.

C. Vendor shall maintain temperature log of all items requiring temperature compliance by the State of Kansas or local health department. Logs shall include all refrigerators, freezers, and served food.

D. Vendor shall be responsible for providing a six week menu to the Facilities Manager for approval four (4) weeks in advance of menu implementation. This menu shall outline the content and recipe as well as how each menu meets the nutritional guidelines for this RFP.

E. Vendor shall be responsible for providing a request to change the menu to the Facilities Manager no later than 48 business hours prior to the requested change.

F. Vendor shall complete a written corrective action plan and submit electronically as determined necessary by Facilities Manager during weekly inspection.

XII. Desired (Not Mandatory Specifications)

A. Allow approved by vendor personal take-out beverage containers to be refilled by the customer for a reduced set fee.

B. Demonstrate ongoing sustainable operations that include reduced waste stream practices, reduced energy and utility usage, and reduced chemical usage.

Sedgwick County's Responsibilities:

1. Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract. Designate a person to act as the County's project manager with respect to the work to be performed under this proposal.
2. Provide, at no cost to the vendor, the following utility services; water, trash, electric, gas, and local telephone.
3. Provide maintenance and repair of any fixtures located within a wall in the ADF/Cafe kitchens.
4. Provide timely weekly payment of undisputed invoices in ACH form.
5. Provide information, as legally allowed, in possession of the County, which relates to the County's requirements or which is relevant to this project.
6. Complete weekly walk-through of the cafeteria, serving and dining spaces to monitor cleanliness and functioning of equipment.
7. Provide vendor opportunities for catering departmental events within the courthouse. No current or estimated volume is available.
8. Provide long term parking option for vendor staff (at cost of staff). Parking in the employee garage will be made available to vendor staff at a cost of \$6.00 bi-weekly per space.
9. Provide annual cleaning of exhaust hood located over grill in food preparation area of Cafe.
10. Annually provide list of holidays to which food service operations will not be required/altered.
11. Provide supervision for any serving line or other equipment reconfiguration to be done at the sole cost of the vendor.
12. Provide an initial walk-through to determine exact inventory and working order of all equipment.
13. Provide inmates for meal delivery within the ADF.

5. QUESTIONNAIRE/PROPOSAL CONTENT

In your response document, respond to all questions and requests listed below. Please precede your answer with a copy of the question. A copy of the questionnaire will be provided in WORD format for ease of completion. Please note that in the case of a discrepancy this document will prevail.

General/Meal Preparation Services

Firm Qualifications

1. Indicate willingness to comply with requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements.
3. Provide the organization's complete name and address.
4. Provide a list of office locations for local, regional and corporate entities. List a description of the services provided at each office.
5. Provide a description of the firm including qualifications, experience, and total number of current employees.
6. Indicate if upon award additional employees will be sought.
7. Provide four (4) references verifying exemplary service. These references must have received services similar to those proposed under this RFP. Provide the business name, address, contact name, phone number, email address, and a brief description of products and services provided. The County expects all reference information to be current and accurate. Please verify that all contact information is correct.
8. Provide an alphabetized list of all nutrition service clients for the previous five (5) years. Include the following information; organization, address, contact person, phone, date of service, scope of service, and average number of daily meals served.
9. Provide a list of all previously held accounts that have been cancelled or not renewed for the previous ten (10) years. Provide an explanation of the reason those terminations occurred.
10. Attach a list of all management/supervisory personnel to be assigned to the County. Include the following information; name and title, years of experience with vendor, total years of experience in nutrition service field, qualifications, training, and strengths.
11. List any active or pending fines, penalties or sanctions issued by any governmental or accreditation agency during the previous three (3) years.

Nutrition for ADF

1. Indicate willingness to comply with requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements as listed in this document.
3. Provide a six week sample menu that includes nutritional, recipe, and preparation information for each meal. Menu must include plated and sack meals.
4. Provide a description of product ordering process.
5. Provide a list of major suppliers, types of products purchased, and location.
6. Provide a plan to maintain appropriate nutrition guidelines. Explain how menus are developed and approved.
7. Indicate how appropriate quality in meals is ensured.
8. Indicate how adequate rotation of meals is ensured, both plated and sack.
9. Explain previous experience in providing special diet meals. Clearly indicate any special diet meals requested by the County that have not previously been provided to other vendors.
10. List options for providing religious diets.

Preparation for ADF

1. Indicate willingness to comply with requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements as listed in this document.
3. Indicate planned time period between first meal plating and final for Detention Facility.
4. Indicate planned time period to begin plating delivery and pick up meals. Provide details on how this

- process will coincide with meal plating for the Detention Facility.
5. Provide a detailed plan of achieving meal delivery to the Work Release Facility and Residential & Services Center. Include description vehicle to be used, delivery departure time, and intent to deliver together or separate.
 6. Provide a detailed plan to ensure USDA recommended temperatures will be met for the recommended time period prior to serving.
 7. Indicate how trays will be kept visually appealing, both in content and organization.
 8. Indicate plan to clearly identify serving utensils.
 9. Provide a copy of the form or other process used to indicate a special diet.

Staffing for ADF

1. Indicate willingness to comply with requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements as listed in this document.
3. Provide a detailed staffing plan to include a backup plan when scheduled staff is unavailable.
4. Provide schedule of anticipated daily arrival and departure of staff; include any deliveries that may happen outside of these hours.
5. Provide a detailed plan for on staff or consultative nutritionist or dietician. Provide resume if individual is currently on staff.
6. Outline in detail the level of authority maintained by local management staff. Provide resume if individual is currently on staff or qualities sought if not.
7. Provide a detailed plan for ensuring all staff obtains Food Handler Certification through the City of Wichita, Office of Environmental Health.
8. Provide a detailed plan for ensuring the ADF kitchen stays secured.
9. Provide a description of staff attire and identification.
10. Provide a detailed plan for ensuring staff do not carry contraband while providing service under this contract. Provide a detailed plan for discipline in case of (1) allegation and (2) confirmation of staff carrying contraband while providing service under this contract.
11. Use of standardized uniforms to include company logo polo tops, slacks, and no facial piercings.
12. Provide examples of inmate training programs.

Equipment for ADF

1. Indicate willingness to comply with requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements as listed in this document.
3. Provide a list of local vendors that will be utilized to ensure proper working order of equipment.
4. Provide a detailed plan to address downtime of equipment.
5. Provide a detailed plan to ensure staff is trained to properly use and care for equipment.
6. Provide a detailed plan of how staff will adhere to regular usage preventative maintenance.
7. Provide a detailed list of anticipated small wares that will be provided by vendor.
8. Provide a detailed list of additional equipment that will be brought on site.
9. Provide a financial statement that outlines anticipated repair and replacement costs.

Performance for ADF (all items in this section are addressed in their individual and appropriate section)

1. Indicate willingness to comply with requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements listed in this document.

Reporting for ADF (all items in this section are addressed in their individual and appropriate section)

1. Indicate willingness to comply with requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements as listed in this document.

Miscellaneous for ADF

1. Indicate willingness to comply with requirements and/or requests as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements and/or requests as listed in this document.
3. Provide a detailed Recovery Plan should the ADF kitchen not be available due to disaster or other unforeseen emergency. Include location of alternative facility, approximate size and available equipment, staffing, and meal delivery. Also include any exceptions to the Scope of Work that will not be maintained during such disruption.
4. Provide a detailed plan for receipt and cleaning of meal trays and containers.
5. Provide a detailed plan to address the needs of Juvenile Corrections in case of an emergency or catastrophic event.
6. Provide a detailed plan to obtain exterminating services, include vendor name, location and qualifications, frequency, and methodology.
7. Provide a detailed plan to maintain cleanliness and disposable supplies in ADF kitchen restroom facility.
8. Provide a detailed summary of the food management software system that will be utilized if awarded contract.
9. Provide a copy of any appropriate accreditations/certifications. Include details of process to obtain and retain.
10. Provide detailed cost for service(s) proposed.

Cafeteria Services (if response is identical to aforementioned questions, please denote with an asterisk and reference the section and number)

General for Courthouse Cafeteria

1. Indicate willingness to comply with requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements as listed in this document.
3. Provide a detailed marketing plan.
4. Provide proposed business hours.
5. Outline in detail the level of authority maintained by local management staff. Provide resume if individual is currently on staff or qualities sought if not.
6. Provide a description of staff attire and identification.
7. Providing a detailed staffing plan.
8. Provide a detailed plan for ensuring all staff obtains Food Handler Certification through the City of Wichita, Office of Environmental Health.
9. Provide a detailed plan to maintain cleanliness.
10. Provide a detailed plan to obtain exterminating services, include vendor name, location and qualifications, frequency, and methodology.

Nutrition for Courthouse Cafeteria

1. Indicate willingness to comply with requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements as listed in this document.
3. Provide a sample six week menu to include pricing and portion sizes.
4. Provide a detailed plan for the posting of nutritional information of menu offerings.

Equipment for Courthouse Cafeteria

1. Indicate willingness to comply with requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements as listed in this document.
3. Provide a list of local vendors that will be utilized to ensure proper working order of equipment.
4. Provide a detailed plan to address downtime of equipment.

5. Provide a detailed plan to ensure staff is trained to properly use and care for equipment.
6. Provide a detailed plan of how staff will adhere to regular usage preventative maintenance.
7. Provide a detailed list of anticipated small wares that will be provided by vendor.
8. Provide a detailed list of additional equipment that will be brought on site.
9. Provide a financial statement that outlines anticipated repair and replacement costs.

Reporting for Courthouse Cafeteria

1. Indicate willingness to comply with requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements as listed in this document.
3. Provide a sample of each required report including temperature log.

Desired for Courthouse Cafeteria (Not Mandatory) Specifications

1. Indicate willingness to comply with requests as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requests as listed in this document.
3. If applicable, provide a detailed plan to demonstrate sustainable operations.

END OF SECTION A

SECTION B: COMMISSARY MANAGEMENT SERVICES

1. PURPOSE

Sedgwick County, Kansas (hereinafter referred to as "County"), desires to select a firm to provide commissary management services for the Sedgwick County Adult Detention Facility (ADF), Work Release Facility (WR). Service will begin upon expiration of the current contract on February 10, 2017 at 12:01a.m. local time.

2. OBJECTIVES

The County has identified the following objectives for Commissary Preparation and Management Services described herein:

- A. Acquire the firm/vendor meeting the parameters, conditions, mandatory and minimum requirements presented in this document.
- B. Acquire pricing with the firm/vendor that has the best proven and verifiable record of providing correctional Commissary Services with a comparable size agency and scope of operations.
- C. Acquire the firm/vendor with the most advantageous overall cost to the County.
- D. Enter into an agreement with a qualified firm/vendor to provide Inmate Commissary Services and an inmate request system by means of kiosks. Any other service shall be specified in the vendor's proposal separate from the primary goal of commissary.

3. SELECTION CRITERIA

The selection process will be based on the responses to this Request for Proposal and any interviews required verifying the ability of proposers to provide services in response to this document. A review committee will select the proposals that appear most beneficial to Sedgwick County.

Representatives of Sedgwick County will judge each firm's response as determined based on the following **criteria:**

- A. Meeting all Request for Proposal Conditions, miscellaneous instructions, qualifications and requirements as outlined herein, and the clarity, completeness and comprehensiveness of the proposal.
- B. Demonstrate the experience and knowledge in providing commissary services in jails with an average daily inmate population of 500 or more.
- C. Demonstrate financial stability.
- D. Quality of services.
- E. Operated under the same business name for the last three (3) years.
- F. Have the corporate staffing and organizational structure required to support the contract.
- G. Proposing services and product described herein with the most advantageous and prudent methodology, costs and schedule to the County.

4. REQUIREMENTS AND SCOPE OF WORK

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this RFP. Firms must meet or exceed qualifications to be considered for award. Specific responses to each must be provided in the accompanying Response Form.

Firms shall:

- a. Have proper certification(s) or license(s) for the services specified in this RFP to provide the service.
- b. Shall describe the Vendor's background and experience to demonstrate the Vendor's ability to operate an inmate commissary services as described in this RFP.
- c. Shall provide a list of current contracts or business facility name, city, state and type of correctional institutions (jail or prison) where vendor is providing inmate commissary services and the length of time that each contract has been in effect.

- d. Shall provide a list of previous contracts or business facilities name, city, state and type of correctional institutions (jail or prison) where the vendor has terminated inmate commissary services or been out-bid in the past 24 months. For each contract specify the contract start date and reason for termination.
- e. Shall include disclosure of any legal action pending or settled against the company or corporate principals within the company within the past 48 months.
- f. Shall provide audited financial statements for the most recent fiscal year and previous year to support the vendor's financial capability to undertake and complete the performance of the contract. If the company is a subsidiary or division of a corporation, the relationship of the vendor must be clearly delineated in the proposal.
- g. Shall include identification of the staff members of the project team, their duties, responsibilities, background and experience.
- h. The Vendor shall supply funds to continue on-going inmate programs at the Sedgwick County Detention Facility. The funding level shall be at 10% of net sales. The Sheriff's Office reserves the right to raise the funding level up to an additional 5% to fund additional future inmate programs.
- i. The Vendor shall supply for the use of the inmate population the following items at no charge to Sedgwick County: coffeepots, hair clippers, basketballs, televisions for Detention Facility and ping pong supplies for Work Release. The items listed comfort/entertainment inmates will be requested on at most a quarterly basis from the Vendor as needed: forty (40) coffeepots, thirty (30) hair clippers, twenty-five (25) basketballs, twenty (20) televisions, ten (10) cases quarterly of popcorn and oil, twenty (20) medical shoes (clogs), thirty (30) big and small nail clippers, or as needed.
- j. During the term of this contract Sedgwick County may request the following items or services be supplied by the vendor at no additional charge.
- k. Additional Optional Sales
 - 1. With approval of Sedgwick County the vendor may enter the facility at a negotiated time and day of the week to make additional direct sales in the housing pods. Items to be sold will be subject to approval by Sedgwick County but may include items such as packaged food, hygiene items and pre-ordered hot food and cold prepared sandwiches. Sedgwick County may deny delivery to any housing pod or inmates at their discretion. The solution must include Kosher and Halal items.
 - 2. Sedgwick County may allow on-line sales of hygiene, reading, writing and clothing items purchased through the vendor by outside individuals and delivered on the normal commissary day. Should such sales take place, the value of the purchased items will be deducted from the total sales available to the inmate for the week.
 - 3. Hot cart service to all pods once a week at the Adult Detention Facility.
- l. A variety of options for on-site point of purchase for snacks, meals, and drinks for inmates and staff at ADF and Work Release Facility. (ex. vending machines)
- m. Paperback religious texts including large print for visually impaired inmates. Please reference Appendix F. Approximately 1 (one) case per month of the large print is required.
- n. Provide options for a barcode reader system for ADF.

5. GENERAL REQUIREMENTS

A. Software Interface Application

1. The County requires that the vendor system employ a relational database. Acceptable databases are Oracle and Microsoft SQL Server. The ability to integrate with a wide variety of third-party products, including browsers, word processing, office suite applications, photo, video and audio imaging is also required.
2. The existing Sheriff Law Enforcement applications include many interfaces to existing in-house and third party vendor applications. It is required that the vendor ensure that none of the existing interfaces be lost when the new computerized commissary system is deployed.
3. All interface integration must be successfully completed prior to go-live.
4. Interfaces currently in place that new vendor software will impact are as follows:
 - ADAM – Adult Detention Administration Management System.
5. The Vendor shall be responsible for providing adequate training for the Sedgwick County Sheriff's Office employees as to the thorough and proper use of the Vendor's software. On-going training will be required by the Vendor as needs arise. The Vendor shall submit, upon award, a training schedule. All training will be the sole responsibility of the Vendor.
6. All data shall remain the property of Sedgwick County. No data may be released without the consent of Sedgwick County. Sedgwick County shall have full access to all data. The vendor shall provide search and report capabilities necessary for day to day operations and investigative inquiries.

B. Quality Goods and Services

The Vendor shall deliver high quality commissary goods and services to the inmates of Sedgwick County. Items offered through the Commissary must meet the following specifications:

1. No products delivered to inmates shall have an expired "sell by" or "use by" date.
2. Food items shall be wrapped/packaged and dated for individual consumption.
3. Containers shall be made of clear (see-through), non-breakable materials.
4. Consumable products shall contain no alcohol.
5. Product shall not contain packages of sugar or sauces that Sedgwick County considers a safety risk such as hot pepper sauce.
6. All purchases delivered to inmates shall be free of contraband.
7. The Vendor shall not substitute items ordered by inmates.
8. The Vendor shall package the deliverable items in clear plastic bags.
9. Orders must be filled without inmate's names or identifying number being visible or known by Vendor staff off-site.
10. The Vendor shall be responsible for monthly, or as needed, exterminating services as determined necessary.

C. Type of Restriction Description, Example, Scope, Quantity per order

1. Any item may be restricted to any quantity.
2. For instance, any inmate may be restricted to no more than 2, 2-pack Tylenol per order.
3. In addition to the quantity per order restriction, any item may be restricted to any quantity over any time span in days.
4. For instance, any inmate may be restricted to no more than 4, 2-pack Tylenol over a 60-day period.
5. Any item may be restricted entirely from a given inmate. For instance, any inmate may have smoked sausage restricted entirely so that none may be ordered.
6. Any inmate may be restricted to a given quantity of a category of related items. For instance, any inmate may be restricted to ordering up to 7 candy items.
7. Spending Limit Restriction, any inmate may be restricted to a maximum dollar amount to be spent per order, for instance, any inmate may be limited to spending no more than \$50.00 per order, per inmate or per order. Total order for one week shall not exceed \$70.00 for all sales. Hot Cart order

- cannot exceed \$20.00.
8. Spending Limit Override, any inmate may be granted a spending limit override by Sedgwick County supervisory staff to order a given item, for instance, any inmate may be allowed to spend up to \$50.00 on tennis shoes, which amount does not contribute to the spending limit for the rest of the items ordered. One care package per month for each inmate.
 9. Restriction by Gender, restrictions can be applied automatically during the order process based upon an inmate's gender.
 10. Commissary ordering system will allow for all restrictions in any quantity to any individual including, but not limited to, medical restrictions, for example candy bars restricted for diabetics.
 11. The vendor shall have the ability to provide a restricted commissary list for those on a Kosher, Halal or vegetarian diet. The restricted list must be able to be active and inactive as needed. A Division Commander will approve these lists similar to the regular commissary list. These restricted items span over all services provided.

D. Prices

1. All prices, commissions, cost, terms and conditions outlined in the proposal shall not be subject to change without agreement in writing by the Vendor and Sedgwick County.
2. The Vendor represents and warrants that all prices set forth in this contract and all prices which the Vendor may charge under the terms of this contract do not and will not violate any existing federal, state or municipal law or regulation concerning price discrimination and/or price fixing. The Vendor agrees to indemnify, exonerate, and hold Sedgwick County harmless from any such violation now and throughout the term of this agreement.
3. The Vendor shall maintain a competitive retail pricing philosophy with regard to the retail selling price of the commissary items to inmates.
4. If the vendor wishes to raise the price of an item sold to Sedgwick County inmates, the Vendor shall demonstrate that the following points are met for price increases/decreases:
 - a) Shall be justified in writing by the Vendor.
 - b) Are subject to Sedgwick County approval.
 - c) Shall be reflected on the commissary menu and the commissary menu shall be available to inmates before implemented.
 - d) Must have been at least one year since last price increase.

E. Inventory Management

The Vendor shall maintain sufficient inventory levels at the Vendor's location in order to limit shortages and/or backorders. The Vendor's qualifications to meet this requirement will be evaluated based on the ability of the Vendor to handle the demands of commissary products ordered by inmates.

The Vendor shall maintain an average order fill rate of 98% or better. After the initial two-month startup period, failure to maintain a minimum of 98% average fill rate during any six-month period, could be cause for cancellation of the contract.

F. Vendor will implement a money management system to replace the current COBRA system that is utilized by Sedgwick County. Vendor will provide a complete inmate banking system that will consist of:

1. Order processing
2. Complete accounting package
3. Detailed reports
4. Check writing and reconciliation
5. Inventory
6. Cash bonds
7. Debit cards for releases
8. Provide a detailed implementation plan to transfer current accounts to the new proposed system

G. Commissary Menu

The Vendor shall offer for sale through the inmate commissary a wide-variety of items including: hygiene products, stationary materials, games, snacks, food, personal care items, and clothing items as approved by Sedgwick County

The Vendor and Sedgwick County will mutually agree upon the items to be carried on the commissary menu. After the initial menu is established, no additional items are to be offered for sale to inmates without the written permission of Sedgwick County. Commissary menus are subject to change, at the request of Sedgwick County, on a quarterly basis.

The Vendor shall provide menus for inmates based on gender, dietary, disciplinary and medical restrictions established by Sedgwick County as referenced in jail management system.

The Vendor shall have the ability to limit or prevent delivery of certain items based on medical, religious or security restrictions.

Sedgwick County is also interested in making certain magazines and religious texts available through the Commissary. The first text is given for free to the inmate; however any additional texts may be purchased through the inmates commissary account. How does the Vendor propose accomplishing this?

H. Purchase Priorities

The Vendor shall establish procedures for prioritizing commissary purchases based on product categories and the amount of money available on the inmates' account. The order in which items appear on the commissary menu shall dictate the order in which they are purchased. Following are the categories of products that must be offered for sale on the inmate commissary and the order in which items shall appear on the commissary menu:

1. Hygiene and NP Medication items (combs, soap, Tylenol, etc.)
2. Stationary materials (paper, pencils, etc.)
3. Clothing and linen items (long underwear, shoes, pillows, etc.)
4. Food (packaged soups, oatmeal, etc.)
5. Snacks and drink mixes
6. Entertainment & other misc
7. Care packages available to purchase for inmates from outside individuals

I. Inmate Request System

Sedgwick County requires that the commissary kiosk system includes a means for inmates to electronically send requests, complaints and grievances to a variety of groups of staff members within the jail. The system should also contain a means for inmates to electronically retrieve the responses to these internal communications by way of signing into the system using their name and PIN. This inmate request system must be capable of generating and printing reports from work stations, separate from the kiosk. Reports must be able to be run on the following criteria:

1. By inmate name.
2. By inmate booking #.
3. By destination field and subfield as marked by inmate.
4. By date of request.
5. By listing of all unanswered requests.
6. By inmate housing pod.
7. By combinations of the above criteria (e.g. by inmate name and destination field).
 - a) The request screen must have an English/Spanish option and display up to 20 destination fields or subfields. Inmates may select only one destination per request.
 - b) The system must be capable of restricting the number of requests an inmate may send in one day and limiting the number of characters per request.
 - c) The request system must have at least two, preferably three levels of access to view and

- answer requests.
- d) Access levels will allow/restrict increased ability to view/answer requests for certain marked destinations.
 - e) Requests must be able to be forwarded by staff members to a different destination than marked by the inmate.
 - f) Responses to inmate requests must be time/date stamped automatically and include a free-form field for the staff member to type their name. It is preferred that a prompt should be given if the staff member name is not typed in.
 - g) The requests and responses must be retrievable by staff for up to 5 years from the date of the request.
 - h) Inmates are required to use the chain of command in submitting grievances. Sedgwick County prefers that the inmate has the ability to electronically forward a grievance and its response to designated destination fields. Inmate or the marked destination corrected.

J. Others Electronic Interfaces

The Vendor shall design, develop and implement interfaces to various systems in use by the jail currently or in the future and said work should be completed prior to go-live.

K. Inmate Order System

1. The Vendor shall provide to Sedgwick County all systems that are needed to order Commissary. Commissary order system should provide a means of identifying the inmate, the inmate's housing unit, available funds, the unit price of each product, and the quantity to be ordered.
2. The order system shall allow inmates to order any time of day or week, up until a designated cutoff time prior to the delivery date. The system shall notify the inmate of the next delivery date.
3. Commissary order system shall cancel any order for an inmate that is released prior to the delivery of the items to the inmate, and have space for the signatures of the inmate and the individual reviewing and delivering the inmate's order. If an inmate is released prior to commissary delivery, a process will be indentified so that the inmate can be refunded or pick up his/her order.

L. Equipment Provided by the Vendor

1. The Vendor shall provide, at the Vendor's expense, all equipment that is needed to process commissary orders and transmit commissary orders to the Vendor's facility(-ies). This shall include but not be limited to Wi-Fi, kiosks, modems, telephone lines, computer lines, electrical connections, computer hardware, computer software, storage space for the records (server of storage device), etc.
2. The Vendor shall provide on-site repair and/or replacement of all equipment supplied by the Vendor under the terms of this agreement. The Vendor must repair or replace failed equipment within twenty-four (24) hours of notification of failed equipment. The Vendor shall have procedures in place to manually enter an order if equipment should fail during the order process. The manual method shall not interfere with the normal delivery schedule.

3. The Vendor shall be responsible for the cost of installation, maintenance, repair, and replacement of equipment provided by the Vendor.
4. Vendor must have the capability of real-time sales in the pods without interfering with the operations of the facility.

M. Commissary Kiosks

Vendor must provide and maintain to Sedgwick County at no cost, up to 60 kiosk units for commissary ordering to be located in the ADF and Work Release Facility with the ability to:

1. Provide a hardened, tamper-proof kiosk for inmate use in inmate areas of the jail. Network connections to the kiosk must be physically protected from unauthorized inmate access. The system shall contain no components that could be potentially used as a weapon by inmates.
2. Mounted units must be ADA compliant.
3. Allow all kiosks to operate simultaneously.
4. Provide product images for reading impaired.
5. Use PIN and inmate name and/or scanning of inmate wrist band for identification and login, logoff; with automatic timeout.
6. Assign a unique order number to each order to identify the inmate with his/her order.
7. Display all approved items.
8. View, delete, or add to the commissary order until order cutoff time.
9. Detect intruders tampering with kiosk or using incorrect inmate identification.
10. Allow inmate to check account history and balances.
11. Allow inmates to access inmate handbook, visitation hours and general information.
12. All announcements and ordering must be available in English and Spanish.
13. The kiosk shall use software to allow for tracking, distributing, and sorting on inmate requests and grievances.
14. Allow inmates to view their booked charges and bond information. In addition the vendor agrees should court date information become available in the jail management system, the field shall be added to the display.
15. Facility Information - The facility SHALL BE able to freeform information using the administration tool to display to the inmates. They are able to display things such as FAQ's, Inmate handbooks and many other things. This section is purely for the benefit of the facility to communicate information to the inmates.
16. Vendor must add and maintain at the sole cost of the vendor, up to (7) seven cash receiving machines with the ability to receive cash for inmates accounts and or bond.
17. Vendor must provide on-call technician or repair person for all vendor owned equipment.

N. Receipts

The Vendor shall provide one copy of the order receipt sealed within the bag containing the inmate purchase. The order receipt should contain as a minimum:

1. Date order was placed.
2. Inmate's full name, data number, housing unit identity.
3. Beginning balance of inmate's account.
4. A listing of all items included in the order. Listing shall include product ID, product description, quantity, unit price, and total price.
5. The Vendor shall identify, on the inmate order receipt, items that are subject to state and local sales tax.
5. The Vendor shall list, on the inmate order receipt as a separate line item entry, the total state and local sales tax charged to the inmate.
6. Grand Total (sum of all purchases).

7. Ending balance of inmate's account.
8. A listing of all items ordered but not received. Listing shall include product description, quantities ordered, and reason for non-delivery (out of stock, discontinued, diet restrictions, housing restrictions, etc.).
9. A space where the inmate can sign and date to acknowledge receipt of the order.
10. A space where the deliverer can sign and date to acknowledge the inmate's receipt of the order.

O. Invoices

1. The Vendor shall electronically submit an invoice within three (3) business days after each commissary delivery.
2. Invoices for both locations shall be emailed to jailcontract@sedgwick.gov.
3. Invoices shall include but not be limited to the following: vendor's unique invoice number, order date, delivery date, and invoice date, order fill rate, invoice amount.
4. Along with the weekly invoice, the Vendor shall furnish a statement that itemizes all sales for the respective week. The Vendor shall furnish monthly reports on gross sales, line item sales amounts and number of indigent transactions.

P. Holiday Schedule

Sedgwick County observes ten (10) holidays each year. The Vendor and Jail shall adjust commissary order and delivery schedules to accommodate Sedgwick County's holiday schedule. Holiday order and delivery schedules are subject to negotiation and shall be expressed in the final contract. Holidays observed by Sedgwick County include: New Years Day; Martin Luther King, Jr. birthday; President's Day; Memorial Day; Independence Day; Labor Day; Veteran's Day; Thanksgiving Day; Thanksgiving Friday (day after); Christmas Day.

Q. Damages and Refunds

The Vendor shall establish an efficient method of handling damages and refunds. The Vendor shall issue a refund to the inmate's account within 48 hours of delivery for items that are damaged, spoiled, or missing prior to items being delivered to the inmate.

6. MINIMUM AND LIMITED VENDOR SERVICES REQUIREMENTS

The following provisions describe unique roles of Sedgwick County and the Vendor for providing commissary services. For the purpose of discussion and to describe the flow of commissary operations this RFP describes activities to be completed on specific days each week. Actual commissary delivery days and times are subject to negotiation and shall be approved in writing by the Vendor and Sedgwick County.

A. Vendor Responsibilities.

The Vendor shall provide all services described in General Requirements:

1. Receive Commissary Orders: Receive commissary orders submitted by Sedgwick County.
2. Package Commissary Orders: The Vendor shall package commissary orders in clear plastic bags with tamperproof seals.
3. When possible, the vendor will mark non-consumable products with the order number.
4. Deliver Commissary Orders: The Vendor shall deliver Commissary to the inmates under escort from Sedgwick County. The day of the week and delivery times shall be negotiated with vendor, however Sedgwick County would prefer deliveries be made on Saturday.

B. Information Systems and Equipment Provided by Sedgwick County

1. Vendor will create an interface that connects to Sedgwick County ADAM system (JMS).

2. Correspond with correctional staff via Sedgwick County e-mail to address commissary issues.
3. Coordinate quarterly meetings with management and staff.
4. The Vendor shall be responsible for communicating with Sedgwick County's representative frequently throughout the week and respond to management and staff regarding commissary issues.

C. Inmate Labor

1. The Vendor shall provide inmate training program options for consideration.
2. The Vendor is solely responsible for delivery of commissary services. The delivery of commissary services shall in no way be dependent upon the availability of inmate labor.
3. Sedgwick County will supply staff escort for all deliveries to indirect pods.

D. Commissary Delivery

- The Vendor shall provide commissary delivery a minimum of once per week, for inmates at the ADF.
- The vendor shall provide a hot cart service every Sunday at the Adult Detention Facility.
- The vendor shall deliver commissary to Work Release at 701 W. Harry, at least twice a week to accommodate the inmates' varied work schedules and hours.
- The Vendor shall provide all services described in General Requirements and the following:
 1. Establish Commissary Delivery Schedule: Sedgwick County desires that commissary is to be delivered to the entire inmate population at a minimum of once per week. The commissary delivery schedule is subject to approval by the the Sheriff's Office.
 2. Commissary Order: The Vendor shall have a commissary order system that will provide a means of identifying the inmate, the inmate's housing unit, available funds, the unit price of each product, and the quantity to be ordered. The order system shall allow inmates to order any time of day or week, up until a designated cutoff time prior to the delivery date. The system shall notify the inmate the next delivery date for the inmate's current housing location.
 3. Receive Commissary Orders: The Vendor shall receive commissary order submitted through the system established by the Vendor.
 4. Prepare Commissary Orders: The Vendor shall process commissary orders, prepare order receipts, and pick and package the commissary order for delivery to the inmates.
 5. Deliver Commissary Orders: The following describes the process of delivering commissary to inmates in their housing units:
 - a. The Vendor shall deliver commissary orders to the housing pods.
 - b. After the inventory is complete, the inmate and the Vendor will sign the commissary delivery receipts. One copy of the signed receipt will be provided to the inmate and one copy will remain with the Vendor.
 - c. The Vendor shall remove from the housing unit and properly dispose of all commissary trash.
 6. When a discrepancy exists with a commissary order, the Vendor shall resolve the discrepancy on the day of delivery of the commissary order or a refund should be issued to the inmate.
 7. When an inmate changes housing pods between the time the commissary order is placed and delivered, the Vendor shall determine the new housing location and deliver the commissary to the inmate in the inmate's new housing pod within 24 hours. For out of County returns, 48 hours.
 8. When an inmate is released from custody between the time the commissary order is placed and delivered, the Vendor shall delete the order and return the inmate's fund to their account, before release.
 9. When an inmate is placed in a special housing unit between the time the commissary order is placed and delivered and is not authorized to receive commissary, the Vendor shall route the order as follows:

- a. Orders for indigent or hygiene items only may be delivered to the special management area as a normal delivery.
- b. Orders for non-indigent and non-hygiene other items must be returned to Vendor and a credit applied to the inmates account.

E. Manage Indigent Store

1. Indigent store is a package of supplies provided to inmates who have little or no money on their inmate accounts. The indigent store package includes writing materials, pre-stamped envelopes, and hygiene items.
2. Indigent inmates are those inmates who have \$5.00 or less on their inmate account for fourteen (14) consecutive days.
3. The following items shall be included in indigent store packages at no cost to the inmate or Sedgwick County:
 - a) Toothbrush, short (@ 3-3/8"), quantity one each.
 - b) Pencil, writing, short (@ 4").
 - c) Toothpaste, fluoride 2.75 oz., quantity one tube.
 - d) Solid clear stick deodorant, 1.5 oz., clear bottle, quantity one each.
 - e) Shampoo, 4.0 oz., clear bottle, quantity one each.
 - f) Paper, writing, quantity 5 sheets.
 - g) Envelope, stamped, quantity three each.

Items and quantities of goods provided to indigent inmates are subject to change at the discretion of Sedgwick County.

Sedgwick County requests that Denture Cream and contact lens solution is made available for indigent inmates upon request.

Any inmate that is indigent for six (6) weeks may request underwear, white t-shirt and ankle socks.

The Vendor shall package and provide on a weekly basis, at the request of indigent inmates, indigent store items listed above. Indigent store shall be delivered to inmates at the time of the weekly commissary delivery.

1. Vendor shall provide in their proposal the delivered cost of each item in the indigent store list and the cost of the entire indigent store package.
2. Vendor shall deliver with their proposal two starter kits packaged in the manner they will be provided to inmates.
3. Vendor shall cover the cost of indigent supplies.
4. The Vendor shall establish, and describe in the Vendor's proposal, procedures to administer indigent store. As a minimum Vendor shall address:
 - a. Procedures for inmates to request indigent store
 - b. Procedures for verifying indigence
 - c. Procedures for packaging, delivering, and receipting for indigent store
 - d. Procedure for maintaining a record of indigent requests and delivery
 - e. No funds shall be deducted from accounts of inmates who qualify for indigent goods and who order those goods from the indigent section of the commissary order form.
5. The Vendor may set up the indigent ordering system to allow for inmates to order individual items or a pre-set package of items.

F. Provide Commissary Services to Special Management Inmates

1. Medical - Inmates are often on restricted commissary for special diets. The Vendor will need to follow the special diet restriction policies of Sedgwick County.
2. Administrative Segregation and Disciplinary - Some inmates in administrative confinement and disciplinary inmates may order commissary using the commissary order system used by inmates in general population housing units. They may only order commissary items listed on a restricted

commissary menu. The order system shall allow inmates to order any time of day or week, up until a designation cutoff time prior to the delivery day. The system shall notify the inmate the next delivery date.

3. Religious Diets- Inmates due to their religious preferences are on a restricted commissary. The vendor will need to adhere to the special restrictions policies of Sedgwick County.

G. Address Inmate Requests

Inmate Requests are available to inmates in their housing pods and are used by inmates to express their needs and concerns to detention staff, including commissary staff. Inmates complete inmate requests electronically on kiosk.

H. Address Inmate Grievances

The Vendor shall work cooperatively with Sedgwick County in the administration of the inmate grievance procedures to ensure systematic review of and response to inmate complaints, concerns or inquiries. The Vendor shall review, and respond in writing to inmate requests within three (3) business days of receipt. Completed responses are to be made through the kiosk system.

I. Remove Trash

The Vendor shall be responsible for removal and proper disposal of all trash generated by commissary operations. Sedgwick County shall provide a dumpster at the loading dock area that the Vendor may use for that purpose.

J. Manage Starter Kits for New Inmate Arrivals

- The Vendor shall package and provide to jail staff sufficient quantities of starter kits to ensure the availability of one starter kit for each new inmate arrival.
- The following items shall be included in starter kits:
 1. Toothbrush, short (@ 3-3/8"), quantity one each.
 2. Pencil, writing, short
 3. Toothpaste 0.85 oz., quantity one each.
 4. Solid clear stick deodorant, 1.5 oz., clear bottle, quantity one each.
 5. Shampoo, 2.0 oz., clear bottle, quantity one each.
 6. Bar soap 3.0 oz., quantity one each.
 7. Comb, small, pocket, plastic, unbreakable, quantity one each.

Vendor shall provide in their proposal the delivered cost of each item in the starter kit list at no cost to Sedgwick County.

Vendor shall deliver with their proposal (6) six starter kits packaged in the manner they will be provided to inmates.

7. MINIMUM STAFFING AND PERSONNEL REQUIREMENTS

A. Dress Code - The Vendor shall establish and enforce a uniform dress code for all commissary staff that requires access to Sedgwick County facilities, which is consistent with the requirements established for Sedgwick County employees and appropriate to a correctional environment with regard to safety and appearance. Each employee of the Vendor shall wear a picture ID supplied by Sedgwick County while in the facility.

B. Personnel Security Requirements - The Vendor shall ensure Vendor employees including employees of its subVendor(s) and agents who require access to Sedgwick County facilities shall cooperate and comply with Sedgwick County security criminal history checks and clearances, substance abuse screening, photo

identification, vehicle registration procedures, and searches of their person and possessions while on or in Jail property.

C. Criminal History Check - Vendor employees who require access to Sedgwick County shall be subject to criminal history check. Each Vendor employee shall complete and sign a release authorizing Sedgwick County staff to conduct a criminal history check. Vendor employees shall not be permitted to work pending results of the criminal history check. The Vendor shall replace employee(s) whose criminal history check indicates the employee(s) may be a risk as determined by Sedgwick County.

D. Photo Identification

1. Vendor employees who require access to Sedgwick County shall be issued photo identification badges provided by Sedgwick County staff.
2. Vendor employees shall wear the photo identification badges prominently displayed on the outer layer of clothing at all times while inside Sedgwick County facilities.
3. The Vendor shall be accountable for all photo identification badges issued to Vendor employees. The Vendor shall retrieve and return to Sedgwick County, photo identification badges of persons who are no longer in the Vendor's employ.

E. Searches

Vendor employees who require access to Sedgwick County shall submit to searches of their person and possessions including their vehicle while on or in Jail property. At Sedgwick County's sole discretion, Sedgwick County may deny access to Sedgwick County facilities, any Vendor employees who refuse to consent to such searches. Such denial of access shall in no way impact the cost of the contract nor relieve the Vendor of its responsibilities therefore.

F. Access to Facilities

Although the Vendor has authority for all hiring and termination, Sedgwick County may deny access to individuals whose criminal history check indicates the individual could be a threat to the good order and security of the facility or on the basis of security violations validated through Sedgwick County investigation. Such denial of access shall in no way impact the cost of the contract nor relieve the Vendor of its responsibilities therefore. Sedgwick County will communicate promptly with the Vendor regarding any such situations and provide a written summary of the investigation to the Vendor. Vendor employees, independent Vendor(s) and sub Vendor(s) shall cooperate with Sedgwick County in any investigation involving inmate or staff conduct.

G. Jail Orientation

The Vendor shall ensure that all commissary staff who require access to Sedgwick County attend Sedgwick County's orientation program. Jail orientation is designed to provide a basic familiarization with aspects of security unique to the correctional environment such as fraternization, tool control, key control, sharps management, controlled medication management, PREA (Prison Rape Elimination Act) etc.

H. Sheriff's Office staff requests the resume of the onsite manager be provided to them prior to hiring.

8. SECURITY REQUIREMENTS

The Vendor shall develop procedures to ensure facilities, supplies, furnishings, and equipment entrusted to the Vendor are not abused or misused, are properly maintained, and secure at all times.

A. Contraband

The Vendor shall establish procedures to ensure Vendor employees who require access to Sedgwick County understand which items constitute contraband and that Vendor employees do not introduce contraband into the Correctional Facilities.

The Vendor shall not give any item to an inmate except in the presence of correctional staff.

Please reference Appendix B

B. Personal Security

The Vendor shall develop procedures, consistent with Jail policies, to ensure the safety and well being of Vendor personnel who require access to Sedgwick County while providing services under the terms of the contract.

C. Inmate Security

The Vendor shall establish procedures to ensure Vendor personnel who require access to Sedgwick County facilities are familiar and comply with Sedgwick County security procedures pertaining to inmate control and security. In addition, the Vendor shall:

1. Inform Sedgwick County, in writing, any time a personal friend or relative of any Vendor employee is confined to any facility.
2. Ensure Vendor employees do not fraternize or grant special favors for any inmate confined to any facility.
3. Ensure Vendor personnel do not provide to any inmate, information regarding any other inmate confined to any facility.

9. SPECIAL TERMS AND CONDITIONS

- A. AUDIT: The Vendor hereby agrees to retain all books, records and other documents relative to this contract for five (5) years after final payment, or until audited by Sedgwick County Authority, whichever is sooner.
- B. Sedgwick County Authority, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.

10. QUESTIONNAIRE/PROPOSAL CONTENT

Proposal(s) should be organized in the following format and information sequence:

A. Company complete name and address.

1. The Vendor shall identify the geographic scope of the firm, whether local, within Kansas, regional, national or international. If the company is not local, it must identify the location of the closest office designated to provide project support, supervision and oversight.
2. Vendor must provide details regarding off-site (from Sedgwick County) resources dedicated to this contract.
3. Each submission must include a list of ten client references providing information described.
4. References must be from contracts with jails/prisons with average daily inmate population greater than 500.
5. Contracts with reference jails/prisons must have been in effect for at least one year and at least five of the references must be from current contracts.

This information must be provided or the submission may be disqualified.

B. Acknowledge and address in sequential order each mandatory firm requirement listed in Section 4.

C. Describe in detail the Vendor's work plan and proposal for satisfying all RFP requirements.

1. Actions the Vendor will take to start up and provide ongoing Inmate Commissary Services for Sedgwick County Detention facility and work release facility. The work plan shall include a detailed project schedule identifying all tasks to be accomplished, the Vendor's approach to

task accomplishment, and a timeline for completion of tasks and implementation of Inmate Commissary Services.

2. Delivery procedures for Inmate Commissary Services include a description of warehouse operations and the address of warehouse facility(s) that will be used to provide Inmate Commissary Services for Sedgwick County.
3. Quality and inventory control methods and standards.
4. Procedures for providing safe, sanitary and secure inventory, including supervision and control to insure that contraband does not enter the Sedgwick County Detention Facility. For the purpose of this contract, contraband is any item or substance that is not included in the list of products approved for sale to inmates of Sedgwick County Detention Facility or standard documents and packaging materials needed to prepare the order.
5. Procedures for dealing with staff/inmate complaints and methods for minimizing the potential for inmate litigation regarding commissary related issues.
6. Description of method of making institutional information, such as rules, informational bulletins, etc. available for viewing or reading on kiosk.
7. Description of electronic inmate request system.
8. Detailed description of inmate banking system, which includes implementation.

D. Provide information about the Vendor's product line and include a product price listing.

The Vendor shall provide a complete list of items offered for sale to inmates through commissary services.

The Vendor's list shall include as a minimum:

1. Product description, including product size, weight, etc.
2. Brand name of the product.
3. Price, expressed in terms of dollars and cents, at which the Vendor agrees to sell the item to Sedgwick County Detention facility inmates.
4. The price listed shall be for the price of the product only and not include any adjustment for commission to Sedgwick County; the price shall not include state and local sales tax.
5. The Vendor shall include a similar but separate listing of products that use a sugar substitute, diabetic and kosher items.
6. The Vendor shall also include sample inmate commissary menus, receipts, invoices, and forms that may be used in performance of the contract.

E. Include any topics not covered in the Request for Proposal that you wish to disclose to the County that further describes your firm's level of qualifications to provide the outlined service(s) and/or products(s).

F. Provide a completed Proposal Response Form below.

G. Provide a fee schedule for services provided.

H. Provide detailed cost for service(s) proposed.

I. Provide examples of inmate training/re-entry programs.

REQUEST FOR PROPOSAL

#16-0079

NUTRITION AND COMMISSARY MANAGEMENT SERVICES

The undersigned, on behalf of the Proposer, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the proposer is entered; (4) they have read the complete Request for Proposal and understands all provisions; (5) if accepted by the County, this proposal is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted proposal will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ **CITY/STATE** _____ **ZIP** _____

PHONE _____ **FAX** _____ **HOURS** _____

STATE OF INCORPORATION or ORGANIZATION _____

COMPANY WEBSITE ADDRESS _____ **E-MAIL** _____

NUMBER OF LOCATIONS _____ **NUMBER OF PERSONS EMPLOYED** _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ **Minority-Owned Business:** _____ (Specify Below)

___ African American (05) ___ Asian Pacific (10) ___ Subcontinent Asian (15) ___ Hispanic (20)

___ Native American (25) ___ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ **Woman-Owned Business:** _____ (Specify Below)

___ Not Minority -Woman Owned (50) ___ African American-Woman Owned (55)

___ Asian Pacific-Woman Owned (60) ___ Subcontinent Asian-Woman Owned (65) ___ Hispanic Woman Owned (70)

___ Native American-Woman Owned (75) ___ Other – Woman Owned (80) – Please specify _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A- VIII: _____ Yes _____ No

- Yes, I would like to be on the emergency vendor list.
- No, I would not like to be on the emergency vendor list.

After Hours Phone #: _____ **Emergency Contact Name:** _____

After Hours Fax #: _____

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor’s responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/finance/purchasing.asp .

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature _____ Title _____

Print Name _____ Dated _____

Appendix

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Appendix A

Special Diets

DIET FOR THE MANAGEMENT OF INDIGESTION, PEPTIC ULCER DISEASE OR ESOPHAGITIS

USE:

In the past, the traditional bland diet has been used to treat disorders associated with excess stomach acid secretion. However, current medical practice now states something different. According to Dr. Isadore Rosenfeld, M.D., "Diet has nothing to do with causing ulcers. If you harbor *H. Pylori*, a bland diet won't protect you. All you need to avoid - and only when the ulcer is "hot" - are tobacco, alcohol, caffeine and aspirin-like drugs. Conventional drug therapy heals - but doesn't cure - an ulcer. It is likely to recur unless *H. Pylori* is eradicated."

RESTRICTIONS/MODIFICATIONS:

The general recommendations for management of indigestion, peptic ulcer disease or esophagitis are:

1. Provide three well-balanced meals per day. Eat small meals to prevent stomach distention. Eat meals in a relaxed atmosphere, if possible.
2. Avoid providing bedtime snack that stimulates acid production at night.
3. Eliminate alcohol, caffeine-containing beverages (coffee, tea, cocoa, colas, and some other carbonated beverages), decaffeinated coffee, cigarette smoking, aspirin, ibuprofen and other drugs to treat arthritis.
4. Avoid spices that cause discomfort. If spices are used in standard amounts, tolerance should be acceptable.
5. Reduce the fat in the diet.
6. Try over-the-counter antacids 1 and 3 hours after meals and before bedtime.
7. Regular exercise in the form of walking for 20 to 30 minutes at a fast pace each day. This will stimulate the digestive process.

Inmates should choose whether or not to eat items such as salsa, and to avoid coffee or caffeine containing soft drinks. Eliminating these foods will not significantly impact the overall nutritional value of the menu. Smoking should be eliminated due to the stimulation of the gastric fluids. But it is the personal responsibility of the inmate, not something that is dictated by the doctor, to end personal habits causing stomach irritation. Stress of a correctional environment can lead to flair-ups of this problem. Time and change of life style habits may decrease discomfort.

PHYSICIAN'S ORDER:

The diet plan "Heart Healthy" may be ordered. It was not developed for use as a "detox" plan but lends itself to this type of physical condition. The plan calls for bland, low fat foods high in starches and complex carbohydrates with no added salt. After 30 days, inmates placed on this diet should be re-evaluated. They may be "stable" enough to be progressed to a regular diet.

FOOD SENSITIVITY

Unfortunately, the current requirement for booking a person in some facilities is to ask the inmate/detainee what he/she is "allergic" to. Experience proves those repeat offenders knowing the system for ordering medical diets will more than likely have "allergy diets" for all foods he/she does not like. This situation dilutes the efforts to identify the true allergies to food products. The diet order, when written from this information, becomes a legal order for the food service to fill. All too often, no medical basis is established for a diet order. **IT IS THE RECOMMENDATION OF THIS FOOD SERVICE MANAGEMENT COMPANY** that the inmate/detainee be required to give the name of a civilian physician who can furnish legal documentation for all "food allergies" claimed by the offender.

Caution must be practiced with writing food sensitivity diet orders. A correct diet order can only be written after documentation is placed in the medical chart. The documentation required is a first person notation from the attending physician observing the reaction symptoms or lab results ("Medically Indicated" treatment). Adverse responses to food may be either a food allergy or a food intolerance. It is important for the medical staff to know the difference between the two terms in order to write a correct diet order.

A. FOOD INTOLERANCE

An individual having an abnormal response to foods that normally are tolerated by most people DOES NOT necessarily mean he/she is allergic to the food. Food allergy is many times confused with **food intolerance**. Responses to pharmacological agents in foods and lactose deficiency are food intolerances frequently confused with food allergy. Food intolerance may be caused by chemical idiosyncrasies, contamination, gastrointestinal disorders, enzyme deficiencies or psychological factors. Food intolerances can produce abdominal pain, diarrhea, asthma, urticaria and headaches and often mimic symptoms of food allergy.

A common food intolerance is to lactose milk sugar. Lactose intolerance may be easily confused with cow's milk protein allergy. Common in Blacks, Asians and Middle Eastern populations, lactose intolerance develops with increasing age. Symptoms of diarrhea and abdominal pain are common to both and resolve with elimination of milk from the diet. Lactose intolerance is caused by a deficiency of lactase in the small intestines. **Persons with lactose intolerance may be able to tolerate small portions of milk and milk products such as cheese or yogurt.** Lactose in milk with a meal is better tolerated than alone. There do not appear to be any great nutritional consequences in healthy lactose-intolerant adults. Yogurt is tolerated by some patients because the lactose in yogurt may be degraded by the culture so it is lower in lactose content.

A side effect of alcoholic abuse is lactose intolerance. Alcohol damages the linings of the small intestine where the lactase enzyme is produced. Thus, milk sugars can no longer be broken down and used by the body. The problem can be corrected if alcohol abuse is stopped and the linings of the intestine have a chance to heal.

Other food intolerances thought to affect a **SMALL** portion of the population include: **Histamine (fermented foods); tyramine (cheddar cheese, brewers yeast); phenylethylamine (chocolate, aged cheese, red wine); monosodium glutamate, sodium nitrate (cooked pork products); and tartrazine (yellow food dye number 5); and reactions to toxins in foods (shellfish, mushrooms, tropical fish, aflatoxin).** Enzyme deficiencies such as lactose deficiency (mentioned above) and maltose deficiency, as well as rare inborn errors of metabolism (i.e. phenylketonuria, galactosemia, etc.) can produce food intolerance as well.

A study conducted by the National Academy of Sciences concluded that nitrite levels in cured meat have not been linked to the development of human cancers and noted the beneficial antimicrobial activity of nitrite to inhibit spore-forming bacteria, particularly C. Botulinum. **The human body generates much greater nitrite levels than are added to food.** When water and foods such as carrots and green vegetables are consumed, we ingest nitrate, which our body converts to nitrite during digestion. More than 85 percent of average daily intake of nitrate (and thus nitrite) comes from these sources. Nitrite, the end product of a biological process, is instrumental in promoting blood clotting, healing wounds and burns and boosting immune function to kill tumor cells. Scientific studies have shown that during the healing process there is as much nitrite in a wound as in processed meats. Nitrite is the very ingredient that makes cured meats safe from the risk of botulism and ready-to-eat.

B. FOOD ALLERGY

Food Allergy is an immunologic reaction to food involving the immune system. The body's reaction to the food substance usually produces an anaphylactic response which can be mild or severe. Severe anaphylactic reactions can result in shock, respiratory failure or death. Allergic responses to food can appear in the skin, the gastrointestinal tract or the respiratory system and may include the following: anaphylaxis, abdominal pain, diarrhea, vomiting, angioedema, urticaria, rhinitis and asthma. A reaction is usually evident within minutes to hours after food is ingested and is associated with specific antibodies. This reaction is known as a reaginic reaction. Sometimes a non-reaginic reaction occurs. Non-reaginic reactions are often gastrointestinal and include vomiting, diarrhea, occult blood loss and protein-losing enteropathy. Symptoms are often evident from 4 to 24 hours after the ingestion of food but may appear after 2 to 72 hours. The non-reaginic reaction is also known as a delayed response. Gastroenteropathies such as gluten-sensitive enteropathy (CMSE) are non-reaginic reactions. These enteropathies should not be confused with lactose intolerance which is a food intolerance.

Although foods that cause severe allergic reaction with immediate onset of symptoms are usually readily identified, objective diagnosis of food allergy is required by a physician specializing in this area.

Psychological components or firmly held beliefs may strongly influence the clinical response demonstrated and it may be difficult to separate physiological from psychosomatic responses. Additionally, the effects of non-specific irritants such as tobacco smoke, stress, exercise and cold also appear to be additive and to enhance the clinical response to allergens.

The most common food allergies include those to milk (casein, whey, lactalbumin, lactose), eggs (albumin), wheat (gluten), soy (soy protein, textured vegetable protein), corn, chocolate, beef and pork.** Therefore, careful consideration should be made to food labels and food ingredients containing these substances. "Due to large variety of foods which one or more residents may be unable to tolerate, providing therapeutically modified diets for all possible offending substances is not feasible."*

A Milk Free Diet may be ordered. If diets for other food sensitivities are indicated, the physician is requested to contact the Dietitian prior to initiating the order. These sensitivities should be verified by the resident's recent and past medical history, including lab tests available from medical records.

NOTE: It is suggested to the medical staff that all unsubstantiated allergy diets are personal preference diets and therefore not part of the treatment regime. Consequently, in cases where an inmate's protein allergy (i.e. allergic to meats/meat alternates) is not documented by a medical test in the inmates chart, the meat/meat alternates will be replaced with either 1 oz cheese per 1 oz meat or 1 cup legumes (i.e. beans). Other undocumented allergies to fruits and vegetables will result in the item being omitted from the meal to the best of our ability and NOT replaced.

How To Recognize An Allergic Reaction

The most common type of food allergy is triggered anywhere from a few seconds to two hours after eating the offending food. Sometimes even smelling the food can set off an allergic reaction. Delayed reactions may appear anywhere from a few hours to 48 hours after eating the food. In general, the symptoms of a delayed allergic reaction are less severe and more difficult to diagnose.

Respiratory Symptoms:

Watery discharge from the nose (rhinitis), nasal congestion, sneezing, tearing eyes, breathing difficulty, wheezing.

Skin Symptoms:

Hives, (urticaria), skin rash (eczema or dermatitis) and flushing of the skin.

Gastrointestinal Symptoms:

Nausea, vomiting, cramping, diarrhea.

Other Symptoms:

Swelling on the skin (especially around the mouth and inside the throat), headache, severe collapse of the respiratory system and blood vessels (anaphylactic shock).

How to Know If It Is a True Food Allergy

Determining whether a person is experiencing a true allergy, a "pseudo-allergy" or a food intolerance requires careful observation on the part of both the patient and the doctor.

Detection should begin with a complete physical, including a detailed diet history. A skin prick test or a RAST test (a test that combines a patient's blood with the possible allergen) can be helpful in detecting allergies, but neither should be used alone to make a definitive diagnosis.

Getting an accurate diagnosis is crucial. Some people may think they have a food allergy when they have lyme disease, lupus or a thyroid disorder. Symptoms like fatigue, tingling sensations or sleeping problems, often reported as signs of food allergies, are actually classical signs of depression. Misconceptions about food allergies are likely to be reinforced by clinical ecologists, who blame almost any unpleasant sensation on food allergies.

Individuals who have "detoxed" and need a recovery diet (50-55% carbohydrates, 30% fat, 15% protein) will experience symptoms of food allergies or hypoglycemia. This situation may last for several months. It is the body's method of asking for more drug of choice to make it feel better.

These foods more frequently cause a range of allergies – anaphylaxis, hives and asthma:

- Shellfish (shrimp, crab and lobster)
- Nuts
- Peanuts (not a true nut) and peanut products
- Fruits (melons, strawberries, pineapple and other tropical fruits)
- Tomatoes
- Food additives including dyes, thickeners and preservative

Foods that more frequently cause malabsorption or other food intolerance syndromes include:

- Wheat and other gluten-containing grains (celiac disease)
- Cow's milk (milk/lactose intolerance and intolerance of dairy products)
- Corn products

Approximately 40% of Americans believe they have food allergies, while in reality fewer than 1% have true allergies. Most of the others involve symptoms caused by food intolerances or other disorders. Children more often have food allergies that most will outgrow.

* United States Department of Justice, Law Enforcement Assistance Administration: Correctional Health Care Program, Diet Resource Manual, Michigan Department of Corrections Office of Health Care, Lansing, Michigan, 1979.

** For a complete list of food allergies/intolerances and foods to avoid, please refer to Krause and Mahan, Food, Nutrition and Diet Therapy, 8th Edition.

SPECIFIC ALLERGY AND FOOD SENSITIVITY DIETS

EGG ALLERGY/SENSITIVITY

Avoid foods containing **egg**. These *may* include:

| | |
|-------------------|---|
| Breads | Any breads and rolls with glazed crust, sweet rolls, pancakes, waffles, doughnuts, French Toast, etc. |
| Cookies and Cakes | Check labels of all commercial mixes and products |
| Desserts | Cream pies, custards, puddings, ice cream sherbets |
| Noodles | Egg noodles |
| Meats | Any meats containing eggs such as meat loaf, meatballs, breaded meats, or batter-dipped foods, many egg substitutes |
| Dressings | Salad dressing, tartar sauce, mayonnaise (unless egg free) |

EGGS may be listed on a label as:

| | | |
|--------------|-----------|------------------|
| Albumin | Egg White | Egg White Solids |
| Powdered Egg | Dried Egg | Yolk |

Foods likely to contain EGG (check the label)

Substitutes for EGGS:

| Foods likely to contain EGG (check the label) | Substitutes for EGGS: |
|---|---|
| Egg Nog, Root bears | |
| Many baked goods | Egg free baked goods and specialty items |
| Pancakes, waffles, French Toast | |
| Egg Noodles | Pasta, rice, potatoes |
| Eggs | |
| Most egg substitutes | Egg-free Egg Substitutes (check the label!!) |
| Many prepared meats (hot dogs, luncheon meats, imitation seafood) | Prepared meats and imitation seafood without egg products (check the label) |
| Many batter-dipped foods | |
| Noodle soups | Soups without egg products |
| Mayonnaise, Hollandaise, Tartar Sauce, Many Salad Dressings | Imitations Mayonnaise, sauces and salad dressings prepared without egg products (check the label) |
| Custards, Puddings, Boiled frostings, Meringues | Cornstarch and tapioca puddings made without eggs |
| Macaroons, Marshmallow products | |
| Fondants and other candies | Baked goods prepared without eggs |

WHEAT ALLERGY/SENSITIVITY

Avoid foods containing **gluten**. These *may* include:

| | |
|---|--|
| Beverages | Flavored milk drinks (malted, chocolate, etc), instant coffee (unless 100% coffee), coffee substitutes, instant breakfast |
| Bread | Commercial breads, including rye, soy, cracked wheat, graham, whole wheat, cornbread, pretzels, Melba toast, zwieback, flour tortillas, etc. |
| Cereals | All dry or cooked wheat cereals |
| Crackers and cookies | All commercial products, pretzels, flavored potato chips |
| Desserts | Cakes, doughnuts, pastries, commercial ice cream, prepared cake and cookie mixes, commercial pie fillings, custards and puddings thickened with wheat flour. |
| Gravies, Sauces Cream Soups | Commercially prepared products are usually thickened with wheat flour |
| Macaroni Noodles, Spaghetti, Pastas | Avoid all, except specially made gluten-free products |
| Meats | Breaded or prepared with wheat flour, cold cuts such as hot dogs, sausage and bologna |
| Miscellaneous | Soy sauce |

WHEAT may be listed on the label as:

| | | |
|--|---|--|
| Wheat Wheat Flour Bran Graham Flour Modified Food Starch | Flour Wheat Starch Buckwheat Durum Flour Vegetable Starches | Wheat Bran Gluten Farina Vegetable Gums Malted Cereal Syrup |
| Semolina | Hydrolyzed Vegetable Protein | |

Substitutes for WHEAT:

| | | |
|--|--|----------|
| Breads and other Wheat-free products | Wheat-free cereals, rice, corn or oatmeal | Rice |
| Corn, corn tortillas | Meat products without Wheat added, sliced Turkey, tuna | Potatoes |
| Gravies and sauces thickened with cornstarch, etc. | | |

CORN ALLERGY/SENSITIVITY

Avoid foods containing corn (This includes corn syrup and corn starch)

| | |
|---------------|--|
| Beverages | Coffee whitener, grape juice, instant tea, milk substitutes, carbonated beverages, instant breakfast |
| Breads | Cornbread, muffins or rolls, enchiladas, English Muffins, corn chips, tacos, corn tortillas, graham crackers, polenta |
| Cereals | Commercial hominy, many ready-to-eat cereals, such as corn flakes |
| Desserts | Cakes, candied fruits, canned or frozen fruit juice, cream pies, ice cream, pastries, pudding mixes, sherbet |
| Fats | Corn oil, corn oil margarine, gravies, salad dressings thickened with cornstarch, shortening (unless oil is specified) |
| Meats | Bacon, ham, some luncheon meats, sausage, imitation seafood, imitation cheese |
| Soups | All commercial soups, homemade soup thickened with cornstarch |
| Sweets | Candy, cane sugar, corn syrup, imitation maple syrup, jam, jelly, preserves |
| Vegetables | Harvard beets, corn, hominy, mixed vegetables, succotash |
| Miscellaneous | Baking powder, catsup, commercial mixed of all types, powdered sugar, distilled vinegar, MSG, peanut butter, popcorn |

CORN may be listed on the label as:

| | | |
|-------------------|--------------------------|-----------------|
| Corn | Cornstarch | Cornmeal |
| Corn syrup | Corn oil | Corn sweeteners |
| Corn syrup solids | High fructose corn syrup | Malatodextrin |
| Vegetable oil | | |

Substitutes for CORN:

| | | |
|----------------------------------|--|---|
| Other oils | Pure fruit juice | Breads, crackers, and cereals made without corn |
| Wheat tortillas | Processed meats Without corn products | Foods without corn sweeteners |
| Peanut Butter without sweeteners | Dressings made without corn oil | Margarine not made with corn oil |
| Fresh fruit or canned | Pure fruit spreads starch | Flour or potato fruit packed in its own juice |

SOY PROTEIN ALLERGY/SENSITIVITY

Soy allergy requires close monitoring due to the fact soybeans are so widely used in the food industry. Avoid foods containing soy and soy derivatives.

Soy maybe listed on the label as:

| | |
|------------------------------|-----------------------|
| Soy | Vegetable starch |
| Soy flour | Vegetable gums |
| Soy protein | Soy bean oil* |
| Soy protein isolate | Vegetable shortening* |
| Hydrolyzed vegetable protein | Hydrogenated oils* |

*Tolerated by most people with soy allergy. Caution is advised for those with a history of anaphylaxis

| Foods likely to contain SOY... | Substitutes for SOY.... |
|--|--|
| Nondairy creamers | Milk |
| Many baked goods | Baked products without soy |
| Many baking mixes | |
| Many breakfast cereals | |
| Many crackers | |
| Imitation meats, bacon and seafood | "Real" meat, bacon and seafood |
| Meat filler products | Foods prepared without fillers or soy |
| Tofu, Miso, tempeh, soybean | |
| Canned spaghetti | |
| Packaged macaroni and cheese | |
| Breading mixes for poultry | |
| Tuna packed in oil* | Tuna packed in water |
| Peanut butter with added oil* | Peanut butter without added oils |
| Au Gratin potato mixes | Potatoes with out soy products |
| Soy bean oil* | Soy-free oil, margarines and salad dressings |
| Salad dressings | |
| Soy Margarine* | |
| Spray brand Shortening* | |
| Many cakes, cookies and packaged frostings | Cakes, cookies and frostings prepared without soy products |
| Chocolate chips and bars | |
| Canned puddings | |
| Soy and teriyaki sauces | Some Worcestershire sauces |
| Many snack foods: pretzels, chips, etc* | Snack foods prepared without soy oil. |

*Tolerated by most people with soy allergy. Caution is advised for those with a history of anaphylaxis

PEANUT ALLERGY/SENSITIVITY

Peanuts are one of the most allergenic foods, and peanut allergy is one of the most common food allergies. Peanuts are added to a large variety of processed foods. **Read the label.** Some individuals also must avoid other legume family members. (See soy allergy). Additionally, most experts recommend peanut-allergic patients avoid tree nuts as well.

Foods that may contain peanut or peanut oil.

| | |
|---|------------------------|
| Baked goods | Margarine |
| Baking mixes | Marzipan |
| Battered foods | Milk formula |
| Biscuits | Pastry |
| Breakfast cereals | Peanut butter |
| Candy | Satay sauce and dishes |
| Chili | Soups |
| Chinese dishes | Sweets |
| Cookies | Thai dishes |
| Cereal-based products | Vegetable fat |
| Egg rolls | Vegetable oil |
| Ice Cream | Artificial Nuts |
| Mandelonas (peanuts soaked in almond oil) | |

PEANUT product may be listed on the label as:

- Ground-nut
- Peanut flour
- Peanut butter
- Emulsifier (uncommon but possible)
- Flavoring
- Oriental sauce
- Hydrolyzed plant or vegetable powder (HPP or HVP or texturized vegetable protein TVP)

BHT AND BHA ALLERGY/SENSITIVITY (Butylated Hydroxytoluene and Butylated Hydroxyanisole)

BHA and BHT are antioxidants used to inhibit fat oxidation. Therefore they are classed as additives. **Read the label.**

Avoid foods containing high amounts of fat:

| | |
|----------|----------------------------|
| Breads | High fat cinnamon rolls |
| Pastries | Pie crusts, doughnuts, etc |
| Snacks | Nutmeats, Potato chips |
| | |

Smaller quantities are used for stabilizing foods containing only 1% to 2%:

| | |
|---------------------|--------------|
| Dehydrated potatoes | Dried fruits |
| Chewing gum | Some candies |
| Yeast | Cake mixes |
| Breakfast cereals | |

PURINE – RESTRICTED DIET

USE:

Uric acid is the end product of the metabolic conversion of dietary and endogenous purines in human beings. Endogenous purines contribute significantly to serum uric acid levels. Exogenous sources of purines supplied by the diet account for about 15% of the uric acid found in the blood. Marked dietary purine restriction can reduce serum and urinary uric acid and may be beneficial to people with hyperuricosuria due to over-ingestion of purine-containing foods.

Restricting dietary purine is not always indicated in treatment of gout, as drug therapy alone may be sufficient. Rigid protein-restricted diets are unnecessary and unrealistic for long-term use. A diet high in fat should be avoided because of its effect on renal retention of uric acid. This diet is used for patients with gout, renal calculi or both in conjunction with drug therapy.

RESTRICTIONS/MODIFICATIONS:

The following modifications are recommended:

- Elimination of foods high in purines
- Moderate protein intake with a large proportion of protein coming from milk, cheese, vegetables and bread.
- Liberal carbohydrate intake (at least 100 gm/day) to prevent tissue catabolism and ketosis.
- Low to moderate fat intake.
- Maintenance of, or gradual reduction to, ideal body weight.
- Restriction or elimination of alcohol.
- Liberal fluid intake to keep urine diluted.

NUTRITIONAL ADEQUACY:

This diet is adequate in all nutrients specified by the 1989 Recommended Dietary Allowances for adult males and females.

| FOOD GROUP | SERVINGS DAILY | FOODS INCLUDED | FOODS NOT INCLUDED |
|---|---|--|--|
| Milk, Yogurt & Cheese | 2-3 servings | Skim, low fat, whole, skimmed evaporated, buttermilk, yogurt, chocolate milk made with skim milk, all cheeses | None |
| Meat, Poultry, Fish, Dry Beans, Eggs & Nuts | 2 OZ per day, No more than 5 times per week | Beef, veal, lamb, pork, fish, shellfish, poultry, peanut butter, eggs, nuts | Brains, heart, kidneys, liver, sweetbreads, meat extracts, any fried meat, anchovies, mussels, sardines, goose, herring, mackerel, mussels, partridge, roe, scallops, dried beans and peas, dried lentil, raw eggs |
| Bread, Cereal, Rice & Pasta | 6-11 servings | All refined breads and cereals, rice, macaroni, noodles, spaghetti | Whole grain breads and cereals |
| Vegetables | 3-5 servings | All except those on the avoid list and those prepared with fat | Asparagus, mushrooms, spinach, peas |
| Fruit | 2-4 servings | All fruits, and juices | None |
| Fats & Oils | Use sparingly | All, except those on the avoid list, cream in moderation | Gravy, meat extracts |
| Sweets & Desserts | Use sparingly | Sugar, syrups, jelly, plain cakes, cookies, ice cream, sherbets, custard, puddings, gelatin, chocolate, carbonated beverages | Mince meat |
| Miscellaneous | As desired | Salt, herbs, spices, coffee, tea, decaffeinated beverages, Postum, cocoa | Baker's and brewer's yeast, broth, bouillon, soups containing meat, consommé |

PREGNANCY DIET

USE:

The diet is designed to provide additional protein and nutrients needed to sustain pregnancy in the average, healthy woman. Calories are adequate to allow for a weight gain in the recommended 22-30 pound range.

ADEQUACY:

The diet food plan includes foods in the amounts to provide the quantities of nutrients (except iron and folacin) recommended by the NRC for the pregnant woman. Dietary supplements should provide only needed nutrients and should be taken only if prescribed by a physician.

DIET PRINCIPLES:

1. Weight gain during pregnancy should not be unduly restricted nor should weight reduction be attempted. The suggested weight gain for a normal pregnancy is 22-30 pounds. If excessive weight gain is a problem, the resident's food portion sizes and intake of "extra" foods will need to be evaluated.
2. The possible harmful effects of caffeine intake on a developing fetus are not yet fully understood. Avoidance or limited intake of caffeine by the pregnant woman is advised.
3. Due to possible harmful effects on the developing fetus, it is advisable to avoid drinking alcoholic beverages, using any type of drugs without the doctor's supervision and smoking cigarettes during pregnancy.
4. Women who are experiencing "morning sickness" or indigestion may find it helpful to eat "dry" meals, saving liquids for between meals; consume smaller, more frequent meals; and avoid spicy foods or foods high in fat content.
5. Women with diabetes require a special "Gestational Diabetic" meal plan. Refer to the Appendix's Diabetes section for samples.
6. Occasionally women cannot drink milk due to a physical problem or personal preference. When this happens consult with the Dietitian. Immediately begin by omitting the milk on the pregnancy diet plan and replacing it with 1 ounce of meat AND 1 serving of bread OR starch OR fruit for each 1 cup of milk. Serve only hot cereal at breakfast so milk is not mandated for eating purposes.
7. Occasionally women are vegetarians. Contact the Dietitian for assistance. Determine if the woman is lacto (milk) ovo (egg) vegetarian or what does she eat for protein? The manager should immediately start the appropriate vegetarian diet from the guidelines in this manual. However, contacting a Dietitian is required to assure dietary compliance.

PURÉED DIET

USE:

The pureed diet is designed to provide food that are soft and smooth and can be swallowed with minimal or no chewing. Foods are blenderized or strained unless already in a smooth form such as mashed potatoes.

This diet may be used for inmates who have no teeth, following surgery of the mouth or are dysphagic for any reason (i.e. stroke, poor dentition, head trauma).

NUTRITIONAL ADEQUACY:

This diet is nutritionally adequate. However, if the patient is in negative nutrition status, a Multi-Vitamin, Vitamin C, Vitamin E and calcium supplementation is recommended.

PHYSICIAN'S ORDERING PROCEDURE:

This diet may be ordered by writing "Pureed Diet" in the comments section of the Diet Order Form. The cancellation date should be indicated at the top of the form. This is especially true if the diet is to be served for only a short period of time.

RESTRICTIONS/MODIFICATIONS:

This diet may be adjusted according to the other therapeutic diet orders (diabetic, etc.). Small amounts of additional liquids (gravies, broth, milk) may be added to the pureed foods to achieve an appropriate consistency to make swallowing easier.

| Food Group | Allowed | Avoid |
|--------------------------|--|------------|
| Soups | Broth, bouillon, strained cream soup, soups with pureed vegetables | All others |
| Meat & Meat Alternatives | Strained or pureed meat, fish, poultry, soft-cooked egg, scrambled egg | All others |
| Milk & Milk Products | All milk and milk drinks, ice cream, yogurt without seeds, cottage cheese may be blended | None |

| Food Group | Allowed | Avoid |
|------------------------|---|---|
| Bread | Bread crumbs may be added to blended soup and vegetables | All other forms |
| Cereals | Cooked cereals without nuts or fruit | Dry cereals, cooked cereals with seeds/dried fruit |
| Potatoes or Substitute | Mashed or creamed potatoes; pureed rice or noodles in sauce or gravy | Crisp fried potatoes, potato chips |
| Dried Beans, Peas | Cooked beans or peas if pureed or mashed fine | All others |
| Nuts | None | All |
| Fruits & Vegetables | Vegetable juices, pureed vegetables without seeds, fruit juices and nectars, pureed fruit without seeds | All others |
| Fats & Oils | Butter, margarine, cream, oil gravies, whipped toppings | All others |
| Desserts | Plain custard or pudding, ice cream, sherbet, fruit ice, Popsicle, gelatin, cobbles and crisps pureed with milk | All others and anything made with nuts or whole fruit |
| Beverages | All beverages as tolerated | Any not tolerated |
| Misc. | Spices and condiments | Nuts, coconut, pickles, seeds, chips |

TYRAMINE AND DOPAMINE RESTRICTED DIET (MAO DIET PLAN)

USE:

This diet is intended to prevent the serious side effects that may occur when monoamine oxidase inhibitors (MAO) are ingested. Monoamines are potentially dangerous substances found in specific foods that cause blood vessels to constrict resulting in elevated blood pressure. Normally they are not a danger unless MAO inhibitor drugs are used in therapy. These drugs inhibit the body's enzyme that detoxifies monoamines causing them to build up in the bloodstream to toxic levels. Symptoms of monoamine toxicity are hypertension, excruciating headaches, increased heart rates and even fatal intracranial hemorrhages. **Therefore, whenever MAO inhibitors are prescribed, a tyramine/dopamine-restricted diet should be ordered immediately.**

ADEQUACY:

This diet meets the RDA's.

RESTRICTIONS/MODIFICATIONS:

A regular diet is followed. Foods that have been aged or fermented are eliminated for the diet. Any foods in which protein breakdown is promoted to enhance flavor are eliminated also. **NOTE: A Dietitian should be notified immediately following the receipt of a diet order for a MAO tyramine restricted diet.**

| Food Group | Allowed | Avoid |
|----------------------------|--|--|
| Beverages | All except those excluded | Alcohol, wine, beer, coffee, teas, decaf. Coffee, cocoa |
| Breads and Substitutes | All except those excluded, including commercially sliced bread | Homemade yeast breads or rolls with substantial amount of yeast, bread or cracker containing cheese Sour Cream |
| Fats | All except those excluded | Bananas, red plums, avocado, figs, raisings |
| Fruits | Limit of 1 small orange daily; all others not excluded | Aged meat, chicken and beef liver, and canned meats; yeast extracts; salami, sausage, cheese; salted, pickled or dried fish; raw eggs. |
| Meats and Meat Substitutes | Meats and fish not excluded and fresh prepared; cottage cheese, eggs | Italian broad beans (Fava), sauerkraut, green pea pods, eggplant |
| Vegetables | Limit tomato to ½ C daily; all others not excluded | Yeast, marinade, soup cubes, commercial gravies, soy sauce, soup containing restricted items; meat, tomatoes, broad beans, etc. chocolate. |
| Miscellaneous | Fresh homemade gravies; all others not excluded | |

LOW FIBER, LOW RESIDUE DIET PLAN

USE:

The Low Fiber, Low Residue Diet is designed for inmates receiving radiation therapy on or near the intestine, in partial bowel obstruction, in **acute** gastroenteritis (Crohn's Disease or I.B.S.) and in postoperative anal or hemorrhoidal surgery. Due to the low fiber content, restrict resident to no more than 30 days on this diet plan. This diet is for acute, NOT chronic care.

ADEQUACY:

The suggested food plan includes foods in amounts that provide the quantities of nutrients recommended by the NRC for the average adult, providing that the individual can tolerate milk.

RESTRICTIONS/MODIFICATIONS:

The diet includes foods that will reduce (not eliminate) the residue in the colon. It is smooth in texture and is mechanically and chemically non-irritating. Based on the regular menu with the following modifications:

| Food Group | Allowed | Avoid |
|------------------------|---|---|
| Milk (limit to 2 cups) | All milk and milk products | Yogurt if flavored with fruit containing seeds |
| Meat & Meat Alternates | Tender beef, chicken, fish, ham, turkey; cottage cheese, processed cheese, eggs; smooth peanut butter | Spicy meat, fish, etc. |
| Fruits | Any not listed to avoid canned fruit, juices without pulp (exc. Prune), ripe bananas | Prune juice, most raw fruit, most berries, oranges, pears (fresh), prunes |
| Vegetables | Any not listed to avoid; all vegetable juices without pulp; cooked asparagus, beets, green beans, carrots, wax beans, whipped white or sweet potatoes, winter squash; tender, cooked, soft vegetables | Cooked dried beans and legumes, corn, peas, all potato skins; raw veg's, broccoli, Brussels sprouts, cabbage, cauliflower, green pepper, onions, sauerkraut, fried vegetables, potato chips |

| Food Group | Allowed | Avoid |
|---------------------------|---|---|
| Breads, Cereals, & Grains | Enriched white, wheat, rye bread without seeds; enriched cooked refined cereals, such as farina, Cream of Wheat, cornmeal, Malt-O-Meal, strained oatmeal; dry cereals such as puffed rice, corn flakes; spaghetti, macaroni, noodles, or white rice | Bread, crackers, cereals containing whole grains, brans or seeds; brown or wild rice |
| Fats | Salad oils, fortified in moderate amounts | Spice salad dressings, margarine, mayo, salad dressing (mild) |
| Fluid (6-8 cups) | Water and other fluids, such as coffee, tea, fruit or vegetable juice, carbonated beverages | All others |
| Misc. | Homemade, strained soups made with thin cream sauce and allowed vegetables; clear broth Plain puddings, plain ice cream, plain cakes and pies made from allowed foods, honey, syrups Mild catsup, mild spices, vinegar, white sauce in moderate amounts | All others All desserts and candy containing coconut, nuts, seeds or fruit; jams and preserves Pepper, spicy catsup, chill sauce, nuts, olives, coconut, pickles, popcorn |

LOW SALT DIET – NO ADDED SALT

USE:

The low Salt Diet (3000-5000 mg sodium) is useful in preventing or controlling edema and hypertension. Sodium restrictions are contraindicated in normal pregnancy, for residents who have ileostomies and for some residents on very restricted protein diets who are also taking diuretics. This diet is classified as Mild (no added salt) – 3000-5000 mg sodium.

NUTRITIONAL ADEQUACY:

The diet plan provides foods in amounts that will provide quantities of nutrients recommended by RDA's for the average adult. It is lower in fat than a regular diet.

RESTRICTIONS/MODIFICATIONS:

The regular menu is served with the limitations of foods listed below which are high in sodium. No salt is served as a condiment. Foods are prepared with no salt added during cooking.

| FOOD GROUP | FOOD TO LIMIT |
|---------------------------|---|
| Milk | Buttermilk, instant cocoa mixes |
| Meat & Meat Substitutes | Smoked, salt cured meats or fish such as bacon, bologna, chipped beef, corned beef, frankfurters, ham, luncheon meats, pickled meats, salt pork, sausage, regular canned tuna, and cheese; peanut butter in excess of 1 TBSP per day. |
| Fruits | None |
| Vegetables | High sodium packaged potato products, sauerkraut, tomato juice or vegetable juices canned with salt |
| Breads, Cereals, & Grains | Breads, rolls, or crackers with salted toppings; instant hot cereals |
| Fats | Salted gravy, bacon, salt pork |
| Fluids | Commercially canned soups, bouillon, broth, or dehydrated soup mixes |
| Other | Salt, seasoned salt, olives, pickles, relishes, meat sauces, soy sauce, Worcestershire sauce, catsup, chili sauce, prepared mustard |

MALABSORPTION

USE:

This is a plan of eating designed to minimize malabsorption and its effects. Diarrhea is the most common gastrointestinal manifestation of AIDS, and often the most problematic to treat. This diet is similar to the BRAT (banana, rice, apple and toast or tea) Diet, and if for short term use only as the calorie and protein benefits are limited. Taste fatigue may also occur. The plan consists of 3 main meals and an evening snack. The diet plan is a low fat, low lactose, low residue, no caffeine, high soluble fiber (oatmeal, pears and potatoes) diet. It is a short term diet and must be reordered every week. Due to the nature of the illness, a close monitoring of the inmates weight and general health is mandated. A close monitoring of the B-12 level is strongly advised. In AIDS patients, pinpointing the causative pathogen or agent is essential.

NUTRITIONAL ADEQUACY:

This diet plan includes foods in amounts to provide the necessary amounts of nutrients as recommended by the NRC for the average adult. However, due to the nature of the illness, the nutritional demands of the body may make the assimilation of some nutrients in the diet impossible. Therefore, constant monitoring of the homeostatic condition of the inmate is strongly recommended. Additionally, although the diet will provide the RDA's (except calcium) due to the preference or intolerance of the inmate, a multi-mineral and vitamin supplement, as well as an anti-diarrheal agent (Kaopectate, tincture of opium, Lomotil or Imodium) is recommended. Additional feedings of an enteral supplement with or without fiber may also be necessary.

Meals per day: 4 (3 main meals & night snack)
Calories: Approximately 2000-2400
Protein: Approximately .8-1 g/kg IBW
Fat: Not to exceed 20% of total calories
Cholesterol: 200-300 mg/day
High-Soluble Fiber: 20+ gm/day
Vitamins: 100%-200% or more RDA
Trace Minerals: 100%-200% or more RDA
Lactose content: Low

RESTRICTIONS/MODIFICATIONS.

| | |
|---|----------------|
| Animal Protein (4-6 oz) Eggs, hard cooked (2-4 wk) | 2-4 Servings |
| Plant Protein Bread (8-10 Svgs) Starches/Cereal/Legumes (2-4 Svgs) | 10-14 Servings |
| Vegetables Vit C/Vit A (1-2 Svgs) Starches (1-2 Svgs) Non Dairy Calcium Source (1-3 Svgs) | 4-6 Servings |
| Fruit Vit C/Vit A (1-2 Svgs) | 4-6 Servings |
| Dairy Products | 0 Servings |
| Fat | 3 Servings |

PROTEIN ENERGY MALNUTRITION DIET PLAN

(P.E.M. Diet - 4 Meals)

USE:

This is a plan of eating that maximizes immune function, relieves some of the symptoms of auto-immune diseases and reduces the risk for cardiovascular disease. The plan consists of three main meals and an evening snack developed by a Dietitian around the general population menu. The dietary emphasis is on fruits, vegetables, legumes and grains, with a minimum of animal products. The exception is fish due to the content of Omega-3 fatty acids. At the initial diagnosis of the disease, the inmate/patient should be placed on the Stage I diet plan and counseled following the suggested Care Plan. As debilitating symptoms, such as vomiting, diarrhea, swallowing difficulties, etc. occurs, the physician orders the appropriate diet plan to control the symptoms. The patient may "go back" to the P.E.M. diet when the symptoms subside.

NUTRITIONAL ADEQUACY:

Average Daily Nutrient Profile:

Meals per day: 4 (3 main meals and a night snack)
Calories: Approximately 2800-3000
Protein: Approximately 1.2-1.5 g/kg normal body weight, 1 gm Nitrogen/100-150 non-protein calories
Fat: 20-30% of total calories
*saturated fat: 7-10% of total calories
*monounsaturated fat: 7-10 % of total calories
*polyunsaturated fat: up to 10% of total calories
Carbohydrates: 55-65% of total calories
Fiber: 35+ gm/day
Vitamins: 100-200% RDA
Trace Minerals: 100-200% RDA

RESTRICTIONS/MODIFICATIONS:

Daily Servings:

| | |
|---|-------------------------|
| Animal Protein (4-6 oz) | 2 to 3 Servings |
| Eggs, Hard Cooked (2-4 per week) | |
| Plant Protein | 8 to 12 Servings |
| Breads (6-8 Servings) | |
| Starches/Cereals/Legumes (4-5 Servings) | |
| Vegetables | 4 to 5 Servings |
| Vit C/Vit A sources (1-2 Servings) | |
| Starchy vegetables (1-2 Servings) | |
| Non-Daily Calcium Source (1-3 Servings) | |
| Fruit | 4-5 Servings |
| Vit C/Vit A sources (1-2 Servings) | |
| Daily Products | 2 Servings |

FLUID MILK-FREE DIET

USE:

The Fluid Milk-Free Diet is designed to reduce to minimal amounts, the milk lactose (sugar/carbohydrate) intake of those individuals due to an inherent characteristic that cannot tolerate milk lactose (sugar) . Also, if the patient has a history of alcoholism, the damage to the stomach and small intestine may be to a level where the enzyme that breaks down lactose can no longer be produced. This physical abuse causes the lactose intolerance. This condition is present during "detoxing".

The quantity of lactose (sugar) or casein (protein) which can be tolerated varies among individuals. While the Milk Free Diet is not entirely lactose (milk sugar) free, the restriction of lactose, casein (protein) and calcium, contained in this diet, is adequate for all but the most severely sensitive individuals.

The diet is indicated also for the use in management of residents with abnormal calcium balance, calcium induced renal stones, in cases of Crohn's disease, short bowel syndrome and colitis aggravated by milk intake, and, in some cases, severe and persistent diarrhea. The Milk Free Diet should NOT be used for a Low Calcium Test Diet.

ADEQUACY:

The diet is adequate in all nutrients as recommended by the NRC for the average adult. Calcium and vitamin D supplements may be advisable. The diet is lower in protein than regular menu but the intake will be adequate, based on the RDA.

PHYSICIAN'S ORDERING PROCEDURE

Order this diet by the term "Fluid Milk Free Diet" only. DO NOT use the terms "low calcium" or "lactose free" if referring to the above described diet.

No fluid milk will be served. Cold cereals will be substituted with hot cereals.

There will be NO substitutes for the fluid milk on the Regular Diet plan.

Pregnancy diets will be substituted with 1 oz meat and 1 serving starch/fruit for each cup of milk omitted (Refer to Pregnancy Diets in this manual).

RESTRICTIONS/MODIFICATIONS:

The diet is based on the Regular Diet with the avoidance of fluid milk in any significant amount. Small amounts of milk, such as those found in butter, bread, cold cuts, etc., will be allowed on this diet. Unless otherwise indicated, the Fluid Milk Free Diet will be served in three meals daily.

FULL LIQUID DIET

USE:

The Full Liquid Diet is prescribed for the postoperative resident, following the Clear Liquid Diet, for the acutely ill resident; and for the resident who cannot chew or swallow solid or pureed food. It may be prescribed to supplement a tube feeding.

ADEQUACY:

Depending upon the amount and choice of food eaten, this diet will tend to be low in protein, calories, iron, thiamine, and niacin. It should not be used for longer than 3 days. Vitamin and mineral supplements should be ordered if resident remains on the diet for more than 2 days. It contains approximately 2200 Calories

RESTRICTIONS/MODIFICATIONS:

The Full Liquid Diet includes foods that are liquid at body temperature and tolerated by the resident. Small servings may be offered every 2 or 3 hours and at mealtime.

| | | |
|------------------|--------------------|--------|
| BREAKFAST | Fruit Juice | ½ cup |
| | Blended Hot Cereal | 1 cup |
| | Instant Breakfast | 1 cup |
| | Margarine | 1/3 oz |
| | Sugar | 2 Pkts |
| | Coffee/Tea | 1 cup |
| LUNCH | 2% Milk | 1 cup |
| | Fruit Juice | ½ cup |
| | Special Full Soup | 1 cup |
| | Pudding | 1 cup |
| | Sugar | 2 Pkts |
| | Coffee/Tea | 1 cup |
| DINNER | 2% Milk | 1 cup |
| | Fruit Juice | ½ cup |
| | Special Full Soup | 1 cup |
| | Instant Breakfast | 1 cup |
| | Sugar | 2 Pkts |
| | Coffee/Tea | 1 cup |

NOTE:

1. Use a commercial instant breakfast mix or an approved product for the high-protein drink.
2. For the Special Full Liquid Soup – Blenderize ¾ cup broth with ½ cup cooked chicken, turkey, or beef and ¼ cup vegetables to a smooth consistency. Serve hot.
3. Blenderize the hot cereals with milk to a smooth consistency if necessary.
4. If a full liquid diet is ordered for a diabetic, contact Dietitian.

A copy of the Full Liquid Meal Plan can be found in the Appendix.

HEART HEALTHY

(Moderate Low Fat, Low Cholesterol) - (300 mg cholesterol, 30% of calories from fat)

USE:

This diet is prescribed in an effort to reduce the cholesterol and other fatty substances in the blood for treatment of hyperlipidemia and chronic heart disease. It can be used for weight reduction. In a correctional setting, medical problems do not include weight control for vanity sake as a bonafide health risk due to the risk of litigation. The resident can use self control while on a regular diet. Only in cases of morbid obesity is it suggested to use this diet plan. This plan requires monthly monitoring to document success.

-Guidelines for determining severity of cholesterol problem:

- a. 3 fasting blood tests, 7 days apart.
- b. HDL < 35; triglycerides > 500; cholesterol > 200.
- c. History of heart disease.
- d. Smokes; and no exercise; 15% above ideal body weight.
- e. Age
 - a. Male ≥ 45 years
 - b. Female ≥ 55 years or premature menopause without HRT
- f. Diabetes

NUTRITIONAL ADEQUACY:

The diet plan includes foods in amounts to provide the quantities of nutrients recommended by the NRC for the average adult. This diet is a phase 1 of the Healthy Heart diet from the American Heart Association.

Dietary Modifications to Reduce Hypercholesterolemia

| Nutrient | Phase 1 | Phase 2 | Phase 3 |
|--------------------------------|---------|---------|---------|
| Fat (% of Calories) | < 30 | < 25 | < 20 |
| Saturated Fat (% of Fat) | < 8 | < 7 | < 6 |
| Polyunsaturated (% of Fat) | 10 | 10 | 10 |
| Monounsaturated (% of Fat) | > 25 | > 20 | > 15 |
| Carbohydrates* (% of Calories) | 55 | 60 | 65 |
| Protein (% of Calories) | 12-15 | 12-15 | 12-15 |
| Cholesterol (mg/day) | < 300 | < 200 | < 150 |

From: Lowering blood cholesterol to prevent heart disease, JAMA 253:2080, 1985

*Should be primarily complex carbohydrates (starches and fibers)

RESTRICTIONS/MODIFICATIONS: Based on the restricted diet menu plan with the following additional modifications:

| Food Group | Allowed | Avoid |
|--|--|--|
| Milk (2 or more cups per day) | Skim, nonfat dry, nonfat yogurt | Cream, whole milk, 2% milk (1 cup per day), ice cream, ice milk |
| Eggs (limit to 3 per week) | Poached, soft or hard cooked, scrambled; egg whites as desired; egg substitutes | Fried eggs |
| Meat and Meat Substitutes 2-3 servings/day (total 6-7 ounces) | Lean beef, pork, lamb, veal, poultry; lean fish such as cod, flounder, haddock, bluefish, perch, bass, whitefish; low fat cottage cheese, low fat Monterey Jack, mozzarella, ricotta, and farmers cheese made from skim milk | Fat beef, pork, lamb, and any visible fat on meat; bacon, salt pork, spareribs, frankfurters, sausage, cold cuts, canned meats; skin of chicken or turkey, duck, goose; fish canned in oil; organ meats, cheese other than that allowed. |
| Fruits (2-4 or more servings/day) | Any fresh, frozen, dried or canned fruits; fruit juice | Avocado |
| Vegetables (3-5 or more servings/day) including potatoes | All fresh, frozen or canned vegetables; vegetable juice; white or sweet potato, or yams. Any fat used must be taken from the fat allowance. | None |
| Bread, Cereals, Grains and Pastas (11 or more servings/day) | Whole-grain or enriched breads, cereals & grains, Melba toast, saltines, graham crackers, pretzels, hot bread, griddle cakes, waffles made with egg white or egg substitute | Commercial hot breads, doughnuts, sweet rolls; egg or cheese breads; party crackers |
| Fats (Use sparingly; Limit to 1 ½ to 2 TBSP/day) | Margarine (1 TSP); Salad dressing (2 TSP); Mayonnaise type Salad dressing (1 TBSP) | Butter, solid shortening, lard, salt pork, chicken fat, animal fats, coconut oil, chocolate. |

HYPOGLYCEMIC DIET

USE:

Hypoglycemia may be the result of islet cell tumors, extrapancreatic tumors, ketotic hypoglycemia, high anxiety or panic attack (common state of emotions in corrections). "Reactive hypoglycemia" is possible but must be documented. If the hypoglycemia is based on islet cell tumors or an extra-pancreatic tumor, only surgery will help.

This diet protocol is designed to reduce or minimize reported symptoms. Please keep in mind the symptoms of hypoglycemia and anxiety are qualitatively similar. The diet foods are low in fat, high in complex carbohydrates and average in protein.

Another possible factor in the patient complaining about feeling fatigue, irritability, headaches, poor concentration and cravings (all symptoms of hypoglycemia) is **alcohol/drug detoxing**. When an addicted person no longer has access to the abusing substance, there is a rapid fall in blood sugar – NOT clinically diagnosed hypoglycemia of below 60 mg/dl. The cravings or discomforts are uncomfortable and the recovering or "detox" individual wants sugar to feel better. But if more simple sugar is consumed to increase blood glucose levels, eventually the levels will fall again. Thus the cycle begins all over again. Addicts without drugs want sugar in any form. It is used as a sub for the drug of choice.

There can be 4 meals or 6 meals depending upon the control factor of the symptoms. It is **standard policy** to place all newly diagnosed cases of hypoglycemia on the **No Concentrated Sweets diet**. This is a 4 meal plan. Experience in correction feeding has shown the night snack to be the most important factor in controlling symptoms. Also, this diet is already high in complex carbohydrates, low in fat and medium in protein. If, after several days, this diet plan fails to accomplish the objective of controlling the symptoms, a progression to the 6 meal plan is possible. If it is deemed appropriate, the 2 snack meals will consist of 1 OZ soy cheese and 2 sliced whole wheat bread with a mustard packet for the 10 AM and 2 PM feedings.

ADEQUACY:

There are no nutritional inadequacies in the hypoglycemic food plan. The main objective or decision is the timing of the meals.

RESTRICTIONS/MODIFICATIONS:

- | | |
|--------|--|
| Step 1 | No Concentrated Sweets diet is ordered by medical. |
| Step 2 | Up to 7 days later, Medical determines the symptoms are not being controlled adequately. The 10:00 AM and the 2:00 PM snacks are served in addition to the No Concentrated Sweets diet. Both snacks consist of 1 OZ Soy Cheese, 2 slices Whole Wheat Bread and 1 PKT Mustard. Every effort must be made by all staff to make sure the patient gets and eats the snack at the appointed time or the effort and effect from the snacks will be wasted. |

HIGH FIBER DIET

USE:

The High Fiber Diet is useful in the treatment of constipation, uncomplicated diverticulosis, irritable bowel syndrome, or whenever it may be desirable to increase volume of stool. Recent studies indicate additional positive benefits may be lower insulin need when a high fiber, high complex carbohydrate diet is used in the treatment of persons with insulin dependent diabetes mellitus. Population studies indicate that a lower incidence of cancer of the colon and arteriosclerosis is seen in countries where a high fiber diet is widely used.

Dr. Peter Gott, a General Internist in practice in Connecticut and a graduate of Princeton University and Tulane Medical School, recommends one of two natural but safe therapies: One is to drink 8 ounces of hot prune juice OR swallow three tablespoons of Triple Mix every morning with extra fluids (8 cups of water/day). (Triple Mix consists of equal portions of prune juice, bran and applesauce).

ADEQUACY:

It is estimated that the typical American diet contains 11-13 grams of dietary fiber per day. High fiber diets should provide a minimum of 25 grams of dietary fiber daily. The most current recommendation from the scientific community states for women between 19 and 50 to consume 25 grams of fiber each day; for men between 19 and 50 to consume 38 grams of fiber each day. After the age of 50 the recommendation for women falls to 21 grams of fiber with the men at 30 grams of fiber.

This diet plan will provide a daily intake of 28 to 32 grams of fiber. A maximum of 35 grams is recommended. Excessive fiber may interfere with the absorption of calcium and zinc, especially in the young and elderly. When initiating a high fiber diet, it is generally recommended to gradually increase fiber as tolerated until it is effective. An emphasis on drinking 8 or more glasses of water per day is essential. Excess fiber without appropriate amount of liquids may have unforeseen negative consequences.

CAUTION:

This diet is not recommended for short term constipation which may develop during the initial incarceration period due to emotional stress and limited toilet privacy.

RESTRICTIONS/MODIFICATIONS:

Based on the regular diet with the following additional modifications:

| Food Type | Modification |
|---------------------------------------|--|
| Whole Wheat Bread | At least 4 slices are served each day |
| Bran Cereal or Oatmeal Cereal | 1 cup of bran/oatmeal cereal served daily in place of regular cereal on menu or added to breakfasts with no cereal |
| Fresh Fruit | Offered at breakfast, lunch, dinner |
| Dried legumes, salads, and vegetables | Offered in same quantity and frequency as the regular menu |

CAUTION: Residents should be cautioned to consume 8-10 cups (64 ounces plus) of water per day due to the fluid absorbing properties of fiber.

LONG TERM FULL LIQUID/STRAW DIET (Broken Jaw)

USE:

The Long Term Full Liquid/Straw Diet is prescribed for the resident requiring a liquid diet for more than five days, which will be adequate in vitamins, minerals and dietary fiber (i.e. for the acutely ill resident; wired or banded jaw; temporary edentulous resident; post-throat or oral surgery cases and for any type of situation where a resident cannot chew or swallow solid food for long periods).

NUTRITIONAL ADEQUACY:

The Straw Diet is designed to meet the nutritional needs of the resident for a duration of 5 days or more. The average daily caloric level exceeds 2500 calories and provides a daily minimum of 90 grams of protein. The diet is low in fiber and adequate in fat. It may be marginally low in iron, thiamine, niacin, vitamins B6, folacin and zinc. A daily vitamin-mineral supplement may be required unless a liquid nutritional supplement is offered. The enteral feeding products are supplied by the Medical Department unless otherwise stipulated. Weekly nutritional assessments including weighing are encouraged for prolonged use of this type of diet for the following reasons:

- Nutritional requirements for healing process may exceed what can be supplied by conventionally acceptable and available food sources.
- For some residents the lack of texture, variety and inherent appearance of the food items on this menu may decrease the intake of some food items.
- Supplementation will permit more diet plan variations based upon individual resident preferences.

Suggested Enteral Feeding Product (Other similar products are available on the market. This one is listed **only as a suggestion**):

- Sustacal with Fiber-8 ounces provides 12 grams of dietary fiber and 100% of the RDA for protein, vitamins and minerals in 1500 calories. Feeding has low osmolality-480mOsm/kg water, 17% of calories as protein, lactose free and low in sodium-1020 mg/1500 cal.

RESTRICTIONS/MODIFICATIONS:

The diet includes foods that are liquid at body temperature and tolerated by the resident. This is a special plan for easily ingested liquid foods, seasoned and smooth consistency for use through a straw. If resident does not require a straw to consume food, specify "No Straw Full Liquid Diet".

A copy of this plan can be found in the Appendix.

CLEAR LIQUID DIET

USE:

The Clear Liquid Diet is prescribed for preoperative or postoperative residents, for residents with an acute inflammatory condition of the gastrointestinal tract, in acute stages of many illnesses, especially those with high elevation of temperature, or in conditions when it is necessary to minimize fecal material (residue free).

ADEQUACY:

This diet is adequate in all nutrients. It should not be used more than two days with supplementation. A commercially prepared "defined formula diet" may be useful if a clear liquid regimen is necessary for more than a few days or if the resident is seriously undernourished. If served for a longer period of time, a low residue, high calorie supplement is recommended.

RESTRICTIONS/MODIFICATIONS:

The diet is composed of clear liquids. It is designed to provide fluids without stimulating extensive digestive processes, to relieve thirst, and to provide oral feedings that will promote a gradual return to a normal intake of food. Small servings may be offered every 2 or 3 hours and at mealtimes. Only those food items which are transparent or "clear" and are detailed on the diet plan are offered.

| | | |
|------------------|-----------------------------|---------|
| BREAKFAST | Fruit Juice* | 1 ½ cup |
| | Fat Free Broth | 1 cup |
| | Clear Gelatin (No fruit) | 1 ½ cup |
| | Coffee or Tea | 2 cups |
| | Sugar | 3 Pkts |
| LUNCH | Fruit Juice* | 1 ½ cup |
| | Fat Free Chicken/Beef Broth | 1 cup |
| | Clear Gelatin (No fruit) | 1 ½ cup |
| | Coffee or Tea | 2 cups |
| | Sugar | 3 Pkts |
| DINNER | Fruit Juice* | 1 ½ cup |
| | Fat Free Chicken/Beef Broth | 1 cup |
| | Clear Gelatin (No fruit) | 1 ½ cup |
| | Non-cola Beverage | 12 oz |
| | Sugar | 3 Pkts |

*ONLY strained fruit juices: Apple Juice, Cranberry Juice, Grape Juice (Strained Orange Juice – with physicians approval)

NOTE: If a Clear Liquid Diet is required for a diabetic, contact the Dietitian.

A copy of the Clear Liquid Meal Plan can be found in the Appendix.

DENTAL/MECHANICAL DIET

USE:

The Dental/Mechanical Diet is used for residents who have difficulty chewing. This may be a temporary disability, which would allow progressing the appropriate regular textured diet if needed (healing after oral surgery). Tender and easy to chew foods are served. Texture of the food is altered by cooking, grinding, chopping, mincing or mashing. This is a mechanical or physical altering of the regular menu by machine manipulation or substitution of equally nutritious but physically softer foods.

ADEQUACY:

The diet menu includes foods in amounts that will provide nutrients as recommended by the NRC for the average adult.

RESTRICTIONS/MODIFICATIONS:

Based on the regular menu with the following modifications:

| Food Type | Modification |
|---|---|
| Raw vegetables, except shredded lettuce | Not offered, replaced with cooked vegetable or shredded lettuce |
| Fresh fruits, except berries, bananas, oranges, grapefruit, or canned fruit | Not offered, replaced with berries, bananas, oranges, grapefruit, or canned fruit |
| Nuts or items containing nuts | Not offered, replaced with and alternated dessert |
| Taco shells, potato chips, corn chips | Not offered, replaced with bread or another starch |
| Whole meat items | Meat is served in ground form |

DIABETIC CALORIE CONTROL DIETS

DIETARY MANAGEMENT PRINCIPLES: The primary objectives of a diabetic diet are to facilitate control of glycemia and to minimize the known risk factors for atherosclerosis. In addition, it is thought that optimal regulation of blood glucose levels will delay or prevent the complications of neuropathy, retinopathy and nephropathy. In 1994 the American Diabetes Association and the American Dietetics Association instituted a new philosophy of self-monitoring of blood glucose levels. This has had good results in "The Free World." However, it is the contention of this author, that system cannot work inside a correctional or detention facility for security reasons. Therefore, the following diet plans follow the Exchange patterns set forth by the American Dietetic Association and The American Diabetes Association (1986 version). They are for residents:

With insulin dependent (IDDM, Type I, juvenile-onset) diabetes mellitus or non-insulin dependent (NIDDM, Type II, adult-onset) diabetes requiring strict blood sugar control. (Also referred to as No Concentrated Sweets Diet for controlled Type II diabetes)

In Type I diabetes, foods must be eaten at regular times and in the right amount to correlate with the effects of the insulin. Most residents using only intermediate or long-acting insulin should have a bedtime snack. However, someone taking a split dose of NPH and regular insulin that eats breakfast at 8:30 a.m. and lunch at 12:00 noon probably will not require a mid-morning snack.

Ordinarily, the nutrient needs of a Type I Diabetic can be met without the use of special "dietetic" foods. It is the amount and timing of foods consumed, which must be closely monitored. Since consistency is crucial, a major part of diabetic diet instruction should include emphasis on controlling portion sizes and eating at appropriate times.

NUTRITIONAL CONTENT: The diets provide the required calories in approximately 50% carbohydrates, 20% protein and 30% fat. Sodium level is approximately 2500 mg if resident does not add salt. Cholesterol level is \leq 300 mg. H.S. snacks are provided on all ADA Diets unless otherwise ordered by physician.

RESTRICTIONS: Daily diet plans are based on the Calorie Level, Diabetic Exchanges List, Meal patterns and Food Item Plans.

TYPES AND ACTIONS OF INSULIN*

| Insulin Type | Onset (hours) | Peak (hours) | Usual Effective Duration | Usual Maximum Duration (hours) | Type of Action |
|----------------|---------------|--------------|--------------------------|--------------------------------|----------------|
| Animal: | | | | | |
| Regular | 0.5-2.0 | 3-4 | 4-6 | 6-8 | Short |
| NPH | 4-6 | 8-14 | 16-20 | 20-24 | Intermediate |
| Lente | 4-6 | 8-14 | 16-20 | 20-24 | Intermediate |
| Ultralente | 8-14 | Minimal | 24-36 | 24-36 | Long |
| Human: | | | | | |
| Regular | 0.5-1.0 | 2-3 | 3-6 | 4-6 | Short |
| NPH | 2-4 | 4-10 | 10-16 | 14-18 | Intermediate |
| Lente | 3-4 | 4-12 | 12-18 | 16-20 | Intermediate |
| Ultralente | 6-10 | ? | 20-30 | 20-30 | Long |

*From American Diabetes Association: Physician's Guide to Insulin-Dependent (Type I) Diabetes: Diagnosis and Treatment. 1988, Table 6.

DYSPHAGIA DIET PLAN (6 MEALS)

USE:

This diet is prescribed for patients with chronic dysphagia, thrush, anorexia or other medical conditions where there is a decreased tolerance to mastication and the digestion of large amounts of food; or where mouth sores are present that are irritated by some foods. These conditions may be the result of a stroke, Acquired Immune Deficiency Syndrome, cancer or other critical, long ~~term~~ ^{term} disease states.

NUTRITIONAL ADEQUACY:

This diet plan includes foods in amounts to provide the quantities of nutrients recommended by the NRC for the average adult. However, due to the nature of the illnesses involved, the nutritional demands of the body may make the assimilation of some nutrients in the diet impossible. Therefore, constant monitoring of the homeostatic condition of the resident is strongly recommended. Additionally, although the diet will provide the RDA's, due to the preference or intolerance of the inmate, a multi-mineral and vitamin supplement is recommended. Additional supplements in the form of enteral feedings with or without fiber may also be necessary.

RESTRICTIONS/MODIFICATIONS:

This diet will provide approximately 2800 calories in six (6) small feedings per day with a limit of beverages served with food items. Food can be offered in pureed form when chewing or swallowing is difficult.

| TYPE OF FOOD | FOODS ALLOWED | FOODS TO AVOID |
|------------------------------|--|--|
| Soups | Broth, bouillon, cream soups; limit any portion to ½ cup and puree ingredients | Any soup made with ingredients not allowed |
| Meat and Meat Alternatives | Ground, moist meats or poultry, flaked fish, eggs, cottage cheese, soft cheese, soft casseroles | Whole meat, fish or poultry, nuts |
| Milk or Milk Products | Milk, milk beverages, yogurt without seeds or nuts, cocoa, dry milk used in cooking, cheese products | None |
| Bread and Cereals | All types of breads and cereals including whole grain. Breads, crackers, and cereals can be thinned or soaked in allowed beverages | Breads or rolls with hard crust |
| Starches and Potatoes | Potatoes, rice, pasta | Crisp, fried potatoes, potato chips |
| Cooked beans, Peas, and Nuts | Soft cooked beans and peas in small portions | All nuts and peanut butter |
| Fruits and Vegetables | Any without hulls or tough skins that can be appropriately softened. All fruit and vegetable juices. Tolerance to citrus or pineapple should be indicated in diet order. | Raw or cooked vegetables if difficult to chew (cabbage, green pepper, radishes, celery, whole kernel corn). Uncooked dried fruit. |
| Fats and Oils | Small servings: margarine, cream, oil, gravy, salad dressing | Fried foods, foods high in fat |
| Desserts | Small servings of: cake, cobbler, pies, gelatin, ice cream, custard, pudding, popsicle | Desserts containing coconut, dried or candied fruit |
| Beverages | As tolerated. Small portions, usually not consumed with meals | Coffee, beverages with caffeine |
| Miscellaneous | Spices and condiments as tolerated | Chili powder, black pepper, curry, jalapeno peppers |

LOW FAT DIET

(40-50 g fat)

USE:

The Low Fat Diet may be prescribed to reduce the fat intake for residents with diseases of the gallbladder, liver, pancreas or if disturbances in the digestion and absorption of fat occur.

ADEQUACY:

The diet plan includes foods in amounts that will provide the quantities of nutrients recommended by the NRC for the average adult. Restriction of fat (at the most concentrated source of calories) may result in a diet low in calories. When additional calories are needed, they will be added in the form of complex carbohydrates. Sodium level is lower than a regular diet.

The diet is designed to limit the fat intake and to restrict the fats to those that are highly emulsified and readily digested. Fried foods and other foods that cause gastrointestinal tract distress in many individuals are limited or omitted.

Foods may cause distress for reasons other than fat content. Tolerance varies greatly among people. If a food is tolerated, it may be allowed.

RESTRICTIONS/MODIFICATIONS:

Based on the Regular diet with the following additional modifications:

| Food Item | Restriction/Modification |
|-------------|--|
| Desserts | Only fruit, gelatin, or graham crackers are allowed |
| Margarine | Only 1 teaspoon per meal offered |
| Fried foods | Not offered; replaced with items baked, boiled, or steamed |
| Eggs | Limit 1 per day (3 per week) |
| Breads | Hot breads, such as muffins, biscuits, rich rolls, sweet rolls, and doughnuts are NOT served |
| Cheese | Use only low-fat cheese; restrict to 1 ounce per day |
| Chocolate | Omit |

RENAL DIET

USE:

This diet is designed for use with patients in acute or chronic renal failure, specifically in the following conditions: acute renal failure, chronic renal failure without dialysis, chronic renal failure with hemodialysis, chronic renal failure with peritoneal dialysis.

General Characteristics:

Protein: Protein requirements are based on body weight, degree of renal failure, any losses of protein or amino acids from dialysis. High biological value protein sources (i.e. egg, meat, fish, poultry) should constitute 80% of the dietary protein.

Sodium: Sodium restrictions may be necessary to control edema and reduce blood pressure. Some residents may require additional sodium in disease stated with "salt wasting tendencies", such as polycystic kidney disease and analgesic nephropathy. Sodium intake should not exceed output.

Potassium: Potassium restriction is individualized and dependent upon 24-hour urinary potassium excretion, frequency of dialysis and degree of acidosis. Rarely is potassium supplementation in renal failure necessary unless the patient is taking a potassium losing diuretic.

Calories: Adequate calories should be provided to prevent muscle catabolism as an energy source. Refined sugars and fats are used to increase the caloric value of the diet. Carbohydrate supplements such as Controlyte and Polycose may be added to the diet to increase caloric value.

Fluid: Fluid intake is limited to 24-hour urinary output plus 500-600 ccs for insensible losses.

Phosphate: Restriction of dietary phosphorous levels less than 600-1200 mg/day often result in poor intake and anorexia. Control of serum phosphorus by phosphate binding agents such as aluminum hydroxide allows more flexibility of the diet.

General Information: The following guidelines may aid in determining the dietary needs.

ACUTE RENAL FAILURE

Protein: 0.5-0.6 gm/kg with 80% high biological value.

Calories: 35-40 calories/kg body weight to promote positive nitrogen balance

Sodium: 2000-3000 mg/day

Potassium: Variable. Often in early stages of ARF, adequate oral intake is impossible due to secondary nausea and vomiting. TPN (i.e. Nephramine) or tube feeding (i.e. Travasorb Renal or Amin-Aid) providing a high calorie/essential amino acid solution may be necessary.

CHRONIC RENAL FAILURE WITHOUT DIALYSIS:

Protein: approximately 0.5-0.6 gm/kg body weight with 80% HBV protein.

Calories: approximately 35 calories/kg body weight

Sodium: approximately 1000-3000 mg/day

Potassium: approximately 1500-2700 mg/day

CHRONIC RENAL FAILURE WITH HEMODIALYSIS:

Protein: approximately 1 gm/kg body weight

Calories: approximately 35 calories/kg body weight

Sodium: approximately 1500-2000 mg/day

Potassium: approximately 2000-2700 mg/day

CHRONIC RENAL FAILURE WITH PERITONEAL DIALYSIS:

Protein: approximately 1.2-1.5 gm/kg of ideal body weight. (Needs increase with peritonitis)

Calories: approximately 25 calories/kg of ideal body weight.

Sodium: approximately 2000-3000 mg/day.

Potassium: 3000-4000 mg/day.

Fluids: ad lib.

NOTE: Protein losses in peritoneal dialysis are estimated at 4-13 grams protein/day. Due to the technical complexity of homebound dialysis, it is recommended that consultation be obtained from an on-site **RENAL Dietitian**.

NUTRITIONAL CARE OF IMMUNOSUPPRESSED INMATES

PURPOSE:

Malnutrition impairs immune response. Protein-energy malnutrition (PEM) is associated with conditions such as cancer, Acquired Immune Deficiency Syndrome (AIDS), inflammatory bowel disease, short gut syndrome, sepsis, trauma, major organ dysfunction and the obese. Nutrition intervention must become an integral part of the treatment for these conditions. Medical therapy is not as effective without nutrition support and nutrition support cannot work without medical therapy.

Nutrition is not a "magic bullet". Even the best nutritional care cannot prevent the eventual progression of the disease or restore immune function. However, it can improve the quality of life for the patient and reduce medical costs. Nutritional intervention can slow down the progression of malnutrition. For example, as AIDS progresses, nutrient intake decreases due to more acute problems and complication, some as yet unknown. Consequently, ongoing assessment of each patient by medical staff is necessary to monitor changes in weight, body composition or nutritional status. Maintaining weight is a main objective with nutritional intervention.

As weight loss progresses, despite apparently adequate energy intake, the use of conventional criteria to identify energy requirements for counseling will be **unlikely** to prevent weight loss and to improve clinical outcome. Therefore, dietary interventions early in the disease course combined with increased target levels for energy intake should be considered.

When recommendations to increase the caloric content of foods are made, it may be necessary to use nutritional supplements to give sufficient calories. This corporation maintains Food Service's responsibility in this situation does not extend to dispensing the commercial nutritional supplements (unless required by contract). The products are not considered "food" items in medical care, but "medical formulary" items. They may be provided per the physician's order within contract guidelines.

Although limited information is available on specific nutritional interventions for Acquired Immune Deficiency Syndrome, several studies have indicated that nutrition intervention may improve the prognosis of the disease. Nutrition, along with the psychological and medical involvement, must be implemented at each stage of the disease. In the 1994 Position Paper, the American and Canadian Dietetic Associations have noted, "The goal of medical nutrition therapy in HIV disease include early assessment and treatment of nutrient deficiencies, maintenance and restoration of lean body mass and support for activities of daily living and quality of life."

This protocol has two sections: initial assessment and follow-up during symptomatic stage.

Application for Access to the Secured Area of the Sedgwick County Adult Detention Facility

Sedgwick County Sheriff's Office

141 W. Elm

Wichita, KS 67203

PLEASE FILL IN ALL BLANKS ON THIS APPLICATION.

- Complete the Access Application.
- Read and sign the Acknowledgement of Risk Agreement to Abide by Rules and Regulations, Agreement to Honor Confidentiality, Consent to Medical Care.
- Read and sign the Dress Code Acknowledgement and Agreement.
- Read Kansas State Statute K.S.A. 21-5914 and contraband definitions in reference to trafficking contraband in a penal institution. Sign the Acknowledgment and Agreement.

INCLUDE A COPY OF YOUR DRIVER'S LICENSE OR OTHER IDENTIFICATION IF YOU DO NOT DRIVE.

PREA (Prison Rape Elimination Act) Training-1.5 hours in the Detention Facility Training Room. MUST BE COMPLETED BY ALL INDIVIDUALS WHO WILL HAVE ACCESS TO THE SECURED PART OF THE FACILITY!

After we receive your completed application, the Sheriff's Office will conduct a background check. Once your background has been approved, we will contact you or your employer to complete PREA Training and get an ID badge made.

You may drop off your application in person or mail to:

**Sedgwick County Sheriff's Office
Attn: Inmate Coordinator
141 W. Elm
Wichita, Ks. 67203**

All forms must be completed in full! If you have any questions please call 660-7513.

Automatic Disqualifiers:

- Convicted of a felony crime within seven years.
- Convicted of a misdemeanor crime within two years.
- Convicted of a sex crime.
- No picture ID.
- Under the age of 18.

Nothing in this document prohibits a person from being excluded at discretion of the Jail Administrator.

SEDGWICK COUNTY DETENTION FACILITY ACCESS APPLICATION

Project start: Date _____

Name (Last) _____ First _____ Middle _____

Other Names Used/Maiden _____

Social Security # _____ Race _____ Gender _____

Date of Birth _____ Place of Birth City/State/County _____

Address _____ City _____ State _____ Zip Code _____

Mailing Address, if Different _____

Home Phone _____ Cell Phone _____ Work Phone _____

E-mail Address _____

Length of Time at Current Residence _____

Previous Address _____

Driver's License # _____ State Issued _____

Emergency Contact Name _____

Home Phone _____ Cell Phone _____ Work Phone _____

Current Employer/Address _____

Current Employer Phone # _____ Length of Employment _____

Have you been convicted of a felony within the last seven years? _____

Have you been convicted of a misdemeanor within the past two years? _____

Have you been convicted of a sex crime? _____

If the answer to any of the above questions is yes, complete the following (use the back of this form if necessary):

Misdemeanor crime: _____

Approximate Date Disposition: _____ Location of Offense: _____

Felony crime: _____

Approximate Date Disposition: _____ Location of Offense: _____

Sex crime: _____

Approximate Date Disposition: _____ Location of Offense: _____

I authorize the Sedgwick County Sheriff's Office to complete a background check.

Signature: _____ Date: _____

ACKNOWLEDGEMENT OF RISK, GENERAL WAIVER & AGREEMENT TO HOLD HARMLESS AND INDEMNIFY

I, _____, hereby request permission to enter in to the Sedgwick County Detention Facility or affiliated locations. I understand that there are significant risks involved in entering in a detention facility and these risks have been adequately explained to me. I agree that, in return for the training and experience that will be provided to me by allowing me to, enter the Sedgwick County Detention Facility, I will hold harmless and indemnify the Sedgwick County Sheriff's Office. Further, I hereby waive any claims of any nature that I may have against the Sedgwick County Sheriff's Office or any of its employees, officers and /or agents for any personal injury, property loss, or property damage arising from or in connection with my entrance into the facility.

AGREEMENT TO ABIDE BY RULES AND REGULATIONS

I, _____, understand that I will be under the control and direction of the Sedgwick County Sheriff's Office, the Sheriff, or their designee(s) while in the detention facility. I agree to comply with all policies, rules and regulations of the Sedgwick County Sheriff's Office, including all security directives, and I understand that failure to comply can mean my entrance into the facility may be curtailed, postponed or discontinued by the Sedgwick County Sheriff's Office.

AGREEMENT TO HONOR CONFIDENTIALITY OF OFFENDERS

I, _____, will not use any information I learn about persons in the custody or under the supervision of the Sedgwick County Sheriff's Office for any reason without prior written approval from the Sedgwick County Sheriff's Office.

CONSENT TO EMERGENCY MEDICAL CARE

I, _____, understand that, in the event I need immediate medical care while on the grounds of any detention facility, I consent to being treated by a treatment provider available at the facility and/or to receiving first aid assistance until I can be removed safely to a civilian medical care facility.

_____/_____/_____/_____
Signature Date Witness Date

SEDGWICK COUNTY DETENTION FACILITY

Dress Code Acknowledgement and Agreement

All individuals that will be entering the secured section of the Sedgwick County Detention Facility or affiliated locations must be dressed appropriately. The following is not appropriate attire for entering the secured section of the Sedgwick County Detention Facility.

- See-through clothing
- Clothing which allows cleavage to show
- Tank tops
- Bare feet (shoes must be worn at all times)
- Braless attire (females shall wear bras)
- Unbuttoned shirts
- Shorts
- Skirts shorter than 3" above the knees
- High-slit skirts
- Attire having a message (s) which is detrimental to the safety and security of the facility.
- Excessively tight fitting clothing or clothing made with spandex
- Low rise (Hip Hugger) pants
- Any combination of clothing that exposes the midriff
- Other attire that is deemed detrimental to the safety and security of the facility as determined by the on-duty Sheriff's Office staff.

Signature: _____ Date: _____

**SEDGWICK COUNTY DETENTION FACILITY
Contraband – Acknowledgement and Agreement**

I hereby acknowledge that I have read and understand K.S.A. 21-5914 Trafficking in Contraband and the items prohibited by the detention facility. I understand that a violation of the statute is a criminal offense. I agree not to introduce or attempt to introduce contraband upon the grounds of or into the facility. If I do so, the Sheriff's Office will exclude me from the facility.

Date _____

Printed Name _____

Signature _____

Kansas State Statute – Traffic in Contraband

21-5914. Traffic in contraband in a correctional institution or care and treatment facility.

(a) Traffic in contraband in a correctional institution or care and treatment facility is, *without* the consent of the administrator of the correctional institution or care and treatment facility:

- (1) Introducing or attempting to introduce any item into or upon the grounds of any correctional institution or care and treatment facility;
- (2) taking, sending, attempting to take or attempting to send any item from any correctional institution or care and treatment facility;
- (3) any unauthorized possession of any item while in any correctional institution or care and treatment facility;
- (4) distributing any item within any correctional institution or care and treatment facility;
- (5) supplying to another who is in lawful custody any object or thing adapted or designed for use in making an escape; or
- (6) introducing into an institution in which a person is confined any object or thing adapted or designed for use in making any escape.

(b) Traffic in contraband in a correctional institution or care and treatment facility is a:

- (1) Severity level 6, nonperson felony, except as provided in subsection (b)(2) or (b)(3);
- (2) severity level 5, nonperson felony if such items are:
 - (A) Firearms, ammunition, explosives or a controlled substance which is defined in K.S.A. 21-5701, and amendments thereto, except as provided in subsection (b)(3);
 - (B) defined as contraband by rules and regulations adopted by the secretary of corrections, in a state correctional institution or facility by an employee of a state correctional institution or facility, except as provided in subsection (b)(3);
 - (C) defined as contraband by rules and regulations adopted by the secretary for aging and disability services, in a care and treatment facility by an employee of a care and treatment facility, except as provided in subsection (b)(3); or

(D) defined as contraband by rules and regulations adopted by the commissioner of the juvenile justice authority, in a juvenile correctional facility by an employee of a juvenile correctional facility, except as provided by subsection (b)(3); and

(3) severity level 4, nonperson felony if:

(A) Such items are firearms, ammunition or explosives, in a correctional institution by an employee of a correctional institution or in a care and treatment facility by an employee of a care and treatment facility; or

(B) a violation of subsection (a)(5) or (a)(6) by an employee or volunteer of the department of corrections, or the employee or volunteer of a contractor who is under contract to provide services to the department of corrections.

(c) The provisions of subsection (b)(2)(A) shall not apply to the possession of a firearm or ammunition in a parking lot open to the public if the firearm or ammunition is carried on the person while in a vehicle or while securing the firearm or ammunition in the vehicle, or stored out of plain view in a locked but unoccupied vehicle.

(d) As used in this section:

(1) "Correctional institution" means any state correctional institution or facility, conservation camp, state security hospital, juvenile correctional facility, community correction center or facility for detention or confinement, juvenile detention facility or jail;

(2) "care and treatment facility" means the state security hospital provided for under K.S.A. 76-1305 et seq., and amendments thereto, and a facility operated by the Kansas department for aging and disability services for the purposes provided for under K.S.A. 59-29a02 et seq., and amendments thereto; and

(3) "lawful custody" means the same as in K.S.A. 21-5912, and amendments thereto.

Credits

Laws 2010, ch. 136, § 139, eff. July 1, 2011; Laws 2011, ch. 30, § 40, eff. July 1, 2011; Laws 2014, ch. 115, § 21, eff. July 1, 2014; Laws 2015, ch. 16, § 1, eff. July 1, 2015.

CONTRABAND

THE ADMINISTRATION OF THE SEDGWICK COUNTY DETENTION FACILITY PROHIBITS THESE ITEMS FROM THE FACILITY:

- o Any item not authorized by facility policies and procedures, state law and federal law;
- o Guns or firearms of any type, or the components, diagrams, or plans thereof;
- o Ammunition, explosives, or the diagrams, formulas or plans thereof;
- o Knives, tools, and materials such as sandpaper, whetstones or similar items used to make such knives or tools;
- o Hazardous or poisonous chemicals, flammable liquids and gases or formulas thereof;
- o Escape paraphernalia such as ropes, grappling hooks, hacksaw blades, jewelers' wire, bar spreaders, maps, lock picks, handcuff keys, or similar devices which could be used to aid an escape;
- o Identification documents or individual photographs of the inmate of the style suitable for the production of identification documents;
- o Documents, plans, diagrams, or schematics that refer to secure electrical systems, escape alarms, overhead lighting, facility power supply, gate operations, body alarms, radio communications, and similar systems;
- o Narcotics or other controlled substances, including any synthetic narcotic, drug, stimulant, sleeping pill, barbiturate, or medicine, prescription or non-prescription, which was not dispensed or approved by the facility health authority. Medicines dispensed or approved by the health authority shall be considered contraband if not consumed or utilized in the manner prescribed;
- o Intoxicants, including but not limited to liquor or alcoholic beverages;
- o Currency, in the form of paper, checks, money orders, coins, stamps or similar instruments with monetary value;
- o Hypodermic needles, hypodermic syringes, nasal inhalers or other devices or any component thereof which could be used to inject substances into the body;
- o Food items;
- o Sexually explicit material, as defined by General Order 113.02, section I-D;
- o Cameras, recording devices, one or two-way transmitting devices, and similar devices and components, thereof, including tapes, batteries, unless pre authorized by the correctional facility; and
- o Any other item deemed to be contraband by Sheriff's Office staff.

Appendix C

ADULT DETENTION KITCHEN EQUIPMENT INVENTORY

| <u>DESCRIPTION</u> | <u>CURRENT INVENTORY</u> |
|---|--------------------------|
| Office Desks | 2 |
| 4 Drawer File Cabinet | 1 |
| Computers | 2 |
| 5 Shelf Book Case | 2 |
| Savajor Scrap master disposal | 1 |
| 3'x8' storage table | 1 |
| 12' prep table with sink | 2 |
| 18' prep table | 1 |
| Trauleen reach in refrigerator | 1 |
| Under Counter dishwasher | 1 |
| Manual Hobart Slicer | 1 |
| 60 gallon Steam Kettle | 1 |
| 80 Gallon steam kettle | 1 |
| Accutemp Steamers | 6 |
| 25' vent hood | 1 |
| 18' vent hood | 1 |
| 1 Fires Suppresion system | 1 |
| 8 rack Blodget Convection ovens | 0 |
| 5 rack Blodget Convection Ovens | 2 |
| 4 Burner Vulcan Stove w/oven | 1 |
| Hobart 800 Mixer | 1 |
| Hobart 200 Mixer | 0 |
| Buffalo Hobart Chopper | 0 |
| Mobile refrigerator holding cabinet | 1 |
| Mobile Hot Holding cabinet | 3 |
| Portable sheet pan table | 2 |
| Beverage prep station with hose real. | 1 |
| Prep table 2-sided w/shelves and rack | 2 |
| "L" shaped pot/pan sink/drain table 3 compartment with disposal and hose | 1 |
| Tray wash stations | 2 |
| Walk in Freezer | 1 |
| Walk in Refrigerator | 1 |
| serving carts | 4 |
| Wire rack units for trays | 8 |
| Insulated drink containers | 22 |
| Food Warmers | 3 |
| Food Chiller | 2 |
| Conveyer table | 1 |
| Steam table | 2 |
| Ice Table | 1 |
| Ice Machine | 1 |
| Wire racks for small ware | 8 |

Appendix E

COURTHOUSE CAFÉ KITCHEN INVENTORY 7-29-16

| <u>DESCRIPTION</u> | <u>CURRENT INVENTORY</u> | <u>COMMENTS</u> |
|---------------------------------------|--------------------------|-----------------|
| 2 Door cooler stainless steel | 1 | |
| 2 Door cooler glass front | 1 | |
| Single door cooler stainless steel | 1 | |
| Single door cooler glass front | 1 | |
| Single door freezer stainless steel | 1 | |
| 6 burner stove | 1 | |
| Stove top grill | 2 | |
| Fryer | 2 | |
| 2-stack oven | 1 | |
| Comm. Toaster | 1 | |
| Char-Broiler | 1 | |
| Food warmer | 1 | |
| Tilt Skillet | 1 | |
| Meat slicer | 1 | |
| Ice Machine | 1 | |
| 4' work table - stainless steel | 1 | |
| 8' work table - stainless steel | 1 | |
| 10' table with sink - stainless steel | 1 | |
| Condiment bar with sneez guard | 1 | |
| Walk in Freezer | 1 | |
| Walk in refrigerator | 1 | |
| Tray Washer | 1 | |
| Ejection pumps | 2 | |

Paperback Religious Texts

- **New King James**
- **Original King James Version**
- **New Living Translation (NLT) English and Spanish**
- **New International Version (NIV) English and Spanish**
- **Catholic English and Spanish**
- **Quran English and Arabic**
- **Tanakh**
- **Enchantment Encumbered (Wiccan)**