

NUTRITION AND COMMISSARY MANAGEMENT SERVICES AGREEMENT

by and between:

SEDGWICK COUNTY, KANSAS

and

CATERING BY MARLIN'S, INC., d/b/a CBM MANAGED SERVICES

This Agreement made and entered into this 9th day of February, 2017, by and between Sedgwick County, Kansas ("County") and Catering by Marlin's, Inc., d/b/a CBM Managed Services, a South Dakota corporation licensed to do business in the State of Kansas ("Contractor").

WITNESSETH:

WHEREAS, pursuant to a request by County (RFP #16-0079), Contractor has submitted a proposal to provide nutrition and commissary management services; and

WHEREAS, County desires to engage Contractor to provide said nutrition and commissary management services; and

WHEREAS, County and Contractor desire to state the terms and conditions under which Contractor will provide said nutrition and commissary management services.

NOW, THEREFORE, in consideration of the mutual covenants, conditions and promises contained herein, the parties hereto agree as follows:

1. Purpose and Scope of Work. Contractor shall provide nutrition and commissary management services, as detailed within County RFP #16-0079 and Contractor's response to RFP #16-0079, which are attached hereto and incorporated herein by reference as part of this Agreement. More specifically, by accepting Contractor's proposal, County is choosing Proposal Option #1b, as that option is set forth in Contractor's response to RFP #16-0079. The parties agree that time is of the essence in Contractor's performance of this Agreement.

2. Term. The initial term of this Agreement shall be for three (3) years, beginning on the date first ascribed above, with two (2) one (1) year options to renew, at County's sole discretion.

3. Performance Bond. Pursuant to Section 3 of County RFP #16-0079, Contractor agrees to provide to County a performance bond in the amount of ONE HUNDRED THOUSAND DOLLARS AND NO CENTS (\$100,000.00) to guarantee Contractor's faithful performance of the terms and conditions of this Agreement. Said performance bond must 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. Contractor understands and agrees that such performance bond will be required each year of this Agreement, and must be issued within twenty (20) days of Contractor's written notification of award.

4. Reports. In addition to the specific invoicing and billing requirements set forth herein, Contractor will also submit all invoicing and billing statements, as well as all additional reports as requested by County to jailcontract@sedgwick.gov.

5. **Staff Dining Room and Courthouse Café.** County will maintain all equipment (replacement and investment) in the Staff Dining Room in the Adult Detention Facility as well as in the Courthouse Café. Contractor will contribute \$13,000.00 toward a fund that will be used to purchase needed items for these two areas. Contractor will manage this fund and, in the event that these funds are not completely exhausted during any year of this Agreement, the remaining balance will carry over into the next year of this Agreement. Upon expiration and/or termination of this Agreement, any funds remaining in this fund will be returned to County.

6. **Inmate Labor.** County agrees that inmate labor will be available for cleaning of facilities and serving of prepared foods. The Jail Administrator or his/her designee will provide at least forty (40) inmate workers for meal service per day. Contractor will ensure that at no time will inmates supervise other inmates and will provide inmate training. The Jail Administrator, in his or her sole discretion, reserves the right to suspend Contractor's use of inmate labor at any time. Upon suspension of inmate labor, Contractor reserves the right to request an increase in the price per meal, which such request should not be unreasonably denied.

7. **Kosher Meals.** Contractor agrees that it will prepare Kosher meals on-site and will not utilize pre-packaged Kosher meals. Should County ever desire to have Contractor use pre-packaged Kosher meals, Contractor reserves the right to request a price increase to cover the cost difference.

8. **Commissary Equipment/Software.** All commissary equipment and/or software and commissary products will at all times remain the property of Contractor. Contractor will remove equipment and/or software immediately upon expiration or termination of this Agreement. Any and all inmate data pulled from this equipment and/or software is and will remain the property of County. Upon removal of the equipment and/or software, all such data will be promptly returned to County. Contractor is responsible for repairs to commissary equipment that arise due to normal wear and tear.

9. **Incorporation of Documents.** Appendix A (Sedgwick County Mandatory Contractual Provisions Attachment), RFP #16-0079, Contractor's response to RFP #16-0079 and a copy of the Performance Bond required pursuant to Paragraph 3 hereunder are attached hereto and are made a part hereof as if fully set forth herein.

[remainder of this page intentionally left blank]

General Terms and Conditions

10. Contractual Relationship. It is agreed that the legal relationship between Contractor and County is of a contractual nature. Both parties assert and believe that Contractor is acting as an independent contractor in providing the goods and services and performing the duties required by County hereunder. Contractor is at all times acting as an independent contractor and not as an officer, agent, or employee of County. As an independent contractor, Contractor, or employees of Contractor, will not be within the protection or coverage of County's worker's compensation insurance, nor shall Contractor, or employees of Contractor, be entitled to any current or future benefits provided to employees of County. Further, County shall not be responsible for the withholding of social security, federal, and/or state income tax, or unemployment compensation from payments made by County to Contractor.

11. Authority to Contract. Contractor assures it possesses legal authority to contract these services; that resolution, motion or similar action has been duly adopted or passed as an official act of Contractor's governing body, authorizing the signing of this Agreement, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of Contractor to act in connection with the application and to provide such additional information as may be required.

12. Compensation. County agrees to pay and Contractor agrees to accept as compensation for goods and services provided pursuant to this Agreement the fees set forth Contractor's Response to County RFP #16-0079, attached hereto and incorporated herein by reference. These fees include all of Contractor's time, labor and equipment, travel, and all other expenses associated with the provision of goods, equipment and/or services, and shall be the sole compensation rendered to Contractor hereunder.

13. Invoicing and Billing. Contractor shall submit all invoices to Sedgwick County Finance, Accounts Payable within three (3) business days after each commissary delivery. Invoices may be submitted electronically (AP_Invoices@sedgwick.gov), via fax (316.941.5127), or by mail to the following address: Sedgwick County Finance, Attention: Accounts Payable, 525 N. Main, Ste. 823, Wichita, Kansas 67203.

Invoices must include the following information:

- a. Invoice number
- b. Invoice date
- c. Supplier's name and address
- d. Customer's name and address
- e. Sedgwick County PO number (for PO purchases only)
- f. Sedgwick County contact name and department (for non-purchase order purchases)
- g. Details of the goods and/or services provided
 1. Include location address (if applicable)
- h. Goods quantity
- i. Prices of goods and/or services
- j. Total amount due
- k. Additional charges (i.e., freight) (must be listed as a separate invoice item)

Properly submitted invoices and/or billing statements will be paid within thirty (30) calendar days of receipt by County.

14. Warranties and Representation. Goods or equipment delivered and/or services rendered hereunder must be made according to the terms of this Agreement both as to time and quantities, with County reserving the right to cancel, reject or refuse any delivery made and/or service rendered prior to or subsequent to the times specified. In the event no quality is specified on the face hereof, the goods or equipment delivered and/or services rendered hereunder must be of the best quality. If delivery of goods or equipment and/or rendering of services cannot be maintained, Contractor must notify County immediately. Upon Contractor's failure to maintain delivery or otherwise perform hereunder, County reserves the right to procure such goods or equipment and/or services elsewhere, in whole or in part, and assess Contractor with any additional costs incurred, unless Contractor's default arises from causes beyond its control and without fault or negligence. This remedy is in addition to any other remedy which County may have pursuant to this Agreement or otherwise and/or any warranty that may be implied or imposed by operation of law.

15. Notification. Notifications required pursuant to this Agreement shall be made in writing and mailed to the addresses shown below. Such notification shall be deemed complete upon mailing.

County: Sedgwick County Purchasing Office
Attn: Contract Notification
Sedgwick County Courthouse
525 N. Main, Suite 823
Wichita, Kansas 67203

and

Sedgwick County Counselor=s Office
Attn: Contract Notification
Sedgwick County Courthouse
525 N. Main, Suite 359
Wichita, Kansas 67203-3790

Contractor: Catering by Marlin's, Inc.
d/b/a CBM Managed Services
Attn: Marlin C. Sejnoha, Jr.
500 East 52nd Street North
Sioux Falls, SD 57104

16. Termination.

A. Termination for Cause. In the event of any breach of the terms or conditions of this Agreement by Contractor, or in the event of any proceedings by or against Contractor in bankruptcy or insolvency or for appointment of receiver or trustee or any general assignment for the benefit of creditors, County may, in addition to any other remedy provided it by law or in equity or other right reserved to it elsewhere in this Agreement, without any liability to Contractor on account thereof, by written notice, terminate immediately all or any part of this Agreement, procure the goods, equipment and/or services provided for herein elsewhere, on such terms and under such conditions as are reasonable in the sole discretion of County, and Contractor shall be liable to pay to County any excess cost or other damages caused by Contractor as a result thereof.

B. Termination for Convenience. Either party shall have the right to terminate this Agreement for convenience in whole, or from time to time, in part, upon thirty (30) days' written notice. Upon receipt of such termination notice from County, Contractor shall not incur any new obligations and shall cancel as many outstanding obligations as reasonably possible. In such event, County's maximum liability shall be limited to payment for goods or equipment delivered and accepted and/or services rendered.

C. Reduction in Funds. It is understood that funding may cease or be reduced at any time. In the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this Agreement upon thirty (30) days' written notice.

17. **Hold Harmless.** Contractor shall indemnify County, and its elected and appointed officials, officers, managers, members, employees and agents, against any and all loss or damage to the extent such loss and/or damage arises out of Contractor's negligence and/or willful, wanton or reckless conduct in the provision of goods and equipment or performance of services under this Agreement. This indemnification shall not be affected by other portions of the Agreement relating to insurance requirements.

18. **Liability Insurance.** Contractor agrees to maintain the following minimum limits of insurance coverage throughout the term of this Agreement:

Worker's Compensation Applicable State Statutory Employer's Liability	
Employer's Liability Insurance:	\$100,000.00
Commercial General Liability Policy Each occurrence Aggregate	\$500,000.00 \$500,000.00
Personal Injury: Each person aggregate General aggregate	\$500,000.00 \$500,000.00
Automobile Liability Combined single limit	\$500,000.00

Liability insurance coverage indicated above 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- and licensed to do business in the State of Kansas. 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.

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

19. Entire Agreement. This Agreement and the documents incorporated herein contain all the terms and conditions agreed upon by both parties. No other understandings, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind any of the parties hereto. Any agreement not contained herein shall not be binding on either party, nor shall it be of any force or effect.

20. Assignment. Neither this Agreement nor any rights or obligations created by it shall be assigned or otherwise transferred by either party without the prior written consent of the other. Any attempted assignment without such consent shall be null and void.

21. Amendments. Neither this Agreement nor any rights or obligations created by it shall be amended by either party without the prior written consent of the other. Any attempted amendment without such consent shall be null and void.

22. Subcontracting. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of County. In the event subcontracting is approved by County, Contractor shall remain totally responsible for all actions and work performed by its subcontractors. All approved subcontracts must conform to applicable requirements set forth in this Agreement and in its appendices, exhibits and amendments, if any.

23. Severability Clause. In the event that any provision of this Agreement is held to be unenforceable, the remaining provisions shall continue in full force and effect.

24. Waiver. Waiver of any breach of any provision in this Agreement shall not be a waiver of any prior or subsequent breach. Any waiver shall be in writing and any forbearance or indulgence in any other form or manner by County shall not constitute a waiver.

25. Force Majeure. Contractor shall not be held liable if the failure to perform under this Agreement arises out of causes beyond the control of Contractor. Causes may include, but are not limited to, acts of nature, fires, tornadoes, quarantine, strikes other than by Contractor's employees, and freight embargoes.

26. Order of Preference. Any conflict to the provisions of this Agreement and the documents incorporated by reference shall be determined by the following priority order:

- a. Sedgwick County Contractual Provisions Attachment
- b. Written modifications and addenda to the executed Agreement
- c. This Agreement document
- d. The RFP
- e. Contractor's written response to the RFP

27. Environmental Protection. Contractor shall abide by all federal, state and local laws, rules and regulations regarding the protection of the environment. Contractor shall report any violations to the applicable governmental agency. A violation of applicable laws, rules or regulations may result in termination of this Agreement for cause.

28. Nondiscrimination and Workplace Safety. Contractor agrees to abide by all federal, state and local laws, rules and regulations prohibiting discrimination in employment and controlling workplace safety. Any violation of applicable laws, rules or regulations may result in termination of this Agreement for cause.

29. Retention of Records. Unless otherwise specified in this Agreement, Contractor agrees to preserve and make available to County at reasonable times all of its books, documents, papers, records and other evidence involving transactions related to this Agreement for a period of five (5) years from the date of expiration or termination of this Agreement.

Matters involving litigation shall be kept for one (1) year following termination of litigation, including all appeals, if the litigation exceeds five (5) years.

30. Ownership of Data. All data, forms, procedures, software, manuals, system descriptions and work flows developed or accumulated by Contractor in relation to this Agreement shall be owned by County and shall be handed over and/or returned to County upon the expiration or termination of this Agreement. Contractor shall not release any such materials without written approval of the County.

31. Intellectual Property Rights. As applicable, all original software, software code, and/or intellectual property developed or created by County in relation to this Agreement shall remain the sole property of the County. Contractor shall surrender all original written materials, including, but not limited to any reports, studies, designs, drawings, specifications, notes, documents, software and documentation, computer-based training modules, electronically or magnetically recorded material, and any and all intellectual property to County upon the expiration or termination of this Agreement.

[remainder of this page intentionally left blank]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

SEDGWICK COUNTY, KANSAS

Joseph Thomas

Joseph Thomas
Purchasing Director

CATERING BY MARLINS, INC.

Marlin C. Seindha, Jr.

Marlin C. Seindha, Jr.
President and CEO

APPROVED AS TO FORM ONLY:

Misha C. Jacob-Warren

Misha C. Jacob-Warren
Assistant County Counselor

ATTESTED TO:

Naomi C. McLaughlin

Witness

ATTESTED TO:

Kelly B. Arnold

Kelly B. Arnold
County Clerk



APPENDIX A
SEDGWICK COUNTY MANDATORY CONTRACTUAL PROVISIONS ATTACHMENT

Important: This form contains mandatory contract provisions and must be attached to or incorporated in all copies of any contractual agreement. If it is attached to the vendor/contractor's standard contract form, then that form must be altered to contain the following provision:

"The Provisions found in the Sedgwick County Mandatory Contractual Provisions Attachment, which is attached hereto, are hereby incorporated in this Agreement and made a part thereof. In the event of conflict between the provisions of this Agreement and the Sedgwick County Mandatory Contractual Provisions Attachment, the terms of the Sedgwick County Mandatory Contractual Provisions Attachment will control. "

The parties agree that the following provisions are hereby incorporated into the Agreement to which it is attached and made a part thereof, said contract being the 9th day of February, 20 17.

1. **Terms Herein Controlling Provisions:** It is expressly agreed that the terms of each and every provision in this attachment shall prevail and control over the terms of any other conflicting provision in any other document relating to and a part of the Agreement in which this attachment is incorporated.
2. **Choice of Law:** This Agreement shall be interpreted under and governed by the laws of the State of Kansas. The parties agree that any dispute or cause of action that arises in connection with this Agreement will be brought before a court of competent jurisdiction in Sedgwick County, Kansas.
3. **Termination Due To Lack of Funding Appropriation:** If, in the judgment of the Chief Financial Officer, sufficient funds are not appropriated to continue the function performed in this Agreement and for the payment of the charges hereunder, County may terminate this Agreement at the end of its current fiscal year. County agrees to give written notice of termination to Contractor at least thirty (30) days prior to the end of its current fiscal year, and shall give such notice for a greater period prior to the end of such fiscal year as may be provided for in the Agreement, except that such notice shall not be required prior to ninety (90) days before the end of such fiscal year. Contractor shall have the right, at the end of such fiscal year, to take possession of any equipment provided to County under the Agreement. County will pay to Contractor all regular contractual payments incurred through the end of such fiscal year, plus contractual charges incidental to the return of any related equipment. Upon termination of the Agreement by County, title to any such equipment shall revert to Contractor at the end of County's current fiscal year. The termination of the Agreement pursuant to this paragraph shall not cause any penalty to be charged to the County or the Contractor.
4. **Disclaimer of Liability:** County shall not hold harmless or indemnify any contractor beyond that liability incurred under the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*).
5. **Acceptance of Agreement:** This Agreement shall not be considered accepted, approved or otherwise effective until the statutorily required approvals and certifications have been given.
6. **Arbitration, Damages, Jury Trial and Warranties:** Notwithstanding any language to the contrary, no interpretation shall be allowed to find the County has agreed to binding arbitration, or the payment of damages or penalties upon the occurrence of a contingency. Notwithstanding any language to the contrary, no interpretation shall be allowed to find the County has consented to a jury trial to resolve any disputes that may arise hereunder. Contractor waives its right to a jury trial to resolve any disputes that may arise hereunder. No provision of any Agreement and/or this Contractual Provisions Attachment will be given effect which attempts to exclude, modify, disclaim or otherwise attempt to limit implied warranties of merchantability and fitness for a particular purpose.
7. **Representative's Authority to Contract:** By signing this Agreement, the representative of the Contractor thereby represents that such person is duly authorized by the Contractor to execute this Agreement on behalf of the Contractor and that the Contractor agrees to be bound by the provisions thereof.
8. **Federal, State and Local Taxes:** Unless otherwise specified, the proposal price shall include all applicable federal, state and local taxes. Contractor shall pay all taxes lawfully imposed on it with respect to any product or service delivered in accordance with this Agreement. County is exempt from state sales or use taxes and federal excise taxes for direct purchases. These taxes shall not be included in the Agreement. Upon request, County shall provide to the Contractor a certificate of tax exemption.

County makes no representation as to the exemption from liability of any tax imposed by any governmental entity on the Contractor.
9. **Insurance:** County shall not be required to purchase any insurance against loss or damage to any personal property to which this Agreement relates, nor shall this Agreement require the County to establish a "self-insurance" fund to protect against any such loss or damage. Subject to the provisions of the Kansas Tort Claims Act (K.S.A. 75-6101 *et seq.*), Contractor shall bear the risk of any loss or damage to any personal property to which Contractor holds title.
10. **Conflict of Interest.** Contractor shall not knowingly employ, during the period of this Agreement or any extensions to it, any professional personnel who are also in the employ of the County and providing services involving this Agreement or services similar in nature to the scope of this Agreement to the County. Furthermore, Contractor shall not knowingly employ, during the period of this Agreement or any extensions to it, any County employee who has participated in the making of this Agreement until at least two years after his/her termination of employment with the County.
11. **Confidentiality.** Contractor may have access to private or confidential data maintained by County to the extent necessary to carry out its responsibilities under this Agreement. Contractor must comply with all the requirements of the Kansas Open Records Act (K.S.A. 42-215 *et seq.*) in providing services and/or goods under this Agreement. Contractor shall accept full responsibility for providing adequate supervision and training to its agents and employees to ensure compliance with the Act. No private or confidential data collected, maintained or used in the course of performance of this Agreement shall be disseminated by either party except as authorized by statute, either during the period of the Agreement or thereafter. Contractor must agree to return any or all data furnished by the County promptly at the request of County in whatever form it is maintained by Contractor. Upon the termination or expiration of this Agreement, Contractor shall not use any of such data or any material derived from the data for any purpose and, where so instructed by County, shall destroy or render such data or material unreadable.
12. **Cash Basis and Budget Laws.** The right of the County to enter into this Agreement is subject to the provisions of the Cash Basis Law (K.S.A. 10-1112 and 10-1113), the Budget Law (K.S.A. 79-2935), and all other laws of the State of Kansas. This Agreement shall be construed and interpreted so as to ensure that

the County shall at all times stay in conformity with such laws, and as a condition of this Agreement the County reserves the right to unilaterally sever, modify, or terminate this Agreement at any time if, in the opinion of its legal counsel, the Agreement may be deemed to violate the terms of such laws.

13. **Anti-Discrimination Clause.** Contractor agrees: (a) to comply with the Kansas Act Against Discrimination (K.S.A. 44-1001 *et seq.*) and the Kansas Age Discrimination in Employment Act (K.S.A. 44-1111 *et seq.*) and the applicable provisions of the Americans with Disabilities Act (42 U.S.C. 12101 *et seq.*) (ADA) and to not discriminate against any person because of race, religion, color, sex, disability, national origin or ancestry, or age in the admission or access to, or treatment or employment in, its programs and activities; (b) to include in all solicitations or advertisements for employees the phrase "equal opportunity employer;" (c) to comply with the reporting requirements set out at K.S.A. 44-1031 and K.S.A. 44-1116; (d) to include those provisions in every subcontract or purchase order so that they are binding upon such subcontractor or vendor; (e) that a failure to comply with the reporting requirements of (c) above or if the Contractor is found guilty of any violation of such acts by the Kansas Human Rights Commission, such violation shall constitute a breach of contract and the Agreement may be cancelled, terminated or suspended, in whole or in part by County, without penalty thereto; and (f) if it is determined that the Contractor has violated applicable provisions of the ADA, such violation shall constitute a breach of the Agreement and the Agreement may be cancelled, terminated or suspended, in whole or in part by County, without penalty thereto.

Parties to this Agreement understand that the provisions of this paragraph 13 (with the exception of those provisions relating to the ADA) are not applicable to a contractor who employs fewer than four employees during the term of this Agreement or whose contracts with the County cumulatively total \$5,000 or less during the County's fiscal year.

14. **Suspension/Debarment.** Contractor acknowledges that as part of the Code of Federal Regulations (2 C.F.R. Part 180) a person or entity that is debarred or suspended in the System for Award Management (SAM) shall be excluded from federal financial and nonfinancial assistance and benefits under federal programs and activities. All non-federal entities, including Sedgwick County, must determine whether the Contractor has been excluded from the system and any federal funding received or to be received by the County in relation to this Agreement prohibits the County from contracting with any Contractor that has been so listed. In the event the Contractor is debarred or suspended under the SAM, the Contractor shall notify the County in writing of such determination within five (5) business days as set forth in the Notice provision of this Agreement. County shall have the right, in its sole discretion, to declare the Agreement terminated for breach upon receipt of the written notice. Contractor shall be responsible for determining whether any sub-contractor performing any work for Contractor pursuant to this Agreement has been debarred or suspended under the SAM and to notify County within the same five (5) business days, with the County reserving the same right to terminate for breach as set forth herein.
15. **HIPAA Compliance.** Contractor agrees to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191 (codified at 45 C.F.R. Parts 160 and 164), as amended ("HIPAA"); privacy and security regulations promulgated by the United States Department of Health and Human Services ("DHHS"); title XIII, Subtitle D of the American Recovery and Reinvestment Act of 2009, Pub. L. No. 111-5, as amended ("HITECH Act"); the Genetic Information Nondiscrimination Act of 2008 ("GINA"); provisions regarding Confidentiality of Alcohol and Drug Abuse Patient Records (codified at 42 C.F.R. Part 2), as amended (collectively referred to as "HIPAA"), to the extent that the Contractor uses, discloses or has access to protected health information as defined by HIPAA. Under the final Omnibus Rule effective March 2013, Contractor may be required to enter into a Business Associate Agreement pursuant to HIPAA.
16. **Compliance with Law.** Contractor shall comply with all applicable local, state and federal laws and regulations in carrying out this Agreement, regardless of whether said local, state and federal laws are specifically referenced in the Agreement to which this attached is incorporated.
17. **Tax Set-Off.** If, at any time prior to or during the term of any executed agreement, Contractor is delinquent in the payment of real and/or personal property taxes to Sedgwick County, and the delinquency exists at the time payment is due under the agreement, County will offset said delinquent taxes by the amount of the payment due under the agreement and will continue to do so until the delinquency is satisfied, pursuant to K.S.A. 79-2012.



Sedgwick County

Revised Cost Proposal

Deputy Dining Program

Dining Room

Hours

11:00 am - 1:00 pm

5:00 pm - 7:00 pm

11:00 pm - 1:00 am

Features

- Salad bar
- Hot meal of the day
- Beverage
- Self-Service dining



Courthouse Café hours will be 7:00 am – 2:00 pm

Revised Cost Proposal

Revised Cost Proposal #1a

Regular Inmate Meal: \$1.167 per meal

Staff Meal: Staff pay \$3.50 per meal (plus applicable taxes)

Commissary Commission: 10% of net sales

Courthouse Café Hours: 7am – 2pm (Monday-Friday)

The County will maintain all equipment repair, replacement and investment.

Revised Cost Proposal #1b

Regular Inmate Meal: \$1.177 per meal

Staff Meal: Staff pay \$3.50 per meal (plus applicable taxes)

Commissary Commission: 10% of net sales

Courthouse Café Hours: 7am – 2pm (Monday-Friday)

The County will maintain all equipment repair, replacement and investment.

CBM will contribute \$13,000 to a fund to purchase needed items for Staff Dining Room and Courthouse Café.*

Revised Cost Proposal #1c

Regular Inmate Meal: \$1.182 per meal

Staff Meal: Staff pay \$3.50 per meal (plus applicable taxes)

Commissary Commission: 10% of net sales

Courthouse Café Hours: 7am – 2pm (Monday-Friday)

The County will maintain all equipment repair, replacement and investment.

CBM will contribute \$19,500 to a fund to purchase needed items for Staff Dining Room and Courthouse Café.*

Revised Cost Proposal #1d

Regular Inmate Meal: \$1.187 per meal

Staff Meal: Staff pay \$3.50 per meal (plus applicable taxes)

Commissary Commission: 10% of net sales

Courthouse Café Hours: 7am – 2pm (Monday-Friday)

The County will maintain all equipment repair, replacement and investment.

CBM will contribute \$26,000 to a fund to purchase needed items for Staff Dining Room and Courthouse Café.*

Revised Cost Proposal

The Following Applies To All Cost Proposal Options:

- Census Count or Actual Count, whichever is greater will be used for billing
- Religious Meals, Nutritional Supplements, Doctor Ordered Snacks - Charged as inmate meal
- Meal prices based on inmate labor usage
- Includes secure inmate email program
- Proposals based on both food and commissary award

Net Sales is defined as Total Gross Sales minus sales tax, postal products, credits and any other items sold at no mark-up or at cost. Commissions will be paid in accordance to the RFP requirements throughout the duration of the contract.

CBM Managed Services will comply with all Federal and State laws, and pay all applicable taxes throughout the life of the agreement. In addition, CBM Managed Services agrees to maintain a fair pricing structure for all commissary goods sold.

*** Equipment fund will be managed by CBM Managed Services. In the event all funds are not utilized, remaining balance will carry over to next year. At the end of the contract, any unused monies will be returned to the County.**

Sample Staff Menu

Monday

Lasagna
Green Beans
Garlic Bread w/Margarine

Tuesday

Baked Ham
Scalloped Potatoes
Peas
Dinner Roll w/Margarine

Wednesday

Swedish Meatballs
Brown Gravy
Pasta
Corn
Dinner Roll w/Margarine

Thursday

Mexican Bar: Mexi Taco
Meat, Lettuce, Cheese,
Spanish Rice, Sour Cream,
Tortilla Chips
Refried Beans
Flour Tortilla

Beverages (Daily)

Iced Tea
Punch

Friday

Italian Meatballs
Spaghetti Sauce
Spaghetti
Green Beans
Garlic Bread w/Margarine

Dessert (Daily)

Dessert of the Day

Saturday

Burger Bar: Beef Patty,
American Cheese, Lettuce,
Tomato, Onion, Pickles,
Ketchup, Mustard
Potato Chips
Fresh Bun

Salad Bar (Daily)

Tossed Salad
Cheddar Cheese
Tomato
Hard Boiled Egg
Green Pepper
Onion
Bacon Bits
Croutons
Saltine Crackers
Choice of Dressing:
Ranch, French, Thousand
Island, Old West

Sunday

BBQ Chicken Breast
Sandwich
Baked Beans
Coleslaw



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October 31, 2016

Kirsten McGovern, Senior Purchasing Agent
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203
E-mail: Kristen.McGovern@sedgwick.gov

Re: Request for Proposal #16-0079 Nutrition and Commissary Management Services

Ms. McGovern and the Evaluation Committee:

CBM Managed Services respectfully submits this proposal for the Nutrition and Commissary Management Services at Sedgwick County in accordance with the Request for Proposal #16-0079.

Our proposal contains all of the information requested and is presented in the requested format and informational sequence. We attempted to meet and exceed all solicitation conditions and instructions as outlined to include clarity, completeness and comprehensiveness to our response.

When it comes to correctional food and commissary service experience, CBM is the new industry leader. Our client partners consist of nearly two hundred and fifty correctional agencies located throughout the United States. These facilities include some of the largest and most complex correctional facilities as well as many small and operationally unique facilities. Our partnerships with other local Kansas counties also have longevity as we have provided service to several other nearby counties for the past several years.

It is our sincere hope that you find our proposal to be reflective of our unique "hands on" approach to doing business while delivering a high quality, cost effective nutrition and commissary programs that will meet and exceed your expectations. We understand the financial impact that food and commissary services can have on your budget. Our proposal response was written to meet the specifications of the Request for Proposal. However, we have submitted two (2) options for pricing that can provide substantial cost savings to the county.

A key theme in our proposal is a partnership. Our approach to a partnership is to bring innovative ideas and solutions to our clients that will make a positive impact on their operations. As your partner, you can count on CBM to offer suggestions or program ideas that will further reduce costs or impact inmate behavior in a positive way.



By entrusting CBM Managed Services to be its partner, Sedgwick County will be able to focus on its core mission of providing a secure institutional environment that prepares offenders for successful release into their communities. CBM looks forward to the opportunity to assist the County in meeting its objectives and to a long-term partnership.

Thank you again for the opportunity to provide this proposal. We stand ready to explain and perfect our proposal to best meet your needs. Please feel free to contact me directly anytime at (605) 310-4950.

On behalf of the CBM Team,
CBM MANAGED SERVICES

A handwritten signature in black ink, appearing to read 'Marlin C. Sejnoha, Jr.', written over a light blue horizontal line.

Marlin C. Sejnoha, Jr.
President and CEO

CBM Managed Services
500 East 52nd Street North
Sioux Falls, SD 57104
(605) 335-0825 Office
(605) 310-4950 Cell
(605) 444-5046 Fax
Marlin.Sejnoha@CBMManagedServices.com



5. Questionnaire (RFP p. 22)

In your response document, respond to all questions and requests listed below. Please precede your answer with a copy of the questions. 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 listed in this document.
CBM Managed Services will comply with all requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements.
Not applicable.
3. Provide the organization's complete name and address
**CBM Managed Services
500 East 52nd Street North
Sioux Falls, South Dakota 57104**
4. Provide a list of office locations for local, regional and corporate entities. List a description of the services provided at each office.
We have a Regional Office located in Sumner County, Kansas. This office oversees the operations of six other County food service operations along with commissary operations.
5. Provide a description of the firm including qualifications, experience, and total number of current employees.
Please see our Company Overview, found on page 66.
6. Indicate if upon award additional employees will be sought.
Yes. 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.
Please see letters of recommendation from a few of our clients on page 87.

Sheriff Darren Chambers
Sumner County Detention Facility
610 East Hillside Road
Wellington, Kansas 67152
(620) 326-8941
Inmate Food & Commissary Services
Number of Inmates: 160
Contract Start Date: 2006
dchambers@co.sumner.ks.us

Sheriff Don Read
Cowley County Jail
910 Loomis Street
Winfield, Kansas 67156
(620) 221-5445
Inmate Food & Commissary Services
Number of Inmates: 130
Contract Start Date: 2008

5. Questionnaire (RFP p. 22)

Sheriff Larry Powell
 McPherson County Sheriff's Office
 1177 West Woodside Street
 McPherson, Kansas 67640
 (620) 245-1247
 Inmate Food & Commissary Services
 Number of Inmates: 75
 Contract Start Date: 2007

Sheriff Kelly Herzet
 Butler County Detention Center
 701 South Stone Road
 El Dorado, Kansas 67042
 (316) 320-7766
 Inmate Food & Commissary Services
 Number of Inmates: 250
 Contract Start Date: 2009
 kherzet@bucoks.com

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.
To protect the privacy of our current clients, CBM Managed Services will provide this information upon award.
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.
CBM Managed Services has only lost accounts due to the competitive bid process. Additional information can be supplied upon request.
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.
Please see the attached personnel and their qualifications on page 73.
11. List any active or pending fines, penalties or sanctions issued by any governmental or accreditation agency during the previous three (3) years.
CBM Managed Services does not have 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.
CBM Managed Services will comply with all menu requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements as listed in this document.
Not Applicable.
3. Provide a six week sample menu that includes nutritional, recipe, and preparation information for each meal. Menu must include plates and sack meals.
Please refer to the submitted menus as a part of our response.
4. Provide a description of product ordering process.
CBM Managed Services has an established order guide with our food vendor. Our on-site food service director typically places all orders online. Product is delivered to the facility at a mutually agreed upon time.
5. Provide a list of major suppliers, types of products purchases and location.
**Cash-Wa Distributing, all food products except bread, Kearney, Nebraska.
 Bimbo Bakeries, all bread products, Wichita, Kansas.**

5. Questionnaire (RFP p. 22)

6. Provide a plan to maintain appropriate nutrition guidelines. Explain how menus are developed and approved.

CBM Managed Services employs multiple Registered Dietitians, licensed in the State of Kansas, that are in charge of designing and certifying that all menus follow all applicable nutrition guidelines. A dietitian licensed in the State of Kansas uses our Computrition menu planning software to develop menus based on CBM's standardized recipes.

7. Indicate how appropriate quality in meals is ensured.

CBM Managed Services ensures quality by having standardized recipes used in all of our facilities and specified products approved by CBM, available through our food vendor.

8. Indicate how adequate rotation of meals is ensured, both plated and sack.

CBM Managed Services' dietitians take into account adequate meal rotation when planning menus. They also work closely with the County to discuss any changes that may be requested.

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.

CBM Managed Services' dietitians have many years of experience planning all types of special diet menus on a daily basis. CBM's dietitians can provide a menu for any special diet requested.

10. List options for providing religious diets.

Typical religious diet menus provided are Kosher and Halal. CBM can also provide a menu for any requested religious diet as requested by the County.

Preparation for ADF

1. Indicate willingness to comply with requirements as listed in this document.

CBM Managed Services will comply with all requirements as listed in this document.

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

Not applicable.

3. Indicate planned time period between first meal plating and final for Detention Facility.

Forty Minutes.

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.

The delivered meals and picked up meals will be planned into the final count. The delivered and picked up meals will be trayed thirty minutes before the designated times. These meals should be accomplished within the first two batches to ensure a quick turn-around. All extra meals from the first two batches will be ADF meals and all others after the delivered and picked up meals will be ADF meals.

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.

The planned delivery schedule is to be that all foods are delivered no less than fifteen minutes before serving. A log is kept for when the driver leaves ADF to be signed by the FSD. Once the meals have been unloaded and delivered at each facility that needs delivery, the POC of each facility will sign the log for departure back to ADF. For the facilities that need delivery, they will be delivered through separate vehicles. The vehicle type will be a Ford Transit van.

5. Questionnaire (RFP p. 22)

6. Provide a detailed plan to ensure USDA recommended temperatures will be met for the recommended time period prior to serving.
Upon traying and loading, a temperature will be taken and logged. A representative from CBM and the Sheriff will sign the log. The same will be done at each stop where food is delivered. The use of insulated trays will also be used for these satellite feeding facilities.
7. Indicate how trays will be kept visually appealing, both in content and organization.
CBM Managed Services uses only the best institutional foods available and trains all cooking personnel to arrange and plate all foods to make it visually appealing and organized. This task is one of the monthly Staff Training modules that are instructed annually.
8. Indicate plan to clearly identify serving utensils.
All serving utensils for both hot and cold food will be color coded. These codes will be posted on a chart in all serving areas.
9. Provide a copy of the form or other process used to indicate a special diet.
Please see the copy of our diet manual found on page 102.

Staffing for ADF

1. Indicate willingness to comply with requirements as listed in this document.
CBM Managed Services will comply with all requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements as listed in this document.
Not applicable.
3. Provide a detailed staffing plan to include a backup plan when scheduled staff is unavailable.
If any of the scheduled personnel are not able to work, our immediate response would be to offer those hours to another employee. If the situation requires more days being absent from the employee, the General Manager would have the authority to hire additional personnel.
4. Provide schedule of anticipated daily arrival and departure of staff; include any deliveries that may happen outside of these hours.
The work day will approximately 330am to 7pm. All deliveries will be handled between these hours.
5. Provide a detailed plan for on staff or consultative nutritionist or dietician. Provide resume if individual is currently on staff.
CBM Managed Services maintains a staff of 7 dietitians that are available to the County at all times. Please see page 101 for additional information on our Dietary Department.
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.
Please see the job descriptions for District Manager and Food Service Director on page 194. The DM has the authority to make on the spot decisions to make sure that all meal delivery times are met and also that the production level runs as smooth as possible. The FSD has the authority to make menu substitutions when needed with proper notice to the contract monitor and also for hiring and firing of personnel.
7. Provide a detailed plan for ensuring all staff obtains Food Handler Certification through the City of Wichita, Office of Environmental Health.

5. Questionnaire (RFP p. 22)

It is the goal of CBM to hire any of the current employees that have this certification. For any new hires, with proper award notification, this training would be preferably accomplished before CBM's first day of service.

8. Provide a detailed plan for ensure the ADF kitchen stays secured.
Please see our key control policy on page 253.
9. Provide a description of staff attire and identification.
CBM has an assortment of uniforms we use nationally. We try and not match the same colors as the inmates or correctional staff uniforms. Please see page 205 for further information regarding staff uniforms.
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.
CBM Managed Services has a zero tolerance policy regarding all contraband.
11. Use of standardized uniforms to include company logo polo tops, slacks, and no facial piercings.
Please see page 205 for further information regarding staff uniforms.
12. Provide examples of inmate training programs.
CBM Managed Services has developed the CBM Inmate Back2Work program. Please see page 272 of this proposal for additional information.

Equipment for ADF

1. Indicate willingness to comply with requirements as listed in this document.
CBM Managed Services will comply with all requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements as listed in this document.
Equipment Maintenance Repair & Replacement Fund: CBM proposes to provide \$32,000 per year to provide for equipment maintenance, repair, and replacement. Any unused funds at year end will roll over to the next year throughout the term of the contract.
3. Provide a list of local vendors that will be utilized to ensure proper working order of equipment.
CBM Managed Services works with Ecolab, Cooks, and Hobart regarding all equipment maintenance and repair.
4. Provide a detailed plan to address downtime of equipment.
Please see our Emergency Contingency Plan found on page 177.
5. Provide a detailed plan to ensure staff is trained to properly use and care for equipment.
CBM Managed Services provides ongoing training to our staff to ensure they are able to properly handle all necessary equipment. We have included a copy of part of our training manual on page 216.
6. Provide a detailed plan of how staff will adhere to regular usage preventative maintenance.
Please see our response to the previous question.
7. Provide a detailed list of anticipated small wares that will be provided by vendor.
Should any of the current small wares, which are owned by the County, become lost or unusable due to the negligence of CBM, CBM will replace these as needed.
8. Provide a detailed list of additional equipment that will be brought on site.
CBM Managed Services has no additional equipment that will be brought on site at this time.
9. Provide a financial statement that outlines anticipated repair and replacement costs.

5. Questionnaire (RFP p. 22)

Please refer to page 379 in our proposal for information regarding our Equipment Maintenance Repair & Replacement Program.

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.
CBM Managed Services will comply with all requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements listed in this document.
Not applicable.

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.
CBM Managed Services will comply with all requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements listed in this document.
Not applicable.

Miscellaneous for ADF

1. Indicate willingness to comply with requirements and/or requests as listed in this document.
CBM Managed Services will comply with all 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.
Not applicable.
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.
There are many different scenarios that could happen. Please refer to our Emergency Contingency Plan included in this proposal. In the case of the whole kitchen being inoperable, one of our local other County facilities such as Butler County or Sumner County would be utilized for meal preparation. Each of these facilities has enough storage and cooking equipment to feed the inmates. The only exception to the Scope of Work would be the meal pattern for the inmates. The meal pattern would possibly need to be altered from CHH to CHC.
4. Provide a detailed plan for receipt and cleaning of meal trays and containers.
For each cart or delivery, a signature form is used. One CBM staff and a correctional officer will count all trays on each cart or delivery before the trays leave the ADF kitchen. Upon return to the kitchen with the dirty trays, a count will be done again to make sure the same number of trays come back as went out.
5. Provide a detailed plan to address the needs of Juvenile Corrections in case of an emergency or catastrophic event.
In the RFP document, it stated that a notice would be given at least 3 hours in advance if this should happen. The first meal to the JDC could be cold followed up with hot meals consisting of the same meal pattern as the adults. The JDC would be expected to pick up the meals or a

5. Questionnaire (RFP p. 22)

- delivery time could be worked out if the delivery time does not interfere with the delivery times to the other adult locations.
6. Provide a detailed plan to obtain exterminating services, include vendor name, location and qualifications, frequency and methodology.
Please see page 192.
 7. Provide a detailed plan to maintain cleanliness and disposable supplies in ADF kitchen restroom facility.
CBM Managed Services agrees to maintain the cleanliness and disposable supplies in the ADF kitchen restroom as part of the regular duties of the ADF kitchen staff. Please see page 216 for our Safety & Sanitation policy.
 8. Provide a detailed summary of the food management software system that will be utilized if awarded contract.
Please see our dietary section for more information on Computrition, our food management software, on page 101.
 9. Provide a copy of any appropriate accreditations/certifications. Include details of process to obtain and retain.
Please see Section 3 of this proposal for copies of our accreditations and certifications.
 10. Provide detailed cost for service(s) proposed.
Our pricing proposal is located on page 61.

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.
CBM Managed Services will comply with all requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements as listed in this document.
Not applicable.
3. Provide a detailed marketing plan.
CBM Managed Services has included marketing options that have been used at other facilities. We will work with Sedgwick County to develop the right plan based on wants and needs. Please see page 169 for additional information.
4. Provide proposed business hours.
At the time of start-up, the serving hours for the cafeteria will be 7am-2pm Monday-Friday. The Cafeteria will be closed on weekends and holidays. CBM will adjust these hours as necessary to reach the optimum number of customers.
5. Outline in detail the level of authority maintained by local management staff. Provide resume if individual is currently of staff or qualities sought if not.
Please see the job descriptions for District Manager and Food Service Director on page 194. The District Manager and Food Service Director have the authority to make on the spot decisions to ensure that all meal delivery times are met and the production runs smoothly.

5. Questionnaire (RFP p. 22)

The FSD has the authority to make menu substitutions when needed with proper notice to the contract monitor and also for hiring and firing of personnel.

6. Provide a description of staff attire and identification.
Please see our response to question #9 under Staffing ADF.
7. Providing a detailed staffing plan.
Please see page 64 for 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.
It is the goal of CBM to hire any of the current employees that have this certification. For any new hires, with proper award notification, this training would be preferably accomplished before CBM's first day of service.
9. Provide a detailed plan to maintain cleanliness.
Please see our Cleaning and Maintenance policy on page 216.
10. Provide a detailed plan to obtain exterminating services, include vendor name, location and qualifications, frequency, and methodology.
Please see page 192.

Nutrition for Courthouse Cafeteria

1. Indicate willingness to comply with requirements as listed in this document.
CBM Managed Services will comply with all dietary and menu requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements as listed in this document.
CBM will comply.
3. Provide a sample six menu to include pricing and portion sizes.
Please refer to the submitted menus as a part of our response.
4. Provide a detailed plan for the posting of nutritional information of menu offerings.
CBM's Computrition software has the ability to print out all nutrition information. Provided that the cafeteria layout permits, CBM could print out the nutrition information for the items served and post in clear table tent positioned along the serving line. CBM is willing to discuss any layout the County would like to see.

Equipment for Courthouse Cafeteria

1. Indicate willingness to comply with requirements as listed in this document.
CBM Managed Services will comply with all requirements as listed in this document.
2. Provide detailed explanation of any unwillingness to comply with requirements as listed in this document.
Not applicable.
3. Provide a list of local vendors that will be utilized to ensure proper working order of equipment.
CBM Managed Services works with Ecolab, Cooks, and Hobart regarding all equipment maintenance and repair.
4. Provide a detailed plan to address downtime of equipment.
Please see our Emergency Contingency Plan on page 177.
5. Provide a detailed plan to ensure staff is trained to properly use and care for equipment.

5. Questionnaire (RFP p. 22)

Please see our Employee Training procedures on page 216.

6. Provide a detailed plan of how staff will adhere to regular usage preventative maintenance.

Please see our Employee Training procedures on page 216.

7. Provide a detailed list of anticipated small wares that will be provided by vendor.

If any of the current small-ware items that are owned by the County should become lost or unusable due to the negligence of CBM, CBM will replace these as needed.

8. Provide a detailed list of additional equipment that will be brought on site.

CBM Managed Services has no additional equipment that will be brought on site at this time.

9. Provide a financial statement that outlines anticipated repair and replacement costs.

Please refer to page 379 in our proposal for information regarding our Equipment Maintenance Repair & Replacement Program.

Reporting for the Courthouse Cafeteria

1. Indicate willingness to comply with requirements as listed in this document.

CBM Managed Services will comply with all requirements as listed in this document.

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

Not applicable.

3. Provide a sample of each required report including temperature log.

Please see our Employee Training procedures on page 207.

Desired for Courthouse Cafeteria (Not Mandatory) Specifications

1. Indicate willingness to comply with requirements as listed in this document.

CBM Managed Services will comply with all requirements as listed in this document.

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

Not applicable.

3. If applicable, provide a detailed plan to demonstrate sustainable operations

Please see page 191.

END OF SECTION A

5. General Requirements (RFP p. 28)

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.
Please see our certifications and licenses in Section 3 of our proposal.
- 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.
Please see our Company Overview on page 66 and Executive Summary on page 94.
- c. Shall provide a list of current contracts of 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.
To protect the privacy of our current clients, CBM Managed Services will provide this information upon award.
- 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.
CBM Managed Services has not terminated or lost any commissary contracts in the past 24 months.
- 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.
Neither CBM Managed Services nor its corporate principals within the company have been involved in any legal action, pending or settled against the company in 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.
Please see our financial statements in Section 5 of our proposal.
- g. Shall include identification of the staff members of the project team, their duties, responsibilities, background and experience.
Please see page 73 for information on our staff.
- 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.
Please see our Cost Proposal on page 61.
- i. The Vendor shall supply for the use of the inmate population the following items at no charge to Sedgwick County: coffee pots, hair clippers, basketballs, televisions for Detention Facility and ping pong supplies for Work Release. The items listed comfort/entertainment inmates will be

5. General Requirements (RFP p. 28)

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.

CBM has read and will comply with this requirement. If awarded this contract, CBM Managed Services will mutually agree with Sedgwick County on the brand names and sizes so these additional items that CBM will purchase will remain consistent throughout the duration of the contract.

Examples: Spalding Brand Indoor/Outdoor Basketballs; RM Pro X-Quisite Hair Clippers

- 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.

If the County requires additional items CBM Managed Services agrees to discuss for implementation.

- 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.

CBM would like to work with the County to implement CBM Fresh Express and CBM Snack Wagon. All items offered will be mutually agreed upon between CBM Managed Services and the County and approved by the County.

Please see page 367 for additional information regarding these programs.

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.

CBM has the capability to allow on-line sales through our JailATM.com website. JailATM.com is fully integrated with Lockdown™ Inmate Banking, so any restriction rules that Sedgwick County has in place such as spending limits, religious, gender, disciplinary, housing locations will apply with all on-line sales.

3. Hot cart service to all pods once a week at the Adult Detention Facility.

CBM would like to work with the County to implement CBM Fresh Express and CBM Snack Wagon. CBM Snack Wagon would be available the first day of the contract. All items offered will be mutually agreed upon between CBM Managed Services and the County and approved by the County.

Please see page 368 for additional information regarding these programs.

- 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)

5. General Requirements (RFP p. 28)

CBM will offer the Snack Wagon Cart and install snack/soda vending machines for purchase at the Work Release Facility. The Snack Wagon Cart/Vending machines will also be available for officers to purchase.

- 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.

CBM agrees to provide up to 1 case per month of large print paperback religious material.

- n. Provide options for a barcode reader system for ADF.

CBM has a barcode reader system and is willing to discuss implementation with the County.

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.

CBM will install a Microsoft SQL Server database. This server can be a physical or virtual machine.

Recommended Requirements:

Quad Core Processor 2 GHz+

Windows 7/Server 2008 or higher

250 GB+ Hard drive space

4 GB RAM

- 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.

CBM ensures that no existing interfaces will be lost when installing any new software onto Sedgwick County network. CBM will work closely with Sedgwick County IT Department to fully explain any update or changes that will be needed for this RFP and day to day operations.

- 3. All interface integration must be successfully completed prior to go-live.

CBM agrees that all interface integrations will be successfully completed and tested prior to go-live implementation.

- 4. Interfaces currently in place that new vendor software will impact are as follows:

- ADAM – Adult Detention Administration Management System.

CBM will build a near real time interface with ADAM. CBM also has phone ordering and debit calling interface with Securus Technologies.

- 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.

CBM agrees to provide training for Sedgwick County Sheriff's office employees. CBM's training will be ongoing and unlimited to the County.

- 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



5. General Requirements (RFP p. 28)

provide search and report capabilities necessary for day to day operations and investigative inquiries.

CBM agrees that all data will remain the property of Sedgwick County. No data will be released without the consent of Sedgwick and the County will have full access to all data.

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.
CBM guarantees that no commissary products will be distributed that have exceeded their "use by," sell by or similar expiration date. It is CBM's intent that items be fresh and wholesome.
2. Food items shall be wrapped/packaged and dated for individual consumption.
CBM agrees that all products will be wrapped/packaged and dated for individual consumption.
3. Containers shall be made of clear (see-through), non-breakable materials.
CBM buys commissary products from companies that specialize in selling goods to correctional facilities. All products will be see through, non-breakable and safe for a correctional environment.
4. Consumable products shall contain no alcohol.
All of CBM's commissary menu offerings are alcohol free.
5. Product shall not contain packages of sugar or sauces that Sedgwick County considers a safety risk such as hot pepper sauce.
Sedgwick County will approve the commissary menu. No commissary items will ever be added or removed without prior approval of the County.
6. All purchases delivered to inmates shall be free of contraband.
Commissary orders are packed in a clear heat sealed bag and checked by (2) CBM staff members to ensure all orders are contraband free.
7. The Vendor shall not substitute items ordered by inmates.
CBM agrees that no substitutions will be allowed.
8. The Vendor shall package the deliverable items in clear plastic bags.
All commissary orders are delivered in clear heat sealed bags with a 2 part receipt.
9. Orders must be filled without inmate's names or identifying number being visible or known by Vendor staff off-site.
CBM order fulfillment technology is called LightSpeed. LightSpeed imports all commissary orders in a manner that nobody filling orders will know which inmate order is being processed.
10. The Vendor shall be responsible for monthly or as needed exterminating services as determined necessary.
CBM has read and will comply with this requirement.

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.



5. General Requirements (RFP p. 28)

4. For instance, any inmate may be restricted to no more than 4, 2-pak Tylenol over a 60-day period.
5. Any item may be restricted entirely from a given inmate. For instance, any inmate may have smoke sausage restricted entirely so that none may be ordered.
6. Any inmate may be restricted to a given quantity of a category or 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.

CBM Managed Services has the ability to implement all of these restrictions.

Please see page 341 of our proposal for a detailed response.

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.
CBM has read, agrees and will comply with this requirement.
2. The Vendor represents and warrants 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.
CBM has read, agrees and will comply with this requirement.
3. The Vendor shall maintain a competitive retail pricing philosophy with regard to the retail selling price of the commissary items to inmates.
CBM will survey local retail businesses located in Sedgwick County and maintain a fair pricing structure based on the local retail store pricing.
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.

5. General Requirements (RFP p. 28)

- 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.

CBM has read, agrees and will comply with these requirements.

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.

CBM agrees to maintain an adequate level of inventory. Our standard is to operate at a 4 week par level of inventory on hand at all times. CBM currently maintains a 99% fill rate, company- wide.

Once the inmate commissary orders have been transmitted, we will process them through our warehouse lockdown software. Lockdown will separate out each inmate's order and deduct the inventory needed to fill these orders from our current warehouse inventory levels. We then transfer the commissary orders to our custom built Lightspeed fulfillment software. Lightspeed manages our warehouse order picking flow and we use packing carts with an ipad mobile tablet to complete all orders.

Commissary orders are assigned to a cart three orders at a time. CBM staff operating the cart are guided through the pick lines as to what items go to what order and how many of that item to pack. With the Lightspeed software we can increase the number of orders processed, track all orders electronically, and decrease human error so that fulfillment success rate remains above the 98% requirement of this RFP.



LightSpeed iPad Picking

5. General Requirements (RFP p. 28)

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.

Please see page 335 for detailed information.

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 deliver 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 purchases through the inmates commissary account. How does the Vendor propose accomplishing this?

CBM Managed Services currently offers more than 600 commissary items that cover all listed categories. CBM and the County will mutually agree upon all items to be offered and any changes to the menu must be approved by the County. CBM uses the Lockdown system, which allows for restrictions established by Sedgwick County. Lockdown Inmate Banking Software allows restrictions to be built that will facilitate the distribution of religious texts and magazines as requested by the County.

Please see our commissary menu included on page 369.

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

5. General Requirements (RFP p. 28)

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 and other misc.
7. Care packages available to purchase for inmates from outside individuals

CBM can custom build purchase priorities in the Lockdown Banking Software. For Example: If an inmate has \$20 on their account and they try to order \$25 of commissary Lockdown will process all the hygiene items and work its way down your purchase priorities restrictions and the inmate will not receive the items further down the priority list.

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 freeform 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.

5. General Requirements (RFP p. 28)

- 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.

Please see the examples starting on page 348.

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.

CBM Managed Services will provide the following interfaces and is willing to negotiate with the County if any future needs arise.

ADAM Jail Management Software

- Interface will open and close accounts
- Family will be able to pay bond from Lobby ATM kiosks or JailATM.com
- Track inmate housing locations and privilege levels

Securus Technologies

- Commissary order by phone
- Inmate Debit Calling increasing Sedgwick County phone revenue

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. **CBM will install all necessary equipment needed to order commissary. The kiosks will provide the inmates name, identification #, housing unit, available funds, price and pictures of each commissary item available and quantity 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.
Inmates are allowed to add/subtract from their commissary order anytime until the order cutoff time and the orders are posted and sent to the warehouse to be processed. CBM's kiosk will have the delivery schedules posted on the kiosk.
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 identified so that the inmate can be refunded or pick up his/her order.
Any pending commissary orders in Lockdown will be automatically canceled if an inmate is released before the posting of orders. Lockdown will credit these funds back to the inmates account during the release portion of Lockdown. CBM will also mutually agree with Sedgwick

5. General Requirements (RFP p. 28)

County on a procedure to refund or pickup commissary orders for those inmates that have been released after the commissary orders were posted but not yet delivered to the facility.

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 or storage device), etc.

CBM agrees to provide all necessary software and hardware equipment necessary to fully meet the requirements in this RFP.

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.

CBM will provide 6 spare kiosks on-site to ensure no downtime with the kiosks. CBM's on-site manager will be fully trained troubleshooting or replacing any kiosk not working properly.

3. The Vendor shall be responsible for the cost of installation, maintenance, repair, and replacement of equipment provided by the Vendor.

CBM agrees to be responsible for the installation, maintenance, and replacement of all vendor owned equipment.

4. Vendor must have the capability of real-time sales in the pods without interfering with the operations of the facility.

Lockdown software is fully integrated with the lobby and pod kiosks. All transactions are done in real-time.

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. CBM's inmate kiosk is called the Titan Kiosk which is custom built for a robust correctional environment. The Titan kiosk is the only kiosk that uses a Lexan shatterproof touchscreen and has a 2000 lbs. pull off wall eliminating the possibility of inmates using as a weapon. All connections and wiring will be professionally installed and the kiosks will be mounted flush against the wall.
2. Mounted units must be ADA compliant.
All Titan kiosks will be mounted to ADA guideline standards.
3. Allow all kiosks to operate simultaneously.
Kiosks can operate simultaneously.
4. Provide product images for reading impaired.

5. General Requirements (RFP p. 28)

Images are added for every commissary item on the kiosk.

5. Use PIN and inmate name and/or scanning of inmate wrist band for identification and login, logoff; with automatic timeout.

To log into kiosk the inmate will enter his/her inmate # and 4 digit PIN code. After a predetermined time period the kiosk will automatically log the inmate off the kiosk.

6. Assign a unique order number to each order to identify the inmate with his/her order.

Our software can assign a unique order number to each inmates order.

7. Display all approved items.

The inmates will hit the commissary tab on the kiosk to view the entire approved items.

8. View, delete, or add to the commissary order until order cutoff time.

Inmates are allowed to view, delete, add, or subtract from his/her commissary order until the orders have posted and sent to the warehouse for fulfillment.

9. Detect intruders tampering with kiosk or using incorrect inmate identification.

CBM's kiosk software has security features that will not let the inmate use the kiosks without the correct credentials. An interface with ADAM will also prevent inmates trying to log onto inmates accounts housed in different housing units.

10. Allow inmate to check account history and balances.

Inmates can check their balances from the kiosks anytime by clicking on the "My Account" tab.

11. Allow inmates to access inmate handbook, visitation hours and general information.

The kiosks have an information tab that allows inmates to view inmate handbook, visitation hours, and any other informative information that Sedgwick County request to post on the kiosks.

12. All announcements and ordering must be available in English and Spanish.

The kiosks will post announcements in both English and Spanish.

13. The kiosk shall use software to allow for tracking, distributing, and sorting on inmate requests and grievances.

Grievance and Request tracking is through our JailATM.com website.

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.

Interfacing with ADAM has the capability to send over the booked charges and bond information. If court dates become available to display on kiosks CBM will customize an additional interface to accommodate this request.

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.

The facility at any time can display information on the kiosks to display to 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.

CBM agrees to add and maintain (7) seven cash receiving machines. Our Lobby ATM machines will have the capability to add funds to an inmate account or a family member to pay a bond.



5. General Requirements (RFP p. 28)

CBM will also contract an armored truck service to deposit the funds from booking and the lobby of the jail to the bank.

17. Vendor must provide on-call technician or repair person for all vendor owned equipment.
CBM agrees to provide on-call technician to service commissary equipment as needed.

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.
 6. 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.
 7. Grand Total (sum of all purchases).
 8. Ending balance of inmate's account.
 9. 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.).
 10. A space where the inmate can sign and date to acknowledge receipt of the order.
 11. A space where the deliverer can sign and date to acknowledge the inmate's receipt of the order.
- Please see the delivery receipt and sample order included in our proposal.

O. Invoices

1. The Vendor shall electronically submit an invoice within three (3) business days after each commissary delivery.
CBM agrees to submit invoices within (3) business days after each commissary delivery or a schedule that is mutually agreed upon.
2. Invoices for both locations shall be emailed to jailcontract@sedgwick.gov.
CBM will invoice 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.
Please see sample invoice included on page 377.
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.
Please see sample sales reports included on page 378.

P. Holiday Schedule

5. General Requirements (RFP p. 28)

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 Year's 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.

CBM has read and will comply with this requirement. CBM will work with the jail administration to accommodate the holiday schedule requests.

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.

CBM will immediately credit/refund an inmate's account for any missing or damaged commissary goods.

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 Catering by Marlin's, Inc.

DBA/SAME CBM Managed Services

CONTACT Marlin C. Sejnoha, Jr.

ADDRESS 500 East 52nd Street North CITY/STATE Sioux Falls, SD ZIP 57104

PHONE (605) 335-0825 FAX (605) 444-5099 HOURS _____

STATE OF INCORPORATION or ORGANIZATION South Dakota

COMPANY WEBSITE ADDRESS www.cbmmangedservices.com E-MAIL Marlin.Sejnoha@CBMManagedServices.com

NUMBER OF LOCATIONS 250+ NUMBER OF PERSONS EMPLOYED 1,360

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

Partnership _____ Other (Describe): _____

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

Dealer _____ Other (Describe): Institutional Food & Commissary Services

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 #: 605-359-1969 Emergency Contact Name: Naomi McLaughlin

After Hours Fax #: 605-444-5099

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. 1, DATED 9/28/16; 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 President & CEO

Print Name Marlin C. Sejnoha, Jr. Dated 10/31/2016

State of South Dakota



OFFICE OF THE SECRETARY OF STATE Certificate of Existence Domestic Corporation

ORGANIZATIONAL ID# DB038683

I, **Shantel Krebs**, Secretary of State of the State of South Dakota, do hereby certify that **CATERING BY MARLIN'S INC.** was duly incorporated under the laws of this state on June 12, 1997 for a perpetual term of existence.

I, further certify that said corporation has complied with the laws of this State relative to the formation of corporations of its kind and is now a regularly and properly organized and existing corporation under the laws of this State and is in good standing, as shown by the records of this office. The annual report required by law has been filed with our office and articles of dissolution have not been filed.

This certificate is not to be construed as an endorsement, recommendation, or notice of approval of the corporation's financial condition or business activities and practices. Such information is not available from this office.

Validation Number: 1682706358

Use this number to verify the certificate as legitimate via the South Dakota Secretary of State website: sdsos.gov

IN TESTIMONY WHEREOF, I
have hereunto set my hand and
affixed the Great Seal of the State of
South Dakota, at Pierre, the Capital,
this March 23, 2016.



Shantel Krebs

Shantel Krebs
Secretary of State

Certificate ID: 25900

STATE OF KANSAS
OFFICE OF
SECRETARY OF STATE
KRIS W. KOBACH

I, KRIS W. KOBACH, Secretary of State of the state of Kansas, do hereby certify, that according to the records of this office.

Business Entity ID Number: 3994696

Entity Name: CATERING BY MARLIN'S INC

Entity Type: FOREIGN FOR PROFIT

State of Organization: SD

Resident Agent: THE CORPORATION COMPANY, INC.

Registered Office: 112 SW 7TH STREET SUITE 3C, TOPEKA, KS 66603

was filed in this office on October 20, 2006, and is in good standing, having fully complied with all requirements of this office.

No information is available from this office regarding the financial condition, business activity or practices of this entity.



In testimony whereof I execute this certificate and affix the seal of the Secretary of State of the state of Kansas on this day of August 31, 2016

KRIS W. KOBACH
SECRETARY OF STATE

Certificate ID: 842466 - To verify the validity of this certificate please visit <https://www.kansas.gov/bess/flow/validate> and enter the certificate ID number.

Kansas

OFFICE OF THE STATE BANK COMMISSIONER Money Transmitter License

License No. MT-0000071

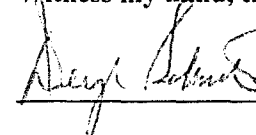
Effective Date: 5-22-2014
Expiration Date: 12-31-2014

Tech Friends, Inc.
2622 Commerce Drive
Jonesboro, AR 72401

I, the duly appointed, qualified and acting Bank Commissioner of and for the State of Kansas, hereby authorize and license the above named company to conduct money transmitter business in the State of Kansas in accordance with the provisions of K.S.A. 9-509 to 9-513, and amendments thereto.

This license is non-transferable and non-assignable.

Witness my hand, this 22nd day of May 2014.



Deryl Schuster
Bank Commissioner



Kansas

700 S. W. Jackson
Suite 300
Topeka, KS 66603-3796

Office of the
State Bank Commissioner

Phone: (785) 296-2266
Fax: (785) 296-6037
www.osbckansas.org

Deryl K. Schuster, Bank Commissioner

Sam Brownback, Governor

December 31, 2015

Laura Shipman
Tech Friends, Inc.
2622 Commerce Dr.
Jonesboro, AR 72401

Re: 2016 Money Transmitter Renewal Application
Evidence of Licensure

Dear Laura Shipman:

We are in receipt of your 2016 Kansas money transmitter renewal application. All necessary criteria have been met. Please consider this letter as evidence of licensure for your company to engage in the money transmitter business in the state of Kansas for the period of January 1, 2016 through December 31, 2016. You may use our online lookup search engine to view the status of your license at any time throughout the year at: <http://www.osbckansas.org/lookup.html>.

The Kansas Office of the State Bank Commissioner may send you periodic email notifications throughout the year to keep you apprised of statutory changes, NMLS updates, renewal reminders, etc. Please ensure that you have provided us with a current point of contact at all times so that these email notifications are received in a timely manner. Also be reminded that per K.S.A. 9-509(b), "Each license shall expire December 31 of each year. A license shall be renewed by filing with the commissioner a complete application and nonrefundable fee at least 30 days prior to expiration of the license." For future renewals, please be mindful of the 30 day filing requirement, which helps ensure that all applications can be processed in a timely manner.

We appreciate your continued affiliation with the Kansas Office of the State Bank Commissioner. If you have any questions about your renewal, please contact Money Transmitter Director, Robin Lobb at Robin.Lobb@osbckansas.org.

Sincerely,

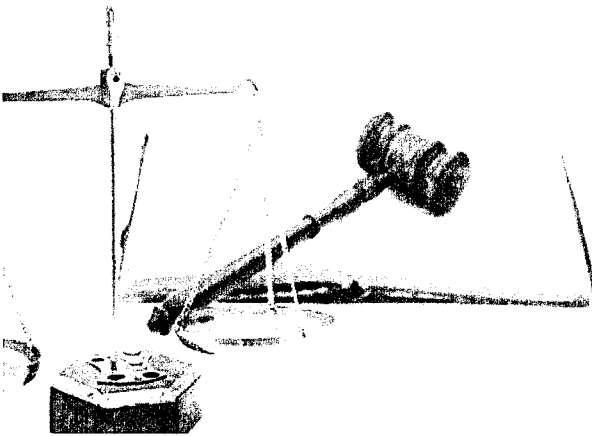


Deryl Schuster
Bank Commissioner

DS:RL:rl

Government Compliance

CBM Managed Services complies with all federal, state and local government standards. This is accomplished by strictly adhering to the guidelines set by the American Correctional Association (ACA), as CBM's operational standards in each facility it provides managed food services. In addition, CBM Managed Services has experience in successfully achieving substantial compliance with the Department of Justice Consent Decree.



If a facility is seeking accreditation, CBM will work alongside the facility, to help in obtaining the accreditation. Once the facility obtains the accreditation, CBM will work to ensure that accreditation is maintained throughout the length of the contract.

CBM's compliance experience includes, but is not limited to the following:

- Food and Nutrition Board, Institute of Medicine, National Academics (RDA)
- US Food and Drug Administration (FDA) standards
- USDA Child Nutrition Program requirements
- National Commission of Correctional Health Care (NCCHC) standards
- Federal, State and Local Jail & DOC standards
- Immigration Customs Enforcement (ICE) guidelines
- American Correctional Association (ACA) operational guidelines
- National Restaurant Association ServSafe Certifications

Please see the attached documentation exemplifying our operational consistency at sites managed by CBM Managed Services. Additional documentation can be provided upon request.

Government Compliance



COMMISSION ON ACCREDITATION FOR CORRECTIONS
AND THE
AMERICAN CORRECTIONAL ASSOCIATION

COMPLIANCE TALLY

Manual Type	Adult Correctional Institution, 4th edition	
Supplement	2010 Standards Supplement	
Facility/Program	Washington County Regional Correctional Facility	
Audit Dates	June 3 - 5, 2013	
Auditor(s)	Kent Andrews, Chairperson Steve Kegeries and Craig Peters, Members	

	MANDATORY	NON-MANDATORY
Number of Standards in Manual	61	469
Number Not Applicable	4	47
Number Applicable	57	422
Number Non-Compliance	0	0
Number in Compliance	57	422
Percentage (%) of Compliance	100%	100%

- Number of Standards minus Number of Not Applicable equals Number Applicable
- Number Applicable minus Number Non-Compliance equals Number Compliance
- Number Compliance divided by Number Applicable equals Percentage of Compliance

COMMISSION ON ACCREDITATION FOR CORRECTIONS
AND THE
AMERICAN CORRECTIONAL ASSOCIATION

COMPLIANCE TALLY

Manual Type	ACI, 4th Edition	
Supplement	2012 Standards Supplement	
Facility/Program	Alester County Regional Correctional Facility	
Audit Dates	March 4-6, 2013	
Auditor(s)	Robert Conley, Chairperson Kyle Poppert, Member Bmb Denison, Member	

	MANDATORY	NON-MANDATORY
Number of Standards in Manual	61	469
Number Not Applicable	5	55
Number Applicable	55	414
Number Non-Compliance	0	1
Number in Compliance	55	413
Percentage (%) of Compliance	100%	99.7%

- Number of Standards minus Number of Not Applicable equals Number Applicable
- Number Applicable minus Number Non-Compliance equals Number Compliance
- Number Compliance divided by Number Applicable equals Percentage of Compliance

SOUTH DAKOTA

DEPARTMENT OF HEALTH

FOOD SERVICE INSPECTION

TELEPHONE: OFFICE OF HEALTH PROTECTION
(605) 773-4945 FAX: (605) 773-6667

DEPARTMENT OF HEALTH - FOOD SERVICE INSPECTION

Establishment Name SD WOMEN'S PRISON		Owner Name CBM MANAGED SERV.		License # 49421	
Address 3800 E HWY 34		City PIERRE	Zip Code 57501	Month 5	Day 11
Inspector Number 554		Year 15			
District #: 3	Purpose of Inspection: <input checked="" type="checkbox"/> 1-Routine <input type="checkbox"/> 2-Follow-up <input type="checkbox"/> 3-Complaint <input type="checkbox"/> 4-Investigation <input type="checkbox"/> 5-Other				

Item	Weight	Item	Weight	Item	Weight
PERSONNEL		FOOD PROTECTION (Continued)		FOOD EQUIP. & UTENSILS (Cont.)	
01 Person in Charge: Available, knowledgeable, certified manager	4	15 Food Display, Service, & Transport: Hot holding & cold holding temperatures maintained, unwrapped food not reserved	5	29 Wash & Rinse Water: Clean, proper temperature, cleaning agent	2
02 Employee Health: Healthy, restrictions & exclusions followed	4	16 Cooling of Potentially Hazardous Food: Method, temperature & time	5	30 Sanitization: Method, clean, temp, concentration, exposure time, equipment/utensils sanitized	4
03 Employee Hygiene: Handwashing, good hygienic practices	5	17 Food Prep: Fruits & vegetables washed, handling, sink provided	1	31 Storage/Handling Clean Equipment & Utensils: Clean dry location, protected	1
04 Employee Practices: Clean clothes, hair restraints, fingernail maint., jewelry, eating/drinking	1	18 Milk Products & Nondairy Products: Proper dispensing methods	1	32 Single-Use/Single-Service Articles: Proper storage, no-reuse	1
FOOD		19 Ready-To-Eat Potentially Hazardous Food Date Marking & Disposition: Date marking accomplished, discarded	2	33 Linens: Laundered, proper handling, & storage	1
05 Food Source: Approved, safe, unadulterated, approved additives, proper receiving temperature	4	PLUMBING			
FOOD PROTECTION		FOOD EQUIPMENT & UTENSILS		34 Water Supply: Safe, adequate, tested	4
06 Contamination by Employees: Bare hand contact avoided, single use gloves and utensils used	3	20 Food-Contact Surfaces: Designed, constructed, installed, & maintained	2	35 Plumbing System: Installed, maint.	1
07 Contamination During Storage: Clean/dry location, protected, covered, original containers, labeled	2	21 Nonfood-Contact Surfaces: Designed, constructed, installed, & maintained	1	36 Cross-connection, Backflow prevention, Back siphonage	3
08 Cross Contamination: Prevented, separated, segregated	5	22 Food-Contact Surfaces: Cleaning frequency, maintained clean	2	37 Handwashing Lavatories & Supplies: Number, location, accessibility, soap and paper towels provided	3
09 In-Use Utensils: Storage, properly handled	1	23 Nonfood-Contact Surfaces: Cleaning frequency, maintained clean	1	38 Toilet Facilities: Clean, maintained, tissue, vented, self-closing door	1
10 Contamination from Wiping Cloths: Clean, proper use, storage, sanitizing solution	2	24 Ventilation Hood System: Provided as required, designed, constructed, installed, maintained, & cleaned	1	OTHER OPERATIONS	
11 Contamination by Consumers: Food display protection, condiment protection, clean tableware usage, sign posted	1	25 Dispensing Equipment: Design, installation, clean, & maintained	1	39 Refuse Storage: Receptacles, covers/lids, adequate number, clean, insect/rodent proof, storage, frequency, maintained	1
12 Cold and Hot Storage Equipment: Available, adequate capacity, able to maintain proper temperature	4	26 Temperature Measuring Devices: Thermometers provided, used, clean, & accurate	1	40 Floors, Walls, Ceilings: Design, construction, clean, maintained	1
13 Thawing Potentially Hazardous Food: Appropriate procedures	2	27 Dishwashing Facilities: Properly designed, located, constructed, operated, maintained, cleaned, & chemical test kit provided	2	41 Lighting: Adequate, shielded, maint.	1
14 Cooking Potentially Hazardous Food: Cooking & reheating to the proper time & temperature	5	28 Wash Pretreatment: Utensils scraped, prefushed, soaked	1	42 Premises: Clean, employee dressing area, cleaning equipment storage, living/sleeping quarters separate	1
				43 Poisons/Toxic Materials & Medicine: Proper storage, labeling, use	3
				44 Insect, Rodent, Animal Control: Provided, maintained	3

* CRITICAL ITEMS REQUIRE IMMEDIATE ACTION

Overall Inspection Rating SCORE: **100**
(100 less weight of items violated)

DEPARTMENT OF HEALTH - FOOD SERVICE INSPECTION

Establishment Name: _____		Owner Name: _____		License # _____	
Address: _____		City: _____	Zip Code: _____	Month: _____ Day: _____ Year: _____	Inspector Number: _____
District #: _____	Purpose of Inspection: <input type="checkbox"/> 1-Routine <input type="checkbox"/> 2-Follow-up <input type="checkbox"/> 3-Complaint <input type="checkbox"/> 4-Investigation <input type="checkbox"/> 5-Other				

Item	Weight	Item	Weight	Item	Weight
PERSONNEL		FOOD PROTECTION (Continued)		FOOD EQUIP. & UTENSILS (Cont.)	
01 * Person in Charge: Available, knowledgeable, certified manager	4	15 * Food Display, Service, & Transport: Hot holding & cold holding temperatures maintained, unwrapped food not reserved	5	29 Wash & Rinse Water: Clean, proper temperature, cleaning agent	2
02 * Employee Health: Healthy, restrictions & exclusions followed	4	16 * Cooling of Potentially Hazardous Food: Method, temperature & time	5	30 * Sanitization: Method, clean, temp, concentration, exposure time, equipment/utensils sanitized	4
03 * Employee Hygiene: Handwashing, good hygienic practices	5	17 Food Prep: Fruits & vegetables washed, handling, sink provided	1	31 Storage/Handling Clean Equipment & Utensils: Clean dry location, protected	1
04 Employee Practices: Clean clothes, hair restraints, fingernail maint., jewelry, eating/drinking	1	18 Milk Products & Nondairy Products: Proper dispensing methods	1	32 Single-Use/Single-Service Articles: Proper storage, no-reuse	1
FOOD		19 Ready-To-Eat Potentially Hazardous Food Date Marking & Disposition: Date marking accomplished, discarded	2	33 Linens: Laundered, proper handling, & storage	1
05 * Food Source: Approved, safe, unadulterated, approved additives, proper receiving temperature	4	FOOD EQUIPMENT & UTENSILS		PLUMBING	
FOOD PROTECTION		20 Food-Contact Surfaces: Designed, constructed, installed, & maintained	2	34 * Water Supply: Safe, adequate, tested	4
06 Contamination by Employees: Bare hand contact avoided, single-use gloves and utensils used	3	21 Nonfood-Contact Surfaces: Designed, constructed, installed, & maintained	1	35 Plumbing System: Installed, maint.	1
07 Contamination During Storage: Clean/dry location, protected, covered, original containers, labeled	2	22 Food-Contact Surfaces: Cleaning frequency, maintained clean	2	36 * Cross-connection, Backflow prevention, Back siphonage	3
08 * Cross Contamination: Prevented, separated, segregated	5	23 Nonfood-Contact Surfaces: Cleaning frequency, maintained clean	1	37 * Handwashing Lavatories & Supplies: Number, location, accessibility, soap and paper towels provided	3
09 In-Use Utensils: Storage, properly handled	1	24 Ventilation Hood System: Provided as required, designed, constructed, installed, maintained, & cleaned	1	38 Toilet Facilities: Clean, maintained, tissue, vented, self-closing door	1
10 Contamination from Wiping Cloths: Clean, proper use, storage, sanitizing solution	2	25 Dispensing Equipment: Design, installation, clean, & maintained	1	OTHER OPERATIONS	
11 Contamination by Consumers: Food display protection, condiment protection, clean tableware usage, sign posted	1	26 Temperature Measuring Devices: Thermometers provided, used, clean, & accurate	1	39 Refuse Storage: Receptacles, covers/lids, adequate number, clean, insect/rodent proof, storage, frequency, maintained	1
12 * Cold and Hot Storage Equipment: Available, adequate capacity, able to maintain proper temperature	4	27 Dishwashing Facilities: Properly designed, located, constructed, operated, maintained, cleaned, & chemical test kit provided	2	40 Floors, Walls, Ceilings: Design, construction, clean, maintained	1
13 Thawing Potentially Hazardous Food: Appropriate procedures	2	28 Wash Pretreatment: Utensils scraped, preflushed, soaked	1	41 Lighting: Adequate, shielded, maint.	1
14 * Cooking Potentially Hazardous Food: Cooking & reheating to the proper time & temperature	5			42 Premises: Clean, employee dressing area, cleaning equipment storage, living/sleeping quarters separate	1
				43 * Poisons/Toxic Materials & Medicine: Proper storage, labeling, use	3
				44 * Insect, Rodent, Animal Control: Provided, maintained	3

* CRITICAL ITEMS REQUIRE IMMEDIATE ACTION

Overall Inspection Rating SCORE:
(100 less weight of items violated)

VIOLATIONS IDENTIFIED:

VIOLATION NUMBER

CORRECTION DUE DATE

Received By:

Inspected By:

DEPARTMENT OF HEALTH - FOOD SERVICE INSPECTION

Establishment Name <i>111 N. Wab St</i>		Owner Name <i>Chinatown Restaurant Inc</i>		License # <i>47715</i>	
Address <i>111 N. Wab St</i>		City <i>Chicago, Ill</i>	Zip Code <i>60602</i>	Month <i>3</i>	Day <i>3</i>
Inspector Number <i>3908</i>		Purpose of Inspection: <input checked="" type="checkbox"/> 1-Routine <input type="checkbox"/> 2-Follow-up <input type="checkbox"/> 3-Complaint <input type="checkbox"/> 4-Investigation <input type="checkbox"/> 5-Other			

m	Weight	Item	Weight	Item	Weight
PERSONNEL		FOOD PROTECTION (Continued)		FOOD EQUIP. & UTENSILS (Cont.)	
Person in Charge: Available, knowledgeable, certified manager	4	15 * Food Display, Service, & Transport: Hot holding & cold holding temperatures maintained, unwrapped food not reserved	5	29 Wash & Rinse Water: Clean, proper temperature, cleaning agent	2
Employee Health: Healthy, restrictions & exclusions followed	4			30 * Sanitization: Method, clean, temp, concentration, exposure time, equipment/utensils sanitized	4
Employee Hygiene: Handwashing, good hygienic practices	5	16 * Cooling of Potentially Hazardous Food: Method, temperature & time	5	31 Storage/Handling Clean Equipment & Utensils: Clean dry location, protected	1
Employee Practices: Clean clothes, hair restraints, fingernail maint., jewelry, eating/drinking	1	17 Food Prep: Fruits & vegetables washed, handling, sink provided	1	32 Single-Use/Single-Service Articles: Proper storage, no-reuse	1
FOOD		18 Milk Products & Nondairy Products: Proper dispensing methods	1	33 Linens: Laundered, proper handling, & storage	1
Food Source: Approved, safe, unadulterated, approved additives, proper receiving temperature	4	19 Ready-To-Eat Potentially Hazardous Food Date Marking & Disposition: Date marking accomplished, discarded	2	PLUMBING	
FOOD PROTECTION		FOOD EQUIPMENT & UTENSILS		34 * Water Supply: Safe, adequate, tested	4
Contamination by Employees: Bare hand contact avoided, single-use gloves and utensils used	3	20 Food-Contact Surfaces: Designed, constructed, installed, & maintained	2	35 Plumbing System: Installed, maint.	1
Contamination During Storage: Clean/dry location, protected, covered, original containers, labeled	2	21 Nonfood-Contact Surfaces: Designed, constructed, installed, & maintained	1	36 * Cross-connection, Backflow prevention, Back siphonage	3
Cross Contamination: Prevented, separated, segregated	5	22 Food-Contact Surfaces: Cleaning frequency, maintained clean	2	37 * Handwashing Lavatories & Supplies: Number, location, accessibility, soap and paper towels provided	3
In-Use Utensils: Storage, properly handled	1	23 Nonfood-Contact Surfaces: Cleaning frequency, maintained clean	1	38 Toilet Facilities: Clean, maintained, tissue, vented, self-closing door	1
Contamination from Wiping Cloths: Clean, proper use, storage, sanitizing solution	2	24 Ventilation Hood System: Provided as required, designed, constructed, installed, maintained, & cleaned	1	OTHER OPERATIONS	
Contamination by Consumers: Food display protection, condiment protection, clean tableware usage, sign posted	1	25 Dispensing Equipment: Design, installation, clean, & maintained	1	39 Refuse Storage: Receptacles, covers/lids, adequate number, clean, insect/rodent proof, storage, frequency, maintained	1
Cold and Hot Storage Equipment: Available, adequate capacity, able to maintain proper temperature	4	26 Temperature Measuring Devices: Thermometers provided, used, clean, & accurate	1	40 Floors, Walls, Ceilings: Design, construction, clean, maintained	1
Thawing Potentially Hazardous Food: Appropriate procedures	2	27 Dishwashing Facilities: Properly designed, located, constructed, operated, maintained, cleaned, & chemical test kit provided	2	41 Lighting: Adequate, shielded, maint.	1
Cooking Potentially Hazardous Food: Cooking & reheating to the proper time & temperature	5	28 Wash Pretreatment: Utensils scraped, preflushed, soaked	1	42 Premises: Clean, employee dressing area, cleaning equipment storage, living/sleeping quarters separate	1
				43 * Poisons/Toxic Materials & Medicine: Proper storage, labeling, use	3
				44 * Insect, Rodent, Animal Control: Provided, maintained	3

CRITICAL ITEMS REQUIRE IMMEDIATE ACTION

Overall Inspection Rating SCORE: *100*

DEPT. OF EDUCATION
DEPARTMENT OF HEALTH - FOOD SERVICE INSPECTION

Establishment Name <i>MISS DUFFY STATE PRISON</i>		Owner Name <i>S.D. DEPT. OF CORRECTIONS</i>		License # <i>63510000</i>	
Address <i>1412 N. WOOD ST</i>		City <i>SPRINGFIELD</i>	Zip Code <i>52662</i>	Month <i>11</i>	Day <i>25</i>
District #: <i>4</i>		Inspector Number <i>348</i>		Year <i>13</i>	
Purpose of Inspection: <input checked="" type="checkbox"/> 1-Routine <input type="checkbox"/> 2-Follow-up <input type="checkbox"/> 3-Complaint <input type="checkbox"/> 4-Investigation <input type="checkbox"/> 5-Other					

Item	Weight	Item	Weight	Item	Weight
PERSONNEL		FOOD PROTECTION (Continued)		FOOD EQUIP. & UTENSILS (Cont.)	
01 Person in Charge: Available, knowledgeable, certified manager	4	15 Food Display, Service, & Transport: Hot holding & cold holding temperatures maintained, unwrapped food not reserved	5	29 Wash & Rinse Water: Clean, proper temperature, cleaning agent	2
02 Employee Health: Healthy, restrictions & exclusions followed	4	16 Cooling of Potentially Hazardous Food: Method, temperature & time	5	30 Sanitization: Method, clean, temp, concentration, exposure time, equipment/utensils sanitized	4
03 Employee Hygiene: Handwashing, good hygienic practices	5	17 Food Prep: Fruits & vegetables washed, handling, sink provided	1	31 Storage/Handling Clean Equipment & Utensils: Clean dry location, protected	1
04 Employee Practices: Clean clothes, hair restraints, fingernail maint., jewelry, eating/drinking	1	18 Milk Products & Nondairy Products: Proper dispensing methods	1	32 Single-Use/Single-Service Articles: Proper storage, no-reuse	1
FOOD		19 Ready-To-Eat Potentially Hazardous Food Date Marking & Disposition: Date marking accomplished, discarded	2	33 Linens: Laundered, proper handling, & storage	1
05 Food Source: Approved, safe, unadulterated, approved additives, proper receiving temperature	4	PLUMBING			
FOOD PROTECTION		FOOD EQUIPMENT & UTENSILS		34 Water Supply: Safe, adequate, tested	4
06 Contamination by Employees: Bare hand contact avoided, single-use gloves and utensils used	3	20 Food-Contact Surfaces: Designed, constructed, installed, & maintained	2	35 Plumbing System: Installed, maint.	1
07 Contamination During Storage: Clean/dry location, protected, covered, original containers, labeled	2	21 Nonfood-Contact Surfaces: Designed, constructed, installed, & maintained	1	36 Cross-connection, Backflow prevention, Back siphonage	3
08 Cross Contamination: Prevented, separated, segregated	5	22 Food-Contact Surfaces: Cleaning frequency, maintained clean	2	37 Handwashing Lavatories & Supplies: Number, location, accessibility, soap and paper towels provided	3
09 In-Use Utensils: Storage, properly handled	1	23 Nonfood-Contact Surfaces: Cleaning frequency, maintained clean	1	38 Toilet Facilities: Clean, maintained, tissue, vented, self-closing door	1
10 Contamination from Wiping Cloths: Clean, proper use, storage, sanitizing solution	2	24 Ventilation Hood System: Provided as required, designed, constructed, installed, maintained, & cleaned	1	OTHER OPERATIONS	
11 Contamination by Consumers: Food display protection, condiment protection, clean tableware usage, sign posted	1	25 Dispensing Equipment: Design, installation, clean, & maintained	1	39 Refuse Storage: Receptacles, covers/lids, adequate number, clean, insect/rodent proof, storage, frequency, maintained	1
12 Cold and Hot Storage Equipment: Available, adequate capacity, able to maintain proper temperature	4	26 Temperature Measuring Devices: Thermometers provided, used, clean, & accurate	1	40 Floors, Walls, Ceilings: Design, construction, clean, maintained	1
13 Thawing Potentially Hazardous Food: Appropriate procedures	2	27 Dishwashing Facilities: Properly designed, located, constructed, operated, maintained, cleaned, & chemical test kit provided	2	41 Lighting: Adequate, shielded, maint.	1
14 Cooking Potentially Hazardous Food: Cooking & reheating to the proper time & temperature	5	28 Wash Pretreatment: Utensils scraped, preflushed, soaked	1	42 Premises: Clean, employee dressing area, cleaning equipment storage, living/sleeping quarters separate	1
				43 Poisons/Toxic Materials & Medicine: Proper storage, labeling, use	3
				44 Insect, Rodent, Animal Control: Provided, maintained	3

* CRITICAL ITEMS REQUIRE IMMEDIATE ACTION

Overall Inspection Rating SCORE: *47/71*

Accreditation

The following facilities have accreditation status with the American Correctional Association.

Sheriff Charles Rhinehart

Alcorn County Correctional Facility

Corinth, Mississippi

Number of Inmates: 500

Contract Start Date: 2011

Sheriff Mike Wade

VP ACA Executive Committee

Henrico County Jails

Henrico, Virginia

Number of Inmates: 1,200

Contract Start Date: 2011

Walter Simpkins

The Kintock Group of New Jersey, Inc.

Kintock – Bridgeton

Kintock - Philadelphia

Population: 800

Contract Start Date: 2013

Robert Blower, Resource Director

NEOCAP

Warren, Ohio

Population: 145

Contract Start Date: 2014

Sheriff Tim Allen

Roanoke City Jail

Roanoke, Virginia

Number of Inmates: 700

Contract Start Date: 2011

Sheriff Kevin Thom

Pennington County Sheriff's Office

Rapid City, South Dakota

Number of Inmates: 760

Contract Start Date: 2001

Warden Brian Payne

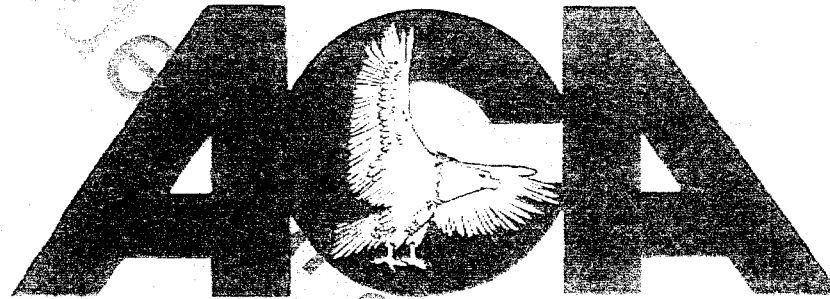
Washington County Regional Correctional Facility

Greenville, Mississippi

Number of Inmates: 450

Contract Start Date: 2011

The American Correctional Association



recognizes

CBM Managed Services

as a(n)

Supporting Patron

*of this Association which is dedicated to aiding
the Correctional Community in the pursuit of excellence.*

A member since:

February 2013


Executive Director

*The American Correctional Association
and the
Commission on Accreditation for Corrections
awards*

ACCREDITATION

to

*Henrico Office of the Sheriff
Henrico Regional Jail East
Barhamsville, Virginia
2012-2015*

*in recognition of the attainment of excellence in the operation of
an Adult Local Detention Facility*

presented this 23rd day of July 2012

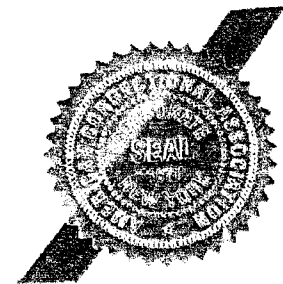
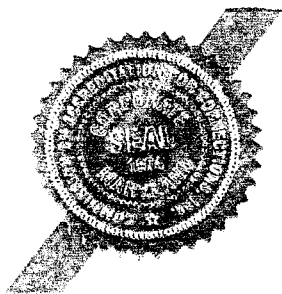
ACA PRESIDENT

ACA EXECUTIVE DIRECTOR

COMMISSION ON ACCREDITATION FOR CORRECTIONS
ACA
FOUNDED 1870
AMERICAN CORRECTIONAL ASSOCIATION

COMMISSION CHAIR

DIRECTOR, STANDARDS AND ACCREDITATION



*The American Correctional Association
and the
Commission on Accreditation for Corrections
awards*

ACCREDITATION

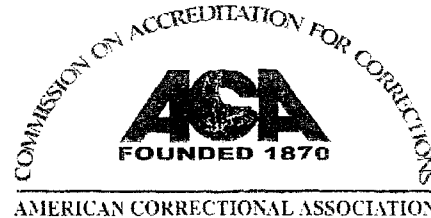
*to
Henrico Office of The Sheriff
Henrico Regional Jail West
Richmond, Virginia
2012-2015*

*in recognition of the attainment of excellence in the operation of
an Adult Local Detention Facility*

presented this 23rd day of July 2012

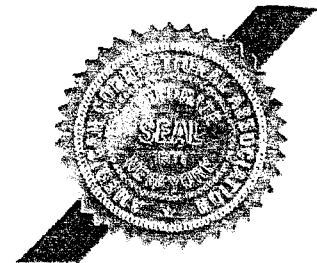
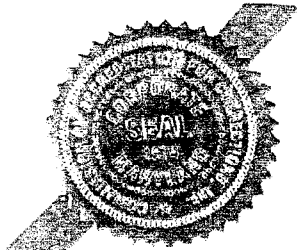
ACA PRESIDENT

ACA EXECUTIVE DIRECTOR



COMMISSION CHAIR

DIRECTOR, STANDARDS AND ACCREDITATION



*The American Correctional Association
and the
Commission on Accreditation for Corrections
awards*

ACCREDITATION

*to
Alcorn County Sheriff's Office
Alcorn County Correctional Facility
Corinth, Mississippi
2013 - 2015*

*in recognition of the attainment of excellence in the operation of
an Adult Correctional Institution*

presented this 12th day of August 2013


Mary L. Davis
ACA PRESIDENT

Kimberly S. Gendron
ACA EXECUTIVE DIRECTOR

COMMISSION ON ACCREDITATION FOR CORRECTIONS
ACA
FOUNDED 1870
AMERICAN CORRECTIONAL ASSOCIATION

COMMISSION CHAIR


Billica B. Carter
DIRECTOR, STANDARDS AND ACCREDITATION

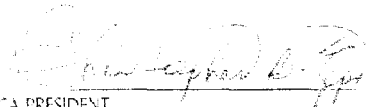
*The American Correctional Association
and the
Commission on Accreditation for Corrections
awards*

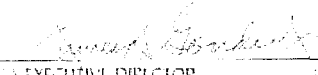
ACCREDITATION

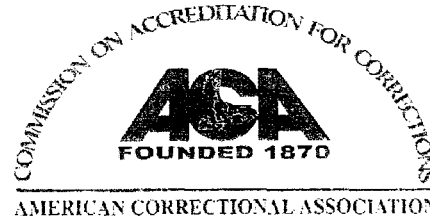
*to
Pennington County Sheriff's Office
Pennington County Jail
Rapid City, South Dakota
2012-2015*

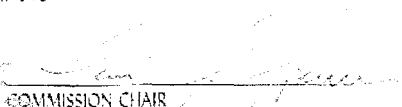

*in recognition of the attainment of excellence in the operation of
an Adult Local Detention Facility*

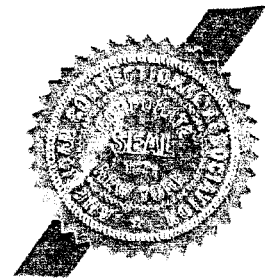
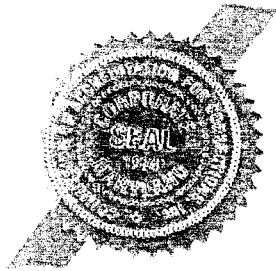
presented this 23rd day of July 2012


ACA PRESIDENT


ACA EXECUTIVE DIRECTOR




COMMISSION CHAIR

DIRECTOR, STANDARDS AND ACCREDITATION



ACCREDITATION

2013 - 2015

presented this 12th day of August 2013

ACA PRESIDENT

VCA EXECUTIVE DIRECTOR



COMMISSION CHAIR

Bridget Evelyn Carra
DIRECTOR, STANDARDS AND ACCREDITATION

Immigration and Customs Enforcement Inspection

Freeborn County, Minnesota

National Detention Standards Inspection Worksheet for Over 72 Hour Facilities With SAAP

FOOD SERVICE (Key: F)		
POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS.		
COMPONENTS	RATING	REMARKS (1000 CHAR MAX)
1. The food service program is under the direct supervision of a professionally trained and certified food service administrator. Responsibilities of cooks and cook foremen are in writing. The Food Service Administrator (FSA) determines the responsibilities of the Food Service Staff.	Meets Standard	The food service director (FSD) is currently ServSafe-certified. Food services are provided through a contract with Catering by Marlins.
2. The Cook Supervisor is on duty on days when the FSA is off duty and vice versa.	Meets Standard	The assistant food service director (AFSD) is on duty when the FSD is not working.
3. The FSA provides food service employees with training that specifically addresses detainee-related issues. • In ICE Facilities this includes a review of the ICE "Food Service" standard	Meets Standard	The FSD provides training to the staff on an annual basis including a review of the Food Service standard.
4. Knife cabinets close with an approved locking device, and the on-duty cook foreman maintains control of the key that locks the device.	N/A	The food service department is located outside the secure perimeter; hence, the knife cabinets were not inspected.
5. All knives not in a secure cutting room are physically secured to the workstation and staff directly supervises detainees using knives at these workstations. Staff monitors the condition of knives and dining utensils.	N/A	The food service department is located outside the secure perimeter and was not inspected. No detainees work in the food service department.
6. When necessary, special procedures govern the handling of food items that pose a security threat.	Meets Standard	
7. Operating procedures include daily searches (shakedowns) of detainee work areas.	N/A	The food service department is located outside the secure perimeter. No detainees work in the food service department; therefore, detainee work area searches are not required.
8. The FSA monitors staff implementation of the facility's population counts procedures. Staff is trained in count procedures.	N/A	No detainees work in the food service department; therefore, training in count procedures is not required.
9. The detainees assigned to the food service department look neat and clean. Their clothing and grooming comply with the "Food Service" standard.	N/A	Detainees do not work in the food service department.
10. The FSA annually reviews detainee-volunteer job descriptions to ensure they are accurate and up-to-date.	N/A	Detainees do not work in the food service department.
11. The Cook Foreman or equivalent instructs newly assigned detainee workers in the rules and procedures of the food service department.	N/A	Detainees do not work in the food service department.

Immigration and Customs Enforcement Inspection

Freeborn County, Minnesota

National Detention Standards Inspection Worksheet for Over 72 Hour Facilities With SAAP1

FOOD SERVICE (Key: F)		
POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS.		
COMPONENTS	RATING	REMARKS (1000 CHAR MAX)
12. During orientation and training session(s), the CS explains and demonstrates: <ul style="list-style-type: none"> Safe work practices and methods; Safety features of individual products/pieces of equipment; and Training covers the safe handling of hazardous material(s) the detainees are likely to encounter in their work. 	N/A	Detainees do not work in the food service department.
13. The Cook Supervisor documents all training in individual detainee detention files.	N/A	Detainees do not work in the food service department.
14. Detainees at CDFs are paid in accordance with the "Voluntary Work Program" standard. Detainee workers at IGSA's are subject to local and state rules and regulations regarding detainee pay.	N/A	Detainees do not work in the food service department.
15. Detainees are served at least two hot meals every day. No more than 14 hours elapse between the last meal served and the first meal of the following day.	Meets Standard	Meals are served at 6:30 a.m., 11:30 a.m., and 4:30 p.m. The menu calls for a hot item with two meals each day. The feeding schedule reflected fewer than 14 hours between meals.
16. For cafeteria style operations, a transparent "sneeze guard" protects both the serving line and salad bar line.	N/A	The facility does not have a cafeteria style operation for detainee meals. All detainee meals are served on trays and consumed in the housing units.
17. The facility has a standard 35-day menu cycle. IGSA's use a 35 day or similar system for rotating meals.	Meets Standard	The facility uses a 35-day menu cycle.
18. The FSA or facility considers the ethnic diversity of the facility's detainee population when developing menu cycles (Provide examples).	Meets Standard	The food service department serves a varied menu, giving consideration for ethnic diversity. Examples include spaghetti, pizza, and ground meat tacos.
19. A registered dietitian conducts a complete nutritional analysis of every master-cycle menu planned.	Meets Standard	
20. The FSA has established procedures to ensure that items on the master-cycle menu are prepared and presented according to approved recipes.	Meets Standard	
21. The Cook Foreman has the authority to change menu items if necessary. <ul style="list-style-type: none"> If yes, documenting each substitution, along with its justification With copy to FSA 	Meets Standard	The FSD and the AFSD have the authority to change menu items, if needed. Documentation of the change and the justification for the change are forwarded as required.
22. All staff and volunteers know and adhere to written "food preparation" procedures.	Meets Standard	

Immigration and Customs Enforcement Inspection

Freeborn County, Minnesota

National Detention Standards Inspection Worksheet for Over 72 Hour Facilities With SAAP1

FOOD SERVICE (Key: F)		
POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS.		
COMPONENTS	RATING	REMARKS (1000 CHAR MAX)
23. Detainees whose religious beliefs require the adherence to particular religious dietary laws are referred to the Chaplain or FSA.	Meets Standard	
24. A common-fare menu available to detainees whose dietary requirements cannot be met on the main line. <ul style="list-style-type: none"> Changes to the planned common-fare menu can be made at the facility level; Hot entrees are offered three times a week; The common-fare menus satisfy nutritional recommended daily allowances (RDAs); Staff routinely provide hot water for instant beverages and foods; Common-fare meals are served with: Disposable plates and utensils. Reusable plates and utensils. Staff use separate cutting boards, knives, spoons, scoops, etc., to prepare the common fare diet items. 	Meets Standard	The religious/common-fare program addresses all the requirements of this component.
25. A supervisor at the command level must approve a detainee's removal from the Common-Fare Program.	Meets Standard	The FSD is responsible for approving the removal of a detainee from the common-fare program.
26. The Warden, in conjunction with the chaplain and/or local religious leaders, provides the FSA a schedule of the ceremonial meals for the following calendar year.	Meets Standard	
27. The common-fare program accommodates detainees abstaining from particular foods or fasting for religious purposes at prescribed times of the year. <ul style="list-style-type: none"> Muslims fasting during Ramadan receive their meals after sundown. Jews who observe Passover but do not participate in the Common-Fare Program receive the same Kosher-for-Passover meals as those who do participate. Main-line offerings include one meatless meal (lunch or dinner) on Ash Wednesday and Fridays during Lent. 	Meets Standard	The religious/common-fare program addresses all the requirements of this component.
28. The food service program addresses medical diets.	Meets Standard	The food service program provides medical diets such as: dental soft, diabetic and low sodium.
29. Satellite feeding programs follow guidelines for proper sanitation.	Meets Standard	The facility uses a satellite feeding program for detainees. The feeding was observed, and found to meet proper sanitary guidelines.

Immigration and Customs Enforcement Inspection

Freeborn County, Minnesota

National Detention Standards Inspection Worksheet for Over 72 Hour Facilities With SAAP

FOOD SERVICE (Key: F)		
POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS.		
COMPONENTS	RATING	REMARKS (1000 CHAR MAX)
30. Hot and cold foods are maintained at the prescribed, "safe" temperature(s) while being served.	Meets Standard	
31. All meals are provided in nutritionally adequate portions.	Meets Standard	A registered dietitian has certified the current menus as being nutritionally adequate. A complete nutritional analysis of all menus has been conducted.
32. Food is not used to punish or reward detainees based upon behavior.	Meets Standard	
33. The food service staff instructs detainee volunteers on: <ul style="list-style-type: none"> • Personal cleanliness and hygiene; • Sanitary techniques for preparing, storing, and serving food; and • The sanitary operation, care, and maintenance of equipment. 	N/A	Detainees do not work in the food service department.
34. Everyone working in the food service department complies with food safety and sanitation requirements.	Meets Standard	
35. Standard operating procedures include weekly inspections of all food service areas, including dining and food-preparation areas and equipment. <ul style="list-style-type: none"> • Who conducts the inspections? 	Meets Standard	The FSD is required to conduct a weekly inspection of the food service department.
36. Equipment is inspected for compliance with health and safety codes and regulations. <ul style="list-style-type: none"> • When was the most recent inspection? • Which agency conducted the inspection? 	Meets Standard	The Minnesota Department of Health conducts inspections of the food service facilities and equipment annually. The last inspection occurred on 11/07/2014.
37. Reports of discrepancies are forwarded to the Warden or designated department head, and corrective action is scheduled and completed.	Meets Standard	
38. Standard procedure includes checking and documenting temperatures of all dishwashing machines after each meal.	Meets Standard	A review of temperature logs indicated that temperature checks are being conducted after each meal.
39. Staff documents the results of every refrigerator/freezer temperature check.	Meets Standard	Food service staff documents refrigerator/freezer temperatures as required.
40. The cleaning schedule for each food service area is conspicuously posted.	N/A	The food service department is outside the secure perimeter and was not inspected.
41. Procedures include inspecting all incoming food shipments for damage, contamination, and pest infestation.	Meets Standard	Incoming food is inspected by food service personnel and any damaged items are not accepted.

Immigration and Customs Enforcement Inspection Freeborn County, Minnesota
National Detention Standards Inspection Worksheet for Over 72 Hour Facilities With SAAP

FOOD SERVICE (Key: F)		
POLICY: EVERY FACILITY WILL PROVIDE DETAINEES NUTS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS.		
COMPONENTS	RATING	REMARKS (1000 CHAR MAX)
42. Storage areas are locked when not in use.	N/A	The food storage areas were not observed as the food service department is located outside of the secure perimeter.

FOOD SERVICE – REVIEWER SUMMARY <i>(Use following format for dates: mm/dd/yyyy)</i>	
Overall Remarks: <i>(Record significant facts, observations, other sources used, etc.)(5000 Character Max)</i> The food service department is staffed and operated by Catering by Marlins. Observation of the actual food preparation was not performed as the food service department is located outside of the secure perimeter. Detainees do not work in the food service department. The menus have been nutritiously analyzed, certified and approved by a registered dietitian. During the evaluation of this standard, documentation was examined, facility personnel and detainees were interviewed, temperatures were checked and the food serving process in the housing unit was observed.	
Overall Rating: Meets Standard	
Reviewer Name (Printed): Joseph Troniar Jr.	Completion Date: 3/26/2015
Reviewer Signature (for printed form submission):	

Immigrations and Customs Enforcement Inspection

Pheips County, Nebraska

FOOD SERVICE

Inspection of Food Service is required for all facilities housing detainees and is required for all facilities housing detainees who are not U.S. citizens or lawful permanent residents.

FOOD SERVICE	Y	N	NA	REMARKS
The Food Service is managed by a person who is professionally trained and has Food Service Administration responsibilities and tasks and responsibilities are in writing. The Food Service Administrator (FSA) determines responsibilities and tasks for the Food Staff.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Food Service Administrator is provided through the contract with Catering By The Table. The FSA through is not in the CEM.
The Cook Supervisor is responsible for the day and night shifts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The FSA provides the training and ongoing with inmates related to food service related issues.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CEM training module, Staff Training, Safety, and Hygiene, is utilized in the food service related issues.
<ul style="list-style-type: none"> In the kitchen, the FSA is responsible for the Food Service standard. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food service is done with the approval of the cook, and the cook is responsible for the control of the food service.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All food service is done in a separate room and is physically separated from the rest of the facility. The food service is done in a separate room and is physically separated from the rest of the facility. The food service is done in a separate room and is physically separated from the rest of the facility.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The kitchen was in the Food Service Department and was not provided to the facility of the facility. However, the table is not attached through the wall of the kitchen. The kitchen is not attached with a full metal door that inmates can call through the table.
When necessary, special procedures govern the handling of food items and procedures are in place.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Operating procedures include daily routines (cleaning, food service, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The FSA monitors staff performance. If the facility is not in compliance, the FSA is trained in some procedures.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contract food service staff is not responsible for conducting out counts in the Food Service Department.
The detainees assigned in the food service department have been trained. Their clothing and grooming comply with the Food Service standard.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The FSA annually reviews detainee performance and job performance to ensure they are accurate and up-to-date.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Job Descriptions have not been developed for detainees and the FSA was requested during the review.
The Cook Supervisor is responsible for the day and night shifts. The Cook Supervisor is responsible for the day and night shifts. The Cook Supervisor is responsible for the day and night shifts.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<ul style="list-style-type: none"> The Cook Supervisor is responsible for the day and night shifts. The Cook Supervisor is responsible for the day and night shifts. The Cook Supervisor is responsible for the day and night shifts. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Cook Supervisor documents all training in individual detainee training files.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS.

COMPONENTS	Y	N	NA	REMARKS
Detainees at CDFs are paid in accordance with the "Voluntary Work Program" standard. Detainee workers at IGSA's are subject to local and state rules and regulations regarding detainee pay.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees are served at least two hot meals every day. No more than 14 hours elapse between the last meal served and the first meal of the following day.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The breakfast meal is served cold and the lunch and dinner meals are served hot. The dinner meal is served at 1700 hours and the following breakfast meal is served at 0600 hours.
For cafeteria style operations, a transparent "sneeze guard" protects both the serving line and salad bar line.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	There are no cafeteria style operations at the facility. The Food Service Program is delivered via a satellite feeding process.
The facility has a standard 35-day menu cycle. IGSA's use a 35 day or similar system for rotating meals.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The facility utilizes a 35 day cycle menu.
The FSA or facility considers the ethnic diversity of the facility's detainee population when developing menu cycles (Provide examples).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Chili Mac, Spanish Rice, Mexican Pie, Italian Spaghetti, Turkey Tetrazzini, Jambalaya, Taco Casserole, Turkey Chow Mein, Tacos, and Lasagna are examples of ethnic meals programmed onto the mainline menus.
A registered dietitian conducts a complete nutritional analysis of every master-cycle menu planned.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The FSA has established procedures to ensure that items on the master-cycle menu are prepared and presented according to approved recipes.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Cook Foreman has the authority to change menu items if necessary. <ul style="list-style-type: none"> If yes, documenting each substitution, along with its justification With copy to FSA 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Substitutions are documented on the CBM "Substitution Log."
All staff and volunteers know and adhere to written "food preparation" procedures.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Detainees whose religious beliefs require the adherence to particular religious dietary laws are referred to the Chaplain or FSA.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)

G-324A Detention Inspection Form Worksheet for IGSA's - Rev: 07/09/07

FOOD SERVICE				
POLICY: EVERY FACILITY WILL PROVIDE DETAINEES IN ITS CARE WITH NUTRITIOUS AND APPETIZING MEALS, PREPARED IN ACCORDANCE WITH THE HIGHEST SANITARY STANDARDS.				
COMPONENTS	Y	N	NA	REMARKS
<p>A common-fare menu available to detainees whose dietary requirements cannot be met on the main line.</p> <ul style="list-style-type: none"> Changes to the planned common-fare menu can be made at the facility level; Hot entrees are offered three times a week; The common-fare menus satisfy nutritional recommended daily allowances (RDAs); Staff routinely provide hot water for instant beverages and foods; <ul style="list-style-type: none"> Common-fare meals are served with: <ul style="list-style-type: none"> Disposable plates and utensils. Reusable plates and utensils. Staff use separate cutting boards, knives, spoons, scoops, etc., to prepare the common-fare diet items. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A supervisor at the command level must approve a detainee's removal from the Common-Fare Program.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The Warden, in conjunction with the chaplain and/or local religious leaders, provides the FSA a schedule of the ceremonial meals for the following calendar year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	A schedule of religious ceremonial meals for the following calendar year was not provided to the Kitchen Director. This was corrected during the review.
<p>The common-fare program accommodates detainees abstaining from particular foods or fasting for religious purposes at prescribed times of the year.</p> <ul style="list-style-type: none"> Muslims fasting during Ramadan receive their meals after sundown. Jews who observe Passover but do not participate in the Common-Fare Program receive the same Kosher-for-Passover meals as those who do participate. Main-line offerings include one meatless meal (lunch or dinner) on Ash Wednesday and Fridays during Lent. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
The food service program addresses medical diets.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Satellite-feeding programs follow guidelines for proper sanitation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hot and cold foods are maintained at the prescribed, "safe" temperature(s) while being served.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All meals are provided in nutritionally adequate portions.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Food is not used to punish or reward detainees based upon behavior.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<p>The food service staff instructs detainee volunteers on:</p> <ul style="list-style-type: none"> Personal cleanliness and hygiene; Sanitary techniques for preparing, storing, and serving food; and The sanitary operation, care, and maintenance of equipment. 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Detainees are not utilized to prepare or serve food.
Everyone working in the food service department complies with food safety and sanitation requirements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

FOR OFFICIAL USE ONLY (LAW ENFORCEMENT SENSITIVE)

G-324A Detention Inspection Form Worksheet for IGSA's - Rev: 07/09/07

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

9/23/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Fischer, Rounds - Sioux Falls 1101 W Russell St Sioux Falls SD 57104	CONTACT NAME: Selda Baumberger, CIC, CISR	
	PHONE (A/C, No, Ext): 605-274-9943 FAX (A/C, No): 605-274-9034	
	E-MAIL ADDRESS: sbaumberger@fischerrounds.com	
INSURED CBMMA-1 Catering By Marlins, Inc. DBA - CBM Managed Service; DBA - CBM Food Service MFR Properties LLC 500 E 52nd St, North Sioux Falls SD 57104	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Travelers Indemnity Company of CT	25682
	INSURER B: Standard Fire Insurance Company	19070
	INSURER C: The Phoenix Insurance Company	25623
	INSURER D: Travelers Excess and Surplus Lines	29696
	INSURER E: Travelers Casualty and Surety Compa	19038
	INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** 558201856**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC	Y	Y	6307E317849	07/26/2016	07/26/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Y	Y	BA7E561385	07/26/2016	07/26/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ HNO Phys Dam \$ACV
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000	Y	Y	ZUP81M63096	07/26/2016	07/26/2017	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000 \$
B C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N		Y	UB7E317849 UB8E596137	07/26/2016 07/26/2016	07/26/2017 07/26/2017	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
E	Third Party Crime	Y	Y	106258415	04/04/2016	07/26/2017	Empl Theft of Clnt Prop. 100,000 Retention 10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Hungry's Restaurants Inc is a Named Insured on the Worker's Compensation policies.

Please note that the General Liability and Auto Liability provide a Blanket Additional Insured & Blanket Waiver of Subrogation Endorsement when required by contract. The Umbrella Liability follows form and does not require a separate endorsement for either.

CERTIFICATE HOLDER**CANCELLATION**

Sedgwick County, Kansas Division Of Purchasing Finance Department 525 N. Main, Suite 823 Wichita KS 67203	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	---

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September 27, 2016

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

RE: Bank Credit Reference for Catering By Marlins, Inc.

Dear Kristen,

First PREMIER Bank has had a business banking relationship with Catering By Marlins, Inc. since 2009. The relationship is extensive and includes deposit accounts, loans, electronic banking etc. We complete a thorough financial review of this corporation on an annual basis.

All accounts have been managed as agreed and the corporation is in very good financial standing with First PREMIER Bank.

Please contact me at 605-357-3012 if you have any questions or need additional information.

Sincerely,

A handwritten signature in cursive script that reads 'Randal J. Osterloo'.

Randal J. Osterloo
Vice President – Business Banking

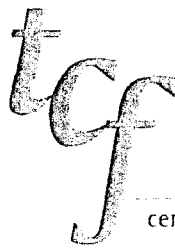
**CATERING BY MARLIN'S, INC.
D/B/A CBM MANAGED SERVICES
FINANCIAL STATEMENTS
WITH INDEPENDENT AUDITORS' REPORT
FOR THE FISCAL YEARS 2015 AND 2014**

Confidential and Proprietary

CATERING BY MARLIN'S, INC.
D/B/A CBM MANAGED SERVICES

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Statements of Cash Flows	4
Notes to Financial Statements	5 – 10



thurman,
comes,
foley
& co., llp

certified public accountants
and consultants

INDEPENDENT AUDITORS' REPORT

To the Board of Directors and Stockholders of
Catering By Marlin's, Inc.
D/B/A CBM Managed Services
Sioux Falls, SD

We have audited the accompanying financial statements of **Catering By Marlin's, Inc., D/B/A CBM Managed Services** (a South Dakota S Corporation), which comprise of the balance sheets as of December 30, 2015 and December 31, 2014, and the related statements of operations, retained earnings, and cash flows for the fiscal years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United State of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal controls. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Catering By Marlin's, Inc. D/B/A CBM Managed Services as of December 30, 2015 and December 31, 2014, and the results of its operations and its cash flows for the fiscal years then ended in accordance with accounting principles generally accepted in the United States of America.

Thurman Comes Foley & Co LLP

Sioux Falls, SD
May 17, 2016

CATERING BY MARLIN'S, INC.
D/B/A CBM MANAGED SERVICES
BALANCE SHEETS
AS OF THE END OF FISCAL YEARS 2015 AND 2014

ASSETS		2015	2014
CURRENT ASSETS			
Cash	\$	223,700	\$ -
Accounts receivable, net		7,128,882	6,848,082
Other receivables		38,762	55,807
Deposits		5,500	5,500
Inventory		2,279,876	2,117,222
Prepaid expenses		140,977	144,945
Total current assets		9,817,697	9,171,556
PROPERTY AND EQUIPMENT			
Land		66,400	66,400
Building		106,122	106,122
Leasehold improvements		186,066	175,636
Equipment		2,884,636	2,301,264
Vehicles		659,861	565,403
		3,903,085	3,214,825
Less: accumulated depreciation		(2,092,527)	(1,646,397)
Total property and equipment		1,810,558	1,568,428
Total assets	\$	11,628,255	\$ 10,739,984
LIABILITIES AND STOCKHOLDERS' EQUITY			
CURRENT LIABILITIES			
Checks issued in excess of book account balance	\$	-	\$ 433,776
Revolving line of credit		171,431	823,865
Current maturities of long-term debt		83,653	189,386
Accounts payable		2,618,944	2,319,243
Accrued wages		769,553	339,421
Accrued sales tax		67,210	65,039
Accrued interest		3,428	3,428
Other accrued expenses		218,725	60,626
Total current liabilities		3,932,944	4,234,784
LONG-TERM LIABILITIES			
Long-term debt, net of current maturities		-	250,843
Net due to related entities		1,477,537	1,424,033
Other liabilities		351,196	278,636
Total long-term liabilities		1,828,733	1,953,512
Total liabilities		5,761,677	6,188,296
STOCKHOLDERS' EQUITY			
Common stock \$1 par value, 100,000 shares authorized, 1,380 shares issued and outstanding		1,380	1,380
Retained earnings		5,865,198	4,550,308
Total stockholders' equity		5,866,578	4,551,688
Total liabilities and stockholders' equity	\$	11,628,255	\$ 10,739,984

See accompanying notes and independent accountants' audit report.

CATERING BY MARLIN'S, INC.
D/B/A CBM MANAGED SERVICES
STATEMENTS OF OPERATIONS AND RETAINED EARNINGS
FOR THE FISCAL YEARS 2015 AND 2014

	<u>2015</u>	<u>2014</u>
FOOD AND COMMISSARY REVENUE	\$ 64,962,159	\$ 58,990,605
MANAGEMENT FEE REVENUE	482,525	527,671
FOOD AND COMMISSARY COSTS	<u>(31,109,724)</u>	<u>(29,441,154)</u>
Gross profit	34,334,960	30,077,122
OPERATING EXPENSES		
Salaries, wages and benefits	24,818,248	21,727,960
Operating supplies	2,138,952	1,955,836
Other operating expenses	1,340,564	1,513,422
Travel & entertainment	1,709,979	1,526,850
Business insurance	854,875	713,112
Occupancy	512,126	583,106
Depreciation	484,853	374,800
Commissary commission	252,983	426,239
Licenses & permits	<u>173,965</u>	<u>57,225</u>
Total operating expenses	<u>32,896,546</u>	<u>28,878,550</u>
Operating income	1,438,414	1,198,572
OTHER INCOME (EXPENSE)		
Interest income	22	9,268
Other income	205,527	137,164
Interest expense	(94,811)	(63,655)
Loss (gain) on sale of assets	<u>(962)</u>	<u>1,075</u>
Total other income	<u>109,776</u>	<u>83,852</u>
Net income	<u>\$ 1,548,190</u>	<u>\$ 1,282,424</u>
RETAINED EARNINGS, beginning	\$ 4,550,308	\$ 5,012,129
Stockholder distributions	(233,300)	(1,744,245)
Net income	<u>1,548,190</u>	<u>1,282,424</u>
RETAINED EARNINGS, ending	<u>\$ 5,865,198</u>	<u>\$ 4,550,308</u>

**CATERING BY MARLIN'S, INC.
D/B/A CBM MANAGED SERVICES
STATEMENTS OF CASH FLOWS
FOR THE FISCAL YEARS 2015 AND 2014**

	<u>2015</u>	<u>2014</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Net income	\$ 1,548,190	\$ 1,282,424
Adjustments to reconcile net income to net cash provided by operating activities		
Depreciation	484,853	574,800
Loss (gain) on sale of assets	962	(1,078)
Change in operating assets and liabilities		
Accounts receivable	(280,800)	(1,306,936)
Other receivables	17,045	(22,690)
Inventory	(162,654)	64,538
Prepaid expenses	3,968	(9,331)
Accounts payable	299,701	(61,524)
Accrued wages	430,132	(336,439)
Accrued sales tax	2,171	17,407
Other liabilities	72,560	14,004
Other accrued expenses	158,099	(93,385)
Net cash provided (used) by operating activities	2,574,227	(78,207)
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of property and equipment	(754,595)	(526,311)
Proceeds from sale of assets	26,650	6,438
Net cash used by investing activities	(727,945)	(519,873)
CASH FLOWS FROM FINANCING ACTIVITIES		
Net change in checks issued in excess of book account balance	(433,776)	433,776
Borrowings on revolving line of credit	9,567,285	15,331,419
Payments on revolving line of credit	(10,219,719)	(14,507,554)
Principal payments on long-term debt	(356,576)	(194,029)
Principal payments received on loans	-	49,140
Distributions to stockholders	(233,300)	(1,744,245)
Net advances from related parties	53,504	399,204
Net cash used by financing activities	(1,622,582)	(232,289)
Change in cash	223,700	(830,369)
CASH, beginning of year	-	830,369
CASH, end of year	<u>\$ 223,700</u>	<u>\$ -</u>

See accompanying notes and independent accountants' audit report.

Expectations of County

1. CBM Managed Services respectfully requests a conversation with Sedgwick County regarding mutual termination language.
2. CBM Managed Services has priced our services in this proposal based upon the availability and utilization of inmate labor, which will be provided by the County.

CBM Managed Services has no exceptions regarding RFP #16-0079 Nutrition and Commissary Management Services.

Cost Proposal

Cost Proposal #1

Regular Inmate Meal: \$1.097 per meal

Commissary Commission: 10% of net sales

- Census Count or Actual Count, whichever is greater will be used for billing
- Kosher and Halal Meals - \$6.50 per meal
- Nutritional Supplements - \$1.50 each
- Doctor Ordered Medical Snacks - \$1.00 each
- Meal prices based on inmate labor usage
- Includes secure inmate email program
- Proposals based on both food and commissary award

Cost Proposal #2

Regular Inmate Meal: \$1.137 per meal

Commissary Commission: 15% of net sales

- Census Count or Actual Count, whichever is greater will be used for billing
- Kosher and Halal Meals - \$6.50 per meal
- Nutritional Supplements - \$1.50 each
- Doctor Ordered Medical Snacks - \$1.00 each
- Meal prices based on inmate labor usage
- Includes secure inmate email program
- Proposals based on both food and commissary award

Net Sales is defined as Total Gross Sales minus sales tax, postal products, credits and any other items sold at no mark-up or at cost.

Commissions will be paid in accordance to the RFP requirements throughout the duration of the contract.

CBM Managed Services will comply with all Federal and State laws, and pay all applicable taxes throughout the life of the agreement. In addition, CBM Managed Services agrees to maintain a fair pricing structure for all commissary goods sold.

Fee Schedule

Lobby ATM Deposits

Cash: \$3.25

Credit Card: Minimum \$3.25 or 10% whichever is greater

CBM agrees to waive the Lobby ATM cash fee of \$3.25 if the family member is paying a bond.

Web Credit Card Deposits/Bonding

Minimum \$3.25 or 10% whichever is greater

Inmate Secure Email

\$.050 per email

Inmate Starter Kit

\$1.64

Indigent Kit

\$2.86

Starter Kit Pricing

E. Manage Indigent Store

CBM Managed Services has read and will comply with the requirements regarding managing the inmate indigent store.

Please see the following delivered cost of each item for indigent kits

Indigent Kit

Toothbrush short	\$0.07
Pencil writing short	\$0.06
Toothpaste fluoride 2.75oz	\$0.40
Solid clear stick deodorant 1.5oz	\$0.63
Shampoo 4.0oz	\$0.46
Paper writing 5 sheets	\$0.06
<u>Envelope, stamped 3 each</u>	<u>\$1.12</u>

Total Indigent Kit	\$2.86
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Inmate Starter Kit

Toothbrush Short	\$0.07
Pencil writing short	\$0.06
Toothpaste 0.85oz	\$0.16
Solid clear stick deodorant 1.5oz	\$0.63
Shampoo 2oz clear bottle	\$0.35
Bar Soap 3.0oz	\$0.31
<u>Comb small pocket</u>	<u>\$0.06</u>

Total Starter Kit	\$1.64
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Staffing

CBM Employee Kitchen Staff

Position	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours
FSD	8a-4p	8a-4p	8a-4p	8a-4p	8a-4p	OFF	OFF	40.00
AFSD	OFF	OFF	11a-7p	11a-7p	11a-7p	11a-7p	11a-7p	40.00
Lead Supervisor 1	230a-1030a	230a-1030a	230a-1030a	230a-1030a	OFF	OFF	230a-1030a	40.00
Cook	OFF	230a-1030a	230a-1030a	230a-1030a	230a-1030a	230a-1030a	OFF	40.00
Cook	230a-1030a	OFF	OFF	330a-1130a	230a-1030a	230a-1030a	230a-1030a	40.00
Cook	330a-1130a	330a-1130a	330a-1130a	OFF	OFF	330a-1130a	330a-1130a	40.00
Cook	430a-1230p	430a-1230p	OFF	OFF	430a-1230p	430a-1230p	430a-1230p	40.00
Lead Supervisor 2	OFF	1130a-730p	1130a-730p	1130a-730p	1130a-730p	1130a-730p	OFF	40.00
Cook	1130a-730p	1130a-730p	1130a-730p	1130a-730p	OFF	OFF	1130a-730p	40.00
Cook	1130a-730p	OFF	OFF	1130a-730p	1130a-730p	1130a-730p	1130a-730p	40.00
Cook	1130a-730p	1130a-730p	1130a-730p	OFF	OFF	1130a-730p	1130a-730p	40.00

Staffing and pricing is dependent on inmate labor. Schedule to be mutually agreed upon.

Staffing

Courthouse Café Staff

Position	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours
Lead Supervisor 1	6am-2pm	6am-2pm	6am-2pm	6am-2pm	6am-2pm	OFF	OFF	40.00
Cook	6am-2pm	6am-2pm	6am-2pm	6am-2pm	6am-2pm	OFF	OFF	40.00
Cook	10am-2pm	10am-2pm	10am-2pm	10am-2pm	10am-2pm	OFF	OFF	20.00
Cook	10am-2pm	10am-2pm	10am-2pm	10am-2pm	10am-2pm	OFF	OFF	20.00

CBM Commissary Staff

Sedgwick KS	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Commissary Mgr.	0800a-500p	0800-500p	0800a-500p	0800a-500p	0800a-500p	off	off
Asst. Comm	0800-500p	0800-500p	0800-500p	OFF	OFF	handout	Snackwagon
Commissary	OFF	OFF	OFF	OFF	OFF	handout	Snackwagon
Commissary	OFF	OFF	OFF	OFF	OFF	handout	Snackwagon
Commissary	OFF	WR Vending	WR Vending	OFF	WR Vending	handout/WR vend	Snackwagon
Commissary	OFF	OFF	OFF	OFF	OFF	handout	Snackwagon
Service Tech	oncall	oncall	oncall	oncall	oncall	oncall	oncall

Corporate Overview

CBM Managed Services is a leading national provider of managed services. CBM has been providing correctional food service, commissary and technology services, school nutrition programs, along with retail services since 1997. CBM began as a retail company nearly 30 years ago. CBM strives to maintain consistent balance of quality and cost while emphasizing service and responsiveness to our client at all times. CBM is in the relationship business providing food and services.

Today, CBM is one of the nation's largest correctional managed services companies providing service to some of the biggest correctional facilities in the country including Cook County in Chicago, Wayne County in Detroit, the City of St. Louis, Jefferson Parish in the New Orleans market, along with 250+ institutional facilities in 30 states. CBM also operates regional commissary fulfillment centers, 12 multi-unit restaurant operations with a team of more than 1,300 dedicated employees nationwide. CBM's experience and expertise is unique in the fact that its history and organic growth comes from operating a variety of different food, commissary and retail service operations. This diverse experience in multiple environments, makes CBM qualified to provide managed services in any facility.



CBM Managed Services' currently serves over 53,000,000 (fifty three million) meals annually. In addition, CBM provides ancillary services to benefit our clients both operationally and financially. The majority of these programs are operated in correctional environments. Those services include: CBM Fresh Express, CBM Cares, CBM Snack Wagon, CBM Caring Packs, CBM Back2Work vocational training programs and equipment maintenance, repair and replacement programs.

CBM maintains a highly skilled, motivated and dedicated management team empowered to make necessary decisions within the operations. CBM service professionals are responsible for delivering our program of providing quality products, cost effective operations, and appropriate security and training. CBM's management team is

Corporate Overview

responsible for ensuring the cost effectiveness of each operation, compliance with regional, local, state and federal requirements regarding nutrition, sanitation, safety and security, record keeping and coordination of food service activities throughout the facilities.

CBM's Correctional Division has also led the way in providing continuous training and education to our food service personnel through CBM University, a comprehensive training program that ensures our employees are on the leading edge of food safety, nutrition, sanitation and correctional security. The American Correctional Association (ACA) guidelines along with ServSafe regulations are the benchmark for our training programs.

Education and training is a critical component of the success of our operations. CBM also provides support and training for inmate workers. CBM has developed a multi-faceted Inmate Training Program, CBM Back2Work, to help provide continuous training and education of inmates. Training can significantly reduce recidivism rates by providing inmates with real world training and certifications that are helpful to secure gainful employment upon return to society. CBM utilizes training modules for basic kitchen sanitation and safety skills, institutional, retail, baking and warehousing environments. CBM takes inmate training one step further by partnering with local employers to assist with job placement.

CBM Managed Services provides a food service program that utilizes fresh, high quality foods, tested recipes and planned production and preparation practices. CBM Managed Services also maintains an extensive Dietary Department including 7 full-time dietitians within the Correctional Division that provides nutritional services for all medical and religious diet requirements. Our Dietary Department assists in planning menus and meals to assure nutritional adequacy and dietary balance, assists with medical nutrition therapy and performs diet consultations. The Dietary Department is readily available to provide guidance and review menu substitutions that may be needed.

CBM Managed Services offers the resources of a national provider, with the personalized attention and support of a local company. CBM prides itself on being large enough to serve, yet small enough to care and maintains a face to the company. Marlin Sejnoha, Jr., President and CEO, is available anytime, any day to ensure client satisfaction.

Corporate Profile

Corporate Address: CBM Managed Services
500 East 52nd Street North
Sioux Falls, South Dakota 57104

Telephone Number: (605) 335-0825

Fax Number: (605) 977-1836

Corporate e-mail: Marlin.Sejnoha@CBMManagedServices.com

Legal Status: Corporation

State of Incorporation: South Dakota (1997)

States of Operation: AL, AR, CO, ID, IL, IN, IA, KS, KY, LA, MD, MI, MN,
MS, MO, MT, NE, NJ, NM, NC, ND, OH, PA, SD, TN,
TX, UT, VA, WI, WY

Federal Tax ID Number: 91-1827040

DUNS Number: 009810594

Number of Employees: 1,360

President & CEO: Marlin C. Sejnoha, Jr.
500 East 52nd Street North
Sioux Falls, South Dakota 57104
(605) 335-0825
Marlin.Sejnoha@CBMManagedServices.com

Owners & Principals

NAME AND ADDRESS OF OPERATING COMPANY:

Catering by Marlin's, Inc. dba CBM Managed Services
500 East 52nd Street North
Sioux Falls, South Dakota 57104

PRINCIPAL CORPORATE OFFICERS:

President (Chief Executive Officer)..... Marlin C. Sejnoha, Jr.
Vice President..... Shane V. Sejnoha
Secretary / Treasurer..... Dustin L. Sejnoha
Chief Financial Officer..... Darrell E. Leenderts

PRINCIPAL STOCKHOLDERS:

Marlin C. Sejnoha, Jr.
48061 Iverson Crossing
Brandon, South Dakota 57110

Stephanie L. Richter
209 North Duluth Avenue
Sioux Falls, South Dakota 57104

Valerie A. Headlee
47163 S Clubhouse Rd.
Sioux Falls, South Dakota 57108

Shane V. Sejnoha
2308 South 4th Avenue
Sioux Falls, South Dakota 57105

Dustin L. Sejnoha
2809 W. Brandywine Circle
Sioux Falls, South Dakota 57108

Amber J. Garry
610 Par-Tee Drive
Hartford, South Dakota 57033

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Catering by Marlin's, Inc.

2 Business name/disregarded entity name, if different from above
CBM Managed Services

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:
☐ Individual/sole proprietor or single-member LLC
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
☒ C Corporation
☐ S Corporation
☐ Partnership
☐ Trust/estate
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
500 East 52nd Street North

6 City, state, and ZIP code
Sioux Falls, South Dakota 57104

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

			-					
--	--	--	---	--	--	--	--	--

or

Employer identification number

9	1	-	1	8	2	7	0	4	0
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ *Stephanie Richter* Date ▶ _____

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

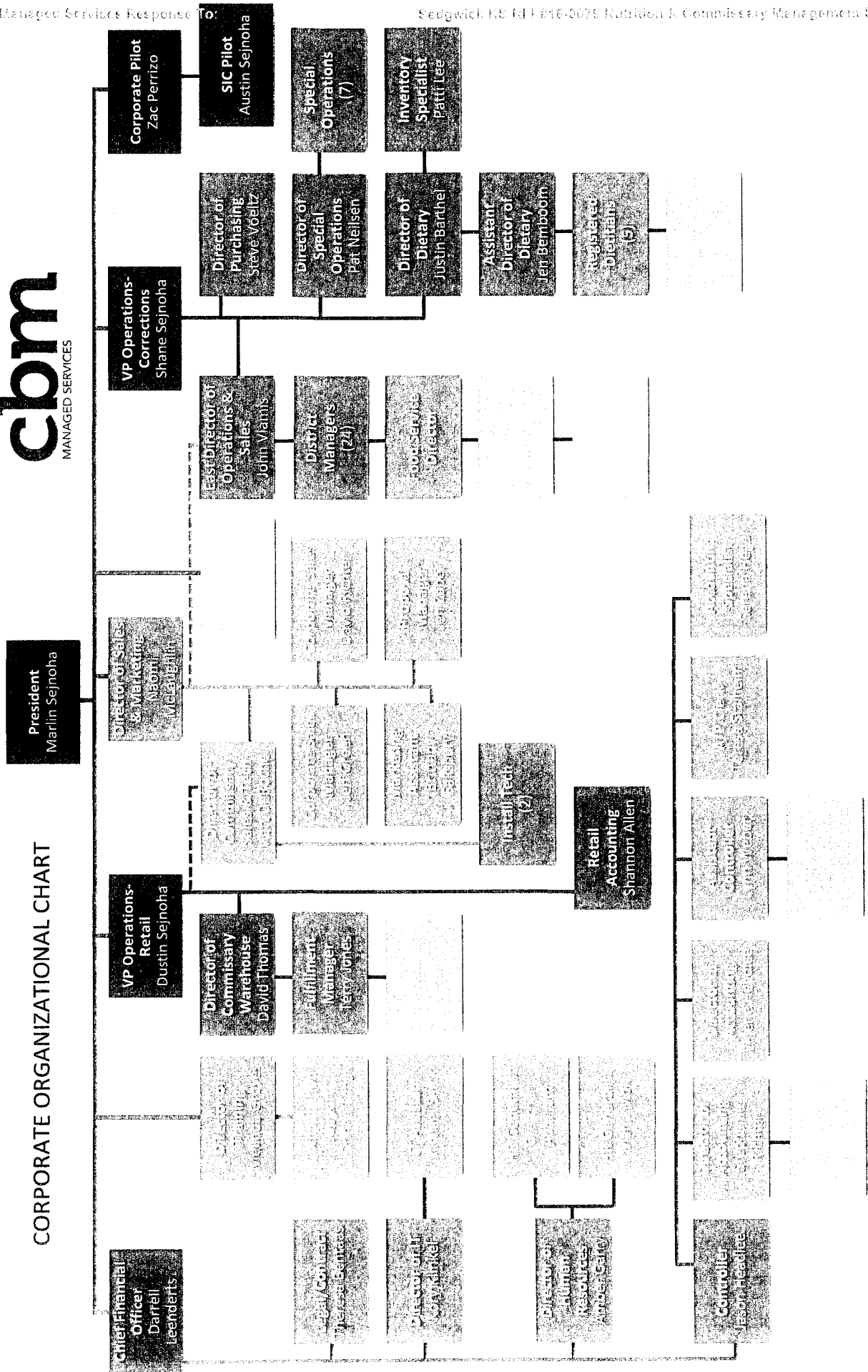
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

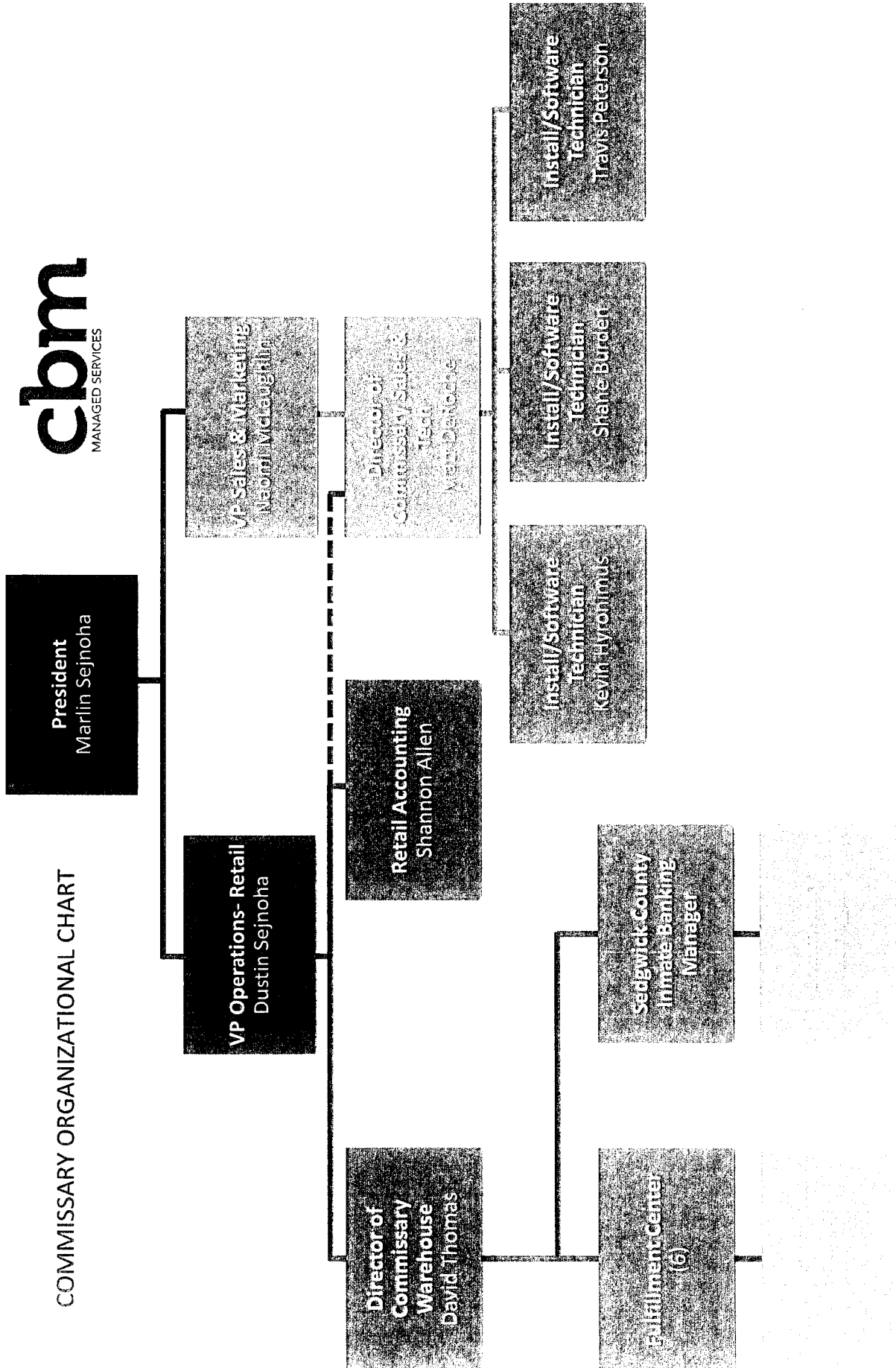
By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

clom
MANAGED SERVICES



COMMISSARY ORGANIZATIONAL CHART



Marlin C. Sejnoha, Jr., CCM
500 East 52nd Street North
Sioux Falls, South Dakota 57104
(605) 310-4950
Marlin.Sejnoha@CBMManagedServices.com

Marlin Sejnoha, President/CEO has over 28 years of business management experience in all aspects of the managed services industry. Under Marlin Sejnoha's leadership, CBM Managed Services has expanded into 250 facilities in 30 states serving over 51 million meals each year. Marlin Sejnoha's leadership approach has helped formulate CBM's mission of being a "trusted, relationship-driven provider of quality managed services."

EXPERIENCE:

1997 – Present President/CEO	CBM Managed Services	Sioux Falls, SD
1995 – 1997 Chief Executive Officer	Minnehaha Country Club	Sioux Falls, SD
1992 – 1995 Chief Operating Officer	Sioux City Country Club	Sioux City, IA
1989 – 1992 General Manager	Norfolk Country Club	Norfolk, NE

EDUCATION:

Nettleton Business College Associates of Business Degree Business Administration, Hotel/Restaurant Management Accounting, Computer Science	Sioux Falls, SD
Georgia State University Business Management	Atlanta, GA
Michigan State University Business Management	Lansing, MI

SUMMARY OF QUALIFICATION:

- Twenty-eight years of business management experience
- Daily operation experience in all aspects of food service
- Innovative leader capable of motivating employees and fostering their personal growth
- Financial operations experience in all aspects of diversified companies
- Positive customer interaction with effective communication, response and dedication to their facilities

Shane V. Sejnoha, ACFSA**500 East 52nd Street North****Sioux Falls, South Dakota 57104****(605) 359-7812****Shane.Sejnoha@CBMManagedServices.com**

CAREER EXPERIENCE:

1997 – Present	CBM Managed Services Vice President of Operations	Sioux Falls, SD
1988-1997	Marlin's Grill and Catering Catering Director	Sioux Falls, SD

EDUCATION:	University of Sioux Falls Bachelors of Arts Degree Business Management & Marketing	Sioux Falls, SD
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SUMMARY OF QUALIFICATION:

- Over thirty years of food service experience
- Oversee over 200 educational, correctional, healthcare and commissary accounts
- Oversee twenty plus district operations personnel
- Responsible for contract compliance
- Responsible for multi-division budgets
- Experienced in multiple corporate and unit software programs
- Experience in correctional facility kitchen design and layout

Darrell Leenderts
500 East 52nd Street North
Sioux Falls, South Dakota 57104
(605) 444-5003
Darrell.Leenderts@CBMManagedServices.com

EDUCATION: Augustana College Accounting and Business Administration

Southeast Area Vocational/Technical School Computer Science

CAREER EXPERIENCE:

2008 – Present CBM Managed Services Sioux Falls, SD
Chief Financial Officer

Overall authority for the financial operation of the company. Responsible for financial planning and record-keeping as well as financial reporting. Oversees all company accounting practices, including accounting departments, correctional facility budgets and financial reports, and tax and audit functions. Other duties include cash management, banking relations, risk management and project analysis. Establishes procedures to assure site compliance with all corporate policies. Directly supervises eight or more employees with responsibility for hiring, discipline, performance reviews and initiating pay increases.

2005 - 2008 Envive Sioux Falls, SD
Chief Financial Officer

1992 - 2005 Harms Oil Company Aberdeen, SD
Corporate Controller

1986 – 1992 K.O. Lee Company Aberdeen, SD
Controller

1983 – 1986 Emsco Industries, Inc. Sioux Falls, SD
Controller

SUMMARY OF QUALIFICATION:

- 30+ years accounting experience
- Experienced in budget preparation and financial review
- Team leader in the setup and installation of multiple accounting software packages
- Well versed in insurance coverage and claim management
- Experienced with contractual legal matters
- Instrumental in several major acquisitions, mergers and restructuring of operations.
- Good understanding of HR functions, benefits and other legal issues.

Jason W. Headlee**500 East 52nd Street North****Sioux Falls, South Dakota 57104****(605) 310-4950****Jason.Headlee@CBMManagedServices.com****CAREER EXPERIENCE:**

2003 –Present	CBM Managed Services Operations Controller Oversees and directs accounting systems and controls for all correctional food settings.	Sioux Falls, South Dakota
1999 – 2003	Sioux Falls Ford Finance Manager, Sales Manager, Human Resources and Lead Sales Trainer	Sioux Falls, South Dakota
1996 – 1999	First Savings Bank Commercial Loan Officer, Mortgage Originator, Personal Loan Officer	Sioux Falls, South Dakota
1994 – 1996	Norwest Bank Personal Loan Underwriting Department, Phone Banker, Customer Service Representative	Sioux Falls, South Dakota

EDUCATION:	Dakota Wesleyan University Business Administration Business Major, emphasis in Economics and Finance	Mitchell, South Dakota	1994
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SUMMARY OF QUALIFICATION:

- Develop and implement strategic business and operating plans.
- Knowledge of faculty and/or staff hiring procedures.
- Knowledge of financial reports, budgets, and analysis principles and techniques.
- Proven leadership skills.

Naomi C. McLaughlin
500 East 52nd Street North
Sioux Falls, South Dakota 57104
(605) 444-5071
Naomi.McLaughlin@CBMManagedServices.com

CAREER EXPERIENCE:

2013 – Present

CBM Managed Services Sioux Falls, SD
 Director of Sales and Marketing
 Oversees all sales and marketing activities for CBM's correctional, emergency feeding and school nutrition divisions. Ensures all sales protocols and procedures are adhered to by sales team. Responsible for contract compliance and quality and content control of all submitted proposals.

1999 – 2013

McLaughlin Agency Sioux Falls, SD
 Principal / Agent
 Creatively designed benefits packages for individuals and businesses. Oversaw a team of 32 agents and provided ongoing recruitment, training and support for sales team. Acted as a District Sales Manager with both Aflac, Colonial Life while representing Wellmark Blue Cross Blue Shield, Delta Dental along with other major insurance providers.

1990 – 1999

Herberger's /Sak's Incorporated Watertown, SD
 Sales Manager
 Managed, hired, developed and trained department store staff. Carefully monitored profit and loss statements, maintained inventory levels, developed presentations and performed conflict resolutions.

EDUCATION:

College of St. Mary Omaha, NE

SUMMARY OF QUALIFICATION:

- Management of CBM sales team, overseeing budgets, performance and establishing goals/objectives
- Provides logistical support to all of CBM's divisions, including emergency feeding
- Leads development of new programs, including CBM's client relationship software
- Instrumental in development protocols and procedures throughout the company

Jeff Green**500 East 52nd Street North****Sioux Falls, South Dakota 57104****605-335-0825****Jeff.Green@CBMManagedServices.com**

CAREER EXPERIENCE:

2002 – Present	CBM Managed Services Corporate Sales	Sioux Falls, SD
1997 – 2002	Associates Commerce Solutions Director of Collections	Sioux Falls, SD
1988 – 2008	U.S. Army Sergeant First Class	

EDUCATION:	National American University BS Business Administration BS Management, Marketing & Financing	Sioux Falls, SD	2002
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SUMMARY OF QUALIFICATION:

- Signed over 150 new accounts
- Sales of Midwest Region
- Career coaching as a civilian and in the U.S. Army
- Recruitment of military and corporate talent
- 4 combat tours in the U.S. Army
- Assists with commissary and school nutrition divisions
- Assist with the development of site operations budgets

Martha Baucom
500 East 52nd Street North
Sioux Falls, South Dakota 57104
(605) 335-0825
Martha.Baucom@CBMManagedServices.com

CAREER EXPERIENCE:

2007-Present	CBM Managed Services District Manager	Sioux Falls, SD
2003-2006	Fresh from the Oven/The Basket Gourmet Owner/Operator – Catering & Retail Gift Shop	Kansas
2002-2003	Sumner County 911 Emergency Dispatch Center Emergency Dispatch Operator	Sumner, KS
1984-2001	Sonic Industries Sonic Drive-In – Managing Partner/Owner	Kansas

EDUCATION:

Art/Education Southwestern College – Winfield, Kansas
Computer Science Cowley County Community College

SUMMARY OF QUALIFICATIONS:

- Over 30 year's foodservice experience.
- Owner/Operator of various establishments including restaurants, and rental/real estate properties.
- Able to multi-task and operate in a high stress environment.
- Direct management of up to 30 employees.
- Oversee operations of numerous accounts.
- Menu and Meal Planning.
- Responsible for staffing, training, discipline and termination of employees.
- Building and maintaining positive relationships with clients.
- Certified ServSafe Proctor.
- Certified in various lifesaving skills.

Dirk L. Peterson, AACIA

**500 East 52nd Street North
Sioux Falls, South Dakota 57104
(605) 366-6938**

Dirk.Peterson@CBMManagedServices.com

EDUCATION: Rochester Junior College Business Management 1968

Culinary Institute of America Culinary Arts 1970
Associates of Arts of the Culinary Institute of American (AACIA)

CAREER EXPERIENCE:

2003 – Present CBM Managed Services Sioux Falls, SD
Corporate Chef / Trainer

Plan, direct and coordinate the activities of production employees in order to prepare and deliver a finished food product to a serving area for consumption. Maintain food production records and plans and costs menus. Devotes at least 80% of time to managing food production activities. Directly supervises two or more employees with responsibility for hiring, discipline, performance reviews and initiating pay increases.

2001 - 2003 Minnehaha County Country Club Sioux Falls, SD
Chef

2000 - 2001 Minnehaha County Country Club Sioux Falls, SD
Orion Food Services Sioux Falls, SD
Consultant

1995 – 2000 Sioux City Country Club Sioux City, IA
Chef

1982 – 1995 Culinary Institute of America Hyde Park, NY
Faculty

SUMMARY OF QUALIFICATION:

- 34+ years culinary experience
- General Manager and Chef of 3 Star Restaurant
- Taught culinary at Culinary Institute of America – 8 years

LICENSES:

ServSafe Certified

Justin Barthel
500 East 52nd Street North
Sioux Falls, South Dakota 57104
(605) 444-5017
Justin.Barthel@CBMManagedServices.com

Professional Experience

2009 – Present	CBM Managed Services Lead Dietitian <u>Responsibilities:</u> <ul style="list-style-type: none">• Menu development and maintenance• Analysis of menu and recipe costs to assist budgetary adherence• Provide nutrition analysis of menus and modify menus to accommodate special diet needs• Proposal menu design	Sioux Falls, South Dakota
2008 – 2009	Madonna Rehabilitation Hospital Clinical Dietitian	Lincoln, Nebraska
2008	University of Nebraska-Lincoln Teaching Assistant, Scientific Principles of Food Preparation	Lincoln, Nebraska

Licensures

Registered Dietitian
Commission on Dietetic Registration
November 2007-Present

Multiple State Licensures

Education

South Dakota State University
BS in Nutrition and Food Science
Graduated May 2006

University of Nebraska-Lincoln
Dietetic Internship
Graduated August 2007

Matt DeRoche

**500 East 52nd Street North
Sioux Falls, South Dakota 57104
(605) 321-7117**

Matt.DeRoche@CBMManagedServices.com

CAREER EXPERIENCE:**2012 – Present****CBM Managed Services**

Sioux Falls, SD

Director of Commissary

Provides daily oversight of corrections compliant purchasing for all CBM commissary sites and assists with all commissary hardware and software installation. Maintains strong, consistent lines of communication between CBM and Jail Administrators/Wardens. Also responsible for CBM's Commissary Vending inmate/correctional staff program.

2007 – 2012**ABL Management, Inc.**

District Manager

Management and oversight of food service sites in district.

Responsible for carefully monitoring budgets and performance at numerous food service sites.

2003 – 2007**Aramark Corrections**

Food Service Director/General Manager

Responsible for overall operation of multiple contracted facilities.

Managed P&L for all accounts including all inventory, purchasing, HR issues, contract compliance, client and vendor relations, safety and accounts payable/accounts receivable.

EDUCATION:**Idaho State University**

Business Management

SUMMARY OF QUALIFICATION:

- Operational Leadership
- Vendor Management
- Conflict Resolution
- Contract Negotiations
- Management Recruitment
- Written / Verbal Communications
- Time Management
- Budgeting
- Team Building

David Thomas
500 East 52nd Street North
Sioux Falls, South Dakota 57104
(605) 335-0825
David.Thomas@CBMManagedServices.com

CAREER EXPERIENCE:

2014 –Present	CBM Managed Services	Sioux Falls, South Dakota
	Director of Warehouse Operations Maintain a working knowledge of products and pricing, oversee purchasing, stocking, receiving and shipping. Manage on-site inventory control Perform and report weekly/monthly inventory and financial audits	
1996-2014	Pepsi Beverage Company	Sioux Falls, South Dakota
	General Manager Drive revenue, profit, and market share for Pepsi in Sioux Falls, Yankton, and Watertown area. Location of the year for 2012-2013. 7 consecutive years meeting or exceeding annual expectations for volume and profits.	
1995-1996	Anderson-Erickson Dairy	Carroll, Iowa
	Route Salesman Awarded New Driver Salesman of the Year for District in 1995 Grew sales by 10%	
1994-1995	Pamida Inc.	Carroll, Iowa
	Assistant Store Manager Drive sales and profits through coaching and developing staff to obtain desired results. Best in class in customer service Lead District for sales growth in 1994 Reduced turnover by 25% in 1994 compared to 1993	

EDUCATION:

Northwest Missouri State University
Des Moines Area Community College

SUMMARY OF QUALIFICATIONS:

- 20+ years in customer service industry.
- 14+ years in management
- Consistently delivered at or better than planned results

Shane Burden**500 East 52nd Street North****Sioux Falls, South Dakota 57104****(605) 335-0825****Shane.Burden@CBMManagedServices.com****CAREER EXPERIENCE:**

2015-Present	CBM Managed Services Commissary Hardware Specialist	Sioux Falls, SD
2006-Present	South Dakota Army National Guard Signal Support Soldier	Sioux Falls, SD
2013-2014	Compro Technician	Sioux Falls, SD

EDUCATION:**Colorado Technical University****US Army 25 U Signal Course****SUMMARY OF QUALIFICATIONS:**

- Deployed to Afghanistan 2010-2011
- Computer Skills – Word, Excel, Access, and PowerPoint. Adobe
- Installation knowledge of computers, printers, phones and security systems
- Set up new user accounts
- Help Desk experience

Kevin Hyronemus

500 East 52nd Street North

Sioux Falls, South Dakota 57104

(605) 335-0825

Kevin.Hyronemus@CBMManagedServices.com

CAREER EXPERIENCE:

2015-Present	CBM Managed Services	Sioux Falls, SD
	Commissary Software Specialist	
2013-2015	Self-Employed	Inwood, IA
	Computer Consultant and Repair Services	
1999-2013	United States Air Force	
2009-2013	Lead Systems Administrator	Davis – Monthan AFB, AZ
2008-2009	Network Warfare Operations Planner	Davis – Monthan AFB, AZ
2005-2008	Wing Communication Security Manager	Dover AFB, DE
2003-2005	Messaging Tech/System Administration	Dover AFB, DE
2002-2003	Messaging Tech/System Administration	Osan AB, Republic of Korea
2001-2002	Network Infrastructure Technician	Offutt AFB, NE
1999-2001	Computer Operator	Offutt AFB, NE

EDUCATION:	Military Technical Training	
	Network Offensive/Defensive Training Course	2009
	Communications Computer Systems Operations Craftsman Course	2005
	Airman Leadership School	2003
	Communications Computer Systems Operations Apprentice Course	1999

SUMMARY OF QUALIFICATIONS:

- 9 years' experience in a supervisory/management role
- Able to work independently or with a team and drive team involvement
- Able to multi-task and operate in a high stress environment
- 16 years' experience with Microsoft Windows Server, client hardware and operating systems
- 16 years' experience with the Microsoft Office Suite
- 5 years' experience with configuring and maintaining Microsoft DNS and Active Directory
- Supported creation and maintenance of 1000+ user and email accounts
- Combined 5 years' experience with Microsoft Exchange 2000, 2003, and 2007
- Experience with server and client system backup and restoral using Symantec Ghost
- Maintained server and client system backup and restoration
- Maintained 2 Network Storage solutions
- Coordinated problem resolutions, tracked and reported status to leadership
- Security + clearance obtained in 2011

Corporate Support

CBM Managed Services believes in an open and collaborative relationship with, our valued clients. In order to facilitate that relationship, we maintain a corporate team charged with supporting our field operations.

CBM's leadership team includes a chief executive officer, chief operating officer, chief financial officer, human resource director, and vice president of legal and public affairs.



In addition to corporate officers, CBM maintains a full complement of professionals in all functional support areas. Lead by our chief financial officer, our accounting staff consists of our, Controller, Accounts Payable, Accounts Receivable and Human Resources Directors. Other professionals include the Sales and Marketing Department, Director of Purchasing, Corporate Chef, 4 Corporate Registered Dietitians, Safety and Training, Contract Administration, and Regional and District Managers out in the field.

The Field Service Team, made up of District Managers, is located in key areas across the nation. We have the ability to draw from other food service sites, if needed, to assist with the opening and running of new and existing accounts.

If selected, CBM Managed Services will have all licenses, required equipment, office supplies, staff, programs, food, certifications and supplies in place and ready to provide Food Services for all required inmates and staff.



Sumner County Sheriff's Office

400 E. 10th Lane
Wellington, Kansas 67401
Phone: 781-232-8341
Fax: 781-232-8341

To Whom It May Concern:

In August 2011, I became the Sheriff of Sumner County Kansas. When I took over the jail, I had a food contract with CBM managed services from the prior administration. I immediately reviewed all contracts with the jail and met with the CBM staff. The CBM staff has been a great pleasure to work with. I have had no issues and have renewed my contract every year for the last five years. They strive to keep the cost at a minimum while still providing quality food.

I house 185 prisoners from four different agencies in the area, of which on average 75 of them are from Sedgewick County Kansas, jail. We have had inmates from the Sedgewick County Jail as well as others ask to be housed in our facility because of the food provide by CBM.

I would without any reservation recommend CBM services to any jail. The staff are professional very responsive to our needs and we have had absolutely no problems with their services.

I have meet with and seen the company CEO personally and saw firsthand how he interacts with his employees. I can absolutely say this Company is run as a partnership/family atmosphere rather than just someone we do business with. I feel a move to CBM by any jail/facility is going to be a move they will not regret.

I would welcome anyone to tour the Sumner County jail kitchen ran by CBM and see for them self.

Sincerely,
Darren Chambers
Sumner County Sheriff

Butler County Sheriff's Office

KELLY L. HERZET
SHERIFF
k.herzet@butlerks.net



Integrity Respect Compassion

TONY M. WILHITE
UNDERSHERIFF
t.wilHITE@butlerks.net

Administration: (316) 322-4254

141 S. Gordy Street
El Dorado, Kansas 67042

Fax: (316) 320-3189

October 26, 2016

Jeff Green
CBM Managed Services
500 E 52nd Street, North
Sioux Falls, SD 57104

Re; Letter of Reference

Mr. Green,

This document is intended to serve as a letter of reference for CBM Managed Services (CBM).

The Butler County Detention Facility has been a customer of CBM Managed Services for approximately 7 years. Initially, CBM provided our inmate food services and as of March 2016, additionally became our facility provider for commissary services. Our detention facility has and continues to have a very positive working relationship with CBM.

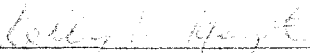
The food services provided have been exceptional in meeting our inmate's nutritional and dietary requirements. Prepared meals are of good quality, portion and taste.

Our facility has been equally impressed with the commissary services. There are numerous items available for designing our "regular" commissary menus and also to accommodate additional menus designed specifically for inmates with diabetic, religious, or other dietary concerns. The software used to manage commissary menus and inmate purchases is easy to navigate and utilize.

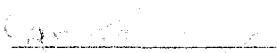
Most importantly, the people we interact with from CBM have been outstanding. These include everyone from our kitchen staff to the upper management of the company. We have found CBM staff to be readily accessible, prompt in addressing any needs and professional. It is truly obvious CBM staff care about the service they provide and the satisfaction of their customers.

The Butler County Detention Facility looks forward to our continued business relationship with CBM and more importantly the connections that have developed with the CBM staff members.

Regards,



Sheriff Kelly Herzet
Butler County Sheriff's Office
141 S Gordy St
El Dorado KS 67042



Capt E A Ramsey
Butler County Sheriff's Office
Detention Division

INVESTIGATIONS

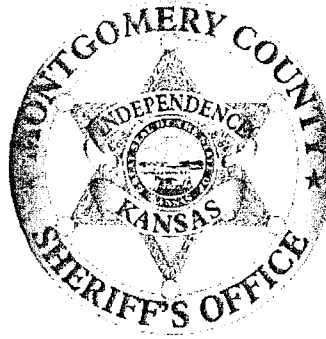
PHONE: 316-322-4257 FAX: 316-322-7436

TO REPORT CRIME TIPS

PHONE: 316-322-3817 EMAIL: CRIMETIPS@BUTLERKS.COM TOLL FREE: 855-424-5824

ROBERT DIERKS
SHERIFF

300 East Main
Independence, KS 67301
(620) 330-1000



RICHARD GEORGE
UNDERSHERIFF

P.O. Box 1629
Coffeyville, KS 67337
(620) 251-1126

October 27, 2016

Dear Sir/Madam,

I am writing this letter to you in reference to CBM. I have been informed you might be considering CBM for your facility. We have been using the services provided by CBM for a number of years now. I can speak personally of the professional services and people that CBM has provided my department.

CBM provides our jail with food, commissary and kiosk services to help with some of our day to day tasks. These services have become an imperative part of our mission to provide a healthy and safe environment for our inmates and staff.

I speak with confidence in regards to CBM. We have experienced a great working relationship with not only CBM, but with their employees. I take pride in considering my departments as family and I can appreciate the way CBM has become a part of our family.

I greatly understand you have many things to look at when considering a service for your facility. I only hope I have been able to allow you more information about the CBM family that we value and will definitely continue to consider them a part of ours.

Sincerely,

A handwritten signature in black ink, appearing to be 'R. Dierks', is written over a large, loopy circular flourish.

Sheriff Robert Dierks
Montgomery County Sheriff

*Sheriff of Cowley County Kansas***Sheriff**

Don Read
P.O. Box 47
911 Fuller
Winfield, Ks 67156

E-Mail: dread@cowleycounty.org

Office: 620-221-5444
Fax: 620-221-5448
Jail: 620-221-5446

Undersheriff

Jeff Moore
P.O. Box 47
911 Fuller
Winfield, Ks 67156

E-Mail: jmoore@cowleycounty.or

October 27, 2016

To Whom It May Concern,

My name is Don Read and I am the Sheriff for Cowley County Kansas and have been so since January of 2009. I have worked at the Sheriff's Office since 1986 at various levels until my election in 2008.

CBM has been our vendor for food services even before I took office for a number of years under the former Sheriff, Bob Odell and they have continued to provide those services through my tenure. CBM has been fantastic to work with on the inmate meals. I can't remember the last time I had a complaint about the food in the jail. They also supervise the laundry services.

A couple of years ago they also started providing our commissary. They came in and installed all of the kiosks and other IT work and made sure it was operating perfectly which it has continued to do so. The correctional staff loves the new system as it took a lot of the work off them and placed it on CBM's staff.

The CBM staff is great to work with and present themselves in a very professional manner. If I have any questions they answer them or find someone that can. The same goes with the management staff in Sioux Falls South Dakota. Jeff Green and Matt DeRouche regularly check in to make sure everything is running smoothly and that there are no concerns. The area manager, Martha Baucom does as well and keeps in regular contact with me.

The local staff also do things that are not in the contract, such as prepare snacks and drinks for training sessions or area meetings held at the Cowley County Courthouse at no charge.

CBM provides an excellent service to the Cowley County Sheriff's Office in the jail kitchen, commissary and laundry. I have already spoken to the new incoming

sheriff and recommended to him that he continue with CBM in those areas due to the excellent and professional services CBM provides.

In summary, I highly recommend CBM and their services. I don't think you will be able to find any better or more economical services. Feel free to contact me if you have any questions about my relationship with CBM or their staff.

Respectfully,

Sheriff Don Read
Cowley County Sheriff's Office

DKR/dkr
cc: File
Encl: None



Cloud County Sheriff's Office

Sheriff Brian K. Marks
2090 Ft. Kearney St
Concordia, KS 66901

Phone: 785-243-3636
Fax: 785-243-8163
Website: www.cloudcountyks.org

Date: 10-27-2016

To Whom It May Concern,

I would like to take the opportunity to express my satisfaction with CBM Food Services. I have contracted with CBM for both food and commissary service and couldn't be more pleased with their company. The staff is very friendly and has always been available at a personal level with any questions or problems that may arise anytime day or night. The quality of their food is very good and I receive very few complaints from the inmates. This company is also very knowledgeable of special needs and religious meals and has always been able to provide them. Commissary has made things much easier on my staff and no one is handling money.

I am very impressed with CBM being a family owned business that puts their customers as their number one priority. I have had several different vendors' contact me for service and most of them came off as just another salesman. I have also talked with the CEO of the company and he is very compassionate about what CBM is all about and that is satisfying their customers.

I am very happy with CBM and plan to continue to use them as long as I am sheriff of Cloud County.

Sincerely,

**Brian K. Marks
Cloud County Sheriff**



McPherson County Sheriff

(620) 245-1225 • 1177 W. Woodside • McPherson, KS 67460-0426
Sheriff: Larry G. Powell Undersheriff: Jim Johnston

Thursday, October 27, 2016

To Whom it Concerns,

My name is Arlo Blevins, I am the McPherson Co. (KS) Jail Administrator and I am writing this letter of recommendation for CBM Managed Services, a company that we have contracted with for nearly a decade.

Our county jail facility first began dealing with CBM in early 2007, when they were contracted to cover all aspects of inmate food service. Our current Kitchen Manager, Jeremy Koons, has been overseeing the operations and overall day-to-day business of inmate food service since mid-2007. Jeremy does an excellent job of overseeing kitchen operations and is very personable and professional.

In February of 2015 we were pleased to begin contracting with CBM to handle our commissary program. I have personally found their inmate-banking software to be solid with Technical Support as good or better than any other company that I have worked with in my tenure as Administrator.

Sheriff Larry Powell, Undersheriff Jim Johnston and I are very happy with all aspects of the service provided by CBM Managed Services, at-large, with plans to continue utilizing their services for years to come.

I am open to any inquiries reference our firsthand experience with this solid and trusted company. My office number is (620)-245-1240.

Sincerely,

Capt. Blevins

Operation Plan Summary

1. **Compliance/Standards.** CBM Managed Services understands and will fully comply with all rules and regulations pertaining to best practices and procedures for correctional standards of the Sedgwick County Jail System, and all security, dietary, food safety and environmental safety and sanitation standards as required by the ADA, ACA, FDA, Kansas DOC Standards and USDA.
2. **Menu Design.** CBM is proposing three (3) high quality hot meals per day via the Standard regular general population menu. All menus, special religious and medical menus and recipes are planned and designed cooperatively by our Corporate Chef who is a CIA graduate and former CIA instructor and our senior corporate registered dietitian. The menus and recipes are then analyzed by our corporate dietary team and signed by our senior registered dietitian. All menus conform to ADA, ACA and State jail standards and include a complete nutritional analysis with a listing of micro nutrients.
3. **Management System.** "Computrition", our fully integrated dietary and inventory management system will be used in your facility. This system allows complete onsite management of inventory, and is directly linked to the corporate dietary and corporate accounting departments. Computrition allows continuous monitoring of onsite activities and allows immediate implementation of menu and product substitution in the event of a product recall, or an unexpected influx of additional inmates.

A small sampling of the many reports and logs we use are:

- Donation Reports for Tracking the Use of Donated Items
- Daily Menu Production Sheets
- Cooks Work Sheet
- Refrigeration and Dish Machine Temperature Logs
- HACCP Cooling Logs
- Menu Substitution Log
- Incident Reports
- Daily and Weekly Self Inspection Forms
- Cleaning Schedules
- Staff Work Schedules
- Perpetual Inventory Logs for Sharps and Tool Security Management Systems
- Daily Inmate Health Screening Forms
- Meal Quality and Temperature Assessment Forms
- In-service Training Logs
- Receiving Reports of all Incoming Products and Condition
- Date and FIFO Rotation Tags
- Product Staging Tags
- Many more

Operation Plan Summary

4. **Inmate Satisfaction.** A standard part of our operational management system is to remain aware of the level of menu and recipe satisfaction by the inmate population. We find that the best way to discover that is to perform regularly scheduled written surveys, and brief informal meetings between the food service director and the inmates in the housing units. We also understand the importance of timely (3 days or less) response to inmate questions and complaints. Inmates frequently feel as though their wants and needs are ignored by the system which then many caused them to act out. Hearing and responding quickly to the inmates query is an important management tool
5. **Kosher/Halal Meal Program.** CBM has proposed the utilization of the My-Own-Meal Program which we believe is the highest quality, compliant product available. *My Own Meal*® shelf stable meals and MREs are Certified Kosher and Glatt Kosher (meat). Grains follow the laws of Chodosh.
6. **Staff Dining Program.** CBM is proposing to work with Sedgwick County Representatives to mutually identify the various components of a staff dining program. We are proposing to utilize the existing staff dining room and implement a "Feature of the Day" meal program as well as an ala carte "Employee Snack Cart" program where various hot and cold "Grab and Go" products can be purchased. See included menu and materials. Staff meal service with special selections and special preparation methods, and prepared and served by CBM staff only (no inmates allowed) is a must. The details of menu and process to be determined.
7. **Increased CBM Employee Wages and Benefits Program.** CBM has significantly increased the current level of wages and benefits for all existing and future employees based on our "Industry Best Pay" program. We endeavor to pay people better and we expect a higher level of commitment from a happy well compensated employee.
8. **Equipment Repair, Replace and Maintenance Program.** CBM proposes to provide \$32,000 per contract year for equipment repair, replacement and maintenance. Any remaining funds at year end will be rolled over to the next contract year throughout the term of the contract.
9. **Sanitation and Food Safety.** All environmental sanitation and food safety practices will be in full compliance with Kansas State Food Safety standards, Kansas Jail standards, FDA standards, and in full compliance and implementation of all HACCP systems and record keeping. All food safety and environmental health practices and procedures will be employed starting with purchasing and delivery of food and supplies by HACCP compliant vendors, through the entire flow of goods, ending with trash removal and recycling where applicable.

Operation Plan Summary

10. **Inmate Vocational Training & Placement Program.** CBM proposes to work with Sedgwick County representatives to implement our Inmate Back2Work Vocational Training Program which teaches inmates during their incarceration the necessary skills needed to become successful within a chosen field and gives participants the tools necessary to become gainfully employed. We would be pleased to provide details of this program.
11. **Inmate Kitchen Workers.** CBM proposes to employ the use of inmates within the kitchen facility to effect food preparation, production and service. The use, storage and safe keeping of all HJS materials, equipment, small wares and facilities will be accomplished in a respectful manner. Both inmates and employees of CBM will be fully trained in the safe and proper operation of all kitchen equipment prior to use. Continuous ongoing cleaning and sanitizing of food service facilities will be performed by dedicated inmate sanitation teams whose sole purpose will be to maintain high standards of cleanliness. This team will be trained in environmental sanitation practices and then supplied with all the necessary tools and chemicals needed to do the job properly.
12. **Communication Process.** Regular formal communication sessions through face to face meetings with Sedgwick County on a monthly and quarterly basis, and even weekly meetings early in the process, are an important and very constructive tool for managing mutual needs and identifying expectations.
13. **CBM Employee Training.** Our orientation and training programs, much of which is on Power Point, are structured in such a way to progress with the employee as they develop their skill set. The earliest focus on training is the all-important emphasis on security and the do's and don'ts of inmate interaction. This coupled with facility training program will be an effective learning process for new workers and seasoned veterans alike. Much of our training also revolves around kitchen safety practices and was formulated from valuable input from several safety consultants
14. **Sustainability Program.** CBM proposes to greatly reduce the amount of disposable products currently in use throughout the facility through CBM's purchase of reusable inmate safe sporks and tumblers.
15. **Cost to Value Guarantee.** CBM guarantees to give the best cost to value benefit there is in the correctional food service contracting industry. We are not interested in making our products and services cheap. We are interested in delivering value and exceeding our customer's expectations every day, and then becoming our customer's indispensable partner. CBM has proposed two (2) cost effective pricing options to best meet your needs.

Key Personnel



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President & CEO
(605) 310-4950

Marlin.Sejnoha@CBMManagedServices.com



Shane V. Sejnoha
VP of Operations
(605) 359-7812

Shane.Sejnoha@CBMManagedServices.com



Darrell Leenderts
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(605) 444-5003

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Naomi McLaughlin
Dir. of Sales & Marketing
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Dirk L. Peterson
Corporate Chef/Trainer
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Dirk.Peterson@CBMManagedServices.com



Justin Barthel
Director of Dietary
(605) 444-5017

Justin.Barthel@CBMManagedServices.com



Jeff Green
Corporate Sales
(605) 359-6667

Jeff.Green@CBMManagedServices.com



Martha Baucom
District Manager
(620) 326-3337

Martha.Baucom@CBMManagedServices.com

Registered Dietitians



CBM's approach to quality nutritional support at your facilities begins with a quiet and seamless transition of existing dietetic services, utilizing CBM's registered dietitians, dietary managers, and dietary staff to continue and/or improve all current aspects of quality nutritional care. Our team's experience in

correctional and clinical nutrition will be drawn upon in menu planning, staff training, and guidance of CBM dietary personnel to meet the dietary goals of the medical team in your facility. The CBM dietary team's experience in these areas will provide a strong link for your facility. We plan to work with the existing trained staff and/or provide the training needed to continue all aspects of high quality nutrition care—no matter what the prescribed diet may be.

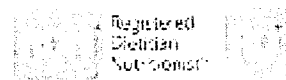
The promotion of high quality nutritional practices is the primary goal of the dietary department for all of CBM's clients. All dietetic practices will be based on established diet manuals, regulations, dietetic scope of practice, facility/client needs, medical nutrition goals, quality assurance programs, quality menu planning, and working with the facility to provide appropriate diet care. We will work individually and collectively with the dietary managers at each facility to ensure that all basic and therapeutic diet needs are met. All substitutions are preapproved by our dietitians. We are available anytime to answer questions and address concerns regarding menus and special dietary needs.



Justin Barthel, RD
Lead Corporate Dietitian

Office: (605) 444-5017
Fax: (605) 977-1836
justin@cbmfoodservice.com

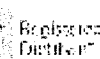
500 E. 52nd St. N
Sioux Falls, SD 57104



CDR certifies that
Justin A. Barthel
has successfully completed
requirements for dietetic registration

Signature: *[Signature]*
Registration ID Number: 072408

Registration Payment Period
12/1/2016 - 11/30/2017



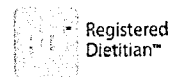
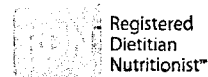
Commission
on Dietetic
Registration

notary
Public
Dietetics

Registered Dietitian
Notary Public (RD-NP)
Registered Dietitian (RD)

[Signature] Notary Public
State of South Dakota
Commission on Dietetic Registration





**Commission
on Dietetic
Registration**

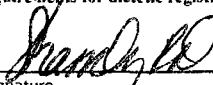
the credentialing agency for the
Academy of Nutrition
and Dietetics

CDR certifies that

Shauna L Hamley

has successfully completed
requirements for dietetic registration.

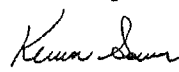
right.


Signature
Registration I.D. Number: 1036364

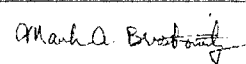
**Registered Dietitian
Nutritionist™ (RDN™)**

Registered Dietitian™ (RD™)

Registration Payment Period:
09/01/2016 - 08/31/2017

 PHD, RDN, LD
Chair, Commission on Dietetic Registration

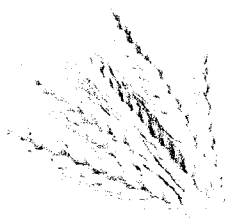
Client # 213657

MEMORANDUM OF INSURANCE				Date Issued 09/01/2016	
Producer Mercer Consumer, a service of Mercer Health & Benefits Administration LLC P.O. Box 14576 Des Moines, IA 50306-3576 1-800-503-9230			This memorandum is issued as a matter of information only and confers no rights upon the holder. This memorandum does not amend, extend or alter the coverages afforded by the Certificate listed below.		
Insured The Employed Dietitians of Catering by Marlin's, Inc. 500 East 52nd Street North Sioux Falls SD 57104			Company Affording Coverage Liberty Insurance Underwriters Inc		
This is to certify that the Certificate listed below has been issued to the insured named above for the policy period indicated, not withstanding any requirement, term or condition of any contract or other document with respect to which this memorandum may be issued or may pertain, the insurance afforded by the Certificate described herein is subject to all the terms, exclusions and conditions of such Certificate. The limits shown may have been reduced by paid claims.					
Type of Insurance	Certificate Number	Effective Date	Expiration Date	Limits	
Professional Liability DietetnNutr Fm Dietitian	AHY-807654002	09/02/2016	09/02/2017	Per Incident/ Occurrence	\$2,000,000
				Annual Aggregate	\$5,000,000
PROOF OF INSURANCE					
Memorandum Holder: PROOF OF COVERAGE ONLY			Should the above describe Certificate be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the Memorandum Holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.		
			Authorized Representative Mark Brostowitz		
					



CBM Managed Services use Computrition Food Service Software Solutions to manage our menu, dietary and inventory management needs. Computrition's Hospitality Suite Food Operations Management and Nutrition Care Management software for Windows can be used to run your whole foodservice operation, from menu planning and inventory valuation to food cost management and much more. The Nutrition Care Management software package can be used to run your diet office or customer care operations, from menu planning and patient care management to electronic cardex, tray tickets and much more.

DIET MANUAL FOR THERAPEUTIC DIETS



4th Edition

Revised 2016

cbm
CLINICAL BARRIERS MANAGEMENT
SERVICES

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Standard Diet Orders

Regular (REG)	This diet requires no dietary modification or restriction. If a specified diet is not indicated, a regular diet should be used.
Diabetic – 92 gram/meal Consistent Carbohydrate Diets (CSC)	This diet is planned to provide a consistent amount of carbohydrate in each meal per day. The standard CSC diet is approximately 2000 Kilocalories, 89-94 gm CHO per meal (~275 grams/day). Calorie levels do not include snacks.
Cardiac • 3-5gm Na+ • 25%-30% Total Fat • <10% Saturated Fat • <300mg Cholesterol	The regular menu is served whenever possible. Added salt is discouraged. Some high sodium foods (lunch meat, potato chips, salted crackers, etc.) may be offered if it does not exceed the daily Sodium level of 3000-5000 mg Na+. Substitutions may be planned for foods high in fat and/or cholesterol. The total fat content is within 25%-30% of total calories, saturated fat is less than 10% of total calories and cholesterol is 300mg or less on the weekly average.

Non-Standard Diet Orders

Lactose-Restricted Diet	This is the regular diet without fluid milk or cheese. Milk substitutes are served to meet the calcium and vitamin D recommendations.
Gluten-Restricted	This diet is necessary for the management of celiac disease. A gluten free diet will be offered and will exclude foods containing wheat, rye, oats, and barley. Food label reading is important for detection of gluten containing ingredients. See menu.
Consistency Modified – Mechanical Soft (Mech soft) – Blenderized	This diet is similar to the Regular Diet, with soft foods that are easy to chew and swallow. Foods should be able to be mashed with a fork. Meals should be individualized in modification i.e., cut, chopped, or ground. Blenderized diet reserved for inmates with a wired mouth due to broken jaw.
Renal, protein-restricted	This diet is planned for dietary management of inmates with kidney disorders. It provides approx 80 grams protein and 2-2.4grams of sodium, 2-2.4grams of potassium and less than 1000mg of phosphorus per day. Fluid restrictions are not considered. See menu.
Renal, Dialysis	This diet is planned for dietary management for inmates receiving hemodialysis. It provides approximately 80-100 grams protein, 2-2.4grams sodium, 2-2.4 grams potassium and less than 1000mg of phosphorus per day. Fluid restrictions should be considered. See menu.
Renal, protein-restricted	This diet is planned for dietary management of inmates with kidney disorders. It provides approx. 80 grams protein and 2-2.4grams of sodium, 2-2.4grams of potassium and less than 1000mg of phosphorus per day. Fluid restrictions are not considered.
Allergy/ Food Hypersensitivity Diets	Individuals with diagnosed food allergies will be provided with foods that do not contain ingredients that are contraindicated to the allergy. Common allergies include peanuts, tree nuts, soy, wheat, dairy, eggs, fish and shellfish
Vegetarian	This diet is a plant-centered diet which excludes meat, poultry, or fish of any kind. Milk and/or eggs may be served, according to type of vegetarianism the individual prefers.
High Fiber	This is the Regular Diet with Bran Flakes or Oatmeal served daily. Fresh fruit is encouraged, if available. Provides target range of 25-38grams fiber/day.
Bland	This is a version of the regular diet that excludes gastric irritants. Substitute foods are given when black & red pepper, chili powder, coffee, tea, chocolate, cocoa, and carbonated beverages with caffeine appear on the menu.



CBM Special Diet Order Policy

Updated 10/19/15

Purpose

To ensure that any inmate needing a special diet receives that medically ordered diet.
To ensure that any changes needed to a special diet are authorized by site medical staff or an approved authority from the County Administration.

Employee Responsibility and Accountability

Any requests for a special diet from an inmate must be authorized by the site medical staff or the approved authority from the County Administration prior to the diet being offered to the inmate. Each special diet order requires a completed and signed Special Diet Form. This diet form is available in the CBM Diet Manual.

Mandatory Reporting Requirements

Inmates requiring special diets need to have a written diet order signed by an authorized medical staff member or the approved authority from the County Administration. Inmates will remain on the special diet based upon the corresponding written diet order until the kitchen receives a new written diet order signed by an authorized medical staff member or the approved authority from the County Administration or in the event that CBM staff is notified that the inmate is no longer in custody and the diet order can be stopped.

Retention of Special Diet Order Records

Special diet order forms must be maintained in a file in a locked file cabinet for a minimum of three years from the date the order was signed. CBM Unit Managers are required to ensure that these forms are confidentially maintained.

CBM Special Diet Order Form

**Please indicate diet order with an X next to the diet name.
Direct completed form to the kitchen.**

Standard special diets:

_____ Diabetic - Consistent Carbohydrate (CHO) (Approx. 92 g CHO/meal) **without snacks**

_____ Diabetic - Consistent Carbohydrate (CHO) **with snacks**

Circle desired snacks: AM PM HS

_____ Cardiac (low sodium and low fat/cholesterol)

Non-standard special diets:

_____ Lactose Intolerance

_____ Gluten Intolerance

_____ Soft

_____ Renal

Circle One: Pre-dialysis Dialysis

_____ Pregnancy **without Snacks**

_____ Pregnancy **with snacks**

Circle desired snacks: AM PM HS

_____ Diagnosed Food Allergy: _____ (Please Provide Medical Record)

_____ Other** _____

**If "Other" is checked, please identify desired diet from the list of Available Corrections Diet Orders.

Physician and/or Authorized Healthcare Provider Signature: _____

Printed Name: _____

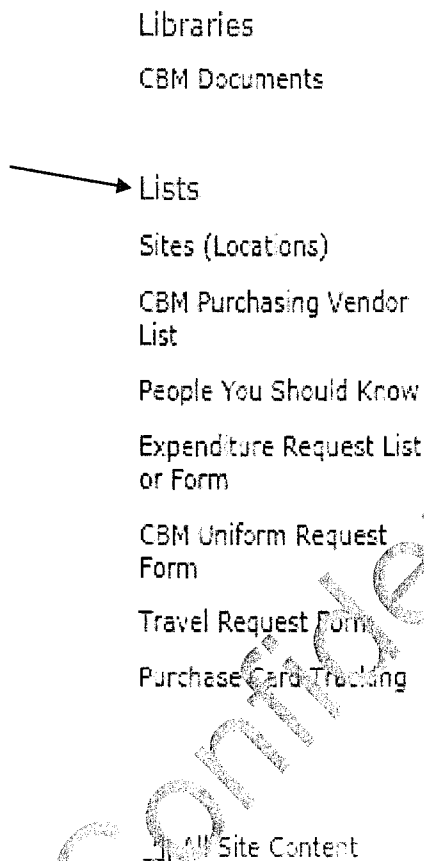
Date: _____

Jail/Site Name: _____

Submitting Substitutions on Share Point

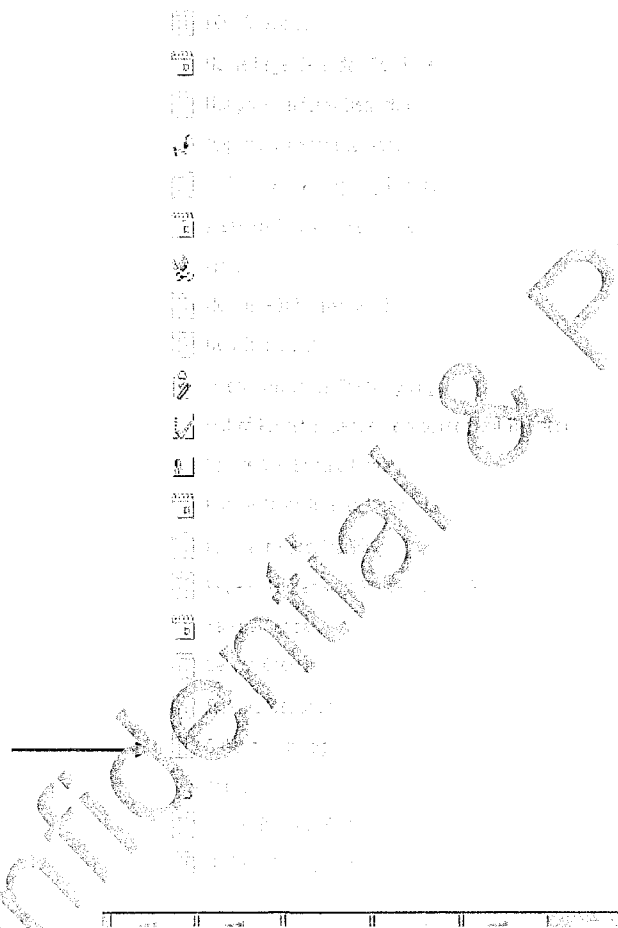
To enter a substitution into Share Point begin by going to your Share Point home page .

- The “Substitution Log” link will be under the lists button. Click the lists button for more options.



Submitting Substitutions on Share Point

- There you will find the “Substitution Log” link.



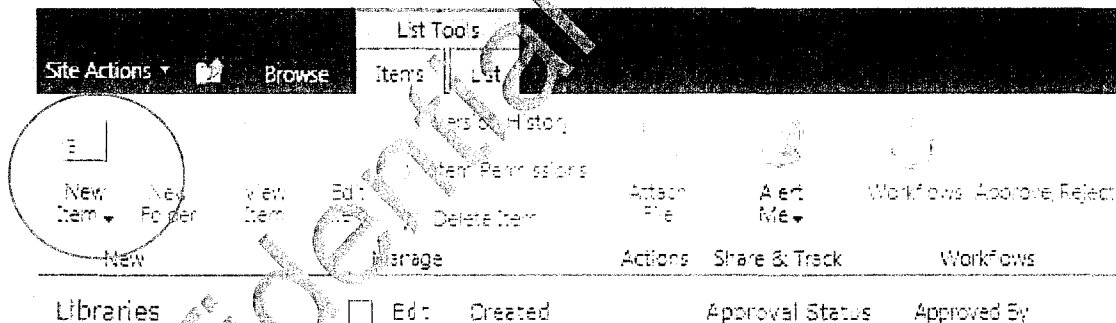
Continued...

Submitting Substitutions on Share Point

- Once on the Substitution Log page, locate and click on the “Items” tab.



- Once on the “Items” tab, click on “New Item”



Continued...

Submitting Substitutions on Share Point

- Fill out the Required information.
- Make sure you list ALL of the Dietitians.

Substitution Log - New Item

Ed:

Save Cancel Paste Cut Copy Attach File

Commit Clipboard Actions

Fill out this form as completely as you can.
The Dietitians at the Corporate Office will then either Approve or Reject your substitution.
To print this form after you have it completed, right click anywhere on the form and choose print.

☐ Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights. [More information on content approval.](#)

Site Name

Inmate Name (If Needed)

Start Date

End Date

This Substitution Is For:

☐ Every Meal
☐ Breakfast
☐ Lunch
☐ Dinner
☐ Snack
☐ Specify your own value:

Diet Type (Choose One)

☐ Regular
☐ Therapeutic
☒ Specify your own value:

If you choose "Therapeutic", you must specify the Type of Therapeutic Diet below.

☐ 2000 Kcal Consistent Carbohydrate (CSC)
☐ 3-5g Sodium
☐ Low fat/Low cholesterol
☐ Allergy
☒ Specify your own value:

If you choose "Allergy", you must specify the Allergy below. Example: Fish/Shellfish

Specify The Allergy

Menu Cycle (Week):

Day of the week:

Continued...

Submitting Substitutions on Share Point

- Click “Save” to submit the substitution.

Substitution Log - New Item

Edit

Save Cancel Paste Copy Attach File

Commit Clipboard Actions

Menu Cycle (Week) 1

Day of the Week Sunday

Meal Breakfast

Food Item Substituted

Original Food Item

Reason For Substitution

☐ To Use Leftovers

☐ To Use Value Buy

☐ Shortage of Product

☐ Security

☐ Use Free/Donated Product

☐ Specify your own value:

Site Number 0101

District Manager or Supervisor

Dietary Personnel Available For Approvals

Approved?

☐ Yes

☐ No

☐ Yes But Must See Notes Below

Corporate Office Use Only

Notes

Approved By

Corporate Use Only

Save Cancel

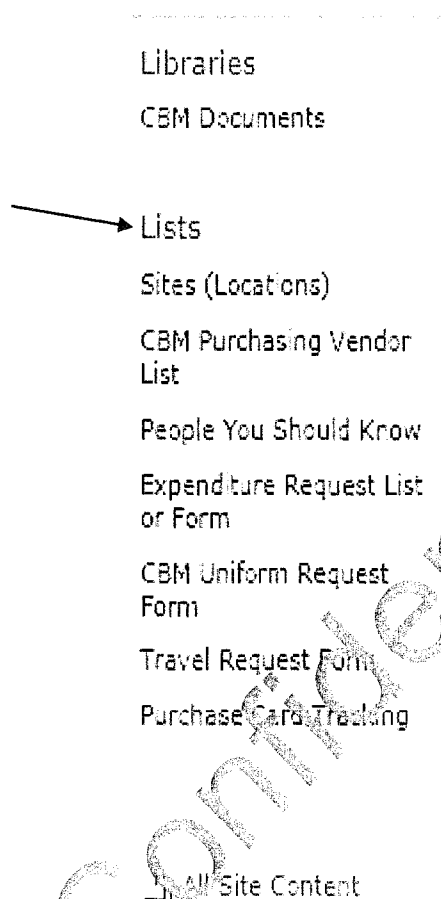
- Once a dietitian has reviewed the substitution they will either approve or reject it. This will be able to be seen on the Substitution Log page.

Submitting New Items on Share Point

To enter a new item into Share Point begin by going to your Share Point home page .

Note: New Items should only be submitted when an item is not in inventory.

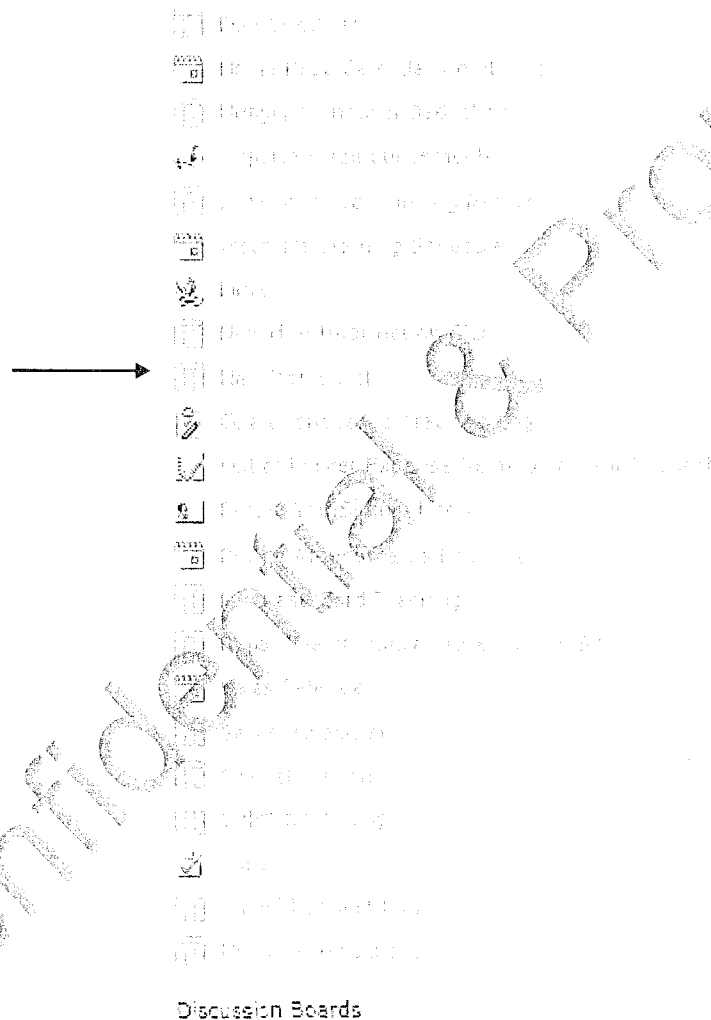
- The “New Item” link will be under the lists button. Click the lists button for more options.



Continued...

Submitting New Items on Share Point

- There you will find the “New Item” link.



Submitting New Items on Share Point

- Once on the New Items page, locate and click on “Add New Item”

Site Actions ▾ Browse

List Tools
Items List

cbm
MANAGED SERVICES

CBM Food Service, Inc > New Items List > My Items

Home The CBM Training Center The CBM Sales Center The CBM Human Resource Center The Hungry's Human Resources
CBM Hospitality Hungry's Commissary

ID	Item to be added	Site Name	Site Name:Site ID	Date	Start Date
There are no items to show in this view of the 'New Items List' list. To add a new item, click "New".					

[Add new item](#)

Libraries
CBM Documents

Lists
Sites (Locations)
CBM Purchasing Vendor List
People You Should Know
Expenditure Request List or Form
CBM Uniform Request Form
Travel Request Form
Purchase Card Tracking

[All Site Content](#)

Continued...

Submitting New Items on Share Point

- Fill out the Required information.
- Make sure you list ALL of the Dietitians.

New Items List - New Item

Ed:

Save Cancel Paste Cut Copy Attach File

Commit Clipboard Actions

Item to be added *

Site Name * Abbott House SD**Closed

Date * 8/26/2015

Reason for adding Item *

Storage Location *

Value Buy ☒

Start Date *

End Date *

Pack Size *

Price *

Vendor *

Contact Information For The Nutrition

Recipe To Be Used In *

Is It An Emergency? ☒

District Manager *

Enter users separated with semicolons.

District Manager Approved? ☐ Yes ☐ No ☐ Yes But Must See Notes Below

To Be Completed By District Manager Only

Notes

Dietary Approval *

Click on the Book ----> Add All Users Available So They Can Receive Notice Of This New Item

Dietary Approved? ☐ Yes ☐ No

Continued...

Submitting New Items on Share Point

- Click “Save” to submit the substitution.

New Items List - New Item

Ed:

Save Cancel Paste Copy Attach File

Commit Clipboard Actions

Pack Size *

Price *

Vendor *

Recipe To Be Used In *

Is It An Emergency? ☒

District Manager *

District Manager Approved? ☐ Yes ☐ No ☐ Yes But Must See Notes Below

Notes

Dietary Approval

Dietary Approved? ☐ Yes ☐ No ☐ Yes But Must See Notes Below

Dietary Notes

Enter users separated with semicolons.

Click on the Book ----- Add All Users Available So They Can Receive Notice Of This New Item

To Be Completed By District Manager Only

To Be Completed By Dietary Only


Save Cancel

- Once a dietitian has reviewed the new item they will either approve or reject it.

Menu Calendar Report

Sedgwick KS Proposal																Week 1											
Thursday				Friday				Saturday				Sunday				Monday				Tuesday				Wednesday			
BRK	Hot Cereal	1 cup	Hot Bu Cereal	1 cup	Hot Cereal	1 cup	Hot Bu Cereal	1 cup	Hot Cereal	1 cup	Hot Cereal	1 cup	Hot Cereal	1 cup	Hot Cereal	1 cup	Hot Cereal	1 cup	Hot Cereal	1 cup	Hot Cereal	1 cup	Hot Bu Cereal	1 cup			
	w/Bu&Sug				w/Bu&Suga				w/Bu&Sug				w/Bu&Suga				w/Bu&Sug				w/Bu&Suga						
	Egg Patty	2 ounce	Peanut Butter Packet	2 each	Egg Patty	2 ounce	Turkey Bologna	2 ounce	Biscuit 1/48	1 each	Breakfast Patty	2 each	Turkey Bologna	2 ounce	Turkey Bologna	2 ounce	Turkey Bologna	2 ounce	Turkey Bologna	2 ounce	Turkey Bologna	2 ounce	Turkey Bologna	2 ounce			
	Biscuit 1/48	1 each	Pancakes	2 each	Chzy Hashbrown Cass	8 ounce	Home Fried Potatoes	1 cup	Pepper,PC	1 each	Hashbrowns	1 cup	Home Fried Potatoes	1 cup	Home Fried Potatoes	1 cup	Home Fried Potatoes	1 cup	Home Fried Potatoes	1 cup	Home Fried Potatoes	1 cup	Home Fried Potatoes	1 cup			
	Hashbrowns	1 cup	Syrup	2 ounce	Biscuit 1/48	1 each	Biscuit 1/48	1 each	Salt,PC	1 each	Coffee Cake 1/48	1 piece	Biscuit 1/48	1 each	Biscuit 1/48	1 each	Biscuit 1/48	1 each	Biscuit 1/48	1 each	Biscuit 1/48	1 each	Biscuit 1/48	1 each			
	Pepper,PC	1 each	Margarine Pat	2 each	Pepper,PC	1 each	Pepper,PC	1 each	Margarine Pat	2 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each			
	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Nutri-Cal,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each			
	Margarine Pat	2 each	Pepper,PC	1 each	Margarine Pat	2 each	Margarine Pat	2 each	Pepper,PC	1 each	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each			
	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each			
	LUN	Turkey Hot Dog 10/1	2 each	Mexi Taco Meat	3.2 ounce	Turkey Pot Pie	10 ounce	Meat Loaf	1 each	Chili Hot Dog 10/1	2 each	T. Ham	3 ounce	Meat Loaf	1 each	Meat Loaf	1 each	Meat Loaf	1 each	Meat Loaf	1 each	Meat Loaf	1 each	Meat Loaf	1 each		
Hot Dog Bun		2 each	Taco Sauce	1 ounce	Buttered Carrots	1/2 cup	Brown Gravy	4 ounce	Hot Dog Bun	2 each	Macaroni & Cheese	1 cup	Brown Gravy	4 ounce	Brown Gravy	4 ounce	Brown Gravy	4 ounce	Brown Gravy	4 ounce	Brown Gravy	4 ounce	Brown Gravy	4 ounce			
Macaroni & Cheese		1/2 cup	Cheese Sauce	2 ounce	Biscuit 1/48	1 each	Mashed Potatoes	1 cup	French Fries	1 cup	Creamy Coleslaw	1/2 cup	Mashed Potatoes	1 cup	Mashed Potatoes	1 cup	Mashed Potatoes	1 cup	Mashed Potatoes	1 cup	Mashed Potatoes	1 cup	Mashed Potatoes	1 cup			
Buttered Peas		1/2 cup	Refried Beans	1 cup	Margarine Pat	2 each	Buttered Peas	1/2 cup	Bu Mixed Vegetables	1/2 cup	Bread	2 slice	Bu Mixed Vegetables	1/2 cup	Bu Mixed Vegetables	1/2 cup	Bu Mixed Vegetables	1/2 cup	Bu Mixed Vegetables	1/2 cup	Bu Mixed Vegetables	1/2 cup	Bu Mixed Vegetables	1/2 cup			
Pepper,PC		1 each	Corn Chips	1 ounce	Pepper,PC	1 each	HM Dinner Roll	1 each	Pepper,PC	1 each	Margarine Pat	2 each	Bread	2 slice	Bread	2 slice	Bread	2 slice	Bread	2 slice	Bread	2 slice	Bread	2 slice			
Salt,PC		1 each	Mexican Corn	1/2 cup	Salt,PC	1 each	Margarine Pat	2 each	Salt,PC	1 each	Pepper,PC	1 each	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each			
Ketchup PC		1 each	Cornbread 1/48	1 piece	Dessert Bar 1/48	1 each	Salt,PC	1 each	Dessert Bar 1/48	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each			
Mustard PC		1 each	Margarine Pat	2 each	Frosting	1/2 ounce	Pepper,PC	1 each	Frosting	1/2 ounce	Dessert Bar 1/48	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each			
Cake 1/48		1 piece	Salt,PC	1 each	Fortified Drink PC	1 each	Bar 1/48	1 piece	Fortified Drink PC	1 each	Fortified Drink PC	1 each	Dessert Bar 1/48	1 each	Dessert Bar 1/48	1 each	Dessert Bar 1/48	1 each	Dessert Bar 1/48	1 each	Dessert Bar 1/48	1 each	Dessert Bar 1/48	1 each			
Frosting		1/2 ounce	Pepper,PC	1 each			Fortified Drink PC	1 each					Frosting	1/2 ounce	Frosting	1/2 ounce	Frosting	1/2 ounce	Frosting	1/2 ounce	Frosting	1/2 ounce	Frosting	1/2 ounce			
DIN	Turkey	3 ounce	T. Ham	3 ounce	Chicken Patty 3 oz	1 each	Spanish Rice Cass	12 ounce	Meatballs	6 each	Turkey Chow Mein	10 ounce	Goulash	12 ounce	Goulash	12 ounce	Goulash	12 ounce	Goulash	12 ounce	Goulash	12 ounce	Goulash	12 ounce			
	Au Gratin Potatoes	1 cup	Macaroni & Cheese	1 cup	Poultry Gravy	4 Fl oz	Buttered Corn	1/2 cup	Spaghetti Sauce	4 ounce	Fluffy Rice	1 cup	Buttered Peas	1/2 cup	Buttered Peas	1/2 cup	Buttered Peas	1/2 cup	Buttered Peas	1/2 cup	Buttered Peas	1/2 cup	Buttered Peas	1/2 cup			
	Buttered Carrots	1/2 cup	Bu Mixed Vegetables	1/2 cup	Rice Pilaf	1 cup	Mexican Beans	1 cup	Spaghetti Noodles	1 cup	Buttered Corn	1/2 cup	Bread	2 slice	Bread	2 slice	Bread	2 slice	Bread	2 slice	Bread	2 slice	Bread	2 slice			
	Bread	2 slice	Biscuit 1/48	1 each	Buttered Green Beans	1/2 cup	Cornbread 1/48	1 piece	Garlic Bread	2 slice	Biscuit 1/48	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each			
	Pepper,PC	1 each	Pepper,PC	1 each	Bread	2 slice	Pepper,PC	1 each	Buttered Peas	1/2 cup	Pepper,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each			
	Salt,PC	1 each	Salt,PC	1 each	Margarine Pat	2 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each			
	Margarine Pat	2 each	Margarine Pat	2 each	Salt,PC	1 each	Margarine Pat	2 each	Pepper,PC	1 each	Margarine Pat	2 each	Dessert Bar 1/48	1 each	Dessert Bar 1/48	1 each	Dessert Bar 1/48	1 each	Dessert Bar 1/48	1 each	Dessert Bar 1/48	1 each	Dessert Bar 1/48	1 each			
	Dessert Bar 1/48	1 each	Dessert Bar 1/48	1 each	Pepper,PC	1 each	Cake 1/48	1 piece	Dessert Bar 1/48	1 each	Dessert Bar 1/48	1 each	Fortified Drink PC	1 each	Fortified Drink PC	1 each	Fortified Drink PC	1 each	Fortified Drink PC	1 each	Fortified Drink PC	1 each	Fortified Drink PC	1 each			
	Fortified Drink PC	1 each	Fortified Drink PC	1 each																							


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CBM Dietitian Signature: 

Menu Calendar Report

Sedgwick KS Proposal												Week 2								
Thursday			Friday			Saturday			Sunday			Monday			Tuesday			Wednesday		
BRK	Hot Cereal w/Bu&Sug	1 cup	Hot Bu Cereal	1 cup	Hot Cereal w/Bu&Suga	1 cup	Hot Cereal w/Bu&Sug	1 cup	Hot Bu Cereal	1 cup	Hot Cereal w/Bu&Suga	1 cup	Hot Cereal w/Bu&Sug	1 cup	Hot Cereal w/Bu&Sug	1 cup	Hot Cereal w/Bu&Sug	1 cup		
	Pancakes	2 each	Egg Patty	2 ounce	Peanut Butter Packet	2 each	Egg Patty	2 ounce	Breakfast Patty	2 each	Pancakes	2 each	Egg Patty	2 ounce	Egg Patty	2 ounce	Egg Patty	2 ounce		
	Syrup	2 ounce	Hashbrowns	1 cup	Biscuit 1/48	1 each	Hashbrowns	1 cup	Home Fried Potatoes	1 cup	Syrup	2 ounce	Biscuit 1/48	2 each	Biscuit 1/48	2 each	Biscuit 1/48	2 each		
	Margarine Pat	2 each	Biscuit 1/48	1 each	Breakfast Patty	1 each	Muffin 1/54	1 each	Biscuit 1/48	1 each	Turkey Bologna	2 ounce	Hashbrowns	1 cup	Hashbrowns	1 cup	Hashbrowns	1 cup		
	Pepper,PC	1 each	Pepper,PC	1 each	Margarine Pat	2 each	Pepper,PC	1 each	Pepper,PC	1 each	Margarine Pat	2 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each		
	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each		
	Nutri-Cal,PC	1 each	Margarine Pat	2 each	Pepper,PC	1 each	Margarine Pat	2 each	Margarine Pat	2 each	Pepper,PC	1 each	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each		
			Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each		
LUN	Chuckwagon Steak 3oz	1 each	BBQ Chicken Patty	1 each	Tator Tot Casserole	12 ounce	RedBeans&Rice w/THam	10 ounce	Mexican Pie	12 ounce	Turkey a la King	6 ounce	Swedish Meatballs	6 each	Swedish Meatballs	6 each	Swedish Meatballs	6 each		
	Au Gratin Potatoes	1 cup	Hamburger Bun	1 each	Buttered Peas	1/2 cup	Buttered Carrots	1/2 cup	Bu Mixed Vegetables	1/2 cup	Fluffy Rice	1 cup	Pasta	1 cup	Pasta	1 cup	Pasta	1 cup		
	Buttered Green Beans	1/2 cup	Macaroni & Cheese	1.25 cup	Bread	2 slice	Cornbread 1/48	1 piece	Cornbread 1/48	1 piece	Bu Peas & Carrots	1/2 cup	Bu Mixed Vegetables	1/2 cup	Bu Mixed Vegetables	1/2 cup	Bu Mixed Vegetables	1/2 cup		
	Biscuit 1/48	1 each	Candied Carrots	1/2 cup	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each	Biscuit 1/48	1 each	Bread	2 slice	Bread	2 slice	Bread	2 slice		
	Margarine Pat	2 each	Salt,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each		
	Pepper,PC	1 each	Pepper,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each		
	Salt,PC	1 each	Dessert Bar 1/48	1 piece	Cake 1/48	1 piece	Cake 1/48	1 piece	Dessert Bar 1/48	1 piece	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each		
	Dessert Bar 1/48	1 each	Frosting	1/2 ounce	Frosting	1/2 ounce	Fortified Drink PC	1 each	Frosting	1 each	Dessert Bar 1/48	1 piece	Dessert Bar 1/48	1 piece	Dessert Bar 1/48	1 piece	Dessert Bar 1/48	1 piece		
	Frosting	1/2 ounce	Fortified Drink PC	1 each	Fortified Drink PC	1 each			Fortified Drink PC	1 each	Fortified Drink PC	1 each	Fortified Drink PC	1 each	Fortified Drink PC	1 each	Fortified Drink PC	1 each		
	Fortified Drink PC	1 each																		
DIN	Smoked Sausage 5/1	1 each	Turkey Pot Pie	12 ounce	Meat Loaf	1 each	Charbroil Patty 3 oz	1 each	Smoked Sausage 5/1	1 each	T. Ham & Cheesy Rice	10 ounce	Baked Ziti	12 ounce	Baked Ziti	12 ounce	Baked Ziti	12 ounce		
	Rice Pilaf	1 cup	Biscuit 1/48	2 each	Mashed Potatoes	1 cup	Imit. Cheese Slice	1 slice	Hot Dog Bun	2 each	Buttered Corn	1/2 cup	Buttered Green Beans	1/2 cup	Buttered Green Beans	1/2 cup	Buttered Green Beans	1/2 cup		
	Buttered Corn	1/2 cup	Bu Mixed Vegetables	1/2 cup	Brown Gravy	4 ounce	Hamburger Bun	1 each	French Fries	1 cup	Cornbread 1/48	1 piece	Garlic Bread	2 slice	Garlic Bread	2 slice	Garlic Bread	2 slice		
	Cornbread 1/48	1 piece	Pepper,PC	1 each	Buttered Green Beans	1/2 cup	Potato Chips	1 ounce	Creamy Coleslaw	3/4 cup	Pepper,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each		
	Pepper,PC	1 each	Salt,PC	1 each	Bread	2 slice	Boston Baked Beans	1 cup	Pepper,PC	1 each	Salt,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each		
	Salt,PC	1 each	Margarine Pat	2 each	Margarine Pat	2 each	Ketchup PC	1 each	Salt,PC	1 each	Margarine Pat	2 each	Dessert Bar 1/48	1 each	Dessert Bar 1/48	1 each	Dessert Bar 1/48	1 each		
	Margarine Pat	2 each	Dessert Bar 1/48	1 each	Salt,PC	1 each	Salt,PC	1 each	Ketchup PC	1 each	Dessert Bar 1/48	1 piece	Fortified Drink PC	1 each	Fortified Drink PC	1 each	Fortified Drink PC	1 each		
	Dessert Bar 1/48	1 each	Frosting	1/2 ounce	Pepper,PC	1 each	Pepper,PC	1 each	Dessert Bar 1/48	1 piece	Fortified Drink PC	1 each								
	Fortified Drink PC	1 each	Fortified Drink PC	1 each	Cake 1/48	1 piece	Cake 1/48	1 piece	Frosting	1/2 ounce										
					Frosting	1/2 ounce	Frosting	1/2 ounce	Fortified Drink PC	1 each										
				Fortified Drink PC	1 each	Fortified Drink PC	1 each													


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CBM Dietitian Signature: 

Menu Calendar Report

Sedgwick KS Proposal														Week 3
Thursday			Friday		Saturday		Sunday		Monday		Tuesday		Wednesday	
BRK	Hot Bu Cereal	1 cup	Hot Cereal w/Bu&Suga	1 cup	Hot Bu Cereal	1 cup	Hot Cereal w/Bu&Sug	1 cup	Hot Cereal w/Bu&Suga	1 cup	Hot Bu Cereal	1 cup	Hot Cereal w/Bu&Sug	1 cup
	Breakfast Patty	1 each	Turkey Bologna	2 ounce	Egg Patty	2 ounce	Peanut Butter Packet	2 each	Breakfast Patty	1 each	Home Fried Potatoes	1 cup	Pancakes	2 each
	Pancakes	2 each	Chzy Hashbrown Cass	8 ounce	Home Fried Potatoes	1 cup	Biscuit 1/48	1 each	Hashbrowns	1 cup	Biscuit 1/48	1 each	Syrup	2 ounce
	Syrup	2 ounce	Biscuit 1/48	1 each	Biscuit 1/48	1 each	Coffee Cake 1/48	1 piece	Coffee Cake 1/48	1 piece	Pepper,PC	1 each	Breakfast Patty	2 each
	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Margarine Pat	2 each	Pepper,PC	1 each	Salt,PC	1 each	Margarine Pat	2 each
	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Margarine Pat	2 each	Salt,PC	1 each
	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each	Pepper,PC	1 each	Margarine Pat	2 each	Nutri-Cal,PC	1 each	Pepper,PC	1 each
	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each
LUN	Chicken Patty 3 oz	1 each	Turkey Hot Dog 10/1	2 each	Mexican Pie	12 ounce	Turkey	3 ounce	Chuckwagon Steak 3oz	1 each	Charbroil Patty 3 oz	1 each	Turkey Hot Dog 10/1	2 each
	Hamburger Bun	1 each	Hot Dog Bun	2 each	Buttered Green Beans	1/2 cup	Mashed Potatoes	1 cup	Brown Gravy	4 ounce	Hamburger Bun	1 each	Hot Dog Bun	2 each
	French Fries	1 cup	Macaroni & Cheese	1/2 cup	Cornbread 1/48	1 piece	Poultry Gravy	4 Fl oz	Fluffy Rice	1 cup	French Fries	1 cup	Tortilla Chips	1 ounce
	Boston Baked Beans	1 cup	Bu Peas & Carrots	1/2 cup	Margarine Pat	2 each	Buttered Carrots	1/2 cup	Buttered Peas	1/2 cup	Buttered Corn	1/2 cup	Bu Mixed Vegetables	1/2 cup
	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	HM Dinner Roll	1 each	Bread	2 slice	Pepper,PC	1 each	Pepper,PC	1 each
	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Margarine Pat	2 each	Margarine Pat	2 each	Salt,PC	1 each	Salt,PC	1 each
	Sandwich Dressing PC	1 each	Ketchup PC	1 each	Frosting	1/2 ounce	Salt,PC	1 each	Salt,PC	1 each	Ketchup PC	1 each	Ketchup PC	1 each
	Ketchup PC	1 each	Mustard PC	1 each	Dessert Bar 1/48	1 piece	Pepper,PC	1 each	Pepper,PC	1 each	Dessert Bar 1/48	1 piece	Mustard PC	1 each
	Bar 1/48	1 piece	Dessert Bar 1/48	1 each	Fortified Drink PC	1 each	Bar 1/48	1 piece	Dessert Bar 1/48	1 each	Fortified Drink PC	1 each	Bar 1/48	1 piece
	Frosting	1/2 ounce	Frosting	1/2 ounce			Frosting	1/2 ounce	Fortified Drink PC	1 each			Fortified Drink PC	1 each
	Fortified Drink PC	1 each	Fortified Drink PC	1 each			Fortified Drink PC	1 each						
	DIN	Hot Turkey Sandwich	1 each	T. Ham & Cheesy Rice	8 ounce	Italian Meatballs	6 each	Chili Hot Dog 10/1	2 each	Enchilada Casserole	10 ounce	Salisbury Patty 3oz	1 each	Meat Loaf
Mashed Potatoes		1 cup	Buttered Carrots	1/2 cup	Hot Dog Bun	1 each	Hot Dog Bun	2 each	Mexican Corn	1/2 cup	Brown Gravy	4 ounce	Mashed Potatoes	1 cup
Three Bean Salad		1 cup	Bread	2 slice	Macaroni & Cheese	1 cup	French Fries	1 cup	Cornbread 1/48	1 piece	Mashed Potatoes	1 cup	Buttered Carrots	1/2 cup
Bread		1 slice	Pepper,PC	1 each	Cooked Vegetables	1/2 cup	Bu Mixed Vegetables	1/2 cup	Pepper,PC	1 each	Buttered Green Beans	1/2 cup	Bread	2 slice
Pepper,PC		1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Bread	2 slice	Pepper,PC	1 each
Salt,PC		1 each	Margarine Pat	2 each	Pepper,PC	1 each	Pepper,PC	1 each	Margarine Pat	2 each	Margarine Pat	2 each	Salt,PC	1 each
Margarine Pat		2 each	Dessert Bar 1/48	1 each	Dessert Bar 1/48	1 each	Bar 1/48	1 piece	Dessert Bar 1/48	1 piece	Pepper,PC	1 each	Margarine Pat	2 each
Dessert Bar 1/48		1 each	Frosting	1/2 ounce	Frosting	1/2 ounce	Fortified Drink PC	1 each	Fortified Drink PC	1 each	Salt,PC	1 each	Dessert Bar 1/48	1 each
Fortified Drink PC		1 each	Fortified Drink PC	1 each	Fortified Drink PC	1 each					Dessert Bar 1/48	1 each	Fortified Drink PC	1 each
											Fortified Drink PC	1 each		

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CBM Dietitian Signature: 

Menu Calendar Report

Sedgwick KS Proposal

Week 4

	Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
BRK	Hot Bu Cereal Egg Patty Hashbrowns Biscuit 1/48 Pepper.PC Salt.PC Margarine Pat Nutri-Cal.PC	1 cup Hot Cereal w/Bu&Suga 2 ounce Peanut Butter Packet 1 cup Hashbrowns 1 each Coffee Cake 1/48 1 each Pepper.PC 1 each Salt.PC 2 each Margarine Pat 1 each Nutri-Cal.PC	1 cup Hot Bu Cereal 2 each Breakfast Patty 1/2 cup Home Fried Potatoes 1 piece Biscuit 1/48 1 each Pepper.PC 1 each Salt.PC 2 each Margarine Pat 1 each Nutri-Cal.PC	1 cup LS Hot Cereal wBu&Su 2 each Egg Patty 1 cup Hashbrowns 1 each Muffin 1/54 1 each Pepper.PC 1 each Salt.PC 2 each Margarine Pat 1 each Nutri-Cal.PC	1 cup Hot Cereal w/Bu&Sug 2 ounce T. Ham 1 each Biscuit 1/48 1 each Nutri-Cal.PC 1 each Pepper.PC 1 each Salt.PC 2 each Margarine Pat 1 each Nutri-Cal.PC	1 cup Hot Cereal w/Bu&Suga 2 ounce Pancakes 1 each Syrup 1 each Peanut Butter Packet 1 each Margarine Pat 1 each Salt.PC 2 each Pepper.PC 1 each Nutri-Cal.PC	1 cup Hot Cereal w/Bu&Suga 2 each Breakfast Patty 2 ounce Pancakes 2 each Syrup 2 each Pepper.PC 1 each Salt.PC 2 each Margarine Pat 1 each Nutri-Cal.PC
LUN	Turkey Poultry Gravy Mashed Potatoes Bu Peas & Carrots Bread Margarine Pat Pepper.PC Salt.PC Dessert Bar 1/48 Fortified Drink PC	3.5 ounce Turkey 3 Fl oz Scalloped Potatoes 1 cup Creamy Coleslaw 1/2 cup Bread 2 slice Margarine Pat 2 each Pepper.PC 1 each Salt.PC 1 each Dessert Bar 1/48 1 piece Frosting 1 each Fortified Drink PC	1 cup Hamburger Bun 1/2 cup French Fries 2 slice Buttered Corn 2 each Pepper.PC 1 each Salt.PC 1 each Ketchup PC 1 each Cake 1/48 1/2 Frosting 1 each Fortified Drink PC	1 each Hamburger Bun 1 cup Rice Pilaf 1/2 cup Boston Baked Beans 1 each Salt.PC 1 each Pepper.PC 1 each Frosting 1 piece Cake 1/54 1/2 Fortified Drink PC 1 ounce 1 each	1 each Meat Loaf 1 each Brown Gravy 1 cup Mashed Potatoes 1 cup Bu Mixed Vegetables 1 each Bread 1 each Margarine Pat 1/2 Pepper.PC 1 piece Salt.PC 1 each Dessert Bar 1/48 Frosting	1 each Hot Turkey Sandwich 4 ounce Rice Pilaf 1 cup Buttered Carrots 1/2 cup Bread 2 slice Pepper.PC 2 each Salt.PC 1 each Margarine Pat 1 each Dessert Bar 1/48 1 piece Frosting 1/2 Fortified Drink PC 1 ounce 1 each	1 cup Buttered Corn 1/2 cup Bread 1 slice Margarine Pat 1 each Pepper.PC 1 each Salt.PC 2 each Dessert Bar 1/48 1 each Fortified Drink PC 1/2 1 each
DIN	Mexican Pie Buttered Corn Cornbread 1/48 Pepper.PC Salt.PC Margarine Pat Dessert Bar 1/48 Frosting Fortified Drink PC	12 ounce Meatballs 1/2 cup Spaghetti Sauce 1 piece Spaghetti Noodles 1 each Garlic Bread 1 each Buttered Peas 2 each Salt.PC 1 each Pepper.PC 1/2 Bar 1/48 1 ounce 1 each Fortified Drink PC	6 each Baked Ziti 4 ounce Buttered Green Beans 1 cup Garlic Biscuit 1/54 2 slice Pepper.PC 1/2 cup Salt.PC 1 each Dessert Bar 1/48 1 each Fortified Drink PC 1 piece 1 each	12 ounce Turkey Pot Pie 1/2 cup Biscuit 1/48 1 each Candied Carrots 1 each Pepper.PC 1 each Salt.PC 1 each Margarine Pat 1 each Bar 1/48 1 each Fortified Drink PC 1 ounce 1 each	8 ounce Tator Tot Casserole 2 each Buttered Peas 1/2 cup Bread 1 each Pepper.PC 1 each Salt.PC 2 each Margarine Pat 1 piece Cake 1/48 1 each Fortified Drink PC 1 ounce 1 each	8 ounce Chicken Patty 3 oz 1/2 cup Poultry Gravy 2 slice Rice Pilaf 1 each Buttered Green Beans 1 each Bread 2 each Margarine Pat 1 piece Salt.PC 1 each Pepper.PC Cake 1/48 1 piece Fortified Drink PC 1 each	1 each T. Ham 4 Fl oz Red Beans & Rice 1 cup Bu Mixed Vegetables 1/2 cup Cornbread 1/48 2 slice Pepper.PC 2 each Salt.PC 1 each Margarine Pat 1 each Dessert Bar 1/48 1 piece Frosting 1 each Fortified Drink PC 1 ounce 1 each


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CBM Dietitian Signature: *Shamir Roto*

Menu Calendar Report

Sedgwick KS Proposal												Week 5
Thursday		Friday		Saturday		Sunday		Monday		Tuesday		Wednesday
BRK	Hot Cereal w/Bu&Suga	1 cup	Hot Cereal w/Bu&Suga	1 cup	Hot Cereal w/Bu&Suga	1 cup	Hot Cereal w/Bu&Suga	1 cup	Hot Cereal w/Bu&Suga	1 cup	Hot Cereal w/Bu&Suga	1 cup
	Chzy Hashbrown Cass	8 ounce	Egg Patty	2 ounce	Hashbrowns	1/2 cup	Breakfast Patty	2 each	Turkey Bologna	2 ounce	Egg Patty	2 ounce
	Biscuit 1/48	1 each	Home Fried Potatoes	1 cup	Peanut Butter Packet	2 each	Hashbrowns	1 cup	Home Fried Potatoes	1 cup	Hashbrowns	1 cup
	Pepper,PC	1 each	Biscuit 1/48	1 each	Biscuit 1/48	2 each	Coffee Cake 1/48	1 piece	Biscuit 1/48	1 each	Biscuit 1/48	1 each
	Salt,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each
	Margarine Pat	2 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each
	Nutri-Cal,PC	1 each	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each
			Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each
LUN	Charbroil Patty 3 oz	1 each	Smoked Sausage 5/1	1 each	T. Ham	3 ounce	Turkey Chow Mein	8 ounce	Chicken Patty 3 oz	1 each	Meatballs	6 each
	Imit. Cheese Slice	1 slice	Scalloped Potatoes	1 cup	Macaroni & Cheese	1 cup	Fluffy Rice	1 cup	Fluffy Rice	1 cup	Pasta	1 cup
	Hamburger Bun	1 each	Ranch Beans	1 cup	Creamy Coleslaw	1/2 cup	Buttered Green Beans	1/2 cup	Poultry Gravy	2 Fl oz	Bu Mixed Vegetables	1/2 cup
	French Fries	1 cup	Bread	2 slice	Bread	1 slice	Biscuit 1/48	1 each	Bu Peas & Carrots	1/2 cup	Bread	2 slice
	Buttered Green Beans	1/2 cup	Pepper,PC	1 each	Pepper,PC	1 each	Margarine Pat	2 each	Biscuit 1/48	1 each	Margarine Pat	2 each
	Ketchup PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Pepper,PC	1 each	Salt,PC	1 each
	Salt,PC	1 each	Margarine Pat	2 each	Margarine Pat	2 each	Pepper,PC	1 each	Salt,PC	1 each	Pepper,PC	1 each
	Pepper,PC	1 each	Pudding	1/2 cup	Dessert Bar 1/48	1 each	Dessert Bar 1/48	1 each	Margarine Pat	2 each	Dessert Bar 1/48	1 piece
	Dessert Bar 1/48	1 each	Fortified Drink PC	1 each	Fortified Drink PC	1 each	Frosting	1/2 ounce	Cake 1/48	1 piece	Fortified Drink PC	1 each
							Fortified Drink PC	1 ounce	Frosting	1/2 ounce		Fortified Drink PC
	Frosting	1/2 ounce								1 ounce		
	Fortified Drink PC	1 each							Fortified Drink PC	1 each		
DIN	Turkey a la King	10 ounce	Spanish Rice Cass	8 ounce	Meat Loaf	1 each	Chili Hot Dog 10/1	2 each	Enchilada Casserole	8 ounce	T. Ham & Cheesy Rice	8 ounce
	Fluffy Rice	1 cup	Mexican Corn	1/2 cup	Brown Gravy	4 ounce	Hot Dog Bun	2 each	Buttered Corn	1/2 cup	Buttered Carrots	1/2 cup
	Bu Peas & Carrots	1/2 cup	Cornbread 1/48	1 piece	Mashed Potatoes	1 cup	French Fries	1 cup	Cornbread 1/48	1 piece	Bread	2 slice
	Biscuit 1/48	1 each	Pepper,PC	1 each	Buttered Carrots	1/2 cup	Buttered Peas	1/2 cup	Pepper,PC	1 each	Pepper,PC	1 each
	Pepper,PC	1 each	Salt,PC	1 each	Biscuit 1/48	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each
	Salt,PC	1 each	Margarine Pat	2 each	Margarine Pat	2 each	Pepper,PC	1 each	Margarine Pat	2 each	Margarine Pat	2 each
	Margarine Pat	2 each	Cake 1/48	1 piece	Salt,PC	1 each	Dessert Bar 1/48	1 each	Dessert Bar 1/48	1 each	Dessert Bar 1/48	1 each
	Bar 1/48	1 piece	Frosting	1/2 ounce	Pepper,PC	1 each	Frosting	1/2 ounce	Frosting	1/2 ounce	Fortified Drink PC	1 each
	Frosting	1/2 ounce	Fortified Drink PC	1 each	Bar 1/48	1 piece	Fortified Drink PC	1 each	Fortified Drink PC	1 each		Fortified Drink PC
	Fortified Drink PC	1 each			Frosting	1/2 ounce						
					Fortified Drink PC	1 ea						


NUTRITION STATEMENT: This menu meets the dietary guidelines of the American Correctional Association, which are based upon the current Recommended Dietary Allowance (RDA) and Dietary Reference Intake (DRI) for males and females. These guidelines are established by the Food and Nutrition Board of Institute of medicine, National Academy of Sciences. Adequate levels of protein, vitamin A, vitamin C, calcium and iron are included.

CBM Dietitian Signature: 

Menu Calendar Report

Sedgwick KS Proposal														Week 6	
Thursday				Friday		Saturday		Sunday		Monday		Tuesday		Wednesday	
BRK	Hot Cereal w/Bu&Suga	1 cup	Hot Cereal w/Bu&Sug	1 cup	Hot Cereal w/Bu&Suga	1 cup	Hot Cereal w/Bu&Suga	1 cup	Hot Cereal w/Bu&Sug	1 cup	Hot Cereal w/Bu&Suga	1 cup	Hot Cereal w/Bu&Suga	1 cup	
	Peanut Butter Packet	2 each	Egg Patty	2 ounce	Home Fried Potatoes	1 cup	Pancakes	2 each	Egg Patty	2 ounce	Pancakes	2 each	Turkey Bologna	2 ounce	
	Biscuit 1/48	1 each	Hashbrowns	1/2 cup	Peanut Butter Packet	2 each	Syrup	2 ounce	Biscuit 1/48	2 each	Syrup	2 ounce	Chzy Hashbrown Cass	8 ounce	
	Coffee Cake 1/48	1 piece	Muffin 1/54	1 each	Biscuit 1/48	1 each	Turkey Bologna	2 ounce	Nutri-Cal,PC	1 each	Pepper,PC	1 each	Biscuit 1/48	1 each	
	Pepper,PC	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Margarine Pat	2 each	Pepper,PC	1 each	Salt,PC	1 each	Pepper,PC	1 each	
	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Salt,PC	1 each	Margarine Pat	2 each	Salt,PC	1 each	
	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each	Pepper,PC	1 each	Margarine Pat	2 each	Nutri-Cal,PC	1 each	Margarine Pat	2 each	
	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each	Nutri-Cal,PC	1 each					Nutri-Cal,PC	1 each	
LUN	Smoked Sausage 5/1	1 each	Turkey Hot Dog 10/1	2 each	Turkey	3 ounce	Italian Meatballs	6 each	T. Ham	3 ounce	Hot Turkey Sandwich	1 each	Meat Loaf	1 each	
	Hot Dog Bun	2 each	Hot Dog Bun	2 each	Mashed Potatoes	1 cup	Hot Dog Bun	2 each	Cheesy Rice	1 cup	Rice Pilaf	1 cup	Brown Gravy	4 ounce	
	French Fries	1 cup	Tortilla Chips	1 ounce	Poultry Gravy	4 Fl oz	Macaroni & Cheese	1 cup	Buttered Green Beans	1/2 cup	Buttered Carrots	1/2 cup	Mashed Potatoes	1 cup	
	Boston Baked Beans	1 cup	Bu Mixed Vegetables	1/2 cup	Buttered Peas	1/2 cup	Bu Mixed Vegetables	1/2 cup	Cornbread 1/48	1 piece	Bread	1 slice	Buttered Corn	1/2 cup	
	Pepper,PC	1 each	Pepper,PC	1 each	HM Dinner Roll	1 each	Pepper,PC	1 each	Margarine Pat	2 each	Pepper,PC	1 each	Bread	2 slice	
	Salt,PC	1 each	Salt,PC	1 each	Margarine Pat	2 each	Salt,PC	1 each	Pepper,PC	1 each	Salt,PC	1 each	Margarine Pat	2 each	
	Ketchup PC	1 each	Ketchup PC	1 each	Pepper,PC	1 each	Dessert Bar 1/48	1 each	Salt,PC	1 each	Margarine Pat	2 each	Pepper,PC	1 each	
	Dessert Bar 1/48	1 piece	Mustard PC	1 each	Salt,PC	1 each	Fortified Drink PC	1 each	Dessert Bar 1/48	1 piece	Dessert Bar 1/48	1 each	Salt,PC	1 each	
	Frosting	1/2 ounce	Bar 1/48	1 piece	Dessert Bar 1/48	1 each			Fortified Drink PC	1 each	Frosting	1/2 ounce	Frosting	1/2 ounce	
	Fortified Drink PC	1 each	Frosting	1/2 ounce	Fortified Drink PC	1 each					Fortified Drink PC	1 each	Dessert Bar 1/48	1 piece	
			Fortified Drink PC	1 each									Fortified Drink PC	1 each	
DIN	Turkey Jambalaya	8 ounce	Chicken Patty 3 oz	1 each	Salisbury Patty 3oz	1 each	T. Ham	3 ounce	Tator Tot Casserole	8 ounce	Salisbury Patty 3oz	1 each	Baked Ziti	8 ounce	
	Buttered Corn	1/2 cup	Poultry Gravy	4 Fl oz	Brown Gravy	4 ounce	Red Beans & Rice	8 ounce	Buttered Peas	1/2 cup	Gravy	2 ounce	Buttered Green Beans	1/2 cup	
	Cornbread 1/48	1 piece	Rice Pilaf	1 cup	Mashed Potatoes	1 cup	Buttered Carrots	1/2 cup	Bread	2 slice	Home Fried Potatoes	1 cup	Garlic Biscuit 1/54	1 each	
	Pepper,PC	1 each	Buttered Green Beans	1/2 cup	Buttered Corn	1/2 cup	Cornbread 1/48	1 piece	Pepper,PC	1 each	Ranch Beans	1/2 cup	Pepper,PC	1 each	
	Salt,PC	1 each	Bread	2 slice	Bread	2 slice	Pepper,PC	1 each	Salt,PC	1 each	Bread	2 slice	Salt,PC	1 each	
	Margarine Pat	2 each	Margarine Pat	2 each	Margarine Pat	2 each	Salt,PC	1 each	Margarine Pat	2 each	Pepper,PC	1 each	Margarine Pat	2 each	
	Dessert Bar 1/48	1 each	Pepper,PC	1 each	Pepper,PC	1 each	Margarine Pat	2 each	Cake 1/48	1 piece	Salt,PC	1 each	Dessert Bar 1/48	1 each	
	Frosting	1/2 ounce	Salt,PC	1 each	Salt,PC	1 each	Cake 1/48	1 piece	Frosting	1/2 ounce	Margarine Pat	2 each	Fortified Drink PC	1 each	
Fortified Drink PC	1 each	Cake 1/48	1 piece	Dessert Bar 1/48	1 each	Frosting	1/2 ounce	Fortified Drink PC	1 each	Dessert Bar 1/48	1 each				
		Frosting	1/2 ounce	Frosting	1/2 ounce	Fortified Drink PC	1 each			Fortified Drink PC	1 each				
		Fortified Drink PC	1 each	Fortified Drink PC	1 each										

NUTRITION STATEMENT: This menu meets the dietary guidelines of the American Correctional Association, which are based upon the current Recommended Dietary Allowance (RDA) and Dietary Reference Intake (DRI) for males and females. These guidelines are established by the Food and Nutrition Board of Institute of medicine, National Academy of Sciences. Adequate levels of protein, vitamin A, vitamin C, calcium and iron are included.

CBM Dietitian Signature: 

Sedgwick KS Proposal Weekly Nutrient Analysis

Averages for Week 1

Menu	Calories (kcal)	Protein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Regular	2864+	78.7+	10.9	107.2+	33.3	25.87+	8.1	403.1+	55.8	25.3+	205+	1174+	7807+	20.27+	11151+	241+	1200+

Averages for Week 2

Menu	Calories (kcal)	Protein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Regular	2869+	72.6+	10.1	102.3+	31.9	25.33+	8	419.4+	58	25.8+	206+	1236+	7604+	20.79+	11357+	231+	1200+

Averages for Week 3

Menu	Calories (kcal)	Protein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Regular	2840+	75.2+	10.5	102.7+	32.3	25.59+	8.1	409.6+	57.1	28.0+	190+	1111+	7126+	20.38+	11101+	244+	1200+

Averages for Week 4

Menu	Calories (kcal)	Protein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Regular	2836+	75.0+	10.5	103.5+	32.6	24.77+	7.9	407.3+	56.8	25.3+	191+	1124+	7406+	20.45+	10721+	231+	1200+

Averages for Weeks 5

Menu	Calories (kcal)	Protein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Regular	2863+	75.3+	10.5	101.7+	31.8	25.03+	7.9	416.5+	57.7	25.4+	201+	1229+	7785+	19.98+	11087+	244+	1200+

Averages for Weeks 6

Menu	Calories (kcal)	Protein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Regular	2882+	74.9+	10.3	101.5+	31.3	24.74+	7.7	424.7+	58.4	25.1+	185+	1191+	7700+	20.58+	8612+	232+	1200+

Averages for Weeks 1-6

Menu	Calories (kcal)	Protein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Regular	2859+	75.3+	10.5	103.2+	32.2	25.22+	7.9	413.5+	57.3	25.8+	196+	1177+	7571+	20.41+	10671+	237+	1200+

Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Report Selections

Cycle : Weeks 1-6 (Day 1 - Day 42)
Menus : Sedgwick KS Proposal

Menu: Sedgwick KS Proposal Weeks 1-6 Day 1

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Farina,Bulk,Buttered,Sugared,1cup,	1 cup	262	206	3.4	6.7	2.0	8.7	0.40	1.8	43.4	84.6	0.6	0	12	306	0.50	81	0	0+
Egg,Patty,Scrambled,Irreg,FC	2 ounces	57	90	6.0	25.3	7.0	66.3			2.0	8.4		130	40	250	1.44			
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
Hashbrowns,fDehydrated,1cup	1 cup	48	180	4.1	9.0	2.3	11.6	0.74	3.7	35.9	79.4	3.5	0	19	275	0.74	82	8	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			721+	16.7+	9.1	22.1+	26.9	4.06+	5.0	115.3+	64.0	5.2+	130+	552+	1838+	4.76+	1023+	68+	400+
Lunch																			
Hot Dog Turkey,3.2oz,2each	2 each	91	180	12.0	25.0	16.0	75.0	5.00	23.4	0.0	0.0	0.0	80	40	940	1.44			
Bun,Hot Dog,White,2each	2 each	86	240	8.0	13.2	3.0	11.1	0.00	0.0	46.0	75.7	2.0	0	200	440	3.60	0	0	
Macaroni & Cheese,1/2cup	1/2 cup	85	141	4.1	12.0	1.2	7.9	0.08+	0.5	27.7	80.1	0.9+	0+	21	269	0.96	0+	4	0+
Peas,Frz,Buttered,1/2cup	1/2 cup	96	103	4.8	18.2	4.0	34.4	0.82	7.0	12.5	47.4	4.1	0	22	353	1.40	2030	16	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Ketchup,PC,1each	1 each	9	9	0.2	6.3	0.0	2.5	0.00	0.4	2.3	91.2	0.0	0	2	100	0.05	84	1	0
Mustard,PC,1each	1 each	6	4	0.3	23.3	0.2	48.2	0.01	3.0	0.3	28.5	0.2	0	3	68	0.09	4	0	0
Chocolate Cake,fMix,1/48,Asst	1 piece	76	170	2.4	5.4	2.1	11.0	1.18	6.1	36.4	83.6	1.4	0	119	412	1.70	0	0	0+
Chocolate Frosting,1/48,Asst	1/2 ounce	16	67	0.2	1.2	2.4	31.6	0.53	6.9	11.7	67.2	0.2	0	4	43	0.08	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			919+	31.9+	13.5	29.1+	27.2	7.63+	7.1	137.8+	59.3	8.8+	80+	450+	3065+	9.32+	2224+	82+	400+
Dinner																			
Turkey Slice,f/E&P,3oz	3 ounces	85	102	16.2	63.6	3.0	26.4	0.85	7.5	2.6	10.0	0.0	47	17	748	0.92	0	0	
Au Gratin Potatoes,1cup	1 cup	201	190	4.8	9.3	1.1	4.8	0.02+	0.1	44.2	85.9	3.9+	0+	53	541	0.80	1+	18	0+
Carrots,Frz,Buttered,1/2cup	1/2 cup	96	66	0.8	4.4	4.1	53.2	0.80	10.5	7.3	42.3	3.0	0	35	317	0.41	13054	2	0+
Bread,White,2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Cherry Bar,fMix,1/48,Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			854+	29.2+	13.5	27.1+	28.2	5.83+	6.1	128.7+	58.3	7.9+	67+	228+	2594+	6.09+	13413+	80+	400+
Daily Totals for Day 1			2493+	77.8+	12.2	78.3+	27.5	17.52+	6.2	381.8+	60.3	21.9+	277+	1231+	7497+	20.17+	16660+	229+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 2

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Grits,Bulk,Buttered,1cup,Asst	1 cup	237	183	1.6	3.5	11.7	57.7	2.43	11.9	17.8	38.8	0.9	0	11	516	0.64	534	0	0+
Peanut Butter,PC,1each	2 each	28	158	6.0	14.0	12.8	67.3	2.60	13.7	8.0	18.7	1.0	0	14	114				
Pancakes,1.2oz,2each	2 each	68	147	4.0	11.1	2.7	16.7	0.33	2.1	26.0	72.2	1.3	17	27	314	1.20	0	0	
Syrup Pancake,Bulk,2oz	2 ounces	80	211	0.0	0.0					52.7	100.0				96		10		
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper,PC	1 each																		
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			775+	11.7+	5.8	35.3+	39.7	7.03+	7.9	105.5+	54.5	3.2+	17+	345+	1573+	1.84+	1402+	60+	400+
Lunch																			
Mexi Taco Meat,fScratch,w/MSP,3.1	3.2 ounces	96	217	12.4	23.2	16.0	67.5	4.85	20.4	5.0	9.4	0.6	66+	89	69	1.97	208+	2+	0+
Taco Sauce Medium,fScratch,1oz	1 ounce	37	19	0.7	13.4	0.2	8.8	0.03	1.3	4.1	77.8	0.8	0	12	187	0.66	347	3	0+
Cheese Sauce,fMix,2oz	2 ounces	62	52	0.6	4.7	1.2	20.9	0.00+	0.0	9.4	74.4	0.0+	0+	22	402	0.02	0+	6	0+
Refried Beans,Dry,1/2cup	1 cup	476	483	19.8	16.2	19.7	36.2	5.80	10.7	58.2	47.6	14.9	0	124	490	5.19	715	6	0+
Corn Chips WG,Bulk,1oz	1 ounce	28	147	1.7	4.5	8.1	48.1	1.02	6.1	17.9	47.4	1.5	0	46	155	0.37	0	0	0
Mexican Corn,Frz,1/2cup	1/2 cup	100	85	2.9	11.8	0.7	6.6	0.11	1.0	20.1	81.6	2.1	0	7	231	0.43	190	7	0+
Cornbread,fMix,1/48	1 piece	81	175	2.7	6.1	2.5	12.8	1.01	5.2	35.5	81.0	1.0	0	116	426	1.42	6	0	0+
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper,PC	1 each																		
Vanilla Pudding,1/2cup,Asst	1/2 cup	121	110	0.7	2.4	3.4	27.6	0.00+	0.0	19.4	70.0	0.0+	0	18	160	0.22	0+	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1365+	41.6+	12.0	59.8+	39.1	14.49+	9.5	170.7+	48.9	20.9+	66+	478+	2653+	10.29+	1822+	83+	400+
Dinner																			
T. Ham Sliced,3oz	3 ounces	85	165	10.5	25.0	12.0	64.3	3.00	16.1	4.5	10.7	0.0	52	0	1575	1.08	0	0	
Macaroni & Cheese,1cup	1 cup	169	282	8.3	12.0	2.4	7.9	0.16+	0.5	55.4	80.1	1.8+	0+	42	539	1.93	0+	8	0+
Mixed Vegetables,Frz,Buttered,1/2c	1/2 cup	96	86	2.7	11.4	4.1	39.2	0.84	8.0	11.6	49.3	2.6	0	25	292	0.80	4639	9	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Lemon Bar,fMix,1/48,Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1056+	28.1+	10.5	38.2+	32.1	9.40+	7.9	151.0+	57.4	5.6+	72+	298+	3568+	7.68+	4999+	77+	400+
Daily Totals for Day 2			3196+	81.4+	10.0	133.3+	36.9	30.93+	8.6	427.3+	53.0	29.6+	155+	1122+	7793+	19.81+	8223+	221+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 3

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal,Bulk,1cup,Buttered,Sugars	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	28	315	1.58	119	0	0+
Egg,Patty,Scrambled,Irreg,FC	2 ounces	57	90	6.0	25.3	7.0	66.3			2.0	8.4		130	40	250	1.44			
Cheesy Hashbrown Casserole,8oz	8 ounces	241	144	3.5	9.9	1.3	8.1	0.24+	1.5	29.3	82.0	2.2+	0+	47	883	0.54	1+	9+	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			709+	18.7+	10.3	23.2+	28.8	3.95+	5.0	108.5+	60.9	7.2+	130+	596+	2456+	5.64+	980+	69+	400+
Lunch																			
Turkey Pot Pie,f/Turkey E&P,10oz	10 ounces	270	217	14.7	26.3	9.6	38.6	2.11	8.5	19.6	35.1	2.9+	34+	52	1246	1.54	4864+	8+	0+
Carrots,Frz,Buttered,1/2cup	1/2 cup	96	66	0.8	4.4	4.1	53.2	0.80	10.5	7.3	42.3	3.0	0	35	317	0.41	13054	2	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Cherry Bar,fMix,1/48,Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
White Frosting,1/48,Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			873+	22.1+	10.0	35.7+	36.3	8.81+	9.0	117.9+	53.8	7.0+	54+	322+	2767+	5.84+	18384+	70+	400+
Dinner																			
Chicken Patty Breaded, 3 oz	1 each	77	291	13.0	18.1	18.1	56.7	3.51	11.0	18.0	25.1	1.0	35	0+	830	1.08	0	0+	
Poultry Gravy,4oz	4 Fl ozs	132	104	2.7	10.4	5.9	51.1	1.22	10.6	10.0	38.6	0.6+	1+	39	749	0.55	248+	0+	0+
Rice Pilaf,1cup	1 cup	235	285	4.6	6.5	8.0	25.7	1.70	5.4	47.6	67.7	1.3+	0+	56	537	1.89	325+	3+	0+
Green Beans,Frz,Buttered,1/2cup	1/2 cup	96	68	1.7	9.7	3.8	50.0	0.80	10.4	7.0	40.3	2.4	0	40	258	0.79	659	12	0+
Bread,White,2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper,PC	1 each																		
White Cake,fMix,1/48,Asst	1 piece	80	170	1.9	4.4	1.9	9.9	0.94	4.9	36.9	85.7	0.5	0	119	412	1.28	0	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1135+	27.9+	9.9	47.8+	37.9	9.85+	7.8	148.5+	52.2	6.7+	36+	377+	3620+	7.74+	1590+	74+	400+
Daily Totals for Day 3			2716+	68.8+	10.0	106.7+	35.0	22.61+	7.4	374.9+	55.0	21.0+	220+	1295+	8843+	19.22+	20954+	213+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 4

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Grits,Bulk,Buttered,1cup,Asst	1 cup	237	183	1.6	3.5	11.7	57.7	2.43	11.9	17.8	38.8	0.9	0	11	516	0.64	534	0	0+
Bologna Turkey,flog,2oz	2 ounces	57	111	8.1	26.4	9.1	66.9	2.53	18.6	2.0	6.6	0.0	46	40	678	0.73	1	14	0+
Home Fried Potatoes,1cup	1 cup	51	191	3.6	7.0	5.0	21.8	0.71+	3.1	36.9	71.2	3.6	0+	21	248	0.70	1+	0+	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			730+	16.6+	8.5	36.6+	43.5	8.59+	10.2	90.7+	48.0	5.5+	46+	554+	2450+	4.15+	1395+	75+	400+
Lunch																			
Meat Loaf Patty,3oz	1 each	85	180	13.0	30.6	10.0	52.9	4.00	21.2	7.0	16.5	3.0	55		350				
Brown Gravy,4oz	4 ounces	132	104	2.7	10.4	5.9	51.2	1.22	10.6	9.9	38.4	0.6+	1+	38	748	0.53	246+	0+	0+
Mashed Potatoes,Inst,1cup	1 cup	226	157	3.7	9.2	0.2	1.0	0.08	0.4	36.0	89.7	2.9	0	18	195	0.54	5	36	0
Peas,Frz,Buttered,1/2cup	1/2 cup	96	103	4.8	18.2	4.0	34.4	0.82	7.0	12.5	47.4	4.1	0	22	353	1.40	2030	16	0+
Dinner Roll,fMix,2oz	1 each	60	135	3.0	8.9	1.7	11.3	0.76	5.0	27.1	79.8	1.1	0+	16	315	1.57	2	5	0+
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper,PC	1 each																		
Cookie Bar,fMix,1/48,Asst	1 piece	60	240	2.8	4.7	8.3	31.5	2.31	8.8	37.8	63.8	0.0+	18	0+	120	1.66	0+	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			995+	30.1+	12.3	38.1+	34.9	10.85+	10.0	131.3+	52.8	11.8+	74+	137+	2615+	5.70+	2641+	117+	400+
Dinner																			
Spanish Rice Casserole,w/MSP,12c	12 ounces	387	603	21.5	14.4	29.0	43.9	7.75	11.7	62.2	41.7	2.6	87	178	467	4.92	517+	5+	0+
Corn,Frz,Buttered,1/2cup	1/2 cup	96	113	2.8	8.9	4.4	31.1	0.87	6.2	18.9	60.0	1.9	0	6	258	0.40	340	6	0+
Mexican Beans,Dry,1cup	1 cup	458	323	19.5	24.2	1.2	3.4	0.23	0.6	58.4	72.4	14.1+	0+	114	820	4.66	38+	6+	0+
Cornbread,fMix,1/48	1 piece	81	175	2.7	6.1	2.5	12.8	1.01	5.2	35.5	81.0	1.0	0	116	426	1.42	6	0	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
White Cake,fMix,1/48,Asst	1 piece	80	170	1.9	4.4	1.9	9.9	0.94	4.9	36.9	85.7	0.5	0	119	412	1.28	0	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1461+	48.5+	13.3	47.1+	28.8	12.47+	7.7	212.9+	57.9	20.1+	87+	577+	2917+	12.66+	1258+	77+	400+
Daily Totals for Day 4			3186+	95.1+	11.9	121.9+	34.1	31.91+	9.0	435.0+	54.0	37.4+	207+	1267+	7982+	22.51+	5294+	268+	1200+

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+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 5

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Farina,Bulk,Buttered,Sugared,1cup,	1 cup	262	206	3.4	6.7	2.0	8.7	0.40	1.8	43.4	84.6	0.6	0	12	306	0.50	81	0	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine,Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			451+	6.7+	5.9	12.8+	25.2	3.32+	6.6	77.4+	68.9	1.7+	0+	493+	1313+	2.58+	941+	60+	400+
Lunch																			
Hot Dog w/Chili,2each	2 each	147	211	13.9	24.8	16.1	64.8	5.03	20.2	5.8	10.4	1.8	80	52	997	2.11	136+	2+	0+
Bun,Hot Dog,White,2each	2 each	86	240	8.0	13.2	3.0	11.1	0.00	0.0	46.0	75.7	2.0	0	200	440	3.60	0	0	
French Fries Oven Baked,1cup	1 cup	156	235	3.5	5.9	7.4	28.2	1.48	5.7	38.7	65.8	3.0	0	14	36	0.97	0+	27	0+
Mixed Vegetables,Frz,Buttered,1/2c	1/2 cup	96	86	2.7	11.4	4.1	39.2	0.84	8.0	11.6	49.3	2.6	0	25	292	0.80	4639	9	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Cherry Bar,fMix,1/48,Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
White Frosting,1/48,Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1121+	31.6+	10.9	41.9+	32.6	10.32+	8.0	160.1+	56.5	9.4+	100+	334+	2401+	9.28+	4881+	98+	400+
Dinner																			
Meatballs,Beef/Chicken,0.5oz Prec	6 each	85	213	12.1	24.6	15.2	69.3	5.32	24.2	3.0	6.1	0.0	84	30	152	1.64		2	
Spaghetti Sauce,fGoodSource,4oz	4 ounces	124	46	1.8	14.0	0.2	4.3	0.05	0.9	10.4	81.7	1.6	0	14	523	1.02	475+	7	0+
Spaghetti Noodles,1cup	1 cup	491	212	7.1	13.6	1.9	8.4	0.33	1.4	40.6	78.0	1.7	0	25	205	1.80	0	0	0
Bread,Garlic,2each	2 slices	69	238	4.1	6.7	13.0	47.4	2.27+	8.3	28.2	45.9	1.0	0+	84	429	2.17	487	0+	0+
Peas,Frz,Buttered,1/2cup	1/2 cup	96	103	4.8	18.2	4.0	34.4	0.82	7.0	12.5	47.4	4.1	0	22	353	1.40	2030	16	0+
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper,PC	1 each																		
Lemon Bar,fMix,1/48,Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
White Frosting,1/48,Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1161+	33.5+	11.8	45.7+	36.0	11.77+	9.4	152.7+	52.3	8.4+	103+	218+	2298+	9.84+	3097+	85+	400+
Daily Totals for Day 5			2733+	71.7+	10.4	100.4+	32.8	25.41+	8.3	390.1+	56.8	19.5+	203+	1046+	6012+	21.70+	8919+	243+	1200+

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Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 6

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal,Bulk,1cup,Buttered,Sugars	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	28	315	1.58	119	0	0+
Sausage Turkey Patty,2each	2 each	57	140	7.0	23.9	9.0	69.2	3.50	26.9	2.0	6.8	1.0	56	20	416	1.00			
Hashbrowns,fDehydrated,1cup	1 cup	48	180	4.1	9.0	2.3	11.6	0.74	3.7	35.9	79.4	3.5	0	19	275	0.74	82	8	0+
Coffee Cake,fCakeMix,1/48	1 piece	102	270	2.0	2.9	6.2	20.2	1.83	6.0	52.8	76.9	0.6	0	136	467	1.40	191	0	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	0
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			897+	19.1+	9.1	29.7+	31.3	8.54+	9.2	135.0+	59.7	9.0+	56+	495+	2007+	4.73+	1250+	68+	400+
Lunch																			
T. Ham Sliced,3oz	3 ounces	85	165	10.5	25.0	12.0	64.3	3.00	16.1	4.5	10.7	0.0	52	0	1575	1.08	0	0	0
Macaroni & Cheese,1cup	1 cup	169	282	8.3	12.0	2.4	7.9	0.16+	0.5	55.4	80.1	1.8+	0+	42	539	1.93	0+	8	0+
Coleslaw Creamy,1/2cup	1/2 cup	97	97	0.9	3.5	5.9	54.0	0.66	6.0	10.4	42.4	1.6+	13	33+	465	0.37+	1418+	24+	0+
Bread,White,1 each	1 slice	26	70	2.0	11.0	1.0	12.3			14.0	76.7	0.5		40	150	1.08	0		
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	0
Oatmeal Bar,fMix,1/48,Asst	1 each	60	223	3.3	5.9	6.5	26.2	2.60	10.5	38.0	67.9	1.7	0+	68	172	1.37	1	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			914+	25.0+	10.9	35.9+	34.9	8.09+	7.9	123.4+	54.2	5.6+	65+	225+	3434+	5.82+	1777+	92+	400+
Dinner																			
Turkey Chow Mein,w/Turkey E&P,1	10 ounces	291	193	18.0	36.6	7.2	32.9	1.48	6.8	15.0	30.5	3.3+	44+	65	1823	1.77	4979+	18+	0+
Fluffy Rice,1cup	1 cup	228	238	4.8	8.3	0.7	2.6	0.19	0.7	51.4	89.2	1.1	0	50	574	2.12	0	0	0
Corn,Frz,Buttered,1/2cup	1/2 cup	96	113	2.8	8.9	4.4	31.1	0.87	6.2	18.9	60.0	1.9	0	6	258	0.40	340	6	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	0
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Cherry Bar,fMix,1/48,Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1067+	32.1+	11.9	31.9+	26.4	7.94+	6.6	164.8+	61.7	7.5+	64+	353+	3816+	8.16+	5679+	84+	400+
Daily Totals for Day 6			2878+	76.3+	10.7	97.5+	30.6	24.57+	7.8	423.2+	58.7	22.1+	185+	1074+	9257+	18.70+	8706+	244+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 7

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Grits,Bulk,Buttered,1cup,Asst	1 cup	237	183	1.6	3.5	11.7	57.7	2.43	11.9	17.8	38.8	0.9	0	11	516	0.64	534	0	0+
Bologna Turkey,fLog,2oz	2 ounces	57	111	8.1	26.4	9.1	66.9	2.53	18.6	2.0	6.6	0.0	46	40	678	0.73		1	
Home Fried Potatoes,1cup	1 cup	51	191	3.6	7.0	5.0	21.8	0.71+	3.1	36.9	71.2	3.6	0+	21	248	0.70	1+	14	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
*Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			730+	16.6+	8.5	36.6+	43.5	8.59+	10.2	90.7+	48.0	5.5+	46+	554+	2450+	4.15+	1395+	75+	400+
Lunch																			
Meat Loaf Patty,3oz	1 each	85	180	13.0	30.6	10.0	52.9	4.00	21.2	7.0	16.5	3.0	55		350				
Brown Gravy,4oz	4 ounces	132	104	2.7	10.4	5.9	51.2	1.22	10.6	9.9	38.4	0.6+	1+	38	748	0.53	246+	0+	0+
Mashed Potatoes,Inst,1cup	1 cup	226	157	3.7	9.2	0.2	1.0	0.08	0.4	36.0	89.7	2.9	0	18	195	0.54	5	36	0
Mixed Vegetables,Frz,Buttered,1/2c	1/2 cup	96	86	2.7	11.4	4.1	39.2	0.84	8.0	11.6	49.3	2.6	0	25	292	0.80	4639	9	0+
Bread,White,2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
*Pepper,PC	1 each																		
Cherry Bar,fMix,1/48,Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
White Frosting,1/48,Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1088+	29.7+	11.0	41.6+	34.4	10.79+	9.0	150.6+	54.6	10.2+	76+	207+	2616+	5.84+	5353+	105+	400+
Dinner																			
Goulash,w/MSP,12oz	12 ounces	814	507	22.6	18.0	18.1	32.4	5.35	9.6	62.3	49.6	3.7+	69+	155	597	4.93	165+	9+	0+
Peas,Frz,Buttered,1/2cup	1/2 cup	96	103	4.8	18.2	4.0	34.4	0.82	7.0	12.5	47.4	4.1	0	22	353	1.40	2030	16	0+
Bread,White,2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
*Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Spice Bar,fMix,1/48,Asst	1 each	83	199	1.9	3.7	2.1	9.4	0.94	4.2	44.2	86.9	0.9	0	119	412	1.28	0	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1026+	33.4+	13.0	34.3+	29.9	8.78+	7.7	148.1+	57.1	9.7+	69+	419+	2196+	9.78+	2553+	86+	400+
Daily Totals for Day 7			2844+	79.7+	11.1	112.5+	35.1	28.16+	8.8	389.4+	53.8	25.4+	191+	1180+	7262+	19.76+	9301+	266+	1200+

includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 8

Recipe Name	Size	Amt (gm)	Calories (kcal)	Protein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbohydrat (gm)	% Cal. Carbs (%)	Dietary Fiber (gm)	Cholesterol (mg)	Calcium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Farina,Bulk,Buttered,Sugared,1cup.	1 cup	262	206	3.4	6.7	2.0	8.7	0.40	1.8	43.4	84.6	0.6	0	12	306	0.50	81	0	0+
Pancakes,1.2oz,2each	2 each	68	147	4.0	11.1	2.7	16.7	0.33	2.1	26.0	72.2	1.3	17	27	314	1.20	0	0	
Syrup Pancake,Bulk,2oz	2 ounces	80	211	0.0	0.0					52.7	100.0				96		10		
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			640+	7.5+	4.8	12.7+	17.7	2.41+	3.4	123.1+	77.5	1.9+	17+	331+	1249+	1.70+	948+	60+	400+
Lunch																			
Chuckwagon Steak Patty,3oz	1 each	85	270	10.0	15.3	18.0	61.8	6.50	22.3	15.0	22.9	2.0	30	60	413	2.00			
Au Gratin Potatoes,1cup	1 cup	201	190	4.8	9.3	1.1	4.8	0.02+	0.1	44.2	85.9	3.9+	0+	53	541	0.80	1+	18	0+
Green Beans,Frz,Buttered,1/2cup	1/2 cup	96	68	1.7	9.7	3.8	50.0	0.80	10.4	7.0	40.3	2.4	0	40	258	0.79	659	12	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Lemon Bar,fMix,1/48,Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
White Frosting,1/48,Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1118+	23.2+	8.3	45.0+	36.5	13.22+	10.8	157.2+	55.2	9.4+	50+	388+	2416+	7.48+	1126+	89+	400+
Dinner																			
Sausage 5-1 Poultry Link,3,2oz	1 each	91	169	11.0	26.8	12.0	65.9	3.99	22.0	3.0	7.3		75	100	887	1.44			
Rice Pilaf,1cup	1 cup	235	285	4.6	6.5	8.0	25.7	1.70	5.4	47.6	67.7	1.3+	0+	56	537	1.89	325+	3+	0+
Corn,Frz,Buttered,1/2cup	1/2 cup	96	113	2.8	8.9	4.4	31.1	0.87	6.2	18.9	60.0	1.9	0	6	258	0.40	340	6	0+
Cornbread,fMix,1/48	1 piece	81	175	2.7	6.1	2.5	12.8	1.01	5.2	35.5	81.0	1.0	0	116	426	1.42	6	0	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Oatmeal Bar,fMix,1/48,Asst	1 each	60	223	3.3	5.9	6.5	26.2	2.60	10.5	38.0	67.9	1.7	0+	68	172	1.37	1	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1042+	24.4+	9.4	41.4+	35.7	11.83+	10.2	144.1+	54.9	5.9+	75+	389+	2814+	6.50+	1030+	68+	400+
Daily Totals for Day 8			2801+	55.2+	7.9	99.2+	31.9	27.46+	8.9	424.3+	60.2	17.2+	142+	1108+	6479+	15.68+	3104+	218+	1200+

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Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 9

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Grits,Bulk,Buttered,1cup,Asst	1 cup	237	183	1.6	3.5	11.7	57.7	2.43	11.9	17.8	38.8	0.9	0	11	516	0.64	534	0	0+
Egg,Patty,Scrambled,Irreg,FC	2 ounces	57	90	6.0	25.3	7.0	66.3			2.0	8.4		130	40	250	1.44			
Hashbrowns,fDehydrated,1cup	1 cup	48	180	4.1	9.0	2.3	11.6	0.74	3.7	35.9	79.4	3.5	0	19	275	0.74	82	8	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			698+	14.9+	8.3	31.8+	40.3	6.09+	7.8	89.7+	51.3	5.4+	130+	552+	2048+	4.90+	1477+	68+	400+
Lunch																			
Chicken Patty,BBQ,fGoodSource,4c	1 each	108	314	13.0	16.8	18.0	52.3	3.50	10.2	24.0	30.9	1.0	35	1+	949	1.08	0	0+	0+
Bun,Hamburger,White,1each	1 each	43	120	4.0	13.2	1.5	11.1	0.00	0.0	23.0	75.7	1.0	0	100	220	1.80	0	0	
Macaroni & Cheese,1cup	1.25 cups	211	352	10.3	12.0	3.0	7.9	0.20+	0.5	69.2	80.1	2.3+	0+	52	673	2.41	0+	10	0+
Carrots,Frz,Candied,1/2cup	1/2 cup	101	86	0.8	3.4	4.1	40.7	0.80	8.0	12.6	56.0	3.0	0	39	318	0.44	13053	2	0+
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper,PC	1 each																		
Choc Chip Bar,fMix,1/48,Asst	1 piece	70	258	2.9	4.4	10.1	34.9	3.64	12.6	39.6	60.7	0.5+	17	3+	109	1.77	0+	0+	0+
Chocolate Frosting,1/48,Asst	1/2 ounce	16	67	0.2	1.2	2.4	31.6	0.53	6.9	11.7	67.2	0.2	0	4	43	0.08	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1202+	31.2+	10.4	39.2+	29.2	8.67+	6.5	181.2+	60.3	8.0+	52+	238+	2752+	7.58+	13159+	72+	400+
Dinner																			
Turkey Pot Pie,f/Turkey E&P,10oz	12 ounces	324	261	17.6	26.3	11.5	38.6	2.54	8.5	23.5	35.1	3.5+	41+	62	1495	1.84	5837+	9+	0+
Biscuit,fMix,1/48	2 each	161	336	6.2	7.4	5.4	14.5	2.49	6.7	65.8	78.1	2.2	0	377	948	4.16	5	0+	0+
Mixed Vegetables,Frz,Buttered,1/2c	1/2 cup	96	86	2.7	11.4	4.1	39.2	0.84	8.0	11.6	49.3	2.6	0	25	292	0.80	4639	9	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Cherry Bar,fMix,1/48,Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
White Frosting,1/48,Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1104+	30.1+	10.7	40.4+	32.3	10.51+	8.4	159.0+	57.1	8.3+	61+	511+	3465+	8.61+	10944+	79+	400+
Daily Totals for Day 9			3005+	76.2+	10.0	111.4+	32.9	25.28+	7.5	429.9+	57.0	21.7+	243+	1301+	8265+	21.09+	25580+	219+	1200+

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+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 10

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal,Bulk,1cup,Buttered,Sugare	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	28	315	1.58	119	0	0+
Peanut Butter,PC,1each	2 each	28	158	6.0	14.0	12.8	67.3	2.60	13.7	8.0	18.7	1.0	0	14	114				
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
Sausage Turkey Patty,1each	1 each	28	70	3.5	23.9	4.5	69.2	1.75	26.9	1.0	6.8	0.5	28	10	208	0.50			
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper,PC	1 each												0						
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			703+	18.7+	10.7	32.2+	40.9	8.06+	10.4	86.2+	48.4	6.6+	28+	533+	1645+	4.16+	979+	60+	400+
Lunch																			
Tator Tot Casserole,w/MSP,12oz	12 ounces	361	519	18.0	13.6	28.5	48.4	7.24	12.3	50.3	37.9	5.0+	70+	148	1221	3.22	2238+	14+	0+
Peas,Frz,Buttered,1/2cup	1/2 cup	96	103	4.8	18.2	4.0	34.4	0.82	7.0	12.5	47.4	4.1	0	22	353	1.40	2030	16	0+
Bread,White,2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Chocolate Cake,f/Mix,1/48,Asst	1 piece	76	170	2.4	5.4	2.1	11.0	1.18	6.1	36.4	83.6	1.4	0	119	412	1.70	0	0	0+
Chocolate Frosting,1/48,Asst	1/2 ounce	16	67	0.2	1.2	2.4	31.6	0.53	6.9	11.7	67.2	0.2	0	4	43	0.08	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1077+	29.5+	10.7	47.2+	38.6	11.44+	9.4	139.9+	50.7	11.7+	70+	416+	2862+	8.56+	4731+	91+	400+
Dinner																			
Meat Loaf Patty,3oz	1 each	85	180	13.0	30.6	10.0	52.9	4.00	21.2	7.0	16.5	3.0	55		350				
Mashed Potatoes,Inst,1cup	1 cup	226	157	3.7	9.2	0.2	1.0	0.08	0.4	36.0	89.7	2.9	0	18	195	0.54	5	36	0
Brown Gravy,4oz	4 ounces	132	104	2.7	10.4	5.9	51.2	1.22	10.6	9.9	38.4	0.6+	1+	38	748	0.53	246+	0+	0+
Green Beans,Frz,Buttered,1/2cup	1/2 cup	96	68	1.7	9.7	3.8	50.0	0.80	10.4	7.0	40.3	2.4	0	40	258	0.79	659	12	0+
Bread,White,2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper,PC	1 each																		
Yellow Cake,f/Mix,1/48,Asst	1 piece	80	170	1.9	4.4	1.9	9.9	0.94	4.9	36.9	85.7	0.5	0	119	412	1.28	0	0	0+
Chocolate Frosting,1/48,Asst	1/2 ounce	16	67	0.2	1.2	2.4	31.6	0.53	6.9	11.7	67.2	0.2	0	4	43	0.08	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			963+	27.3+	11.5	34.3+	32.3	9.25+	8.8	137.5+	56.2	10.5+	56+	341+	2839+	5.37+	1374+	108+	400+
Daily Totals for Day 10			2743+	75.5+	11.0	113.7+	36.9	28.75+	9.4	363.7+	52.1	28.8+	154+	1290+	7347+	18.09+	7084+	258+	1200+

÷ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 11

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Farina,Bulk,Buttered,Sugared,1cup	1 cup	262	206	3.4	6.7	2.0	8.7	0.40	1.8	43.4	84.6	0.6	0	12	306	0.50	81	0	0+
Egg,Patty,Scrambled,Irreg,FC	2 ounces	57	90	6.0	25.3	7.0	66.3			2.0	8.4		130	40	250	1.44			
Hashbrowns,fDehydrated,1cup	1 cup	48	180	4.1	9.0	2.3	11.6	0.74	3.7	35.9	79.4	3.5	0	19	275	0.74	82	8	0+
Plain Muffin,fMix,1/54,Asst	1 each	63	155	2.0	5.1	2.1	11.9	0.96	5.6	32.2	83.0	0.7	0	103	292	1.29	1	0	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			708+	15.6+	8.6	21.4+	26.6	3.78+	4.8	114.6+	64.8	4.8+	130+	467+	1657+	3.97+	1022+	68+	400+
Lunch																			
Red Beans & Rice w/T Ham,10oz	10 ounces	470	305	12.3	16.2	2.1	6.1	0.50	1.5	58.8	77.6	8.9	6	95+	847	4.37+	42+	2+	0+
Carrots,Frz,Buttered,1/2cup	1/2 cup	96	66	0.8	4.4	4.1	53.2	0.80	10.5	7.3	42.3	3.0	0	35	317	0.41	13054	2	0+
Cornbread,fMix,1/48	1 piece	81	175	2.7	6.1	2.5	12.8	1.01	5.2	35.5	81.0	1.0	0	116	426	1.42	6	0	0+
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Spice Cake,fMix,1/48,Asst	1 piece	76	170	1.9	4.3	2.1	11.0	0.94	4.9	36.9	84.7	0.9	0	119	412	1.28	0	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			793+	17.7+	8.9	18.8+	20.9	4.93+	5.5	139.5+	70.1	13.9+	6+	408+	2536+	7.48+	13459+	64+	400+
Dinner																			
Charbroil Patty,3oz	1 each	85	190	12.0	27.1	13.0	66.1	5.00	25.4	3.0	6.8	1.0	75	20	690	1.80		1	
Cheese Slice American,Imitation,.6	1 slice	19	59	1.0	7.0	4.9	78.9			2.0	14.0	0.0	0		226				
Bun,Hamburger,White,1each	1 each	43	120	4.0	13.2	1.5	11.1	0.00	0.0	23.0	75.7	1.0	0	100	220	1.80	0	0	
Potato,Chips,Bulk,1oz	1 ounce	28	152	1.8	4.7	10.2	58.8	1.13	6.5	14.3	36.5	1.2	0	7	135	0.45	0	5	0
Boston Baked Beans,Dry,1cup	1 cup	509	471	19.9	16.7	1.3	2.5	0.23	0.4	96.3	80.8	14.4	0	189	610	6.18	73	8	0+
Ketchup,PC,1each	1 each	9	9	0.2	6.3	0.0	2.5	0.00	0.4	2.3	91.2	0.0	0	2	100	0.05	84	1	0
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper,PC	1 each																		
Chocolate Cake,fMix,1/48,Asst	1 piece	76	170	2.4	5.4	2.1	11.0	1.18	6.1	36.4	83.6	1.4	0	119	412	1.70	0	0	0+
Chocolate Frosting,1/48,Asst	1/2 ounce	16	67	0.2	1.2	2.4	31.6	0.53	6.9	11.7	67.2	0.2	0	4	43	0.08	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1244+	41.5+	13.5	35.6+	26.3	8.08+	6.1	189.9+	60.2	19.3+	75+	480+	2876+	12.06+	263+	75+	400+
Daily Totals for Day 11			2744+	74.8+	10.9	75.8+	24.8	16.78+	5.6	444.0+	64.2	37.9+	211+	1355+	7069+	23.51+	14744+	207+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 12

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Grits,Bulk,Buttered,1cup,Asst	1 cup	237	183	1.6	3.5	11.7	57.7	2.43	11.9	17.8	38.8	0.9	0	11	516	0.64	534	0	0+
Sausage Turkey Patty,2each	2 each	57	140	7.0	23.9	9.0	69.2	3.50	26.9	2.0	6.8	1.0	56	20	416	1.00			
Home Fried Potatoes,1cup	1 cup	51	191	3.6	7.0	5.0	21.8	0.71+	3.1	36.9	71.2	3.6	0+	21	248	0.70	1+	14	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			759+	15.5+	8.7	36.5+	44.8	9.56+	12.0	90.7+	46.5	6.5+	56+	534+	2188+	4.42+	1395+	74+	400+
Lunch																			
Mexican Pie,o/Cornbread,w/MSP,1;	12 ounces	495	428	24.4	21.9	10.7	21.7	3.06	6.2	62.9	56.4	17.2	39+	161	446	7.13	749+	14+	0+
Mixed Vegetables,Frz,Buttered,1/2c	1/2 cup	96	86	2.7	11.4	4.1	39.2	0.84	8.0	11.6	49.3	2.6	0	25	292	0.80	4639	9	0+
Cornbread,fMix,1/48	1 piece	81	175	2.7	6.1	2.5	12.8	1.01	5.2	35.5	81.0	1.0	0	116	426	1.42	6	0	0+
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Cherry Bar,fMix,1/48,Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
White Frosting,1/48,Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1111+	33.4+	11.6	36.7+	29.0	9.56+	7.6	168.1+	59.4	20.8+	59+	348+	1895+	11.16+	5857+	84+	400+
Dinner																			
Sausage 5-1 Poultry Link,3.2oz	1 each	91	169	11.0	26.8	12.0	65.9	3.99	22.0	3.0	7.3		75	100	887	1.44			
Bun,Hot Dog,White,2each	2 each	86	240	8.0	13.2	3.0	11.1	0.00	0.0	46.0	75.7	2.0	0	200	440	3.60	0	0	
French Fries Oven Baked,1cup	1 cup	156	235	3.5	5.9	7.4	28.2	1.48	5.7	38.7	65.8	3.0	0	14	36	0.97	0+	27	0+
Coleslaw Creamy,3/4cup	3/4 cup	145	146	1.3	3.5	8.8	54.0	0.99	6.0	15.6	42.4	2.4+	19	49+	698	0.55+	2128+	36+	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Ketchup,PC,1each	1 each	9	9	0.2	6.3	0.0	2.5	0.00	0.4	2.3	91.2	0.0	0	2	100	0.05	84	1	0
Brownie,fMix,1/48,Asst	1 piece	59	180	1.9	4.1	2.8	14.0	1.42	7.0	37.3	81.9	1.9	0	10	256	1.28	0	0	0+
Chocolate Frosting,1/48,Asst	1/2 ounce	16	67	0.2	1.2	2.4	31.6	0.53	6.9	11.7	67.2	0.2	0	4	43	0.08	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1051+	26.0+	10.0	36.5+	31.4	8.41+	7.3	155.6+	58.6	9.5+	94+	418+	2899+	7.95+	2317+	125+	400+
Daily Totals for Day 12			2920+	74.9+	10.3	109.7+	34.0	27.52+	8.6	414.3+	55.8	36.8+	209+	1299+	6982+	23.53+	9570+	282+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 13

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal,Bulk,1cup,Buttered,Sugars	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	28	315	1.58	119	0	0+
Pancakes,1.2oz,2each	2 each	68	147	4.0	11.1	2.7	16.7	0.33	2.1	26.0	72.2	1.3	17	27	314	1.20	0	0	0
Syrup Pancake,Bulk,2oz	2 ounces	80	211	0.0	0.0					52.7	100.0				96		10		
Bologna Turkey,fLog,2oz	2 ounces	57	111	8.1	28.4	9.1	66.9	2.53	18.6	2.0	6.6	0.0	46	40	678	0.73		1	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	0
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	0
^Pepper,PC	1 each												0						
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			776+	18.2+	9.0	24.0+	26.7	5.33+	5.9	125.0+	64.3	5.3+	62+	388+	1937+	3.51+	986+	61+	400+
Lunch																			
Turkey a la King,w/Turkey E&P,6oz	6 ounces	184	165	14.7	35.6	7.3	39.8	1.69	9.2	10.2	24.6	0.6+	38+	40	1323	1.13	241+	1+	0+
Fluffy Rice,1cup	1 cup	228	238	4.8	8.3	0.7	2.6	0.19	0.7	51.4	89.2	1.1	0	50	574	2.12	0	0	0
Peas & Carrots,Frz,Buttered,1/2cup	1/2 cup	96	81	3.1	13.9	4.1	40.7	0.84	8.3	10.2	45.4	3.1	0	27	327	1.00	8778	10	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	0
^Pepper,PC	1 each												0						
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	0
Brownie,f/Mix,1/48,Asst	1 piece	59	180	1.9	4.1	2.8	14.0	1.42	7.0	37.3	81.9	1.9	0	10	256	1.28	0	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			908+	27.7+	12.1	25.7+	24.8	7.05+	6.9	143.1+	63.1	7.8+	38+	359+	3486+	7.61+	9380+	71+	400+
Dinner																			
T. Ham & Cheesy Rice Casserole,1	10 ounces	262	404	12.5	12.5	14.0	31.5	3.06+	6.9	56.1	56.1	1.2+	38+	68	2341	2.60	197+	6+	0+
Corn,Frz,Buttered,1/2cup	1/2 cup	96	113	2.8	8.9	4.4	31.1	0.87	6.2	18.9	60.0	1.9	0	6	258	0.40	340	6	0+
Cornbread,fMix,1/48	1 piece	81	175	2.7	6.1	2.5	12.8	1.01	5.2	35.5	81.0	1.0	0	116	426	1.42	6	0	0+
^Pepper,PC	1 each												0						
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	0
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	0
Choc Chip Bar,f/Mix,1/48,Asst	1 piece	70	258	2.9	4.4	10.1	34.9	3.64	12.6	39.6	60.7	0.5+	17	3+	109	1.77	0+	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1027+	20.9+	8.1	39.0+	33.7	10.25+	8.9	151.2+	58.3	4.6+	55+	236+	3668+	6.18+	900+	72+	400+
Daily Totals for Day 13			2711+	66.8+	9.7	88.7+	28.7	22.63+	7.3	419.3+	61.6	17.8+	155+	983+	9091+	17.31+	11266+	205+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 14

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Farina,Bulk,Buttered,Sugared,1cup,	1 cup	262	206	3.4	6.7	2.0	8.7	0.40	1.8	43.4	84.6	0.6	0	12	306	0.50	81	0	0+
Egg,Patty,Scrambled,Irreg,FC	2 ounces	57	90	6.0	25.3	7.0	66.3			2.0	8.4		130	40	250	1.44			
Biscuit,fMix,1/48	2 each	161	336	6.2	7.4	5.4	14.5	2.49	6.7	65.8	78.1	2.2	0	377	948	4.16	5	0+	0+
Hashbrowns,fDehydrated,1cup	1 cup	48	180	4.1	9.0	2.3	11.6	0.74	3.7	35.9	79.4	3.5	0	19	275	0.74	82	8	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			889+	19.8+	8.8	24.8+	24.6	5.31+	5.3	148.2+	66.7	6.3+	130+	741+	2312+	6.83+	1026+	68+	400+
Lunch																			
Meatballs Swedish,0.5oz Precooked	6 each	198	301	14.5	20.2	20.2	63.7	6.36	20.0	11.5	16.1	0.5+	84+	63	794	2.09	211+	2+	0+
Pasta Noodles,1cup	1 cup	491	212	7.1	13.6	1.9	8.4	0.33	1.4	40.6	78.0	1.7	0	25	205	1.80	0	0	0
Mixed Vegetables,Frz,Buttered,1/2c	1/2 cup	96	86	2.7	11.4	4.1	39.2	0.84	8.0	11.6	49.3	2.6	0	25	292	0.80	4639	9	0+
Bread,White,2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Lemon Bar,fMix,1/48,Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
White Frosting,1/48,Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1161+	31.8+	11.2	47.7+	37.4	12.18+	9.6	149.8+	51.5	5.9+	104+	239+	2322+	8.66+	5313+	71+	400+
Dinner																			
Ziti Baked,fScratch,w/MSP,10oz	12 ounces	834	516	24.1	18.7	19.7	34.3	5.85	10.2	60.8	47.0	4.8	76	175	2082	6.06	664+	18+	0+
Green Beans,Frz,Buttered,1/2cup	1/2 cup	96	68	1.7	9.7	3.8	50.0	0.80	10.4	7.0	40.3	2.4	0	40	258	0.79	659	12	0+
Bread,Garlic,2each	2 slices	69	238	4.1	6.7	13.0	47.4	2.27+	8.3	28.2	45.9	1.0	0+	84	429	2.17	487	0+	0+
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper,PC	1 each																		
Cherry Bar,fMix,1/48,Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1106+	33.4+	12.0	45.4+	36.6	11.41+	9.2	142.5+	51.4	8.2+	96+	340+	3362+	10.81+	1810+	90+	400+
Daily Totals for Day 14			3156+	85.0+	10.8	117.9+	33.5	28.90+	8.3	440.5+	55.7	20.3+	330+	1320+	7995+	26.30+	8149+	228+	1200+

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+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 15

Recipe Name	Size	Amt (gm)	Calories (kcal)	Protein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbohydrat (gm)	% Cal. Carbs (%)	Dietary Fiber (gm)	Cholesterol (mg)	Calcium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Grits, Bulk, Buttered, 1cup, Asst	1 cup	237	183	1.6	3.5	11.7	57.7	2.43	11.9	17.8	38.8	0.9	0	11	516	0.64	534	0	0+
Sausage, Turkey Patty, 1each	1 each	28	70	3.5	23.9	4.5	69.2	1.75	26.9	1.0	6.8	0.5	28	10	208	0.50			
Pancakes, 1.2oz, 2each	2 each	68	147	4.0	11.1	2.7	16.7	0.33	2.1	26.0	72.2	1.3	17	27	314	1.20	0	0	
Syrup, Pancake, Bulk, 2oz	2 ounces	80	211	0.0	0.0					52.7	100.0				96		10		
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal, PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			687+	9.2+	5.8	27.0+	36.3	6.18+	8.5	98.5+	57.9	2.7+	45+	341+	1667+	2.34+	1402+	60+	400+
Lunch																			
Chicken Patty Breaded, 3 oz	1 each	77	291	13.0	18.1	18.1	56.7	3.51	11.0	18.0	25.1	1.0	35	0+	830	1.08	0	0+	
Bun, Hamburger, White, 1each	1 each	43	120	4.0	13.2	1.5	11.1	0.00	0.0	23.0	75.7	1.0	0	100	220	1.80	0	0	
French Fries Oven Baked, 1cup	1 cup	156	235	3.5	5.9	7.4	28.2	1.48	5.7	38.7	65.8	3.0	0	14	36	0.97	0+	27	0+
Boston Baked Beans, Dry, 1cup	1 cup	509	471	19.9	16.7	1.3	2.5	0.23	0.4	96.3	80.8	14.4	0	189	610	6.18	73	8	0+
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Sand Salad Dressing, PC, 1each	1 each	9	30			3.0	90.0	0.00	0.0	1.0	13.3		5		70				
Ketchup, PC, 1each	1 each	9	9	0.2	6.3	0.0	2.5	0.00	0.4	2.3	91.2	0.0	0	2	100	0.05	84	1	0
Cookie Bar, fMix, 1/48, Asst	1 piece	60	240	2.8	4.7	8.3	31.5	2.31	8.8	37.8	63.8	0.0+	18	0+	120	1.66	0+	0+	0+
White Frosting, 1/48, Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1466+	43.4+	11.8	42.0+	25.9	8.03+	5.0	229.5+	62.3	19.4+	59+	348+	2468+	11.75+	263+	96+	400+
Dinner																			
Hot Turkey Sandwich w/Gravy, w/Tu	1 each	244	276	20.8	29.9	9.9	31.9	2.07+	6.7	26.6	38.2	1.1+	48+	96	1648	2.55	248+	0+	0+
Mashed Potatoes, Inst, 1cup	1 cup	226	157	3.7	9.2	0.2	1.0	0.08	0.4	36.0	89.7	2.9	0	18	195	0.54	5	36	0
Three Bean Salad, 1cup	1 cup	225	532	15.3	11.5	20.9	35.2	3.29	5.5	71.3	53.3	14.3	0	110	652	4.71	273	11	0+
Bread, White, 1 each	1 slice	26	70	2.0	11.0	1.0	12.3			14.0	76.7	0.5		40	150	1.08	0		
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Oatmeal Bar, fMix, 1/48, Asst	1 each	60	223	3.3	5.9	6.5	26.2	2.60	10.5	38.0	67.9	1.7	0+	68	172	1.37	1	0+	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1335+	45.3+	13.4	46.6+	31.1	9.72+	6.5	186.9+	55.4	20.5+	48+	375+	3350+	10.25+	885+	107+	400+
Daily Totals for Day 15			3489+	97.9+	11.3	115.5+	30.0	23.93+	6.3	514.9+	58.8	42.6+	151+	1064+	7485+	24.34+	2550+	263+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 16

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal, Bulk, 1cup, Buttered, Sugars	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	28	315	1.58	119	0	0+
Bologna Turkey, fLog, 2oz	2 ounces	57	111	8.1	26.4	9.1	66.9	2.53	18.6	2.0	6.6	0.0	46	40	678	0.73		1	
Cheesy Hashbrown Casserole, 8oz	8 ounces	241	144	3.5	9.9	1.3	8.1	0.24+	1.5	29.3	82.0	2.2+	0+	47	883	0.54	1+	9+	0+
Biscuit, fMix, 1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine, Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal, PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			730+	20.8+	11.0	25.3+	30.0	6.48+	7.6	108.6+	59.1	7.2+	46+	596+	2885+	4.93+	980+	70+	400+
Lunch																			
Hot Dog Turkey, 3.2oz, 2each	2 each	91	180	12.0	25.0	16.0	75.0	5.00	23.4	0.0	0.0	0.0	80	40	940	1.44			
Bun, Hot Dog, White, 2each	2 each	86	240	8.0	13.2	3.0	11.1	0.00	0.0	46.0	75.7	2.0	0	200	440	3.60	0	0	
Macaroni & Cheese, 1/2cup	1/2 cup	85	141	4.1	12.0	1.2	7.9	0.08+	0.5	27.7	80.1	0.9+	0+	21	269	0.96	0+	4	0+
Peas & Carrots, Frz, Buttered, 1/2cup	1/2 cup	96	81	3.1	13.9	4.1	40.7	0.84	8.3	10.2	45.4	3.1	0	27	327	1.00	8778	10	0+
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Ketchup, PC, 1each	1 each	9	9	0.2	6.3	0.0	2.5	0.00	0.4	2.3	91.2	0.0	0	2	100	0.05	84	1	0
Mustard, PC, 1each	1 each	6	4	0.3	23.3	0.2	48.2	0.01	3.0	0.3	28.5	0.2	0	3	68	0.09	4	0	0
Spice Bar, fMix, 1/48, Asst	1 each	83	199	1.9	3.7	2.1	9.4	0.94	4.2	44.2	86.9	0.9	0	119	412	1.28	0	0	0+
White Frosting, 1/48, Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			925+	29.7+	12.3	29.1+	26.8	7.37+	6.8	143.2+	60.9	7.2+	80+	454+	3039+	8.44+	8972+	76+	400+
Dinner																			
T. Ham & Cheesy Rice Casserole, 8	8 ounces	211	324	10.0	12.5	11.2	31.5	2.45+	6.9	44.9	56.1	1.0+	31+	55	1874	2.08	157+	5+	0+
Carrots, Frz, Buttered, 1/2cup	1/2 cup	96	66	0.8	4.4	4.1	53.2	0.80	10.5	7.3	42.3	3.0	0	35	317	0.41	13054	2	0+
Bread, White, 2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine, Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Lemon Bar, fMix, 1/48, Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
White Frosting, 1/48, Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			951+	18.4+	7.7	36.7+	34.4	7.91+	7.5	138.2+	57.9	5.0+	50+	216+	3221+	6.47+	13675+	67+	400+
Daily Totals for Day 16			2606+	68.9+	10.3	91.1+	30.5	21.76+	7.3	390.0+	59.3	19.5+	176+	1267+	9144+	19.84+	23627+	213+	1200+

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+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 17

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Grits,Bulk,Buttered,1cup,Asst	1 cup	237	183	1.6	3.5	11.7	57.7	2.43	11.9	17.8	38.8	0.9	0	11	516	0.64	534	0	0+
Egg,Patty,Scrambled,Irreg,FC	2 ounces	57	90	6.0	25.3	7.0	66.3			2.0	8.4		130	40	250	1.44			
Home Fried Potatoes,1cup	1 cup	51	191	3.6	7.0	5.0	21.8	0.71+	3.1	36.9	71.2	3.6	0+	21	248	0.70	1+	14	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			709+	14.5+	7.8	34.5+	42.7	6.06+	7.6	90.7+	49.5	5.5+	130+	554+	2022+	4.86+	1395+	74+	400+
Lunch																			
Mexican Pie,o/Cornbread,w/MSP,1/2	12 ounces	495	428	24.4	21.9	10.7	21.7	3.06	6.2	62.9	56.4	17.2	39+	161	446	7.13	749+	14+	0+
Green Beans,Frz,Buttered,1/2cup	1/2 cup	96	68	1.7	9.7	3.8	50.0	0.80	10.4	7.0	40.3	2.4	0	40	258	0.79	659	12	0+
Cornbread,fMix,1/48	1 piece	81	175	2.7	6.1	2.5	12.8	1.01	5.2	35.5	81.0	1.0	0	116	426	1.42	6	0	0+
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Chocolate Frosting,1/48,Asst	1/2 ounce	16	67	0.2	1.2	2.4	31.6	0.53	6.9	11.7	67.2	0.2	0	4	43	0.08	106	0	0+
Choc Chip Bar,f/Mix,1/48,Asst	1 piece	70	258	2.9	4.4	10.1	34.9	3.64	12.6	39.6	60.7	0.5+	17	3+	109	1.77	0+	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00	60	400	
Lunch Totals			1074+	32.0+	11.5	37.7+	30.9	10.72+	8.8	157.8+	57.6	21.3+	55+	367+	1816+	11.18+	1877+	86+	400+
Dinner																			
Meatballs Italian,0.5oz Precooked,f/	6 each	198	255	13.8	22.6	15.4	56.9	5.36	19.8	12.5	20.5	1.4	84	43	630	2.57	434+	8	0+
Bun,Hot Dog,White,1each	1 each	43	120	4.0	13.2	1.5	11.1	0.00	0.0	23.0	75.7	1.0	0	100	220	1.80	0	0	
Macaroni & Cheese,1cup	1 cup	169	282	8.3	12.0	2.4	7.9	0.16+	0.5	55.4	80.1	1.8+	0+	42	539	1.93	0+	8	0+
Green Beans,Frz,1/2cup,Asst	1/2 cup	91	36	1.6	18.2	0.2	4.9	0.04	1.1	6.9	76.9	2.4	0	39	215	0.79	497	12	0
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper,PC	1 each																		
Cherry Bar,fMix,1/48,Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
White Frosting,1/48,Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00	60	400	
Dinner Totals			1042+	31.2+	12.3	30.9+	27.3	8.55+	7.6	155.8+	60.4	6.7+	103+	267+	2239+	8.90+	1036+	87+	400+
Daily Totals for Day 17			2824+	77.6+	10.9	103.1+	32.5	25.32+	8.0	404.3+	56.6	33.4+	289+	1187+	6077+	24.94+	4309+	247+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 18

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Farina,Bulk,Buttered,Sugared,1cup,	1 cup	262	206	3.4	6.7	2.0	8.7	0.40	1.8	43.4	84.6	0.6	0	12	306	0.50	81	0	0+
Peanut Butter,PC,1each	2 each	28	158	6.0	14.0	12.8	67.3	2.60	13.7	8.0	18.7	1.0	0	14	114				
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
Coffee Cake,fCakeMix,1/48	1 piece	102	270	2.0	2.9	6.2	20.2	1.83	6.0	52.8	76.9	0.6	0	136	467	1.40	191	0	0+
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper,PC	1 each																		
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			878+	14.6+	6.4	31.7+	31.2	7.75+	7.7	138.1+	62.3	3.3+	0+	643+	1894+	3.98+	1132+	60+	400+
Lunch																			
Turkey Slice,f/E&P,3oz	3 ounces	85	102	16.2	63.6	3.0	26.4	0.85	7.5	2.6	10.0	0.0	47	17	748	0.92	0	0	
Mashed Potatoes,Inst,1cup	1 cup	226	157	3.7	9.2	0.2	1.0	0.08	0.4	36.0	89.7	2.9	0	18	195	0.54	5	36	0
Poultry Gravy,4oz	4 Fl ozs	132	104	2.7	10.4	5.9	51.1	1.22	10.6	10.0	38.6	0.6+	1+	39	749	0.55	248+	0+	0+
Carrots,Frz,Buttered,1/2cup	1/2 cup	96	66	0.8	4.4	4.1	53.2	0.80	10.5	7.3	42.3	3.0	0	35	317	0.41	13054	2	0+
Dinner Roll,fMix,2oz	1 each	60	135	3.0	8.9	1.7	11.3	0.76	5.0	27.1	79.8	1.1	0+	16	315	1.57	2	5	0+
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper,PC	1 each																		
Cookie Bar,fMix,1/48,Asst	1 piece	60	240	2.8	4.7	8.3	31.5	2.31	8.8	37.8	63.8	0.0+	18	0+	120	1.66	0+	0+	0+
Chocolate Frosting,1/48,Asst	1/2 ounce	16	67	0.2	1.2	2.4	31.6	0.53	6.9	11.7	67.2	0.2	0	4	43	0.08	106	0	0+
Drink Mix,Fortified Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			947+	29.4+	12.4	33.6+	31.6	8.22+	7.7	133.5+	56.0	7.8+	66+	171+	3021+	5.74+	13773+	103+	400+
Dinner																			
Hot Dog w/Chili,2each	2 each	147	211	13.9	24.8	16.1	64.8	5.03	20.2	5.8	10.4	1.8	80	52	997	2.11	136+	2+	0+
Bun,Hot Dog,White,2each	2 each	86	240	8.0	13.2	3.0	11.1	0.00	0.0	46.0	75.7	2.0	0	200	440	3.60	0	0	
French Fries Oven Baked,1cup	1 cup	156	235	3.5	5.9	7.4	28.2	1.48	5.7	38.7	65.8	3.0	0	14	36	0.97	0+	27	0+
Mixed Vegetables,Frz,Buttered,1/2c	1/2 cup	96	86	2.7	11.4	4.1	39.2	0.84	8.0	11.6	49.3	2.6	0	25	292	0.80	4639	9	0+
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper,PC	1 each																		
Cookie Bar,fMix,1/48,Asst	1 piece	60	240	2.8	4.7	8.3	31.5	2.31	8.8	37.8	63.8	0.0+	18	0+	120	1.66	0+	0+	0+
Drink Mix,Fortified Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1016+	30.8+	11.7	38.9+	33.3	9.65+	8.2	140.9+	55.0	9.4+	98+	331+	2325+	9.13+	4775+	98+	400+
Daily Totals for Day 18			2841+	74.9+	10.3	104.2+	32.1	25.62+	7.9	412.5+	57.6	20.5+	165+	1146+	7240+	18.84+	19679+	261+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted. + Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 19

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal,Bulk,1cup,Buttered,Sugare	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	28	315	1.58	119	0	0+
Sausage Turkey Patty,1each	1 each	28	70	3.5	23.9	4.5	69.2	1.75	26.9	1.0	6.8	0.5	28	10	208	0.50			
Hashbrowns,fDehydrated,1cup	1 cup	48	180	4.1	9.0	2.3	11.6	0.74	3.7	35.9	79.4	3.5	0	19	275	0.74	82	8	0+
Coffee,Cake,fCakeMix,1/48	1 piece	102	270	2.0	2.9	6.2	20.2	1.83	6.0	52.8	76.9	0.6	0	136	467	1.40	191	0	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			827+	15.6+	7.8	25.2+	28.1	6.79+	7.7	134.0+	64.1	8.5+	28+	485+	1799+	4.23+	1250+	68+	400+
Lunch																			
Chuckwagon Steak Patty,3oz	1 each	85	270	10.0	15.3	18.0	61.8	6.50	22.3	15.0	22.9	2.0	30	60	413	2.00			
Brown Gravy,4oz	4 ounces	132	104	2.7	10.4	5.9	51.2	1.22	10.6	9.9	38.4	0.6+	1+	38	748	0.53	246+	0+	0+
Fluffy Rice,1cup	1 cup	228	238	4.8	8.3	0.7	2.6	0.19	0.7	51.4	89.2	1.1	0	50	574	2.12	0	0	0
Peas,Frz,Buttered,1/2cup	1/2 cup	96	103	4.8	18.2	4.0	34.4	0.82	7.0	12.5	47.4	4.1	0	22	353	1.40	2030	16	0+
Bread,White,2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper,PC	1 each																		
Oatmeal Bar,fMix,1/48,Asst	1 each	60	223	3.3	5.9	6.5	26.2	2.60	10.5	38.0	67.9	1.7	0+	68	172	1.37	1	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00	60	400	
Lunch Totals			1154+	29.6+	10.3	45.1+	35.4	13.00+	10.3	155.9+	54.3	10.5+	31+	361+	3093+	9.57+	2634+	76+	400+
Dinner																			
Enchilada Casserole,MSP,10oz	10 ounces	328	603	26.2	17.1	30.9	45.4	8.39+	12.3	57.3	37.5	12.0	90	192	1110	4.98+	820+	6+	0+
Mexican Corn,Frz,1/2cup	1/2 cup	100	85	2.9	11.8	0.7	6.6	0.11	1.0	20.1	81.6	2.1	0	7	231	0.43	190	7	0+
Cornbread,fMix,1/48	1 piece	81	175	2.7	6.1	2.5	12.8	1.01	5.2	35.5	81.0	1.0	0	116	426	1.42	6	0	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Brownie,fMix,1/48,Asst	1 piece	59	180	1.9	4.1	2.8	14.0	1.42	7.0	37.3	81.9	1.9	0	10	256	1.28	0	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00	60	400	
Dinner Totals			1120+	33.7+	11.8	45.0+	35.6	12.59+	10.0	151.3+	52.7	16.9+	90+	368+	2567+	8.10+	1373+	73+	400+
Daily Totals for Day 19			3101+	79.0+	10.2	115.4+	33.5	32.38+	9.5	441.2+	56.3	35.9+	149+	1215+	7449+	21.90+	5257+	217+	1200+

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Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 20

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Grits,Bulk,Buttered,1cup,Asst	1 cup	237	183	1.6	3.5	11.7	57.7	2.43	11.9	17.8	38.8	0.9	0	11	516	0.64	534	0	0+
Home Fried Potatoes,1cup	1 cup	51	191	3.6	7.0	5.0	21.8	0.71+	3.1	36.9	71.2	3.6	0+	21	248	0.70	1+	14	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			619+	8.5+	5.3	27.5+	39.2	6.06+	8.7	88.7+	55.5	5.5+	0+	514+	1772+	3.42+	1395+	74+	400+
Lunch																			
Charbroil Patty,3oz	1 each	85	190	12.0	27.1	13.0	66.1	5.00	25.4	3.0	6.8	1.0	75	20	690	1.80		1	
Bun,Hamburger,White,1each	1 each	43	120	4.0	13.2	1.5	11.1	0.00	0.0	23.0	75.7	1.0	0	100	220	1.80	0	0	
French Fries Oven Baked,1cup	1 cup	156	235	3.5	5.9	7.4	28.2	1.48	5.7	38.7	65.8	3.0	0	14	36	0.97	0+	27	0+
Corn,Frz,Buttered,1/2cup	1/2 cup	96	113	2.8	8.9	4.4	31.1	0.87	6.2	18.9	60.0	1.9	0	6	258	0.40	340	6	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Ketchup,PC,1each	1 each	9	9	0.2	6.3	0.0	2.5	0.00	0.4	2.3	91.2	0.0	0	2	100	0.05	84	1	0
Brownie,fMix,1/48,Asst	1 piece	59	180	1.9	4.1	2.8	14.0	1.42	7.0	37.3	81.9	1.9	0	10	256	1.28	0	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			851+	24.3+	11.7	29.1+	31.2	8.77+	9.5	124.2+	57.1	8.8+	75+	191+	1999+	6.28+	424+	95+	400+
Dinner																			
Salisbury Steak Patty,3oz	1 each	85	200	12.0	26.5	13.0	64.6	5.00	24.9	4.0	8.8	2.0	75	20	480	1.80	100	1	
Brown Gravy,4oz	4 ounces	132	104	2.7	10.4	5.9	51.2	1.22	10.6	9.9	38.4	0.6+	1+	38	748	0.53	246+	0+	0+
Mashed Potatoes,Inst,1cup	1 cup	226	157	3.7	9.2	0.2	1.0	0.08	0.4	36.0	89.7	2.9	0	18	195	0.54	5	36	0
Green Beans,Frz,Buttered,1/2cup	1/2 cup	96	68	1.7	9.7	3.8	50.0	0.80	10.4	7.0	40.3	2.4	0	40	258	0.79	659	12	0+
Bread,White,2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Cherry Bar,fMix,1/48,Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1024+	27.5+	11.2	41.9+	37.9	11.26+	10.3	131.5+	51.0	8.9+	96+	239+	2668+	7.61+	1368+	109+	400+
Daily Totals for Day 20			2494+	60.3+	9.9	98.5+	35.9	26.09+	9.7	344.4+	54.2	23.2+	171+	944+	6439+	17.32+	3187+	277+	1200+

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Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 21

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Farina,Bulk,Buttered,Sugared,1cup,	1 cup	262	206	3.4	6.7	2.0	8.7	0.40	1.8	43.4	84.6	0.6	0	12	306	0.50	81	0	0+
Pancakes,1,2oz,2each	2 each	68	147	4.0	11.1	2.7	16.7	0.33	2.1	26.0	72.2	1.3	17	27	314	1.20	0	0	
Syrup,Pancake,Bulk,2oz	2 ounces	80	211	0.0	0.0					52.7	100.0				96		10		
Sausage,Turkey Patty,2each	2 each	57	140	7.0	23.9	9.0	69.2	3.50	26.9	2.0	6.8	1.0	56	20	416	1.00			
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper,PC	1 each																		
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			780+	14.5+	8.2	21.7+	27.0	5.91+	7.6	125.1+	64.8	2.9+	73+	351+	1665+	2.70+	948+	60+	400+
Lunch																			
Hot Dog Turkey,3,2oz,2each	2 each	91	180	12.0	25.0	16.0	75.0	5.00	23.4	0.0	0.0	0.0	80	40	940	1.44			
Bun,Hot Dog,White,2each	2 each	86	240	8.0	13.2	3.0	11.1	0.00	0.0	46.0	75.7	2.0	0	200	440	3.60	0	0	
Tortilla Chips,Bulk,1oz	1 ounce	28	139	2.2	6.2	6.6	41.7	0.80	5.0	18.6	52.1	1.5	0	49	119	0.66	1	0	0
Mixed Vegetables,Frz,Buttered,1/2c	1/2 cup	96	86	2.7	11.4	4.1	39.2	0.84	8.0	11.6	49.3	2.6	0	25	292	0.80	4639	9	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Ketchup,PC,1each	1 each	9	9	0.2	6.3	0.0	2.5	0.00	0.4	2.3	91.2	0.0	0	2	100	0.05	84	1	0
Mustard,PC,1each	1 each	6	4	0.3	23.3	0.2	48.2	0.01	3.0	0.3	28.5	0.2	0	3	68	0.09	4	0	0
Cookie Bar,fMix,1/48,Asst	1 piece	60	240	2.8	4.7	8.3	31.5	2.31	8.8	37.8	63.8	0.0+	18	0+	120	1.66	0+	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			902+	28.1+	11.9	38.3+	36.7	8.96+	8.6	117.6+	51.4	6.4+	98+	359+	2520+	8.29+	4728+	71+	400+
Dinner																			
Meat Loaf Patty,3oz	1 each	85	180	13.0	30.6	10.0	52.9	4.00	21.2	7.0	16.5	3.0	55		350				
Mashed Potatoes,Inst,1cup	1 cup	226	157	3.7	9.2	0.2	1.0	0.08	0.4	36.0	89.7	2.9	0	18	195	0.54	5	36	0
Carrots,Frz,Buttered,1/2cup	1/2 cup	96	66	0.8	4.4	4.1	53.2	0.80	10.5	7.3	42.3	3.0	0	35	317	0.41	13054	2	0+
Bread,White,2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Oatmeal Bar,fMix,1/48,Asst	1 each	60	223	3.3	5.9	6.5	26.2	2.60	10.5	38.0	67.9	1.7	0+	68	172	1.37	1	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			842+	24.9+	12.0	30.8+	33.1	9.15+	9.9	117.3+	54.9	11.7+	55+	244+	1867+	4.48+	13418+	98+	400+
Daily Totals for Day 21			2524+	67.5+	10.8	90.8+	32.5	24.02+	8.7	360.0+	56.7	21.0+	226+	955+	6051+	15.47+	19095+	229+	1200+

includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 22

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Grits,Bulk,Buttered,1cup,Asst	1 cup	237	183	1.6	3.5	11.7	57.7	2.43	11.9	17.8	38.8	0.9	0	11	516	0.64	534	0	0+
Egg,Patty,Scrambled,Irreg,FC	2 ounces	57	90	6.0	25.3	7.0	66.3			2.0	8.4		130	40	250	1.44			
Hashbrowns,fDehydrated,1cup	1 cup	48	180	4.1	9.0	2.3	11.6	0.74	3.7	35.9	79.4	3.5	0	19	275	0.74	82	8	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			698+	14.9+	8.3	31.8+	40.3	6.09+	7.8	89.7+	51.3	5.4+	130+	552+	2048+	4.90+	1477+	68+	400+
Lunch																			
Turkey Slice,f/E&P,3oz	3.5 ounces	99	119	18.9	63.6	3.5	26.4	0.99	7.5	3.0	10.0	0.0	55	20	873	1.07	0	0	
Poultry Gravy,3oz	3 FLozs	99	78	2.0	10.4	4.4	51.1	0.92	10.6	7.5	38.6	0.4+	1+	29	562	0.41	186+	0+	0+
Mashed Potatoes,Inst,1cup	1 cup	226	157	3.7	9.2	0.2	1.0	0.08	0.4	36.0	89.7	2.9	0	18	195	0.54	5	36	0
Peas & Carrots,Frz,Buttered,1/2cup	1/2 cup	96	81	3.1	13.9	4.1	40.7	0.84	8.3	10.2	45.4	3.1	0	27	327	1.00	8778	10	0+
Bread,White,2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Choc Chip Bar,fMix,1/48,Asst	1 piece	70	258	2.9	4.4	10.1	34.9	3.64	12.6	39.6	60.7	0.5+	17	3+	109	1.77	0+	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			910+	34.7+	15.0	32.3+	31.2	8.14+	7.9	125.4+	53.7	8.0+	72+	220+	2900+	6.96+	9328+	106+	400+
Dinner																			
Mexican Pie,o/Cornbread,w/MSP,12	12 ounces	495	428	24.4	21.9	10.7	21.7	3.06	6.2	62.9	56.4	17.2	39+	161	446	7.13	749+	14+	0+
Corn,Frz,Buttered,1/2cup	1/2 cup	96	113	2.8	8.9	4.4	31.1	0.87	6.2	18.9	60.0	1.9	0	6	258	0.40	340	6	0+
Cornbread,fMix,1/48	1 piece	81	175	2.7	6.1	2.5	12.8	1.01	5.2	35.5	81.0	1.0	0	116	426	1.42	6	0	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Cherry Bar,fMix,1/48,Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
White Frosting,1/48,Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1138+	33.5+	11.3	37.0+	28.4	9.59+	7.4	175.4+	60.2	20.1+	59+	329+	1861+	10.76+	1558+	80+	400+
Daily Totals for Day 22			2746+	83.1+	11.8	101.1+	32.4	23.81+	7.7	390.5+	55.8	33.6+	260+	1101+	6809+	22.63+	12362+	254+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 23

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal, Bulk, 1cup, Buttered, Sugarc	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	28	315	1.58	119	0	0+
Peanut Butter, PC, 1each	2 each	28	158	6.0	14.0	12.8	67.3	2.60	13.7	8.0	18.7	1.0	0	14	114				
Hashbrowns, fDehydrated, 1/2cup	1/2 cup	24	90	2.0	9.0	1.2	11.6	0.37	3.7	18.0	79.4	1.7	0	10	137	0.37	41	4	0+
Coffee Cake, fCakeMix, 1/48	1 piece	102	270	2.0	2.9	6.2	20.2	1.83	6.0	52.8	76.9	0.6	0	136	467	1.40	191	0	0+
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal, PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			825+	16.1+	7.5	32.4+	33.9	7.27+	7.6	123.1+	58.6	7.3+	0+	480+	1568+	3.36+	1208+	64+	400+
Lunch																			
T. Ham Sliced, 3oz	3 ounces	85	165	10.5	25.0	12.0	64.3	3.00	16.1	4.5	10.7	0.0	52	0	1575	1.08	0	0	
Scalloped Potatoes, fDehydrated, 1ci	1 cup	275	238	7.2	11.3	4.3	15.2	0.83+	3.0	46.6	73.4	4.4	2+	88	437	1.19	164+	14+	0+
Coleslaw Creamy, 1/2cup	1/2 cup	97	97	0.9	3.5	5.9	54.0	0.66	6.0	10.4	42.4	1.6+	13	33+	465	0.37+	1418+	24+	0+
Bread, White, 2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Lemon Bar, fMix, 1/48, Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
Lemon Frosting, 1/54, Asst	1/2 ounce	14	59	0.1	0.7	2.1	31.6	0.44	6.6	10.2	67.7	0.0	0	3	38	0.02	94	0	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1055+	26.1+	9.6	43.3+	36.3	9.09+	7.6	146.3+	54.1	7.0+	87+	247+	3503+	6.61+	2034+	98+	400+
Dinner																			
Meatballs, Beef/Chicken, 0.5oz Precc	6 each	85	213	12.1	24.6	15.2	69.3	5.32	24.2	3.0	6.1	0.0	84	30	152	1.64		2	
Spaghetti Sauce, fGoodSource, 4oz	4 ounces	124	46	1.8	14.0	0.2	4.3	0.05	0.9	10.4	81.7	1.6	0	14	523	1.02	475+	7	0+
Spaghetti Noodles, 1cup	1 cup	491	212	7.1	13.6	1.9	8.4	0.33	1.4	40.6	78.0	1.7	0	25	205	1.80	0	0	0
Bread, Garlic, 2each	2 slices	69	238	4.1	6.7	13.0	47.4	2.27+	8.3	28.2	45.9	1.0	0+	84	429	2.17	487	0+	0+
Peas, Frz, Buttered, 1/2cup	1/2 cup	96	103	4.8	18.2	4.0	34.4	0.82	7.0	12.5	47.4	4.1	0	22	353	1.40	2030	16	0+
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper, PC	1 each																		
Cookie Bar, fMix, 1/48, Asst	1 piece	60	240	2.8	4.7	8.3	31.5	2.31	8.8	37.8	63.8	0.0+	18	0+	120	1.66	0+	0+	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1056+	32.7+	12.6	42.6+	37.0	11.09+	9.7	133.5+	50.3	8.4+	102+	215+	2221+	9.69+	2992+	85+	400+
Daily Totals for Day 23			2936+	75.0+	10.1	118.3+	35.9	27.45+	8.4	402.9+	54.0	22.7+	189+	942+	7292+	19.65+	6234+	247+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 24

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Grits,Bulk,Buttered,1cup,Asst	1 cup	237	183	1.6	3.5	11.7	57.7	2.43	11.9	17.8	38.8	0.9	0	11	516	0.64	534	0	0+
Sausage Turkey Patty,2each	2 each	57	140	7.0	23.9	9.0	69.2	3.50	26.9	2.0	6.8	1.0	56	20	416	1.00			
Home Fried Potatoes,1cup	1 cup	51	191	3.6	7.0	5.0	21.8	0.71+	3.1	36.9	71.2	3.6	0+	21	248	0.70	1+	14	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine,Pot,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			759+	15.5+	8.7	36.5+	44.8	9.56+	12.0	90.7+	46.5	6.5+	56+	534+	2188+	4.42+	1395+	74+	400+
Lunch																			
Chicken Patty Breaded, 3.oz	1 each	77	291	13.0	18.1	18.1	56.7	3.51	11.0	18.0	25.1	1.0	35	0+	830	1.08	0	0+	
Bun,Hamburger,White,1each	1 each	43	120	4.0	13.2	1.5	11.1	0.00	0.0	23.0	75.7	1.0	0	100	220	1.80	0	0	
French Fries Oven Baked,1cup	1 cup	156	235	3.5	5.9	7.4	28.2	1.48	5.7	38.7	65.8	3.0	0	14	36	0.97	0+	27	0+
Corn,Frz,Buttered,1/2cup	1/2 cup	96	113	2.8	8.9	4.4	31.1	0.87	6.2	18.9	60.0	1.9	0	6	258	0.40	340	6	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Ketchup,PC,1each	1 each	9	9	0.2	6.3	0.0	2.5	0.00	0.4	2.3	91.2	0.0	0	2	100	0.05	84	1	0
White Cake,fMix,1/48,Asst	1 piece	80	170	1.9	4.4	1.9	9.9	0.94	4.9	36.9	85.7	0.5	0	119	412	1.28	0	0	0+
White Frosting,1/48,Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1008+	25.5+	10.0	35.6+	31.5	7.30+	6.5	150.2+	58.5	7.4+	35+	283+	2338+	5.58+	529+	94+	400+
Dinner																			
Ziti Baked,fScratch,w/MSP,10oz	12 ounces	834	516	24.1	18.7	19.7	34.3	5.85	10.2	60.8	47.0	4.8	76	175	2082	6.06	664+	18+	0+
Green Beans,Frz,Buttered,1/2cup	1/2 cup	96	68	1.7	9.7	3.8	50.0	0.80	10.4	7.0	40.3	2.4	0	40	258	0.79	659	12	0+
Biscuit,Garlic,fMix,1/54	1 each	89	271	3.0	4.4	15.9	52.3	3.91	12.9	29.7	43.3	1.0	0	173	580	1.87	603	0+	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Cherry Bar,fMix,1/48,Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1139+	32.2+	11.3	48.4+	38.1	13.05+	10.3	143.9+	50.6	8.2+	96+	429+	3513+	10.51+	1926+	90+	400+
Daily Totals for Day 24			2906+	73.1+	10.2	120.5+	37.6	29.91+	9.4	384.8+	52.3	22.1+	187+	1246+	8039+	20.51+	3851+	257+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 25

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal, Bulk, 1cup, Buttered, Sugare	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	27	32	1.58	119	0	0+
Egg, Patty, Scrambled, Irreg, FC	2 ounces	57	90	6.0	25.3	7.0	66.3			2.0	8.4		130	40	250	1.44			
Hashbrowns, fDehydrated, 1/2cup	1/2 cup	24	90	2.0	9.0	1.2	11.6	0.37	3.7	18.0	79.4	1.7	0	10	137	0.37	41	4	0+
Plain Muffin, fMix, 1/54, Asst	1 each	63	155	2.0	5.1	2.1	11.9	0.96	5.6	32.2	83.0	0.7	0	103	292	1.29	1	0	0+
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal, PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			642+	16.1+	9.8	22.5+	30.6	3.79+	5.2	96.5+	59.6	6.4+	130+	473+	1246+	4.68+	1019+	64+	400+
Lunch																			
Charbroil Patty, 3oz	1 each	85	190	12.0	27.1	13.0	66.1	5.00	25.4	3.0	6.8	1.0	75	20	690	1.80		1	
Bun, Hamburger, White, 1each	1 each	43	120	4.0	13.2	1.5	11.1	0.00	0.0	23.0	75.7	1.0	0	100	220	1.80	0	0	
Rice Pilaf, 1cup	1 cup	235	285	4.6	6.5	8.0	25.7	1.70	5.4	47.6	67.7	1.3+	0+	56	537	1.89	325+	3+	0+
Boston Baked Beans, Dry, 1cup	1 cup	509	471	19.9	16.7	1.3	2.5	0.23	0.4	96.3	80.8	14.4	0	189	610	6.18	73	8	0+
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper, PC	1 each																		
White Frosting, 1/48, Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Gelatin Poke Cake, fMix, 1/54, Asst	1 piece	84	164	1.9	4.7	1.7	9.1	0.84	4.6	35.8	86.2	0.4	0	106	383	1.14	0	0	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1302+	42.6+	13.3	27.9+	20.0	8.27+	6.0	218.1+	66.7	18.2+	75+	514+	2922+	12.83+	504+	71+	400+
Dinner																			
Turkey Pot Pie, fTurkey E&P, 8oz	8 ounces	216	174	11.7	26.2	7.7	38.6	1.69	8.5	15.7	35.1	2.3+	27+	42	997	1.23	3893+	6+	0+
Biscuit, fMix, 1/48	2 each	161	336	6.2	7.4	5.4	14.5	2.49	6.7	65.8	78.1	2.2	0	377	948	4.16	5	0+	0+
Carrots, Frz, Candied, 1/2cup	1/2 cup	101	86	0.8	3.4	4.1	40.7	0.80	8.0	12.6	56.0	3.0	0	39	318	0.44	13053	2	0+
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Cookie Bar, fMix, 1/48, Asst	1 piece	60	240	2.8	4.7	8.3	31.5	2.31	8.8	37.8	63.8	0.0+	18	0+	120	1.66	0+	0+	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			913+	21.6+	9.3	33.5+	32.6	8.96+	8.7	133.0+	58.1	7.5+	46+	501+	2917+	7.49+	17309+	68+	400+
Daily Totals for Day 25			2857+	80.2+	11.2	83.9+	26.4	21.02+	6.7	447.6+	62.4	32.0+	251+	1488+	7085+	25.00+	18832+	204+	1200+

includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 26

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Farina,Bulk,Buttered,Sugared,1cup,	1 cup	262	206	3.4	6.7	2.0	8.7	0.40	1.8	43.4	84.6	0.6	0	12	306	0.50	81	0	0+
T. Ham Sliced,2oz	2 ounces	57	110	7.0	25.0	8.0	64.3	2.00	16.1	3.0	10.7	0.0	35	0	1050	0.72	0	0	0
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	0
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	0
Breakfast Totals			561+	13.7+	9.7	20.8+	32.9	5.32+	8.4	80.4+	57.5	1.7+	35+	493+	2363+	3.30+	941+	60+	400+
Lunch																			
Meat Loaf Patty,3oz	1 each	85	180	13.0	30.6	10.0	52.9	4.00	21.2	7.0	16.5	3.0	55		350				
Brown Gravy,4oz	4 ounces	132	104	2.7	10.4	5.9	51.2	1.22	10.6	9.9	38.4	0.6+	1+	38	748	0.53	246+	0+	0+
Mashed Potatoes,Inst,1cup	1 cup	226	157	3.7	9.2	0.2	1.0	0.08	0.4	36.0	89.7	2.9	0	18	195	0.54	5	36	0
Mixed Vegetables,Frz,Buttered,1/2c	1/2 cup	96	86	2.7	11.4	4.1	39.2	0.84	8.0	11.6	49.3	2.6	0	25	292	0.80	4639	9	0+
Bread,White,2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Brownie,f/Mix,1/48,Asst	1 piece	59	180	1.9	4.1	2.8	14.0	1.42	7.0	37.3	81.9	1.9	0	10	256	1.28	0	0	0+
Chocolate Frosting,1/48,Asst	1/2 ounce	16	67	0.2	1.2	2.4	31.6	0.53	6.9	11.7	67.2	0.2	0	4	43	0.08	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			990+	28.3+	11.5	35.5+	32.2	9.75+	9.0	142.6+	56.3	12.2+	56+	217+	2717+	5.38+	5353+	105+	400+
Dinner																			
Tator Tot Casserole,w/MSP,8oz	8 ounces	240	346	12.0	13.6	19.0	48.5	4.83	12.3	33.5	37.9	3.4+	47+	99	814	2.15	1490+	10+	0+
Peas,Frz,Buttered,1/2cup	1/2 cup	96	103	4.8	18.2	4.0	34.4	0.82	7.0	12.5	47.4	4.1	0	22	353	1.40	2030	16	0+
Bread,White,2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Chocolate Cake,f/Mix,1/48,Asst	1 piece	76	170	2.4	5.4	2.1	11.0	1.18	6.1	36.4	83.6	1.4	0	119	412	1.70	0	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			836+	23.3+	10.9	35.2+	37.1	8.50+	9.0	111.4+	52.0	9.9+	47+	363+	2413+	7.41+	3877+	86+	400+
Daily Totals for Day 26			2387+	65.2+	10.9	91.5+	34.1	23.57+	8.8	334.4+	55.1	23.8+	137+	1073+	7493+	16.09+	10172+	251+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 27

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal, Bulk, 1cup, Buttered, Sugars	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	28	315	1.58	119	0	0+
Pancakes, 1.2oz, 2each	2 each	68	147	4.0	11.1	2.7	16.7	0.33	2.1	26.0	72.2	1.3	17	27	314	1.20	0	0	
Syrup, Pancake, Bulk, 2oz	2 ounces	80	211	0.0	0.0					52.7	100.0				96		10		
Peanut Butter, PC, 1each	2 each	28	158	6.0	14.0	12.8	67.3	2.60	13.7	8.0	18.7	1.0	0	14	114				
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper, PC	1 each																		
Nutri-Cal, PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			822+	16.1+	7.6	27.7+	29.0	5.40+	5.6	131.0+	63.4	6.3+	17+	361+	1372+	2.78+	986+	60+	400+
Lunch																			
Hot Turkey Sandwich w/Gravy, w/Tu	1 each	244	276	20.8	29.9	9.9	31.9	2.07+	6.7	26.6	38.2	1.1+	48+	96	1648	2.55	248+	0+	0+
Rice Pilaf, 1cup	1 cup	235	285	4.6	6.5	8.0	25.7	1.70	5.4	47.6	67.7	1.3+	0+	56	537	1.89	325+	3+	0+
Carrots, Frz, Buttered, 1/2cup	1/2 cup	96	66	0.8	4.4	4.1	53.2	0.80	10.5	7.3	42.3	3.0	0	35	317	0.41	13054	2	0+
Bread, White, 1 each	1 slice	28	70	2.0	11.0	1.0	12.3			14.0	76.7	0.5		40	150	1.08	0		
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Lemon Bar, f/Mix, 1/48, Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
White Frosting, 1/48, Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00	60	400	
Lunch Totals			1118+	31.8+	11.3	42.4+	33.8	9.23+	7.4	153.5+	54.9	5.9+	68+	273+	3382+	7.75+	14091+	65+	400+
Dinner																			
Chicken Patty Breaded, 3 oz	1 each	77	291	13.0	18.1	18.1	56.7	3.51	11.0	18.0	25.1	1.0	35	0+	830	1.08	0	0+	
Poultry Gravy, 4oz	4 Fl ozs	132	104	2.7	10.4	5.9	51.1	1.22	10.6	10.0	38.6	0.6+	1+	39	749	0.55	248+	0+	0+
Rice Pilaf, 1cup	1 cup	235	285	4.6	6.5	8.0	25.7	1.70	5.4	47.6	67.7	1.3+	0+	56	537	1.89	325+	3+	0+
Green Beans, Frz, Buttered, 1/2cup	1/2 cup	96	68	1.7	9.7	3.8	50.0	0.80	10.4	7.0	40.3	2.4	0	40	258	0.79	659	12	0+
Bread, White, 2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper, PC	1 each																		
White Cake, f/Mix, 1/48, Asst	1 piece	80	170	1.9	4.4	1.9	9.9	0.94	4.9	36.9	85.7	0.5	0	119	412	1.28	0	0	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00	60	400	
Dinner Totals			1135+	27.9+	9.9	47.8+	37.9	9.85+	7.8	148.5+	52.2	6.7+	36+	377+	3620+	7.74+	1590+	74+	400+
Daily Totals for Day 27			3076+	75.8+	9.8	117.8+	34.1	24.47+	7.1	433.0+	56.2	19.0+	120+	1012+	8375+	18.27+	16667+	199+	1200+

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+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 28

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal,Bulk,1cup,Buttered,Sugare	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	28	315	1.58	119	0	0+
Sausage Turkey Patty,2each	2 each	57	140	7.0	23.9	9.0	69.2	3.50	26.9	2.0	6.8	1.0	56	20	416	1.00			
Pancakes,1,2oz,2each	2 each	68	147	4.0	11.1	2.7	16.7	0.33	2.1	26.0	72.2	1.3	17	27	314	1.20	0	0	
Syrup Pancake,Bulk,2oz	2 ounces	80	211	0.0	0.0					52.7	100.0				96		10		
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			804+	17.1+	9.2	23.9+	28.5	6.30+	7.8	125.0+	62.3	6.3+	73+	367+	1674+	3.78+	986+	60+	400+
Lunch																			
Goulash,w/MSP,8oz	8 ounces	539	337	15.0	18.0	12.1	32.5	3.56	9.6	41.2	49.4	2.4+	46+	103	396	3.27	109+	6+	0+
Corn,Frz,Buttered,1/2cup	1/2 cup	96	113	2.8	8.9	4.4	31.1	0.87	6.2	18.9	60.0	1.9	0	6	258	0.40	340	6	0+
Bread,White,2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Spice Bar,fMix,1/48,Asst	1 each	83	199	1.9	3.7	2.1	9.4	0.94	4.2	44.2	86.9	0.9	0	119	412	1.28	0	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			865+	23.8+	10.8	28.6+	29.1	7.05+	7.2	133.4+	60.0	6.3+	46+	351+	1900+	7.11+	807+	72+	400+
Dinner																			
T. Ham Sliced,3oz	3 ounces	85	165	10.5	25.0	12.0	64.3	3.00	16.1	4.5	10.7	0.0	52	0	1575	1.08	0	0	
Red Beans & Rice,8oz	8 ounces	121	428	12.5	11.9	1.2	2.5	0.31	0.7	89.8	85.6	7.4	0	102+	152	5.01+	26+	1+	0+
Mixed Vegetables,Frz,Buttered,1/2c	1/2 cup	96	86	2.7	11.4	4.1	39.2	0.84	8.0	11.6	49.3	2.6	0	25	292	0.80	4639	9	0+
Cornbread,fMix,1/48	1 piece	81	175	2.7	6.1	2.5	12.8	1.01	5.2	35.5	81.0	1.0	0	116	426	1.42	6	0	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Cherry Bar,fMix,1/48,Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
White Frosting,1/48,Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1275+	31.9+	10.0	39.1+	27.2	9.80+	6.8	199.4+	62.9	11.1+	72+	289+	3176+	10.12+	5134+	71+	400+
Daily Totals for Day 28			2945+	72.9+	10.0	91.6+	28.1	23.15+	7.2	457.9+	61.9	23.7+	191+	1007+	6750+	21.01+	6927+	203+	1200+

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+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 29

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal, Bulk, 1cup, Buttered, Sugars	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	28	315	1.58	119	0	0+
Cheesy Hashbrown Casserole, 8oz	8 ounces	241	144	3.5	9.9	1.3	8.1	0.24+	1.5	29.3	82.0	2.2+	0+	47	883	0.54	1+	9+	0+
Biscuit, fMix, 1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal, PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			619+	12.7+	8.2	16.2+	23.3	3.95+	5.7	106.5+	68.5	7.2+	0+	556+	2206+	4.20+	980+	69+	400+
Lunch																			
Charbroil Patty, 3oz	1 each	85	190	12.0	27.1	13.0	66.1	5.00	25.4	3.0	6.8	1.0	75	20	690	1.80		1	
Cheese Slice American, Imitation, 67	1 slice	19	59	1.0	7.0	4.9	78.9			2.0	14.0	0.0	0		226				
Bun, Hamburger, White, 1each	1 each	43	120	4.0	13.2	1.5	11.1	0.00	0.0	23.0	75.7	1.0	0	100	220	1.80	0	0	
French Fries Oven Baked, 1cup	1 cup	156	235	3.5	5.9	7.4	28.2	1.48	5.7	38.7	65.8	3.0	0	14	36	0.97	0+	27	0+
Green Beans, Frz, Buttered, 1/2cup	1/2 cup	96	68	1.7	9.7	3.8	50.0	0.80	10.4	7.0	40.3	2.4	0	40	258	0.79	659	12	0+
Ketchup, PC, 1each	1 each	9	9	0.2	6.3	0.0	2.5	0.00	0.4	2.3	91.2	0.0	0	2	100	0.05	84	1	0
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper, PC	1 each																		
Cherry Bar, fMix, 1/48, Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
White Frosting, 1/48, Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1031+	25.8+	10.4	42.0+	37.7	10.27+	9.3	133.8+	51.9	7.4+	95+	219+	2167+	7.21+	849+	101+	400+
Dinner																			
Turkey a la King, w/Turkey E&P, 8oz	10 ounces	306	275	24.5	35.6	12.2	39.8	2.82	9.2	16.9	24.6	1.0+	63+	67	2204	1.89	401+	2+	0+
Fluffy Rice, 1cup	1 cup	228	238	4.8	8.3	0.7	2.6	0.19	0.7	51.4	89.2	1.1	0	50	574	2.12	0	0	0
Peas & Carrots, Frz, Buttered, 1/2cup	1/2 cup	96	81	3.1	13.9	4.1	40.7	0.84	8.3	10.2	45.4	3.1	0	27	327	1.00	8778	10	0+
Biscuit, fMix, 1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Cookie Bar, fMix, 1/48, Asst	1 piece	60	240	2.8	4.7	8.3	31.5	2.31	8.8	37.8	63.8	0.0+	18	0+	120	1.66	0+	0+	0+
Chocolate Frosting, 1/48, Asst	1/2 ounce	16	67	0.2	1.2	2.4	31.6	0.53	6.9	11.7	67.2	0.2	0	4	43	0.08	106	0	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1145+	38.6+	13.4	38.4+	29.8	9.59+	7.5	162.0+	56.8	6.5+	81+	379+	4275+	8.83+	9645+	72+	400+
Daily Totals for Day 29			2795+	77.2+	11.1	96.7+	31.3	23.81+	7.7	402.4+	57.6	21.1+	177+	1154+	8648+	20.24+	11474+	242+	1200+

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Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 30

Recipe Name	Size	Amt (gm)	Calories (kcal)	Protein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbohydrat (gm)	% Cal. Carbs (%)	Dietary Fiber (gm)	Cholesterol (mg)	Calcium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal, Bulk, 1cup, Buttered, Sugared	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	28	315	1.58	119	0	0+
Egg, Patty, Scrambled, Irreg, FC	2 ounces	57	90	6.0	25.3	7.0	66.3			2.0	8.4		130	40	250	1.44			
Home Fried Potatoes, 1cup	1 cup	51	191	3.6	7.0	5.0	21.8	0.71+	3.1	36.9	71.2	3.6	0+	21	248	0.70	1+	14	0+
Biscuit, fMix, 1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal, PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			756+	18.9+	9.6	27.0+	30.9	4.42+	5.1	116.2+	59.5	8.6+	130+	570+	1821+	5.80+	980+	74+	400+
Lunch																			
Sausage 5-1 Poultry Link, 3.2oz	1 each	91	169	11.0	26.8	12.0	65.9	3.99	22.0	3.0	7.3		75	100	887	1.44			
Scalloped Potatoes, fDehydrated, 1cup	1 cup	275	238	7.2	11.3	4.3	15.2	0.83+	3.0	46.6	73.4	4.4	2+	88	437	1.19	164+	14+	0+
Ranch Beans, Dry, 1cup	1 cup	533	333	20.2	24.0	1.2	3.3	0.23	0.6	61.1	72.7	15.0	0	142	419	5.40	91	14	0+
Bread, White, 2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Chocolate Pudding, 1/2cup, Asst	1/2 cup	121	110	0.7	2.4	3.4	27.6	0.00+	0.0	19.4	70.0	0.0+	0	18	160	0.22	0+	0+	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1068+	43.1+	16.0	30.9+	26.0	6.72+	5.7	159.2+	58.0	20.4+	76+	471+	2737+	10.41+	613+	87+	400+
Dinner																			
Spanish Rice Casserole, w/MSP, 8oz	8 ounces	258	402	14.3	14.4	19.4	43.9	5.16	11.7	41.5	41.7	1.7	58	119	311	3.28	345+	4+	0+
Mexican Corn, Frz, 1/2cup	1/2 cup	100	85	2.9	11.8	0.7	6.6	0.11	1.0	20.1	81.6	2.1	0	7	231	0.43	190	7	0+
Cornbread, fMix, 1/48	1 piece	81	175	2.7	6.1	2.5	12.8	1.01	5.2	35.5	81.0	1.0	0	116	426	1.42	6	0	0+
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
White Cake, fMix, 1/48, Asst	1 piece	80	170	1.9	4.4	1.9	9.9	0.94	4.9	36.9	85.7	0.5	0	119	412	1.28	0	0	0+
White Frosting, 1/48, Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			976+	22.0+	8.9	34.9+	32.1	9.39+	8.7	146.5+	59.0	5.3+	58+	408+	1957+	6.42+	1004+	70+	400+
Daily Totals for Day 30			2800+	84.0+	11.8	92.8+	29.5	20.54+	6.6	421.9+	58.7	34.3+	264+	1448+	6515+	22.62+	2597+	232+	1200+

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Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 31

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Farina,Bulk,Buttered,Sugared,1cup,	1 cup	262	206	3.4	6.7	2.0	8.7	0.40	1.8	43.4	84.6	0.6	0	12	306	0.50	81	0	0+
Hashbrowns,fDehydrated,1/2cup	1/2 cup	24	90	2.0	9.0	1.2	11.6	0.37	3.7	18.0	79.4	1.7	0	10	137	0.37	41	4	0+
Peanut Butter,PC,1each	2 each	28	158	6.0	14.0	12.8	67.3	2.60	13.7	8.0	18.7	1.0	0	14	114				
Biscuit,fMix,1/48	2 each	161	336	6.2	7.4	5.4	14.5	2.49	6.7	65.8	78.1	2.2	0	377	948	4.16	5	0+	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			867+	17.8+	8.0	29.4+	29.4	7.54+	7.6	136.3+	62.6	5.5+	0+	705+	2039+	5.02+	985+	64+	400+
Lunch																			
T. Ham Sliced,3oz	3 ounces	85	165	10.5	25.0	12.0	64.3	3.00	16.1	4.5	10.7	0.0	52	0	1575	1.08	0	0	
Macaroni & Cheese,1cup	1 cup	169	282	8.3	12.0	2.4	7.9	0.16+	0.5	55.4	80.1	1.8+	0+	42	539	1.93	0+	8	0+
Coleslaw Creamy,1/2cup	1/2 cup	97	97	0.9	3.5	5.9	54.0	0.66	6.0	10.4	42.4	1.6+	13	33+	465	0.37+	1418+	24+	0+
Bread,White,1 each	1 slice	26	70	2.0	11.0	1.0	12.3			14.0	76.7	0.5		40	150	1.08	0		
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Oatmeal Bar,fMix,1/48,Asst	1 each	60	223	3.3	5.9	6.5	26.2	2.60	10.5	38.0	67.9	1.7	0+	68	172	1.37	1	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			914+	25.0+	10.9	35.9+	34.9	8.09+	7.9	123.4+	54.2	5.6+	65+	225+	3434+	5.82+	1777+	92+	400+
Dinner																			
Meat Loaf Patty,3oz	1 each	85	180	13.0	30.6	10.0	52.9	4.00	21.2	7.0	16.5	3.0	55		350				
Brown Gravy,4oz	4 ounces	132	104	2.7	10.4	5.9	51.2	1.22	10.6	9.9	38.4	0.6+	1+	38	748	0.53	246+	0+	0+
Mashed Potatoes,Inst,1cup	1 cup	226	157	3.7	9.2	0.2	1.0	0.08	0.4	36.0	89.7	2.9	0	18	195	0.54	5	36	0
Carrots,Frz,Buttered,1/2cup	1/2 cup	96	66	0.8	4.4	4.1	53.2	0.80	10.5	7.3	42.3	3.0	0	35	317	0.41	13054	2	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper,PC	1 each																		
Cookie Bar,fMix,1/48,Asst	1 piece	60	240	2.8	4.7	8.3	31.5	2.31	8.8	37.8	63.8	0.0+	18	0+	120	1.66	0+	0+	0+
White Frosting,1/48,Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1057+	26.2+	10.2	41.6+	35.7	11.82+	10.2	143.5+	54.1	10.6+	74+	325+	2780+	5.24+	13771+	98+	400+
Daily Totals for Day 31			2838+	69.1+	9.7	106.9+	33.5	27.44+	8.7	403.1+	56.7	21.8+	140+	1256+	8253+	16.08+	16533+	254+	1200+

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Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 32

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal, Bulk, 1cup, Buttered, Sugars	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	28	315	1.58	119	0	0+
Sausage Turkey Patty, 2each	2 each	57	140	7.0	23.9	9.0	69.2	3.50	26.9	2.0	6.8	1.0	56	20	416	1.00			
Hashbrowns, fDehydrated, 1cup	1 cup	48	180	4.1	9.0	2.3	11.6	0.74	3.7	35.9	79.4	3.5	0	19	275	0.74	82	8	0+
Coffee Cake, fCakeMix, 1/48	1 piece	102	270	2.0	2.9	6.2	20.2	1.83	6.0	52.8	76.9	0.6	0	136	467	1.40	191	0	0+
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal, PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			897+	19.1+	9.1	29.7+	31.3	8.54+	9.2	135.0+	59.7	9.0+	56+	495+	2007+	4.73+	1250+	68+	400+
Lunch																			
Turkey Chow Mein, w/Turkey E&P, 8	8 ounces	235	155	14.4	36.5	5.8	32.9	1.19	6.8	12.0	30.6	2.7+	35+	52	1461	1.42	4011+	15+	0+
Fluffy Rice, 1cup	1 cup	228	238	4.8	8.3	0.7	2.6	0.19	0.7	51.4	89.2	1.1	0	50	574	2.12	0	0	0
Green Beans, Frz, Buttered, 1/2cup	1/2 cup	96	68	1.7	9.7	3.8	50.0	0.80	10.4	7.0	40.3	2.4	0	40	258	0.79	659	12	0+
Biscuit, fMix, 1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper, PC	1 each																		
Cherry Bar, fMix, 1/48, Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
White Frosting, 1/48, Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1050+	27.6+	10.5	32.4+	27.5	8.08+	6.9	161.4+	62.0	7.3+	55+	378+	3496+	8.22+	5136+	86+	400+
Dinner																			
Hot Dog w/Chili, 2each	2 each	147	211	13.9	24.8	16.1	64.8	5.03	20.2	5.8	10.4	1.8	80	52	997	2.11	136+	2+	0+
Bun, Hot Dog, White, 2each	2 each	86	240	8.0	13.2	3.0	11.1	0.00	0.0	46.0	75.7	2.0	0	200	440	3.60	0	0	
French Fries Oven Baked, 1cup	1 cup	156	235	3.5	5.9	7.4	28.2	1.48	5.7	38.7	65.8	3.0	0	14	36	0.97	0+	27	0+
Peas, Frz, Buttered, 1/2cup	1/2 cup	96	103	4.8	18.2	4.0	34.4	0.82	7.0	12.5	47.4	4.1	0	22	353	1.40	2030	16	0+
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper, PC	1 each																		
Cherry Bar, fMix, 1/48, Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
White Frosting, 1/48, Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1138+	33.7+	11.5	41.9+	32.3	10.31+	7.9	161.0+	56.3	10.9+	100+	332+	2462+	9.89+	2272+	105+	400+
Daily Totals for Day 32			3086+	80.4+	10.4	104.0+	30.4	26.93+	7.9	457.3+	59.2	27.2+	211+	1205+	7965+	22.83+	8657+	259+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

CBMMAIN Production Data

Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 33

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal,Bulk,1cup,Buttered,Sugare	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	28	315	1.58	119	0	0+
Bologna Turkey,fLog,2oz	2 ounces	57	111	8.1	26.4	9.1	66.9	2.53	18.6	2.0	6.6	0.0	46	40	678	0.73		1	
Home Fried Potatoes,1cup	1 cup	51	191	3.6	7.0	5.0	21.8	0.71+	3.1	36.9	71.2	3.6	0+	21	248	0.70	1+	14	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			777+	21.0+	10.2	29.1+	32.0	6.95+	7.7	116.2+	57.8	8.6+	46+	570+	2250+	5.09+	980+	75+	400+
Lunch																			
Chicken Patty Breaded, 3 oz	1 each	77	291	13.0	18.1	18.1	56.7	3.51	11.0	18.0	25.1	1.0	35	0+	830	1.08	0	0+	
Fluffy Rice,1cup	1 cup	228	238	4.8	8.3	0.7	2.6	0.19	0.7	51.4	89.2	1.1	0	50	574	2.12	0	0	0
Poultry Gravy,2oz	2 Fl ozs	66	52	1.3	10.4	2.9	51.1	0.61	10.6	5.0	38.6	0.3+	0+	20	375	0.28	124+	0+	0+
Peas & Carrots,Frz,Buttered,1/2cup	1/2 cup	96	81	3.1	13.9	4.1	40.7	0.84	8.3	10.2	45.4	3.1	0	27	327	1.00	8778	10	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
White Cake,fMix,1/48,Asst	1 piece	80	170	1.9	4.4	1.9	9.9	0.94	4.9	36.9	85.7	0.5	0	119	412	1.28	0	0	0+
White Frosting,1/48,Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00	60	400	
Lunch Totals			1142+	27.5+	9.6	40.8+	31.8	9.50+	7.4	166.9+	58.6	7.1+	36+	450+	3568+	7.85+	9368+	70+	400+
Dinner																			
Enchilada Casserole,MSP,8oz	8 ounces	254	463	20.4	17.4	24.5	46.9	6.67+	12.8	42.0	35.7	9.0	72	146	901	3.88+	669+	5+	0+
Corn,Frz,Buttered,1/2cup	1/2 cup	96	113	2.8	8.9	4.4	31.1	0.87	6.2	18.9	60.0	1.9	0	6	258	0.40	340	6	0+
Cornbread,fMix,1/48	1 piece	81	175	2.7	6.1	2.5	12.8	1.01	5.2	35.5	81.0	1.0	0	116	426	1.42	6	0	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Cherry Bar,fMix,1/48,Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
Chocolate Frosting,1/48,Asst	1/2 ounce	16	67	0.2	1.2	2.4	31.6	0.53	6.9	11.7	67.2	0.2	0	4	43	0.08	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00	60	400	
Dinner Totals			1174+	29.6+	9.9	50.8+	38.2	13.24+	10.0	154.7+	51.9	12.1+	92+	315+	2316+	7.57+	1478+	71+	400+
Daily Totals for Day 33			3094+	78.0+	9.9	120.6+	34.3	29.69+	8.5	437.9+	55.8	27.9+	173+	1335+	8133+	20.50+	11826+	216+	1200+

includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 34

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal, Bulk, 1cup, Buttered, Sugare	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	28	315	1.58	119	0	0+
Egg, Patty, Scrambled, Irreg, FC	2 ounces	57	90	6.0	25.3	7.0	66.3			2.0	8.4		130	40	250	1.44			
Hashbrowns, fDehydrated, 1cup	1 cup	48	180	4.1	9.0	2.3	11.6	0.74	3.7	35.9	79.4	3.5	0	19	275	0.74	82	8	0+
Biscuit, fMix, 1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal, PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			745+	19.3+	10.1	24.3+	28.6	4.45+	5.3	115.2+	61.3	8.5+	130+	568+	1848+	5.84+	1061+	68+	400+
Lunch																			
Meatballs, Beef/Chicken, 0.5oz Precc	6 each	85	213	12.1	24.6	15.2	69.3	5.32	24.2	3.0	6.1	0.0	84	30	152	1.64		2	
Pasta Noodles, 1cup	1 cup	491	212	7.1	13.6	1.9	8.4	0.33	1.4	40.6	78.0	1.7	0	25	205	1.80	0	0	0
Mixed Vegetables, Frz, Buttered, 1/2c	1/2 cup	96	86	2.7	11.4	4.1	39.2	0.84	8.0	11.6	49.3	2.6	0	25	292	0.80	4639	9	0+
Bread, White, 2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper, PC	1 each																		
Brownie, fMix, 1/48, Asst	1 piece	59	180	1.9	4.1	2.8	14.0	1.42	7.0	37.3	81.9	1.9	0	10	256	1.28	0	0	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			907+	27.9+	12.6	34.1+	34.4	9.56+	9.8	121.6+	53.0	7.3+	84+	213+	1739+	7.67+	4997+	71+	400+
Dinner																			
T. Ham & Cheesy Rice Casserole, 8	8 ounces	211	324	10.0	12.5	11.2	31.5	2.45+	6.9	44.9	56.1	1.0+	31+	55	1874	2.08	157+	5+	0+
Carrots, Frz, Buttered, 1/2cup	1/2 cup	96	66	0.8	4.4	4.1	53.2	0.80	10.5	7.3	42.3	3.0	0	35	317	0.41	13054	2	0+
Bread, White, 2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Lemon Bar, fMix, 1/48, Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			885+	18.2+	8.2	34.3+	34.6	7.41+	7.5	126.8+	57.1	5.0+	50+	213+	3178+	6.46+	13569+	67+	400+
Daily Totals for Day 34			2537+	65.4+	10.3	92.7+	32.8	21.43+	7.7	363.6+	56.9	20.8+	264+	993+	6765+	19.97+	19627+	206+	1200+

includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 35

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Farina,Bulk,Buttered,Sugared,1cup,	1 cup	262	206	3.4	6.7	2.0	8.7	0.40	1.8	43.4	84.6	0.6	0	12	306	0.50	81	0	0+
Pancakes,1.2oz,2each	2 each	68	147	4.0	11.1	2.7	16.7	0.33	2.1	26.0	72.2	1.3	17	27	314	1.20	0	0	
Syrup Pancake,Bulk,2oz	2 ounces	80	211	0.0	0.0					52.7	100.0				96		10		
Sausage Turkey Patty,2each	2 each	57	140	7.0	23.9	9.0	69.2	3.50	26.9	2.0	6.8	1.0	56	20	416	1.00			
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
^Pepper,PC	1 each																		
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			780+	14.5+	8.2	21.7+	27.0	5.91+	7.6	125.1+	64.8	2.9+	73+	351+	1665+	2.70+	948+	60+	400+
Lunch																			
Chuckwagon Steak Patty,3oz	1 each	85	270	10.0	15.3	18.0	61.8	6.50	22.3	15.0	22.9	2.0	30	60	413	2.00			
Au Gratin Potatoes,1cup	1 cup	201	190	4.8	9.3	1.1	4.8	0.02+	0.1	44.2	85.9	3.9+	0+	53	541	0.80	1+	18	0+
Peas,Frz,Buttered,1/2cup	1/2 cup	96	103	4.8	18.2	4.0	34.4	0.82	7.0	12.5	47.4	4.1	0	22	353	1.40	2030	16	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
White Cake,fMix,1/48,Asst	1 piece	80	170	1.9	4.4	1.9	9.9	0.94	4.9	36.9	85.7	0.5	0	119	412	1.28	0	0	0+
White Frosting,1/48,Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1044+	24.8+	9.4	38.1+	33.0	11.69+	10.2	154.0+	57.6	11.5+	30+	489+	2770+	7.57+	2497+	94+	400+
Dinner																			
Hot Turkey Sandwich w/Gravy,w/Tu	1 each	244	276	20.8	29.9	9.9	31.9	2.07+	6.7	26.6	38.2	1.1+	48+	96	1648	2.55	248+	0+	0+
Mashed Potatoes,Inst,1cup	1 cup	226	157	3.7	9.2	0.2	1.0	0.08	0.4	36.0	89.7	2.9	0	18	195	0.54	5	36	0
Coleslaw Creamy,1cup	1 cup	194	194	1.7	3.5	11.8	54.0	1.32	6.0	20.8	42.4	3.3+	26	65+	931	0.73+	2837+	49+	0+
Bread,White,2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Oatmeal Bar,fMix,1/48,Asst	1 each	60	223	3.3	5.9	6.5	26.2	2.60	10.5	38.0	67.9	1.7	0+	68	172	1.37	1	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1067+	33.7+	12.4	38.4+	32.0	7.74+	6.5	150.4+	55.5	10.0+	73+	370+	3779+	7.35+	3449+	144+	400+
Daily Totals for Day 35			2891+	73.0+	10.2	98.3+	31.0	25.34+	8.1	429.5+	58.8	24.4+	176+	1211+	8213+	17.63+	6894+	298+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 36

Recipe Name	Size	Amt (gm)	Calories (kcal)	Protein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbohydrat (gm)	% Cal. Carbs (%)	Dietary Fiber (gm)	Cholesterol (mg)	Calcium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal, Bulk, 1cup, Buttered, Sugared	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	28	315	1.58	119	0	0+
Peanut Butter, PC, 1each	2 each	28	158	6.0	14.0	12.8	67.3	2.60	13.7	8.0	18.7	1.0	0	14	114				
Biscuit, fMix, 1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
Coffee Cake, fCakeMix, 1/48	1 piece	102	270	2.0	2.9	6.2	20.2	1.83	6.0	52.8	76.9	0.6	0	136	467	1.40	191	0	0+
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal, PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			903+	17.2+	7.3	33.9+	32.5	8.14+	7.8	138.0+	60.2	6.6+	0+	659+	1904+	5.07+	1170+	60+	400+
Lunch																			
Sausage 5-1 Poultry Link, 3.2oz	1 each	91	169	11.0	26.8	12.0	65.9	3.99	22.0	3.0	7.3		75	100	887	1.44			
Bun, Hot Dog, White, 2each	2 each	86	240	8.0	13.2	3.0	11.1	0.00	0.0	46.0	75.7	2.0	0	200	440	3.60	0	0	
French Fries Oven Baked, 1cup	1 cup	156	235	3.5	5.9	7.4	28.2	1.48	5.7	38.7	65.8	3.0	0	14	36	0.97	0+	27	0+
Boston Baked Beans, Dry, 1cup	1 cup	509	471	19.9	16.7	1.3	2.5	0.23	0.4	96.3	80.8	14.4	0	189	610	6.18	73	8	0+
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Ketchup, PC, 1each	1 each	9	9	0.2	6.3	0.0	2.5	0.00	0.4	2.3	91.2	0.0	0	2	100	0.05	84	1	0
Brownie, fMix, 1/48, Asst	1 piece	59	180	1.9	4.1	2.8	14.0	1.42	7.0	37.3	81.9	1.9	0	10	256	1.28	0	0	0+
Chocolate Frosting, 1/48, Asst	1/2 ounce	16	67	0.2	1.2	2.4	31.6	0.53	6.9	11.7	67.2	0.2	0	4	43	0.08	106	0	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1376+	44.6+	13.0	29.0+	19.1	7.65+	5.1	236.2+	67.9	21.5+	75+	558+	2811+	13.58+	263+	96+	400+
Dinner																			
Turkey Jambalaya, w/MSP, 8oz	8 ounces	226	254	8.6	13.7	8.7	30.9	2.37	8.5	34.9	55.5	1.9+	27+	90	646	2.72	249+	8+	0+
Corn, Frz, Buttered, 1/2cup	1/2 cup	96	113	2.8	8.9	4.4	31.1	0.87	6.2	18.9	60.0	1.9	0	6	258	0.40	340	6	0+
Cornbread, fMix, 1/48	1 piece	81	175	2.7	6.1	2.5	12.8	1.01	5.2	35.5	81.0	1.0	0	116	426	1.42	6	0	0+
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Oatmeal Bar, fMix, 1/48, Asst	1 each	60	223	3.3	5.9	6.5	26.2	2.60	10.5	38.0	67.9	1.7	0+	68	172	1.37	1	0+	0+
White Frosting, 1/48, Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			908+	17.6+	7.6	32.5+	31.6	9.01+	8.8	139.9+	60.8	6.5+	27+	325+	2078+	5.92+	1059+	74+	400+
Daily Totals for Day 36			3187+	79.4+	9.9	95.4+	26.4	24.81+	6.9	514.1+	63.7	34.6+	102+	1542+	6793+	24.57+	2491+	230+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
* Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 37

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Farina,Bulk,Buttered,Sugared,1cup,	1 cup	262	206	3.4	6.7	2.0	8.7	0.40	1.8	43.4	84.6	0.6	0	12	306	0.50	81	0	0+
Egg,Patty,Scrambled,Irreg,FC	2 ounces	57	90	6.0	25.3	7.0	66.3			2.0	8.4		130	40	250	1.44			
Hashbrowns,fDehydrated,1/2cup	1/2 cup	24	90	2.0	9.0	1.2	11.6	0.37	3.7	18.0	79.4	1.7	0	10	137	0.37	41	4	0+
Plain Muffin,fMix,1/54,Asst	1 each	63	155	2.0	5.1	2.1	11.9	0.96	5.6	32.2	83.0	0.7	0	103	292	1.29	1	0	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			617+	13.5+	8.6	20.3+	28.8	3.40+	4.9	96.6+	62.7	3.0+	130+	457+	1519+	3.60+	981+	64+	400+
Lunch																			
Hot Dog,Turkey,3.2oz,2each	2 each	91	180	12.0	25.0	16.0	75.0	5.00	23.4	0.0	0.0	0.0	80	40	940	1.44			
Bun,Hot Dog,White,2each	2 each	86	240	8.0	13.2	3.0	11.1	0.00	0.0	46.0	75.7	2.0	0	200	440	3.60	0	0	
Tortilla Chips,Bulk,1oz	1 ounce	28	139	2.2	6.2	6.6	41.7	0.80	5.0	18.6	52.1	1.5	0	49	119	0.66	1	0	0
Mixed Vegetables,Frz,Buttered,1/2c	1/2 cup	96	86	2.7	11.4	4.1	39.2	0.84	8.0	11.6	49.3	2.6	0	25	292	0.80	4639	9	0+
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Ketchup,PC,1each	1 each	9	9	0.2	6.3	0.0	2.5	0.00	0.4	2.3	91.2	0.0	0	2	100	0.05	84	1	0
Mustard,PC,1each	1 each	6	4	0.3	23.3	0.2	48.2	0.01	3.0	0.3	28.5	0.2	0	3	68	0.09	4	0	0
Cookie Bar,fMix,1/48,Asst	1 piece	60	240	2.8	4.7	8.3	31.5	2.31	8.8	37.8	63.8	0.0+	18	0+	120	1.66	0+	0+	0+
Chocolate Frosting,1/48,Asst	1/2 ounce	16	67	0.2	1.2	2.4	31.6	0.53	6.9	11.7	67.2	0.2	0	4	43	0.08	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			969+	28.3+	11.2	40.7+	36.3	9.49+	8.4	129.3+	52.5	6.5+	98+	363+	2562+	8.37+	4834+	71+	400+
Dinner																			
Chicken Patty Breaded, 3 oz	1 each	77	291	13.0	18.1	18.1	56.7	3.51	11.0	18.0	25.1	1.0	35	0+	830	1.08	0	0+	
Poultry Gravy,4oz	4 Fl ozs	132	104	2.7	10.4	5.9	51.1	1.22	10.6	10.0	38.6	0.6+	1+	39	749	0.55	248+	0+	0+
Rice,Pilaf,1cup	1 cup	235	285	4.6	6.5	8.0	25.7	1.70	5.4	47.6	67.7	1.3+	0+	56	537	1.89	325+	3+	0+
Green Beans,Frz,Buttered,1/2cup	1/2 cup	96	68	1.7	9.7	3.8	50.0	0.80	10.4	7.0	40.3	2.4	0	40	258	0.79	659	12	0+
Bread,White,2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
White Cake,f/Mix,1/48,Asst	1 piece	80	170	1.9	4.4	1.9	9.9	0.94	4.9	36.9	85.7	0.5	0	119	412	1.28	0	0	0+
Chocolate Frosting,1/48,Asst	1/2 ounce	16	67	0.2	1.2	2.4	31.6	0.53	6.9	11.7	67.2	0.2	0	4	43	0.08	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1202+	28.1+	9.4	50.2+	37.6	10.38+	7.8	160.2+	53.0	6.9+	36+	381+	3663+	7.82+	1696+	74+	400+
Daily Totals for Day 37			2789+	70.0+	9.8	111.2+	35.2	23.27+	7.4	386.1+	55.0	16.5+	265+	1201+	7744+	19.79+	7511+	209+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 38

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal, Bulk, 1cup, Buttered, Sugare	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	28	315	1.58	119	0	0+
Home Fried Potatoes, 1cup	1 cup	51	191	3.6	7.0	5.0	21.8	0.71+	3.1	36.9	71.2	3.6	0+	21	248	0.70	1+	14	0+
Peanut Butter, PC, 1each	2 each	28	158	6.0	14.0	12.8	67.3	2.60	13.7	8.0	18.7	1.0	0	14	114				
Biscuit, fMix, 1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal, PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			824+	18.9+	8.7	32.8+	34.0	7.02+	7.3	122.2+	57.2	9.6+	0+	544+	1685+	4.36+	980+	74+	400+
Lunch																			
Turkey Slice, f/E&P, 3oz	3 ounces	85	102	16.2	63.6	3.0	26.4	0.85	7.5	2.6	10.0	0.0	47	17	748	0.92	0	0	
Mashed Potatoes, Inst, 1cup	1 cup	226	157	3.7	9.2	0.2	1.0	0.08	0.4	36.0	89.7	2.9	0	18	195	0.54	5	36	0
Poultry Gravy, 4oz	4 Fl ozs	132	104	2.7	10.4	5.9	51.1	1.22	10.6	10.0	38.6	0.6+	1+	39	749	0.55	248+	0+	0+
Peas, Frz, Buttered, 1/2cup	1/2 cup	96	103	4.8	18.2	4.0	34.4	0.82	7.0	12.5	47.4	4.1	0	22	353	1.40	2030	16	0+
Dinner Roll, fMix, 2oz	1 each	60	135	3.0	8.9	1.7	11.3	0.76	5.0	27.1	79.8	1.1	0+	16	315	1.57	2	5	0+
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Lemon Bar, fMix, 1/48, Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			956+	33.8+	14.1	31.8+	29.8	7.88+	7.4	134.7+	56.1	8.8+	67+	155+	3049+	6.78+	2643+	117+	400+
Dinner																			
Salisbury Steak Patty, 3oz	1 each	85	200	12.0	26.5	13.0	64.6	5.00	24.9	4.0	8.8	2.0	75	20	480	1.80	100	1	
Brown Gravy, 4oz	4 ounces	132	104	2.7	10.4	5.9	51.2	1.22	10.6	9.9	38.4	0.6+	1+	38	748	0.53	246+	0+	0+
Mashed Potatoes, Inst, 1cup	1 cup	226	157	3.7	9.2	0.2	1.0	0.08	0.4	36.0	89.7	2.9	0	18	195	0.54	5	36	0
Corn, Frz, Buttered, 1/2cup	1/2 cup	96	113	2.8	8.9	4.4	31.1	0.87	6.2	18.9	60.0	1.9	0	6	258	0.40	340	6	0+
Bread, White, 2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Cherry Bar, fMix, 1/48, Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
White Frosting, 1/48, Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1135+	28.8+	10.4	44.8+	36.1	11.82+	9.7	154.9+	53.5	8.5+	96+	208+	2711+	7.24+	1154+	103+	400+
Daily Totals for Day 38			2915+	81.5+	11.1	109.4+	33.4	26.72+	8.3	411.7+	55.4	26.9+	163+	907+	7445+	18.38+	4777+	293+	1200+

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Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 39

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal, Bulk, 1cup, Buttered, Sugare	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	28	315	1.58	119	0	0+
Pancakes, 1.2oz, 2each	2 each	68	147	4.0	11.1	2.7	16.7	0.33	2.1	26.0	72.2	1.3	17	27	314	1.20	0	0	0
Syrup, Pancake, Bulk, 2oz	2 ounces	80	211	0.0	0.0					52.7	100.0				96		10		
Bologna Turkey, flog, 2oz	2 ounces	57	111	8.1	26.4	9.1	66.9	2.53	18.6	2.0	6.6	0.0	46	40	678	0.73		1	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	0
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	0
^Pepper, PC	1 each																		
Nutri-Cal, PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			776+	18.2+	9.0	24.0+	26.7	5.33+	5.9	125.0+	64.3	5.3+	62+	388+	1937+	3.51+	986+	61+	400+
Lunch																			
Meatballs Italian, 0.5oz Precooked, f/	6 each	198	255	13.8	22.6	15.4	56.9	5.36	19.8	12.5	20.5	1.4	84	43	630	2.57	434+	8	0+
Bun, Hot Dog, White, 2each	2 each	86	240	8.0	13.2	3.0	11.1	0.00	0.0	46.0	75.7	2.0	0	200	440	3.60	0	0	0
Macaroni & Cheese, 1cup	1 cup	169	282	8.3	12.0	2.4	7.9	0.16+	0.5	55.4	80.1	1.8+	0+	42	539	1.93	0+	8	0+
Mixed Vegetables, Frz, Buttered, 1/2c	1/2 cup	96	86	2.7	11.4	4.1	39.2	0.84	8.0	11.6	49.3	2.6	0	25	292	0.80	4639	9	0+
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Oatmeal Bar, f/Mix, 1/48, Asst	1 each	60	223	3.3	5.9	6.5	26.2	2.60	10.5	38.0	67.9	1.7	0+	68	172	1.37	1	0+	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1090+	36.0+	13.4	31.4+	26.2	8.96+	7.5	164.4+	60.4	9.6+	84+	417+	2511+	10.26+	5074+	85+	400+
Dinner																			
T. Ham Sliced, 3oz	3 ounces	85	165	10.5	25.0	12.0	64.3	3.00	16.1	4.5	10.7	0.0	52	0	1575	1.08	0	0	0
Red Beans & Rice, 8oz	8 ounces	121	428	12.5	11.9	1.2	2.5	0.31	0.7	89.8	85.6	7.4	0	102+	152	5.01+	26+	1+	0+
Carrots, Frz, Buttered, 1/2cup	1/2 cup	96	66	0.8	4.4	4.1	53.2	0.80	10.5	7.3	42.3	3.0	0	35	317	0.41	13054	2	0+
Cornbread, f/Mix, 1/48	1 piece	81	175	2.7	6.1	2.5	12.8	1.01	5.2	35.5	81.0	1.0	0	116	426	1.42	6	0	0+
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	0
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	0
Spice Cake, f/Mix, 1/48, Asst	1 piece	76	170	1.9	4.3	2.1	11.0	0.94	4.9	36.9	84.7	0.9	0	119	412	1.28	0	0	0+
White Frosting, 1/48, Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1147+	28.5+	9.9	32.3+	24.9	8.23+	6.3	186.5+	65.2	12.4+	53+	418+	3459+	9.22+	13549+	64+	400+
Daily Totals for Day 39			3013+	82.8+	10.9	87.8+	25.8	22.51+	6.6	475.9+	63.2	27.3+	198+	1223+	7907+	22.99+	19609+	210+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

Sorted in Menu Sequence

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Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 40

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Farina,Bulk,Buttered,Sugared,1cup,	1 cup	262	206	3.4	6.7	2.0	8.7	0.40	1.8	43.4	84.6	0.6	0	12	306	0.50	81	0	0+
Egg,Patty,Scrambled,Ireg,FC	2 ounces	57	90	6.0	25.3	7.0	66.3			2.0	8.4		130	40	250	1.44			
Biscuit,fMix,1/48	2 each	161	336	6.2	7.4	5.4	14.5	2.49	6.7	65.8	78.1	2.2	0	377	948	4.16	5	0+	0+
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Breakfast Totals			709+	15.8+	8.7	22.5+	27.9	4.57+	5.8	112.3+	63.4	2.8+	130+	722+	2037+	6.09+	944+	60+	400+
Lunch																			
T. Ham Sliced,3oz	3 ounces	85	165	10.5	25.0	12.0	64.3	3.00	16.1	4.5	10.7	0.0	52	0	1575	1.08	0	0	
Cheesy Rice,1cup	1 cup	301	328	5.7	7.2	5.6	15.8	1.00+	2.8	61.7	77.0	1.4+	0+	78	1241	2.22	217+	6+	0+
Green Beans,Frz,Buttered,1/2cup	1/2 cup	96	68	1.7	9.7	3.8	50.0	0.80	10.4	7.0	40.3	2.4	0	40	258	0.79	659	12	0+
Cornbread,fMix,1/48	1 piece	81	175	2.7	6.1	2.5	12.8	1.01	5.2	35.5	81.0	1.0	0	116	426	1.42	6	0	0+
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Choc Chip Bar,fMix,1/48,Asst	1 piece	70	258	2.9	4.4	10.1	34.9	3.64	12.6	39.6	60.7	0.5+	17	3+	109	1.77	0+	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00	60	400	
Lunch Totals			1072+	23.6+	8.8	42.1+	35.1	11.12+	9.2	149.5+	56.2	5.3+	69+	281+	4143+	7.28+	1239+	78+	400+
Dinner																			
Tator Tot Casserole,w/MSP,8oz	8 ounces	240	346	12.0	13.6	19.0	48.5	4.83	12.3	33.5	37.9	3.4+	47+	99	814	2.15	1490+	10+	0+
Peas,Frz,Buttered,1/2cup	1/2 cup	96	103	4.8	18.2	4.0	34.4	0.82	7.0	12.5	47.4	4.1	0	22	353	1.40	2030	16	0+
Bread,White,2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
^Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Chocolate Cake,fMix,1/48,Asst	1 piece	76	170	2.4	5.4	2.1	11.0	1.18	6.1	36.4	83.6	1.4	0	119	412	1.70	0	0	0+
Chocolate Frosting,1/48,Asst	1/2 ounce	16	67	0.2	1.2	2.4	31.6	0.53	6.9	11.7	67.2	0.2	0	4	43	0.08	106	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00	60	400	
Dinner Totals			903+	23.5+	10.1	37.6+	36.7	9.03+	8.8	123.1+	53.2	10.1+	47+	366+	2455+	7.49+	3983+	86+	400+
Daily Totals for Day 40			2684+	62.8+	9.2	102.3+	33.7	24.72+	8.2	384.9+	57.1	18.2+	246+	1369+	8635+	20.86+	6166+	224+	1200+

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+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 41

Recipe Name	Size	Amt (gm)	Calories (kcal)	Protein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbohydrat (gm)	% Cal. Carbs (%)	Dietary Fiber (gm)	Cholesterol (mg)	Calcium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal, Bulk, 1cup, Buttered, Sugared	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	28	315	1.58	119	0	0+
Pancakes, 1.2oz, 2each	2 each	68	147	4.0	11.1	2.7	16.7	0.33	2.1	26.0	72.2	1.3	17	27	314	1.20	0	0	
Syrup Pancake, Bulk, 2oz	2 ounces	80	211	0.0	0.0					52.7	100.0				96		10		
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal, PC	1 each	3	5	0.0	0.0	0.0				1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			664+	10.1+	6.1	14.9+	20.0	2.80+	3.7	123.0+	74.0	5.3+	17+	347+	1258+	2.78+	986+	60+	400+
Lunch																			
Hot Turkey Sandwich w/Gravy, w/Tu	1 each	244	276	20.8	29.9	9.9	31.9	2.07+	6.7	26.6	38.2	1.1+	48+	96	1648	2.55	248+	0+	0+
Rice Pilaf, 1cup	1 cup	235	285	4.6	6.5	8.0	25.7	1.70	5.4	47.6	67.7	1.3+	0+	56	537	1.89	325+	3+	0+
Carrots, Frz, Buttered, 1/2cup	1/2 cup	96	66	0.8	4.4	4.1	53.2	0.80	10.5	7.3	42.3	3.0	0	35	317	0.41	13054	2	0+
Bread, White, 1 each	1 slice	26	70	2.0	11.0	1.0	12.3			14.0	76.7	0.5		40	150	1.08	0		
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Lemon Bar, fMix, 1/48, Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
White Frosting, 1/48, Asst	1/2 ounce	16	66	0.1	0.7	2.4	31.7	0.50	6.6	11.5	67.6	0.0	0	3	43	0.02	106	0	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0				1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1118+	31.8+	11.3	42.4+	33.8	9.23+	7.4	153.5+	54.9	5.9+	68+	273+	3382+	7.75+	14091+	65+	400+
Dinner																			
Salisbury Steak Patty, 3oz	1 each	85	200	12.0	26.5	13.0	64.6	5.00	24.9	4.0	8.8	2.0	75	20	480	1.80	100	1	
Brown Gravy, 2oz, Asst	2 ounces	66	52	1.3	10.4	2.9	51.2	0.61	10.6	5.0	38.4	0.3+	0+	19	374	0.26	123+	0+	0+
Home Fried Potatoes, 1cup	1 cup	51	191	3.6	7.0	5.0	21.8	0.71+	3.1	36.9	71.2	3.6	0+	21	248	0.70	1+	14	0+
Ranch Beans, Dry, 1/2cup	1/2 cup	266	167	10.1	24.0	0.6	3.3	0.12	0.6	30.6	72.7	7.5	0	71	209	2.70	46	7	0+
Bread, White, 2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
^Pepper, PC	1 each																		
Salt, PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat, 2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Oatmeal Bar, fMix, 1/48, Asst	1 each	60	223	3.3	5.9	6.5	26.2	2.60	10.5	38.0	67.9	1.7	0+	68	172	1.37	1	0+	0+
Drink Mix, Fortified, Asst, PC	1 each	1	5	0.0	0.0	0.0				1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1049+	34.5+	13.4	38.1+	33.3	10.71+	9.6	143.5+	53.3	16.0+	75+	322+	2317+	8.99+	628+	82+	400+
Daily Totals for Day 41			2832+	76.4+	10.9	95.4+	30.4	22.73+	7.3	420.0+	58.8	27.3+	160+	942+	6957+	19.52+	15705+	206+	1200+

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+ indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Nutrient Analysis Report

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Sorted in Menu Sequence

Nutrient Totals Using Main Items Only

Menu: Sedgwick KS Proposal Weeks 1-6 Day 42

Recipe Name	Size	Amt (gm)	Calo ries (kcal)	Pro tein (gm)	% Cal. Pro (%)	Fat (gm)	% Cal. Fat (%)	SFA (gm)	% Cal. SFA (%)	Carbo hydrat (gm)	% Cal. Carbs (%)	Dietry Fiber (gm)	Chol estrol (mg)	Cal cium (mg)	Sodium (mg)	Iron (mg)	Vit A (IU)	Vit C (mg)	Vit D (IU)
Breakfast																			
Oatmeal,Bulk,1cup,Buttered,Sugare	1 cup	294	230	6.0	10.2	4.2	16.0	0.79	3.0	43.2	73.7	4.0	0	28	315	1.58	119	0	0+
Bologna Turkey,fLog,2oz	2 ounces	57	111	8.1	26.4	9.1	66.9	2.53	18.6	2.0	6.6	0.0	46	40	678	0.73		1	
Cheesy Hashbrown Casserole,8oz	8 ounces	241	144	3.5	9.9	1.3	8.1	0.24+	1.5	29.3	82.0	2.2+	0+	47	883	0.54	1+	9+	0+
Biscuit,fMix,1/48	1 each	80	168	3.1	7.4	2.7	14.5	1.25	6.7	32.9	78.1	1.1	0	189	474	2.08	2	0+	0+
*Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Nutri-Cal,PC	1 each	3	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	290	0	0.00	500	60	400
Breakfast Totals			730+	20.8+	11.0	25.3+	30.0	6.48+	7.6	108.6+	59.1	7.2+	46+	596+	2885+	4.93+	980+	70+	400+
Lunch																			
Meat Loaf Patty,3oz	1 each	85	180	13.0	30.6	10.0	52.9	4.00	21.2	7.0	16.5	3.0	55		350				
Brown Gravy,4oz	4 ounces	132	104	2.7	10.4	5.9	51.2	1.22	10.6	9.9	38.4	0.6+	1+	38	748	0.53	246+	0+	0+
Mashed Potatoes,Inst,1cup	1 cup	226	157	3.7	9.2	0.2	1.0	0.08	0.4	36.0	89.7	2.9	0	18	195	0.54	5	36	0
Corn Frz,Buttered,1/2cup	1/2 cup	96	113	2.8	8.9	4.4	31.1	0.87	6.2	18.9	60.0	1.9	0	6	258	0.40	340	6	0+
Bread,White,2 each	2 slices	52	140	4.0	11.0	2.0	12.3			28.0	76.7	1.0		80	300	2.16	0		
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
*Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Chocolate Frosting,1/48,Asst	1/2 ounce	16	67	0.2	1.2	2.4	31.6	0.53	6.9	11.7	67.2	0.2	0	4	43	0.08	106	0	0+
Brownie,fMix,1/48,Asst	1 piece	59	180	1.9	4.1	2.8	14.0	1.42	7.0	37.3	81.9	1.9	0	10	256	1.28	0	0	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Lunch Totals			1017+	28.4+	11.2	35.8+	31.5	9.79+	8.7	149.9+	57.3	11.5+	56+	198+	2683+	4.98+	1054+	102+	400+
Dinner																			
Ziti Baked,fScratch,w/MSP,8oz	8 ounces	525	310	14.3	18.4	11.0	32.0	3.27	9.5	38.6	49.7	2.9	42	101	1326	3.58	369+	10+	0+
Green Beans,Frz,Buttered,1/2cup	1/2 cup	96	68	1.7	9.7	3.8	50.0	0.80	10.4	7.0	40.3	2.4	0	40	258	0.79	659	12	0+
Biscuit,Garlic,fMix,1/54	1 each	89	271	3.0	4.4	15.9	52.3	3.91	12.9	29.7	43.3	1.0	0	173	580	1.87	603	0+	0+
*Pepper,PC	1 each																		
Salt,PC	1 each	1	0	0.0		0.0		0.00		0.0		0.0	0	0	440	0.00	0	0	
Margarine Pat,2each	2 each	10	72	0.1	0.5	8.1	99.0	1.67	20.5	0.1	0.5	0.0	0	3	94	0.00	358	0	
Cherry Bar,fMix,1/48,Asst	1 each	70	279	3.4	4.9	9.0	29.2	2.49	8.1	45.5	65.9	0.0+	20	0+	154	1.80	0+	0+	0+
Drink Mix,Fortified,Asst,PC	1 each	1	5	0.0	0.0	0.0	0.0			1.0	100.0	0.0	0	40	0	0.00		60	400
Dinner Totals			1005+	22.4+	8.9	47.8+	42.5	12.14+	10.8	121.8+	48.6	6.2+	62+	357+	2851+	8.03+	1989+	82+	400+
Daily Totals for Day 42			2753+	71.6+	10.3	108.9+	35.1	28.41+	9.2	380.3+	54.6	25.0+	164+	1151+	8419+	17.94+	4023+	254+	1200+

Includes main items only. ^ Denotes a menu item whose nutrient analysis may no longer be valid or accepted.
+ Indicates nutrient value calculated from partial information. Blank indicates nutrient values unavailable.

Menu Calendar Report

Sedgwick KS Sack Lunch														Week 1
	Thursday		Friday		Saturday		Sunday		Monday		Tuesday		Wednesday	
LUN	PB&J Sandwich	2 each	Turkey Sandwich	2 each	T.Ham Sandwich	2 each	Bologna Sandwich	2 each	PB&J Sandwich	2 each	Turkey Sandwich	2 each	T.Ham Sandwich	2 each
	Potato Chips,PC	1 each	Sandwich Dressing	1 each	Sandwich Dressing	1 each	Sandwich Dressing	1 each	Potato Chips,PC	1 each	Sandwich Dressing	1 each	Sandwich Dressing	1 each
			PC		PC		PC				PC		PC	
	Dessert Bar 1/54	1 each	Potato Chips,PC	1 each	Potato Chips,PC	1 each	Potato Chips,PC	1 each	Dessert Bar 1/54	1 each	Potato Chips,PC	1 each	Potato Chips,PC	1 each
	100% Juice	1 each	Dessert Bar 1/54	1 each	Dessert Bar 1/54	1 each	Dessert Bar 1/54	1 each	100% Juice	1 each	Dessert Bar 1/54	1 each	Dessert Bar 1/54	1 each
			100% Juice	1 each	100% Juice	1 each	100% Juice	1 each			100% Juice	1 each	100% Juice	1 each



Sample Staff Dining Weekly Menu



CBM Managed Services Response To:

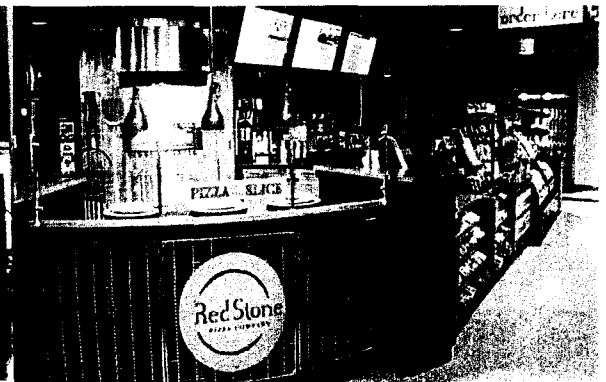
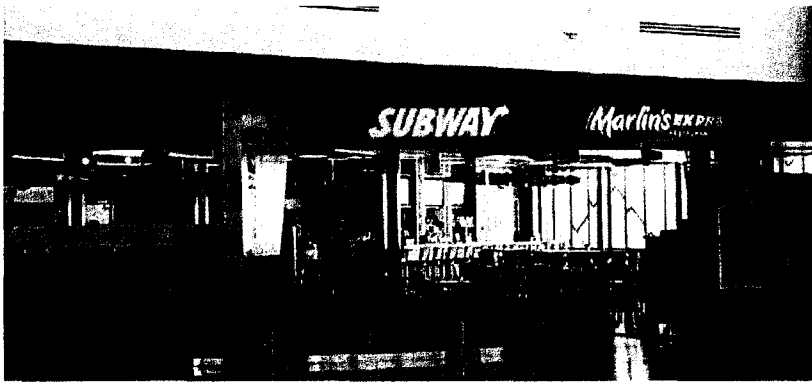
Sedgwick KS RFP#16-0079 Nutrition & Commissary Management Services

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Meatball Sandwich on Hoagie Roll	1/4 Pound Hot Dog w/Sauerkraut on roll	Cheesesteak on Hoagie Roll	BBQ Chicken	Managers Special	Pizza	1/3 Pound Cheeseburger on Roll
Macaroni Salad	Potato Salad	Pasta Salad	Rice Pilaf		Side Vegetable	Macaroni Salad
Desserts	Desserts	Desserts	Desserts	Desserts	Desserts	Desserts
Chicken Parmesan Sandwich	Meatball Sandwich on Hoagie Roll	1/4 Pound Hot Dog w/Sauerkraut on roll	Cheesesteak on Hoagie Roll	BBQ Chicken	Managers Special	Pizza
Coleslaw	Macaroni Salad	Potato Salad	Pasta Salad	Rice Pilaf		Side Vegetable
Desserts	Desserts	Desserts	Desserts	Desserts	Desserts	Desserts
1/3 Pound Cheeseburger on Roll	Chicken Parmesan Sandwich	Meatball Sandwich on Hoagie Roll	1/4 Pound Hot Dog w/Sauerkraut on roll	Cheesesteak on Hoagie Roll	BBQ Chicken	Managers Special
Macaroni Salad	Coleslaw	Macaroni Salad	Potato Salad	Pasta Salad	Rice Pilaf	
Desserts	Desserts	Dessert	Desserts	Desserts	Desserts	Desserts
Pizza	1/3 Pound Cheeseburger on Roll	Chicken Parmesan Sandwich	Meatball Sandwich on Hoagie Roll	1/4 Pound Hot Dog w/Sauerkraut on roll	Cheesesteak on Hoagie Roll	BBQ Chicken
Side Vegetable	Macaroni Salad	Coleslaw	Macaroni Salad	Potato Salad	Pasta Salad	Rice Pilaf
Desserts	Desserts	Desserts	Desserts	Desserts	Desserts	Desserts

*Menu items and pricing will be determined upon mutual agreement.

Courthouse Café

CBM Managed Services has over 27 years of experience in the restaurant business with successful standalone retail locations and airport settings. We know the Courthouse Café is an important visibility point for Sedgwick County and CBM has the knowledge and capability to make the Café a point of pride. CBM is willing to work with the County to provide marketing support and superior management to ensure the Courthouse Café operates to its fullest potential. We are proud to offer national brands and local flavors that complement our commitment to quality. We would be happy to explore the use of a refillable mug program, and other additional options.



Marlin's
FAMILY RESTAURANT

CHEAP SHOTS
SPORTS GRILL
Real Food

RED RIVER
BREWING COMPANY

Caribou
COFFEE

Culver's
BUTTERBUNS &
FROZEN CUSTARD

SUBWAY

CINNABON
WORLD FAMOUS CINNAMON ROLLS

Fresh
EXPRESS

GRAB & GO!

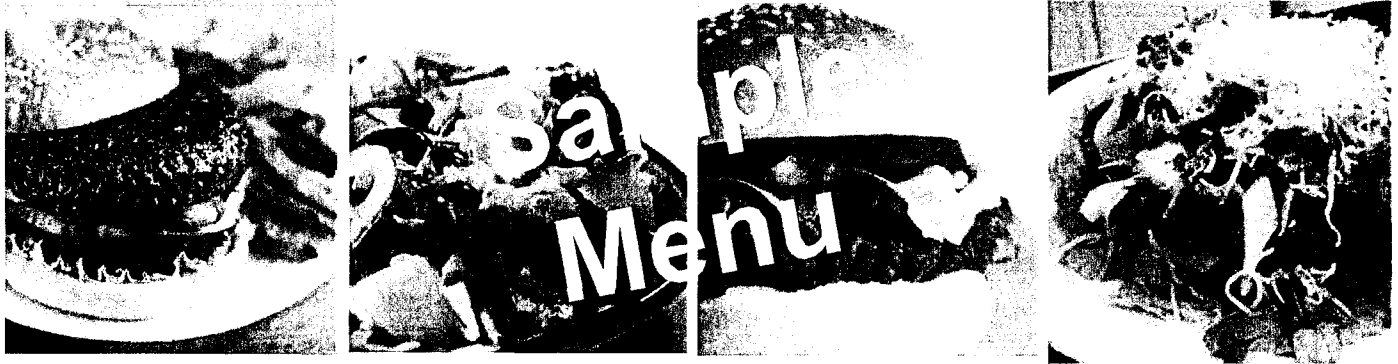
Red Stone
PIZZA COMPANY



cbm
MANAGED SERVICES



Sedgwick Co KS Courthouse Cafe



Monday

- ❖ 1 Hot Beef & Gravy Sandwich & 1c Mashed Potatoes w/Gravy
- ❖ 5oz Chicken Fried Steak & 1c Mashed Potatoes w/Gravy

Tuesday

- ❖ 1 ½ c Chicken Pot Pie & Biscuit
- ❖ 1 ½ c Chili & Biscuit

Wednesday

- ❖ 1 Polish Sausage & 1c Seasoned Rice
- ❖ 1 Chicken Wrap & 1c Seasoned Rice

Thursday

- ❖ 1 ½ c Lasagna & Garlic Bread
- ❖ 1 ½ c Beef Stroganoff & Dinner roll

Friday

- ❖ Meat Loaf(5oz) & 1c Mashed Potatoes w/Gravy
- ❖ 1c Chicken Stir Fry & 1c Fluffy Rice

A LA CARTE

DELI SANDWICHES

- ❖ Roast Turkey
- ❖ Tuna Salad
- ❖ Club
- ❖ Chicken Salad

Grill

- ❖ Hamburger
- ❖ Chicken Breast
- ❖ Veggie Burger

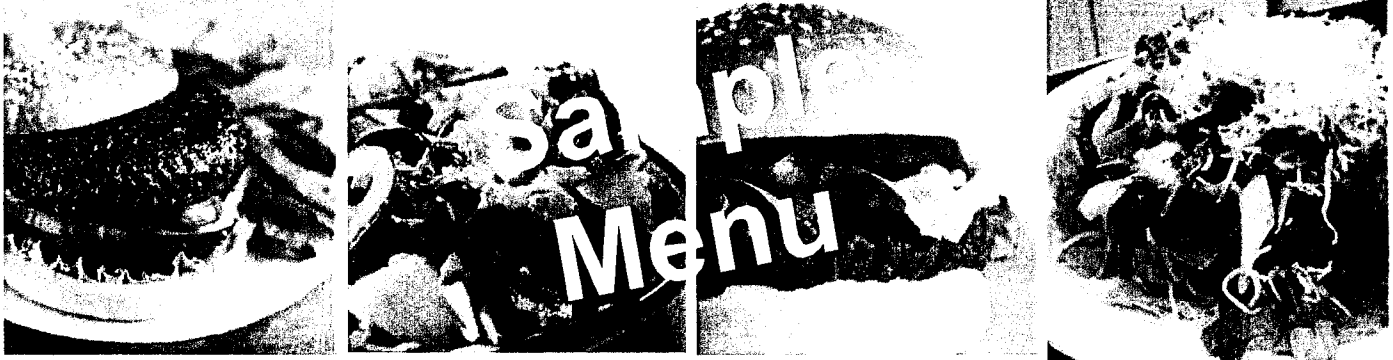
SOUP OF THE DAY

DAILY SALAD AVAILABLE

Breakfast Available 7-10am



Sedgwick Co KS Courthouse Cafe



Monday

- ❖ 1 Meatball Sandwich on Roll
& 1c Macaroni Salad
- ❖ 5oz BBQ Chicken & 1c Rice Pilaf

Tuesday

- ❖ Hot Dog w/Sauerkraut on Roll & 1c
Potato Salad
- ❖ 1 ½ c Italian Pasta Bake & Garlic Bread

Wednesday

- ❖ 5oz Roasted Herb Chicken &
1c Mashed Potatoes w/Gravy
- ❖ 1 ½ c Goulash & Biscuit

Thursday

- ❖ 5oz Roast Beef & Baked Potato
- ❖ Chicken (5oz) Parmesan Sandwich
& 1c Pasta salad

Friday

- ❖ 1 ½ c Beef Stew & Biscuit
- ❖ 2 Beef Tacos & 1c Spanish Rice

A LA CARTE

DELI SANDWICHES

- ❖ Roast Turkey
- ❖ Tuna Salad
- ❖ Club
- ❖ Chicken Salad

Grill

- ❖ Hamburger
- ❖ Chicken Breast
- ❖ Veggie Burger

SOUP OF THE DAY

DAILY SALAD AVAILABLE

Breakfast Available 7-10am



Sedgwick Co KS Courthouse Cafe



Monday

- ❖ Roast Turkey (5oz) & 1c Seasoned Rice
- ❖ Beef Pepper Steak (5oz) & 1c Seasoned Rice

Tuesday

- ❖ Steak & Cheese Sub & 1c Home Fried Potatoes
- ❖ 1c Chicken Stir Fry & 1c Rice

Wednesday

- ❖ Baked Chicken Leg & Baked Potato
- ❖ Stuffed Pepper & Cornbread

Thursday

- ❖ Beef & Cheese Nachos & 1c Spanish Rice
- ❖ 1c Italian Meat Sauce & 1 Cup Pasta

Friday

- ❖ 1 Hot Beef Sandwich & 1c Mashed Potatoes w/Gravy
- ❖ 5oz BBQ Chicken & 1c Macaroni Cheese

A LA CARTE

DELI SANDWICHES

- ❖ Roast Turkey
- ❖ Tuna Salad
- ❖ Club
- ❖ Chicken Salad

Grill

- ❖ Hamburger
- ❖ Chicken Breast
- ❖ Veggie Burger

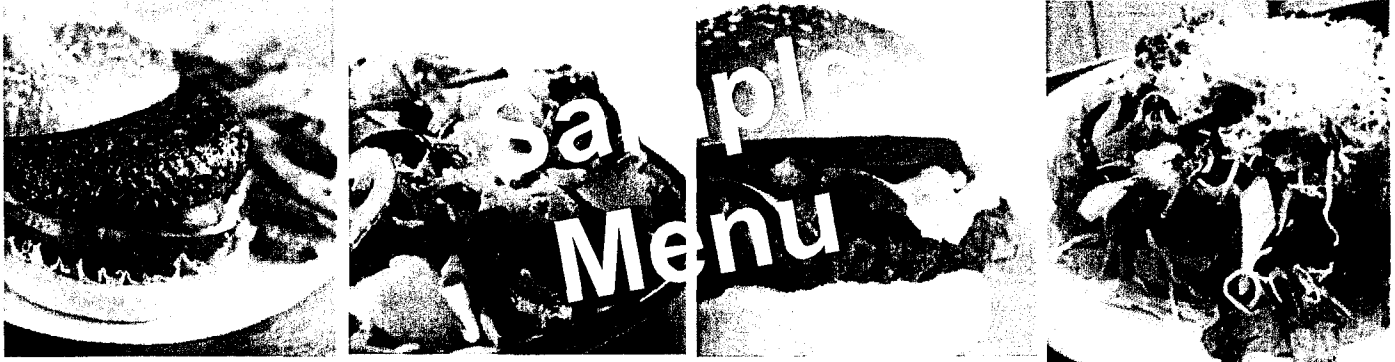
SOUP OF THE DAY

DAILY SALAD AVAILABLE

Breakfast Available 7-10am



Sedgwick Co KS Courthouse Cafe



Monday

- ❖ 1c Italian Pasta Bake & Garlic Bread
- ❖ 5oz Roasted Herb Chicken &
1c Mashed Potatoes w/Gravy

Tuesday

- ❖ 1 ½ c Lasagna & Garlic Bread
- ❖ 1 ½ c Beef Stroganoff & Dinner roll

Wednesday

- ❖ 5oz Beef Pot Roast & Baked Potato
- ❖ Chicken (5oz) Parmesan Sandwich
& 1c Pasta salad

Thursday

- ❖ 5oz Roasted Turkey & 1c Mashed
Potatoes w/Gravy
- ❖ 5oz Beef Pepper Steak & 1c Fluffy Rice

Friday

- ❖ Meat Loaf(5oz) & 1c Mashed Potatoes
w/Gravy
- ❖ 1c Chicken Stir Fry & 1c Fluffy Rice

A LA CARTE

DELI SANDWICHES

- ❖ Roast Turkey
- ❖ Tuna Salad
- ❖ Club
- ❖ Chicken Salad

Grill

- ❖ Hamburger
- ❖ Chicken Breast
- ❖ Veggie Burger

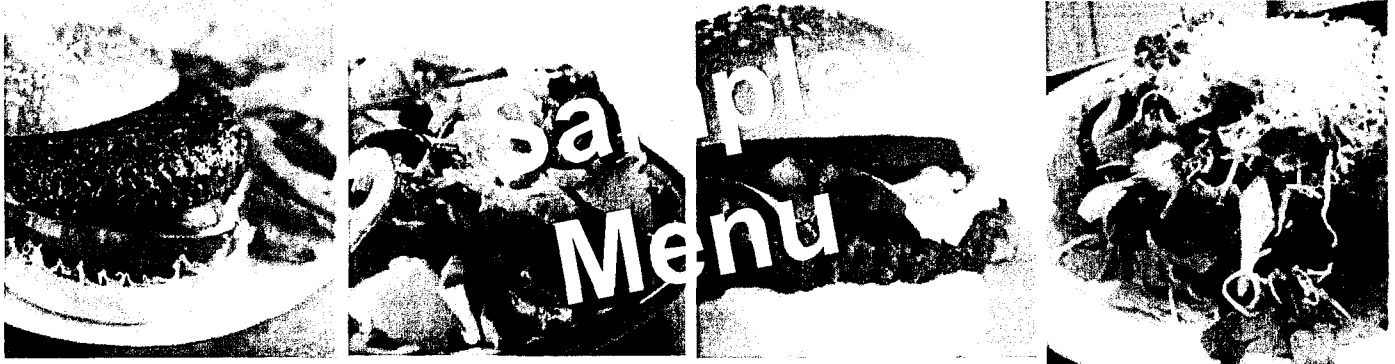
SOUP OF THE DAY

DAILY SALAD AVAILABLE

Breakfast Available 7-10am



Sedgwick Co KS Courthouse Cafe



Monday

- ❖ 1 Polish Sausage & 1c Seasoned Rice
- ❖ 1 Chicken Wrap & 1c Seasoned Rice

Tuesday

- ❖ Baked Chicken Leg & Baked Potato
- ❖ Stuffed Pepper & Cornbread

Wednesday

- ❖ 5oz Roasted Herb Chicken &
1c Mashed Potatoes w/Gravy
- ❖ 1 ½ c Goulash & Biscuit

Thursday

- ❖ Roast Turkey (5oz) & 1c Seasoned Rice
- ❖ Beef Pepper Steak (3oz) & 1c Seasoned Rice

Friday

- ❖ 5oz Roast Beef & Baked Potato
- ❖ Chicken (5oz) Parmesan Sandwich
& 1c Pasta salad

A LA CARTE

DELI SANDWICHES

- ❖ Roast Turkey
- ❖ Tuna Salad
- ❖ Club
- ❖ Chicken Salad

Grill

- ❖ Hamburger
- ❖ Chicken Breast
- ❖ Veggie Burger

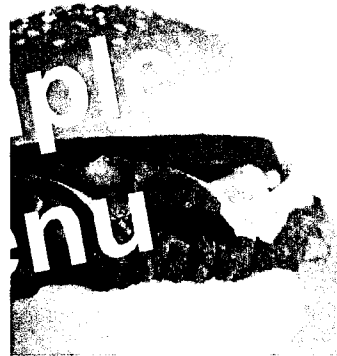
SOUP OF THE DAY

DAILY SALAD AVAILABLE

Breakfast Available 7-10am



Sedgwick Co KS Courthouse Cafe



Monday

- ❖ 1c Italian Meat Sauce & 1 Cup Pasta
- ❖ Beef & Cheese Nachos & 1c Spanish Rice

Tuesday

- ❖ 1 ½ c Chili & 1 Biscuit
- ❖ 5oz BBQ Chicken & 1c Rice Pilaf

Wednesday

- ❖ 6oz Turkey & Gravy over 1c Mashed Potatoes w/Dinner Roll
- ❖ 1 Meatball Sandwich on Roll & 1c Macaroni Salad

Thursday

- ❖ Steak & Cheese Sub & 1c Home Fried Potatoes
- ❖ 1c Chicken Stir Fry & 1c Rice

Friday

- ❖ 5oz Beef Pot Roast & Baked Potato
- ❖ Chicken (3oz) Parmesan Sandwich & 1c Pasta salad

A LA CARTE

DELI SANDWICHES

- ❖ Roast Turkey
- ❖ Tuna Salad
- ❖ Club
- ❖ Chicken Salad

Grill

- ❖ Hamburger
- ❖ Chicken Breast
- ❖ Veggie Burger

SOUP OF THE DAY

DAILY SALAD AVAILABLE

Breakfast Available 7-10am

Sample Holiday Meals

THANKSGIVING

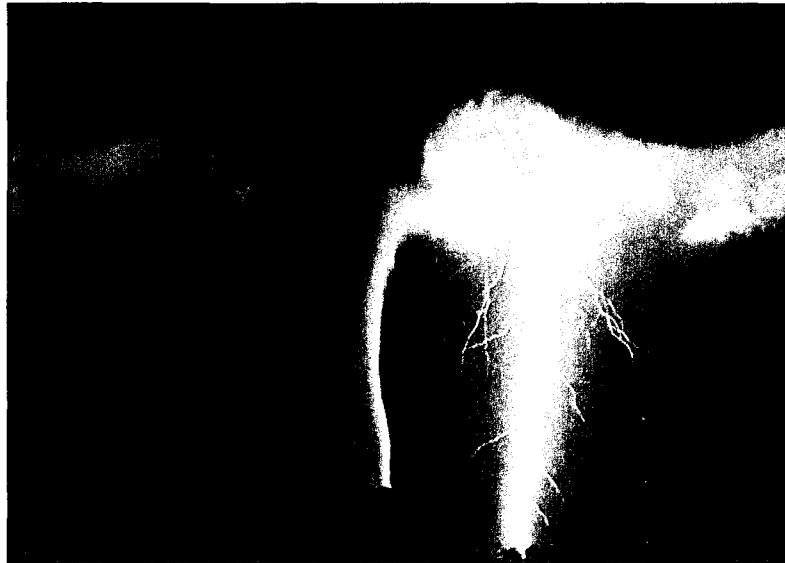
Roast Turkey	4 oz.
Turkey Gravy	4 fl. oz.
Mashed Potatoes	1 Cup
Bread Dressing	½ Cup
Cooked Vegetables	½ Cup
Biscuit	1 Each
Margarine Pats	2 Each
Cranberry Sauce	2 Tbsp.
Frosted Bar	1 Piece
Whipped Topping	1 Tbsp.
Beverage	8 fl. oz.
Salt & Pepper Packet	1 Each



CHRISTMAS

Roast Beef	4 oz.
Mashed Potatoes	½ Cup
Beef Gravy	4 fl. oz.
Green Beans	½ Cup
Dinner Roll	1 Each
Margarine Pats	2 Each
Gelatin Fruit Salad	½ Cup
Cookie	1 Each
Beverage	8 fl. oz.
Salt & Pepper Packet	1 Each

EMERGENCY CONTINGENCY PLAN



Emergency Contingency Plan

The primary concern in any disaster or emergency situation, is for the safety and security of the staff, inmates and residents. This will include the ability of the CBM staff to ensure that the food supply is safe and sanitary and is ready to prepare emergency meals for the staff, inmates and residents. Any food or supplies that have become contaminated in the course of any disaster or emergency must be destroyed.

The emergency lock down menu is for a seven day cycle and is a completely cold meal for all three meal periods. These cold meals may be served in bags or on regular meal trays depending on specific circumstances. This menu can be used for a single day, or for a more extended period of time, based on conditions at the facility.

CBM will notify all suppliers in their network that there might be special purchase demands for certain items used on these emergency menus such as bread, deli meats, cookie dough, etc.

Responsibilities of District Managers

- Compile a complete list of names, phone numbers and job titles of all CBM employees in each of their units of responsibility.
- Determine which of those employees are able to temporarily help out at other sight locations if needed. Transportation, lodging and meals will be provided for by CBM.
- Make daily contact with each of their sights to monitor conditions.
- Designate a second and third person to take over their responsibilities in the event of their incapacitation. Notify corporate with names and phone numbers of these designees.
- Redistribute employee payroll costs based on temporary reassignments.
- Stay in regular contact with other district managers to help out if necessary.
- Keep corporate current with activities and conditions within their district.
- Stay in regular contact with correctional administration to coordinate emergency operations.

Emergency Contingency Plan

Responsibilities of Unit Managers

- Meet with unit CBM staff to keep them informed about what is happening.
- Establish line of authority, forward names and phone numbers to district manager.
- Work closely with client administration through entire emergency period.
- Keep your district manager informed at all times as to operational status and condition.
- Continually enforce all sanitation and health procedures and policies on the job and off.
- Monitor dish machine temps, sanitizer concentrations and sanitizing procedures closer.
- Keep close track of the progression of the influenza outbreak in your area, try to accurately if, and when emergency measures need to go into effect.

Electrical Outage

Food Safety Procedures: Keeping food at the right temperature is critical in a power outage. This refers to both refrigerated and frozen foods. Here are some of CBM's guidelines:

- A well-insulated cooler will maintain temperature for up to 12 hours, if not longer, depending on external conditions. Only enter the cooler if it is absolutely essential to retrieve food items. The more the coolers are opened the warmer they become, putting the food at a greater risk of spoilage.
- Perishable food, like meats, eggs or frozen foods, are a greater potential hazard. They would need to be used immediately, if their internal temperature has gone higher than 40°F for longer than 2 hours, bacteria and spoilage may be present, and should be discarded immediately.
- Leftovers could be potentially hazardous, since they have already been cooked once, they would be need to be used immediately. If their internal temperature has gone higher than 40°F for longer than 2 hours, bacteria and spoilage may be present and should be discarded immediately. If the facility is able to reheat the food, ensure that it has reached an internal temperature of a minimum 165°F.
- CBM inventory will provide for use of disposable service ware.
- Menu will be written for three days.

Emergency Contingency Plan

Water Shortage or Service Disruption

Water may be in short supply, due to contamination from floods, sewage back-ups, etc.

- In the event of a sewage back up, the water supply may not be safe to use, check with the local water utility for when it will be safe to use again.
- If sewage back up reached the facility, properly clean, wash, and sanitize all areas before using.
- In the event of a water restriction or boil order, follow all instructions given from the local water utility.
- CBM inventory will provide for use of disposable service ware.
- CBM will arrange and provide for delivery of water from local suppliers, if possible.
- Menu will be written for five days.

Fire

In the event of a fire, evacuate the facility, ensure everyone is safe, and contact the local emergency department. If the kitchen is properly equipped, the fire suppression systems should automatically discharge. Depending on the location of the fire, most if not all food will have to be discarded. If utensils and equipment can be save, wash and sanitize thoroughly, before use. The local Health Department will need to inspect and clear the facility prior to any food prep or service continuing.



Earthquakes

In the event of an earthquake, assist with securing the facility, ensuring everyone's safety, etc. This may result in the loss of basic utilities, such as power, water, and gas. The facility may have a more detailed plan for this type of situation.

Emergency Contingency Plan

Gas Leaks

In the event of a gas leak at the facility, evacuate the facility and contact the local emergency department. The facility may have a more detailed plan for this type of situation.

Traffic Accidents

In the event where there is an accident that limits the use or eliminates a delivery vehicle, after ensuring everyone's safety, CBM will provide a back-up vehicle while the primary vehicle is being repaired or replaced.

National Security Emergencies

To ensure the safety of all staff and inmates, CBM will work with the facility to ensure proper protocol is being followed.

Loss of Site

In the event the facility is lost due to flood, fire, natural disaster, etc. CBM Managed Services will work with the facility to ensure minimal disruption of service. Use of additional CBM staff or temporary help would be contacted to fill duties performed by inmates.

Loss of Purveyors

In the event of a loss of purveyors, CBM Managed Services will work with a group of pre-determined suppliers that will have the ability to meet our needs with minimal to no disruption to the facility.

Labor Disruption

CBM Managed Services will provide additional staff from its various facilities across the country, until the situation has been resolved.

Inmate Conflict

In the event of an inmate conflict, CBM will work with the facility to ensure that proper protocol is being followed, with minimal to no disruption of service.

Emergency Contingency Plan

Outside Support

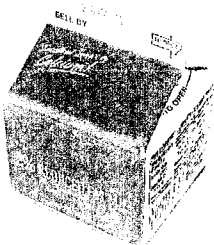
In the event that emergency arrangements have to be made to provide food services from an outside source, CBM will develop and outside support plan in conjunction with other local facilities. The details of this outside support plan include the use of CBM fully self-contained portable food service transport kitchens.

Emergency Supplies

Each facility, depending on its location, storage capabilities, population, and any other pre-determined factors, will have a minimum amount of emergency supplies on hand at any given time. Below is an example of what can be found at any facility.

Food Category	Amount on Hand
Frozen Vegetables & Entrees	4-7 day supply
Meats (Fresh or Frozen)	4-7 day supply
Fresh Fruits and Vegetables	3 day supply
Assorted Milk and Dairy Items	3 day supply
Bread and Rolls	3 day supply
Canned Products	7-10 day supply
Dry Staples	7-10 day supply

Note: In the event of extreme emergency, if kitchen facilities are not available, Meals Ready to Eat (MRE) would be provided at contracted meal prices.



Milk should be served as long as it remains fresh and safe to consume. Once its temperature has risen above 40°F, then another beverage must be substituted.

In addition to the standard emergency considerations, CBM plans for the event that weather conditions might restrict staff from reaching the facility. Plans will be developed for keeping some staff on a 24-hour basis until such time travel to and from their residences is feasible.

Emergency Contingency Plan

CBM Operations Emergency Disaster Policy

Purpose

To ensure that all facilities, the corporate office, all field management and CBM staff is prepared in advance for any potential emergency or natural disaster within their district. To ensure that the needs of the facility and the client are met, to ensure the safety and welfare of CBM staff, as well as the clients we serve. This policy is intended to ensure that should a disaster occur the unit is prepared operationally to continue to provide service to the client.

Unit Manager Responsibility and Accountability

Unit Managers shall immediately ensure the safety and welfare of their staff and/or others currently working in the facility food service area. Unit managers shall take any necessary action to assist others in need, as well as turn off any equipment gas valves if possible. If gas and/or fire are noticeable, everyone is to leave the area immediately.

Unit managers are required to immediately notify their District Manager and/or the corporate office of any such emergency or disaster occurring in or near their facility.

Unit managers are then required to ensure continued operation of the food service area if operationally possible. This includes ensuring that all equipment to include coolers and freezers are operating correctly, as well as all equipment within the kitchen area.

Unit managers are required to contact any additional staff that may be needed to assist during the disaster if possible to do so.

Unit managers will immediately implement the Emergency Contingency Menu within their facility if necessary, as well as the Emergency Dishwashing Plan, if necessary.

Unit managers shall notify food service vendors of the potential need for special deliveries or special food items, if necessary.

Emergency Contingency Plan

District Manager Responsibility and Accountability

Each District Manager is expected to respond timely to any emergency or disasters that occur at a facility within their district. The District Manager shall notify the corporate office immediately of any such disaster to ensure that the mobile food service operation unit can be available, if needed. The District Manager is required to make contact with client administration regarding any operational needs that may be required in the food service area. This includes the assistance of the maintenance department, back-up generator, etc.

The District Manager is also required to ensure that the emergency menu and dishwashing operations have been implemented, if necessary. Additionally, the District Manager shall assist the unit manager in unit operations, ensuring vendors are notified of potential issues with deliveries or other special items that may be needed at the facility. Ensure additional food service deliveries, if necessary.

District Managers are required to provide the client with any updates regarding food service operations as they occur.

Corporate Responsibility

Corporate shall be responsible to assist the District Manager at the facility by assisting in the coordination of any necessary equipment to include any mobile foodservice operation units, supplies and/or staffing that may be necessary during the disaster.

Week 1

Emergency Menu

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
B R E A K F A S T	Dry Cereal 1 cup Sugar PC 2 each Peanut Butter 1 oz Jelly 1 oz Bread 2 slices Milk 1% 8 fl oz Drink Mix Packet 1 each	Dry Cereal 1 cup Sugar PC 2 each Peanut Butter 1 oz Jelly 1 oz Bread 2 slices Milk 1% 8 fl oz Drink Mix Packet 1 each	Dry Cereal 1 cup Sugar PC 2 each Peanut Butter 1 oz Jelly 1 oz Bread 2 slices Milk 1% 8 fl oz Drink Mix Packet 1 each	Dry Cereal 1 cup Sugar PC 2 each Peanut Butter 1 oz Jelly 1 oz Bread 2 slices Milk 1% 8 fl oz Drink Mix Packet 1 each	Dry Cereal 1 cup Sugar PC 2 each Peanut Butter 1 oz Jelly 1 oz Bread 2 slices Milk 1% 8 fl oz Drink Mix Packet 1 each	Dry Cereal 1 cup Sugar PC 2 each Peanut Butter 1 oz Jelly 1 oz Bread 2 slices Milk 1% 8 fl oz Drink Mix Packet 1 each	Dry Cereal 1 cup Sugar PC 2 each Peanut Butter 1 oz Jelly 1 oz Bread 2 slices Milk 1% 8 fl oz Drink Mix Packet 1 each
L U N C H	Ham Salad Sandwich 2 each Chips 1 oz Mixed Lettuce Salad 1 cup Salad Dressing PC 1 each Cookie 2 oz 1 each Drink Mix Packet 1 each	Turkey & Chz Sandwich 2 each Sand Salad Dressing 2 each Chips 1 oz Carrot Sticks 1/2 cup Cookie 2 oz 1 each Drink Mix Packet 1 each	PB & J Sandwich 2 each Chips 1 oz Mixed Lettuce Salad 1 cup Salad Dressing PC 1 each Cookie 2 oz 1 each Drink Mix Packet 1 each	Turkey Sandwich 2 each Sand Salad Dressing 2 each Chips 1 oz Carrot Sticks 1/2 cup Cookie 2 oz 1 each Drink Mix Packet 1 each	Turkey Salad Sandwich 2 each Chips 1 oz Mixed Lettuce Salad 1 cup Salad Dressing PC 1 each Cookie 2 oz 1 each Drink Mix Packet 1 each	Turkey & Chz Sandwich 2 each Sand Salad Dressing 2 each Chips 1 oz Carrot Sticks 1/2 cup Cookie 2 oz 1 each Drink Mix Packet 1 each	Ham & Chz Sandwich 2 each Sand Salad Dressing 2 each Chips 1 oz Mixed Lettuce Salad 1 cup Salad Dressing PC 1 each Cookie 2 oz 1 each Drink Mix Packet 1 each
D I N N E R	Turkey Sandwich 2 each Sand Salad Dressing 2 each Chips 1 oz Carrot Sticks 1/2 cup Cookie 2 oz 1 each Drink Mix Packet 1 each	Ham Sandwich 2 each Sand Salad Dressing 2 each Chips 1 oz Mixed Lettuce Salad 1 cup Salad Dressing PC 1 each Cookie 2 oz 1 each Drink Mix Packet 1 each	Turkey Salad Sandwich 2 each Chips 1 oz Carrot Sticks 1/2 cup Cookie 2 oz 1 each Drink Mix Packet 1 each	Ham & Chz Sandwich 2 each Sand Salad Dressing 2 each Chips 1 oz Mixed Lettuce Salad 1 cup Salad Dressing PC 1 each Cookie 2 oz 1 each Drink Mix Packet 1 each	PB & J Sandwich 2 each Chips 1 oz Carrot Sticks 1/2 cup Cookie 2 oz 1 each Drink Mix Packet 1 each	Ham Salad Sandwich 2 each Chips 1 oz Mixed Lettuce Salad 1 cup Salad Dressing PC 1 each Cookie 2 oz 1 each Drink Mix Packet 1 each	Turkey Sandwich 2 each Sand Salad Dressing 2 each Chips 1 oz Carrot Sticks 1/2 cup Cookie 2 oz 1 each Drink Mix Packet 1 each

NUTRITION STATEMENT: This menu meets the dietary guidelines of the American Correctional Association, which are based upon the current Recommended Dietary Allowances (RDA) and Dietary Reference Intakes (DRI) for males and females. These guidelines are established by the Food and Nutrition Board of the Institute of Medicine, National Academy of Sciences. Adequate levels of protein, vitamin A, vitamin C, calcium, and iron are included. All entree portions are purchased fully cooked, within manufacturer tolerance specifications, are weight measurements prior to reheating. Casseroles and combination recipes made from scratch are based upon approximate cooked weight measurements. Weights on desserts are prior to baking.

CBM Dietitian Signature: _____

cbm
MANAGED SERVICES

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Transition Plan

The transition to a new managed food service provider must be well organized and execute in order to ensure a smooth transition. Upon announcement of the award, CBM Managed Services deploys a Transition Team comprised of a project manager from CBM's Special Operations Team, a CBM District Manager, along with support staff to coordinate the transition for each new facility.

Throughout the entire process, the Transition Team is fully supported by corporate staff, including a staff of registered dietitians, accounting personnel, purchasing and procurement, information technology (IT), human resources, contract compliance, and other vital departments. CBM has successfully transitioned facilities upon very short notice and creates a customized plan for each facility.

The Transition Team's objective is to achieve the following results for our client:

- Provide careful and deliberate focus on big and small details.
- Consistent communication with the client regarding progress and any issues of concern.
- Provide real time information on the progress of the Transition Team.

Transition Plan

TASK/DUTY	Person Assigned	Start Date	Date Completed
Identify Employee Training Dates		3 Wks Prior	
Proposed Menu Review (Final draft)		3 Wks Prior	
Complete Final County / CBM Contract		TBD	
Initial CBM Food & Supply Opening Order Guides		3 Wks Prior	
Final Food & Supplies Inventory		2 Wks Prior	
CBM's Proposed Contract Start Date		TBD	
OPERATIONS TRANSITION			
CBM Training Manual Review		3 Wks Prior	
CBM Staff / Manager Orientation		3 Wks Prior	
CBM Staff Training Program Completion		3 Wks Prior	
Inmate Training, Orientation and Rules / Regulations		Opening	
Work & Break Schedule Completion CBM Staff / Inmates		1 Wk Prior	
Receiving Procedures		1 Wk Prior	
Storage Procedures		1 Wk Prior	
Production Procedures		1 Wk Prior	
Security Procedures Documents & Review		1 Wk Prior	
Safety Procedures & Equipment Review		1 Wk Prior	
Order all Opening Manuals (Corrections Ops Manuals)		3 Wks Prior	
Establish Staff & Inmate Meal Schedules		3 Wks Prior	
Arrange for laundry service if necessary		3 Wks Prior	
Set up knife, phone, substitution, and supervisors logs		3 Wks Prior	
Emergency Contingency Plans		3 Wks Prior	
Phone and Internet Set Up		3 Wks Prior	
ADMINISTRATIVE OPS			
Daily Reporting Procedures		3 Wks Prior	
Daily Sales Analysis Documents Available		3 Wks Prior	
Daily Purchase Analysis Documents Available		3 Wks Prior	
Weekly Inventory Worksheets Available		3 Wks Prior	
Establish and Review Operating Budget		4 Wks Prior	
Workers Compensation/Risk Management Procedures		3 Wks Prior	
Timecard / Payroll Procedures		3 Wks Prior	
Establish Chain of Command & Contact Procedures		3 Wks Prior	
Set up CBM State Personnel Files		3 Wks Prior	
Labor Law Posters		3 Wks Prior	
Workmans Compensation Medical Treatment Location		3 Wks Prior	
ID Badges Completed and Received		3 Wks Prior	
Key Control and Log Completed		3 Wks Prior	
Secure Tax Waiver Number From Client		3 Wks Prior	
Secure all Licenses (Health Dept., City, State, Federal)		3 Wks Prior	
Secure all Insurance Requirements (Provide Binders)		3 Wks Prior	
Secure Client Emergency Procedures		3 Wks Prior	
Inspect all equipment		3 Wks Prior	
Weekly Client Meeting		3 Wks Prior	
Monthly Quality Assessment Survey		3 Wks Prior	
CBM Emergency Contact List		3 Wks Prior	

Transition Plan

MENU DEVELOPMENT			
Menu Master Form (4 weeks) Compiled		3 Wks Prior	
Special Diets & Diet Handbook Compiled		3 Wks Prior	
Finalize Menu and decide what week to start on		3 Wks Prior	
Finalized Menu Nutritional Analysis Completed		3 Wks Prior	
Menu Recipes Book Compiled		3 Wks Prior	
Menu Production Sheets Compiled		3 Wks Prior	
Menu Tray Diagrams Compiled		3 Wks Prior	
Pre-Pull Sheets Compiled		3 Wks Prior	
Diet Load Sheets Compiled		3 Wks Prior	
Meal Temperature logs		3 Wks Prior	
SANITATION PROGRAM			
HACCP Food Safety Practices		2 Wks Prior	
Temperature logs		2 Wks Prior	
Review Sanitation Needs and Lists		2 Wks Prior	
Request MSDS sheets and wall holder		2 Wks Prior	
Set M.S.D. Training		2 Wks Prior	
Serve Safe Training Schedule		3 Wks Prior	
HUMAN RESOURCES			
CBM Employee Applications Completed		4 Wks Prior	
Provide Completed CBM Job Descriptions		4 Wks Prior	
New Hire Packets Completed		4 Wks Prior	
Employee Handbook Review and Complete Sign Off		4 Wks Prior	
Uniform Requirements / Requests & Agreement Completed		4 Wks Prior	
Workplace Safety Manuals Sent		4 Wks Prior	
Oral Swab Drug Tests Sent		4 Wks Prior	
Drug Testing Completed		4 Wks Prior	
Criminal Background Checks Completed		4 Wks Prior	
PURCHASING/INVENTORY/ASSET TRANSITION			
Request Order guide from CBM Purchasing		4 Wks Prior	
Prepare & Review Order Guide		4 Wks Prior	
Review Ordering & Procurement Procedures		4 Wks Prior	
Provide list of all Vendors with phone numbers and contact names		4 Wks Prior	
Verify Loading dock location and scheduled delivery dates and times		4 Wks Prior	
Inventory all Smallwares in the kitchen		4 Wks Prior	
Inventory all Equipment in the kitchen and condition		4 Wks Prior	
Inventory all existing food and supplies and date codes		1 Wk Prior	
Evaluate Smallware needs & place order		2 Wks Prior	
Review all equipment and sanitation evaluations		4 Wks Prior	
OFFICE SET UP			
Order CBM Office Computer		3 Wks Prior	
Order CBM Office Printer		3 Wks Prior	
Order all CBM Office Supplies		3 Wks Prior	
Confirm Phone Service & Dedicated Computer line		3 Wks Prior	
Electronic Access Programs		3 Wks Prior	
Office Filing System Set up with appropriate Labels		3 Wks Prior	
Submit E-Mail Address Request		3 Wks Prior	

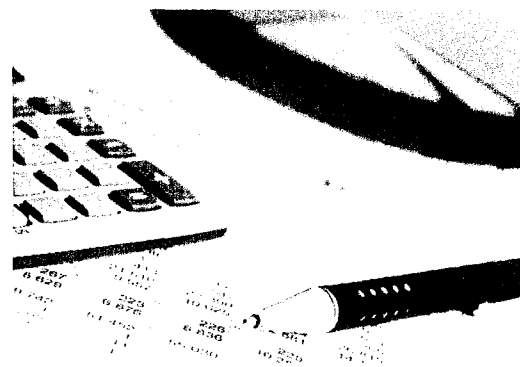
Method of Purchasing

Under the close supervision of the Purchasing Director, CBM Managed Services' Purchasing Department works diligently to achieve purchasing goals and objectives that provide our clients with a high standard of product quality and value. CBM's large vendor network is constantly expanding to provide for the unique needs of each facility. Our national buying power and comprehensive supply chain allows for the consistent purchase of quality goods at the lowest price possible.

In order to maintain and monitor each client's inventory, CBM utilizes a computerized inventory management system to ensure proper inventory control.

CBM's Purchasing Department Goals and Objectives

- Effectively negotiate purchase agreements
- Develop and maintain purchasing records
- Reduce costs of goods
- Proactively monitor cost trends
- Foster good relationships with suppliers
- Actively search out new supply sources
- Strategically establish the most economical purchase quantities
- Consistently monitor supplier performance and make improvements where needed



CBM Managed Services agrees to make the fullest use of the commodities from the USDA when they become available, wholesome and appropriate to use for menu purposes. CBM Managed Services reserves the right to refuse acceptable of any commodities that are contaminated, spoiled or are in excessive amounts to what can be used in a timely manner. CBM Managed Services will try to use commodities, priced at fair market value, when available. The utilization and control of the USDA commodities are subject to the following requirements.

- All facilities managed by CBM will properly handle, store and prepare all commodities, according to the proper food handling and storage rules and regulations.



- A weekly inventory of all commodities will be taken by the Facility Manager. The report must include, for each USDA commodity; the amount on hand from the start of the week, the quantity used, the quantity lost due to spoilage, theft or shrinkage (if any), and the amount at the end of the inventory week.
- Any commodities received by the facility, will be used solely for the benefit of the facility.
- CBM Managed Services will not enter into subcontracts for further processing of commodities on behalf of the facility.

At CBM Managed Services, we do our best to make **better choices for the environment** and are committed to **making changes** that allow our clients and customers to do the same.

It's an ongoing process - and whenever possible we are saving resources by **recycling, reusing, and reducing** our environmental footprint.

We will support and utilize any current program in place. And additionally we can assist and support the County in improving and/or creating a Waste Reduction – Recycling Program.

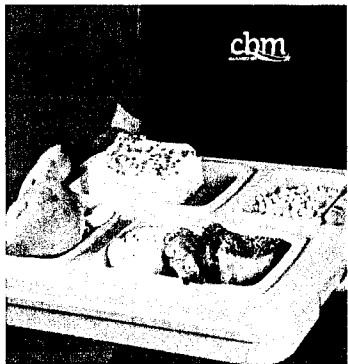
1. Reduce and reuse. The first steps to any successful recycling system are to reduce the amount of waste being produced and reuse where you can.
2. Conduct a waste audit. We will work with you to examine your establishment and see the types and quantities of products in your waste.
3. Know the local laws. Recycling is the law in many locales, and certain recyclables may be banned from landfills. If your local laws require a recycling program, they may outline the types of materials to be recycled and suggest handlers. Once this is fully understood we can work with the Orleans Parish Sheriff's Office to put the most effective program into place.
4. We will contact your current waste handler to determine if they have a recycling program and how your facility can participate.
5. Cost is a concern. Most recycling programs are cheaper than regular pickup, but some programs are just not feasible for a specific business. We will work with you to evaluate how a particular program may compare to your current cost before making a determination.
6. Utilize labeled bins for each type of waste. CBM Managed Services will utilize any available separated bin program help employees and inmates know what type of material goes in each container.
7. The County may consider talking to local growers. Food waste is a valuable resource that can be composted into a soil additive. Many local farmers or greenhouses may have a compost program and should be happy to take food waste off your hands. We would gladly insure a program was put into place and utilized to ensure organic waste was separated.

Pest Control

CBM Managed Services has secured the current pest control provider in the event of an award. We will engage them at that point. The schedule will be in compliance with the RFP.

Meal Delivery

After thorough examination of the facility, CBM Managed Services will develop and implement a meal delivery plan that works best with every facility. CBM Managed Services is a firm believer, in that when inmate meals are served in an efficient and timely manner, it ensures appropriate inmate behavior.



To guarantee that the highest meal standards are met, tray assembly (where applicable) will occur in an efficient manner, food will be kept at proper temperatures during assembly, follow correct portions as defined by the menu, and meet all standards in accordance with local, state and federal laws.

Every facility is different, so every meal delivery plan will be different. CBM will work with the facility and their existing meal delivery plan. In the situation where a delivery plan does not exist, CBM will implement a plan that works best with the facility.

If items need to be purchased to develop or enhance the meal delivery plan, then CBM will negotiate prices with the facility, to ensure the best products are being secured that meet the needs of the facility.

Job Descriptions

Job Description - District Manager:

Position: District Manager

Reports Directly to the Vice President of Operations

Directly Supervises the Food Service Director

Primary Role and Responsibility:

- Provide overall planning, direction and control to assigned units within a defined district, to achieve operating and financial goals.
- Provide guidance and motivation to managers and other district staff.
- Establish and maintain effective customer rapport and maintains mutually beneficial business relationships with clients.
- Look for opportunities to implement new products and services which support sales growth and client retention.
- Responsible for recruiting, training and succession planning of overall district.
- Maintains community relations. Participates in professional and civic activities. Makes public appearances.
- Interacts with Client management and establishes and maintains effective client and customer relations.
- Manages and guides team through the sales process.
- Interfaces with the Vice President of Operations, other Divisional Management and Unit Directors and their staffs.
- Develops District forecasts and communicates deviations to Regional & Divisional Management. Determines plan that optimizes financial performance and productivity (by conducting operational audits).
- Build effective partnership with Regional & Corporate support functions.

Qualifications:

Ideal candidates will possess a high energy level that is communicated to the team they will lead. They will also exhibit a proven track record of growing accounts. In addition, highly developed interpersonal, analytical and communication (written and verbal) skills are essential to success in this role. The ability to manage in a diverse environment with focus on client and customer services is also a key success measure. P/ L management experience in the hospitality industry is desired. Contract-managed service experience is desirable. **A Bachelor's Degree or higher is required.**

Job Descriptions

Job Title – Food Service Director:

Position: Food Service Director

Reports Directly to the District Manager

Directly Supervises positions such as Assistant Food Service Director, Supervisor, Front Line Associates, and Inmate Labor.

Primary Role and Responsibility:

- Provides leadership for the component.
- Utilizes human skills, to effectively manage the component.
- Develops an understanding of motivation and human behavior and the application of effective leadership.
- Establishing and maintaining systems and procedures for the ordering, receiving, storing, preparing and serving of food and related products, as well as menu planning and development
- Assisting in unit forecast and unit accounting
- Ensuring that requirements for appropriate sanitation and safety levels in respective areas are met and will coordinate and supervise unit personnel regarding production, merchandising, quality and cost control; labor scheduling and staffing; employee training.
- Conducting period inventory and perform other functions such as maintaining records to comply with CBM, government and accrediting agency standards.
- Maintaining a positive relationship with the client and client's customers and/or employees
- Serves as the District Manager's resident expert with regard to food service operations

Qualifications:

- Ideal candidates will possess a bachelor's degree in Institutions Management, Foods and Nutrition or other related fields, plus a minimum of two to five years of relevant experience (years of experience is greater for larger unit assignments).
- Excellent food production knowledge is essential for this role.
- The ability to manage in a diverse environment with focus on client and customer services, entrepreneurship and building and growing a strong business is essential for success in this role.
- The ability to identify defects in the preparation and service of food and implement improved quality control procedures as well as to communicate effectively with clients, client customers and support staff is required.
- Responsible for responding effectively to changing demands.
- Proficiency in all Microsoft Office applications is required.
- P/L accountability and/or contract-managed service experience is desirable.

Job Descriptions

Job Title – Assistant Food Service Director:

Position: Assistant Food Service Director

Reports Directly to the Food Service Director or District Manager

Directly Supervises positions such as Supervisor, Front Line Associates, Inmate Labor.

Primary Role and Responsibility:

- Assists the Food Service Director in all phases or a significant portion of the food service operation
- Assists in establishing and maintaining systems and procedures for the ordering, receiving, storing, preparing and serving of food.
- Ensures that requirements for appropriate safety and sanitation are met.
- Effectively utilizes available staff and inmate labor (where applicable) to accomplish daily operations goals.
- May be responsible for unit in absence of Food Service Director.
- Provides professional food service for customers following established standards and practices.
- Oversees and assumes responsibility for daily operations, and ensures compliance on all levels.
- Arranges for, and assists in, the training of new employees.
- Conducts weekly in-service training sessions for all staff and inmate labor.
- Develops and maintains a close working relationship with the Food Service Director and other personnel.
- Performs related tasks as assigned.

Qualifications:

- Knowledge of food preparation theory and practices.
- Skilled in identifying problems and recommending solutions.
- Ability to maintain quality control standards
- College Degree Preferred
- ServSafe Certified
- Must be able to lift up to 50 lbs.
- Previous experience in Institutional Food Service, required.
- Previous experience in Corrections, preferred.
- Previous Supervisory experience required.
- Valid State Drivers' License
- Ability to pass background check and drug screening

Job Descriptions

Job Title – Food Service Supervisor:

Position: Food Service Supervisor

Reports Directly to the Assistant Food Service Director, Food Service Director, District Manager.
Directly Supervises positions such as Front Line Associates, Inmate Labor.

Primary Role and Responsibility:

- Supervises Front Line Associates, and Inmate Labor engaged in the preparation and assembly of food, performing sanitation and utility functions.
- Ensures portions and special dietary requirements are met.
- Ensures timely and efficient meal services.
- Assigns and coordinates inmate work duties
- Keeps accurate population counts
- Trains Inmate Labor in methods of performing duties.
- Maintains security. Ensures all kitchen tools, equipment and keys are returned and secured.
- Develops and maintains sanitation schedule.
- Monitors cleaning of kitchen and other areas, monitors cleaning of utensils and equipment according to proper sanitary methods
- Performs other duties as assigned.

Qualifications:

- Good, effective communication skills (oral, written, interpersonal) required.
- Basic mathematic skills to calculate food costs, supplies, etc.
- Basic computer skills preferred
- Must be able to lift up to 50 lbs.
- ServSafe Certified
- High School diploma or equivalent
- 1-3 years previous institutional food service experience required
- Previous supervisory experience preferred.
- Previous experience in Corrections, preferred.

Job Descriptions

Job Title – Production Cook

Position: Production Cook

Reports Directly to the Assistant Food Service Director, Food Service Director, District Manager.

Primary Role and Responsibility:

- Proper production of all meals
- Ensuring that all production reports are being followed as written
- Taking temperatures and recording them accordingly, to ensure food safety standards are being met.
- Supervising, training, and developing inmate workers in food prep, clean-up and sanitation methods.
- Ensuring that all inmate labor are following basic kitchen hygiene rules. (Showering, hair/beard-nets, washing hands, changing gloves, etc.)
- Ensuring that all foods are prepared and served at the proper temperature
- Ensuring that all dishware and utensils are properly cleaned and sanitized after each use.
- Following all routine cleaning schedules.
- Keeping all storerooms, cabinets, walk-in refrigerators and freezers clean and orderly.
- Maintaining a secure kitchen.
- Perform other duties as assigned.

Qualifications:

- Good, effective communication skills (oral, written, interpersonal) required.
- Basic mathematic skills to calculate food costs, supplies, etc.
- Basic computer skills preferred
- Must be able to lift up to 50 lbs.
- ServSafe Certified
- High School diploma or equivalent
- Previous experience in Corrections, preferred.

Job Title – Inmate Cook/Helper

Work Area: Kitchen

Work Duties: As Assigned

Primary Role and Responsibility:

- Must follow recipes, productions sheets and detailed instructions as given.
- Must follow all food safety and sanitation policies and protocols.
- Operates equipment as allowed, after proper training has been given.
- Portioning food for inmate tray line and Officer's Dining Room (where applicable).
- Setting up tray line with proper utensils and food products in a timely fashion prior to service.
- Properly recording leftovers after service
- Following any prep or pre-prep lists given
- Maintain the sanitation of the entire cooking area
- Perform other duties as assigned.

Job Title – Inmate Dishwasher

Work Area: Kitchen/Dish-room

Work Duties: As Assigned

Primary Role and Responsibility:

- Making sure the machine is clean, filled and water has adequate soap and final rinse product as posted in dish machine procedure. Machine turned on ready for washing.
- Cleaning trays, cups, flatware and beverage containers, making sure they are all cleaned and ready for the next meal. Scrap and pre-rinse all trays before running through machine.
- Pre-soaking pots and pans prior to running through the dish machine. After washing, place on dry racks and return to proper storage area.
- Clean and sanitize all tray food cars after each meal, return to designated area and plug in for next meal, if needed.
- Clean and sanitize all carts, shelved, tables and racks.
- Drain and thoroughly clean the dish machine throughout the day, as needed.
- Maintain the cleanliness of the dish machine, inside and outside. Maintain the cleanliness and the order of the dish room.
- Weekly cleaning of larger items as needed.
- Keep the dish room area clean and sanitized after each meal. Clean walls and floors and remove debris from floor drains.
- Perform other duties as assigned.

EMPLOYEE TRAINING



Enclosed you will find a very brief overview of the intensive employee training at CBM Managed Services. New employees spend 5 days completing training, followed by monthly in-service training session. We will supply more information upon request.

Employee Training

Training is an essential element in the development and growth of our staff and management. It is also something that is often overlooked. Consistent, well-planned training will improve operational efficiencies, improve employee turnover, and decrease or eliminate employee injuries. CBM Managed Services is mandated by contractual obligations to provide employee training at each of our facilities. Failure to provide this mandatory training is a break of contract and a disservice to both the employees and our clients.

How and When Should Employees be Trained?

New Employees

During their first week of employment, new employees are required to complete a 5 day training orientation which included information on topics such as CBM policies, food safety, personal hygiene, safety, and ethical issues (please see below for training outline). Typically, the Food Service Director will complete this training with all new employees; however, the Food Service Director may choose to assign a staff member to train certain sections.

New employees will be required to sign a training roster for each of the 5 days they receive new employee orientation/training. The original training roster is to be kept at the facility. A copy of the roster must be sent immediately following the training session to the Director of Corporate Training at the Corporate Office.



Ongoing Training for Existing Employees

The Corporate Office has developed an Employee Training Manual for ongoing training for existing employees. This training manual has been divided into 12 sections, one for each month of the year. Each section covers various safety, ethical, food safety, sanitation, and personal hygiene topics (please see below for monthly list).

Each month, a training session will be held with the employees to cover the topics for that month. Typically, the Food Service Director will complete this training with their employees; however, the Food Service Director may choose to assign a staff member to train certain sections. Because this ongoing training is mandatory for all employees, several sessions may need to be scheduled in order to ensure that all employees are appropriately trained.

After each training sessions, all employees must sign the training roster. The original training roster is to be kept at the facility. A copy of the roster must be sent immediately following the training session to the Director of Corporate Training at the Corporate Office.

Employee Training

Who is Responsible for Training?

The Food Service Director at each facility is responsible to ensure that all training takes place as scheduled. Is it also the responsibility of each facility to send a copy of the training rosters to the Corporate Office in a timely manner following each training session.

New Employee Orientation/Training

Day 1

Administrative

- Mission/Vision/Values of CBM
- Business Conduct & Ethics

Human Resources

- Sexual Harassment
- Drug, Alcohol & Tobacco Use
- EEO
- Introductory Period
- Employee Handbook

Introduction to Food Safety

- Introduction to Food Safety
(PowerPoint Presentation/Video)

Shadow Kitchen Employees

Day 2

Personal Hygiene

- Hygiene & Grooming Standards
- Proper Hand Washing

Ethical/Legal

- Manipulation by Inmates
- Staff-Inmate Relations
- Preventing Kitchen Theft by Inmates

Security

- Key Control and Storage
- Knives/Sharps Control & Security

Shadow Kitchen Employees

Day 3

Food Safety

- Food Safety & HACCP
- Making a Secure Sample Tray
- Delivery Check-In

- Calibrating a Thermometer
- Pathogen Verification Kit
- Handling Leftovers
- Minimizing Food Overproduction
- Production Sheet Basics
- Setting Up a Steam Table Serving Line

Shadow Kitchen Employees

Day 4

Safety

- Back Safety
- Burn Prevention
- Chemical Use, Chemical Safety & MSDS Book
- Fall Prevention
- Fire Safety & Prevention
- General Workplace Safety Rules & Reporting Accidents
- Safety Attitude
- Preventing Cuts/Kevlar Gloves
- Disposable Gloves

Sanitation & Cleaning

- Pot Washing
- Sanitation & Cleaning Manual
- Equipment Cleaning (by demonstration)

Shadow Kitchen Employees

Day 5

Shadow Kitchen Employees

Employee Training

Employee Monthly Training Series (for ongoing training)

January

- Food Safety
- Hygiene & Grooming Standards
- Equipment Cleaning
 - Dishwasher & Ice Machine

February

- Key Control
- Preventing Kitchen Theft
- Preventing Cuts
- Equipment Cleaning
 - Insulated Cabinets
 - Stainless Steel Tables

March

- Proper Labeling & Dating of Food
- Staff/Inmate Relations Handbook
- Equipment Cleaning
 - Hobart Slicer
 - Manual Can Opener

April

- Chemical Labels
- Chemical Use
- MSDS Sheets/Book
- Equipment Cleaning
 - Grease Trap
 - Floors & Mops
 - Light Fixtures

May

- Making a Secure Sample Tray
- Maintenance of Delivery Trucks
- Hand Washing
- Equipment Cleaning
 - Reach-In & Walk-In Coolers

June

- Delivery Check-In
- Disposable Gloves & Cross-Contamination
- Equipment Cleaning
 - Grills
 - Ovens (Rotary, Convection)

July

- Calibrating a Thermometer
- Preventing Falls
- Pathogen Verification Kit
- Equipment Cleaning
 - Serving Utensils
 - Deep Fat Fryers

August

- Preventing Burns
- Safety Attitude
- Handling Leftovers
- Equipment Cleaning
 - Steamers & Steam Kettles
 - Tilt Skillet

September

- Fire Safety & Prevention
- Minimizing Food Overproduction
- Manipulation by Inmates
- Equipment Cleaning
 - Walls, Table & Chairs

October

- Sexual Harassment
- Production Sheet Basics
- Equipment Cleaning
 - Removable Hood Filters
 - Utility Carts

November

- Knives/Sharps Control
- Pot Washing
- Back Safety
- Equipment Cleaning
 - Sanitation Handbook
 - Vertical Mixers

December

- Setting Up a Steam Table Serving Line
- General Workplace Safety Rules & Reporting Accidents
- Equipment Cleaning
 - Salad Bar & Salad Bar Containers

Uniforms

CBM Managed Services' employees are easily distinguished with our distinctive facility approved uniforms. Every uniform consists of:

- Red Polo Shirts
- Red Baseball Caps
- Black or White Aprons
- White Lab Coats for management team members

All CBM Managed Services' team members are also requires to wear:

- Non-Denim pants
- Slip Resistant Shoes



Employee Uniform & Personal Appearance Policy

Uniforms

Each employee will be provided with two (2) red polo shirts, one (1) red baseball cap, and one (1) black or white apron. White lab coats will be provided for supervisors and management team members.

Employees are required to wear non-denim pants as well as slip resistant shoes. Employees can purchase slip resistant shoes through CBM Managed Services. Details on how to purchase are available, upon request.

Personal Appearance

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the business image CBM presents to customers and visitors. During business hours or when representing CBM, you are expected to present a clean, neat and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with customers, or visitors in person.

Your supervisor or department head is responsible for establishing a reasonable dress codes appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dress or groomed. Under such circumstances, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes an appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

- Shoes that provide safe, secure footing and offer protection against hazards.
- Mustaches and beards must be clean, well-trimmed and neat.
- Long hairstyles should be work with hair pulled back off the face, neck and shoulders to avoid interfering with job duties.
- Jewelry should be kept to a minimum or not worn entirely. It can cause potentially serious safety hazards.
- Any facial or body piercings should be kept to a minimum, covered up or not worn.
- Visible tattoos considered excessive, should be covered up during working hours.

SAFE FOOD HANDLING



Safe Food Handling

The goal of a successful institutional food service operation is to serve suitable, nutritious, wholesome, and safe meals. To ensure this process, all food must be handled properly under the required procedures before, during, and after delivery to the serving area.

Sanitation Responsibilities

A systematic inspection of all areas in the food service unit will serve as a constant reminder of best practices and enable managers and associates to prevent bad practices from becoming habits. Maintenance of proper cleaning schedules is essential to a clean, sanitary operation. The manager or supervisor must be constantly aware of their responsibility in the following areas of concern:

- Food preparation areas and equipment.
- Storage areas, including all dry, hot, cold, and frozen areas.
- Service areas and food holding equipment.
- Personnel covering all areas, as required by Federal, State, and/or Local code; dealing with health and disease control, personal cleanliness, and any company policies and procedures.



Food borne illnesses, cross contamination, food spoilage, and pest infestation are a constant concern in the food industry. Sanitation procedures must constantly be observed when it comes to handling food, small wares, and equipment. Associates will be trained to handle food products properly to avoid contamination. Food handlers must be free from any communicable diseases or infections, must practice good personal hygiene, and must maintain a clean working environment. Kitchen and serving areas for all units should follow these standards:

- **Physical:** Absence of any visible contaminants.
- **Chemical:** Absence of any non-food-safe soap or other chemical residues.
- **Bacterial:** Absence of any organism that could result in cross contamination.
- **Pests:** Absence of any insect or rodent infestation.
- **Odors:** Absence of noxious odors.

A location that is clean and free of clutter is essential to the preparation of wholesome food. A planned schedule of cleaning assignments will ensure good housekeeping practices. Schedule a time for each procedure, outline expectations clearly, and assign an associate to complete it. All housekeeping practices fall into daily, weekly, and monthly categories. This document is full of tips and guidelines to maintain an efficient kitchen.

NOTE: Please be aware that Federal, State, local and city regulations for a proper foodservice establishment must be followed at all times.

Safe Food Handling

Food Service Associates Guidelines:

All associates engaged in food preparation or service must maintain high standards of health and personal hygiene.

- Outer clothing including uniform, apron, and shoes must be clean and follow appropriate established requirements.
- Hair restraints (caps or hairnets only) must be worn while on duty and in a production area. Unless hair can be secured in an orderly fashion, all hair longer than 1 inch below the nape of the neck must be in a hairnet. For those with facial hair longer than one-quarter of an inch, the use of a beard restraint will be mandatory.
- All associates must communicate with their direct supervisor regarding any individual health problems. Any associate that comes in direct contact with food preparation or service that exhibits signs of a communicable illness or has any open and infected wounds will be temporarily relieved of their duties until their conditions are no longer present.
- Use blue bandages to cover uninfected wounds that may occur during the work day. Keep



bandage on with either a finger cot or glove, depending on the location of the wound.

- Frequent hand washing is key. There are specified sinks in all units for hand washing only.
- Keep fingernails short, clean, and free of any nail polish or artificial nails.
- Remove jewelry before work. Jewelry could fall into food and become a hazard or it could become a safety hazard and get caught in equipment. Wedding bands and small stud earrings without stones are permitted.
- No smoking is allowed in the food preparation or serving areas. Smoking is only allowed in the area designated by the facility, in accordance with local code.
- When serving food, avoid direct contact by using appropriate utensils and wearing clean, disposable gloves
- Leave personal belongings outside of the food preparation or service area. They should be stored in an area designated by the facility.
- Never eat, drink, smoke, or chew gum or tobacco in any areas that are used for preparation, cleaning, or service.
- Use only properly fitting single use gloves. Change gloves when changing tasks. Change frequently, washing hands in between glove change.

Safe Food Procurement:

Purchase only high quality, safe, and wholesome food from approved vendors.

- Purchase fresh meats, poultry, eggs, dairy, frozen, and dry goods from approved vendors who provide adequate storage facilities and delivery services.

Safe Food Handling

- Meat and poultry should contain the State or Federal inspection seals. Milk and liquid egg products must be pasteurized; fresh eggs should have clean, unbroken shells.
- Do not accept donations of made-at-home foods. These could be potentially hazardous.
- When receiving or checking in deliveries, reject spoiled or damaged products. Any canned goods should be free of corrosion, bulges, or dents. They could be potentially hazardous. Return damaged goods to the supplier when applicable.
- Any frozen foods must be delivered in their frozen solid state. If there is any indication the product has been thawed and refrozen, it needs to be rejected immediately and returned to the supplier, when applicable.

Safe Food Preparation:

All food must be handled as if it could be a potential food borne illness. Techniques are to be used which help prevent the spreading of potential food borne illnesses, while maintaining a high quality product. Avoid leaving perishable foods, such as meats and dairy, at room temperature for any length of time after preparation.

- Wash all fresh fruits and vegetables thoroughly before either cooking or serving raw. Discard product if there is any indication of spoilage.
- Wash poultry as a part of the preparation process. Wash and sanitize all surfaces and equipment used in poultry preparation before continuing with kitchen tasks.
- Do not allow dairy products to get above 40°F at any point of the preparation process.
- Return prepped foods to refrigerators as quickly as possible.
- Discard any food that appears to be spoiled.
- Discard any food that has been held at an improper temperature for any length of time.
- Avoid allowing food to reach temperatures between 40°F and 140°F; this is considered the temperature danger zone, where any bacterial growth will occur rapidly.

Safe Food Storage – Cold Holding:

Keeping food at the proper temperature is one of the most effective ways to prevent bacterial growth. This will also help maintain the quality and freshness of the food.

- Frozen food should be thawed either in the refrigerator at 40°F or below, or in a sink with cool water (70°F or below) running over the product. Many foods can be cooked from their frozen state with a slightly increased cooking time. Proper production planning will help determine when foods need to be thawed
- To properly chill hot foods, such as soups or stews, transfer the food to a larger shallow metal pan (2"-4" in depth), cover, vent to allow steam to escape, and refrigerate immediately. Frequently stirring or agitating the food or placing in a blast chiller or freezer will also be acceptable. All hot foods must be chilled to 40°F or below within four hours.
- Store products in the refrigerators at least 6" off the floor and 18" from the ceiling on approved shelving.

Safe Food Handling

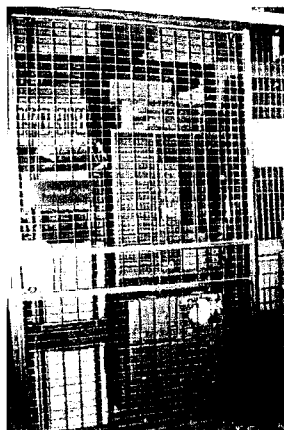
- Place cooked and ready to eat foods on higher shelves and raw foods on the bottom shelves. Chicken should always be placed on a bottom shelf, as it cooks to the highest temperature.
- All food products should be covered, labeled, and dated before placing into the refrigerator. This will help determine when to use the product by.
- Only used approved containers for food storage.

Safe Food Storage – Frozen:

Freezer temperatures should range from -10° to 0°F for maintaining the best quality of frozen foods and to help eliminate freezer burn.

- Ensure that all frozen foods are in approved containers and are covered, labeled, and dated.
- Use thawed foods immediately; re-freezing thawed foods should be avoided to prevent the possibility of spoilage and freezer burn.
- Leftovers can be frozen in approved containers and are covered, labeled, and dated.
- Store products in the freezers at least 6" off the floor and 18" from the ceiling.
- Monitor the buildup of frost. If the freezer is not equipped with a self-defrost ability, defrost manually twice per year, or more if needed.

Safe Food Storage – Dry Goods:



Foods not requiring immediate refrigeration must be stored in a clean, well-ventilated area with easily cleanable surfaces and on approved shelving, 6" off the floors and 18" from the ceilings.

- Avoid storing products near drains, sewer pipes, or water lines. Overflow, leakage, or condensation may contaminate products.
- For maintaining the best quality, a temperature of 70°F is recommended. Avoid letting the room get below 50°F, as the quality of some foods may begin to suffer.
- Once opened, dry bulk foods such as flour, sugar, or rice should be stored in clean, approved containers that are properly labeled and dated.
- Follow the FIFO inventory system: First In, First Out. The product that is the first to arrive should be used up first.

Production of Cooked Foods:

Temperature monitoring is key; avoid allowing food to reach temperatures between 40°F and 140°F. This is considered the temperature danger zone, where any bacterial growth will occur rapidly.

- Proper production planning will indicate times for service of hot foods. Keep times between cooking and serving to a minimum in order to maintain the highest quality of food.
- Items cooking in large containers will cook more evenly with frequent stirring.
- Keeping food covered while cooking will help cook the food faster and prevent anything from falling in and contaminating the food.

Safe Food Handling

- Keep a small tray of food samples in the refrigerator for up to 1 week. In case of a foodborne illness occurrence, these samples will be tested.
- Avoid stuffing whole birds, as the poultry and stuffing cook at different speeds and temperatures.
- A uniform temperature of 140°F minimum should be reached when cooking foods initially.
- When reheating foods, heating should be done quickly and efficiently to a minimum of 165°F. Do not attempt to reheat foods using steam tables or warming boxes; foods should be reheated using approved equipment only.
- Approved thermometers will be provided and used regularly to ensure that adequate internal temperatures are being reached and maintained.
- All food contact surfaces used in the preparation or service of food are to be washed and sanitized before, during, and after every meal. Use only approved food-safe chemicals and towels.
- Use only approved cutting boards. Ideal cutting boards are seamless, non-porous, and slip-resistant. Avoid wood cutting boards as they can harbor bacteria, and are difficult to keep clean.

Safe Food Transportation:

The objective for safe food transportation is to maintain food quality, proper temperatures, and prevent contamination during transport.

- Use only approved containers and equipment for transporting hot and cold foods.
- Keep containers covered tightly to help prevent physical contamination, loss of heat, or warming of cold foods.
- Containers should be washed and sanitized after every use. Items used in transportation, such as carts or vehicles, should also be washed and sanitized after every use. Clean up any spills immediately.
- Temperature monitoring is key; avoid allowing food to reach temperatures between 40°F and 140°F. This is considered the temperature danger zone, where any bacterial growth will occur rapidly.
- Food service staff should check the food temperatures a minimum of every 2 hours or at least 3 times during the service period.
- Vehicles used for delivery are to be enclosed, clean, and in good repair. Clean up the area after every use.
- During service, utilize sneeze guards and pan covers. Check with local regulations as this may be required.
- Keep cold food refrigerated as long as possible prior to service.
- Use the correct approved equipment, utensils, and single use gloves during the service period.
- Late meals are to be stored accordingly.



TEMPERATURE LOG

MONTH: _____

LOCATION: _____

DAY	TEMP. 1 (AM)	TIME	INTLS	TEMP.2 (AM)	TIME	INTLS	TEMP.3 (PM)	TIME	INTLS	COMMENTS
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NOTE: 1. Cooler temp.=41 degrees or below 2. Freezer temp.=10 degrees or below 3. Dry storage temp.=70 degrees or below

* Please notify manager if temperature is out of range. Note corrective action under "Comments" section.

MONTH:

DISHWASHER TEMPERATURE LOG

Form Revised: October/ 2014

0600 HRS (Take temp at the beginning of breakfast meal)						1300 HRS (Take temp at the beginning of lunch meal)						1530 HRS (Take temp at the beginning of dinner meal)					
IMPORTANT: Ensure the machine temperatures are within the acceptable ranges. If not, take corrective actions listed below and document on this form. Notify supervisor on all the issues																	
DATE	Wash 150-160 F	Rinse 160-170 F	Final Rinse 180-195 F	INIT BY	Corrective Actions Taken (A B C*)	Wash 150-160 F	Rinse 160-170 F	Final Rinse 180-195 F	INIT BY	Corrective Actions Taken (A B C*)	Wash 150-160 F	Rinse 160-170 F	Final Rinse 180-195 F	INIT BY	REV BY	Corrective Actions Taken (A B C*)	
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Corrective Actions Taken*:

A: Machine malfunction

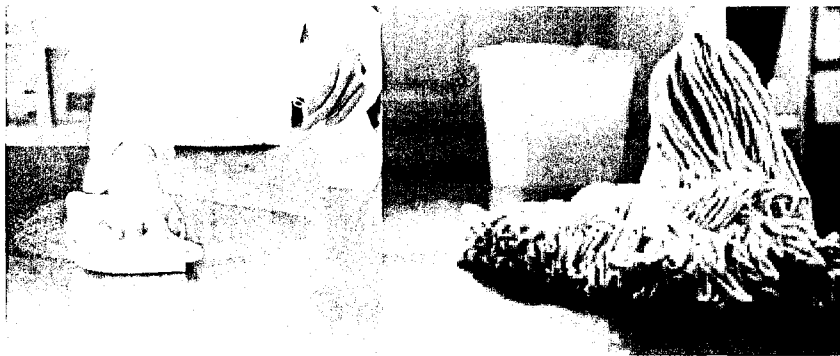
B: Place in work order

C: Machine fixed and checked by the supervisor

Comments:

[illegible]

SANITATION TRAINING



Included is an overview of our Sanitation Training Manual. Additional information can be provided upon request.

Sanitation Training

Equipment Cleaning Training	Name: _____		
	Trainer: _____		
Equipment:	Date Trained:	Trainee Initials	Trainer Initials
Manual Can Opener			
Deep Fat Fryers			
Diswasher Operation & Cleaning			
Floor & Mop Cleaning			
Grease Trap			
Grills			
Hobart Slicer			
Removable Hood Filters			
Ice Machine			
Insulated Cabinets			
Light Fixtures			
Mobile Utility Carts			
Ovens			
Reach-In Cooler			
Rotary Oven			
Salad Bar			
Salad Bar Containers			
Serving Utensils			
Stainless Steel Tables			
Steam Jacketed Kettles			
Steamer			
Tables & Chairs			
Tilt Skillet			
Vertical Mixer			
Walk-In Cooler			
Walls			

*Note: This training is included as a part of New Employee Training, and includes how to properly operate and clean equipment. Equipment training will vary by facility due to equipment available.

Sanitation Training

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Steam Jacketed Kettles			
Steamer			
Tables & Chairs			
Tilt Skillet			
Vertical Mixer			
Walk-In Cooler			
Walls			

*Note: This training is included as a part of New Employee Training, and includes how to properly operate and clean equipment. Equipment training will vary by facility due to equipment available.

In Service Safety & Training Program

*Food Service Sanitation and Equipment
Cleaning Manual*

The goal of a successful institutional food service operations is to serve acceptable, nutritious, wholesome, and safe meals. To ensure this process, all food must be handled properly under the required procedures before, during and after delivery to the serving area.

A systematic inspection of all areas in the food service unit will serve as a constant reminder, and enable managers and associates to prevent bad practices from becoming habits. Maintenance of proper cleaning schedules is essential to a clean, sanitary operation. The manager or supervisor must be constantly aware of their responsibility in the areas of concern. The areas of concern are:

- Food preparation areas and equipment.
- Storage areas including all dry, hot, cold, and frozen areas.
- Service areas and food holding equipment.
- Personnel covering all areas, as required by Federal, State, and/or Local code; dealing with health and disease control, personal cleanliness, as well as any company policies and procedures.

Food borne illnesses, cross contamination, food spoilage, and pest infestation are a constant concern. Sanitation procedures must constantly be observed when it comes to handling food, small wares, and equipment. Associates will be trained to handle food products properly to avoid contamination. Food handlers must be free from any communicable diseases, or infections. They also must practice good hygiene, and maintain a clean working environment. Kitchen and serving areas for all units should follow these standards:

- **Physical:** Absence of any visible contaminants.
- **Chemical:** Absence of any non-food safe soap or other chemical residues.
- **Bacterial:** Absence of any organism that could result in cross contamination.
- **Pests:** Absence of any insect or rodent infestation.
- **Odor:** Absence of noxious odors.

A location that is clean, and free of clutter is essential to the preparation of wholesome food. A planned, schedule of cleaning assignments will ensure good housekeeping practices. Schedule a time for each procedure, outline expectations clearly, and assign an associate to complete it. All housekeeping practices fall into daily, weekly, and monthly categories.

Sanitation & Equipment Cleaning Manual

Note: For purposes of these sanitation standards, potentially hazardous food shall be defined as: any food that consists in whole or in part of dairy products, eggs, meat, poultry, fish, shellfish, or other ingredients in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms.

When cleaning with any chemical, remember to follow manufacturers' directions, use in a well ventilated area, wear the appropriate safety gear, and do not mix chemicals together.

Please note that all equipment will vary by facility, and that all cleaning procedures may not be the same as described in this manual. Please follow the instructions specific to the equipment in your facility.

Equipment Cleaning Procedure

Lesson Title: Manual Can Opener Cleaning Procedure

Lesson Objective: To ensure that all components are properly cleaned and maintained in a timely manner.

Procedure:

1. Clean and sanitize removable assembly in pot sink.
2. Scrub with stiff brush.
3. Rinse in clear water with sanitizing solution.
4. Clean and sanitize base.
5. When caulking around the base gets loose, take off base, clean, sanitize and recaulk.

Hints:

- Do not operate or clean without proper training.
- Inspect equipment for cleanliness and possible damage.
- Report any damage to your supervisor.
- If blade shows wear, replace blade using opener (chipped or worn blades may leave metal slivers).
- Do not sharpen blade.

Equipment Cleaning Procedure

Lesson Title: Deep Fat Fryers Cleaning Procedure

Lesson Objective: To ensure that all employees and other designated workers are properly trained to clean the deep fat fryer.

Procedure:

1. Ensure the deep fat fryer is cool.
2. Drain cooking oil using a drain pipe.
3. Fill the deep well with enough water to cover the heating coils.
4. Add enough degreaser to make recommended strength solution when the will is filled with water.
5. Use a long-handled brush to thoroughly mis the concentrated solution.
6. Turn thermostat on to 180°-200°F.
7. Add hot water to fill the deep well.
8. Bring temperature to boiling.
9. Brush-wash heavy deposits.
10. Turn off heat.
11. Drain fryer, adding cold water as you do.
12. Rinse with fresh hot water.

Hints:

- Do not operate or clean without proper training.
- Inspect equipment for cleanliness and possible damage.
- Report any malfunctions or damage to your supervisor.
- Make sure floor area around fryer is clean and dry to prevent slipping.
- Melt shortening in fryer following directions, do not overfill fryer.
- Ensure that the exhaust/hood system is turned on.
- Do not leave fryer unattended while in operation.
- Do not leave fryer operating without a load of product to cook.
- Do not put frozen foods with visible ice into fryer.
- In case of fire, shut off fryer, and turn off gas or electric before trying to extinguish the fire.
- Wear cloth aprons when operating deep fat fryers

Equipment Cleaning Procedure

Lesson Title: Dishwasher Operation & Cleaning Procedure

Lesson Objective: To ensure that all components are properly cleaned and maintained in a timely manner.

Procedure:

1. Do not operate without proper training.
2. Scrape food soil from plates.
3. Presoak all silverware.
4. Place silverware with handles down before washing.
5. Inspect equipment for cleanliness and possible damage.
6. Report any damage to your supervisor.
7. Check wash arms, soap tays, and final rinse jets. Place soap trays, wash arms and curtains in their proper places inside the machine.
8. Before turning on the machine:
 - Make sure spray arms are locked into place
 - Make sure both side panels are down
 - Make sure curtains are in proper placeStart pump and conveyor by pressing both red buttons, to stop pump and conveyor press both black buttons. (where applicable)
9. Make sure drain valves are closed tightly.
10. Open fill valves.
11. Fill all tanks to proper level, and then shut off all fill valves.
12. Turn on electric heater for all tanks and power booster.
13. Check that water temperature in all tanks is correct before washing:

Prewash	100°-120°F
Wash	155°-170°F
Power Rinse	165°-180°F
Final Rinse	180°-195°F
14. Dish room workers should wear rubber boots and aprons.
15. Red light will come on and buzzer will sound if machine is out of soap.
16. Visibly check the chemical dispensers before each use.
17. Never open side panels of dishwasher when in use.

Cleaning Procedure:

1. Turn off the pump and conveyor motors.
2. Unsnap the end caps.
3. Clean the tube slots.
4. Tile the upper tubes down. Tile the lower tubes up.
5. Turn pump motor on and off quickly to flush soil in tubes into the scrap trays.
6. Turn off the tank heater and open the drain valves.
7. Remove the scrap trays.
8. Remove the curtains. Clean thoroughly and leave out to dry.
9. Clean inside of machine with hose and cloth or brush.
10. Clean walls and floor with detergent and water.

De-Liming the Dish Machine:

What is the Cause of Lime Build-up?

Depending on the individual water conditions at your facility, there can be as little as just trace amounts of dissolved mineral, to very significant amounts of dissolved mineral. This dissolved mineral is measured in terms of grains or hardness and can vary from 0 to 25 grains or more. The higher the number, the bigger problem you face in trying to keep the metal parts of your dish machine free from lime build-up. This lime build-up occurs when hot water with dissolved mineral solids comes in contact with hot metal surfaces. This appears as a white film on the interior metal parts of your dish machine. If this is not regularly maintained, serious mechanical issues can occur.

Why Must Lime Build-up Be Removed?

There are three important parts of your dish machine that rely on lime-free conditions to operate properly:

1. The **final rinse spray jets** have small orifices that tend to plug quickly with lime build-up. When this happens, the sanitizing rinse spray pattern is interrupted and proper disinfection fails to occur.

2. The **heating elements** located in the bottom of the wash tank build up with lime deposits quickly because they are very hot. When this happens, the lime build-up insulation barrier and heat conductance is reduced. This condition then requires the use of more electrical energy to maintain the proper wash temperature in the tank, thusly increases operating costs and reduces the life expectancy of the heating elements.
3. The **detergent sensor probe** which controls the concentration of detergent in the wash water is located below the water level in the wash tank and also collects lime build-up. When this happens, the sensor fails to read the correct concentration of detergent and calls for the detergent dispensing unit to add more chemical. Detergent is expensive and this condition unnecessarily increases your operating costs.

What Chemical Should Be Used to De-Lime the Dish Machine?

A de-liming cleaner usually containing phosphoric acid should be used. Each food service chemical company calls their brand by a different name, but each state that its use is for dissolving lime, mineral, or water scale.

How is this Product Used?

Follow the manufacturer's instructions on the label and always use proper safety equipment, such as rubber gloves and eye protection.

How Often Should the Dish Machine Be De-Limed?

That will depend on two factors:

1. How hard (how much dissolved mineral solids) is in the water. The harder the water, the faster the lime will build up.
2. How many hours per day the dish machine is in use. The more it is used the faster the lime will build up.

When Should the Dish Machine be De-Limed?

There is only one way to tell and that is with a good visual inspection. That inspection can only be done when the machine is turned off and completely drained. Do this inspection either in the morning before the machine is filled or at the end of the day, after it has been drained.

Visual Inspection Procedure for Indications of Lime Build-Up:

1. When the machine is off and drained, open the access door(s).
2. Remove the scrap trays over the wash tank(s).
3. Inspect the rinse jets for lime build-up.
4. Look at the heating elements in the bottom of the wash tank(s). The elements should be dark grey to black, or copper in color. If they are white, they have lime scale build-up. If the machine has not been de-limed for an extended period of time, the elements may be thick with lime scale. There may also be some rust from iron in the water mixed in with the lime scale. This is a sure sign that the machine needs to be de-limed.

De-Liming Procedure:

Note: If de-liming has not been done properly, or for an extended period of time, this procedure may need to be repeated a second time, to remove all of the lime from the machine.

1. Be sure the machine is fully drained.
2. Turn off the soap dispenser and remove solid detergent capsule from dispenser. This is important. The chemical you are using to dissolve the lime scale is an acid. The dishmachine detergent is a very strong alkaline, alkalinity neutralizes acidity. So, if you have both an acid and an alkaline in the dish machine, the acid will be neutralized and will not remove the lime scale. You will be wasting both time and money and still won't get the job done.
3. Close the drain valve in the wash tank(s).
4. Dump ½ gallon of de-liming cleaner into each wash tank.
5. Close the access door(s).
6. Fill wash tank(s) with water.

7. If your machine is a:

- **Single Stationary Rack Type**

- Turn on the manual switch to allow the pump to circulate the water for approximately 10 minutes. When operating on manual, the normal cycle of wash and rinse does not occur. The pump just recirculated the water, which then dissolves the lime scale.

- **Multi Tank Conveyor or Flight Type**

- Remove all the interior curtains and turn the pump on. Let it run for approximately 10 minutes.

8. After running the machine for 10 minutes, turn off the machine and drain.

9. Open the access door(s) and inspect the interior. Look at the heating elements, if all lime scale is removed from the elements, you are done with the most important parts of de-liming. If not, repeat steps 3 through 9.

10. After de-liming the interior, fill a spray bottle with properly mixed de-liming solution and spray any areas that still have lime scale present. The most likely areas are around the door(s), on top of the machine, and occasionally in some parts of the interior section on the rinse end of the conveyor machines. It might take several applications and some rubbing with a scratch pad.

11. When all the lime scale is removed, return the dish machine back to normal operations. Don't forget to turn on the detergent dispenser and re-load with detergent.

12. Continue regular inspections and de-lime only as needed.

Equipment Cleaning Procedure

Lesson Title: Floor and Mop Cleaning Procedure

Lesson Objective: To ensure floors in the food service area are cleaned appropriately and are safe for employees and other designated workers; to ensure mops and buckets are cleaned appropriately after each use.

Procedure for Cleaning Floors:

1. Dust mop or sweep the area to be mopped.
2. Fill one mop bucket 2/3 full of clean, warm water.
3. Add appropriate amount of cleaning agent as directed on label.
4. Fill a second bucket 2/3 full of clean, warm water.
5. Place **WET FLOOR** signs around the area to be mopped.
6. Dip mop in the bucket that contains the cleaning agent.
7. Wring out the excess solution from the mop (do not wring fully dry).
8. Start mopping about two feet straight out from the baseboards.
9. Mop close to the baseboards.
10. Continue mopping in a figure-eight pattern.
11. Turn the mop over two or three times after each dip in the cleaning agent.
12. Mop an area 9x12 feet at a time
 - If the area is a corridor or heavy traffic area, mop one side at a time, allowing the other side to remain dry as a passageway.
13. Dip the second mop in clean water.
14. Wring the mop out and rinse the floor that has previously been mopped with the cleaning solution.
15. Allow the floor to dry.
16. Mop and rinse the other areas that have not been mopped.
17. Change the cleaning agent water and rinse water as necessary.
18. When finished, empty the buckets and clean mops/buckets as instructed.

Procedure for Cleaning Mop Bucket:

1. Empty bucket in slop sink.
2. Rinse the bucket until there is no sediment of cleaning materials or residue.
3. Scrub the bucket inside and out. Use handled brush and wash detergent.
4. Rinse with hot water.
5. Turn upside down to air dry.

Procedure for Cleaning Mop:

1. Wring out mop.
2. Place mop in slop sink.
3. Rinse wringer with hot water.
4. Rinse mop with hot water.
5. Pour soap solution on mop head.
6. Wash by dousing.
7. Rinse by using hot water, until water runs clear.
8. Wring mop in ringer.
9. Shape and straighten strings with fingers, using combing-like motion.
10. Hang mop head and place upright in rack to dry.
11. Clean sink using scouring powder.
12. Rinse sink with hot water.

Equipment Cleaning Procedure

Lesson Title: Grease Trap Cleaning Procedure*

Lesson Objective: To ensure that all grease traps are properly cleaned and maintained in a timely manner.

Procedure:

1. Remove the metal top of the grease trap by unscrewing four screws and lifting off the top to expose the metal insert basket. Be careful not to disturb the gasket on the lip of the grease trap.
2. Slowly remove the metal insert basket from the trap allowing the liquid to drain from the basket into the trap. The drained basket will contain only solidified grease.
3. Dump the grease into the designated waste container.
 - a. **Do not mix the grease in with the recycle waste.**
 - b. Remove as much grease as possible from the insert basket.
 - c. Thoroughly wash the empty insert basket.
4. Return and replace the insert basket to the grease trap.
5. Replace the lid and fasten down with the four screws. Be careful not to disturb the gasket on the lip of the grease trap.

Note: All grease traps are to be cleaned on a weekly basis.

***The type of grease trap will vary by facility, please follow the directions specific to the grease trap(s) in your facility.**

Equipment Cleaning Procedure

Lesson Title: Grill Cleaning Procedure

Lesson Objective: To ensure that the grill is properly cleaned and maintained in a timely manner.

Procedure:

1. Allow grill to cool enough to be handled safely.
2. Scrape all loose food debris from surface.
3. When surface is warm (120°F) spray with degreaser and allow to penetrate soiled areas; scrape again.
4. Clean backsplash, sides and front, rubbing with the grain of the metal.
5. Remove the grease drawers and empty excess grease.
6. Wash drawers.
7. Rinse well to remove all degreaser.

Hints:

- Do not clean or operate without proper training.
- Inspect equipment for cleanliness and possible damage.
- Wear a cloth apron when using the grill.
- Make sure exhaust fans are on before using grill.
- Turn on thermostat to proper setting and allow to heat up.
- Do not leave grill unattended.
- In case of fire, shut off grill and turn off gas/electric before trying to extinguish the fire.
- Report any damage or malfunction to your manager/supervisor.

Equipment Cleaning Procedure

Lesson Title: Slicer Cleaning Procedure*

Lesson Objective: To ensure that after each use the slicer is properly cleaned and sanitized.

Procedure:

1. Unplug the machine
2. Put on chain-maille safety gloves with disposable gloves over them.
3. Dip clean cloth into hot soapy water, wring out cloth.
4. Wipe off large scraps of food.
5. Loosed the two retainer knobs, rotate the front knife guard clockwise to clear slots at the screw heads, and unhook from the stud. Lift off guard.
6. After the front guard is removed, the back guard can then be disassembled by unscrewing the knob.
7. Carefully wash the front and rear of the blade with a cloth that has been dipped in the cleaning solution.
8. Wash the front and back guards.
9. Rinsing and sanitizing can be done by going over all cleaned surfaces with a cloth soaked in sanitizing solution.
10. Reassemble the slicer and allow to air dry.
11. Cover the slicer until next use.
12. Report any damage or malfunction to your manager/supervisor.

***The type of slicer will vary by facility, please follow the directions specific to the slicer(s) in your facility.**

Equipment Cleaning Procedure

Lesson Title: Removable Hood Filters Cleaning Procedure

Lesson Objective: To ensure that the removable hood filters are cleaned on a weekly basis or as needed.

Procedure:

1. Prepare the pot and pan sink with hot water and detergent solution.
2. Remove the hood filters. Leave exhaust fans running.
3. Place the hood filters in the sink and allow to soak in the hot water and detergent solution.
4. Flush filter thoroughly under hot water to remove cleaning solution and grease.
5. Stack on the drain boards
6. Allow to thoroughly air dry.
7. Wipe down excess grease build-up in hood area with degreaser. Wipe again with a clean cloth to remove degreaser residue.
8. Replace hood filters.
9. Report any damage or malfunction to your manager/supervisor.

Equipment Cleaning Procedure

Lesson Title: Ice Machine Cleaning Procedure

Lesson Objective: To ensure that the ice machine(s) is properly cleaned and maintained.

Procedure:

1. Wipe down outside of ice machine daily.
2. Wash ice scoop(s) daily.
3. Deep clean the inside of the ice machine periodically or as needed:
 - Disconnect power supply and empty ice bin.
 - Wash interior with appropriate cleaning solution.
 - Rinse with clean water.
 - Flush drain with at least one quart of warm water.
 - Sanitize interior by wiping with appropriate sanitizing solution.
 - Pour unused sanitizing solution down the ice bin drain.
 - Reconnect the power supply and allow ice supply to replenish.

Hints:

- Do not clean or operate without proper training.
- Report any damage or malfunction to your manager/supervisor.
- Use a clean sanitized ice scoop for dispensing ice from machine.
- Store ice scoop away from ice bin, where it can remain clean, and air dry between uses.
- Do not store ice scoop in ice bin.
- Use ice scoop only for handling ice.
- Never put food or drink in ice machine.
- Always put ice in a clean container.

Equipment Cleaning Procedure

Lesson Title: Insulated Cabinets Cleaning Procedure

Lesson Objective: To ensure that the insulated cabinets are properly cleaned and maintained.

Procedure:

1. Disconnect the power supply, allow cabinet interior to cool.
2. Remove any food that is being held in cabinet and store properly.
3. Wipe out any large food items or spills.
4. Use a mild detergent and hot water with a soft cloth or scratch pad, if necessary.
5. Let stubborn stains soak, if necessary.
6. Rinse with hot water, and sanitize accordingly.
7. Allow to air dry
8. Reconnect the power supply and turn cabinet back on, if necessary.

Hints:

- Do not get water on controls or heating elements.
- Clean cabinet regularly to avoid heavy build-up.
- Wipe-up spills as soon as possible.
- Do not use a water hose to spray out the cabinet
- Avoid using abrasive or harsh chemicals.

Equipment Cleaning Procedure

Lesson Title: Light Fixtures Cleaning Procedure

Lesson Objective: To ensure that the light fixtures are properly cleaned and maintained.

Procedure:

1. Turn off light at switch.
2. Place stepladder accordingly.
3. Remove fixture cover.
4. Wash and dry fixture cover. Handle carefully to avoid breaking.
5. Replace fixture cover. Use care when using the ladder.
6. Put stepladder away when done using.

Equipment Cleaning Procedure

Lesson Title: Mobile Utility Carts Cleaning Procedure

Lesson Objective: To ensure that all utility carts are properly cleaned, sanitized and maintained.

Procedure:

1. After each use, all mobile carts are to be wiped down with a damp cloth to remove any and all spillage that may have occurred.
2. Excessive spillage will require that the carts be thoroughly washed with appropriate cleaning solution and warm water.
3. Rinse thoroughly with warm water to remove any soap residue.
4. Allow cart to air dry
5. Check frequently for obstructions in the wheels/casters and remove when necessary.
6. Wash, rinse and sanitize all carts at the end of the day.
7. Clean and lubricate all wheels/casters once a week or when needed.

Equipment Cleaning Procedure

Lesson Title: Oven Cleaning Procedure

Lesson Objective: To ensure the proper cleaning of ovens, as needed.

Procedure:

Exterior Surfaces:

1. Wipe down the exterior with the appropriate cleaner, using a clean, soft cloth. Follow the directions on the label of the cleaner
2. Apply cleaner when the oven is cold and always wear the appropriate protective equipment.

Interior Surfaces:

1. Use a degreaser on any baked-on food debris on the stainless steel front of interiors. Follow the directions on the label.
2. Clean the racks, rack supports and blower wheel by removing them from oven and soaking them in a solution of degreaser and hot water in a sink.
3. Scrub the components with a brush or scour pad. Rinse with clear water. Allow to air dry.
4. Reassemble the oven parts accordingly.

Note: Care should be taken to prevent caustic cleaning compounds from coming into contact with the aluminized steel panel directly behind the blower wheel.

Equipment Cleaning Procedure

Lesson Title: Reach-In Cooler Cleaning Procedure

Lesson Objective: To ensure that the reach-in cooler is properly cleaned, maintained at all times.

Procedure:

Exterior Surfaces:

1. Use warm soapy water, and a soft cloth to clean the exterior surfaces
2. Wash exterior handles, wipe down hinge covers, and door gaskets.
3. Rinse with sanitizer
4. Allow to air dry.

Interior Surfaces:

1. Remove any shelves or racks, wash with warm soapy water, rinse with sanitizer
2. Wash interior walls with warm soapy water, rinse with sanitizer.
3. Replace any shelves or racks.
4. Allow to air dry.

Condensing Unit:

The condensing unit requires a scheduled maintenance program to keep the condenser working properly. The frequency of cleaning with depend on the make, model and age of the equipment. For best results, it is recommended to be cleaned once a month, or as needed. Please refer to the equipment manual to determine what it ideal for each unit.

Note: Work quickly to prevent reach-in cooler or food items from warming up. Where possible, work in sections.

Equipment Cleaning Procedure

Lesson Title: Rotary Oven Cleaning Procedure

Lesson Objective: To ensure the proper cleaning of rotary ovens.

Procedure:

Interior:

1. Turn off oven.
2. Carefully remove any racks or rotisserie parts. These will still be warm. Clean accordingly.
3. While oven surfaces are still warm, spray with degreaser. Follow directions on the label.
4. Let degreaser stand on soiled areas for an appropriate amount of time.
5. Baked-on grease or carbonized food soil may have to be loosened with a scrub brush or scour pad.
6. Use a damp cloth to pick up dissolved and loosened soil.
7. Rinse with clear water, then sanitizer.
8. Allow to air dry.
9. Replace any racks or rotisserie parts.

Exterior:

1. Wipe down outside of oven with hot, soapy water and a clean cloth.
 - If needed, use degreaser on the outside of the oven. Follow directions on the label.
2. Use a damp cloth to pick up the dissolved and loosened soil.
3. Rinse with clear water, then sanitizer.
4. Allow to air dry.

Equipment Cleaning Procedure

Lesson Title: Salad Bar Cleaning Procedure

Lesson Objective: To ensure the proper cleaning and sanitizing of the salad bar.

Procedure:

1. Remove all serving utensils, salad bowls, and food items from the salad bar.
2. Remove divider bars and/or set-up frame.
 - Take to dish room for washing and sanitizing
3. Remove food items from containers and place them in clean fresh containers.
 - Use the First In First Out, food method when placing food items in new containers.
 - Properly cover and date clean containers and place in the appropriate refrigerated area. Take used, dirty containers to dish room for washing and sanitizing.
4. Remove and/or drain ice from the salad bar unit. If an electrical unit, unplug to allow thawing to begin.
5. Wash and sanitize all exterior surfaces with the appropriate chemicals.
6. Allow to air dry.
7. Wash and sanitize all interior surfaces with the appropriate chemicals.
8. Allow to air dry.
9. Wipe off sneeze guard with glass cleaner.
10. Prepare non perishable items (i.e. plates, bowls, utensils) for next service.

Sanitation & Equipment Cleaning Manual

Equipment Cleaning Procedure

Lesson Title: Salad Bar Containers Cleaning Procedure

Lesson Objective: To ensure the proper cleaning and sanitizing of the salad bar containers.

Procedure:

1. Remove containers from salad bar.
2. Take containers to a three compartment sink.
3. Empty containers of scraps and other food particles.
4. Allow containers to soak, if necessary.
5. Run containers through dish machine, if applicable.
 - If there is no dishwasher at your location, wash, rinse and sanitize these containers using the three compartment sink.
6. Allow containers to completely air dry.
7. Return containers to storage area.

Equipment Cleaning Procedure

Lesson Title: Serving Utensil Cleaning Procedure

Lesson Objective: To ensure the proper cleaning and sanitizing of serving utensils.

Procedure:

1. Remove the serving utensils from the serving pans
2. Take utensils to a three compartment sink.
3. Wipe off any large items of food that may be stuck to the utensil
4. Allow utensils to soak, if necessary.
5. Place utensils in a silverware rack.
6. Run utensils through dish machine, if applicable.
 - If there is no dishwasher at your location, wash, rinse and sanitize these utensils using the three compartment sink.
7. Allow utensils to completely air dry.
8. Return utensils to storage area.

Equipment Cleaning Procedure

Lesson Title: Stainless Steel Table Cleaning Procedure

Lesson Objective: To ensure the proper cleaning and sanitizing of stainless steel work tables.

Procedure:

1. Wipe up any spilled or splashed food immediately.
2. Clean thoroughly with warm soapy water.
3. Rinse with clean water.
4. Wipe work table with sanitizing solution.
5. Allow to air dry.

Equipment Cleaning Procedure

Lesson Title: Steam Jacketed Kettle Cleaning Procedure

Lesson Objective: To ensure the proper cleaning and sanitizing of steam jacketed kettles.

Procedure:

1. Remove any food from the kettle, and store properly. Close drain valve.
2. Fill kettle 1/4 or 1/2 full with hot water and appropriate cleaning solution.
 - If necessary, turn on the kettle briefly to get the water hot.
3. Scrub inside of kettle, under surface of lid, and hinges (if applicable) with brush to remove cooked layers of food and any stains.
4. Scrub outside of kettle, legs and lid (if applicable) with brush.
5. Open drain valve, and drain out water. Scrub drain valve with bottle brush.
6. Rinse kettle with hot water.
7. Repeat steps 2-6, if necessary.
8. Leave drain valve, and lid open to air dry.

Note: Using a flexible hose or pipe under the drain valve prevents splashing of water onto the floor. If a flexible hose or pipe is not available, work with your manager to find a good alternate solution.

Equipment Cleaning Procedure

Lesson Title: Steamer Cleaning Procedure

Lesson Objective: To ensure the proper cleaning and sanitizing of the steamers.

Procedure:

1. Carefully wipe out the interior compartments of the steamer, using the appropriate detergent.
2. Wipe the face of the steamer compartments.
3. Wash, rinse and sanitize the pan slides.
4. Wipe off steamer door gaskets to prevent sticking.
 - Check the door gaskets for wear and tear. Replace or repair when necessary.
5. Check the steam tubes for any lime scale build-up. De-lime if necessary.

Hint:

- When the steamer is not in use, leave the door open, resting against the door latch.

Equipment Cleaning Procedure

Lesson Title: Tables and Chairs Cleaning Procedure

Lesson Objective: To ensure the proper cleaning and sanitizing of the tables and chairs.

Procedure:

1. Fill one bucket 3/4 full of warm soapy water, fill a second bucket 3/4 full of sanitizing solution. Change water as needed.
2. Remove chairs from around the tables.
 - Place chairs far enough away to ensure sufficient room to work around tables.
3. Wash and sanitize the tops and edges of tables. Rinse cloths often, change water when needed.
4. Wash and sanitize the sides and legs of tables. Rinse cloths often, change water when needed.
5. Wash and sanitize chairs. Rinse cloths often, change water when needed.
6. Replace chairs around tables.

Equipment Cleaning Procedure

Lesson Title: Tilt Skillet Cleaning Procedure

Lesson Objective: To ensure the proper cleaning and sanitizing of the tilt skillet after each use.

Procedure:

1. Turn off the tilt skillet. Allow to cool
2. Using warm soapy water, wash the inside of the tilt skillet.
 - A sponge, non-abrasive scouring pad, or a fiber brush can also be used for this purpose.
 - A non-abrasive cleanser can also be used for this purpose on stubborn stains. Use care to not damage the metal.
3. To remove discoloration in the metal (heat tint) use non-abrasive cleanser and a non-abrasive scouring pad to scrub gently.
4. Thoroughly rinse and sanitize skillet.
5. Allow to air dry.

Equipment Cleaning Procedure

Lesson Title: Vertical Mixer Cleaning Procedure

Lesson Objective: To ensure the proper cleaning and sanitizing of the vertical mixer after each use.

Procedure:

1. Wash and sanitize the exterior of the mixer after each use.
2. Wash and sanitize the mixing bowl and bowl support after each use.
3. Allow to air dry.
4. Do not allow water or sanitizing solution near the electrical components of the mixer.
5. Put mixing bowl and bowl support back with mixer when done.

To avoid electrical shock, do not use a hose to clean the mixer.

Equipment Cleaning Procedure

Lesson Title: Walk-In Cooler Cleaning Procedure

Lesson Objective: To ensure the proper cleaning and sanitizing of interior of the walk-in coolers.

Procedure:

Racks:

1. Fill one bucket 3/4 full of warm soapy water, fill a second bucket 3/4 full of sanitizing solution. Change water as needed.
2. Remove food items from racks.
3. Wash and sanitize racks, use a scouring pad if necessary.
4. Repeat if needed.
5. Allow racks to air dry.
6. If racks were taken apart to clean, put racks back together.
7. Continue steps 1-6 until all racks have been cleaned.

Interior Walls:

1. Fill one bucket 3/4 full of warm soapy water, fill a second bucket 3/4 full of sanitizing solution. Change water as needed.
2. Move racks away from walls.
3. Wash and sanitize walls, use a scouring pad if necessary.
4. Repeat if needed.
5. Allow walls to air dry.
6. Return racks to their positions

Floors:

1. Sweep floor.
2. Mop floors according to mop solution directions.
3. Repeat if needed.
4. Allow to air dry.

Note: Work quickly to prevent walk-in cooler or food items from warming up. Where possible, work in sections.

Equipment Cleaning Procedure

Lesson Title: Walk-In Cooler Cleaning Procedure

Lesson Objective: To ensure the proper cleaning and sanitizing of interior of the walk-in coolers.

Procedure:

1. Fill one bucket 3/4 full of warm soapy water, fill a second bucket 3/4 full of sanitizing solution. Change water as needed.
2. Fill mop bucket with appropriate solution. Set up wet floor signs to alert others.
3. Move any equipment, and racks out of the way. Get help if the item is too heavy to move on your own.
4. Working in sections, wash and sanitize each section of wall, as far as can be easily and safely reached.
5. Mop up any water that may have dripped onto floor while cleaning.
6. Repeat steps 1-5 until all walls have been washed and sanitized.
7. Allow walls to air dry.
8. Replace any moved equipment or racks when completed.

SECURITY PROTOCOLS

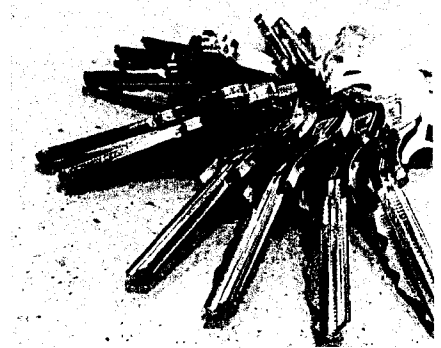


Security Protocols

Security Standards

CBM Managed Services' security policy requires that all CBM employees complete background and drug screenings before hire. In any facility, in which inmate workers are used, CBM's professionally trained staff supervisors successfully manage day-to-day operations. CBM maintains a zero tolerance policy for infraction of the jail administrator's security policy.

Security takes on a two-fold meaning when applies to correctional food and commissary services. The first and primary concern, is to provide a safe, orderly environment. CBM Managed Services realizes that good security procedures prevent incident and injuries. We are also concerned with the security of the commissary department in preventing staff or inmates from pilfering supplies, equipment or utensils.



The employment of inmates in the kitchen, and the location of the kitchen within the facility are key in how to best maintain security within the facility. Kitchen with direct access to the outside may be convenient for incoming deliveries of the necessary food and supplies, but could also be convenient for incoming contraband. These same doorways could also be potential exits for inmates, food, supplies, and contraband.

CBM Managed Services trained professional staff will work closely with the facility staff to amend and enforce all policies. It is the policy of CBM that in every security matter, the policies of the facility and staff take priority. These policies could address such issues as:

- Limitations of inmate job assignments, and their movement and access within the foodservice department.
- Work hours and breaks.
- The proper receiving and check-in of all deliveries.
- Rules and regulations of both staff and inmates.
- Key control.

Security Protocols

- Control of potentially hazardous equipment, supplies, and utensils.
- Following the security chain of command.
- Illegal or inappropriate contact with inmates.

Security Standards

It is important that the rules for the security and custody of the inmates, be understood by all of the staff. The chain of command in regard to security is crucial to ensure the safety of all involved. The use of inmate labor is ultimately determined by the facility. If it has been determined that there is a need for inmate labor, CBM will be prepared to accommodate.

Here are some points to consider in addition to any facility policies:



In the Kitchen

The best use of inmate labor is assisting with the preparation of food for cooking. Inmates should be prohibited, where possible, from entering areas like the storeroom unless accompanied by a staff person, or a correctional officer.

In the Serving Area

Determine the best place for the inmates to work, whether it is serving fellow inmates, portioning food for remote service, or serving inmates through a closed serving line concept. Security provisions should be established within the areas that inmate labor is assigned:

- Direct access to the outside from the kitchen
- Delivery procedures
- Inmate escape procedures when receiving products
- Inmate census counts

Note: If inmate labor is present in the kitchen, a staff corrections person should be present (when possible) for the head count that should be conducted in the same method every time. Verbal responses to a head count, are not sufficient.

Security Protocols

Shakedowns and Searches

Standard procedure in correctional facilities that use inmate labor require daily shakedowns. The inmates will be searched as they leave the kitchen. It will also be necessary to search the garbage cans, laundry containers, and any other item leaving the kitchen. Correctional officers should be on duty at all times or a paid staff member be designated for security.

Regulation of Food Service Staff

Generally speaking, there should be no one in the kitchen, receiving, or storage areas except for those persons who are required to be there. This would include paid kitchen staff, inmate labor, and any correctional staff assigned to supervise inmates. The remainder of the correctional administrative support, or clerical staff should not be in these areas unless on special official business.

All CBM facilities will have a securities and records check procedures for all persons employed in the facility in any capacity. All potential employees must submit permission to check their records.

The CBM employee handbook will clearly outline the manner in which the employee is to enter and exit the facility. It should be made clear to the employee that any breach of this policy could result in immediate termination.

Food service staff are required to notify the kitchen manager immediately, if they are to, or personally know any inmate admitted to the facility. There is a specific written procedure for documenting that an employee has acknowledged their relationship to the inmate in the CBM employee handbook. Specific precautions will depend on the extent of the relationship, it may require a specific inmate or employee to be excluded from working in the same area or department. This will be determined at the facility and on a case-by-case basis.

Regulations for Deliveries

Deliveries should be carefully restricted to specific time periods during the day. Deliveries should be checking in by a staff person and put away in the appropriate

Security Protocols

areas immediately. If inmates are used to help put away deliveries, they should be under the direct supervision of the staff. Sales people should not be allowed to call on the kitchen staff except during the preparation of the bid requests or menu planning for a budget year. Such meetings should be initiated by the food service manager and should be held in a designated space at the facility.

Key Control

Unless the facility is controlled electronically, the foodservice manager will need keys to access the kitchen, storage and dining room facilities. In addition, the storeroom(s), refrigerators, walk-in coolers, freezers and other certain equipment should be locked.

Keys for the kitchen, storage and dining room facilities, should never leave the facility. They should be turned into the designated control officer or control room prior to leaving at the end of the day, and picked up again in the morning. The facility should have a policy regarding the further control of keys.

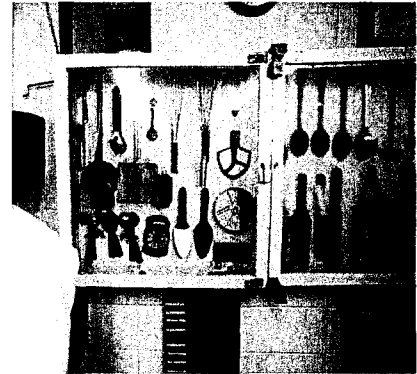
Inmates should never be given any keys, or have access to any keys. All keys should be kept securely fastened to the designated manager, and should only be transferred to a designated person at shift change. It would be preferred if the keys were kept out of the sight of any inmates whenever possible.

Control of Dangerous or Hazardous Materials and Tools

Some of the items in a kitchen are considered "hot," and need to be kept under lock and key, or in a secured box at all times. A detailed log should be kept of these particular supply items to paid staff only. The log should include things like: item, date, time, amounts issued, and person who received the items, and who issued the items. Among these "hot" items are: yeast, syrup, molasses, spices and mace. Since yeast spoils at room temperature, the storage box should be contained in the walk-in refrigerator. A complete shakedown of the facility would include an inventory to determine how much of each item is on hand compared to the actual amount on record.

Security Protocols

Knives and other potentially hazardous tools should be safely kept in a locked cabinet. Items should be clearly marked and should be returned to the cabinet between uses. A detailed log should be kept to help monitor each item, the time it is checked out, returned, to whom it was issued and for what purpose. The locked cabinet should be inventoried at the start and end of every shift, and every day. Any missing items should be immediately reported to the designated staff person(s). Any inmates who had access to the kitchen will be subjected to a search.



STAFF & INMATE RELATIONS



Staff & Inmate Relations

We at CBM Managed Services have a philosophy that determines how our associates should supervise those workers that are in custody in a correctional facility. The objective of this in-service training session is to communicate that philosophy to associates as part of their orientation and to reaffirm to our current associates that philosophy.

Associates at all levels working in a correctional environment have the authority and will be held accountable and responsible for implementing and enforcing these policies and procedures as outlined in this handbook.

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1. INTRODUCTION

You as a CBM Managed Services associate represent our company in a correctional facility and you are required to obey the laws of the jurisdictions that govern those facilities. This includes state, county, or municipal laws and the policies and procedures currently in force within those facilities, as well company policies and procedures pertaining to your specific job duties and responsibilities.

The objective of this in-service training handbook is to supplement as well as provide additional information regarding your duties and responsibilities while employed in a correctional facility and particularly, your relationship and communication with those incarcerated individuals who you will come in contact with on a day-to-day basis.

You should understand that the information provided in this handbook couldn't possibly cover each and every situation which might occur. If at any time you are uncertain how to respond, you should immediately confer with your supervisor, manager, or the shift commander. However, if that situation requires an immediate decision you should use common sense and good judgment. Your decision should not be detrimental to you, your fellow associates, your company, or the facility.

Staff & Inmate Relations

2. BASIC SUPERVISION OF INMATE WORKERS

An Introduction to Correctional Food Service

Working in a correctional environment in any capacity is a challenge as well as an opportunity. If you have the interest, patience, knowledge, and the right state of mind you will succeed. In addition, you will need to have:

- A high degree of constant awareness of your surroundings.
- The personal fortitude to conduct yourself in a professional manner, no matter the circumstances or situations.
- The willingness to learn, understand, and enforce all policies and procedures.



Recognition and acceptance are often minimal from those you supervise and, in some cases, fellow staff members you associate with on a day-to-day basis. Self-satisfaction and the level of personal accomplishment you achieve are perhaps the only true measure of your personal accomplishment. You, as a correctional food service associate, are unique and most other food service associates cannot even begin to fulfill the required job duties or handle the pressure and commitment demanded by working in a correctional environment.

Traditional food service knowledge in a correctional environment is not enough to be successful. You must:

- Have a greater sense of your environment.
- Acquire a higher degree of personnel supervision.
- Have a tighter control of all the processes.
- Control your interactions with those you work with.
- Understand that your working relationships with others are different.

Other traditional food service requirements remain the same. For example, maintaining food and labor costs, staying within budget guidelines, meeting time constraints, and maintaining high sanitation standards are unchanged but the labor force requires different motivation and levels of supervision.

The inmate labor force is generally young, uncaring of the job, resistant, untrained, unmotivated, and almost always unpaid. Inmates may or may not receive time off their sentence (good time) for working, but the practice is usually recognized as a formality and is not much of a motivator. In the majority of institutions, the labor force will be chosen for the unit by the facility classification department. Sometimes due to the size of the population the only criteria for the selection process is limited to inmates who have shown no recent violent behavior problems or physical and mental handicaps.

Staff & Inmate Relations

Accomplishing positive food service results in a correctional setting presents new challenges on a daily basis. Those individuals committed to the challenges and exhibiting successful results can feel a great sense of achievement. Most correctional food service associates can work in any other field, but not all food service associates from other areas can adjust and be successful in correctional food service. The measure of your success will be documented by the professional manner in which all food service goals are accomplished and security needs met.

Staff-Inmate Relationships

In order to become more effective in the working relationship with the inmate labor force, three factors must be considered and understood by all associates. The first area of consideration is the environment in which we work. The environment plays a very large role in the particular working relationship demanded, as well as the situations which can arise on a day to day basis. The second factor is the inmate mind. We must understand their psychology, the games they play, and their expectations. This understanding is critical. Not so we can adapt to *them*, but so we may be able to *train* and adapt their performance to *meet our needs*. The third factor to consider is ourselves. We must look at the way we react to situations and the type of professional traits we exhibit. This must be done in order to compensate for or adapt to the correctional environment. Thus, we can increase the chances of success in the supervision of the inmate work force. Obviously, a more specific evaluation of each factor is required.

3. THE ENVIRONMENT

Unlike most other types of institutional food service, correctional food production units have tensions and pressures inherent to the environment. The correctional environment affects our associates in the policies and procedures that are mandated by the objectives of the institution. Therefore, working in a correctional kitchen requires not just knowledge of food service, but an understanding of the correctional environment and the influences that mold and shape it. Correctional facilities are often called by different names: jails, lock-ups, prisons, state or federal penitentiaries, etc. Each facility differs in its operational needs due to the facility size, legal classification, its geographic location (which determines state laws), and the number and type of inmates they incarcerate. However, all facilities serve the same purpose: to confine legally convicted or charged individuals and guard against any escape.

By definition a correctional facility is a place of controlling. It controls people and forces them to live with their controllers. For the inmate, there are only two sides in the facility: the controlled and the controllers. The controlled are segregated from society, deprived of most liberties, restricted in choices, and limited or regimented in movement. They must follow the rules and procedures of their controllers. The controllers all the "others" in the system, i.e. stronger inmates, officers, food service associates, etc.

Staff & Inmate Relations

As correctional food service supervisors, we are expected to become part of the system and be controllers, although we are not correctional officers. It should be understood that there must be a gap between the inmate and the staff worker created by the environment. To correctly bridge that gap and still accomplish all food service goals utilizing inmate labor, we must strive to gain the respect of the inmate. Why respect? Respect is the one "positive" emotion that motivates all workers (inside or outside of a correctional environment) to accomplish the tasks required of them. Respect can only be earned; the law cannot mandate it.

Each facility has basic rules and procedures, however, each unit functions independently. The style, method, and degree of controls vary with the personalities of the individuals in charge of the unit and the classification of the unit. Traditionally, smaller facilities like county jails which house inmates with less than one year remaining of their sentence restrict inmates to a lesser degree than large prisons. Also, smaller facilities concentrate on education and preparation for the inmate's release and return to society. Serious offenses in jails become less common due to the short amount of time each inmate has to serve. Large facilities with long-term inmates typically maintain a higher degree of security and control. Tensions are greater in long-term facilities where gangs and peer pressures are more intense and games (set-ups) are very commonplace.

4. THE INMATE MIND

No matter the size or type of facility, all facilities will have certain factors in common: an ever-changing work force, constant emotional and attitude problems, and the ever-present resentment of authority. Awareness and caution must be exercised at all times by the prudent food service associate. The day to day situations change constantly. This fact has an effect on the "pulse" of the facility and the attitude of the inmate.

Many factors influence the effects of the correctional environment on inmate attitudes. Governmental agencies, the court system, legal associations, and many advocacy groups have put pressures on the judicial system. The common demand is to upgrade jail/prison standards and conditions and to better define inmate rights. Mail handling systems, phone privileges, sanitation standards, visitation rights, meal service, and educational/training services are only a few of the areas undergoing procedural changes in recent years. More changes are being reviewed and tested constantly.

Inmates are constantly looking for perceived faults and violations of their rights. This zeal may be a source of anxiety for not just the inmates, but for the correctional officers and all support staff, including food service supervisors. Diligence in learning and following all rules and procedures while conducting yourself in a professional manner will help to relieve the source of this anxiety.

Staff & Inmate Relations

The inmate has very little in the category of possessions, liberties, or freedoms which they can consider their own. Mail, visitations, phone calls, and food are the basics. These are facets of life most of us would take for granted. But for inmates, these possessions or rights and their daily routine become an integral part of their lives. Changes, no matter how small, can be amplified to serious proportions. However, not all inmates thrive on routine. For some, "games" offer a pleasant diversion from the monotony in addition to thumbing a nose at authority.

It should be no surprise to anyone what inmates are generally thinking about: getting out of jail, having sex, eating, and beating the system for their own gain. Frustration at not accomplishing their desires is taken out on their surroundings in a destructive manner if not supervised properly.

A large number of negative influences may affect the inmates' attitudes from day-to-day. Subjects such as the temperature of the building, work details or recreation procedures, the waiting in a line for services of any type, wake-up times, or being served foods they don't like are examples of daily life interactions over which they have little or no control. Irritations regarding any of these areas can fester and grow. Factors like any changes in routines, perceived poor working or living conditions, peer or gang pressures, personal problems, a new officer, a disliked cell-mate, or even not getting attention when they voice complaints will breed discontent and a negative reaction.

You as a food service supervisor cannot solve all the problems. Nor are you responsible to be a psychologist, social worker, or religious confidant. Communicating and directing all complaints of problems to the appropriate departments or personnel are not only the professional methods for handling problems but will build the respect and trust of the inmates with the problems. Your primary function is food service, but remember that an inmate facility problem can become your problem. Knowledge of an infraction of security rules and not reporting it can constitute being an accessory to the fact.

Peer pressure plus fitting into the inmate community can be the most difficult psychological hardship faced by those incarcerated. Conforming with and the acceptance by other inmates are essential to their physical and emotional wellbeing. No matter what the level of control, the jail/prison is still home to the inmates. An inmate must consider that not following the group in rule violation may be dealt with harsher by fellow inmates than any punishment the facility administration can impose. Tight controls plus policies and procedures calling for constant monitoring are essential. Additionally, sanitary, organized operations can do much in the food service to decrease non-compliance of rules and regulations.

The kitchen routines can offer inmates the opportunity to take their minds off other problems for a while, to do something constructive with their time in a clean environment, to learn to work

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together, and to pass their time faster than sitting in a cell. A positive work environment within a negative correctional environment, in the judgment of an inmate, is preferable. A positive work force can only be accomplished by:

- Following policies and procedures
- Providing regimentation and order
- Maintaining organization
- Keeping all workers productive
- Supervising in a professional manner
- Always being visible

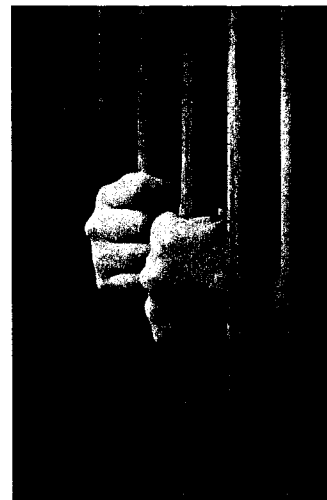
The potential for venting frustrations, disrupting the system, and possibly inflicting harm on others can be amplified greatly without these guidelines. Kitchens can be dangerous areas in which to work in any facility even when everyone is cooperating.

5. SELF-EVALUATION

We stated earlier that the correctional field is not for everyone. Each individual must be fair and honest and evaluate their own personality and work performance and weaknesses in light of the importance of security to every associate in food service. Following is a list of traits in question form to be answered as they apply to you in the "free world".

Are you a person who:

- Listens to and sympathizes with others' problems?
- May overlook or bend minor rules?
- Has difficulty saying no?
- Has difficulty meaning no when you say it?
- Has a trusting character?
- Usually believes what you are told?
- Feels that you are obligated to return favors?
- Doesn't like to get involved in reporting violations?
- Has a difficult time making decisions of importance?
- Has a hard time admitting your mistakes?
- Shares personal information?
- Easily makes friendships?
- Looks the other way rather than face conflict?
- Uses extreme nature when dealing with people?



It is not necessary for a person to change to fit into the correctional environment, but most people must adapt themselves by learning their shortcomings and strive to monitor themselves and their responses to situations. You can be assured that the inmates are doing the very same thing.

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Many facilities now require pre-assignment inmate supervision training upon hiring and additional training each year. In the correctional field, one cannot learn too much about inmate behavior and the correctional environment. The benefit will be for the work team as a whole, not just the individual. Working with, and the supervision, of inmate labor does not require particular personal traits and qualities for an individual to be effective. Most individuals do not have all of these traits and qualities naturally. But everyone must be flexible enough to adapt themselves to the environment, have the self-confidence to succeed, and the personal pride and competitiveness to consistently strive to be the best they can be for themselves and the team.

6. TRAITS OF A PROFESSIONAL TEAM MEMBER

Learning more about the environment and its influences, rules, and procedures is important to an effective correctional food service operation. Working as a professional member of a team in this environment is critical, not just as a facility team member but to the entire food service operation in building respect and bridging the gap with inmate workers. Successful correctional team members will strive to excel in the following practices:

- Learn and follow the policies and procedures of the company and facility. Keep abreast of all changes and revisions.
- Always be consistent and firm in your expectations and rule compliance and fair in their enforcement; treat all inmates the same.
- Always be alert, cautious, and observant. Keep eyes and ears open and report all security incidents and concerns.
- Never buy or bring anything into the facility for an inmate, or take anything out for an inmate. Everything but you and your uniform should be left outside the facility.
- Keep everything properly stored, organized, and locked when not in use; stay aware of potential weapons and theft opportunities.
- Routinely walk through the entire kitchen. Constantly monitor the operation and make yourself visible.

7. THE INMATE AND CORRECTIONS TODAY

In order to effectively supervise inmate workers, one must understand the inmate psychology and the development phases within in that psychology. As society changes, so too does the type of individuals incarcerated. Inmates are typically younger and more apathetic. As the drug and family stability problems grow, disregard for the law and violent crime increases accordingly. No matter the sociological factors which cause or are believed to cause an individual to commit crimes, most inmates will face the same conditions and emotions once incarcerated.

Whether the individuals are “street smart”, come from rough backgrounds or neighborhoods, or have vulnerabilities, upon arrest and booking for the first time they characteristically will experience uncertainty, a sense of being lost, and emptiness. They are cut-off from family and

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friends, face dehumanizing conditions, and may experience verbal downgrading or inferior treatment from correctional officers and/or other inmates. Anxiety begins to turn into resentment as time passes.

The inmate learns at an early stage what gaining recognition and acceptance from the other inmates can mean. To acquire a sense of self-worth, they will resort to manipulation and playing games to embarrass other inmates, correctional officers, and support staff. The actions offer a type of mental recreation and break the boredom of correctional life. There may be a personal gain involved in some way, too.

After sentencing, indoctrination into the jail/prison system again brings on the feelings of disorientation and uneasiness. Not knowing what to expect in their new environment causes stress and a wide array of other emotions can be experienced, including guilt, shame, hostility, fear, withdrawal, and abandonment. As animosity and disdain for authority builds, peer pressures and survival drive the inmate to become part of, or fit into, this new community and way of life. Watching and following the lead of others, confronting others to gain respect, position, or territory, staying away from everyone, and becoming very passive are examples of limited alternative behavior patterns. The most potentially dangerous situations, suicide and confrontations between inmates, are patterns all correctional officers are trained to detect. For those inmates incarcerated, this is the way of life; but, just as in the "free world", rules do not stop violent or unpredictable behavior.

For inmates, emotional tension created by segregation from society, restriction of movement, lack of contact with the opposite sex, lack of freedom to make a choice of any kind, and a monotonous schedule can result in institutional psychosis. This psychosis is evident in inmates who care about little or nothing, often to the point of oblivion. The problem is particularly acute in long term facilities like penitentiaries.

Overcrowding in the penal system continues. Consequently, more violent and hard core criminals are jailed with non-violent offenders. The Federal system will turn away inmates who must be housed at a state facility. But, state facilities may also be too full. As a result, those long-term inmates who usually are held in state facilities are left in the custody of the county institutions. Today, all types of inmates, long and short-term, first time and repeat offenders, can be found in most correctional facilities. However, more long-term, repeat offenders will be found in jails than was true several years ago due to overcrowding of the penal system.

In addition to the internal pressures an inmate faces, they will also experience outside pressures and factors during their incarceration. Loss of a loved one, divorce, personal business, respect issues, financial burdens, and decreased contact with family and friends may occur over the

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course of time. These factors may result in depression or otherwise have an adverse effect on inmate behavior. Anger and resentment over their restrictions and the inability to change their situations may be directed towards the system and those who represent the system, no matter what the staff position.

Many young inmates today come into the corrections system from bad home backgrounds and with the attitude that they are owed for their hardships. Now that they are in jail/prison they may carry that same attitude toward the correctional staff. They will usually be rebellious and will find themselves in trouble.

Turning a fellow inmate in to the authorities can be dealt with severely by other inmates. One must always realize and recognize that the lifestyle and the code of ethics in this environment differs from the "free world" outside the walls.

8. THE SET-UP

In correctional kitchen operations, theft, making illegal alcoholic drink (Hooch), and the sabotage of equipment or food must be watched and checked continually. In our kitchens, these offenses are the major, most commonly tried schemes. Sometimes, the incidents are allowed to happen by less than diligent staff being manipulated by a "jail smart" inmate.

Staff work habit observations and personality evaluations are done constantly by inmates. The objective is to select those associates that inmates feel are the best marks for setting-up to bring contraband like cigarettes, booze, or drugs into the facility. It is important for all associates working in corrections to understand the set-up game and its phases in order to safeguard against being caught in the process. Unfortunately, jail/prison systems are not generally drug-free and contraband is more common than one might think.

Although the set-up and manipulation is known by all inmates, it is important to emphasize that not all inmates engage in its use. But the practice of inmate manipulation is such a problem, and incidents are so frequent, that those working in all correctional accounts must be aware of the signs and phases for their safety and possibly the safety of other associates.

There are three phases an inmate follows to select and set-up their victim and many tools or techniques to accomplish the task. The three phases will be implemented in no particular order and therefore it may be hard to recognize that a set-up is in progress. But becoming familiar with the phases will help in spotting the patterns of a potential set-up process. The three phases are: the Observation Phase, used to size up an individual; the Testing Phase, used to gauge what the associate will do and won't do; and the Selection Phase, used to finalize the decision making process. Once an associate has been selected, the set-up demands and leverages are applied and the sting begins.

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9. THE OBSERVATION PHASE

Many experts say that inmates are the best readers of people because they read and size people up on a continuous and methodical basis. Throughout the observation phase, all facets of a person are studied in order to find the weaknesses and soft spots, which can be used to easily manipulate them. Personal information is sought out (sometimes from fellow staff members). A person's mannerisms, conversation, appearance, and response to stress, minor rule violations, and work habits are closely monitored. People are considered as passive or soft, aggressive or hard, or assertive or professional. The soft supervisor is typically lax, gullible, lenient, inconsistent, and impulsive. They will usually follow instead of lead and will be distracted more easily. Those supervisors who are hard or aggressive are typically self-centered, demanding, arrogant, and have little regard toward others. These two types of personalities can become victimized easily. The professional is friendly but cautious, firm but fair, organized, quick to respond, aware of the strengths and weaknesses of others, and shows concern for their welfare.

Most supervisors have traits from each of these types of behavior patterns. However, supervisors possessing more of the traits of the first two types are easier marks. Also, a new associate may be of an assertive nature but because of a new job, the disorientation may be taken advantage of earlier than with a more experienced employee. However, the individuals can usually exhibit enough self-confidence and common sense to draw lines and safeguards.

10. THE TEST

The next step is the test phase. The inmate will either verbally or physically test an associate's tolerances and limits. The answers to very important questions are critical in this phase, just because an associate says "No", will they say "Yes" if asked while under stress, pressure, or under differing circumstances? In other words, are they consistent, no matter the influences? For example, the death of a loved one can devastate someone enough to change their thought processes. Inmates look for these intense emotional swings/situations. It is critical that personal information should never be shared with an inmate or in the presence of inmates. Such information starts a different reaction in the inmate's mind. How can it be used for personal gain for the inmate?

11. THE SELECTION PHASE

In the selection phase, most of the set-up victim's personality traits have already been evaluated and categorized. Daily contacts are now involved to a lesser degree. In the beginning, the selected victim may share information about others with inmates, develop too much trust in a particular inmate, accept seemingly insignificant items from an inmate, or feel sympathetic and even emotional love toward an inmate. This can result in the bending of policies and procedures and giving the inmate another chance. The inmate tries to enlist the victim's aid and understanding in solving personal problems in order to get the victim to side with them against officers or other

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staff, or will share confidential information with only the intended victim. If you find yourself in any phase of the above scenario, you must always ask "Why"? "Why am I suddenly the confessor of this inmate?" "Why am I being assisted with so many favors?" Stay cautious. Once you are hooked by this set-up, it may not always be easy to pull away without dire consequences legally, morally, financially, etc. But getting out of the set-up immediately is critical.

Three tools potentially used in the set-up must be looked at and examined closely due to the serious nature of the consequences. First, take special note if you are working with inmates of the opposite sex. The inmate may use touch, an arm on your shoulder, an accidental nudge or bump, or they may use a verbal ploy. Second is the use of the fear tactic such as a threat against you or your family or the offer of their protection against the threats of others. The chance of any actual physical threat occurring is low because there are always other marks more easily manipulated without using this risky form of intimidation. This ploy will not normally be used unless an inmate is sure it will succeed. The last tool is the rumor mill. Again it may not be as common as many other tools. The inmates will start small rumors to the other staff or complain to the administration about you or your actions, whether true or fabricated, over and over again. Enough complaints, substantiated or not, will cause concern and possibly action by administration to avoid a perceived security problem: you! All these ploys are to gain the end result of obtaining some form of contraband.

The games and manipulation are typically used throughout the correctional environment to one degree or another. In the smaller facilities housing county, pre-sentencing, or pre-release inmates, the degree of the new set-up may not be as apparent as in long term facilities. However, with the mix of different types of criminals and with the number of repeat offenders coming back through the system, even this situation is changing.

Becoming aware of the set-up techniques used by some inmates is not all that is needed to safeguard against occurrences. The associate must look at themselves, their behavioral traits, professional strengths, and weaknesses. Knowing yourself, readapting those areas which can be used against you, and consistently projecting a professional image are essential in your correctional preparedness.

No matter the precautions taken against the set-up, if one gets caught up in the process (no matter to what degree), the best advice and only way out is to report it. If you don't, it is almost a sure thing that the set-up will develop beyond your control and get worse. A set-up is a long process, but the inmate has all kinds of time. If it is not reported, the information and set-up may be passed along to others. You are the loser in a set-up. Statistics show that most cases will occur in the first year of employment and will result in suspension or termination of the staff person. The reason behind the punishment is because it is not the victim that reports the incident or

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misconduct, but the inmate or another inmate. Those inmates are usually not punished in any manner because they testify or help in the investigation. In fact the toughest punishment will normally be a period of isolation or possibly a transfer to another facility. Keep all concerns and mistakes above board and reported to your supervisor, no matter how small they may seem. Even if you are mistaken in the belief of an impropriety, if reported, you will remain cleared. More importantly, the inmates will know that you are honest and follow proper procedures in these matters. They will remember this fact about you for a long time.

12. EFFECTIVE INMATE SUPERVISION

Some managers, supervisors, associates, and officers may seem to possess a hidden talent when it comes to effectively working with inmates. A close examination will invariably show the successful individual handles situations and people in a consistently professional manner. This is the easiest and best way to gain effective supervision.

Examples of situations in correctional settings and how to handle those situation could fill books and still not cover every possible case. It is more important to follow professional guidelines. Each inmate and supervisor is different. What may work for one associate may not work for another. But following the policies and procedures set for all in a firm and fair manner can be understood and accepted by inmates. We must remember there will always be those that will rebel and carry a great disdain for the system because of instances that we may have no control over.

INMATE TRAINING



Inmate Training

Kitchen Orientation for Inmates

Kitchen orientation is an essential element in the safety and growth of inmates who work in the kitchen. Consistent kitchen orientation will improve operational efficiencies and decrease or eliminate inmate injuries. CBM Managed Services is mandated by contractual obligations to provide kitchen orientation to all inmates working the kitchen at each of our facilities. Failure to provide this mandatory orientation is a breach of contract and a disservice to both the inmates and our clients.

How and When Should Inmates Complete Kitchen Orientation?

Initial Training

All inmate workers will be expected to complete kitchen orientation prior to working in the kitchen. Inmates will be expected to watch the video "Common Sense, Common Practice." After the video, the inmate will take a ten (10) questions quiz; they must pass the quiz with a score of at least 80%. If the inmate leaves does not successfully pass the quiz, they must watch the video again, and retake the quiz. If an inmate leaves their kitchen responsibilities for more than sixty (60) consecutive days, they must re-watch the video and successfully pass another quiz prior to resuming work in the kitchen.



After watching the video, and passing the quiz, all inmates must sign the training roster. The original rosters, along with the quizzes are kept at the facility. One copy of the roster must be given to the Facility Administrator and one copy must be sent to the Director of Corporate Training at the Corporate Office.

Violation Training

If, at any time, an inmate worker violates kitchen policy as it relates to food safety, personal safety, sanitation, chemical supplies or the ground rules, they will be required to re-watch the video "Common Sense, Common Practice."

After re-watching the video, the inmate must sign the violations training roster. The original roster is to be kept at the facility. One copy of the roster must be given to the Facility Administrator and one copy sent to the Director of Corporate Training in the manner described above.

Who is Responsible for Training?

Each facility is responsible to ensure that all inmate kitchen orientation takes place prior to inmates working in the kitchen. It is also the responsibility of each facility to ensure the Facility Administrator as well as the Director of Corporate Training, receive a copy of the training roster and/or violations training roster in a timely manner. A training report will be sent to the client point of contact on a monthly basis, listing those inmates who have received initial training and/or violations training.

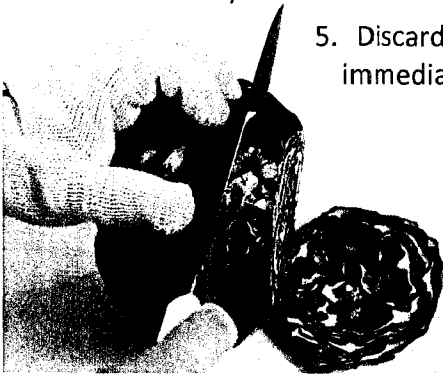
Kitchen Ground Rules

1. You must report to work in the proper uniform. A supplied hair restraint must be worn while working in the kitchen and during meal service periods.
2. Kitchen workers must be clean, and finger nails must be trimmed and clean.
3. Plastic gloves must be worn when handling any food during the various preparation and cooking stages and during the serving of food.
4. There is to be no smoking in any food preparation, storage or service areas. Smoking is allowed only in designated areas.
5. Sitting on any work table or other equipment is not allowed.
6. Horseplay and/or fighting will not be tolerated.
7. There will be no eating in the kitchen except at your scheduled meal time and in the designated break or eating area.
8. There will be no drinking in any food preparation area. All beverages are to be consumed in the designated break or eating area.
9. Leaving the kitchen area with food, beverages or utensils without permission is prohibited.
10. No one is permitted a double portion of food.
11. Playing with tools or equipment is prohibited.
12. Only one person will be permitted to use the bathroom at a time.
13. The use of foul or abusive language in the kitchen is prohibited.
14. When working with knives or utensils, you are not permitted to leave the work area with these items.
15. You are not allowed to serve yourself a meal.

16. You are explicitly forbidden to leave the kitchen and or department without first obtaining permission from the supervisor.
17. When working on the serving line you must be polite to those you are serving.
18. You are not permitted to operate equipment without first being properly trained by a designated employee.
19. You are not allowed in any office area without permission.

Safety Ground Rules

1. Keep all perishable foods at 40°F or below until ready to use.
2. Cold food must remain below 40°F and all hot food must remain at 140°F or above.
3. Do not store items below raw meat. Raw meat must always be stored on the bottom shelves to prevent cross contamination.
4. If there is any indication the food product has spoiled or become contaminated, discard immediately.
5. Discard all food dropped on the floor after consulting with your immediate supervisor.
6. Slice, dice, chop and mince on a cutting board.
7. Always cut away from yourself when using knives, peelers, etc.
8. Use caution when opening canned products. The lid may be sharp. Discard lid accordingly.
9. Follow all job procedures. Do not use shortcuts.
10. Use the proper equipment for the job, ensuring that it is in good condition.
11. Follow all warning label instructions, especially on toxic and flammable materials.
12. Keep work areas clean and clutter free.
13. Observe restricted areas, such as "no smoking" or "authorized personnel only."
14. Report all unsafe conditions to your immediate supervisor.
15. Watch where you are going at all times, especially through doorways, busy aisles and around corners.



Inmate Training

16. Keep aisles, halls, and walkways free from clutter, electrical cords and hoses.
17. Pull, do not push carts through doorways.
18. Turn down heat once food starts boiling to avoid boiling over.
19. Pot holders save you from burns; keep them close by. If they become soiled or damp, wash and dry immediately.
20. When using pot holders, keep them away from open flames.
21. Turn off equipment when cooking process is finished.
22. When using extension cords, do not let the cord rest on the floor. Plug the appliance into the outlet after plugging the appliance into the extension cord.
23. When finished using the appliance, unplug the cord from the wall, then the appliance from the extension cord.
24. Pull the plug, not the cord when unplugging appliances.
25. Do not use an electrical appliance when hands are wet.

KITCHEN ORIENTATION FOR INMATES

FACILITY NAME: _____

LOCATION (CITY, STATE) OF FACILITY: _____

NAME OF INSTRUCTOR CONDUCTING ORIENTATION: _____

DATE OF ORIENTATION: _____

TOPICS COVERED DURING THIS ORIENTATION SESSION:

"Common Sense, Common Practice" Video:

- Food Safety
- Personal Safety
- Ground Rules (attached)
- Sanitation
- Chemical Supplies

By signing below, I attest that I, the inmate, received the orientation outlined above. I agree to abide by these policies and standards. I also agree that if I have any questions regarding any of the information contained within, I will contact the kitchen supervisor as soon as possible.

INMATE NAME (PRINT)	INMATE ID#	INMATE SIGNATURE

INMATE KITCHEN ORIENTATION QUIZ

INMATE NAME (PRINT): _____

INMATE ID#: _____

FACILITY NAME: _____

LOCATION (CITY, STATE) OF FACILITY: _____

DATE OF QUIZ/ORIENTATION: _____

Please choose one correct answer for each question.

You must get at least 8 questions correct in order to receive a passing grade.

1. You must wash your hands for at least:
 - a. 5 seconds
 - b. 20 seconds
 - c. 40 seconds
 - d. 60 seconds
2. Cold foods must be kept at or below this temperature:
 - a. 70°F
 - b. 60°F
 - c. 50°F
 - d. 40°F
3. What is the most important thing to be aware of in order to prevent injuries?
 - a. Food temperatures
 - b. What time it is
 - c. Your surroundings
 - d. How many time you have washed your hands while working
4. What should you NOT do if an accident happens in the kitchen?
 - a. Take a break
 - b. Be Prepared
 - c. Stay Calm
 - d. Get Help
5. It is appropriate to use profanity while working in the kitchen.
 - a. True
 - b. False

INMATE KITCHEN ORIENTATION QUIZ - CONTINUED

INMATE NAME (PRINT): _____

INMATE ID#: _____

6. Which of the following is acceptable to do while working in the kitchen?
 - a. Sitting on the work tables or other equipment
 - b. Horseplay or fighting
 - c. Eating or drinking in designated break or eating areas
 - d. Leaving the kitchen area with food
7. Sanitizing equipment and work areas is an important first step in keeping food safe.
 - a. True
 - b. False
8. The best tool you have to properly clean and sanitize the kitchen equipment is:
 - a. The equipment cleaning guides
 - b. A mop
 - c. The MSDS sheets
 - d. Bleach
9. What is the first step when using chemicals?
 - a. Wash your hands
 - b. Determine the proper chemical to use for the job
 - c. Mix many chemicals together
 - d. Smell all the chemicals
10. What is an MSDS used for?
 - a. It tells you how to bake bread
 - b. It tells you how to clean equipment
 - c. It tell you everything you need to know to safely use a chemical
 - d. It tells you the ground rules for working in the kitchen

SCORE: _____

Inmate Training

INMATE KITCHEN ORIENTATION QUIZ – ANSWERS

1. You must wash your hands for at least:
 - a. 5 seconds
 - b. 20 seconds
 - c. 40 seconds
 - d. 60 seconds
2. Cold foods must be kept at or below this temperature:
 - a. 70°F
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3. What is the most important thing to be aware of in order to prevent injuries?
 - a. Food temperatures
 - b. What time it is
 - c. Your surroundings
 - d. How many time you have washed your hands while working
4. What should you NOT do if an accident happens in the kitchen?
 - a. Take a break
 - b. Be Prepared
 - c. Stay Calm
 - d. Get Help
5. It is appropriate to use profanity while working in the kitchen.
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 - a. True
 - b. False

INMATE KITCHEN ORIENTATION QUIZ – ANSWERS

8. The best tool you have to properly clean and sanitize the kitchen equipment is:
 - a. **The equipment cleaning guides**
 - b. A mop
 - c. The MSDS sheets
 - d. Bleach

9. What is the first step when using chemicals?
 - a. Wash your hands
 - b. **Determine the proper chemical to use for the job**
 - c. Mix many chemicals together
 - d. Smell all the chemicals

10. What is an MSDS used for?
 - a. It tells you how to bake bread
 - b. It tells you how to clean equipment
 - c. **It tell you everything you need to know to safely use a chemical**
 - d. It tells you the ground rules for working in the kitchen

KITCHEN VIOLATION TRAINING FOR INMATES

FACILITY NAME: _____

LOCATION (CITY, STATE) OF FACILITY: _____

NAME OF INSTRUCTOR CONDUCTING VIOLATION TRAINING: _____

DATE OF VIOLATION TRAINING: _____

DESCRIPTION OF INMATE VIOLATION:

TOPICS COVERED DURING THIS VIOLATION TRAINING SESSION:

"Common Sense, Common Practice" Video:

- Food Safety
- Personal Safety
- Ground Rules (attached)
- Sanitation
- Chemical Supplies

By signing below, I attest that I, the inmate, received the orientation outlined above. I agree to abide by these policies and standards. I also agree that if I have any questions regarding any of the information contained within, I will contact the kitchen supervisor as soon as possible.

INMATE NAME (PRINT)	INMATE ID#	INMATE SIGNATURE



Retail Basics Overview

Retail Basics Overview

About the Classes

The Retail Basics classes were designed to teach inmates basic information about the operation of a small retail food business. The goal of these classes, along with continued work in a food service job, is to help inmates become more employable and prepare them for a job in food service when they re-enter the community.

Retail Basics Classes

- Welcome to Retail Basics
- Business Concepts
- Customer Service
- Operations
- Marketing
- Final Exam

Who Should Attend

Only inmates who have successfully completed the Kitchen Basics classes should attend the Retail Basics classes. These inmates should continue to display mental and physical competence to handle a food service position and have an interest in the food service industry.

Class Description

Similar to Kitchen Basics, the Retail Basics classes are made up of lecture, participation, activities, and a quiz at the end of each class. After the last class, students will take a final exam.

Class Timing

Each class should be scheduled for two hours, once a week.

Summary of Classes

Class	Summary
Welcome to Retail Basics	Overview of the classes and student expectations.
Business Concepts	Basic information about planning, pricing, and profits.
Customer Service	How to interact with customers effectively, provide efficient service, and receive customer feedback.
Operations	How to run an efficient business through the control of quality and food costs.
Marketing	How market research, the menu, merchandising, promotions, and advertising contribute to the success of a retail food business.



The main intention of the **Back2Work** program is to provide inmates with food service training and practical work experience. Using the skills and knowledge gained through this program, inmates have the benefit of becoming more employable outside of the prison environment. The benefits to the institution include lower recidivism, increased inmate morale, and positive public relations.

This program incorporates formal vocational training which includes hands-on experience. During the training, inmate-students will be instructed on Kitchen Basics, which include:

- Personal Hygiene
- Equipment
- Sanitation
- General Safety
- Food Safety
- Production
- Storeroom

The inmate-students will also receive basic training as it relates to Retail Services including:

- Business concepts
- Customer service
- Operations
- Marketing

Practical application of concepts taught in both Kitchen Basics and Retail Services ties in directly with our CBM Fresh Express program.

Inmate-students will meet at least 2 hours each week for classroom instruction. The program lasts approximately 12 weeks. Class size will be limited, depending on the number of inmates employed in the kitchen. Inmate-students will be required to demonstrate understanding throughout the program by successfully completing a quiz after each lesson and taking a final exam. They must maintain at least a 75% grade point average in the program or risk being discharged from the class.

After successfully completing all aspects of the **Back2Work** program, the inmate-student will receive a Certificate of Recognition. At this point in time, the inmate-student will be given the opportunity to test with the National Restaurant Association to obtain a ServSafe certificate. The cost to take this test is approximately \$40.

Candidates must apply for acceptance into the **Back2Work** program. They will be interviewed and chosen in collaboration with the Facility Administration and the Food Service Director. In order for inmates to apply to the program, they must have:

- A minimum education level of high school diploma or GED
- Basic reading and math skills
- Less than 18 months left in their sentence
- No physical or medical condition that would prohibit them from working in a food service environment (must pass medical clearance)
- No disciplinary issues in the last 6 months

The Back2Work program is not mandatory. However, if a facility would like to implement the program at their facility, the steps are outlined below:

1. Jail Administration requests the Back2Work Program
 - The site must utilize inmate kitchen workers
 - The site must have previously implemented the CBM Fresh Express program
2. A Field Trainer is assigned to the site
 - Depending on the size of the facility, the Field Trainer may be regional or may be assigned only to that site
3. The Field Trainer provides direction, instruction, and training materials to the On-Site Trainer
 - Train-the-Trainer concept
 - The On-Site Trainer is selected by the District Manager
 - Typically, the On-Site Trainer will be the Food Service Director
4. The On-Site Trainer conducts the weekly classes using the provided training materials
 - The On-Site Trainer is responsible for completing class logs and sending them to the Director of Corporate Training on a weekly basis



Student Expectations

<u>I WILL:</u>	<u>I WILL NOT:</u>
<ul style="list-style-type: none"> • Shower daily before reporting to work. • Wear authorized head wear at all times. • Wear a beard guard if I have facial hair. • Wear a clean uniform with proper shoes. • Wash hands often with soap and water. • Wear gloves when working with food. • Earn respect as a member of the crew. • Give respect when earned. • Follow all directions given to me. • Assist in completing all daily responsibilities. • Follow all facility rules. • Be a responsible worker. • Eat the provided meal at the provided time. • Pick up anything I drop on the floor. • Clean up all my spills. • Clean as I go. • Keep all areas organized and clean. • Keep floor dry at all times. • Follow recipes completely. • Complete all tasks in a timely manner. • Keep all food items covered. • Report to work on time. • Be ready to work when I report to work. • Do what I am asked to do, no matter what my job is. • Notify my supervisor if I will miss work. 	<ul style="list-style-type: none"> • Bring personal containers to the kitchen or dining room. • Take more than one piece of fruit or two cookies from the building. • Over-dip the food or give additional food. • Wear unauthorized head wraps or caps. • Eat or drink anything in the kitchen. • Horseplay or argue with anyone. • Shout or yell. • Use foul language. • Create unnecessary noise or discussion while the service line is running. • Disrespect inmate, staff, or visitors. • Walk away from a responsibility. • Walk away from the service line. • Leave the kitchen without authorization. • Operate any equipment without being shown how. • Allow water to lie on the floor. • Leave the bathroom without washing my hands. • Leave a mess for others. • Abuse or damage equipment. • Create an unsafe environment. • Remove any food or equipment from the kitchen without authorization. • Interfere with the supervisor's completion of their duties. • Sit on tables or other surfaces. • Add any ingredients to any menu item or recipe. • Go behind the serving line, unless my job is to serve food. • Abuse smoking privileges.

Inmate's
Signature: _____

Supervisor's
Signature: _____



TOPICS

Personal Hygiene

- Good grooming
- Good health practices
- Proper hand washing techniques

Equipment

- Equipment in food service
- How to operate that equipment
- Important safety information about equipment

Sanitation

- Chemical safety
- Cleaning vs. sanitizing
- Garbage control
- Pest control
- Cleaning schedules

General Safety

- Avoiding accidents at work
- Avoiding slips and falls
- Proper lifting techniques
- Preventing burns and fires

Food Safety

- Preventing foodborne illness
- Preventing food contaminants
- Food temperatures
- Shelf life
- Cleanliness

Production

- Receiving, storing, and preparing foods
- Serving foods
- Basic kitchen math
- Cooling and storing leftovers

Storeroom

- Guidelines for arranging and rotating stock
- Receiving and inspecting deliveries
- 3-day pulls

Business Concepts

- Trends
- Ordering and receiving
- Markup and profit margin
- Profit and loss statement
- Making change

Customer Service

- Making a positive first impression
- Handling a difficult customer
- Receiving customer feedback
- Making a positive first impression

Operations

- Quality assurance
- Controlling food costs

Marketing

- Market research
- Menu
- Merchandising
- Promotions and advertising

Confidential & Proprietary



Student Contract

CBM Managed Services has implemented a vocational training program at your facility. The program is scheduled to last approximately 12 weeks and consists of Kitchen Basics and Retail Services. The program will end with a Final Exam. You must successfully complete the Final Exam to receive a Certificate of Recognition. After you receive your Certificate of Recognition, you may opt to take the *ServeSafe* certification exam from the *National Restaurant Association*. This program will include both classroom study and the application of skills in the institution's Food Service Department.

I, _____, understand that I have volunteered to take part in this program. I further understand and agree to abide by all terms of this agreement in order to continue my participation in the *Back2Work* program.

1. I will abide by the Kentucky Department of Corrections policy and procedures.
2. I will work at least a minimum of 90 days in the Food Service Department, beginning on or about the start of classroom training. I will be on time and assure I perform the duties assigned by my supervisor. If I am dismissed from the kitchen due to work performance, I will no longer be eligible to participate in the *Back2Work* program.
3. I will report to scheduled classes on time and will be attentive.
4. I will complete all assignments for the program.
5. I will assure all proper hygiene practices for foodservice are practiced, including, but not limited to:
 - daily bathing
 - smoking rules
 - clean uniform
 - hand washing protocols
6. I must maintain an average of 75% or better on my quizzes, or I may be discharged from the program.
7. Books are the property of CBM Managed Services and will not be written in. Note paper and writing utensils will be provided to me by the On-Site Trainer. Books will be turned into the On-Site Trainer. He/She will store them and sign them out as needed.

Should, at any time, any of the above are violated, the removal from the *Back2Work* program could occur.

Date: _____

Name: _____

Number: _____

Personal Hygiene Quiz

Student Name: _____

1. What is personal hygiene? _____
2. Why is personal hygiene especially important when you are preparing or serving food?

3. You should always wear a _____ or _____ when preparing or serving food.
4. List three restrictions on clothing:
 -
 -
 -
5. What should you do if you feel sick or have an infection?

6. Why is smoking prohibited in the food service department?

7. What is the most common way of spreading germs? _____
8. When should you wash your hands? List five situations:
 -
 -
 -
 -
 -



Kitchen Basics

9. How long should you scrub your hands? _____

10. When should you change gloves? _____

Confidential & Proprietary



Certificate of Recognition

is hereby granted to:

INMATE

for successful completion of the course requirements for
Back2Work - Kitchen and Retail Basics

given this _____ day of _____, 2014

Cassandra Schupner
Director of Corporate Training
CBM Managed Services

EXAM FORM NO. 4516

CERTIFICATE NO. 7113086

JOHN DOE

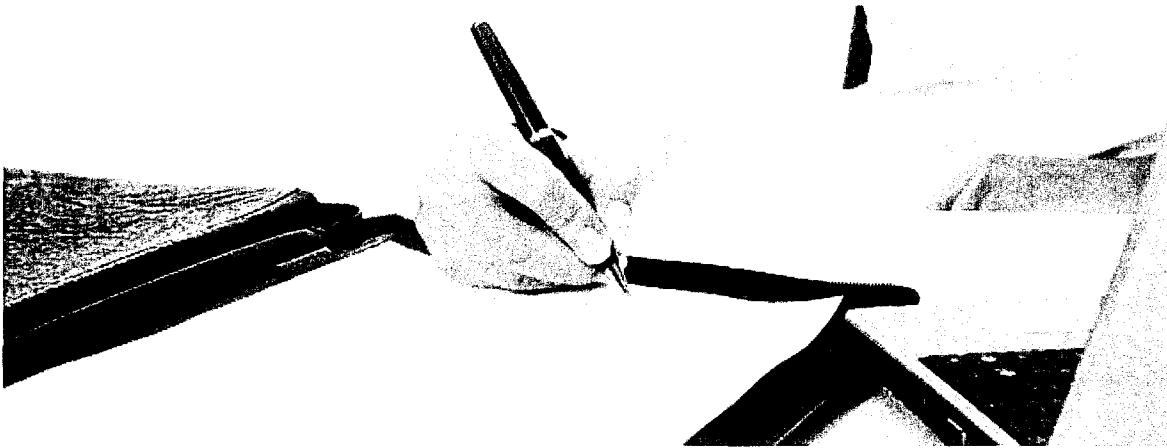
4/8/2010

4/8/2015



A CREDITED PROGRAM
Approved by National Standards for
Certification and Accreditation
ANSI has the authority for Product Certification

QUALITY ASSURANCE



Quality Assurance

The quality assurance program is a useful management tool, for effective standards compliance in all CBM contract foodservice facilities. The system will result in the provision of products and services that are consistently high quality, and fully meeting our customers' expectations. A communication protocol will be followed to ensure that all client concerns are addressed accordingly.



Each month the District Manager, along with Corporate Operations, will conduct an audit to monitor each facility to ensure the efficiency and compliance of standards are met.

- The District Manager will complete a monthly audit on all facilities within their region.
- Corporate Operations will review the audits and provide input and feedback towards resolutions of any known deficiencies.
 - Progress toward goals will be discussed further with the Foodservice Director.
- A meeting between the District Manager and the Client Liaison (Sheriff, Warden, etc.) should take place at least monthly where audit results, expectations and potential growth will be discussed.
- A meeting between Corporate Operations and the Client Liaison should take place at least quarterly.

Attached, are example documents used in monthly audits.

DISTRICT MANAGER INSPECTION and AUDIT REPORT for CORRECTIONS			
Location Name: _____		Account Number: _____	
Date: _____		Date Last Inspected: _____	
District Manager: _____		Copies Sent to: _____	
GRADING SYSTEM			
A = Acceptable/Meets Standard		B = Meets Standard but Needs Refining	
N/A = Not Applicable		C = Requires Immediate Attention & Improvement Does Not Meet Standard	
LOCATION OPERATIONS	HOUSEKEEPING / SANITATION	PERSONNEL	SECURITY
<input type="checkbox"/> Signed Menu <input type="checkbox"/> Meal Assembly <input type="checkbox"/> Food Preparation <input type="checkbox"/> Food Quality <input type="checkbox"/> Meal Acceptance <input type="checkbox"/> Portion Control <input type="checkbox"/> Temps Recorded <input type="checkbox"/> Temperature Logs <input type="checkbox"/> Test Tray-9 in Freezer <input type="checkbox"/> Recipes Used <input type="checkbox"/> Production Records <input type="checkbox"/> Substitutions Logged <input type="checkbox"/> Taste/Texture <input type="checkbox"/> Meal Appearance <input type="checkbox"/> Thermometer <input type="checkbox"/> Serving Utensils <input type="checkbox"/> Dating/Labeling <input type="checkbox"/> Scale Supervision of: <input type="checkbox"/> Serving Line <input type="checkbox"/> Tray Assembly <input type="checkbox"/> Production Areas <input type="checkbox"/> Dishwashing Area PURCHASING <input type="checkbox"/> Approved Vendors <input type="checkbox"/> Orders Recorded <input type="checkbox"/> Receiving Procedures <input type="checkbox"/> Product Quality <input type="checkbox"/> Product Specs Met <input type="checkbox"/> Order Guides <input type="checkbox"/> Price Lists <input type="checkbox"/> Inventory Prices <input type="checkbox"/> Inventory Levels <input type="checkbox"/> Computation <input type="checkbox"/> Manufacture Production Log	<input type="checkbox"/> Wet Floor Signage <input type="checkbox"/> Serving Area <input type="checkbox"/> Storeroom(s) <input type="checkbox"/> Refrigerated Storage <input type="checkbox"/> Frozen Storage <input type="checkbox"/> Pest Control <input type="checkbox"/> Restrooms <input type="checkbox"/> Break Area <input type="checkbox"/> Dining Room <input type="checkbox"/> Tray Assembly Area <input type="checkbox"/> Kitchen <input type="checkbox"/> Dish Room <input type="checkbox"/> Pot & Pan Area <input type="checkbox"/> Maintenance <input type="checkbox"/> Trash Area/G. Cans <input type="checkbox"/> Equipment <input type="checkbox"/> Sanitation Schedule <input type="checkbox"/> Hand Washing Station <input type="checkbox"/> Slip Resistant Shoes <input type="checkbox"/> Back Brace Used <input type="checkbox"/> Kevlar Gloves Used <input type="checkbox"/> Ceilings/Vents/Hoods <input type="checkbox"/> Walls/Floors <input type="checkbox"/> Office Organization <input type="checkbox"/> Chemical Storage	<input type="checkbox"/> Serv-Safe Certified <input type="checkbox"/> Schedule in ADP <input type="checkbox"/> Schedule Posted <input type="checkbox"/> Time Sheets Signed <input type="checkbox"/> ADP Payroll Reports <input type="checkbox"/> ADP Payroll Entry <input type="checkbox"/> WOTC <input type="checkbox"/> Grooming/Morale <input type="checkbox"/> Productivity <input type="checkbox"/> In-service Training <input type="checkbox"/> Employee Turnover <input type="checkbox"/> Smoking <input type="checkbox"/> Uniforms/Aprons <input type="checkbox"/> Hair/Beard Restraints <input type="checkbox"/> Plastic Gloves <input type="checkbox"/> Job Descriptions <input type="checkbox"/> Progress Discipline <input type="checkbox"/> Employee Evaluations <input type="checkbox"/> Training Documented <input type="checkbox"/> New Emp. Training <input type="checkbox"/> Signage/Postings <input type="checkbox"/> Risk Mgmt Manual <input type="checkbox"/> Workplace Safety Manual <input type="checkbox"/> Required Manuals <input type="checkbox"/> First Aid Kit	<input type="checkbox"/> Sexual Harassment Training <input type="checkbox"/> Inmate Fraternization Training <input type="checkbox"/> Storerooms Locked <input type="checkbox"/> Coolers Locked <input type="checkbox"/> Freezers Locked <input type="checkbox"/> Knife & Tool Control/Inventory <input type="checkbox"/> Background Checks <input type="checkbox"/> Facility Security Training <input type="checkbox"/> Facility Cameras Operable <input type="checkbox"/> Facility Radio/Duress Alarms ADMINISTRATIVE <input type="checkbox"/> Weekly Paperwork Timeliness <input type="checkbox"/> Weekly Paperwork Accuracy <input type="checkbox"/> Record Retention <input type="checkbox"/> Meal Count Procedure Verified <input type="checkbox"/> Staff Meal Sales <input type="checkbox"/> Accounts Payable/Current? <input type="checkbox"/> Sales Order Processing <input type="checkbox"/> Share Point Entry <input type="checkbox"/> Visa Purchase Card <input type="checkbox"/> Annual Employee Backgrounds <input type="checkbox"/> User ID's Current? <input type="checkbox"/> Team Viewer Updated <input type="checkbox"/> AVG/Antivirus Scan Run <input type="checkbox"/> No Personal Use of Computer MISCELLANEOUS / OTHER <input type="checkbox"/> Required Licenses <input type="checkbox"/> Client Survey Completed <input type="checkbox"/> Emergency Contingency Plan <input type="checkbox"/> Special Diets Logged <input type="checkbox"/> Emergency Evacuation Plan <input type="checkbox"/> DM Inventory Audit (See below) <input type="checkbox"/> Pathogen & Drug Test Kits <input type="checkbox"/> Work Comp Procedures <input type="checkbox"/> Safety Hazards Present?
DISTRICT MANAGER USE			
Date Reviewed with Unit Manager: _____		Date: _____	
Unit Manager Signature: _____		Date: _____	
CORPORATE USE			
Qtrly Client Survey Completed _____		Yes/No _____	
DM Inventory Audit Completed _____		Yes/No _____	
In-service Training Completed _____		Yes/No _____	
Director Meeting Scheduled? _____		Date: _____	
Client Meeting Scheduled? _____		Date: _____	
INVENTORY AUDIT: (DM'S are required to audit at 3 least items in the unit's inventory)			
ITEM DESCRIPTION	ENDING COUNT REPORTED	AUDIT COUNT	
Item #1: _____	_____	_____	
Item #2: _____	_____	_____	
Item #3: _____	_____	_____	
Did you meet with the client today? YES/NO _____ Action Plan Required by Unit Manager? YES/NO _____ (Attach Action Plan If Applicable)			
NOTES:			

EVALUATION SURVEY OF CBM FOODSERVICE***CBM Client Survey***

Facility Name: _____

Name and Title: _____

Date: _____

Please evaluate our performance in the following identified areas below.

Please provide additional information on any score of 2 or less.**Rating Scale:****Excellent**

5 Points

Very Good

4 Points

Good

3 Points

Requires Attention

2 Points

Needs Improvement

1 Point

FOOD/MEAL QUALITY	POINTS	COMMENTS
Taste of Food Served: Palatable and tastes good.		
Food Appearance and Presentation: Food looks good and is presented appropriately.		
Temperature of Food: Food served at the appropriate temperature (hot food hot and cold food cold.)		
Menu: Menu rotation and review meets facility needs.		
Portion Size: Portion size is in accordance with approved menu.		
Overall Satisfaction of Meals Served: (Please rate according to scale above.)		
CBM STAFF		
Appearance: Staff in uniform with professional appearance.		
Service/Responsiveness: Staff is responsive to your needs or requests. Staff is courteous and friendly.		
Professionalism: Staff portrays a positive attitude and a high level of professionalism.		
Overall Satisfaction with our CBM Staff: (Please rate according to scale above.)		

EVALUATION SURVEY OF CBM FOODSERVICE

FACILITY DIRECTOR		
Professionalism: Portrays a positive attitude and display a high level of professionalism.		
Reliability/Responsiveness: Responsive to your needs or requests? Addresses your concerns promptly.		
Appearance: Maintains a professional appearance and displays high level of organization.		
Effective Department Management: Effective communication and management within the facility.		
Overall Satisfaction with the Foodservice Director: (Please rate according to scale above.)		
SANITATION		
Kitchen Area: Clean and neat.		
Dining Area: Clean and neat.		
Serving Line: Clean and neat		
Overall Satisfaction with the Sanitation of Foodservice Areas: (Please rate according to scale above.)		
CORPORATE		
Accessibility: Regional Manager accessible for questions or information.		
Timeliness: CBM responds to your needs or requests in a timely manner.		
Billing: Information is accurate and timely.		
Overall Satisfaction of Corporate Communication: (Please rate according to scale above.)		

What do you like most about working with CBM? _____

What would you like to see improved at CBM? _____

Other Comments: _____

Thank you for your time in completing this survey.

PLEASE FAX TO: 605-977-1836

ATTN: CBM Administration

Complaint Resolution

Food Service Issue Resolution Process

Purpose: To set forth a uniform process for the disposition of complaints from residents and inmates regarding Food Service and related programs.

Policy: CBM Managed Services policy is to promptly and thoroughly investigate any complaints regarding the Food Service program or related programs and respond to the complaint in writing as to how we intend to resolve the issue.



CBM encourages feedback regarding all aspects of the Food Service operations and has learned through the years that maintaining open communications reduces problems for us and our clients.

CBM Managed Services is committed to encouraging interchange and openness between our employees and our client-partners. Food Service complaints from participants will be resolved by the Food Service Manager after proper investigation of the complaint. All complaints will be submitted in writing to CBM Managed Services, CBM will provide a Compliant Response Form to be completed. The Food Service Manager will then be responsible for the assessment, resolution and response of the issue.

CBM Managed Services also encourages monthly committee meetings, to review the overall program and provides on-going improvement of the programs.

Protocol: Issue/Complaint Resolution

Objective: To provide a logical, detailed, and specific method of problem solving for the Manager at the facility.

Complaint Resolution

Complaints, objections and concerns by the customer or client are normal, and an expected part of doing business. How well we accept and process those complaints is a strong measure of an effective and successful manager. Complaints, when handled quickly and effectively, frequently offer an opportunity to strengthen our relationship with our customer and client-partner.

Below, we have outlined an effective approach to complaint resolution.

Investigate – The Manager will investigate the problem to determine its exact nature.

- Seek information and details concerning the problem directly from those who were involved and have first-hand information.
- Ask specific questions about the complaint, Avoid questions general in nature
- Take notes, include date, time, place, and people involved.
- Interview multiple people if possible.
- Accept the criticism as valid and find a way to prevent similar occurrences in the future.
- Should the issue or complaint necessitate changes, it is then essential to contact your immediate supervisor. Do not make any promises, but indicate that you will contact your supervisor, to see how the issue will be resolved. Be sure to follow through, with all issues and complaints.

Resolve – The Manager will create a plan for the problem resolution.

- Accurately identify the nature of the problem.
- Consult your staff to obtain ideas.
- Consider several potential solutions.
- Determine the advantages and disadvantages of each potential solution. Consult your supervisor to obtain their ideas when necessary.
- Decide on what is considered to be the best and most cost effective solution.

Complaint Resolution

Implement – The Manager will implement the plan to resolve the problem.

- Gather the necessary resources to implement the solution.
- Schedule and train your staff in the new procedures and policies.
- Implement the solution as quickly and efficiently as possible.
- Regularly check to make sure the solution has been effectively resolved.

Communicate – The Manager will communicate the planned resolution.

- After a resolution plan is in place, begin communicating this to all parties involved.
- If the problem is of a significant nature, it is recommended to inform your immediate supervisor, of the problem and proposed resolution.
- To help prevent future incidences similar in nature, it is highly recommended that all issues/complaints and planned resolutions are documented and kept on file.
- If a solution has not been reached by this point, the Manager or facility administration will adhere to the following chain of command, to ensure a solution to the issue:
 - Food Service Director
 - Regional Director
 - Vice President of Operations
 - President & CEO

Note: CBM Managed Services believes in having a face to the company. The leaders of the company are available at any time day or night.

Complaint Resolution

CBM Complaint Response Form

Complaint Date: _____

Today's Date: _____

Issue Identified:

Form Completed by: _____

Action Taken:

Action Plan:

Reviewed with client? Yes No (circle one)

Date Reviewed: _____ Reviewed with: _____

Food Service Director/CBM Employee

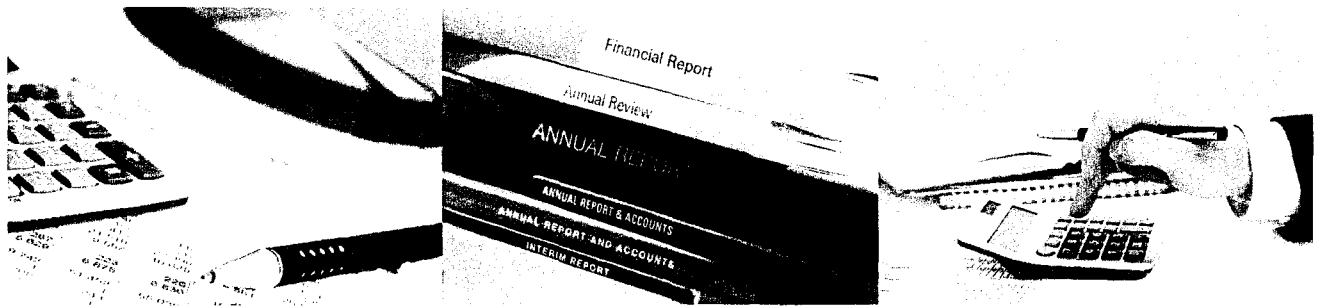
Date

Witness

Date

Original (CBM File), Copies to: Jail Administration and CBM District Management

INTERNAL ACCOUNTING



Internal Accounting

Inventory Controls

Food Service Managers at each site update their inventory master copy weekly with the current purchase information to ensure accurate pricing of the products. The inventory calculation is uploaded to CBM's web-based information storage site, where it is reviewed by the District Manager and the Operations Controller for accuracy. Each site is given an anticipated level of inventory that they are expected to maintain.

At the end of each reporting period the final inventory calculations are entered in the financial statements to determine food, paper, and chemical costs for that period. These costs are then evaluated to determine if the usage calculated is justifiable when compared to the budget for each particular site. Any unusual variances are researched to identify the source of the discrepancy. CBM then will take the measures to correct the issues brought forth by any discrepancy.

All potentially hazardous chemicals or materials (ex. Cleaning solutions, pesticides, etc.) or potentially dangerous items (ex. Sharp objects, sharp utensils, etc.) used or kept in the food service department are to be secured in a locked area when not in use. Required MSDS sheets are maintained at all sites.

Extracts, certain fruits, spices and yeast (where applicable) are to be secured in a locked area when not in use.

Keys are to be logged out by authorized personnel only. Inmates are never permitted to use keys for any area of the food service department. Personnel having logged out keys must have them in their possession at all time and at no time should keys be carried out of the facility.



Purchasing

All orders must be placed on the CBM (approved vendor) order guide. All orders must be electronically submitted online prior to the order deadline. Each site will

Internal Accounting

have a specific guide and delivery schedule for order cut off and delivery times. Order forms are confidential information, disclosure to any third party is forbidden.

Order Placement & Delivery

All orders must be received prior to the cut off time for the site. If at any time there is a possibility that the order will not be placed by the order cut off time, contact the vendor customer service representative.

All orders must be checked in for accuracy and signed off by a CBM representative, by doing so, and accepting the delivery, the location understands that all products were delivered and are in good quality. Each box of fresh produce must be opened to ensure freshness. Fresh dairy, such as milk must also be checked for a minimum of eight (8) days shelf life remaining at the time of delivery.

In the case of utilizing a storage warehouse facility, the Food Service Manager submits an order to the storage warehouse and upon receipt of the product, a CBM representative verifies the quantity and items received and signs the receiving slip.

Product Returns

Unacceptable product should always be returned at the time of delivery, when possible. Any discrepancies need to be noted on both copies of the invoice by the driver only. A credit memo proves that the product was returned or shorted and must accompany the invoice. In both instances a signature is required from the delivery driver. In the event that a return is requested after a delivery has been made, a "Credit Request Form" must be completed with the vendor. Fill in all the information fields on the form and retain a copy.

Vendor Invoices

All vendor invoices must have the signature of a CBM representative indicating that the product has been received, and that the products are in good condition.

All invoices must be mailed to the Corporate Office no later than Friday afternoon. All invoices must be coded to the correct general ledger account, tax included, where applicable. Items that are taxed may vary depending on location. For invoices that the tax isn't separated, this must be done manually. A code listing is provided by the Purchasing Department.

Internal Accounting

Product Transfers

Product transfers may be done from site to site as long as one site is not shorting themselves on supplies and the transfer sheets are properly filled out. Fill out all the information on the "Product Transfer Sheet." The top copy stays with the site that is sending the product, and the bottom copy goes to the site with the product that is being sent. Transfer sheets are numbered for account tracking and must be returned to the Corporate Office each week with all other invoices.

Expense Reports

Expense reports are to be filled out when the expense occurs and turned in to the Corporate Office to the attention of Accounts Payable. Any personal reimbursements need to have an expense report filled out with the correct receipts attached for the items being reimbursed. To receive reimbursement for mileage, accurate documentation of all miles driven, including the date and the purpose of the business trip, will be reimbursed for miles driven at the current approved rate.

Payroll

CBM Managed Services operated on a pay period of two weeks. Weeks begin on Thursday, and end the following Wednesday. Paydays are bi-weekly, every other Thursday. Each employee will use ADP to record time worked and will be given their own log-in credentials. The site manager has the ability to monitor employee log-in information and must approve all employee hours worked.

Petty Cash

A petty cash account is provided to each facility as needed for miscellaneous operational expenses such as postage, gas, supplies, etc. All expenditures must be accompanied by a receipt or invoice, and submitted to the corporate office each week. For those sites that accept cash for meals, deposits will be made accordingly.

Cash Handling

Sites that receive cash sales must record all sales in the SOP and deposit all receipts into the petty cash account. Deposit information is mailed to the Corporate Office in the weekly packet. This information is verified by the Corporate Office.

Internal Accounting

Reporting Sales

Meal counts are distributed to the Food Service Director of their designee, as determined by facility protocol. Meals are prepared based on this initial meal count. During meal service, food trays are counted to determine actual meals served. Both the initial meal count and the meal service tray count are recorded in the Sales Order Processing (SOP) spreadsheet. Additional items such as medical snacks and nutritional supplements are also recorded on the SOP spreadsheet.

The Sales Order Processing (SOP) form is the basis for the accounting of sales at each facility. The SOP form is completed each day and uploaded to the web-based information storage site at the end of each week. This form details the date, daily meal counts with breakdowns for breakfast, lunch, dinner, staff meals, guest meals, CANS meals, cash meals sold and petty cash deposits. The SOP form is designed specifically for the needs of each facility. Additional items can be added to meet the needs or requirements of the facility.

Food service items that need to be billed that are not part of the regular meal counts will be billed on a separate invoice. The Food Service Director will create a receipt for the facility staff requesting the additional items. The receipt will be signed by the person making the request, then sent to the Corporate Office in the weekly packet. Accounts Receivable will generate a detailed invoice for each facility to be sent electronically to the clients designated department.

Internal Audit System

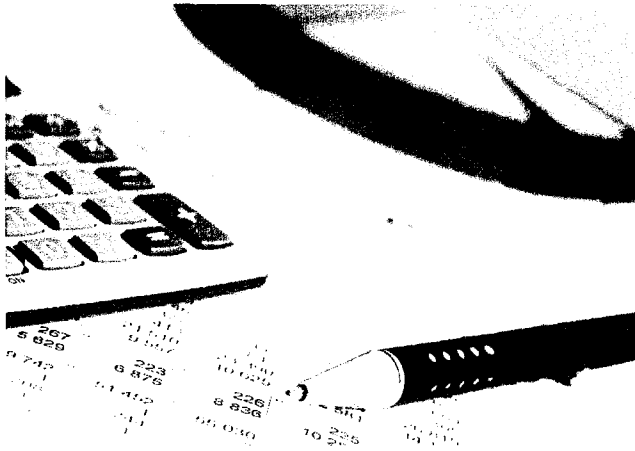
The internal audit system is based on information received from the Food Service Director with the help of the District Manager. The District Manager ensures that all items needed are received in a timely manner to facilitate the auditing of the individual sites. The internal audit system is shown in the Accounting Data Flow.

Internal Accounting

Accounting Data Flow

SOP spreadsheets are uploaded electronically at the end of each week. Meal counts are reviewed for accuracy, any discrepancies are discussed with the Food Service Director. Invoices sent to clients are created using the SOP spreadsheets. Inventories are taken and reviewed on a regular basis at each location. Inventories along with payroll and purchase summaries are electronically uploaded to the web-based information storage site. Weekly packets are received at the Corporate Office, the information is confirmed with the electronically uploaded information and then distributed to the designated departments.

Site Financials

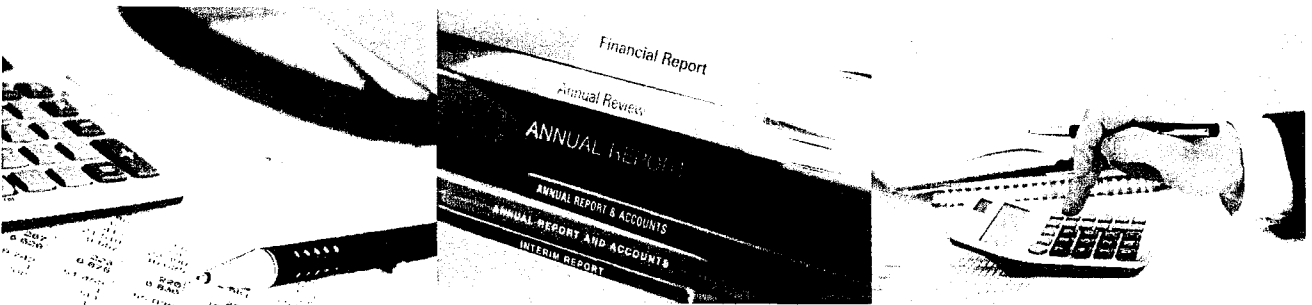


A Profit & Loss statement is prepared for each location at the end of each financial period. This is important for many reasons; P&L statements are a tool for each site to easily review sales and expenses as compare to the operating budget. This is used to determine which areas of operations need attention. P&L statements are reviewed with each Food Service Director, District Manager and Operations Controller.

Distribution Formulas

Distribution formulas are allocated based on Generally Accepted Accounting Principles (GAAP). All items which can be readily associated to a specific site are directly allocated to that specific site. Certain items will be allocated to the site based on a fixed cost per site, a percentage of volume or a percentage of payroll. A combination of these methods is also possible depending on the circumstance.

INVOICE POLICY



CBM Managed Services realizes that it is important to have sound and accurate data for billing purposes. Listed below, are the responsibilities and methods we use for making sure all billings/invoices are correct.

Responsibilities

The Food Service Director will have the responsibility of accumulating all meals served for their respective facility. On the specified day, the Food Service Director will meet with the facility designee to compare meal counts for the previous week. These counts may also include any special meals served to visitors or staff, the billing for staff meals will depend on the facility. If there are any discrepancies they will be mutually worked out so the outcome is agreeable for both parties.

Invoice Method

CBM Managed Services' accounting system generated invoice weekly. These invoices are sent to each facility for review and are generally used for verifying the previous weeks meals served. CBM does understand that some facilities do not pay invoices weekly, but monthly. Currently CBM does not accept credit cards for inmate meal services, but we do accept ACH transfers for payment. If there is a discrepancy in billing, a typical response is two (2) business days. Credits are issues as soon as they are resolved.

All of CBM's facilities are equipped with Microsoft Office and SharePoint. Financials are uploaded through the District Manager to the Corporate Office and are checked on a weekly basis.

Invoice	Invoice Number
Date	Today's Date
Page	1

Bill To:

Sample Client
Street
City ST 99999

Remit To:

CBM Food Service
500 E. 52nd Street N
Sioux Falls SD 57104

Purchase Order No.		Customer ID	Payment Terms			
		NNVACJ0001	Due Upon Receipt			
Date	Quantity	Item Number	Description	Unit Price	Ext. Price	
2/14/2013	455	BREAKFAST	Breakfast	\$0.9390	\$427.25	
2/14/2013	450	DINNER	Dinner	\$0.9390	\$422.55	
2/14/2013	50	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$68.70	
2/14/2013	50	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$68.70	
2/14/2013	52	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$71.45	
2/14/2013	440	LUNCH	Lunch	\$0.9390	\$413.16	
2/14/2013	4	SACK	Sack	\$0.9390	\$3.76	
2/14/2013	38	SACK	Sack	\$0.9390	\$35.68	
2/14/2013	20	SACK	Sack	\$0.9390	\$18.78	
Total for 2/14/2013					\$1,530.03	
2/15/2013	463	BREAKFAST	Breakfast	\$0.9390	\$434.76	
2/15/2013	449	DINNER	Dinner	\$0.9390	\$421.61	
2/15/2013	50	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$68.70	
2/15/2013	53	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$72.82	
2/15/2013	50	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$68.70	
2/15/2013	438	LUNCH	Lunch	\$0.9390	\$411.28	
2/15/2013	10	SACK	Sack	\$0.9390	\$9.39	
2/15/2013	30	SACK	Sack	\$0.9390	\$28.17	
2/15/2013	35	SACK	Sack	\$0.9390	\$32.87	
Total for 2/15/2013					\$1,548.30	
2/16/2013	457	BREAKFAST	Breakfast	\$0.9390	\$429.12	
2/16/2013	486	DINNER	Dinner	\$0.9390	\$456.35	
2/16/2013	54	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$74.20	
2/16/2013	53	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$72.82	
2/16/2013	47	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$64.58	
2/16/2013	480	LUNCH	Lunch	\$0.9390	\$450.72	
2/16/2013	10	SACK	Sack	\$0.9390	\$9.39	
2/16/2013	8	SACK	Sack	\$0.9390	\$7.51	

Invoice	STDINV57051
Date	2/20/2013
Page	2

Bill To:

Sample Client
Street
City ST 99999

Remit To:

Purchase Order No.		Customer ID	Payment Terms		
		NNVACJ0001	Due Upon Receipt		
Date	Quantity	Item Number	Description	Unit Price	Ext. Price
				Total for 2/16/2013	\$1,564.69
2/17/2013	495	BREAKFAST	Breakfast	\$0.9390	\$464.81
2/17/2013	502	DINNER	Dinner	\$0.9390	\$471.38
2/17/2013	55	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$75.57
2/17/2013	54	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$74.20
2/17/2013	54	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$74.20
2/17/2013	485	LUNCH	Lunch	\$0.9390	\$455.42
2/17/2013	18	SACK	Sack	\$0.9390	\$16.90
2/17/2013	5	SACK	Sack	\$0.9390	\$4.70
2/17/2013	17	SACK	Sack	\$0.9390	\$15.96
				Total for 2/17/2013	\$1,653.14
2/18/2013	484	BREAKFAST	Breakfast	\$0.9390	\$454.48
2/18/2013	483	DINNER	Dinner	\$0.9390	\$453.54
2/18/2013	54	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$74.20
2/18/2013	53	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$72.82
2/18/2013	49	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$67.33
2/18/2013	467	LUNCH	Lunch	\$0.9390	\$438.51
				Total for 2/18/2013	\$1,560.88
2/19/2013	498	BREAKFAST	Breakfast	\$0.9390	\$467.62
2/19/2013	498	DINNER	Dinner	\$0.9390	\$467.62
2/19/2013	52	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$71.45
2/19/2013	53	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$72.82
2/19/2013	52	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$71.45
2/19/2013	476	LUNCH	Lunch	\$0.9390	\$446.96
2/19/2013	10	SACK	Sack	\$0.9390	\$9.39
2/19/2013	46	SACK	Sack	\$0.9390	\$43.19

Invoice	STDINV57051
Date	2/20/2013
Page	3

Bill To:

Sample Client
Street
City ST 99999

Remit To:

Purchase Order No.		Customer ID	Payment Terms			
		NNVACJ0001	Due Upon Receipt			
Date	Quantity	Item Number	Description	Unit Price	Ext. Price	
				Total for 2/19/2013	\$1,650.50	
2/20/2013	496	BREAKFAST	Breakfast	\$0.9390	\$465.74	
2/20/2013	474	DINNER	Dinner	\$0.9390	\$445.09	
2/20/2013	56	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$76.94	
2/20/2013	53	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$72.82	
2/20/2013	54	ENHANCED TRUSTEE M	Enhanced Trustee Meal	\$1.3740	\$74.20	
2/20/2013	484	LUNCH	Lunch	\$0.9390	\$454.48	
2/20/2013	10	SACK	Sack	\$0.9390	\$9.39	
2/20/2013	32	SACK	Sack	\$0.9390	\$30.05	
2/20/2013	10	SACK	Sack	\$0.9390	\$9.39	
				Total for 2/20/2013	\$1,638.10	

Have Your Invoices Emailed As A PDF Document

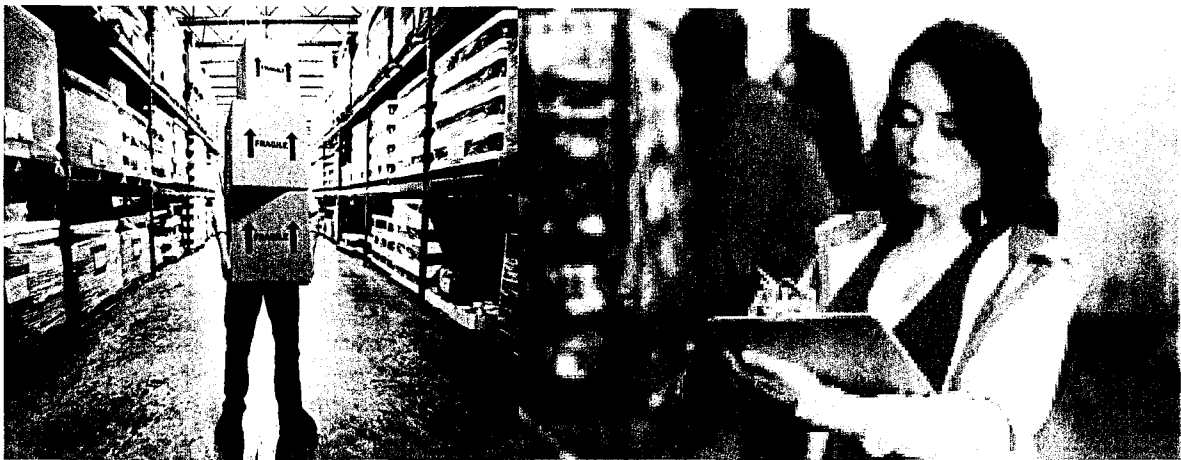
It's Quick

It's Easy

Email stephanie@cbmfoodservice.com

Sub Total	\$11,145.64
Sales Tax	\$0.00
Total Amount Due	\$11,145.64

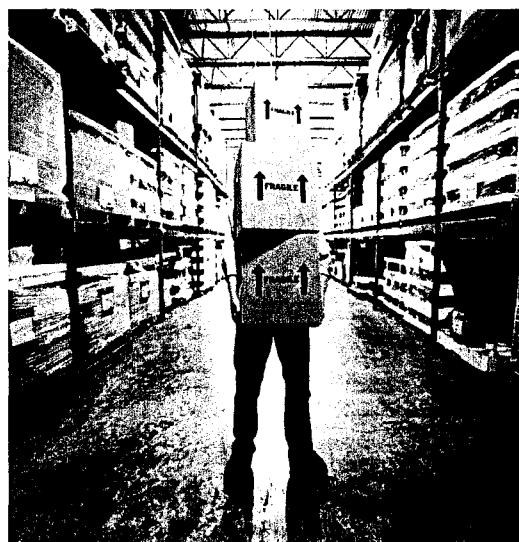
INVENTORY MANAGEMENT



Inventory Management

CBM Managed Services uses “Computrition Hospitality Suite” which is a completely integrated system that manages every aspect of a foodservice operation, including: food and non-food item ordering and purchasing, recipe, menu, and inventory management for all of our clients. Through the implementation of automation, foodservice operations are also able to find and secure the best possible price points for products, construct the most cost effective and efficient means of producing attractive meals and generate even higher customer satisfaction.

Food Service Directors at all units, will complete an extensive training on how to accurately use the Computrition software prior to contract start date. Once the account is set up within the Computrition program, Directors will learn how to accurately enter purchase records, invoices and physical inventory counts into the system, with the end result being accurate inventory analysis and cost forecasting.



Food Service Directors are responsible for taking a physical inventory once per week, and entering it into the Computrition software before noon on Thursdays. It is essential for the Food Service Director to accurately count and enter all inventory, as well as closely examine the inventory analysis for any errors.

Accurate inventory will allow the Food Service Director to purchase only what is needed for the weeks' meals, rather than over-ordering which could lead to waste, spoilage, and loss of valuable products.

Sorted by Bin/Sequence within each Storage Location

Taken By: _____

Bin/Sequ	Item Name	Packs On-Hand	Pack Size	Units On-Hand	Unit Size	Units/ Pack
	Apple,Fresh,Small,138 count		CASE		Pounds	40
	Beef,Ground,80/20,Bulk,Raw		CASE		10 Pound	6
	Beef,Ground,80/20,Bulk,Raw		CASE		10 Pound	8
	Broccoli,Fresh		CASE		Pounds	20
	Butter,Blend,PC		CASE		Each	720
	Carrots,Fresh,Baby		CASE		5 Pound	4
	Cheese,American,Slices,160ct,NIFDA,.5oz		CASE		5 Pound	4
	Cheese,Cheddar,Shredded		CASE		5 Pound	4
	Cheese,Cream,Bulk		QUART			
	Cheese,Mozz,Shredded,Part Skim		CASE		5 Pound	4
	Cheese,String,1oz		Case		Ounces	168
	Chips,Tortilla,Bulk		CASE		Pounds	12
	Cream Cheese,Bulk		CASE		Pounds	3
	Cucumber,Fresh		CASE		Each	6
	Dressing,Buttermilk Ranch,PC		CASE		Each	200
	Egg,Fresh,Medium,AA		CASE		12 Each	15
	Grapes,Green,Fresh		CASE		Pounds	18
	Juice,Lemon		BOTTLE		Ounces	16
	Kiwi,Fresh		EACH			
	Lettuce,Romaine,Fresh,Chopped		CASE		2 Pound	6
	Lettuce,Romaine,Fresh,Head		EACH			
	Lettuce,Romaine,Fresh,Head		BOX		Each	3
	Margarine,Solids		CASE		Pounds	30
	Milk,1%,0.5pt		CASE		Each	50
	Milk,2%,0.5pt		CASE		Each	48
	Orange,Fresh,138ct		CASE		Each	138
	Pears,Fresh		CASE		Each	120
	Peppers,Green,Fresh		CASE		Pounds	25
	Raisins		CASE		Pounds	10
	Spinach,Fresh		CASE		2.5 Pound	4
	Spinach,Fresh		BAG		Ounces	8
	Strawberries,Fresh		CASE		16 Ounce	8
	Tomato,Fresh		CASE		Pounds	25
	Tomato,Fresh		POUND			
	Tomato,Fresh		BOX			
	Tomato,Fresh		CASE		5 Pound	2
	Tortilla,Flour,10"		CASE		Dozens	24
	Yogurt Vanilla,Bulk,LowFat,1cup		CASE		5 Pound	4
	Yogurt,Peach,NonFat,4oz Cup		CASE		4 Ounce	48

Sorted by Bin/Sequence within each Storage Location

Taken By: _____

Bin/Sequ	Item Name	Packs On-Hand	Pack Size	Units On-Hand	Unit Size	Units/ Pack
	Bar,Granola,Nature Vally,PC		BOX		Each	18
	Catsup,Canned		CASE		#10 Cans	6
	Cereal,Bar,Whole Grain		CASE		Each	12
	Cereal,Bulk,Multigrain,Os,Honey Nut		CASE		Pounds	33
	Chips,Tortilla,Bulk		CASE		Pounds	12
	Crackers,Graham ELF		CASE		Each	150
	Crackers,Saltines,2 Ct Package		CASE		2 Each	500
	Dressing,Buttermilk Ranch,PC		CASE		Each	200
	Dressing,Ranch,Bulk		CASE		Gallons	4
	Dressing,Salad,Mayo Type,PC		CASE		Each	200
	Jelly,PC,Asst		CASE		Each	200
	Margarine,Solids		CASE		Pounds	30
	Milk,1%,0.5pt		CASE		Each	50
	Peanut Butter,Creamy,Bulk		CASE		Pounds	35
	Pepper,Black,PC		CASE		Each	6000
	Roll,Dinner,WG		BAG		Each	12
	Salt,PC		CASE		Each	6000
	Sugar,PC		CASE		Each	2000

Sorted by Bin/Sequence within each Storage Location

Taken By: _____

Bin/Sequ	Item Name	Packs On-Hand	Pack Size	Units On-Hand	Unit Size	Units/ Pack
	Bagel WG,2oz		CASE		6 Each	12
	Beef, Roast, Ends&Pieces, Frozen		POUND			
	Beef, Roast, Ends&Pieces, Frozen		CASE		Pounds	20
	Beef, Roast, Ends&Pieces, Frozen		CASE		Pounds	30
	Blueberries, Frozen		CASE		5 Pound	2
	Blueberries, Frozen		CASE		4 Pound	6
	Bread, Pita		Case		10 Each	12
	Carrots, Frozen		CASE		Pounds	20
	Chicken Nuggets, Frz, Precooked, 67oz		Case		5.31 Pound	2
	Chicken Quarter, Raw		CASE		Pounds	40
	Chicken, Diced, Precooked, Frz, CNP		CASE		Pounds	10
	Corn Dog, Mini, WG, Poultry, 67oz, CNP		CASE		5 Pound	2
	Corn, Whole Kernel, Frozen		CASE		Pounds	20
	DONTUSE Breadstick, WG, Frz, 1oz		Case		Ounces	144
	Dough, Bread, Whole Wheat, Frz,		CASE		Each	24
	Green Beans, Frozen		CASE		Pounds	20
	Ham, Buffet		CASE		11 Pound	2
	Meatballs, Beef, 0.5oz		Case		0.5 Ounce	320
	Pancakes, Frz, 1.2oz		CASE		Each	144
	Patty, Beef, Charbroiled, 2.5oz		CASE		Each	90
	Patty, Beef, Country Fried Steak, 3.88oz		Case		3.88 Ounce	40
	Patty, Chicken, Breaded, Homestyle, 3.53oz		Case		3.53 Ounce	60
	Patty, Chicken, UnBreaded, Grilled, 2.75oz		CASE		Pounds	10
	Patty, Pork Rib, Flamebroiled, 2.5oz		Case		2.5 Ounce	100
	Peas and Carrots, Frozen		CASE		Pounds	20
	Peas, Frozen		CASE		Pounds	20
	Pizza, Cheese, Whole Grain, 4X6, 4.6oz		CASE		Each	96
	Pizza, Pepperoni, Whole Grain, 4.6oz		CASE		Each	96
	Pork, Sausage, Bulk, Frozen		CASE		3 Pound	8
	Potato, Crowns, Frozen		CASE		5 Pound	6
	Potato, Fries, Frozen		CASE		5 Pound	6
	Potato, Fries, Frozen		CASE		6 Pound	6
	Potato, Fries, Sweet, Frozen		CASE		2.5 Pound	6
	Potato, Hashbrown, Dehydrated		CASE		5 Pound	6
	Potato, Tri-Tator w/Vit C, Frz, 2oz		CASE		5 Pound	6
	Potato, Wedges, Frz, Seasoned		CASE		5 Pound	6
	Roll, Cinnamon, WG, 2.5oz		CASE		Each	120
	Sausage, Link, Pork, 1oz		CASE		Ounces	160
	Sausage, Link, Pork, 1oz		BOX			
	Sausage, Link, Poultry, Raw, 1oz		CASE		Pounds	10
	Sausage, Poultry, 5/1, FC		BAG		Pounds	10
	Tortilla, Flour, 8", Whole Grain, 1.75oz		Case		12 Each	14
	Waffles, Frz, 1.27oz		CASE		Each	144

Physical Inventory Worksheet Report

Sorted by Bin/Sequence within each Storage Location

Taken By: _____

Bin/Sequ	Item Name	Packs On-Hand	Pack Size	Units On-Hand	Unit Size	Units/ Pack
	Apples,Diced,Canned		CASE		#10 Cans	6
	Apples,Sliced,Canned		CASE		#10 Cans	6
	Applesauce,Canned,Sweetened		CASE		#10 Cans	6
	Apricot Halves,Canned		CASE		#10 Cans	6
	Banana,Fresh,Medium		CASE		Pounds	40
	Banana,Fresh,Petite		CASE		Pounds	40
	Base,Beef,Dry		CASE		Pounds	35
	Base,Chicken,Dry		CASE		Pounds	35
	Beans,Baked,w/Pork,Canned		CASE		#10 Cans	6
	Beans,DarkColor,Canned		CASE		#10 Cans	6
	Beans,LightColor,Canned		CASE		#10 Cans	6
	Beans,Refried,Dry		BAG		30 Ounce	6
	Bun,Hamburger,White,1.5oz		BAG		Each	8
	Catsup,Canned		CASE		#10 Cans	6
	Cereal,Bulk,Multigrain,Os Noonies		CASE		Pounds	26.45
	Cereal,Bulk,Raisin Bran		BOX			
	Cereal,Bulk,Rice Crispies		BOX			
	Cereal,Oats,Quick,Dry		CASE		Pounds	50
	Crackers,Graham ELF		Case		2 Each	200
	Extract,Vanilla,Artificial		CASE		Gallons	4
	Flour,H&R,Prem Bread Bleached		BAG		Pounds	50
	Flour,Whole Wheat,Fine		CASE		Pounds	50
	Fruit Cocktail,Canned,Light Syrup,Incl Liquids		CASE		#10 Cans	6
	Fruit,Mixed,Canned,Diced,LS		CASE		#10 Cans	6
	Gravy,Country Mix		Case		20 Ounce	6
	Jelly,PC,Asst		CASE		Each	200
	Juice,Cranberry,Cocktail,Box		BOX		46 Ounce	12
	Marshmallow,Mini		CASE		Pounds	12
	Molasses		CASE		Gallons	4
	Onion,Powder		BOTTLE		Pounds	5.5
	Oranges,Mandarin,Canned,Broken,LS		CASE		#10 Cans	6
	Peaches,Canned,Diced,Lt Syrup		CASE		#10 Cans	6
	Pears,Canned,Diced,LT Syrup		CASE		#10 Cans	6
	Pepper,Black,PC		CASE		Each	6000
	Pineapple,Tidbits		CASE		#10 Cans	6
	Potato,Sweet,Yams Cut in Syrup,Canned		CASE		#10 Cans	6
	Pumpkin,Canned		CAN		Ounces	15
	Sauce,BBQ,Bulk		CASE		Gallons	4
	Sauce,Pizza,Canned		CASE		#10 Cans	6
	Shortening,Solid,Blue		CAN			
	Soup,Cream of Mushroom,Canned		CASE		Each	12
	Sugar,Brown,Light		CASE		Pounds	25
	Sugar,Granulated		BAG		10 Pound	4
	Sugar,Granulated		BAG		Pounds	50

Revised 10-11-12 LT

[illegible]

Commissary Highlights

Lockdown Banking Software: CBM Managed Services is offering the Lockdown Inmate trust account software to Sedgwick County with a real time interface with ADAM and Sercurus Technologies.

Inmate Pod Kiosks: CBM will professionally install up to 60 Titan wall-mounted inmate kiosks. CBM will also keep 6 additional kiosks on-site at all times to ensure Sedgwick County there will never be any down time with non-functioning kiosks.

Inmate Debit Card Release: Inmate Debit Cards provided at no cost to the facility or no cost to load funds for the inmate at the time of release.

CBM Snack Wagon: The CBM Snack Wagon expands the Commissary menu to provide inmates additional opportunities to purchase Hot and Cold Food Options, that are not typically apart of the standard Commissary Menu. CBM will have the Snack Wagon available the first week of operation if awarded the contract. Menu options will diverse and offer Kosher and Halal items.

Work Release Vending: CBM will install vending snack and soda machines at the Work Release Center to provide an extra benefit for inmates and jail staff.

Inmate Secure Email: Inmate Secure email messaging is an official inmate emailing system that allows inmates to receive and send emails to the outside world. Inmate Secure Messaging has virtually eliminated traditional mail in correctional facilities.

Online Family Ordering: Family and Friends will be able to order commissary items at JailATM.com maximizing commission dollars to the County.

Armored Truck Service: CBM will contract with a Armored Truck service to collect all monies processed through our Lobby ATM's and Booking Manager Kiosks.

Inventory: CBM currently maintains above 99% fill rate.

Customer Support: 24/7 customer support

Commissary Implementation Plan

Award of Contract

- Begin programming interface with JMS and phone companies
- CBM will order all hardware and necessary equipment
- Order Snack Wagon Carts
- Conference call with Sedgwick IT department to discuss the technology that will be installed
- Develop menu and send to Sedgwick County for approval
- Conference call with Sedgwick County to discuss the CBM transition and takeover with current vendor to ensure a seamless changeover

21 Days from Installation

- Build the server and install all necessary software
- Update on all interface development
- CBM will begin the hiring process of onsite employee
- Hire Electrician to survey Sedgwick to install all kiosks
- Order internet and schedule to be installed on go-live date
- Order Inmate Debit Cards
- Menu is approved and finalized
- CBM builds all commissary restrictions requested by Sedgwick County

14 Days from Installation

- Interface programming is completed and tested
- On-site staff hired
- All background checks sent to Sedgwick County for jail clearance
- Conference call with Sedgwick commissary liaison
- CBM will provide online training of the Lockdown software
- Book any necessary travel plans

7 days from Installation

- Begin training with on-site staff
- All hardware delivered at the facility
- All office/paper supplies delivered at the facility
- Place initial product orders
- CBM support/technical staff travels to Sedgwick County to be onsite for transition

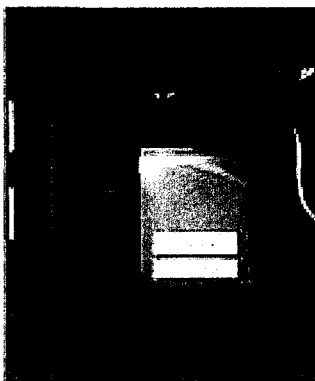
Commissary Procedures

A large selection of facility approved commissary items will be picked and packed off-site at the CBM Commissary Warehouse, and delivered to the facility in ample time to achieve order fulfillment.

CBM will provide inmates the opportunity to purchase commissary goods on a schedule predetermined by the facility. CBM will facilitate the ordering of commissary items through inmate phone or pod kiosk. A menu with pricing of the items that are available for purchase, will be available to the inmates. CBM will ensure the pricing for each commissary item is comparable to similar items found at retail stores in the region.

Upon award of the Commissary Services Contract, CBM will mutually agree upon and establish an appropriate start date. CBM will assume full responsibility for its commissary personnel. In addition, all CBM employees will be submitted for the Jail's approval prior to working in the facility.

Order Generation



CBM fully supports commissary ordering by inmate phone or pod kiosk. Our system interfaces with all major inmate phone providers. The inmates can also take advantage of the availability to check their balances, recent deposits, debt, etc. This system also supports debit calling, by allowing inmates to purchase phone time with their trust fund monies. We have found that total phone revenue increases by 20-50% when this feature is enabled, without impacting commissary sales.

This eliminates the need for inmate phone cards and give the inmates real-time access to their funds. Any remaining funds in the inmate's account upon their release, are placed immediately on a debit card which can then be used anywhere credit and debit cards are accepted. To support phone ordering, menus can be printed from the Lockdown™ system and distributed in the inmate housing areas.

Commissary Procedures

Order Processing

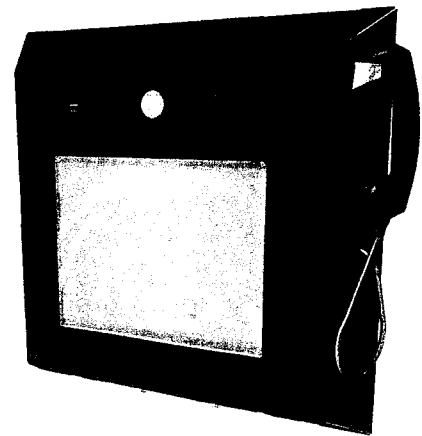
The Lockdown™ system fully supports inmate restrictions. One of the automatic restrictions is “low balance.” If an inmate’s order cannot be fully filled, it is filled in the order specified by the facility. Typically hygiene items are filled before candy and snacks. All items not filled are identified on the receipt with the reason specified. Once the orders are posted, this information is transmitted automatically to the warehouse for fulfillment.

Order Fulfillment

Once the inmate’s order is transmitted and processed, CBM will promptly and consistently fill and package each order in a clear, heat sealed plastic bag. Orders will be grouped by cell block and/or pod to ensure smooth delivery of each inmate order. Upon delivery, a two part receipt will be generated in order to confirm deliver and document each transaction. In addition, all errors and shortages will be addressed typically within twenty-four (24) hours. Distribution of all commissary orders will be performed by CBM’s commissary personnel, unless otherwise designated by the facility.

In-Pod Kiosks

Lockdown™ will interface with your inmate pod kiosk which will allow the inmate to link in to the software to order commissary products. This interface will be in real time which allows the inmates to see the most up to date information on their account.



Contraband Prevention

All CBM employees are provided a locker to store all personal affects. CBM employees will also be provided with a required uniform. All orders are check by 2 CBM employees before being placed for shipment.

Commissary Procedures

Infrastructure

CBM uses a Microsoft SQL server via the Internet to integrate will all applications requires. CBM's server will communicate with the server onsite at the facility, if required.

CBM will provide an onsite server for the Lockdown™ software to function properly. Once the onsite server is installed, a minimal amount of setup will be required to make the system fully operational.

For PCI compliance, Lockdown™ uses only encrypted card swipes. This guarantees that credit card data id not compromised. This function does not require the user to login to any 3rd party system.

Lockdown™ is fully GAAP compliant, which means that no financial transactions can be modified once committed. Errors can be fixed by users with the appropriate access and permissions. Reports can be generated on any individual or group based transaction type.

Record Maintenance

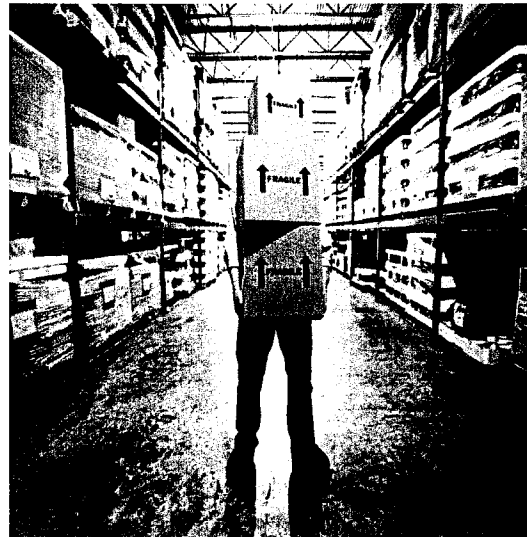
All records will be maintained for the life of the contract and will be provided to the facility upon request. These records are always maintained in the software and backed up on a regular basis. These reports will be made available within 1 business day after they are requested.

Quality & Inventory Control

Quality Control

With its national buying power, CBM Managed Service can offer a wide variety of products to their facilities. CBM is able to offer name brand quality products while maintaining a fair market price to the inmate. CBM researches the local retail market in order to establish competitive product prices. CBM will work closely with the facility to customize a final commissary menu. Any new menu offerings will not be added without prior approval from the client. CBM guarantees the freshness of each commissary product. CBM will ensure that it complies with the facility's required delivery standards. Furthermore, CBM will ensure the availability of a local CBM representative 24/7, 365 days a year.

CBM Managed Services implements the Lockdown™ Inmate System, which enables the following restrictions: quantity, gender, religious and spending limits. In addition, the Lockdown™ system allows for restrictions of items in certain housing units, as well as allowing restrictions per inmate.



Inventory Management

CBM Managed Services uses the Lockdown™ Inventory module for inventory control and management. With Lockdown™, CBM can ensure a fill rate of 99% or higher. CBM's inventory system manages product and customer tracking, automatic reorder points, inventory adjustments, customer pricelist exporting, purchase orders and significantly more.

Staffing & Training

Employment Process

CBM considers safety and security of utmost importance. Prior to CBM assuming operational control of the commissary operations, all CBM employees must undergo a drug screening and criminal background check. In addition, CBM will work closely with the facility to ensure that all CBM employees are in compliance with the established security policies of the facility. At any time the facility deems appropriate, CBM will make available all facilities for inspection.

Employee Training Process

CBM will utilize its safety training program to ensure each employee fully comprehends and practices all workplace safety protocols and procedures. Initial safety training through CBM University requires regularly scheduled follow-up throughout the year. If requested, CBM is willing to provide additional information about the CBM University training program.

Proposed Training Schedule

- CBM will schedule training prior to installation with all key personnel.
- CBM will provide formal on-site training for your jail staff.
- Pre-Installation – One week prior to installation, a 20 minute training session or system overview is presented to all staff (booking, release, etc.). Sessions are scheduled during all shifts to accommodate all staff.
- CBM will also provide on-site training for each shift during the installation of the accounting software.
- Back end users will receive unlimited classroom training and onsite training on all day to day processes including:
 - Daily cash reconciliations.
 - Site charge summations.
 - System balancing.
 - Overall reconciliations.
 - All other pertinent system procedures.
- Training is ongoing and unlimited.

Housekeeping & Sanitation

All environmental safety and sanitation programs are developed by the Corporate Director of Risk Managements and the Corporate Sanitarian.

The corporate safety program is managed through the corporate office conducts:

- Monthly safety telephone conferences with all unit directors
- Distribution of safety materials, such as back braces and slip resistant shoes.

At the unit operations level, the commissary director and their staff conduct daily and weekly self-inspections which are supplemented by regular visits and inspection by the district director. Protocols are established at each commissary unit to ensure that all areas are kept free of packing material, boxes and other debris. At the close of each work day, the staff must make certain that all designated areas are clean, tidy and ready for the next work day.

Each individual operating unit manages their safety and sanitation program in accordance with:

- Corporate directives and standards
- State DOC directives, standards and requirements
- Federal, State, County and Local municipality directives and standards
- OSHA safety and regulatory standards

On-site organizational tools include, but are not limited to:

- Daily, weekly and monthly cleaning schedules
- Cleaning manuals
- MSDS/SDS safety data sheets

All unit managers, with the guidance from corporate and in compliance with facility, county and state standards and requirements will:

- Maintain functional and efficient trash removal systems and services as required by contractual obligations
- Maintain efficient recycling programs
- Maintain necessary first aid supplies on location

Commissary Security Procedures

Security Standards

CBM Managed Services' security policy requires that all CBM employees complete background and drug screenings before hire. In any facility, in which inmate workers are used, CBM's professionally trained staff supervisors successfully manage day-to-day operations. CBM maintains a zero tolerance policy for infraction of the jail administrator's security policy.

Security takes on a two-fold meaning when applies to correctional food and commissary services. The first and primary concern, is to provide a safe, orderly environment. CBM Managed Services realizes that good security procedures prevent incident and injuries. We are also concerned with the security of the commissary department in preventing staff or inmates from pilfering supplies, equipment or utensils.

The employment of inmates in the commissary, and the location of the commissary within the facility are key in how to best maintain security within the facility. Commissaries with direct access to the outside may be convenient for incoming deliveries of the necessary product, but could also be convenient for incoming contraband. These same doorways could also be potential exits for inmates, food, supplies, and contraband.

CBM Managed Services trained professional staff will work closely with the facility staff to amend and enforce all policies. It is the policy of CBM that in every security matter, the policies of the facility and staff take priority. These policies could address such issues as:

- Limitations of inmate job assignments, and their movement and access within the foodservice department.
- Work hours and breaks.
- The proper receiving and check-in of all deliveries.
- Rules and regulations of both staff and inmates.
- Key control.
- Control of potentially hazardous equipment, supplies, and utensils.
- Following the security chain of command.
- Illegal or inappropriate contact with inmates.

Commissary Security Procedures

Security Standards

It is important that the rules for the security and custody of the inmates, be understood by all of the staff. The chain of command in regard to security is crucial to ensure the safety of all involved. The use of inmate labor is ultimately determined by the facility. If it has been determined that there is a need for inmate labor, CBM will be prepared to accommodate.

Use of Inmate Labor

Inmate labor should be prohibited, where possible, from entering areas like the storeroom unless accompanied by a staff person. The best use of inmate labor is in assisting with order fulfillment.

Security provisions should be established within the areas that inmate labor is assigned such as:

- Direct access to the outside from the commissary
- Delivery procedures
- Inmate escape procedures when receiving products
- Inmate census counts

Note: If inmate labor is present in the commissary, a staff corrections person should be present (when possible) for the head count that should be conducted in the same method every time. Verbal responses to a head count, are not sufficient.

Commissary Security Procedures

Regulation of Commissary Staff

Generally speaking, there should be no one in the commissary, receiving, or storage areas except for those persons who are required to be there. This would include paid commissary staff, inmate labor, and any correctional staff assigned to supervise inmates. The remainder of the correctional administrative support, or clerical staff should not be in these areas unless on special official business.

All CBM facilities will have a securities and records check procedures for all persons employed in the facility in any capacity. All potential employees must submit permission to check their records.

The CBM employee handbook will clearly outline the manner in which the employee is to enter and exit the facility. It should be made clear to the employee that any breach of this policy could result in immediate termination.

Food service staff are required to notify the commissary manager immediately, if they are to, or personally know any inmate admitted to the facility. There is a specific written procedure for documenting that an employee has acknowledged their relationship to the inmate in the CBM employee handbook. Specific precautions will depend on the extent of the relationship, it may require a specific inmate or employee to be excluded from working in the same area or department. This will be determined at the facility and on a case-by-case basis.

Regulations for Deliveries

Deliveries should be carefully restricted to specific time periods during the day. Deliveries should be checking in by a staff person and put away in the appropriate areas immediately. If inmates are used to help put away deliveries, they should be under the direct supervision of the staff. Sales people should not be allowed to call on the commissary staff except during the preparation of the bid requests or menu planning for a budget year. Such meetings should be initiated by the food service manager and should be held in a designated space at the facility.

Commissary Security Procedures

Key Control

Unless the facility is controlled electronically, the foodservice manager will need keys to access the commissary, storage and dining room facilities. In addition, the storeroom(s), refrigerators, walk-in coolers, freezers and other certain equipment should be locked.

Keys for the commissary, storage areas should never leave the facility. They should be turned into the designated control officer or control room prior to leaving at the end of the day, and picked up again in the morning. The facility should have a policy regarding the further control of keys.

Inmates should never be given any keys, or have access to any keys. All keys should be kept securely fastened to the designated manager, and should only be transferred to a designated person at shift change. It would be preferred if the keys were kept out of the sight of any inmates whenever possible.

Control of Dangerous or Hazardous Materials and Tools

Some of the items in a commissary are considered "hot," and need to be kept under lock and key, or in a secured box at all times. A detailed log should be kept of these particular supply items to paid staff only. The log should include things like: item, date, time, amounts issued, and person who received the items, and who issued the items. Among these "hot" items are: yeast, syrup, molasses, spices and mace. Since yeast spoils at room temperature, the storage box should be contained in the walk-in refrigerator. A complete shakedown of the facility would include an inventory to determine how much of each item is on hand compared to the actual amount on record.

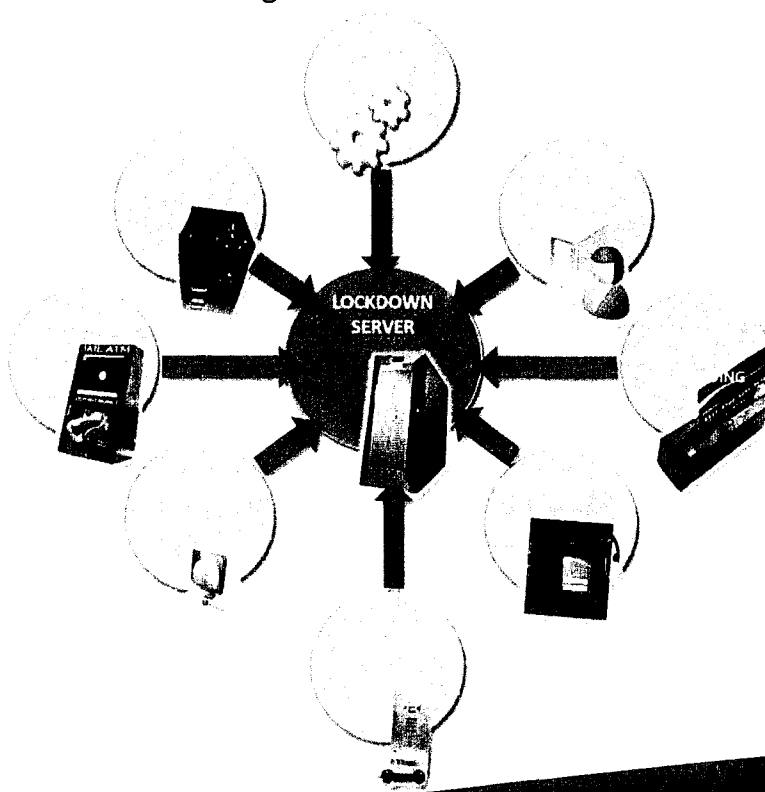
Knives and other potentially hazardous tools should be safely kept in a locked cabinet. Items should be clearly marked and should be returned to the cabinet between uses. A detailed log should be kept to help monitor each item, the time it is checked out, returned, to whom it was issued and for what purpose. The locked cabinet should be inventoried at the start and end of every shift, and every day. Any missing items should be immediately reported to the designated staff person(s). Any inmates who had access to the commissary will be subjected to a search.

Billing & Accounting

Requirements

CBM offers the Lockdown™ Inmate Banking System – the most advanced trust fund system in the corrections marketplace. A fully self-contained system, Lockdown™ incorporates all functionality into a concise, easy to learn comprehensive package. This system is fully GAAP complaint to ensure exact bank reconciliation with all transactions backed up and permanently archived both on and off site. The system maintains a permanent record of all inmate activity including commissary and balance information. The system permits access to all authorized County personnel.

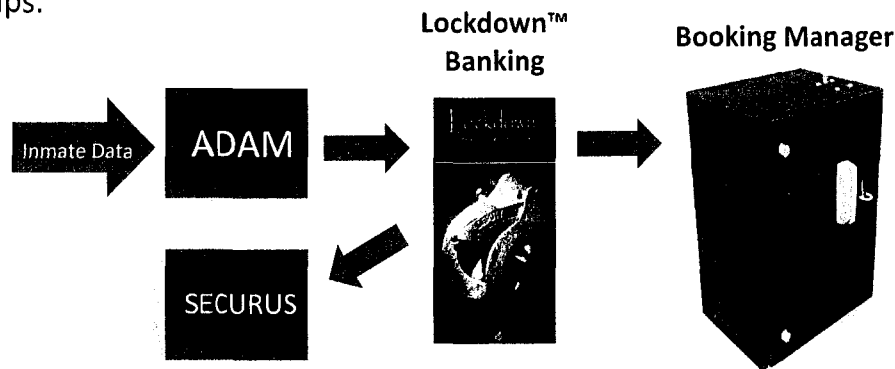
Lockdown™ can support any number of simultaneous users. It can be installed on both provided workstations as well as county equipment. Each user can perform any of the various software functions independently of the other users with no risk of database corruption. Lockdown™ supports the capability of manually creating a user account but also supports a real-time interface with the JMS software. Lockdown™ provides a specific field for entering the amount of money that an inmate may have on them during account creation.



Billing & Accounting

Trust Accounting

Lockdown™ has over 50 interfaces with various JMS software packages. Lockdown™ will be configured to match the provided format of the JMS export at the facility. Lockdown™ allows an unlimited number of user accounts. In addition, user accounts may be created by users with administrative permissions with specific, customized security settings. Security groups can be created with users assigned to single or multiple groups.



Lockdown™ allows authorized users to create custom collection accounts, funds to which inmates may be billed. Some typical examples are commissary, medical, property damage, etc.. The initial and ongoing collection percentages can be set for each individual collection account. The fund also has setting for prioritizing which fund takes precedent in the collection process. The client may want to satisfy a property damage claim before medical co-pays. With Lockdown™ this is a simple setting.

Authorized users with appropriate credentials may bill inmates for charges. If an inmate does not have sufficient fund to satisfy the charge, the inmate is put into debt to the particular collection account. If additional funds are deposited to his or her account, the appropriate collection rules will be applied. Lockdown™ performs debt collection in an automated fashion, when there are instances in which the debt collection needs to be voided, Lockdown™ allows the debit collection portion to be removed which places these funds back into the inmate account.

Lockdown™ allows debt percentage collection via the funds account configurations settings. The percentage can be set for the initial charge (usually 100%) and overtime (usually 50%). Adopting this policy ensures the maximum amount of revenue (debt payment + commissary commission) for the facility.

Billing & Accounting

Inmate web deposits are automatically imported within 5 minutes eliminating the need for operator intervention. Lockdown™ will also automatically export inmate information to the commissary kiosk ordering system. Inmate credit or debit cards can be swiped into property during the booking process. The inmates will then have the ability to add funds to their accounts and/or bond themselves out using their stored cards. This feature increases sales and removes the burden of County personnel to retrieve cards from physical property to be used by the inmate.

Lockdown™ offers a combo billing option so that frequently occurring billing can be saved for reuse. By clicking on the combo billing option, users are presented an itemized list where quantity may be specified. This feature is used most often for billing medical procedures and medication purchases. Lockdown™ provides a scheduled payment feature that once entered, manages the debt collection automatically and will stop once the billing obligation is satisfied. The frequency may be set to daily, weekly, or monthly.

Lockdown™ provides for multiple bank accounts so that a single inmate may have multiple bank accounts or groups of inmates could be assigned to different bank accounts based on status. Reconciliation is fully supported for all bank account options. Inmate accounts can be accessed by either last name or inmate ID. The smart search option requires a small number of characters or numbers to be entered. Inmate photos can also be displayed with the account description, if made available from the JMS. Lockdown™ property module can track all of the personal belongings of each inmate, and can be configured to automatically add items purchased by the inmate.

Account holds are an option that can be enabled. Holds can be placed on funds for a predetermined time, or until release. This can be useful for checks and money orders when there is a reason to believe that they could possibly be fraudulent.

Billing & Accounting

Lockdown™ allows the release of inmate funds by cash, check or debit release card. Release options may be set to the default value (i.e. debit card), or may still be chosen at the time of release, by authorized users. Lockdown™ also supports the funds being dispersed in two different forms (i.e. cash and check).

Lockdown™ group release provides the option for generating a single release check for a group of inmates that are transferring to another facility. A report is generated that details the separation of funds at the receiving facility. Lockdown™ work release provides a work sign-out tracking for inmates assigned to jobs outside the facility. Lockdown™ can also track obligations such as rent, child support, per diem, etc., that are owed by work release inmates. Lockdown™ also allows inmate billing for work assignments and per diem tracking for inmates housed in other agencies.

Often inmates will leave the facility owing money for services rendered while incarcerated (i.e. medical services, indigent kits, etc.) Lockdown™ allows an automated way to attempt to collect on these outstanding debt by generating inmate specific debt collection letters that can be mailed to the released inmate. Lockdown™ allows signature files to be incorporated into the check writing configuration to automatically place signatures on checks. Signature pads are fully supported, allowing all receipts to be printed containing signatures generated from the signature pad. Lockdown™ supports multiple signatures if needed. Single or multiple copies of receipts can be configured to print without the need for additional confirmations. Network default or station specific printers are both supported. Any receipt can be easily reprinted.


Bad inmate debt can be turned over to collection agency if the facility so desires. Lockdown™ can be configured to support this function. Should the inmate choose to pay off a portion of their debt at the facility or directly to the collection agency, the necessary accounts are created and managed accordingly. Lockdown™ can also be configured to write off debts that are older than a predetermined date after the release of an inmate.

Billing & Accounting

Lockdown™ fully supports downloadable statements and auto reconciliations. Lockdown™ is also one of the few packages that automatically incorporates ACH batching that occurs when debit cards are used. Positive pay is available and easily enable in the configuration settings. All reports can be generated in PDF, RTF and Microsoft Excel formats.

Some examples of reports that can be generated are:

- Balances
 - Trial, Resident
- Funds
 - Billings, Collections, Credits
- Check Postings
- Money Receipts
- Cash Disbursements
- Inmate Debt
- Payroll
- Indigents
- Savings
- Releases
- Bank Deposits
- Debt Write-off
- Reconciliation
- Commissary
 - Receipts, Housing Totals, Prouct Sales
- Check Register

975733 : STEWART, TYESHIA S		Receipt #147588		
Location: KCJ 02 POD 2A4				
Knox County Jail		6/26/2012		
				
		Invoice: 5676 knox-5679		
Code	Qty	Product	Price	Ext
2074	1	Deodorant, Ladies Speed Stick	0.79	0.79
			Purchase Limit: 1 not filed	
2120	1	Lotion, Cocoa Butter	0.29	0.29
2195	1	Soap, Dove	1.79	1.79
			Purchase Limit: 2 not filed	
4050	20	Envelopes, Regular	0.05	1.00
4060	20	Stamp	0.45	9.00
4065	1	Notebook Paper, 150 sheets	2.39	2.39
4070	2	Pencil #2	0.25	0.50
			Purchase Limit: 2 not filed	
7110	1	Corn Nuts Ranch	0.79	0.79
7310	4	Beef Noodles	1.19	4.76
1309	1	XXL Thermal Top	5.79	5.79
1005	2	Crew Socks	1.19	2.38
			Purchase Limit: 2 not filed	
6084 *	1	Mountain Dew 20oz	1.39	1.39
55 items		Shipped separately	SubTotal	\$34.87
			Tax	\$2.40
			Total	\$37.27
Delivered By: _____		Date: _____	Start Balance	\$47.80
			Total Purchase	\$37.27
			End Balance	\$10.53
Resident: _____				

Billing & Accounting

Lockdown™ provides reporting filters based on defined inmate groups. Some examples are housing assignment, gender, age, debt or current balance range. Lockdown™ also allows user-customizable report information, as well as the inclusion of the facility logo.

Station specific comments are available in Lockdown™, this is very useful if a specific station is used to process certain things, such as money orders. The predefined comment could be "sender," which reminds everyone who uses this specific station that a sender name is required to process money orders.

During the first login, users can change their passwords from the default username password. We will work with the facilities' IT department to determine the password requirements (length, numbers, symbols, and letters) and configure the password setting to match this requirement.

Debit Release Cards

When releasing with a debit card in Lockdown™, the cards are swiped with encrypted card readers (supplied to the facility), ensuring PCI compliance. Only the correct amount that is currently in the released inmates account can be loaded on to the debit card. These cards are activated immediately, there is no additional steps to be taken by the staff or the inmate.

Lockdown™ is the only inmate banking system that automatically incorporates ACH amounts that are debited each day into reconciliation.

- Notes C1-C4
- Automatically assigned based on rule

- Applies to everyone in all locations

- Restricts purchase to 2 per order
- Restricts orders to 4 per 60 day period

Management Services
Individual Inmate
item restriction

- Notes C5
- Manually assigned as needed

- Can be assigned to automatically come off after a specified time
- Can be assigned permanently until manually removed

- Quantity of zero can be applied to individual or multiple items

CDM Management Services - Response To: **Product Category Limit Restriction**

Save | Help | Close

Product Category Limit Restriction

Create a New Restriction

Restriction Name: **Candy Quantity Restriction**

Apply To: **Product Category**

Restriction Type: **Quantity**

Restriction Value: **7**

Restriction Description: **Limits candy purchase to a total quantity of 7 items**

Save | Help | Close

Management Services Product Category limit restriction

- Notes C6
- Automatically assigned based on rule

CDM Management Services - Response To: **Product Category Limit Restriction**

Save | Help | Close

Product Category Limit Restriction

Create a New Restriction

Restriction Name: **Candy Quantity Restriction**

Apply To: **Product Category**

Restriction Type: **Quantity**

Restriction Value: **7**

Restriction Description: **Limits candy purchase to a total quantity of 7 items**

Save | Help | Close

- Applies to everyone in all locations

CDM Management Services - Response To: **Product Category Limit Restriction**

Save | Help | Close

Product Category Limit Restriction

Create a New Restriction

Restriction Name: **Candy Quantity Restriction**

Apply To: **Product Category**

Restriction Type: **Quantity**

Restriction Value: **7**

Restriction Description: **Limits candy purchase to a total quantity of 7 items**

Save | Help | Close

- Restricts purchase of candy to 7 items per order

The screenshot shows a software window titled "Inventory" with a sidebar on the left containing icons for "Inventory", "Customer", and "Restriction". The main area is titled "Create a New Restriction". Below the title bar, there's a section for "Name" with the text "Commonsary Hot Car Cleaning Limit". To the right of this is a "Category" dropdown menu showing "Inventory". Below the name and category, there are several checkboxes and input fields: "Active" (checked), "Apply From the As-Written" (checked), "Apply to Existing Subcategories" (checked), "Maximum Average" (input field with "100"), "For the Duration of" (input field with "1 year"), "Apply to all other" (checked), "Time Applicable" (input field with "Days"), "Days" (input field with "30"), "Seasonality" (input field with "Defaults"), and "Maximum Hot Cars on 250 per order and cannot exceed 250 per order on any given day". At the bottom of the window, there are three buttons: "Save", "Help", and "Close".

- Notes C7-C8
- Automatically assigned based on rule

Category	Item	Price	Quantity	Total
1072	Boxer Shorts M			
1073	Gym Shorts M			
1074	Gym Shorts L			
1075	Gym Shorts X			
1076	Gym Shorts 2x			
1077	Gym Shorts 3x			
1078	Gym Shorts 4x			
1079	Gym Shorts 5x			
1080	Boxer Shorts M			
1081	Gym Shorts M			
1082	Gym Shorts L			
1083	Gym Shorts X			
1084	Gym Shorts 2x			
1085	Gym Shorts 3x			
1086	Gym Shorts 4x			
1087	Gym Shorts 5x			
1088	Boxer Shorts M			
1089	Gym Shorts M			
1090	Gym Shorts L			
1091	Gym Shorts X			
1092	Gym Shorts 2x			
1093	Gym Shorts 3x			
1094	Gym Shorts 4x			
1095	Gym Shorts 5x			
1096	Boxer Shorts M			
1097	Gym Shorts M			
1098	Gym Shorts L			
1099	Gym Shorts X			
1100	Gym Shorts 2x			
1101	Gym Shorts 3x			
1102	Gym Shorts 4x			
1103	Gym Shorts 5x			
1104	Boxer Shorts M			
1105	Gym Shorts M			
1106	Gym Shorts L			
1107	Gym Shorts X			
1108	Gym Shorts 2x			
1109	Gym Shorts 3x			
1110	Gym Shorts 4x			
1111	Gym Shorts 5x			
1112	Boxer Shorts M			
1113	Gym Shorts M			
1114	Gym Shorts L			
1115	Gym Shorts X			
1116	Gym Shorts 2x			
1117	Gym Shorts 3x			
1118	Gym Shorts 4x			
1119	Gym Shorts 5x			
1120	Boxer Shorts M			
1121	Gym Shorts M			
1122	Gym Shorts L			
1123	Gym Shorts X			
1124	Gym Shorts 2x			
1125	Gym Shorts 3x			
1126	Gym Shorts 4x			
1127	Gym Shorts 5x			
1128	Boxer Shorts M			
1129	Gym Shorts M			
1130	Gym Shorts L			
1131	Gym Shorts X			
1132	Gym Shorts 2x			
1133	Gym Shorts 3x			
1134	Gym Shorts 4x			
1135	Gym Shorts 5x			
1136	Boxer Shorts M			
1137	Gym Shorts M			
1138	Gym Shorts L			
1139	Gym Shorts X			
1140	Gym Shorts 2x			
1141	Gym Shorts 3x			
1142	Gym Shorts 4x			
1143	Gym Shorts 5x			
1144	Boxer Shorts M			
1145	Gym Shorts M			
1146	Gym Shorts L			
1147	Gym Shorts X			
1148	Gym Shorts 2x			
1149	Gym Shorts 3x			
1150	Gym Shorts 4x			
1151	Gym Shorts 5x			
1152	Boxer Shorts M			
1153	Gym Shorts M			
1154	Gym Shorts L			
1155	Gym Shorts X			
1156	Gym Shorts 2x			
1157	Gym Shorts 3x			
1158	Gym Shorts 4x			
1159	Gym Shorts 5x			
1160	Boxer Shorts M			
1161	Gym Shorts M			
1162	Gym Shorts L			
1163	Gym Shorts X			
1164	Gym Shorts 2x			
1165	Gym Shorts 3x			
1166	Gym Shorts 4x			
1167	Gym Shorts 5x			

- All shoes and hot cart items set at limit of 99 to identify them as “Limited Products”
- Shoes are set as “Clothing” items during configuration
- Hot cart items are set as “Site Items” during configuration

[illegible]

- "Site Items" are set at 99 to identify them as a "Limited Group"
- Limited Groups is restricted to \$20 per purchase
- Unlimited Products are restricted to \$50 per purchase with the exception of shoes as they are a limited product

[illegible]

- Gender based restriction
- Notes C9
- Automatically assigned based on gender

The screenshot displays the Microsoft Dynamics CRM 4.0 user interface. On the left, the navigation pane is visible, showing a tree structure with 'Accounts' selected. Below 'Accounts', a list of account records is shown, including 'Account 1', 'Account 2', 'Account 3', 'Account 4', and 'Account 5'. The main window area shows the 'Details' view for a selected account, with a 'New' button at the bottom left and a 'Delete' button at the bottom right.

[illegible]

Diabetic menu restriction

- Notes C10
- Manually assigned as needed

Diabetic Menu

CR

! Create a New Restriction

Restriction: Diabetic Menu

Assign: 10/05/2016 10:05:20 AM
 Assign: 10/05/2016 10:05:20 AM
 Assign: 10/05/2016 10:05:20 AM
 Assign: 10/05/2016 10:05:20 AM

Days: 10/05/2016 10:05:20 AM
 Days: 10/05/2016 10:05:20 AM
 Days: 10/05/2016 10:05:20 AM
 Days: 10/05/2016 10:05:20 AM

Restriction Location: Diabetic Menu

Save Help Close

Restriction	Diabetic Menu	Assign
Sausage Restriction	ADMIN ACCOUNT	10/05/2016 10:05:20 AM
Kosher Diet	ADMIN ACCOUNT	10/05/2016 10:05:20 AM
Diabetic Menu	ADMIN ACCOUNT	10/05/2016 10:05:20 AM

18161 Prison, Inmate Status: OPEN

Balance \$150.00
 Savings \$0.00

1-1-1888

Account Transactions Debt Bond Payments Orders Property Restrictions Jobs Reports

- Can be assigned to automatically come off after a specified time
- Can be assigned permanently until manually removed

Product	Quantity	Unit
Chips - Shaved		
Clothing		
Food		
Personal Hygiene		
Special		
Industries		

7010	Chips - Shaved	0
7011	Chips - Shaved	0
7012	Jalapeno Slices (K/S)	0
7013	Hot Peanuts (K)	0
7014	Little Debbie Chewy Donuts (K/S)	0
7015	Little Debbie Chewy Donuts (K/S)	0
7016	Chips - Shaved	0
7017	Little Debbie Chewy Donuts (K/S)	0
7018	Little Debbie Chewy Donuts (K/S)	0
7019	Little Debbie Chewy Donuts (K/S)	0
7020	Chips - Shaved	0
7021	Chips - Shaved	0
7022	Cheetos	0
7023	Corn Chips Cheddar Cheese 12oz (K)	0
7024	Cheetos Flamin' Hot	0

- General product groups can be restricted as well as individual items in each group

Menu Name: _____

Residents: ☐ Transactions: ☐ Banking: ☐ Orders: ☒ Edit Orders: ☐ Credit Orders: ☐ Reports: ☐ Menus: ☐ Customer: ☐

ALL SALES FINAL
CHECK ORDER AT DELIVERY
TAXES ADDED AS NECESSARY

Copies: 1 Personal Print

Restriction: **Kosher Diet**

None
Commissary/Hot Cart Spend
Diabetic Menu
Female Only
Indigent Items
Sausage Restriction
Tylenol Restriction

Restricted Commissary Menus

- Notes C11
- A different menu can be printed for any commissary restriction

Regular Menu

CLOTHING		
1004	Women's Briefs 6	\$ 00
1005	Women's Briefs 8	\$ 00
1015	Boyer Shorts L	\$ 00
1016	Boyer Shorts XL	\$ 00
1020	T-Shirt White L	\$ 00
1021	T-Shirt White XL	\$ 00
1024	Sport Bra 34	\$ 00
1025	Sport Bra 36	\$ 00
1080	Hi-Top Valtro Shoes Size 7	\$ 00
1081	Hi-Top Valtro Shoes Size 8	\$ 00
PERSONAL HYGIENE		
2021	Lady Speed Stick	\$ 00
2022	Power Up Women's Antiperspirant 2oz	\$ 00
2023	Secret Women's Antiperspirant 1.7oz	\$ 00
2024	Power Up Men's Antiperspirant 3oz Roll On	\$ 00
2025	Panty Liner	\$ 00
2026	Tamppons 8ct	\$ 00
2028	Denture Adhesive 1.4oz	\$ 00
2033	Cocoa Butter Lotion 4oz	\$ 00
2039	Dove Bar Soap	\$ 00
MEDICAL		
2041	Tolnaftate Antifungal Foot Cream	\$ 00
2042	Cough Drop Honey Lemon	\$ 00
2057	Dermac Care Cream 3.5oz	\$ 00
2061	Dandruff Shampoo 11oz	\$ 00
4010	Ibuprofen (generic Advil) 2ct	\$ 00
4011	Acetaminophen (generic Tylenol) 2ct	\$ 00
MISC		
4001	Golf Pencil	\$ 00
4007	Stamp 47cent	\$ 00
4013	Stamp Envelope	\$ 00
4014	Hair Pick 5in	\$ 00
4017	Blanket-White 56"x60"	\$ 00
4024	Tumbler w/ Lid 16oz	\$ 00
4025	Q-tips	\$ 00
4035	Thank You card	\$ 00
4046	Denture Cleanser Tablets 18ct	\$ 00
CANDY		
5000	Chick-O-Stick (11x5)	\$ 00
5003	M&M Plain (11x5)	\$ 00
5005	Atomic Fire Ball 3oz (11x5)	\$ 00
5006	Foot Bear Bunnies 4.5oz (5)	\$ 00
5009	M&M Peanut (11x5)	\$ 00
5023	Lemon Drops 4.25oz (5)	\$ 00
5024	Burnt Scotch Disc 4.5oz (5)	\$ 00
5028	Jolly Rancher 3.7oz (5)	\$ 00
5035	Skittles Sour (5)	\$ 00
5037	Starburst Original (5)	\$ 00
BEVERAGES		
6000	Nestle Tasters Choice Single (12)	\$ 00
6001	Sweet and low 16 oz (12)	\$ 00
6002	Creamer singles 10pk (12)	\$ 00
6003	Garden of Eatin' Fruit Punch (12)	\$ 00
6004	Pepsi 20oz (5)	\$ 00
6005	Mountain Dew 16oz (5)	\$ 00
6006	Diet Pepsi 16oz (5)	\$ 00
6007	Sierra Mist (5)	\$ 00
6008	Foot Bear (5)	\$ 00
6013	Cappuccino single (12x5)	\$ 00
CHIPS / SNACKS		
7002	Swiss Rolls SINGLE (12x5)	\$ 00
7003	Little Debbie Oatmeal Creams Pie Box (12)	\$ 00
7004	Grandma's Peanut Butter Cookies (12)	\$ 00
7005	Famous Amos 2oz (12)	\$ 00
7006	Duplex Cookies 6oz (12x5)	\$ 00
7020	Calypso Cheese Tort 16oz	\$ 00
7022	Cheetos	\$ 00
7024	Cheetos Famin Hot	\$ 00
7027	Chick Famen	\$ 00
7029	Peet Famen	\$ 00

Kosher Menu

CLOTHING		
1004	Women's Briefs 6	\$ 00
1005	Women's Briefs 8	\$ 00
1015	Boyer Shorts L	\$ 00
1016	Boyer Shorts XL	\$ 00
1020	T-Shirt White L	\$ 00
1021	T-Shirt White XL	\$ 00
1024	Sport Bra 34	\$ 00
1025	Sport Bra 36	\$ 00
1080	Hi-Top Valtro Shoes Size 7	\$ 00
1081	Hi-Top Valtro Shoes Size 8	\$ 00
PERSONAL HYGIENE		
2021	Lady Speed Stick	\$ 00
2022	Power Up Women's Antiperspirant 2oz	\$ 00
2023	Secret Women's Antiperspirant 1.7oz	\$ 00
2024	Power Up Men's Antiperspirant 3oz Roll On	\$ 00
2025	Panty Liner	\$ 00
2026	Tamppons 8ct	\$ 00
2028	Denture Adhesive 1.4oz	\$ 00
2033	Cocoa Butter Lotion 4oz	\$ 00
2039	Dove Bar Soap	\$ 00
MEDICAL		
2041	Tolnaftate Antifungal Foot Cream	\$ 00
2042	Cough Drop Honey Lemon	\$ 00
2057	Dermac Care Cream 3.5oz	\$ 00
2061	Dandruff Shampoo 11oz	\$ 00
4010	Ibuprofen (generic Advil) 2ct	\$ 00
4011	Acetaminophen (generic Tylenol) 2ct	\$ 00
MISC		
4001	Golf Pencil	\$ 00
4007	Stamp 47cent	\$ 00
4013	Stamp Envelope	\$ 00
4014	Hair Pick 5in	\$ 00
4017	Blanket-White 56"x60"	\$ 00
4024	Tumbler w/ Lid 16oz	\$ 00
4025	Q-tips	\$ 00
4035	Thank You card	\$ 00
4046	Denture Cleanser Tablets 18ct	\$ 00
CANDY		
5000	Chick-O-Stick (11x5)	\$ 00
5003	M&M Plain (11x5)	\$ 00
5005	Atomic Fire Ball 3oz (11x5)	\$ 00
5009	M&M Peanut (11x5)	\$ 00
5028	Jolly Rancher 3.7oz (5)	\$ 00
BEVERAGES		
6000	Nestle Tasters Choice Single (12)	\$ 00
6001	Sweet and low 16 oz (12)	\$ 00
6002	Creamer singles 10pk (12)	\$ 00
6003	Garden of Eatin' Fruit Punch (12)	\$ 00
6013	Cappuccino single (12x5)	\$ 00
CHIPS / SNACKS		
7002	Swiss Rolls SINGLE (12x5)	\$ 00
7003	Little Debbie Oatmeal Creams Pie Box (12)	\$ 00
7004	Grandma's Peanut Butter Cookies (12)	\$ 00
7005	Famous Amos 2oz (12)	\$ 00
7006	Duplex Cookies 6oz (12x5)	\$ 00

ALL SALES FINAL
CHECK ORDER AT DELIVERY
TAXES ADDED AS NECESSARY

Lockdown Examples

Touch to make an inquiry

Close

Name

Inquiry Chaplain

Inquiry Classification

Inquiry Commissary

Inquiry Corrections Investigator

Inquiry Court

Inquiry Day Shift

Inquiry Fresh Express

Inquiry Gang

Inquiry Jail Warden

Inquiry Kosher


Inquiry Library

30 Minutes

1 Testb Testb

Pod B

Lockdown Examples



Lockdown Officer Client

[Back](#) [My Account](#) [Log Out](#)

User Details

Enter the details for the user. If you do not wish to modify the password, leave the field blank.

User Name	ckoch
Password
First Name	C
Last Name	Koch
Privilege Level	12
Email	ckoch@co.scott.mn.us
Time Zone	(UTC-06:00) Central Time ▼

- ✓ Is Active
- ✓ Facility Administrator
- ✓ Manage Kiosks
- ✓ Message Approval
- ✓ Bulk Communications
- ✓ Investigative Features
- ✓ Print Messages
- ✓ Outside User Privilege Editing
- ✓ Flag List Editing
- ✓ Edit Email Blacklist
- ✓ Onsite Visitation Officer
- ✓ Edit Email Queues
- ✓ Edit Schedules
- ✓ Manage Scheduled Video Visitations
- ✓ Assign List Editing
- ✓ Search Web Packs
- ✓ Search Issues
- ✓ Review Images
- ✓ View Login Sessions
- ✓ Edit Resident Restrictions

Groups


Groups are saved as soon as they are added or deleted.

Name	
Admin	<input type="checkbox"/>
Financial	<input type="checkbox"/>
Public Defender	<input type="checkbox"/>
All Inmates	<input type="checkbox"/>
All Inmates	<input type="checkbox"/>
All Users	<input type="checkbox"/>
Email Flag Words	<input type="checkbox"/>
Grievance Appeals	<input type="checkbox"/>
Grievances	<input type="checkbox"/>
Medical	<input type="checkbox"/>
Officer	<input type="checkbox"/>
PREA	<input type="checkbox"/>
Programs	<input type="checkbox"/>
Sgt/LIC	<input type="checkbox"/>
Support	<input type="checkbox"/>

Add

[Save](#) [Cancel](#)

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Lockdown Examples



Lockdown Officer Client

[Back](#) [My Account](#) [Log Out](#)

Search Issues

Created

10/01/2016

To

10/27/2016

Type

Any

Group

Assigned To

Anyone

Created By

Seymour

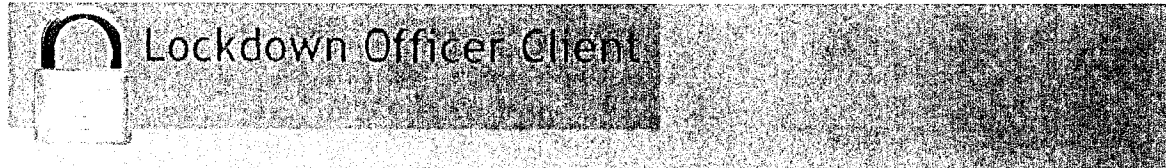
Issue ID Number

Status

Search

Issue ID	Issue Title	Created	Created By	Status	Assigned To	Category	Priority	Due Date
4968067	Visitor List Request	10/1/2016 9:08:23 AM	Nicholas Seymour	Closed	Officer			
4968080	STS Application	10/1/2016 9:11:17 AM	Nicholas Seymour	Closed	Programs			
4969651	Work Release Request	10/1/2016 1:23:25 PM	Nicholas Seymour	Submitted				
4980762	Visitor List Request	10/3/2016 9:04:53 AM	Nicholas Seymour	Closed	Officer			
5006512	Visitor List Request	10/5/2016 6:50:10 PM	Nicholas Seymour	Closed	Officer			
5010570	Programs General Questions	10/6/2016 9:27:26 AM	Nicholas Seymour	Closed	Programs			
5014516	Visitor List Request	10/6/2016 3:46:51 PM	Nicholas Seymour	Closed	Officer			
5014535	Medical General Questions	10/6/2016 3:45:06 PM	Nicholas Seymour	Final Response	Medical			

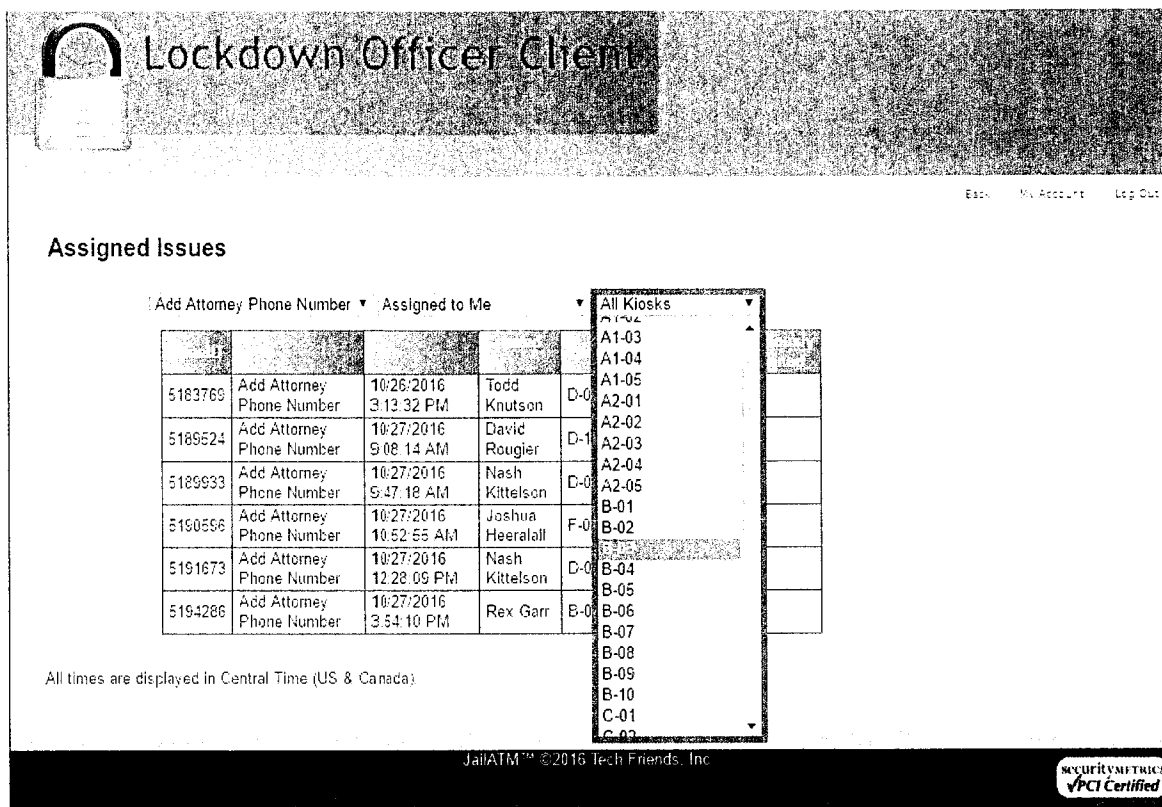
Lockdown Examples


[Back](#) [My Account](#) [Log Out](#)

Search Issues

Created 10/01/2016 To 10/27/2016 Type Any Group Assigned To Anyone Created By Issue ID Number Status Search									
	4967969	Work Release Request	10/1/2016 8:51:48 AM	Tracy Hindt	Submitted				
	4968067	Visitor List Request	10/1/2016 9:08:23 AM	Nicholas Seymour	Closed	Officer			
	4968080	STS Application	10/1/2016 9:11:17 AM	Nicholas Seymour	Closed	Programs			
	4968205	General Questions	10/1/2016 9:31:42 AM	Dennis Bisek	Final Response	M Simek			
	4968618	Add Attorney Phone Number	10/1/2016 10:39:46 AM	Denise Delander	Final Response	Sgt/LIC			
	4969031	General Questions	10/1/2016 11:55:20 AM	Matthew Hartley	Final Response	Officer			
	4969047	Visitor List Request	10/1/2016 11:58:08 AM	Matthew Hartley	Final Response	Officer			
	4969276	Programs General Questions	10/1/2016 12:35:03 PM	Jason Igo	Closed	Programs			

Lockdown Examples



Lockdown Officer Client

Back My Account Log Out

Assigned Issues

Add Attorney Phone Number ▾ Assigned to Me ▾

Issue ID	Issue Description	Timestamp	Assigned To	Assigned By
5183769	Add Attorney Phone Number	10/26/2016 3:13:32 PM	Todd Knutson	D-01
5189524	Add Attorney Phone Number	10/27/2016 9:08:14 AM	David Rougier	D-11
5189933	Add Attorney Phone Number	10/27/2016 9:47:18 AM	Nash Kittelson	D-08
5190556	Add Attorney Phone Number	10/27/2016 10:52:55 AM	Joshua Heeralall	F-01
5191673	Add Attorney Phone Number	10/27/2016 12:28:09 PM	Nash Kittelson	D-01
5194286	Add Attorney Phone Number	10/27/2016 3:54:10 PM	Rex Garr	B-01

All times are displayed in Central Time (US & Canada)

All Kiosks

- A1-03
- A1-04
- A1-05
- A2-01
- A2-02
- A2-03
- A2-04
- A2-05
- B-01
- B-02
- B-03
- B-04
- B-05
- B-06
- B-07
- B-08
- B-09
- B-10
- C-01
- C-02

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SECURITYMETRICS
VPCI Certified

Lockdown Examples



Lockdown Officer Client

[Back](#) [My Account](#) [Log Out](#)

Assigned Issues

General Questions ▼ Assigned to Me ▼ All Kiosks ▼

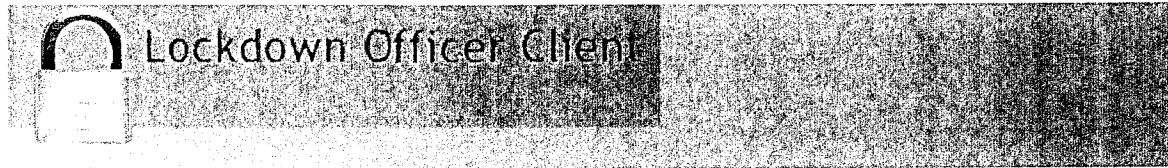
ID	Issue	Created By	Created At	Assigned To	Assigned At
5088651	General Questions	Michael Columbus	10/15/2016 4:25:07 PM	D-09	10/15/2016 04:25 PM
5190746	General Questions	Carrie Fuller	10/27/2016 11:06:58 AM	A1-04	10/27/2016 11:06 AM
5192167	General Questions	Reed Kappes	10/27/2016 1:09:42 PM	F-01	10/27/2016 01:09 PM
5192194	General Questions	Reed Kappes	10/27/2016 1:11:57 PM	F-01	10/27/2016 01:11 PM
5196561	General Questions	Michael Parins	10/27/2016 7:54:15 PM	B-01	10/27/2016 07:54 PM

All times are displayed in Central Time (US & Canada).

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Lockdown Examples


[Back](#) [My Account](#) [Log Out](#)

Search Issues

Created

10/01/2016

To

10/27/2016

Type

Any

Any

Any

Commissary Issues

Debit Card Request

Disciplinary Appeal

General Grievance

General Questions

Haircut Request

Law Library

Medical General Questions

Medical Supply Request

Medicine Request

Notary Request

Programs General Questions

Public Defender Application

Reclassification Request

Religious (Non-Medical) Diet Request


Report PREA Incident

Rule 25 Application

STS Application

Issue ID	Issue Type	Created	Officer	Status	Category	Assigned To	Assigned To Email	Assigned To Phone
4968067	Visitor List Request	10/1/2016 9:08:23 AM	Nicholas Seymour	Closed	Officer			
	STS Application	10/1/2016 9:11:17 AM	Nicholas Seymour	Closed	Programs			
	Work Release Request	10/1/2016 1:23:29 PM	Nicholas Seymour	Submitted				
	Visitor List Request	10/3/2016 9:04:53 AM	Nicholas Seymour	Closed	Officer			
	Visitor List Request	10/5/2016 6:50:10 PM	Nicholas Seymour	Closed	Officer			
	Programs General Questions	10/6/2016 9:27:26 AM	Nicholas Seymour	Closed	Programs			
	Visitor List Request	10/6/2016 3:46:51 PM	Nicholas Seymour	Closed	Officer			
	Medical General Questions	10/6/2016 3:49:06 PM	Nicholas Seymour	Final Response	Medical			
5085972	Haircut Request	10/15/2016 9:30:44 AM	Mark Seymour	Final Response	Support			

Lockdown Examples



Lockdown Officer Client

[Back](#)
[My Account](#)
[Log Out](#)

Search Issues

Created
10/01/2016
To
10/27/2016
Type
Any
Group

Assigned To
Anyone

Created By
2608

Issue ID Number

Status

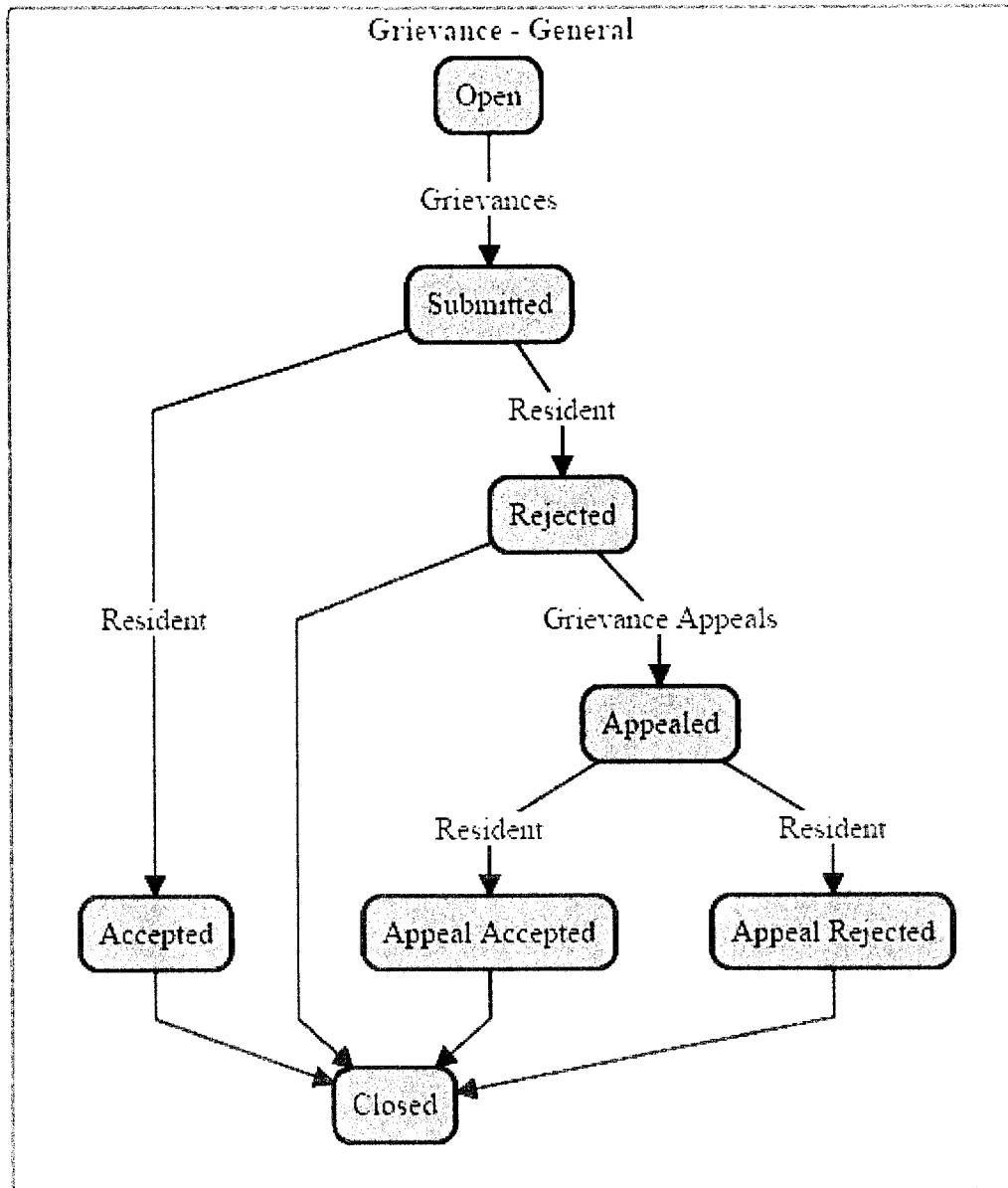
Search

Issue ID	Issue Type	Created Date	Created By	Status	Category	Priority	Assigned To	Comments
4967969	Work Release Request	10/1/2016 8:51:48 AM	Tracy Hindt	Submitted				
4984962	STS Application	10/3/2016 3:00:04 PM	Tracy Hindt	Closed	Programs			
4985037	STS Application	10/3/2016 3:05:40 PM	Tracy Hindt	Closed	Programs			
5000606	STS Application	10/5/2016 9:13:28 AM	Tracy Hindt	Closed	Programs			
5083467	General Questions	10/14/2016 7:14:46 PM	Tracy Hindt	Closed	Officer			
5085137	STS Application	10/15/2016 5:52:35 PM	Tracy Hindt	Closed	Programs			
5185760	General Questions	10/26/2016 6:35:28 PM	Tracy Hindt	Closed	Officer			


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SECURITYMETRICS
VFCI Certified

Lockdown Examples



Lockdown Examples


Lockdown Officer Client

[Back](#)
[My Account](#)
[Log Out](#)

Visitor List Request created 10/1/2016

Current Status: Closed

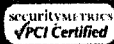
Issue ID: 4968067
 Created by: 1054297 Nicholas Seymour (Current Location: STS Kitchen/Laundry)
 Assigned to: None
[Status History](#) [Back to My Issues](#) [Print Issue](#)

[Comment](#) [Sort Ascending](#)

InquiryTextField	Officer Comments
Officer Petersen on 10/01/2016 11:22 AM: Jean Renea Seymour, Aryn Jo' Seymour, Alexandria Renea Lane, and Zachery James Seymour were all added. The rest were not because of missing information. Please get the info so they can be added. Patricia Knight, D. O. B? Grandmother Alicia Kristein Hoffman, D. O. B? , sister in law Danny Alan Story Jr., D. O. B? Older brother	
1054297: Nicholas Seymour STS Kitchen/Laundry on 10/01/2016 09:08 AM: Jean Renea Seymour, 10:27:70, mother. Aryn Jo' Seymour, 3:13:12, daughter. Alexandria Renea Lane, 3:22:53, daughters mother. Zachery James Seymour, 7:16:52, older brother. Patricia Knight, D. O. B? , Grandmother Alicia Kristein Hoffman, D. O. B? , sister in law Danny Alan Story Jr., D. O. B? Older brother.	

Disclaimer visitor Request
 I Understand

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Lockdown Examples

Issue ID: 5183769
Created by: 1175228 Todd Knutson (Cur)
Assigned to: Sgt/LIC
[Status History](#) [Back to My Issues](#) [Print](#)

Respond Final Response **Assign**

InquiryTextField
1175228: Todd Knutson Dood E-308 on
I have a payed attorney named mark. 7
information and add his number thanks.

All times are displayed in Central Time (US & Canada)

Assign

Assign To:
Admin
Residents):

Comments

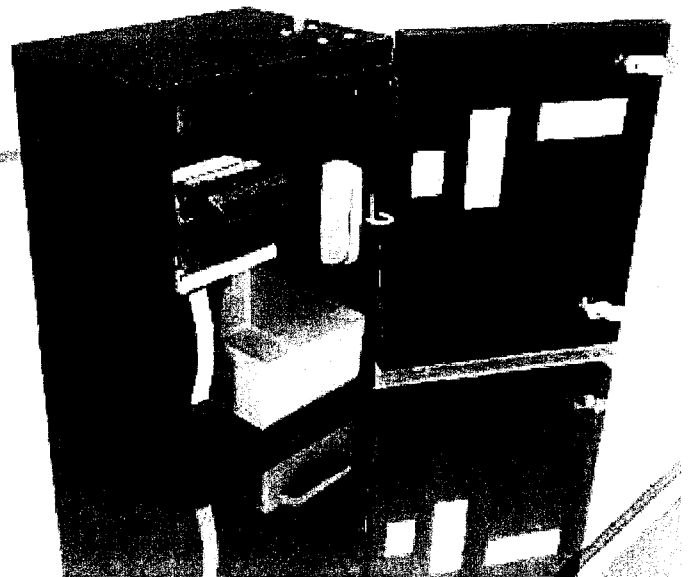
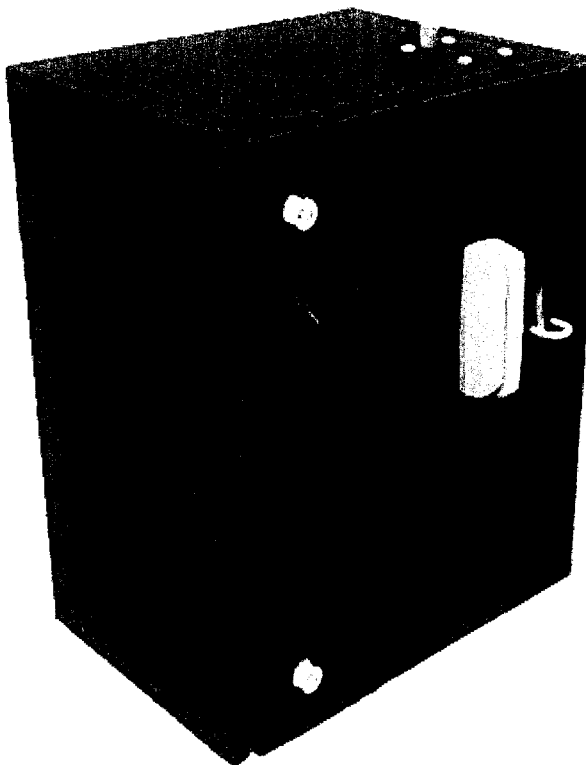
Assign Cancel

SECURITY METRICS
✓PCI Certified

Booking Manager

Booking Manager Kiosk

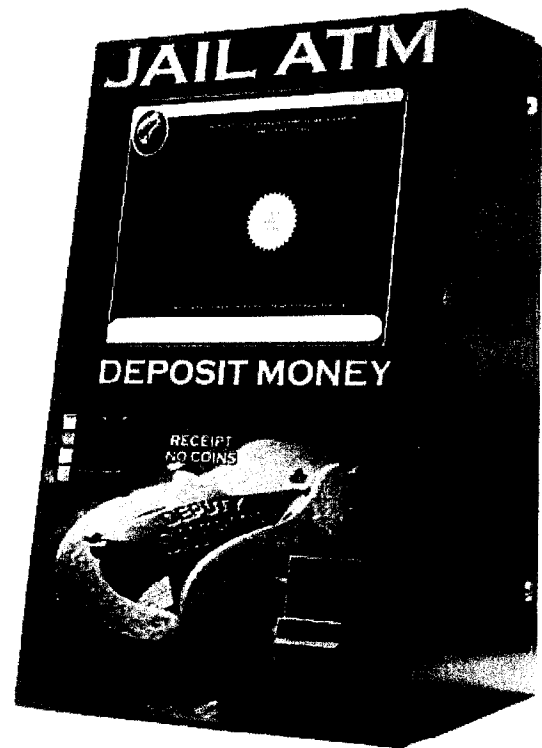
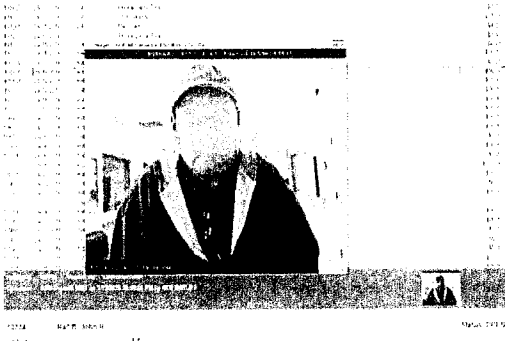
- Inmate information is added to the Lockdown™ software at booking.
- Kiosk is the size of a desktop computer.
- Casino-grade bill and coin acceptor developed by MEI.
- Validates bills and coins to help eliminate the passing of counterfeits.
- Adds accountability to the in-take process.
- Credit/Debit Card swipe for “swipe at booking” – This is a patent-pending technology that allows inmates to swipe a credit/debit card into the Lockdown™ system for later use. All stored information is encrypted for security purposes, the card is stored with their physical property. Inmates can add funds to their own account using the stored card via phones or kiosks.



Lobby ATM Kiosk

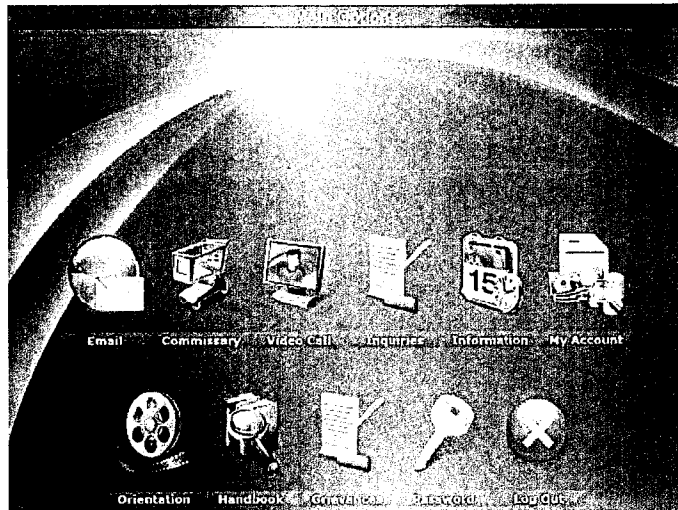
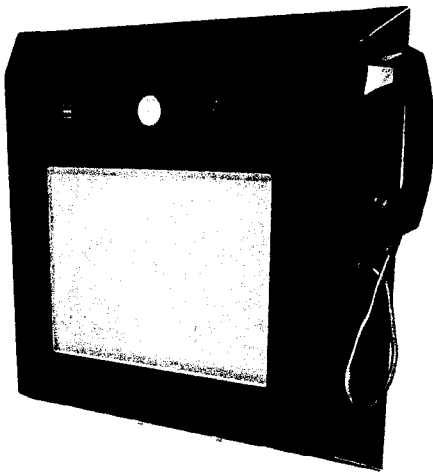
A Convenient Way To Place Funds On Inmate Accounts

- Funds Are Immediately Available For Purchases
- Highest Quality Lobby Kiosks On The Market
- Accepts Cash, Credit And Debit Cards
- Bi-lingual (English And Spanish)
- Floor And Wall Mount Models
- Requires Picture For Deposits
- PCI Compliant



Titan Kiosks

Inmate – Facing Pod Kiosk



The Inmate-Facing Pod Kiosks is a wall-mounted kiosk. It is the safest kiosk available with a shatterproof touchscreen and is an ideal solution for specific areas in any facility. This kiosk has a 2,000 pound wall pull-off capacity. The capabilities of this all-in-one unit is as follows:

- Secure Messaging
- Commissary Ordering
- Inmate Inquiries
- Inmate Grievances
- Customized Information
- Inmate Account Information
- Appointment Requests (medical, haircuts, etc.)
- Orientation Video
- Jail/Facility Handbook
- Law Library
- PREA
- Video Visitation

CBM Commissary

Commissary Ordering – The Titan Kiosk provides a graphical interface for commissary ordering. All items are categorized including pictures and descriptions of individual items. Order amounts are deducted from inmate accounts in near real time. The inmate can place as many orders as they desire, whenever they choose. The facility can customize ordering restrictions based on the inmate population.

Inmate Inquiries – In some cases formal grievances can be avoided if inmates had an easy way to ask a question about process or procedure. Many facilities will reject a formal grievance if an inquiry was not made prior to submitting a formal grievance. The facility can choose the recipient is based on the type of inquiry submitted.

Inmate Grievances – Similar to Inmate Inquiries, the electronic grievance capability eliminates paper grievances while adding accountability to the process. Different types of grievances (medical, accounts, etc.) can be submitted. The facility can choose the recipient is based on the type of grievance submitted. This data is retained in the system indefinitely, leaving an audit trail for accountability purposes.

Customized Information – Keeping inmate information current can be a difficult task for any facility. The InTouch Tablet allows the facility the opportunity to publish inmate information and announcements ensuring that information is available to everyone. Schedules for visitation, laundry, haircuts, etc. can be displayed and easily updated to reflect the most current information.

Inmate Account Information – The InTouch Tablet provides an easy to understand transaction history and allows the inmate access to their own account. This eliminates the need for facility personnel to facilitate requests regarding balances and other account information. These types of requests can consume a large amount of administrative and officer resources.

CBM Commissary

Orientation Video – In many facilities, inmates are required to watch an orientation video to inform them of facility rules, regulations and schedules. The InTouch Tablet fully supports these types of videos and can be configured to require the video to be viewed before accessing other Tablet features. A record of which inmates have (or have not) viewed the required videos is available.

Jail/Facility Handbook –Like the orientation video, the InTouch Tablet can be configured to restrict access to tablet features until the handbook has been viewed by the inmate. The facility can require the user to acknowledge that the information was read and understood. A record of which inmates have acknowledged and viewed is available.

PREA – The Prison Rape Elimination Act (PREA) requires that inmates have access to methods of reporting such behavior and educational material to inform them of their rights and obligations. The messaging system allows inmates to report such behavior and the PREA video capability allows dissemination of the facility policies and procedures. The PREA video, like the Orientation Video, can be made required viewing with back-end reporting.

Law Library – Inmate access to quality law information is federally mandated. Providing inmates with access can be burdensome on staff and cost prohibitive. The InTouch Tablet can be configured to support law library access on all tablets. This eliminates the need for a physical law library.

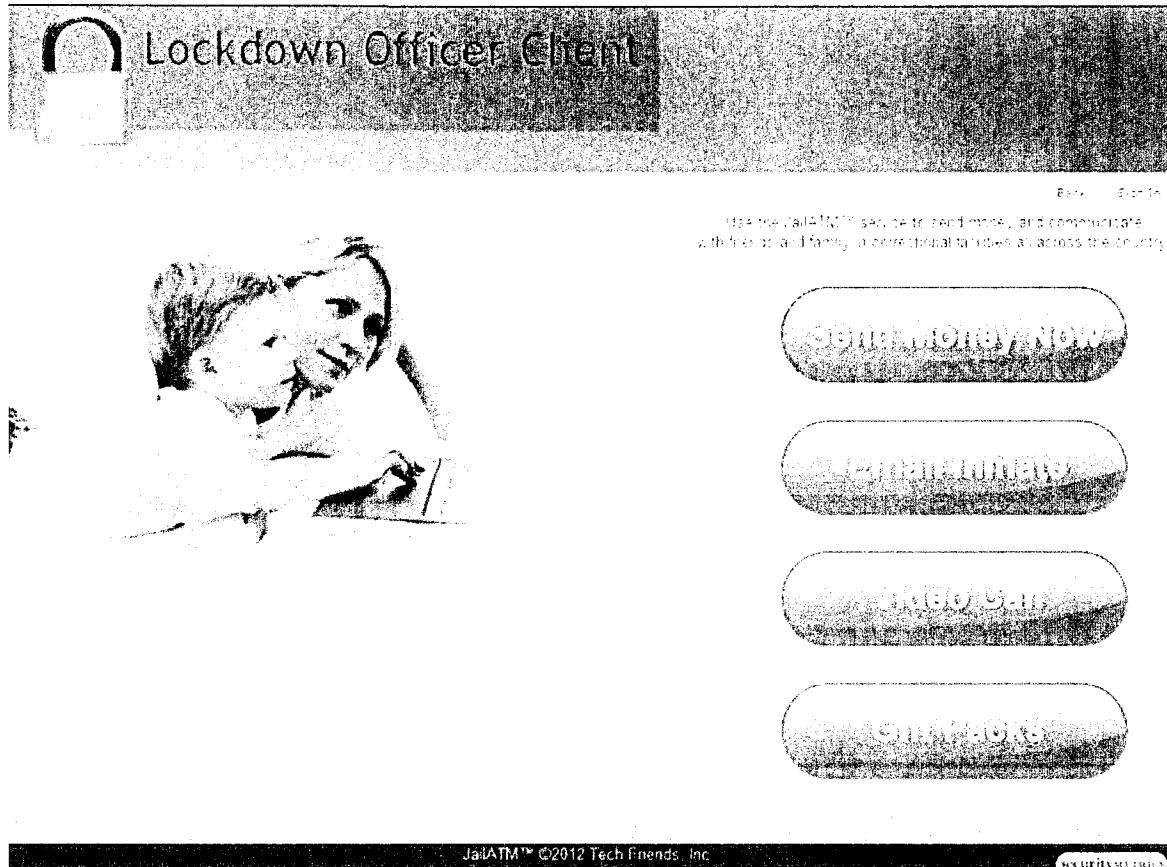
Video Visitation – The InTouch Tablet was one of the first in the industry to provide remote video visitation capabilities. The InTouch Tablet also offers patented technology that eliminated lewd behavior from coming into your facility. The Eclipse filter finds faces in the incoming video stream and filters out everything else. There is also the ability to identify the inmate and family member using facial recognition. This technology will virtually eliminate unauthorized visits.

CBM Commissary

Secure Messaging – The InTouch Tablets provide two-way messaging between inmates and friends and family. This secure means of communication has virtually eliminated traditional mail in many of our correctional facilities. The system supports “watchwords” which can trigger officer approval. The correspondence is kept indefinitely and could be useful for investigations. All individual inmate communication can be saved in PDF form and emailed to requesting agencies.

CBM Commissary

JailATM.com



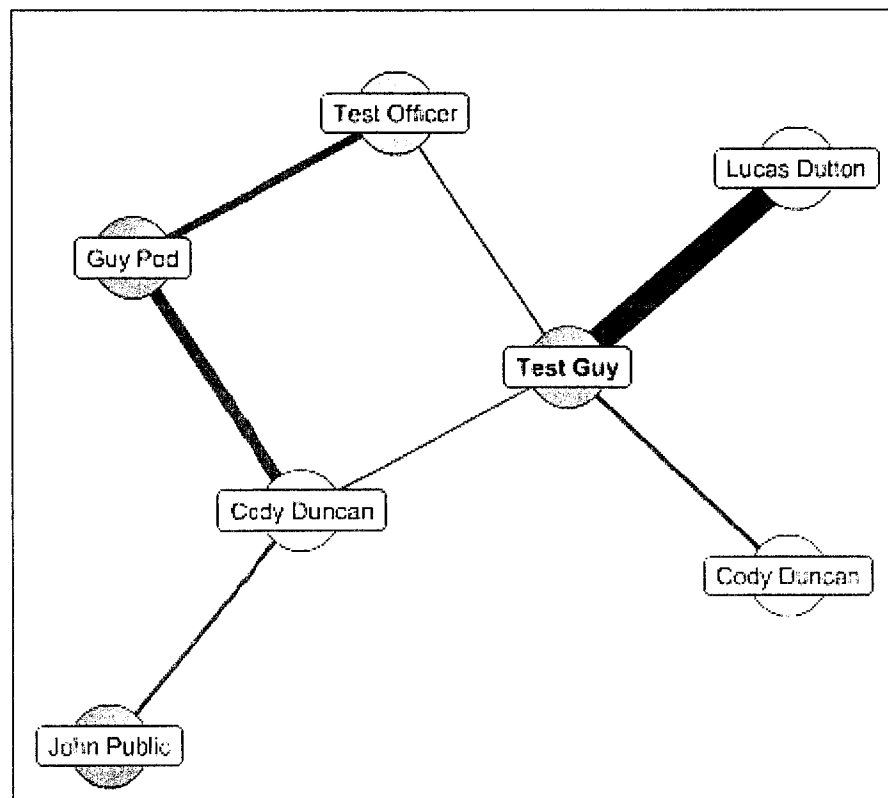
JailATM.com provides the ability for family and friends to deposit funds or order commissary goods for their loved one. All purchases can be made with a Credit or Debit Card. Other features may include:

- Bonding via Web
- Inmate Secure Messaging
- Video Visitation
- Gift Pack Purchasing
- Web Commissary Ordering

Inmate Secure Email

Investigative Tools

Secure inmate e-mails and deposits on inmate accounts may be viewed by administration, to determine connections between outside parties and inmates. The graph below is an example of activity related to inmate **Test Guy**. Note that the inmate **Test Guy** has a strong connection to **Lucas Dutton**. The family member **Cody Duncan** (yellow) is communicating with 3 different inmates (**John Public**, **Test Guy** and **Guy Pod**). The thickness of the lines represent the strength and frequency of communication. All e-mail and deposit transaction have this type of graph associated with it.



CBM Fresh Express

CBM Fresh Express

CBM Fresh Express provides the opportunity for inmates to purchase restaurant-quality meals, giving offenders a taste of home—with a menu that includes pizzas, salads, wraps, nachos, hot wings, hamburgers and much more—all made fresh and on site.



CBM Fresh Express functions as an incentive-based behavior management tool for offenders. CBM Fresh Express reinforces the benefit of good behavior and allows a no-cost reward for our clients. CBM works closely with our clients to stay within the parameters of their security protocol and provide local preferences to drive sales.

CBM Fresh Express Benefits

- **Behavioral control** CBM Fresh Express gives correctional officers a tool to manage offender behavior. Facilities benefit with fewer disruptions and security-related issues
- **Improved offender morale** Officers are quick to recognize that this program can be an important factor in maintaining inmates' morale
- **Improved correctional officer morale** Improved offender morale positively affects your officers and staff
- **Another revenue stream for the facility** CBM Fresh Express often encourages more inmate commissary participation, boosting your facility's commissions

CBM Fresh Express Pricing

CBM Fresh Express base pricing will be determined by the menu options chosen; upon final menu design a base price will be determined, this base price is typically between \$2 and \$12 which allows more of the population to participate. After determining final pricing, commission will be paid to you after all State and Local taxes have been paid (net sales).

*CBM Fresh Express can be associated with Inmate Back2Work, and CBM must be the foodservice provider at the facility to offer this option.

CBM Snack Wagon

CBM Snack Wagon

The CBM Snack Wagon expands the Commissary menu to provide inmates impulse buying options that include hot and cold food options that are not typically included in the standard Commissary offerings.



The CBM Snack Wagon functions as a behavior management tool in the facilities. It can be made available as an incentive for good behavior. CBM works closely with our clients to stay within the parameters of their security protocol and provide local preferences to drive sales and increase inmate satisfaction.

Benefits

- Expands Commissary Menu to Hot & Cold Options
- Significantly Increase Sales with Inmate Impulse Buying
- Fully Integrates with Lockdown™ Software
- Offered as a Privilege
- Hot, Convenient Favorites
- Boosts Morale



Pricing

CBM Snack Wagon base pricing will be determined by the menu options chosen. Upon final menu design, a base price will be determined. This base price is typically set to allow a greater percentage of the population to participate. After determining final pricing, commission will be paid to the facility after all State and Local taxes have been paid (net sales).

Commissary Menu

Page 39 D.

CBM Managed Services is responsible for purchasing, receiving, and managing all inventory necessary to service the needs of Sedgwick County. CBM's product line includes high-quality, national brand names such as Maruchan, Maxwell House, Hershey, and Frito Lay. CBM also understands the importance of product safety and buys all hygiene and clothing from trusted suppliers that specialize in selling products to detention centers.

CBM Managed Services would like to invite Sedgwick County to tour our warehouse so that you may observe are packaging of products, safety and security standards, and level of sanitation.

Please see attached sample menu

ID: _____ Printed Name: _____ Revised 10/31/2016
 Location: _____ Signature: _____
 Date: _____ *I authorize the deduction of funds to pay for the items selected.

CLOTHING								
1000	Washcloth Brown	0.00	1070	Orange Clogs Size 12	0.00	2053	CoolWave Toothpaste 4oz	0.00
1001	Shower Shoes Size Small	0.00	1071	Orange Clogs Size 13	0.00	2055	Toothbrush Short Handled 3.2	0.00
1002	Shower Shoes Size Medium	0.00	1072	Boxer Shorts 5XL	0.00	2056	Ultra-Hydrating Beauty Lotion	0.00
1003	Thermal Shirt 4XL	0.00	1073	Gym Shorts M	0.00	2058	Wet & Wild Face powder LIG	0.00
1004	Womens Briefs 6	0.00	1074	Gym Shorts L	0.00	2059	Wet & Wild Face powder LIG	0.00
1005	Womens Briefs 8	0.00	1075	Gym Shorts XL	0.00	2060	Wet & Wild Face Powder ME	0.00
1006	Womens Briefs 10	0.00	1076	Gym Shorts 2x	0.00	2062	Freshscent Soap 3oz	0.00
1007	Womens Briefs 12	0.00	1077	Gym Shorts 3x	0.00	2063	Sulfur 8 Conditioner 2oz	0.00
1008	Mens Briefs S	0.00	1078	Gym Shorts 4x	0.00	2064	ALMAY Hypo-Allergenic Am	0.00
1009	Mens Briefs M	0.00	1079	Gym Shorts 5x	0.00		MEDICAL	
1010	Mens Briefs L	0.00	1080	Hi-Top Velcro Shoes Size 7	0.00	2025	SF Cough Drops	0.00
1011	Mens Briefs XL	0.00	1081	Hi-Top Velcro Shoes Size 8	0.00	2034	Shampoo Dandruff 4oz	0.00
1012	Mens Briefs 2XL	0.00	1082	Hi-Top Velcro Shoes Size 9	0.00	2041	Tolnaftate Antifungal Foot Cr	0.00
1013	Boxer Shorts S	0.00	1083	Hi-Top Velcro Shoes Size 10	0.00	2042	Cough Drop Honey Lemon	0.00
1014	Boxer Shorts M	0.00	1084	Hi-Top Velcro Shoes Size 11	0.00	2057	DermaCerin Cream 3.75oz	0.00
1015	Boxer Shorts L	0.00	1085	Hi-Top Velcro Shoes Size 12	0.00	2061	Dandruff Shampoo 11oz	0.00
1016	Boxer Shorts XL	0.00	1086	Hi-Top Velcro Shoes Size 13	0.00	3000	Phone Card	0.00
1017	Boxer Shorts 2XL	0.00	1087	Hi-Top Velcro Shoes Size 14	0.00	4010	Ibuprofen (generic Advil) 2ct	0.00
1018	Boxer Shorts 3XL	0.00	1090	Canvas Shoes Navy Size 15	0.00	4011	Acetaminophen (generic Tylenol)	0.00
1019	T-Shirt White M	0.00	1100	T-shirt 4x	0.00	4022	Tums 8ct roll	0.00
1020	T-Shirt White L	0.00	1101	T-Shirt 5x	0.00	4026	Decongestant Tab 2pk	0.00
1021	T-Shirt White XL	0.00		PERSONAL HYGIENE		4029	Bacitracin Antibiotic Ointment	0.00
1022	T-Shirt 2XL	0.00	2000	Freshmint/NatureMint Fluorid	0.00	4032	Hydrocortisone cream	0.00
1023	T-Shirt 3XL	0.00	2001	Dial Soap Bar	0.00	4051	Hemorrhoidal ointment	0.00
1024	Sport Bra 34	0.00	2002	Baby Powder 4oz	0.00	4090	Muscle Rub	0.00
1025	Sport Bra 36	0.00	2003	Next 1 Sports Bar	0.00		MISC	
1026	Sport Bra 38	0.00	2004	Generic Speed Stick Deodorant	0.00	4000	Envelope #10	0.00
1027	Sport Bra 40	0.00	2005	Fab Face Skin Cream	0.00	4001	Golf Pencil	0.00
1028	Sport Bra 42	0.00	2006	Shampoo Balsam/Protein 4oz	0.00	4002	3" Thumb Toothbrush	0.00
1029	Sport Bra 44	0.00	2007	Colgate toothpaste 2.5oz	0.00	4003	Eraser Tip	0.00
1030	Thermal Shirt M	0.00	2008	Clear 2 Blade Razor	0.00	4004	Denture Cup/Bath	0.00
1031	Thermal Shirt L	0.00	2009	Freshmint Toothpaste 6.4oz	0.00	4005	9x12 Envelope	0.00
1032	Thermal Shirt XL	0.00	2010	Shave Cream tube	0.00	4006	Eraser-Block	0.00
1033	Thermal Shirt 2XL	0.00	2011	Hair Gel	0.00	4007	Stamp 47cent	0.00
1034	Thermal Shirt 3XL	0.00	2012	Magie Shave Cream	0.00	4008	Toothbrush cap	0.00
1035	Thermal Pants M	0.00	2013	Nature Mint 2.75oz toothpaste	0.00	4009	Pen-Flex Blue Ink	0.00
1036	Thermal Pants L	0.00	2014	Suave Conditioner 12oz	0.00	4012	Floss Loops	0.00
1037	Thermal Pants XL	0.00	2015	Freshscent After Shave 4oz	0.00	4013	Stamp Envelope	0.00
1038	Thermal Pants 2XL	0.00	2016	Mouthwash-Alcohol Free	0.00	4014	Hair Pick 5in	0.00
1039	Thermal Pants 3XL	0.00	2017	Personal Care Moisturizing Bc	0.00	4016	ALL Laundry Detergent Single	0.00
1040	Thermal Pants 4XL	0.00	2018	Protein 29 Conditioning Hair C	0.00	4017	Blanket-White 66"x90"	0.00
1041	Canvas Shoes Navy Size 7	0.00	2019	Aloe Lotion 20oz	0.00	4018	Soap Box	0.00
1042	Canvas Shoes Navy Size 8	0.00	2020	Ultrabrite Whitening Toothpas	0.00	4019	AA Battery 1ea	0.00
1043	Canvas Shoes Navy Size 9	0.00	2021	Lady Speed Stick	0.00	4020	AAA Battery 1ea	0.00
1044	Canvas Shoes Navy Size 10	0.00	2022	Power Up Women's Antiperspirant	0.00	4021	Laundry Bag	0.00
1045	Canvas Shoes Navy Size 11	0.00	2023	Secret Women's Antiperspirant	0.00	4023	Vent Hair Brush	0.00
1046	Canvas Shoes Navy Size 12	0.00	2024	Power Up Men's Antiperspirant	0.00	4024	Tumbler w/ Lid 16oz	0.00
1047	Canvas Shoes Navy Size 13	0.00	2026	Fingernail Clippers	0.00	4025	Qtips	0.00
1048	Canvas Shoes Navy Size 14	0.00	2027	Sulfur 8 shampoo 7.5oz	0.00	4027	Cereal Bowl w/ Security Lid	0.00
1049	Shower Shoes Size 2XL	0.00	2028	Denture Adhesive 2.4oz	0.00	4030	Panty Liner	0.00
1050	Shower Shoes Size Large	0.00	2029	Contact Lens Solution 12oz	0.00	4031	Chapel	0.00
1051	Shower Shoes Size XL	0.00	2030	Contact Lens Case	0.00	4033	Winter Holiday Card	0.00
1052	Reading Glasses 1.50	0.00	2031	Blue Magic Conditioner 4oz	0.00	4034	Get Well card	0.00
1053	Bath Towel Brown	0.00	2032	Cocoa Butter Lotion 20oz	0.00	4035	Thank You card	0.00
1054	Heavy White Sock	0.00	2033	Cocoa Butter Lotion 4oz	0.00	4036	Birthday Card	0.00
1055	Reading Glasses 2.0	0.00	2035	Speed Stick Mens Deodorant	0.00	4037	Thinking of You Card	0.00
1056	Reading Glasses 2.5	0.00	2036	Shampoo Suave 12oz	0.00	4038	Love Card	0.00
1057	Velcro Shoes Size 7	0.00	2037	Skin Hand & Body Care Lotion	0.00	4039	Birthday Card (Spanish)	0.00
1058	Velcro Shoes Size 8	0.00	2038	Level 10 Skin Care Lotion 15c	0.00	4040	2 Pocket Folder	0.00
1059	Velcro Shoes Size 9	0.00	2039	Dove Bar Soap	0.00	4041	Postcard prestamped 3"x5"	0.00
1060	Velcro Shoes Size 10	0.00	2040	Toothbrush Long Handled	0.00	4042	Mothers Day Card	0.00
1061	Velcro Shoes Size 11	0.00	2043	Nicorette Lozenges 1 tube 27c	0.00	4043	Crossword puzzle	0.00
1062	Velcro Shoes Size 12	0.00	2044	Multi-Vitamin	0.00	4044	Dictionary/English	0.00
1063	Velcro Shoes Size 13	0.00	2045	Bergamot Hair Dressing 3.75oz	0.00	4045	Acne Cream	0.00
1064	Velcro Shoes Size 14	0.00	2046	Body Wash 12oz Personal Car	0.00	4046	Denture Cleanser Tablets 18ct	0.00
1065	Velcro Shoes Size 15	0.00	2047	Max Security 3 in 1 Shampoo	0.00	4047	Bicycle Poker Cards	0.00
1066	Orange Clogs Size 7	0.00	2048	Neutrogena Soap	0.00	4048	Colored Pencils 3.5 inch 12ct	0.00
1067	Orange Clogs Size 9	0.00	2049	Dove Sensitive Skin	0.00	4049	Pinochle Cards	0.00
1068	Orange Clogs Size 10	0.00	2050	Conditioner Balsam & Protein	0.00	4050	Tampons 8ct	0.00
1069	Orange Clogs Size 11	0.00	2051	Freshscent Deodorant 1.6oz	0.00	4052	Razor Bump Stopper Plus 1 liq	0.00
			2052	Freshmint Sensitive Toothpast	0.00	4053	Storage Container w/lid	0.00

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

Revised
10/31/2016

4055	GPX 2825 Walkman Radio A.	0.00	5035	Skittles Sour (S)	0.00	7028	Texas Beef Ramen	0.00
4057	Alarm Clock (2x AAA not inc	0.00	5037	Starburst Original (S)	0.00	7029	Beef Ramen	0.00
4058	Cereal Bowl no Lid	0.00	5038	Starlite Mints (S)	0.00	7030	Chicken Ramen	0.00
4059	Carmex	0.00	5039	Tootsie Roll 2.25oz (K)(S)	0.00	7031	Cajun Shrimp Ramen	0.00
4060	Foam Ear Plugs	0.00	5040	Twizzlers 5oz (K)(S)	0.00	7032	Squeeze Peanut Butter	0.00
4061	Economy Playing Cards	0.00	5041	Gummi Bears 4.5oz (S)	0.00	7033	Squeeze Cheddar Cheese	0.00
4062	Paper Lined Writing Pad - Wh	0.00	5042	Cinnamon Bears (S)	0.00	7034	Squeeze Jalapeno Cheese	0.00
4063	Paper Sketch Pad	0.00	5043	SI Jolly Rancher 3.6oz (S)	0.00	7035	Pre-Cooked White Rice 2oz (H	0.00
4064	Ponytail Holder	0.00	5045	SF Starlite Mints 3.25oz (K)(S	0.00	7036	Pop Tart Strawberry 2ct	0.00
4065	Bic Disposable Razor	0.00	5047	SF Butterscotch Disc 3.25oz (i	0.00	7041	Spanish Rice 2.5oz	0.00
4066	Comb 5" Black	0.00	5051	Skittles Tropical (S)	0.00	7042	Pink Salmon 5oz (K)	0.00
4067	Toothbrush Holder	0.00		BEVERAGES		7043	Tuna In Water 7oz (K)	0.00
4068	Uno Cards	0.00	6000	Nescafe Tasters Choice Single	0.00	7044	Cinnamon Roll 4oz (K)	0.00
4069	Word Search	0.00	6001	Sweet and low 10 ct (K)	0.00	7045	Honey Bun Iced (K)	0.00
4070	Checker Set	0.00	6002	Creamer singles 10pk (K)	0.00	7046	Chili w/beans pouch	0.00
4071	Palm Brush	0.00	6003	Gatorade Fruit Punch (K)	0.00	7047	Mixed Nuts 16oz (S)	0.00
4072	Chess Set	0.00	6004	Pepsi 20oz (S)	0.00	7048	Little Debbie Nutty Bars Box	0.00
4073	Dominoes	0.00	6005	Mountain Dew 20oz (S)	0.00	7049	Instant Chili 4oz	0.00
4074	Crayons	0.00	6006	Diet Pepsi 20oz (S)	0.00	7050	Carmel Corn (S)	0.00
4075	Flex Pencil	0.00	6007	Sierra Mist (S)	0.00	7052	Hot Chili w Beans Pouch	0.00
4077	Sudoku	0.00	6008	Root Beer (S)	0.00	7053	Honey Bun Glazed (K)	0.00
4078	Foam Rollers	0.00	6010	Tea packets 100 count	0.00	7055	Cheddar Cheese Tub 16oz	0.00
4079	Fixodent Denture Adhesive Ct	0.00	6012	SF Cocoa single	0.00	7056	Graham Cracker Box (S)	0.00
4080	Eye Drops Artificial Tears .5oz	0.00	6013	Cappuccino single (K)(S)	0.00	7057	Refried Pinto Bean 8oz	0.00
4081	Nasal Spray	0.00	6015	Hometown Coffee 3oz (K)	0.00	7059	Cheetos Jalapeno	0.00
4082	Flex Spoon, Orange	0.00	6016	Sweet and low 110 ct	0.00	7061	Doritos Cool Ranch 1.5oz	0.00
4083	Club Brush	0.00	6017	Instant Coffee 4oz	0.00	7062	Doritos Nacho Cheese 1.5oz	0.00
4084	Paper Lined Writing Pad - Yel	0.00	6018	Maxwell House 4oz Coffee (K	0.00	7063	Earl's Cheesy Corn (S)	0.00
4086	Wave Caps	0.00	6021	Kool Aid Cherry 6oz (K)(S)	0.00	7064	Fritos Chili Cheese 1.5oz	0.00
4087	Mirror	0.00	6022	Kool Aid Grape 6oz (K)(S)	0.00	7065	Funyuns Onion Chips (K)	0.00
4088	Photo Album	0.00	6023	Kool Aid Tropical Punch 6oz	0.00	7066	Grandmas Chocolate Chip Co	0.00
4089	Flex Spoon, TAN	0.00	6025	Maxwell House 3oz Coffee (K	0.00	7067	Sardine Pouch (K)	0.00
4091	Composition Notebook	0.00	6026	Decafe Nescafe SS Coffee	0.00	7068	Hot Fries - Small	0.00
4092	Racquetball--J Ball	0.00	6027	Hot Cocoa Mix	0.00	7069	Jack Links SQUATCH Meat S	0.00
4093	Toilet Paper Roll	0.00	6028	Maxima 3oz Coffee	0.00	7070	Summer Sausage 5oz	0.00
4094	Laundry Soap Liquid 22 Load	0.00	6029	Countrytime Lemonade 6oz (K	0.00	7071	Jumbo Hot Dill Pickle (K)	0.00
4095	Clear Tunes Radio W/ 2AAA	0.00	6031	Dr. Pepper (S)	0.00	7072	Kosher Dill Pickle (K)	0.00
4096	Maxell Ear Buds	0.00	6032	Keefe Decaffeinated 3oz	0.00	7073	Lays BBQ 1.5oz (K)	0.00
4097	Sony Radio 1 AA Battery Incl	0.00	6036	Orange Crush 20oz (S)	0.00	7075	Lays Sour Cream & Onion 1.5	0.00
4098	Black Mascara	0.00	6037	Bottle Water (S)	0.00	7076	Hot Sauce Bottle 6oz (K)	0.00
4099	Pumice Stone	0.00	6050	SF Fruit punch drink mix 10pk	0.00	7077	Obriens Beef and Cheddar	0.00
4100	Father's Day Card	0.00	6051	SF Lemonade Drink mix 10pk	0.00	7078	Obriens Double Barrel Salami	0.00
4101	Side Combs 2ct	0.00	6052	SF Orange drink mix 10pk (K	0.00	7079	Oreo Mini Bites 1.5oz (K)	0.00
4102	Hot Pot	0.00	6053	SF Ice Tea drink mix 10pk (K	0.00	7080	Spicy Vegetable Ramen	0.00
4114	White Disposable Spoon	0.00		CHIPS / SNACKS		7081	Salsitas	0.00
	CANDY		5033	Nutty Bar SINGLE (K)(S)	0.00	7083	Snyders Hot Buffalo Pieces (K	0.00
5000	Chick-O-Stick (K)(S)	0.00	5048	SF Zippy Strawberry Wafer 2.	0.00	7084	Snyders Jalapeno Pieces (K)	0.00
5001	PayDay Bar (K)(S)	0.00	7001	Protein Bar Peanut Butter Cho	0.00	7085	Krunchers kettle Jalapeno Chip	0.00
5002	Tootsie Pop Drops (K)(S)	0.00	7002	Swiss Rolls SINGLE (K)(S)	0.00	7086	Flour Tortillas 6ct. (K)	0.00
5003	M&M Plain (K)(S)	0.00	7003	Little Debbie Oatmeal Creme	0.00	7087	Blueberry Blaster (K)	0.00
5004	Skittles (S)	0.00	7004	Grandmas Peanut Butter Cook	0.00	7088	Swiss Rolls Box (K)(S)	0.00
5005	Atomic Fire Ball 3oz (K)(S)	0.00	7005	Famous Amos 2oz (K)	0.00	7089	Strawberry Cheese Danish (K)	0.00
5006	Root Beer Barrels 4.5oz (S)	0.00	7006	Duplex Cookie 5oz (K)(S)	0.00	7090	Red Beans and Rice (K)(S)	0.00
5008	Snickers (K)(S)	0.00	7007	Lemon Creme Cookie 5oz (K)	0.00	7091	Cheese and Cracker (K)(S)	0.00
5009	M&M Peanut (K)(S)	0.00	7008	Peanut Butter Creme Cookie 5	0.00	7092	Cup O Noodle Beef	0.00
5010	Twix (K)(S)	0.00	7009	Vanilla Creme Cookie (K)(S)	0.00	7093	Cup O Noodle Chicken	0.00
5011	Hersheys Milk Chocolate (K)(0.00	7010	Oatmeal Apple Cinnamon (K)	0.00	7094	Cup O noodle Spicy Chile Chi	0.00
5012	Butterfinger (K)(S)	0.00	7011	Oatmeal Brown Sugar (K)	0.00	7095	Refried Beanw/Jalapeno&Grea	0.00
5013	Milky Way (K)(S)	0.00	7012	Jalapeno Slices (K)(S)	0.00	7096	Chicken Breast Pouch 4.5oz	0.00
5014	Kit Kat (K)(S)	0.00	7013	Hot Peanuts (K)	0.00	7100	Soy Sauce Packet	0.00
5015	M&M Peanut Butter (K)(S)	0.00	7014	Little Debbie Choc Donut Bag	0.00	7102	Mustard PC (K)	0.00
5016	Snickers Almond (K)(S)	0.00	7015	Little Debbie Brownie Box (K	0.00	7103	Ketchup PC (K)	0.00
5017	Baby Ruth (K)(S)	0.00	7016	Cheez Its (K)	0.00	7104	Pepper Packets-10ct	0.00
5019	Whatchamacallit (K)(S)	0.00	7017	Little Debbie Star Crunch Box	0.00	7105	Salt Packets-10ct (K)	0.00
5020	3 Musketeer (K)(S)	0.00	7018	Little Debbie Boston Creme B	0.00	7106	Hot Sauce PC (K)	0.00
5021	Mike & Ike (K)(S)	0.00	7019	Little Debbie Choc Cupcakes	0.00	7107	Mayo PC (K)	0.00
5022	Reese's Peanut Butter Cup (K)	0.00	7020	Jalapeno Cheese Tub 16oz	0.00	7108	Oatmeal Variety Pack 10ct	0.00
5023	Lemon Drops 4.25oz (S)	0.00	7021	Grape Jelly Squeezer	0.00	7109	Pop Tart Brown Sugar 2ct	0.00
5024	Butterscotch Disc 4.5oz (S)	0.00	7022	Cheetos	0.00	7111	Picante Sauce PC	0.00
5028	Jolly Rancher 3.7oz (S)	0.00	7023	Corn Chips Chili Cheese 12oz	0.00	7112	Sugar Packets 10ct	0.00
5030	Hershey's Milk Chocolate Alm	0.00	7024	Cheetos Flamin' Hot	0.00	7114	Granola Bar Peanut Butter (K)	0.00
5031	Milk Duds 5oz (K)(S)	0.00	7025	Moon Lodge Stuffed Jalapeno	0.00	7115	Granola Choc Chip (K)(S)	0.00
5032	Nutrageous (K)(S)	0.00	7026	Cactus Annies BBQ Corn Chi	0.00	7116	BBQ Sauce PC	0.00
5034	Reese's Pieces 3.5oz (K)(S)	0.00	7027	Chili Ramen	0.00	7117	Mac & Cheese 3oz (K)	0.00

ID: _____ Printed Name: _____
 Location: _____ Signature: _____ Revised 10/31/2016
 Date: _____ *I authorize the deduction of funds to pay for the items selected.

7118 _____ Ranch Dressing 0.00
 7119 _____ Cashews 2.5oz Bag (K) 0.00
 7121 _____ Peanut Butter Cracker (K) 0.00
 7124 _____ Taco Filling w/Chicken 11.25 0.00
 7125 _____ Black Beans Pouch 10oz 0.00
 7126 _____ Roast Beef & Gravy 10oz 0.00
 7127 _____ Beef Stew Pouch 11.25 0.00
 7128 _____ Lasagna Pouch 11.25oz 0.00
 7132 _____ Moon Lodge White Cheddar F 0.00
 7133 _____ Peanuts 7oz (S) 0.00
 7135 _____ Cactus Annie NACHO Tortilla 0.00
 7136 _____ Moon Lodge BBQ 6oz (K) 0.00
 7137 _____ Pretzels 16oz (K) 0.00
 7138 _____ Cactus Annie's Cheese Puffs 1 0.00
 7139 _____ Peanut Butter 18oz (K)(S) 0.00
 7140 _____ Moon Lodge Hot Hot BBQ 6o 0.00
 7141 _____ Pork Rinds Hot & Spicy 2oz 0.00
 7142 _____ Chocolate Chip Cookie 12oz (0.00
 7143 _____ Picante Sauce 10oz (S) 0.00
 7144 _____ Sweet Relish pc (K) 0.00
 7145 _____ Moon Lodge Plain Chips 6oz (0.00
 7146 _____ Moon Lodge Whole Shabang (0.00
 7147 _____ Ritz Crackers Full box (K) 0.00
 7148 _____ Saltine Crackers Full Box (K) 0.00
 7149 _____ Pop Tarts Strawberry 6ct Box 0.00
 7150 _____ Pop Tarts Blueberry 6ct Box 0.00
 7151 _____ Pop Tarts Brown Sugar/Cinnai 0.00

SPECIAL

(K) Kosher
 (S) Low Sodium

**ALL SALES FINAL
 CHECK ORDER AT DELIVERY
 TAXES ADDED AS NECESSARY**

72332 : Walker, Vernon J

Receipt #231594

Location: A Pod Cell 103 U

Butler County KS

9/27/2016



Invoice :11580:butlerKS-41

Code	Qty	Product	Price	Ext
4013	4	Stamp Envelope	0.59	2.36
LOW BALANCE : 1 not filled				
4019	2	AA Battery 1ea	0.90	1.80
5028	2	Jolly Rancher 3.7oz (K)(S)	1.29	2.58
5039	1	Tootsie Roll 2.25oz (K)(S)	1.15	1.15
6001	2	Sweet and low 10 ct	1.00	2.00
6015	2	Hometown Coffee 3oz (K)	4.99	9.98
6017	3	Instant Coffee 4oz	2.99	8.97
7008	1	Peanut Butter Creme Cookie 5oz (K)(S)	1.50	1.50
7012	1	Jalepeno Slices (K)(S)	1.00	1.00
7015	1	Little Debbie Brownie Box (K)	2.25	2.25
7031	2	Cajun Shrimp Ramen	0.98	1.96
7049	4	Instant Chili 4oz	1.49	5.96
7064	3	Fritos Chili Cheese 1.5oz	1.25	3.75
7080	4	Spicy Vegetable Ramen	0.98	3.92
7083	4	Snyders Hot Buffalo Pieces (K)	1.35	5.40
7117	1	Mac & Cheese 3oz (K)	1.75	1.75
7141	3	Pork Rinds Hot & Spicy 2oz	1.99	5.97
7027	9	Chili Ramen	0.98	8.82

SubTotal: \$71.12 Tax: \$5.51 Total: \$76.63

49 items

Delivered By:

Date:

Start Balance: \$77.26

Resident Paid: \$76.63

End Balance: \$0.63

Resident:

By signing, I authorize the deduction of funds from my account.

120852 : CASTANEDA, DANIEL J

Receipt #235010

Location: B B7 B1

Elkhart County Jail, IN

10/4/2016



Invoice :11742:elkhartIN-909

Code	Qty	Product	Price	Ext
4069	-1	Word Search	1.99	-1.99

SubTotal: -\$1.99 Tax: -\$0.14 Total: -\$2.13

-1 items

Start Balance: \$18.82

Delivered By: _____

Date: _____

Resident Paid: -\$2.13

End Balance: \$20.95

Resident: _____

By signing, I authorize the deduction of funds from my account.

Printed Name:

Signature:

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

Revised
10/27/2016

2016

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ID: _____ Printed Name: _____

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Revised
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Date: _____

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

6012	___ SF Cocoa single	0.45	7089	___ Strawberry Cheese Danish (K)	1.59
6015	___ Hometown Coffee 3oz (K)	4.50	7091	___ Cheese and Cracker (K)(S)	0.65
6017	___ Instant Coffee 4oz	3.99	7095	___ Refried Beanw/Jalapeno&Gre	3.49
6018	___ Maxwell House 4oz Coffee (K)	7.24	7096	___ Chicken Breast Pouch 4.5oz	3.35
6021	___ Kool Aid Cherry 6oz (K)(S)	2.99	7102	___ Mustard PC (K)	0.10
6022	___ Kool Aid Grape 6oz (K)(S)	2.99	7103	___ Ketchup PC (K)	0.10
6023	___ Kool Aid Tropical Punch 6oz (K)	2.99	7107	___ Mayo PC (K)	0.15
6026	___ Decafe Nescafe SS Coffee	0.40	7108	___ Oatmeal Variety Pack 10ct	3.89
6027	___ Hot Cocoa Mix	0.45	7109	___ Pop Tart Brown Sugar 2ct	1.13
6029	___ Countrytime Lemonade 6oz (K)	2.99	7112	___ Sugar Packets 10ct	0.49
6031	___ Dr. Pepper (S)	1.99	7114	___ Granola Bar Peanut Butter (K)	0.78
6036	___ Orange Crush 20oz (S)	1.99	7115	___ Granola Choc. Chip (K)(S)	0.78
6037	___ Bottle Water (S)	1.60	7117	___ Mac & Cheese 3oz (K)	1.90
6050	___ SF Fruit punch drink mix 10pk	2.75	7121	___ Peanut Butter Cracker (K)	0.75
6051	___ SF Lemonade Drink mix 10pk	2.75	7142	___ Chocolate Chip Cookie 12oz (K)	2.79
6052	___ SF Orange drink mix 10pk (K)	2.75	7147	___ Ritz Crackers Full box (K)	4.45
6053	___ SF Ice Tea drink mix 10pk (K)	2.75	7148	___ Saltine Crackers Full Box (K)	4.15
	CHIPS / SNACKS		7152	___ Blazin Hot Cheese Crunchy N	2.92
7001	___ Protein Bar Peanut Butter Cho	3.66		SPECIAL	
7004	___ Grandmas Peanut Butter Cook	1.00			
7005	___ Famous Amos 2oz (K)	1.33			
7006	___ Duplex Cookie 5oz (K)(S)	1.19			
7007	___ Lemon Creme Cookie 5oz (K)	1.19			
7008	___ Peanut Butter Creme Cookie 5	1.19			
7009	___ Vanilla Creme Cookie (K)(S)	1.19			
7010	___ Oatmeal Apple Cinnamon (K)	0.49			
7011	___ Oatmeal Brown Sugar (K)	0.49			
7012	___ Jalapeno Slices (K)(S)	1.05			
7013	___ Hot Peanuts (K)	1.09			
7016	___ Cheez Its (K)	1.09			
7020	___ Jalapeno Cheese Tub 16oz	5.39			
7021	___ Grape Jelly Squeezer	0.55			
7022	___ Cheetos	0.94			
7024	___ Cheetos Flamin Hots	0.94			
7027	___ Chili Ramen	0.79			
7028	___ Texas Beef Ramen	0.79			
7029	___ Beef Ramen	0.79			
7030	___ Chicken Ramen	0.79			
7031	___ Cajun Shrimp Ramen	0.79			
7032	___ Squeeze Peanut Butter	0.55			
7033	___ Squeeze Cheddar Cheese	0.89			
7034	___ Squeeze Jalapeno Cheese	0.89			
7035	___ Pre-Cooked White Rice 2oz (K)	1.12			
7036	___ Pop Tart Strawbery 2ct	1.13			
7041	___ Spanish Rice 2.5oz	1.26			
7042	___ Pink Salmon 5oz (K)	3.35			
7044	___ Cinnamon Roll 4oz (K)	1.52			
7045	___ Honey Bun Glazed (K)	1.45			
7049	___ Instant Chili 4oz	1.79			
7052	___ Hot Chili w Beans Pouch	3.79			
7053	___ Honey Bun Glazed (K)	1.45			
7055	___ Cheddar Cheese Tub 16oz	5.39			
7056	___ Graham Cracker Box (S)	4.85			
7059	___ Cheetos Jalapeno	0.94			
7061	___ Doritos Cool Ranch 1.5oz	0.94			
7062	___ Doritos Nacho Cheese 1.5oz	0.94			
7063	___ Earl's Cheesy Corn (S)	1.90			
7064	___ Fritos Chili Cheese 1.5oz	0.94			
7065	___ Funyuns Onion Chips (K)	0.94			
7066	___ Grandmas Chocolate Chip Co	1.00			
7068	___ Hot Fries - Small	0.67			
7069	___ Jack Links SQUATCH Meat S	1.89			
7070	___ Summer Sausage 5oz	3.05			
7071	___ Jumbo Hot Dill Pickle (K)	1.67			
7072	___ Kosher Dill Pickle (K)	1.67			
7073	___ Lays BBQ 1.5oz (K)	0.94			
7075	___ Lays Sour Cream & Onion 1.5	0.94			
7077	___ Obriens Beef and Cheddar	1.05			
7078	___ Obriens Double Barrel Salami	1.05			
7080	___ Spicy Vegetable Ramen	0.79			
7081	___ Salsitas	1.18			
7083	___ Snyder's Hot Buffalo Pieces (K)	1.39			
7086	___ Flour Tortillas 6ct. (K)	1.79			
7087	___ Blueberry Blaster (K)	1.64			

ALL SALES FINAL
CHECK ORDER AT DELIVERY
TAXES ADDED AS NECESSARY

(K) Kosher
(S) Low Sodium

September 1, 2016

Period Ending

September 28, 2016

Resident Orders

week ending	Gross	Sales Tax	Non-Commission	Net	10%
9/7/2016	\$ 2,820.89	\$ 197.08	\$ 35.40	\$ 2,588.41	\$ 258.84
9/14/2016	\$ 2,969.04	\$ 210.64	\$ 51.33	\$ 2,707.07	\$ 270.71
9/21/2016	\$ 2,726.98	\$ 191.89	\$ 56.05	\$ 2,479.04	\$ 247.90
9/28/2016	\$ 2,736.03	\$ 193.30	\$ 47.79	\$ 2,494.94	\$ 249.49
Total Sales:	\$ 11,252.94	\$ 792.91	\$ 190.57	\$ 10,269.46	

Web Orders

week ending	Gross	Sales Tax	Non-Commission	Net		
9/7/2016	\$ 182.45	\$ 13.79	\$ 8.26	\$ 160.40	\$	16.04
9/14/2016	\$ 276.34	\$ 21.77	\$ 11.21	\$ 243.36	\$	24.34
9/21/2016	\$ 166.19	\$ 12.92	\$ 7.67	\$ 145.60	\$	14.56
9/28/2016	\$ 245.29	\$ 17.42	\$ 2.36	\$ 225.51	\$	22.55
Total Sales:	\$ 870.27	\$ 65.90	\$ 29.50	\$ 774.87		

Total Net Sales \$ 11,044.33

10%	Standard Commission To Client	\$	1,104.43	\$	1,104.43
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Comments	

EMRRP

CBM Equipment Maintenance Repair & Replacement Program

CBM proposes to provide \$32,000 per year to provide for equipment maintenance, repair, and replacement. Any unused funds at year end will roll over to the next year throughout the term of the contract.



**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,

A handwritten signature in black ink that reads "Kristen McGovern".

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 previous day during the dinner meal time delivery)
 - 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:
- Religious meals will meet the same daily calorie count as the regular tray.
 - Religious meals will be accomplished by use of one of the following methods:
 - 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 flairs-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:

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	Flour	Wheat Bran
Wheat Flour	Wheat Starch	Gluten
Bran	Buckwheat	Farina
Graham Flour	Durum Flour	Vegetable Gums
Modified Food Starch	Vegetable Starches	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, cobblers 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
Fats	All except those excluded	Sour Cream
Fruits	Limit of 1 small orange daily; all others not excluded	Bananas, red plums, avocado, figs, raisings
Meats and Meat Substitutes	Meats and fish not excluded and fresh prepared; cottage cheese, eggs	Aged meat, chicken and beef liver, and canned meats; yeast extracts; salami, sausage, cheese; salted, pickled or dried fish; raw eggs.
Vegetables	Limit tomato to ½ C daily; all others not excluded	Italian broad beans (Fava), sauerkraut, green pea pods, eggplant
Miscellaneous	Fresh homemade gravies; all others not excluded	Yeast, marinade, soup cubes, commercial gravies, soy sauce, soup containing restricted items; meat, tomatoes, broad beans, etc. chocolate.

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, chili 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
	2% Milk	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 mealtime. 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 ≤ 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 Controllyte 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.

Appendix B

**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 D

Maintenance and Equipment Log

Document will be provided in electronic EXCEL format to vendor chosen for contract award.

[illegible]

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)**



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

525 N. Main, Suite 823 ~ Wichita, KS 67203

Phone: 316 660-7258 Fax: 316 383-7055

<http://sedgwickCounty.org/finance/purchasing.asp>

**REQUEST FOR PROPOSAL
#16-0079
NUTRITION AND COMMISSARY MANAGEMENT SERVICES
ADDENDUM #1**

September 28, 2016

The following is to ensure that vendors have complete information prior to submitting a proposal. Here are some clarifications regarding the proposal for Nutrition and Commissary Management Services, for various Sedgwick County departments.

Questions and/or statements of clarification are in **bold font**, and answers to specific questions are *italicized*.

1. **Please provide the monthly Average Daily Population per month over the last year for the Adult Detention Facility and Work Release facilities.**

Please see attachment A.



Attachment A.pdf

2. **Is the banking information for inmates in both facilities stored in the same database?**
Yes
3. **Is the facility tobacco free?**
Yes
4. **Is it required that the awarded vendor's service center be able to provide next day service to Sedgwick County?**
No
5. **Is the County interested in a vendor's backup plan for processing orders in the event their service center is rendered inoperable?**
Yes
6. **Are there any restrictions regarding the workforce used by the vendor to bag the orders placed by Sedgwick County inmates (i.e., convicted felons, etc.)?**
No inmate labor at this time and all employees must pass a background check.
7. **Please confirm that the pricing submitted with the proposal is not to include the following: A) commission to the County and B) sales tax.**
No tax will be included.

8. **Please provide the gross sales, less phone time or tax (net of), if applicable, over each of the last six (6) full Commissary months.**
This information is not available.
9. **Please provide the usages over the last full month of all Commissary items:**
This information is not available.
10. **How many orders per month, over the last six (6) months, have been placed through the Commissary?**
This information is not available.
11. **The spending limit is listed as \$70 per week (\$50 from Commissary and \$20 from hot cart). Does the package program limit get deducted from the \$50 or \$70?**
Please refer to page 28 section C number 7.
12. **Please provide the current Commissary list with pricing from the existing vendor:**
Please see Attachment



Commissary List.pdf

13. **Do prices include tax on the Commissary order form?**
Yes
14. **Will the vendor be allowed to place their equipment on the County's network?**
No
15. **Will the vendor have to provide their own internet service?**
Yes
16. **Is there Cat5/6 cable currently installed in each of the housing units that are to have a kiosk installed? If no, who is responsible for the cost to have the cabling installed and how many kiosk locations would need to have cable installed?**
Yes
17. **Will the County secure the kiosks to the wall or will this be the vendor's responsibility?**
Vendor
18. **Are any of the housing kiosks required to be floor mounted? If so, how many?**
None
19. **The RFP stated that up to (7) seven cash receiving machines are to be provided – How many of these devices are being provided by the current provider? Is this for cash receiving cash from BOTH visitors (lobby kiosk) and inmates (booking/intake kiosks), or just visitors?**
Seven
20. **Is this for cash receiving cash from BOTH visitors (lobby kiosk) and inmates (booking/intake kiosks), or just visitors?**
Both Inmates and Visitors. 3 for Visitors and 3 for Inmates. One in the Booking Area that must accept cash and coins.
21. **Who is responsible for removing the cash from the lobby kiosk?**
Vendor
22. **Who is responsible for removing the cash from the booking/intake kiosk (if applicable)?**
Vendor
23. **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?**
The vendor supplying a response to the County must figure out a way to accomplish this and submit an appropriate response in their proposal. Appendix F is the current list of religious texts that are distributed throughout the facility.

24. **Will the vendor be required to sell phone cards through Commissary?**
No. The proposal has no phone cards listed.
25. **Will the vendor be required to interface with the current phone provider to facilitate the sale of phone time/calls?**
No
26. **Would the County consider making the hot cart sales part of the food service and not the Commissary service?**
This is a proposal. Please refer to page 3 Item 5. The County is seeking a solution. Any ideas or solutions would be considered.
27. **How many indigent store packages were distributed to indigent inmates in the past 12 months?**
An average of 1200. This is an estimate.
28. **E./3. States that the indigent store packages are to be provided at no cost to the County or the inmate, however later in this same section (the 2nd #1) it states that the vendor is to provide in their proposal the delivered cost of each item in the package and the entire cost of the package. Is it necessary to include the cost of the kit, if neither the County nor the inmate will be charged for the kit?**
Yes
29. **A request is made in the actual section pertaining to starter kits (section J.) that sample of these kits be provided with the proposal.**
Vendor shall deliver with their proposal (6) six starter kits packaged in the manner they will be provided to inmates.
30. **Section J. States to provide the delivered cost of each item in the starter kit, but at no cost to Sedgwick County. Are inmates charged for these kits? Is it necessary to include the cost of the kit if neither the County or the inmate will be charged?**
The inmates are not charged for these kits. The vendor is responsible for all pricing submitted in their Proposal.
31. **How many starter kits were distributed to inmates in the past 12 months?**
An average of 4,800. This is an estimate.
32. **If the current vendor were to retain the contract, would they be required to replace the current COBRA system as well?**
No
33. **Based on the topic addressed in question #35, is it safe to assume the facility currently issues an ID badge or wristband containing a barcode to the inmates during the booking process?**
Yes
34. **Is the barcode the number equal to the inmate's account number in the inmate banking system?**
An ID wristband is used.
35. **Can you provide the quantity of clothing items (underwear, t-shirt and socks) that were distributed to indigent inmates in the past 12 months?**
T-Shirts: 10 Medium. 15 Large, 30 XL, 15 2XL, 10 3XL. Boxers: 5 Small, 15 Medium, 25 Large, 20 XL, 10 2XL, 2 3XL. Panties: 1 Medium. 1 Large, 1 XL. Bras: 1 34, 1 38 and 1 42. 80 Pairs of ankle socks. This is an estimate from January 2016 through September 7, 2016.

36. Will the County please provide a copy of the current contract along with any addenda and proposals that are a part of the contract?



146_LegalContract.pdf



Premier Food Service
Amendment - Sheriff :

37. Will the County please provide a copy of the last 3 months of invoices for food and Commissary services?


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13150.pdf


SSHERRIFF-KM160913
13160.pdf


SSHERRIFF-KM160913
13190.pdf



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

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Invoices week of 9 9
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9 2 - 9 8 16.msg


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19 - 8 25 16.msg


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- 8 11 16.msg

38. Under Submittals on page 2, it states “submit one (1) original and five (5) electronic copies (USB Drive) of the entire document” Is the County looking for one (1) printed copy of the whole response, plus 5 electronic copies? Can all electronic copies be on the same USB Drive, or do they need to be on separate USB Drives? Do the entire RFP and any addenda need to be returned with the response?

Please submit (1) one original and (5) five separate USB Drives.

39. Will the County please provide a copy of the current inmate menu?


Commissary List.pdf

40. What were the total Commissary sales for 2015? Does this total amount include the chuck-wagon sales?





\$901,242.01. Chuck Wagon did not start until 2016.

41. Does your current Commissary vendor offer online sales for family & friends to purchase for inmates in jail?

Yes, the program is My Care Packages.

42. Does the County pay for the Internet connection for the lobby kiosks and inmate pod kiosks or is that the responsibility of the vendor to supply?

The vendor is responsible for this expense.

43. **What is the current delivery schedule for inmates to receive their Commissary?**
Once a week delivered on Saturday.
44. **Under the current contract page C-3, Appendix C, Section B.1.C., Third bullet point has been deleted. Is there still the option for deleting this if appropriate seasoning used in preparation?**
This is currently found on page 9 of the RFP. Each meal upon serving shall contain appropriate seasoning in individual packets; including salt, pepper, sugar, etc. This is not optional.
45. **Does a Milk Substitute qualify for Dairy food group or does Fresh Milk need to be served?**
Please send us the nutritional information on the milk substitute and it will be considered on a case by case basis. It should meet the standards for milk highlighted above. Also, if it will be served to the religious meals, it will need to be kosher certified.
46. **Does Imitation Cheese #3 qualify for Dairy food Group?**
Yes
47. **Ref. pg. 9, B #2; "Percentage can vary up to 5%." Percentage of carbohydrates can vary significantly even while keeping fat and protein in line with 30 and 20%. Would the County consider a 10% variance in % of calories from carbohydrates to allow for more variety in menu offerings?**
Yes, we would consider a 10% variance on carbohydrates; however the extra carbohydrates must not come from sugar(s) based carbohydrates.
48. **To confirm the Residential & Services Center is to be provide with a cold sack meal for lunch, will the work release require a sack lunch as well?**
Residential and Services Center will need sack lunches for the lunch meal. Work Release will require regular trays, no sack lunches.
49. **Will the County please provide the number of Kosher and Halal Meals currently served?**
As of Friday, 09/08, we were serving 42 kosher meals and 21 halal meals.
50. **What is the current cost per meal?**
\$1.274
51. **Can we get a copy of the current menu?**

 Copy Menu Cycle.pdf
52. **What is the average facility population?**
1400-1500 inmate counts right now 1150 main facility, 276 out of County and 99 at work release.
53. **What is the number of indigent inmates?**
1092
54. **Please provide a current Commissary menu to include item sizes & pricing.**
 
 Commissary List.pdf Commissary List.pdf
55. **What was the revenue over the past 12 months? (Excluding phone sales).**

 2016-SEDGWICK.pdf
56. **Are the cash registers owned by the County and will those be available to the new vendor?**
No, they are not owned by the County and they will not be available.
57. **Can you please provide a full list of all kitchen equipment and notate if they are still under warranty and when the warranty expires?**
As stated in the RFP, page 19, Section X this information is not available. A list of the equipment available is in Appendix E.

58. Is milk required to be served? If so, how many times per week are you required to serve it?

Yes, milk will be required at breakfast every day. However, we will consider a milk substitute. Please submit ingredient and nutrition information on it for consideration. Also, if it is to be used with the religious meals, it will need to be kosher certified.

59. Can you please confirm how many staff members are on each shift?

1st shift: approximately 70 deputies between the main facility and Work Release. 2nd Shift approximately 67 between the main facility and Work Release. 3rd shift: approximately 62 deputies between the main facility and Work Release.

60. The RFP states the vendor must provide options for a barcode reader system for ADF. Can you please describe what the barcode reader will be used for at the ADF?

The barcode reader would be used mainly for tracking (checking inmates in/out) of the different areas of the facility. Further implementation may include uses for Commissary delivery, linked to their accounts, etc.

Firms interested in submitting a proposal, must respond with complete information and all supplementary materials and **deliver on or before 1:45 p.m. (CDT), Tuesday, November 1, 2016. Late proposals will not be accepted and will not receive consideration for final award.**

PLEASE ACKNOWLEDGE RECEIPT OF THIS ADDENDUM ON THE PROPOSAL RESPONSE PAGE

A handwritten signature in black ink, reading "Kristen McGovern". The signature is written in a cursive, flowing style.

Kristen McGovern
Senior Purchasing Agent