

RFP #2236 – Meal Service Provider for the Anderson County Detention Facility Questions & Answers

- 1) Can you please provide the current meal rate/scale being charged by current vendor?
Answer: **The current contract is attached.**
- 2) Can you please provide the last 2 months of all billing invoices? (Inmate meals)
Answer: **This is attached.**
- 3) Please provide weekly amounts required and meal specifics for Sack meals for work crews, court bags and any additional meals.
Answer: **There are about 15 workers per day that just need a sack lunch.**
- 4) Can you please provide us with a copy of the current inmate menus?
Answer: **Attached.**
- 5) Can you please provide us with a copy of the current sack menus?
Answer: **Attached.**
- 6) What time is Breakfast, Lunch and Dinner served?
Answer: **7:30, 12:30 and 5:30.**
- 7) How many Deputy meals are served daily?
Answer: **Currently none.**
- 8) What is the current price for Deputy meals?
Answer: **Not applicable.**
- 9) Can you please provide a copy of the Staff menu?
Answer: **Not applicable**
- 10) Can you please provide the total number of kosher and halal meals currently being provided?
Answer: **Currently about 20 special meals are being served per day.**
- 11)
 - a. Do you currently provide pre-packaged meals?
Answer: **No.**
 - b. Do you currently serve a common fare menu?
Answer: **We accommodate religious diets**

- 12) How many inmate kitchen workers does the County currently have assigned to the kitchen?
Answer: **8 to 10 per shift. Men work the 1st shift and women work the 2nd shift.**
- 13) What are the shift times for the inmate workers?
Answer: **1st shift is 5am – noon. 2nd shift is after lunch until 7 or later.**
- 14) Please supply a daily break down of how many diets and of each type are currently served? (Diabetic, Pregnancy, Low Sodium, Kosher, Halah etc.)
Answer: **Attached**
- 15) Can you please provide the number of diabetic and pregnancy snacks currently being provided daily?
Answer: **5 diabetic snacks and no pregnancy at this time**
- 16) What are your receiving hours for deliveries?
Answer: **We are open to receive deliveries anytime as long as the contracted vendor is present to receive it.**
- 17) Will the county consider an alternative scale broken into 25 meal increments or is 100 meal increments the only scale the county will accept?
Answer: **Open to different options but all must comply with TCI standards.**
- 18) Please provide a copy of the current cycle menus in place for inmates.
Answer: **Attached**
- 19) What is the calorie level of the current inmate menu?
Answer: **The current TCI standard.**
- 20) Do you allow the use of Soy in recipes on the menu?
Answer: **Yes**
- 21) Please provide a copy of a recent billing invoice that shows the numbers of meals served for each of the various types of meals served such as regular meals, special diets, sack lunches, etc.
Answer: **Attached.**
- 22) Please provide a copy of the completed meal count sheets for one recent day (Breakfast, lunch and dinner) so we can understand the layout of housing areas and counts per area.
Answer: **Attached.**

23) Please provide a copy of the current contract if applicable to include the current cost per meal information, and the evolution of the price per meal during the current contract based on CPI or scope of work price adjustments.

Answer: **The contract is attached.**

24) Are there plans for facility expansion during the next 5 years? Please describe if so.

Answer: **No plans**

25) Are any Juveniles being housed at the facility? If so please detail how many and what menu adjustments are made to feed them.

Answer: **No**

26) How many Holiday / Spirit Lifter meals are being provided now each year and how many will the Agency require under the contract?

Answer: **3 meals – Christmas, Thanksgiving, Ramadan**

27) How many sack lunches are required daily on average? Please provide the current sack lunch menu. Are there any special menu requirements or expectations for any of the work details?

Answer: **Please see the answers to questions #3 and #5.**

28) How many current food service employees are working in the operation? Does the administration feel the current level of supervision is satisfactory?

Answer: **We have up to 2 employees at a time in the kitchen. Supervision is satisfactory. They are dealing with turnover issues similar to the industry.**

29) Are there any time restrictions for deliveries of foods and supplies to the dock by your vendors? Or, please indicate the approved hours for product and supply deliveries to the facility.

Answer: **Deliveries are acceptable only when a member of the contracted vendor is present to receive the items.**

30) How many inmates are on special diets at this time and what types of diets are they on? Are there any unusual requirements the vendor needs to be aware of for billing purposes (snacks, nutritional supplements, kosher diets, etc.)

Answer: **20 and no**

31) If you require the use of disposable service wares (Styrofoam, etc.) please indicate where these are routinely needed and the number of those instances on average per day.

Answer: **This is a very rare occurrence.**

32) Will the Agency provide the Contractor with phone and internet service or will these be the responsibility of the Contractor?

Answer: **We provide**

33) Please provide a copy of the last TCI Inspection if available.

Answer: **Not available. However, no findings were made.**

34) Who is your current medical provider?

Answer: **Southern Health Partners**

35) Please provide a copy of the prebid meeting sign in sheet.

Answer: **It is attached.**

36) Please clarify the purpose of the Kiosk and phone in the kitchen. Do Inmate workers use these and if so how often?

Answer: **This is for inmates who work in the kitchen. They use them daily for video visitation, messaging, and phone calls to family and friends.**

37) Can we obtain a copy of the current rotation menu w/calorie count and portion sizes?

Answer: **Attached.**

38) Can we obtain a copy of the Kellwell contract (even if it's a piggy back, the original will suffice)?

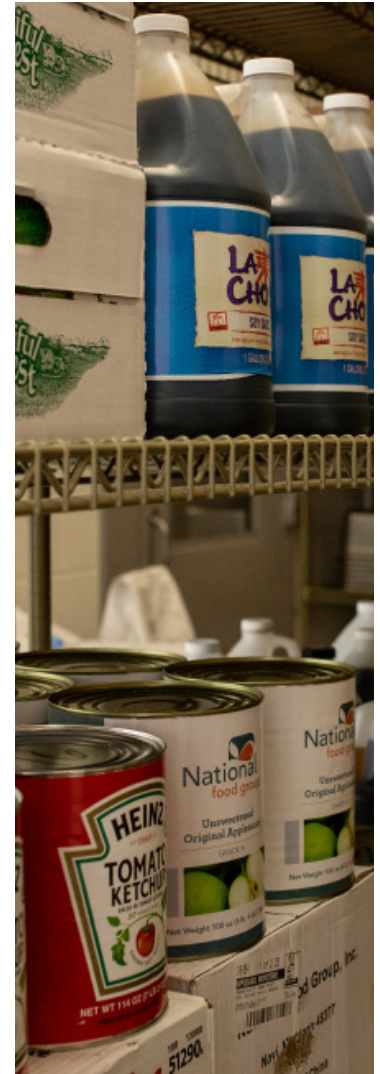
Answer: **See attached.**

38) Can we obtain the last 12-18 months inmate population report by month?

Answer: **This report would not portray an accurate count of inmates due to COVID and the loss of state inmates. In our opinion, it would be very skewed. We are leveling out and average 360 per day.**

39) Can we obtain a copy of the current employee schedules in the kitchen?

Answer: **We have contract employees in the kitchen from breakfast through the end of dinner.**



Inmate Food Services

WARREN COUNTY DETENTION CENTER

Technical Proposal

PREPARED BY

Joseph Broadwell

606-464-9596

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Kellwell
FOOD MANAGEMENT

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Menus

Insurance

Pricing

June 09, 2020

Warren County Financial Management Cmtee
Warren County Purchasing Dept
201 Locust St Suite 2
McMinnville, Tennessee 37110



Dear Committee

Thank you for the opportunity to submit our proposed solution regarding your Inmate Food Service Program. Within the following pages you'll find our Executive Summary and the Food Service Operation we propose, which includes our menus, staffing, quality and cost proposal. In addition, you'll also find any required documents and references you requested. Our proposed menu is for 2800 calories daily.

Beginning in 1992, Kellwell started providing Inmate Food Programs to federal, state, county and city correctional environments. In 2003, we made a strategic decision to exit the federal and private prison sectors and focus primarily on county and state correctional facilities. To date, we currently operate over 105 correctional facilities spanning seven (7) states and this number growing each week. Kellwell intends to remain regional, with a focus on quality and client satisfaction. We offer competitive pricing while maintaining the food quality and responsiveness our clients have come to expect.

Our number one objective is to operate a food service program that is safe, secure, sanitary, nutritionally sound and appealing to your inmates and staff. We do this while meeting all the requirements laid out by the American Correctional Association, the National Commission on Correctional Healthcare and the Tennessee Correctional Institute. We are committed to working with the LT Beavers and the Warren County Detention Center staff to run a smooth and efficient operation. As part of that plan we will have regular communication between the jail staff & our leadership team.

Kellwell agrees to pay all federal, state and county taxes in accordance with federal, state and local laws. We also agree to abide by all federal, state and local laws and health-code regulations that govern correctional food programs. As the undersigned, I am authorized to commit Kellwell Food Management to our proposal and any subsequent contractual agreements.

Joseph Broadwell
President/CEO, Kellwell Food Management

Executive Summary

Kellwell Food Management believes a strong client relationship starts with us and how we perform our jobs. We believe in providing quality meals, staying abreast of the laws regarding food safety and preparation, training our staff accordingly and following regulations throughout the process.

Kellwell only utilizes high quality ingredients to prepare fresh meals by a highly trained staff. We believe that better meals create a more positive and safe environment for not only inmates, but the staff of the Warren County. Our commitment to Warren County Detention Center is to provide, at a minimum, two (2) hot and one (1) cold meal daily for 365 days per year.

The Kellwell culinary and dietary staff work closely to build menus that are popular with both staff and inmates. Meals will be prepared on-site at your facility, to ensure they are hot and served immediately. We promise that none of our freshly prepared products utilize Textured Vegetable Proteins (Soy) products. As one of the last the last companies to utilize freshly prepared cooking techniques we focus on utilizing recipes that utilize lean meats and fresh ingredients to create visually appealing, wholesome and delicious meals. "Prepare the meals like you were cooking for your family" is our mantra. We pride our ourselves on providing good food, not just product to our customers.

At Kellwell, communication is key. We maintain close relationships with our clients so that we are attuned to the unique needs that each client has. We pride ourselves on the fact that we are not a "one-size-fits-all" solution to food service. We have a personal approach and our staff adapts to the dynamic conditions of each correctional facility, adjusting menus and work-flows over time so that they fit the needs of the individual inmates and staff.

We envision a long-term working partnership with the Warren County Detention Center. Our proposal includes a multi-faceted approach with consistent supervision and support, sustainable and dynamic menus, proposed staff and an inmate education programming and a food production method that highlights and enhances the food



quality for inmates and staff.

Proposal Key Objectives

Speaking directly to the points laid out in the transmittal letter, our commitment to this partnership includes the following key objectives:

- » Develop, plan, prepare and serve a highly desired inmate menu which focuses on 2,900 calories, larger portions and quality that will ensure your inmates and staff remain happy
- » Maintain a strong relationship with the jail staff, the Food Service Director and the Fiscal Court by ensuring your District Manager visits your account once per 15 - 20 days
- » Equip inmates with vocational training during our 9-week *Introduction to the Culinary Arts* course schedule

Where Service Still Counts



containing such information without the prior written consent. This proposal and all information herewith are guaranteed for thirty (30) days.

Affiliations



**KENTUCKY JAILERS
ASSOCIATION**
Corporate Partner



**TENNESSEE SHERIFF
ASSOCIATION**
Corporate/Training Partner



**TENNESSEE CORRECTION
INSTITUTE**
Corporate Partner



**GEORGIA SHERIFF
ASSOCIATION**
Corporate Supporter



**GEORGIA JAIL
ASSOCIATION**
Gold Level Sponsor



**SOUTH CAROLINA SHERIFF'S
ASSOCIATION**
Bronze Level



**SOUTH CAROLINA JAIL
ADMINISTRATORS
ASSOCIATION**
Corporate Sponsor



**ALABAMA SHERIFF
ASSOCIATION,**
Corporate Sponsor



ALABAMA JAIL ASSOCIATION
Corporate Sponsor



**INDIANA SHERIFF
ASSOCIATION**



AMERICAN JAIL ASSOCIATION
Corporate Partner



**NATIONAL SHERIFF
ASSOCIATION**
Corporate Partner



**AMERICAN CORRECTION
ASSOCIATION**
Corporate Partner

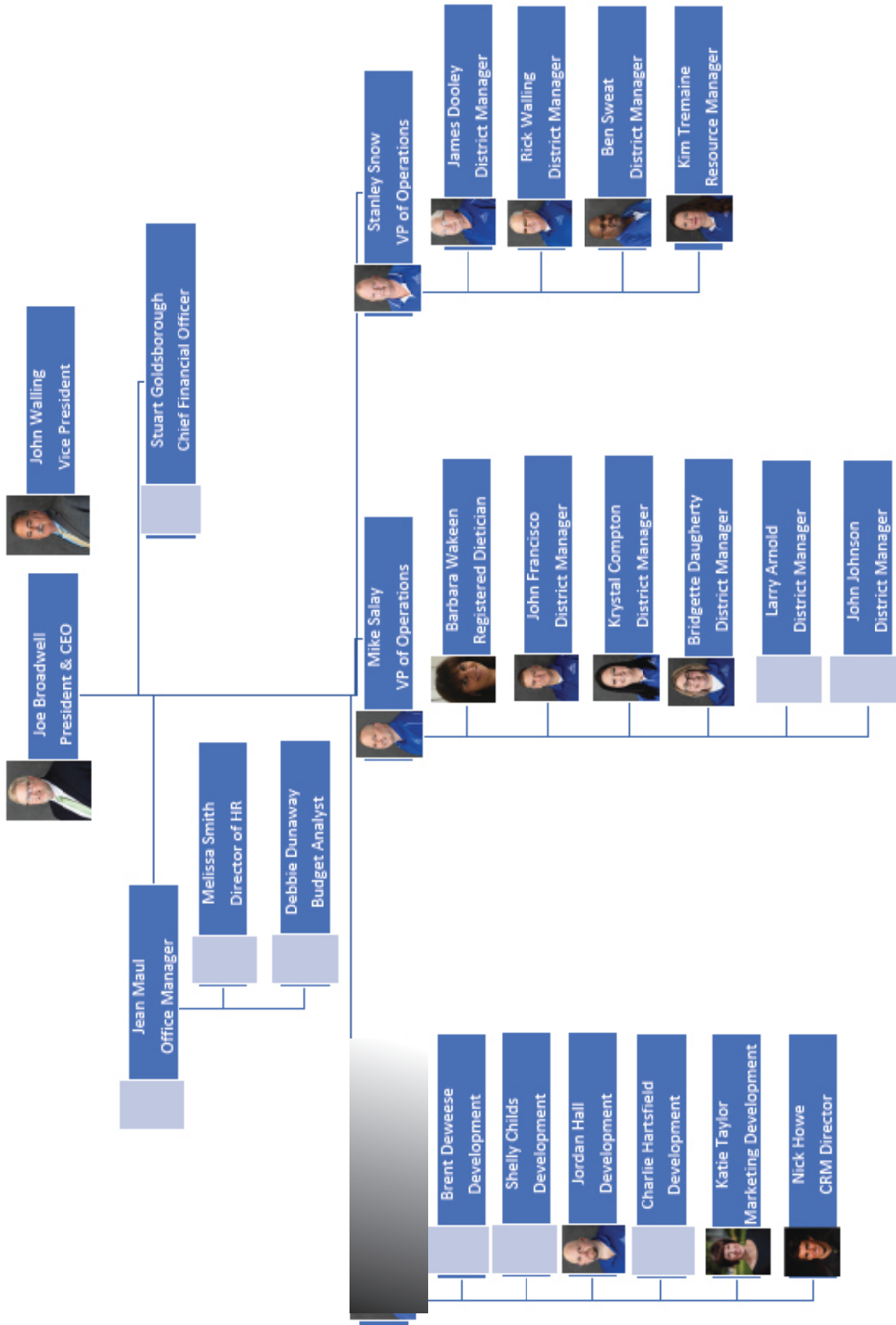


**ACADEMY OF NUTRITION
AND DIETETICS**



**COMMISSION ON DIETETIC
REGISTRATION**

Organizational Structure



Meet the Leadership



Joe Broadwell
President and Founder



John Walling
Co-owner/Vice President



Mike Salay
Vice President of Operations



Stanley Snow
Vice President of Operations



Key Personnel

The following pages contain the resumes of the key personnel who will be working directly with you and your team. Their years of service, background and strengths are highlighted, along with their experience.

Joseph Broadwell

CEO/PRESIDENT



EDUCATION

Eastern Kentucky University

CERTIFICATIONS/ AFFILIATIONS

- » International Coaching Federation
- » Certified Coach
- » SERVSAFE Certified

PROFESSIONAL EXPERIENCE

Kellwell Food Management, CEO/President

October 1992 - Present

- » Scored fifteen straight perfect scores on ACA audits
- » Developed an intense two-week training program
- » Set standards of operations and audit procedures

Creative Food Management, General Manager

August 1990 - October 1992

Starting as a unit manager, set standards of excellence and was quickly used to assist in other areas to bring other units into compliance both regulatory and financially. Developed new purchasing procedures. Overseen operations in Kentucky and developed all personnel to assist in this operation.

Druthers/Dairy Queen, Operating Partner

April 1987 - August 1990

Overseen the construction and opening of the project. Operated very successfully for over three years and was considered one of the best franchisee in the state. Responsible for all hiring, training, purchasing, scheduling and all other areas of operation.

Mike Salay

VICE PRESIDENT OF OPERATIONS



EDUCATION

Pennsylvania Institute of Culinary Arts

Associates of Arts
Culinary Arts

CERTIFICATIONS/ AFFILIATIONS

- » SERVSAFE Certified
- » Certified Executive Chef
- » Culinary Instructor

PROFESSIONAL EXPERIENCE

Kellwell Food Management, Vice President of Operations

September 2016 - Present

- » Oversees all aspects of operations, procurement and menu compliance for over 72 properties
- » Assists Regional District Managers, District and Unit Managers with various tasks from training to menu analysis
- » Work directly w/Registered Dietitian in regard to special diet needs, menu changes, caloric counts and menu analysis

Cuyahoga County Sheriff Department, OSM

November 2007 - July 2016

- » Management and reporting on all budgets for support departments within the 2,000+ inmate correctional facility
- » Lead, developed and supervised 56 staff members to produce over 7,000 meals per day
- » Procure all resources with numerous vendors for all departments to ensure a smooth operational flow

Glenwillow Grille, Owner/Operator

February 2005 - May 2015

- » Developed overall business plan, finance structure & operational plan for 10+ profitable operating years
- » Planned, organized and operated over 500+ catering events spanning numerous occasions
- » Created new recipes and scientific methods of producing and preserving fresh products

Barbara A. Wakeen

REGISTERED DIETITIAN (MA, RD, LD)



EDUCATION
Kent State University
Master of Arts
Food & Nutrition

**CERTIFICATIONS/
AFFILIATIONS**

- » Certified Correctional Health Care Professional (CCHP)
- » Adult Weight Management Certified
- » Certified Correctional Food Service Professional

PROFESSIONAL EXPERIENCE

Correctional Nutrition Consultants, CEO

January 1995 - Present

- » Develop and analyze cost-effective menus for nutritional content based on clients' and bid specifications in accordance with state and federal guidelines for adult and juvenile correctional facilities, senior meals and child nutrition programs.
- » Establish and provide bid specifications, medical diets, medical diet programs, religious diets and specialized forms
- » Formulate, test, and complete nutritional analysis of recipes for restaurants, contract management, food equipment, food manufacturers, food distributors, and food processing companies

Service America Corporation, Corporate Dietitian

December 1989 - January 1995

Supported five district managers in more than fifty correctional facilities throughout the eastern two-thirds of the country, performing opening team requirements, site visits and audits, and assisting in all operational functions as needed.

Canteen Corporation, Regional Dietitian

October 1988 - December 1989

Managed several food service units multi-state, including corrections, health care, business and industry, and schools working with administration, medical staff, and unit managers to maintain compliance with federal and state regulations, company policies, budget requirements, and contractual agreements. Established, implemented, and monitored medical diet programs with medical and food service staff ensuring contractual compliance. Developed menus, and provided in-service education to management, staff, and inmates

James Dooley

DISTRICT MANAGER



PROFESSIONAL EXPERIENCE

District Manager **September 2014 - Present**
Kellwell Food Management

- » Responsible for the overall food services operation of 10+ regional jails south & southwestern Kentucky
- » Insure excellent customer satisfaction, and relations
- » Improves sanitation levels and conducts

Unit Manager **July 11 - September 14**
Trinity Services Group

- » Scored 100% on the last two ACA Audits conducted.
- » Lead the company in audit scores by scoring 100 percent on QA audits 11'12'and 13
- » Assisted other facilities in the CCA Region prep for Audits.

Project Manager **July 2009 - July 2011**
Canteen Correctional Services

- » Assisted all units that need help in the CCA region.
- » Prepared facilities for ACA, QA, State and Federal Audits
- » Conducted interviews and trained newly hired staff.



- » 24-hour support for special dietary needs
 - » Responsive dietary substitutions when requested by the Jailer to ensure Kellwell is serving the right geographical menu
 - » Provide restricted, lifestyle and religious diets when required/requested by Jail, Religious and Medical Staff in accordance with ADA, ACA, NCCHC, ICE standards
 - » Inmates don't like Oatmeal? Our fluid menus are developed to accommodate inmate preferences
 - » Provide services of Kellwell Café, which allows loved ones to purchase a special meal weekly for their inmate
 - » On-going in-service training and support for kitchen, jail and inmate staff
 - » An experienced team more than capable of ensuring the contractor switch goes smoothly
 - » Employ a team of food service staff while focusing on operational proficiency, security, safety and sanitation AND customer service
 - » Supervisory support for the on-site Food Service Director & staff by the District Manager and CEO/President of Kellwell
 - » Simplified inventory, dietary, menu and food tracking system; no complicated reports
- A LONG-TERM PARTNERSHIP**
 Kellwell Food Management is in this for the long haul. **We vow to never sell our organization to one of the bigger investment firms. This is a family based business and as your food service provider, we work with you to understand your mission, security and safety goals and your overall training objective.** We want to ensure we constantly integrate those into your food service operation.

At Kellwell Food Management, we have established a reputation for working with our clients hand-in-hand to maintain the high-quality program you deserve. It's in our core belief that our best sales

platform is simply doing what we've agreed to do.

WHAT SETS US APART

Our President/CEO Joe Broadwell has a fundamental belief that if we simply do what we've agreed to do and take care of our customers, we'll always be successful. While having an awesome menu and highly trained team are vital, nothing can replace a client relationship based in trust and communication. Our promise to your facility is that we'll restore faith in what a contract/client relationship should have always been. Kellwell always 100% guarantees a less than 12 hours call back time and a less than 24 hours response time to have a team-member in your facility to listen to and address your concerns.

Lastly, our team strives on training and menu development. Quality starts with caring and listening to your customers. Our menus are top notch and in many cases bring praise from the inmate population. We've developed our menus around what works; not what we feel will win us a contract.

SMALL BUSINESS ENTERPRISE

It is our goal to ensure your local businesses are given top priority when selecting food service providers. Whether it's mandatory or not, we'll always listen to you with regards to ensuring your local companies/constituents are given first priority to provide their goods and services.

STATEMENT OF CONFIDENTIALITY

This proposal for Warren County Detention Center is for use in evaluating Kellwell as a food service contractor.

Our proposal contains information that is confidential and proprietary in nature. All pages are marked individually, and are only to be utilized for fulfilling the terms of this agreement. Warren County Detention Center shall not photocopy or otherwise duplicate any materials.

RFP Required Service References

ANDERSON COUNTY DETENTION CENTER	
RUSSELL BARKER	PHONE NUMBER: (865) 457-6210
SHERRIFF@TNASCO.NET	
308 PUBLIC SAFETY LANE	CLINTON, TN 37716
AVERAGE DAILY COUNT: 425	SERVICE TYPE : INMATE DINING PROGRAM
CONTRACT START DATE 05/14/2018	

MONROE COUNTY DETENTION CENTER	
TOMMY JONES	PHONE NUMBER (423) 442-3911
INFO@MONROESHERRIFF.NET	
319 HICKORY STREET	MADISONVILLE, TN
AVERAGE DAILY POPULATION 301	SERVICE TYPE INMATE DINING PROGRAM
CONTRACT START DATE 12-01-2018	

MAURY COUNTY DENTENTION CENTER	
BUCKY ROWLAND	PHONE NUMBER (931) 431-4611
BROWLAND@MAURYCOUNTY-TN.GOV	
1300 LAWSON WHITE DRIVE	COLUMBIA, TN
AVERAGE DAILY POPULATION 433	SERVICE TYPE INMATE DINING PROGRAM
CONTRACT START DATE 02-22-2016	

BARROW COUNTY JAIL	
JUD SMITH	PHONE NUMBER (859) 431-4611
JSMITH@BARROWSHERRIFF.COM	
233 EAST BROAD STREET	WINDER, GA
AVERAGE DAILY POPULATION 380	SERVICE TYPE INMATE DINING PROGRAM
CONTRACT START DATE 03-11-2019	

DAWSON COUNTY JAIL	
JEFF JOHNSON	JJOHNSON@DAWSONCOUNTYSHERRIFF.ORG
19 TUCKER AVE	DAWSONVILLE, GA
AVERAGE DAILY POPULATION 118	SERVICE TYPE INMATE DINING PROGRAM
CONTRACT START DATE 7-14-2010	(706) 344-3535

Quality Assurance

STANDARDS AND COMPLIANCE

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

- » GA DHEC Regulations for Retail Food Establishments
- » GA DHEC Minimum Standards for Licensing Hospitals and Institutional General Infirmaries
- » Georgia Minimum Standards for Local Detention Facilities and Local Juvenile Detention Facilities
- » Operations Manual ICE Performance-Based National Detention Standards
- » ACA Standards for Adult Local Detention Facilities
- » NCCHC Jail Health Standards and Juvenile Health Standards
- » The Religious Land Use and Institutionalized Persons Act of 2000
- » The Prison Rape Elimination Act (PREA)

Kellwell understands and will ensure, at our cost, all requirements are complied with to ensure the your facility remains compliant with ACA, NCCHC RUPLA and ICE accreditations.

QUALITY CONTROL PROGRAM

We will maintain a commitment to excellence with our staff, food, products and services we offer. To ensure we fulfill our obligations, we set forth the following to ensure we remain compliant and you remain satisfied with our service. Kellwell Food Management will:

- » Provide experienced, well-trained food service personnel
- » Design quality recipes and menus
- » Instill the concept of a hospitality service with a personal touch
- » Implement a proven food service program to ensure consistent outstanding quality
- » Inspect our own program constantly to ensure that all standards are met
- » Institute safety and sanitation programs in compliance with local and state health codes
- » Monitor all programs (inmate, staff & catering) with meticulous attention to detail

- » Meet with staff on a regular basis to build trust and ensure program direction
- » Provide dietary/culinary support on an ongoing basis to culinary excellence
- » Conduct comprehensive weekly, monthly and annual quality audits to monitor compliance
- » Provide training and networking opportunities for quality improvement

QUALITY ASSURANCE AND INVENTORY PROCEDURES

Quality assurance is critical to maintaining an efficient and effective food service program. Our monthly quality assurance inspections ensure that all standards are either being met or exceeded by reviewing the following:

- » Safety and security policies and procedures
- » Food safety and sanitation
- » Personal hygiene and infection control
- » Food preparation practices and meal quality
- » Management systems and training sessions
- » Review of all production and compliance logs, substitution logs and new hire packets

INVENTORY AND STORAGE

Kellwell only purchases and stores what is needed for normal operation as mandated by any current menus, laws and regulations. Spoilage can occur if product stays on the shelf too long. We focus on storing products properly when they have been received, using refrigerators to thaw frozen food and following other approved safety procedures when it comes to handling frozen foods, making sure that all products are dated in accordance with ACA standards, the proper documentation, including any historical data, for all cycle menus, recipes, preparation and pull sheets, and production sheets and securing all items under lock and key with Facility policies followed.

INMATE & STAFF COMPLAINT PROCEDURES

Complaints about food quality, portions and consistency should be directed to the correctional staff first and then to the Food Service Director. Complaints will be handled expeditiously. All written complaints or concerns regarding food service will be addressed by Kellwell immediately.



If a written response will not remedy the situation, Kellwell staff will meet with a representative of the facility to come to a resolution. Usually concerns regarding food service are addressed using the policies that the facility already has in place. Following are the typically steps take to address inmate complaints:

- » Concerned inmate fills out a facility grievance or complaint form and submits it to the correctional staff.
- » Correctional staff determines if the grievances or complaint is legitimate and passes it to the Food Service Director
- » The Food Service Director will address the inmate in writing within 24 hours of complaint receipt.
- » If for some reason a written response will not achieve a resolution, the Food Service Director will meet with the inmate and a representative of the facility to ascertain if the complaint is legitimate and what solution can be accommodated.

Menu Quality & Development

At Kellwell, quality based, nutritional meals are at the heart of what we do and what's made us successful. Our philosophy is that if you feed an inmate well, the housing unit stays quiet and your staff can focus on providing the key roles they were hired to do. Your menu is based on your own input and some best practices we've encountered during our 30 years in the industry and you can rest easy knowing your menu meets/exceeds the following:

- » Approved by ACA, NCCHC, TCI and ICE
- » Meals prepared on-site from start to finish
- » Inmates receive meals in accordance to their dietary and religious restrictions
- » 100% meat-based proteins; no TVP/.
- » 100% fresh & pasteurized ingredients.
- » Respect your inmates by serving meals we'd

be willing to eat ourselves

PURCHASING

Kellwell utilizes its purchasing power to provide high quality food that is mindful of your budget. We continually evaluate our vendors, suppliers and distribution to ensure we are not only getting the best products at the most reasonable prices, but also to maintain the highest level of customer service and quality ingredients for your inmates and staff.

Just as we consider our facilities our partners, we create strategic partners with our suppliers. This helps our costs stay in-check and gives us another source for menu development, training and program options. In addition to quality, we ensure all our ingredients are responsibly sourced as well to ensure we respect all human rights and promote good will across the globe.

USDA COMMODITIES & GARDENS

Kellwell agrees to purchase USDA Commodities and credit the county at the fair market value for any commodities purchased. This also includes



any ingredients provided from a facility based garden encompassed within an inmate vocational program. Please ask our staff for specific details regarding this program.

HACCP COMPLIANT FOOD SUPPLIERS

All of our food suppliers guarantee that the products they sell us only come from suppliers using HACCP programs. Each supplier has a written procedure that verifies the food safety and quality of the items they sell us. Most of our purchases are of first-run products that meet the nutritional requirements of our menus, but at a cost that allows us to compete in the corrections market.

DIETITIAN SERVICES

Kellwell's Registered Dietitians provide nutritional expertise to the Food Service Director and District Manager. They assist with menu planning to make sure all nutritional requirements are met. The Dietitians also consult with the on-site Food Service Director to develop therapeutic, religious and lifestyle diets and advise regarding any restricted diets and nutritional guidelines.

All Kellwell staff dietitians have a minimum of a Masters of Science degree in Dietetics and are registered with the Commission on Dietetic Registration.

ACA CERTIFICATION

Each Facility will utilize a standard menu that is

based on Facility, state, federal, and contractual food service requirements. Menus will be planned



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

MINIMUM STANDARDS FOR FOOD GRADES AND SPECIFICATIONS

Dairy: U.S. Grade AA or A

Eggs: U.S. Grade AA or A
U.S. Grade B

Fruits and Vegetables, Canned: U.S. Grade A
U.S. Grade B

Fruits and vegetables, Fresh:
U.S. No.1 or U.S. Fancy

Fruits and Vegetables, Frozen:
U.S. Grade A

Meats including ground meats:
USDA Choice or Select

Poultry: U.S. Grade A

Seafood: U.S. Grade A

DISPOSABLE SERVICE WARE

Utensils:
Polypropylene Medium Weight White

Cups/Bowls/Clamshells:
Polystyrene Foam White
– 8oz cups and bowls
– 9x9x3 3-compartment clamshells

Napkins (where applicable):
1ply white
– 15x17 dinner
– 10x10 beverage



are compliant with RDA and DRI.

PLANNING/STANDARDS

Kellwell works with each facility to create a menu specific to the needs and desires of that facility. Our menus are customized to meet the expectations of our clients. Our core focus is on high quality freshly prepared meals that give inmates and staff a variety of meals that are nutritionally balanced. We believe special restricted diets can not only be nutritionally sound, but they can taste delicious as well. Variety of menu options keeps meals interesting, but they always meet or exceed the Federal and State requirements

STAFF MEALS

Kellwell can produce a staff menu if requested and we will work with your facility to include staff requests. Alternatively, staff can purchase a meal from the daily inmate menu for \$1.00.

Medical/Restricted Diets

THERAPEUTIC/LIFESTYLE DIETS

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

NATIONAL COMMISSION ON CORRECTIONAL HEALTH CARE ALIGNMENT

Kellwell has experience and will operate in compliance with National Commission on Correctional Health Care standards. When it comes to policy and procedures for medical diets, Kellwell's operating practices align with these inflexible standards for your facility. We will develop a dependable system to operate and monitor dietary meals.

Kellwell agrees to train and supervise food workers who will prepare the diets to ensure you have the proper equipment in place to store, prep and serve dietary meals and over communicate with staff and inmates on dietary needs. At Kellwell, we want you to rest easy knowing that all your medical inmates will be provided the correct dietary meals on time and on point.

RESPONSIBILITIES OF THE FOOD SERVICE DIRECTOR

Within our organization, it is the Food Service Directors responsibility to communicate directly with the Kellwell Dietary Team to prepared medically prescribed meals. It is also their responsibility to keep records of diets ordered and served as well as review the dietary spreadsheet one day ahead to be aware of production needs and special food items. Food Service Directors will

also inspect all diet trays and snacks assembled for compliance and pallet-ability. After checking for preparation, they will ensure all trays are properly labeled and if your facility utilizes a tray service, they will monitor acceptance and refusals. In facilities where officers pass the trays, request signatures of the officers as they take possession of diet trays to leave the kitchen area. They will also document all diet orders and cancellations accurately. It's also their responsibility to avoid substitutions on Regular and Restricted Diets.

SAMPLE MEDICAL DIETS

- » Diabetic, carbohydrate controlled, consistent carbohydrate
- » Cardiovascular (low in fat, cholesterol, and sodium)
- » Low fat, low cholesterol
- » Low sodium
- » Lactose intolerant
- » Dairy free (milk allergy)
- » High calorie, high protein (unintended weight loss, pregnancy)
- » Finger food
- » Allergy (bona fide food allergies, not food preferences)
- » Clear liquid
- » Blended



» Full liquid



» Other, e.g., renal, gluten-free, bariatric
Consistency-Modified Diets

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

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

Religious & Lifestyle Diets

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

COMMON FARE MEALS

Unless otherwise specified, Kellwell Food Management prepares a standard Common Fare Diet for inmates requiring a special religious or lifestyle meals. Common Fare diets are simple modifications to the existing inmate menu to ensure compliance with local, state and federal religious guidelines.

PRE-PACKAGED MEALS

Kellwell, at the request of the facility will provide Pre-Packaged meals requested for Religious and Lifestyle meals at a cost of \$5.00 Per meal.

All modified menus created by Kellwell meet all RDA, ACA, NCHHC, RLUIPA and DRI standards. Kellwell is able to provide Pre-Packaged Kosher meals for inmates if needed. A separate meal rate is required for all Kosher meals as the costs associated with these meals are higher than standard religious meals.

If the standard menu options do not fit the



individual needs for inmates that follow various lifestyle dietary laws, Kellwell will provide an individualized lifestyle diet as requested by the Facility designee. Lifestyle meals will be produced following the guidelines set-forth in the Kellwell diet manual.



Holiday & Spirit Lifter Menus

LIFTING SPIRITS

The Facility will determine which holidays will be served as “Spirit Lifter” meals. The menus will be written in advance and approved by the Correctional Field Support Dietitian, Correctional District Manager and the Facility designee. Below are a list of popular holiday meals, however Kellwell Food Management has



- Ham In Sauce, 5 oz
- Au-Gratin Potatoes, 3/4 Cup
- Broccoli, 1/2 Cup
- Cole Slaw, 1/2 Cup
- Cake with Jelly Bean Icing, 1/54 Cut
- Garlic Toast, 2 Sl
- Beverage, 1 Ea



- Hamburger, 1 Ea
- Hot Dog, 1 Ea
- HD/Hamburger Bun, 1 Ea
- Baked Beans, 3/4 Cup
- Potato Salad
- Lettuce/Onion/Pickle



- Real Cooked Turkey, 6 oz
- Giblet Gravy, 1/2 Cup
- Dressing, 3/4 Cup
- Green Beans, 1/2 Cup
- Pasta Salad, 1/2 Cup
- Pumpkin Spice Cake, 1/54 Cut
- Baked Garlic Rolls, 1 Ea
- Beverage, 1Ea



- Black Forrest Ham, 6 Oz
- Sweet Potato Casserole, 3/4 Cup
- Mashed Potatoes w/Gravy, 1/2 Cup
- Macaroni & Cheese, 1/2 Cup
- Corn, 1/2 Cup
- Pineapple Upside-Down Cake, 1/54 cut
- Baked Garlic Roll, 1 Ea
- Beverage, 1 Ea

Sanitation

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

- » Food Services Contract between Kellwell Food Management and FACILITY NAME
- » The FACILITY NAME Policies and Procedures Manual
- » STATE DHEC Regulations for Retail Food Establishments
- » STATE Minimum Standards for Local Detention Facilities and Local Juvenile Detention Facilities
- » Operations Manual ICE Performance-Based National Detention Standards
- » ACA Standards for Adult Local Detention Facilities
- » NCCHC Jail/Juvenile Health Standards

Kellwell is committed to maintaining a safe and sanitary working environment for its facilities and staff by employing Kellwell's sanitation and maintenance programs. Our team-members play a key role in this initiative as they monitor

sanitation and follow-up with staff to ensure that expected levels of sanitation are achieved.

Kellwell works with its staff to ensure all team members share the responsibility for cleaning duties. We do this by utilizing cleaning schedules and checklists. All steps can be accounted for using our time and temperature logs as well as our trusted audit trail.



Security

Kellwell expects that your facility will provide sufficient security to enable Kellwell to safely and adequately manage the food service program. It is expressly understood by your facility and Kellwell that the provision of security and safety for personnel is a continuing per-condition of Kellwell's obligation to provide its services in a routine, timely and proper fashion.

Our team takes great care to ensure that policies and procedures for security are part of the daily routine within the food service operation. We will ensure that our team members are well versed in the safety & security protocols of your facility and that Kellwell has a zero tolerance for malicious disregard of these policies.

TOOL & KNIFE SECURITY

Kellwell takes the safety and security of its staff, the facility staff and the inmates very seriously. Maintaining safety policies and procedures remain a part of the staff's daily food service routine. Kellwell promises to utilize up to date inventory logs, audits, shadow boards and an equipment repair log. Kellwell utilizes a tool inventory and control system which meets the highest standards of all local, state and federal detention facilities, the 2011 Operations Manual for ICE, ACA Standards, and the NCCHC Jail Health Standards

HAZARDOUS MATERIALS CONTROL

Kellwell promises to maintain accurate inventories, internal audits and tracking logs related to procuring (MSDS/SDS Sheets), storing, using and disposing of chemical and hazardous materials. All our standards meet or exceed all local, state and federal regulations.

Kellwell employees must remain aware of the amounts of dangerous chemicals on hand in

the facility. This is a guideline from the ACA. All caustic chemicals must be locked up and stored away from food products and an inventory count should be taken each time they are used. Failure to keep control over these chemicals will result in disciplinary action and/or immediate termination.

CONTRABAND

Due to our extensive partnerships within the correctional care environment, we fully understand and will comply with the facilities strict contraband policies, security procedures and ACA Standards. Kellwell's staff understands it is against the law to provide ANY contraband items to the inmates and that Kellwell has a zero tolerance policy which will result in immediate termination. We also understand and fully support that persons and bags will be searched prior to entry into the Facility.

IDENTIFICATION (ID) BADGES

Kellwell understands that all staff will wear ID Badges if required. All lost ID Cards/Badges will be reported immediately to the Food Service Director and the jails security personnel.

KEY CONTROL

We understand the importance of adhering to the key control program of your facility. Kellwell shall be responsible for control of keys obtained from your facility representative and the security of those areas for which the keys are given. In the rare event that keys are misplaced, Kellwell will immediately report all facts relating to any loss of keys or losses incurred because of break-ins to those areas. No keys will every be duplicated. All keys will be provided and made available at the beginning of the shift and turned in at the end of the shift. The Kellwell staff will not conspicuously wear their personal or professional keys/ID badges. We further agree to utilize the key control cabinet to ensure keys are controlled between shifts.

OCCUPATIONAL SAFETY & HEALTH ACT (OSHA) POLICY

It is Kellwell's policy to provide a safe work





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

SEXUAL MISCONDUCT WITH INMATES

Sexual and inappropriate contact between Kellwell staff and inmates will not be tolerated. All incidents will be independently investigated and also reported to the appropriate investigative authority assigned to your staff. All results will be fully disclosed to staff and, if necessary, any disciplinary actions will be executed. Kellwell understands the requirements under state and federal laws and will ensure all Kellwell staff understand the severity of this offense.

COMPUTERS, PERIPHERALS, CELLULAR PHONES & ELECTRONIC DEVICES

Kellwell strictly enforces its electronic device usage policies. The Director of Operations, District Manager and Food Service Director will ensure all devices connected to your information infrastructure and network comply with your organizational's IT Protocols. Kellwell agrees to maintain its own administrative rights on all Kellwell devices for use of the Food Service Program.

In addition to the policies administered by your facility, Kellwell maintains a stringent social media policy. All Kellwell employees understand the strict adherence and compliance and all social media posts are subject to review by Kellwell's Human Resource Department.

CONSUMABLE & PAPER PRODUCTS

Kellwell understands, as part of this pending agreement, that we are responsible for providing all consumable products at no additional cost. This includes, but is not limited to sporks, plastic cups, hair/facial nets, plastic gloves, etc.

Kellwell understands, as part of this pending contract, that we are responsible for providing all paper products relating to your food service operation at no additional cost. This includes, but is not limited to napkins, sack lunch baggies, Styrofoam products, paper cups, etc.

In the event of any extraordinary events, such as dish washer being inoperable, water line breaking, power outage, etc. Kellwell will reserve the right to pass on the additional cost to produce inmate and staff meals.

SMALL WARES

Kellwell understands as part of the pending agreement we are responsible for providing small & service ware items related to the food service operation. All such purchases shall be made in Kellwell's name, unless requested otherwise by your facility, and will be billed directly to Kellwell Food Management.

For the purpose of this pending agreement, small and service wares are classified as those items used directly to prepare meals, beverages and snacks. Items such as trays, tray/warming carts, industrial kitchen equipment and structural facilities are not considered as small/service wares.

CHEMICALS AND SANITATION SUPPLIES

As a part of this pending agreement, Kellwell understands we are required to provide all sanitation and chemical supplies required to ensure your kitchen and food service operation achieves a 100% on all health department inspections. Typical supplies required are paper

products, Styrofoam products and cleaning supplies, which are required for service operations.

FOOD ITEMS THAT POSE A THREAT

Kellwell will NOT utilize any yeast, cayenne pepper, and nutmeg, sugar and alcohol based liquids as a raw ingredient in any recipes. Furthermore, if there should ever be a need to utilize or store these ingredients, Kellwell will utilize a detailed tracking log and ensure these items are secured separately. Kellwell also attests that our standards meet or exceed the requirements prescribed by the all local, state and federal regulations.





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

- » Log items whenever delivered chemicals are placed in the locked storage area with signature.
- » Log anytime a chemical item is removed from locked storage.
- » Be sure all containers are properly labeled.
- » Each entry (both in and out) MUST be initialed by the person handling the chemical. THIS IS TO BE STRICTLY ENFORCED.

PEST CONTROL

Kellwell acknowledges that your facility will be responsible for all pest control and will be financially responsible for all costs associated with their pest control program.

CAUSTIC CHEMICAL CONTROL

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

Kellwell ensures that employees will maintain constant awareness of amounts of dangerous chemicals on hand in the operation per guidelines from the ACA. All caustic chemicals must be locked up and stored away from food products and an inventory count should be taken each time they are used.



Contract Employees

STAFF SELECTION

Kellwell has two fundamental beliefs with regards to what makes us successful. Our food and our people! We understand the importance of hiring professional, well-kept and properly screened food service professionals to join your family. We agree to recruit, hire, train and retain only the highest quality food service personnel and develop our staff through training, mentorship and providing them with a career; not a job.

COMPENSATING OUR EMPLOYEES WITH COMPETITIVE WAGES

Because we know that we are only as strong as our people, Kellwell compensates our employees fairly and typically above market rates. We understand that we need to pay our staff higher wages in order to secure the highest quality employees in the industry.

TEAM MEMBER RECRUITMENT

“Where service still counts” remains the driving factor behind recruiting the right team members. Kellwell looks for personnel with a commitment to customer service, communication, attention to detail and compassion for the population they serve.

INTERVIEWS AND HIRING

A thorough screening process that includes a detailed interview and a review of all required paperwork (application and resume), as well as a check of references, ensures that candidates are qualified for a position on staff. The on-site Food Service Director will be responsible for interviewing food service staff and the District Manager will interview any candidates that may be considered for management positions.

After candidates have passed the initial screening and interview process, they will be introduced to the Sheriff and Jail Administrator for an additional interview. If the candidate is approved, he or she will be offered the position and allowed to tour the facility and meet his/her direct supervisor.

CONTRACT EMPLOYEE BACKGROUND SCREENINGS

As part of the on-boarding process for all



Kellwell Team Members, at a minimum, we run the following background checks:

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

These checks are done at no cost to your facility and will be conducted in conjunction with any background checks required by the facility. We also agree and understand that not all applicants will be accepted despite having a clean background check.

CONTRACT EMPLOYEE ORIENTATION & TRAINING

In order for our team to provide the highest quality service and meet your food service goals, proper training is provided in an on-going basis. Kellwell’s training program ensures that each team member understands the policies and procedures that serve as the foundation for proper food service. All Kellwell staff must attend and show proper proficiency according the following

training schedule/standards:

Training includes:

A. Introduction to Kellwell Food Management

- i. Overview of the Company
- ii. Customer Service Training

- iii. Receive Employee Handbook
- iv. Complete New Hire Paperwork
 - v. Overview of Benefits
- vi. Jail Orientation
- vii. Job Orientation

B. Program/Facility Objectives

- i. Welcome to Corrections
- ii. Facility Tour
- iii. Meet the remaining jail staff
- iv. Meet Team
- v. Customer Service

C. Inmate Kitchen Worker Orientation

- i. Part I - Understanding Inmates – What to Expect
- ii. Part II – Understanding Inmates (Do's and Do Not's)
- iii. Consequences of Misconduct
- iv. How to pick Inmate Kitchen Workers
- v. Resolving Inmate Dispute(s)
- vi. Meet Inmates

D. Food Production/Service

- i. Menu Analysis
- ii. Prep & Pull Procedures
- iii. Proper Food Handling
- iv. Equipment Orientation and Training
- v. Equipment Maintenance

- vi. Sanitation/Daily Equipment Cleaning

E. Safety & Security

- i. Security Procedures
- ii. Safety Procedures
- iii. Inventory Control
- iv. Food Control
- v. Food Items that pose a security threat
- vi. Tool/Knife Control
- vii. Key Control

F. Food Handling

- i. Inventory Logs
- ii. Temp Logs
- iii. Ingredient Control Logs
- iv. Tray & Portion Consistency
- v. Food Disposal

G. Personal Hygiene

- i. Proper Hair/Facial Hair standards
- ii. Importance of proper bodily cleanliness

Training is led by the food service director or district manager and is augmented with training aids provided by Kellwell. Trainers make sure that contract staff and inmate workers thoroughly review all training materials. Training is then documented by staff supervisors using the Contractor & Inmate Training Log. When a topic is completed the inmate and FSD/Supervisor signs off on a copy of the Inmate Training Log. The original version of the Inmate Training Log will be placed in the inmate's file by the client liaison and will remain there for one year after the inmate has completed their kitchen duty. Copies of the Inmate Training Logs will be placed in a file folder by the FSD.

PREA ALIGNMENT

Kellwell places an emphasis on employee training on the matter of the Prison Rape Elimination Act (PREA) Standards within your facility. We maintain that it is imperative that referrals of sexual abuse and sexual harassment allegations are properly and immediately reported. Regardless of the facility type, all employees go through training

Detailed screening and interview process we can provide our clients with solid candidates who will fit in with the structure and needs of our clients.

Kellwell's staff understands the important role they have in preventing sexual abuse, detecting sexual abuse and responding to sexual abuse of any kind to facility administration.

UNIFORM PROGRAM

Kellwell team members will always be well groomed and well dressed. We will partner with your facility to provide a choice in uniforms. You will have the final approval of color, logo and type.

Kellwell has a variety of styles and colors from which to choose.

PERIODIC HEALTH EXAMINATIONS

Kellwell affirms that all team-members will be required to conduct and pass periodic health examinations.

PERFORMANCE REVIEW PROCESS

Annual and on-going performance reviews are conducted to ensure employees are following proper procedures and policies.



Job Description

FOOD SERVICE MANAGER

Job Title of Whom Reporting to: District Manager

Number of Persons Supervised: Varies with each facility

Educational Requirements

High school diploma or equivalent helpful. College credits or Technical Training School Courses are preferred but not mandatory. Computer training systems preferred.

Prior Experience Requirements

A minimum of two (2) years of prior experience in managing a food service facility, successfully. Correctional facility training and institutional cooking helpful, but not mandatory.

Working Conditions

Duties are performed while sitting (35% of the time), walking (55% of the time), and standing (10% of the time). Must be able to lift 50 pounds from the floor to a counter that is a maximum of 36" high. Operating of commercial food preparation and serving equipment. Supervision of inmate labor. Exposure to heat, humidity, steam, cooking odors and other kitchen related environments.

Job Summary

Has the overall authority and responsibility for the successful operation of the on-site contract food service operation. Develops standard operating procedures for the facility based on Kellwell guidelines. Observes, evaluates and trains the food service personnel, using Kellwell Food Management policies and procedures.

Additional Skills Needed

Must exhibit the ability to coordinate the demands of a food service operation and display a thorough knowledge of administrative skills. Demonstrate the ability to understand and use Kellwell policies and procedures. Possess the verbal and writing techniques needed to train and supervise, subordinates. An extensive knowledge of cooking practices and materials used in food service production.

Leadership

1. Display a personal commitment to client and Kellwell.
2. Capable of making and implementing sound decisions.
3. Communicates professionally and honestly with employees, client and supervisors.
4. Delegates work assignments effectively and appropriately.
5. Practices participation supervision.
6. Trains, develops and utilizes inmate workers to their capacity.
7. Practices pro-active not reactive supervision, (plans ahead).
8. Creates trust, displays consistency and fairness.

Decision Making

JOB DESCRIPTION: Food Service Manager (continued)

1. All major decisions affecting day to day operations are reviewed with appointed food service liaison and District Manager (if appropriate) prior to instituting.
2. Decisions are to meet company and client contract.
3. Spending for food, labor and direct expenses do not exceed budget costs.
4. Decisions are communicated with employees, client and supervisors when finalized.

Client Relations

1. Assists the F.S.M. in maintaining a high level of good client relations.
2. Client complaints are brought immediately to the attention of the F.S.M. or the Assistant.
3. Follows Client rules and regulations.
4. Works with Client staff to ensure a timely organized meal service and maintain an effective inmate labor pool.
5. Client sanitation requirements are to be met and inspections kept on file.

Production:

1. Client approved menu is used.
2. Ordering of all products needed to produce the meals on dates and times required.
3. Quality Assurance and Production sheets are prepared and used for each meal.
4. Efficient utilization and scheduling of personnel and equipment to produce the predetermined amount of food needed to meet the required serving times.
5. Standard recipes are to be used to assure the uniform quality, quantity, and nutritional value of every food item produced.
6. Diet meals are prepared in accordance with diet menu listings.
7. Food cost is kept within predetermined budget.

Sanitation

1. Ordering all products needed for facility cleaning and employee hygiene.
2. Keep unit in compliance with A.C.A., Kellwell, client, local, and state health rules and regulations.
3. Training of all personnel on proper sanitation practices.
4. Make and post a cleaning schedule for the facility.
5. Conduct daily sanitation inspections.
6. Weekly and monthly sanitation inspections will be conducted and kept on file.
7. Maintain a score of ninety-two or better on health and sanitation inspections.

Security

1. Follow all Kellwell and client security rules and regulations
2. Conduct and document security training given to employees

Personnel

1. Fill vacancies within two weeks
2. Give a new hire orientation and complete a New Hire Checklist on all new employees
3. Give employees a performance evaluation in accordance with the policy.
4. Maintain employee records.
5. Make and post employee weekly schedule.
6. Make sure employees take vacation and compensation days each year.
7. Make sure Employee Time Records are signed.
8. Assure all employees are in proper uniform, neat in appearance, courteous and able to answer job

JOB DESCRIPTION: Food Service Manager (continued)

related questions.

9. Maintain a good team spirit by working with and solving employee problems while they can be handled at unit level.
10. Ensure that employees feel that they have a part in making decisions affecting their jobs and work environment.
11. Ensure that employees feel they are working at a job worth doing and their efforts are appreciated by you and the company

Financial

1. Profit meets or exceeds the annual budget forecast.
2. Kellwell guidelines for processing receivables and payables are followed.
3. Labor, cleaning and food costs do not exceed budget.
4. Daily sales are posted accurately.

Inmate Workers

1. Supervision must be maintained at all times.
2. Insure each receives a copy of rules and regulations.
3. Insure each receives an orientation and training.
4. Insure each has a full understanding of their job duties.
5. Problems are reported to security immediately.
6. All paperwork needed for workers is filled out using facility guidelines.
7. Staff and inmates are working together for an efficient operation.
8. Ordering of all products needed to produce the meals on dates and times required.

Administration

1. Follow Kellwell memos, policies and procedures for completion of paperwork.
2. Office is kept clean and organized.
3. Update memos, policies and recipes as received in the unit.
4. Policies, procedures, memos and recipes will be kept available for use at all times.
5. Policies, procedures, memos and recipes will be followed.
6. Paperwork is completed timely and in an accurate manner.
7. Use only authorized purveyors and products.
8. Complete and document each week an inventory of products used in the unit operation.
9. Work time keeping policy is utilized and accurate records kept.
10. Hold regular scheduled employee meetings with documentation.
11. Ongoing employee training is given and documented.

Job Description

COOK/SUPERVISOR

Essential functions are underlined.

Job Title of Whom Reporting to: Food Service Manager and/or Assistant Manager

Number of Persons Supervised: Varies with each facility

Educational Requirements

High school diploma or equivalent helpful, but not mandatory. Must be able to demonstrate the use and understanding of Kellwell recipes, policies, and procedures. Must be able to communicate to all personnel the minimum production and or service requirements.

Prior Experience Requirements

Six months quantity food production experience in a commercial, military, or institutional setting.
Correctional training helpful, but not mandatory.

Working Conditions

Duties are performed while sitting (5% of the time), walking (75% of the time), and standing (20% of the time). Must be able to lift 50 pounds from the floor to a counter that is a maximum of 36" high. Operating of commercial food preparation and serving equipment. Supervision of inmate labor. Exposure to heat, humidity, steam, cooking odors and other kitchen related environments.

Job Summary

Working as a team member with one or more Cook Supervisors and or Food Service Manager. Gives hands on instructions and helps with the preparation and serving of meals, inmate supervision, sanitation, daily paperwork, and security needed to maintain daily Kellwell food service operations.

Leadership

1. Display a personal commitment to client and Kellwell.
2. Capable of making and implementing sound decisions.
3. Communicates professionally and honestly with employees, client and supervisors.
4. Delegates work assignments effectively and appropriately.
5. Practices participation supervision.
6. Trains, develops and utilizes inmate workers to their capacity.
7. Practices pro-active not reactive supervision, (plans ahead).
8. Creates trust, displays consistency and fairness.

Decision Making

1. Made to meet client and Kellwell contract.
2. Based on good judgment in the absence of the F.S.M. and the Assistant.

Client Relations

1. Assists the F.S.M. in maintaining a high level of good client relations.
2. Client complaints are brought immediately to the attention of the F.S.M. or the Assistant.
3. Follows Client rules and regulations.
4. Works with Client staff to ensure a timely organized meal service and maintain an effective inmate labor pool.

JOB DESCRIPTION: Cook/Supervisor (continued)

Sanitation

1. Immediately following service, each server shall clean his or her area.
2. Hot foods are to be returned to the cooks, salads and desserts to the cold prep area.
3. All equipment, including the line is to be thoroughly cleaned. This cleaning is to be finished off with a sanitizing solution.
4. Leftovers are to be discarded at the discretion of the Food Service Manager. Label and date all leftovers and store in a designated area.
5. The cooks will pan over production food items not taken to the line. These items will be labeled, covered and chilled. These items will be frozen and then used the first opportunity that comes up on the menu.
6. After each meal a tray will be made up for use as a sample tray, the sample tray will be covered, dated and placed in the freezer.
7. There will be (9) nine sample trays in the freezer at all times. Sample trays are discarded after (72) hours, so when you place one in the freezer, remove the corresponding tray from three days back and discard it.
8. Standard Kellwell recipes are used for meal production.
9. Sample trays are prepared, labeled and stored for each meal.
10. Assist in sanitation efforts when needed

Production

1. Quality-assurance and production sheets are used for each meal and completed.
2. Sample trays are prepared and completed for each meal.
3. Diet meals are prepared in accordance with diet menu listings.
4. All substitutions are entered on the substitution log.
5. Pre-service meeting is held and portion sizing is reviewed.
6. All pre-production and over production items are labeled and stored properly.
7. Practice hands on supervision of inmate workers in meal production.
8. Supervision of meal service for proper portion sizing and tray appearance.
9. Talking on the serving line will be kept down to a minimum so serving instructions.
10. Assist in production when needed.

Security

1. Ensure all storage areas are kept locked and supervised when open.
2. Keep keys secure at all times.
3. Ensure that sharps and chemicals are kept secure and proper procedure is used when logging them in and out.
4. Take proper inventory of sharps and chemicals each shift.
5. Check inmate workers coming and leaving food service operation for unauthorized items and for proper work time.
6. Ensure that all Client and Kellwell security rules and regulations are followed.
7. Check and search all food carts before they leave the food service area.
8. Have facility officers check all inmate workers before leaving the food service area.
9. Do not bring into the facility any unauthorized items.

JOB DESCRIPTION: Cook/Supervisor (continued)

Administration

1. Help to keep the food service office clean and organized.
2. Complete all daily paperwork correctly and in a timely manner.
3. Fill out your time worked record daily.
4. Any mail received will be administered by the Food Service Manager.

Inmate relations

1. Supervision of inmate workers is maintained at all times.
2. Give inmate workers equipment safety and operations briefing and training.
3. Ensure that all inmate workers have a full understanding of their jobs.
4. Follow all policies and guidelines relating to the treatment of inmate workers.
5. Report all problems involving inmate workers to your supervisor and security.
6. Check in and assign jobs to inmate workers.
7. Complete all paperwork needed for inmate workers using Client and Kellwell guidelines.
8. Check to see if all duties assigned to inmate workers is completed.
9. Practice hands on supervision of inmate workers.
10. Give no unauthorized items to any inmate workers.



Inmate Workers

Kellwell will utilize inmate workers that will be provided by the facility. Inmates shall be responsible for the majority of cooking, cleaning, and serving of food. They are under the supervision of the Kellwell supervisor on duty. Any inmates used to work in the kitchen may be around sharp objects, such as knives, can openers, and other kitchen utensils.

Emergency Contingency Plan

SAMPLE CONTINGENCY PLAN

EVENT	SHORT TERM SOLUTION	LONG TERM SOLUTION
Utility Outage and/or loss of facilities due to weather (flooding, tornadoes, earthquakes, hurricanes) or due to fire, explosion, disturbances or destruction.	An alternate menu may be used if deemed necessary. *	An alternate menu will be created based on the capabilities of the available kitchen. A mobile kitchen(s) may be utilized with an amended menu.
Supplier Strike	Kellwell stores at least a two-week's supply of products on-site.	Use an alternate supplier.
Equipment breakdowns	Make substitutions or employ other techniques to use equipment that is still functioning properly..	Assist you in replacing any equipment not repairable.
	Kellwell will have the Food Service Manager, District Manager and other pre-screened personnel on call. In the event sufficient staff is unavailable to produce the menu, an alternate menu* would be used. Kellwell will have backup personnel to call on.	Advertise for additional personnel.
Lock-down	If normal production is not possible, an alternate menu may be used until normal functionality can resume.*	Utilize staff on call and newly hired personnel to produce and pre-plate thermal trays.

*Alternate menus consisting of items such as sandwiches, packaged items and hot meals would be provided for approval prior to service start-up.

Food service operations must be fully functional regardless of whether an emergency has occurred or regular operations are in force. Kellwell is experienced putting contingent plans into place when necessary. We have, at one time or another, experienced emergency situations that have included weather related situations (power outages and storms, for example) client employee strikes, or public transportation strikes. Kellwell and its personnel will maintain service during situations such as these and per the RFP we will maintain a level of five (5) days of inventory on hand at all times.

SHORT TERM CONTINGENCY

Because there may be an occasion when a short-term contingency plan may need to be enacted the Kellwell District Food Manager and your Food Service Director will produce a contingency menu for approval once the contract is awarded. The menu is created to be used on paper-ware. If no power source is available, it is possible the first eight meals can still be prepared and served. Packaged items like pre-sliced cold cuts, cheeses, and other menu items will be kept in the freezer for such situations. Items like soup, tuna, canned chicken, peanut butter and cereal will be kept in dry storage as well. If soup is served as one hot meal, it will be placed in covered paper cups should the power source be limited.

DISTURBANCES

If there is a disturbance in the facility or serving area and a lock-down is required, our Food Service Director will respond immediately. We require our personnel to understand and follow these procedures:

- » The Facility administration will keep the Food Service Director apprised of the situation and will be the one that relays the lifting of the lock-down.
- » In all instances, the kitchen should be immediately secured.
- » Exterior entrances, including loading docks, should be secured.
- » Elevators should be returned to the kitchen level and locked.
- » All potential weapons should be returned to the secured cabinet.
- » Unnecessary movement in the food service area should cease.
- » The Food Service Director should assign responsibilities for lock-down procedures in advance. Anyone without an assignment should stay in place.

STRIKE PLANNING

In the event of a strike, management will follow procedures that have been predetermined. Each team member has specific tasks to complete prior to the strike deadline. The proper planning helps reduce stress during the unforeseen circumstances.

Each person must complete his or her assignment for the plan to work.

FOOD SERVICE DIRECTOR/STRIKE COORDINATOR DUTIES

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

PURCHASING DIRECTOR DUTIES

- » Work with authorized supplier to:
 - Ensure increased deliveries
 - Develop home numbers of suppliers in case of emergencies
 - Determine union and non-union houses and establish supervisory deliveries
 - Establish a special drop location for

supplies, complete with surety bonds, if needed

- Arrange for special equipment as needed
- Develop plans for subsequent deliveries
- Arrange for latest possible expiration date on milk and bread

- » Arrange for special vehicles as needed
- » Set up for outside repair and maintenance if in-house personnel will be on strike

PERSONNEL COORDINATOR DUTIES

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

DISTRICT MANAGER DUTIES

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



TRANSITION ACTION SCHEDULE

4 WEEKS PRIOR TO OPENING

Meet with administration to review transition plan, service and menus

Contact current contractor to discuss transition date and all specifics regarding inventory and equipment (if required)

Interview current food service staff and offer employment

Review contract with client and Food Service Director.

2-3 WEEKS PRIOR TO OPENING

Finalize cycle menu.

Notify vendors and set delivery days/times.

Develop production, financial and paperwork manuals.

Create initial food and supply order.

1 DAY PRIOR

Receive and verify orders from vendors.

Pre-opening sanitation performed in all areas.

Pass out new uniforms to employees.

Menu pre-preparation completed.

OPENING WEEK

Hands-on supervision of food service staff.

Daily review with client and food service staff.

Implementation and review of QA program.

Solicit feedback from administration. Make necessary adjustments.

ONGOING

Food service staff meeting and training.

Review each point of service with administration.

Staffing Plans

All recruiting, hiring, training and staffing of the food service team will be managed by Kellwell Food Management. Starting at the Food Service Director, your facility will have a dedicated and professionally trained/mentored food service staff. Kellwell promises to maintain plenty of staff to ensure that meals are prepared on time and at the highest quality. Staff will follow safety and security protocols during food production and kitchen cleaning. Staff will also go through PREA and any other mandatory training required by your facility.

In order to provide high quality and efficient service, Kellwell Food Management will require your facility to augment our staff with Inmate Kitchen Workers (IKW). Contained within this proposal, you'll find our recommended IKW schedule and assignments. In conjunction with our proposed staffing schedule, IKW's are vital to this plan and ensuring the cost of your program remains within our proposed cost schedule and your annual budget. For the purpose of this proposal, our staffing schedule/cost proposal assumes that your facility will provide Kellwell Food Management with approximately 5-8 inmate workers per shift.

Because our team members are at the very heart of what we do, we provide competitive wages to our staff, offer opportunities for growth, and provide a reward system. These benefits make our employees feel empowered and increase retention and satisfaction rates which stabilizes your operation and allows your team to integrate into your correctional care family.



additional staffing cost being assessed to the facility. Planned pay for Manager is \$14.50 hourly and supervisors \$11.50 hourly. We can negotiate.

PROPOSED STAFFING SCHEDULE

After reviewing the requirements of this opportunity, visiting your facility and our past experiences, Kellwell feels utilizing one (1) Manager and two (1) Full time Supervisors and one (2) Part Time Supervisor will suffice for the management of your kitchen. As stated above, this staffing assumes the facility will provide Kellwell with approximately 5-8 IKW's per shift. Any deviation could result in an

Kellwell Food Management

Employee Weekly Schedule

for Unit Warren TN

Week Ending	Sat		Sun		Mon.-		Tue		Wed.-		Thu.-		Fri.-		Total Hours
	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	Start	Stop	
Food Serv Manager	x	x	x	x	4:00	12:00	4:00	12:00	4:00	12:00	4:00	12:00	4:00	12:00	40
Supervisor 1	x	x	x	x	12:00	20:00	12:00	20:00	12:00	20:00	12:00	20:00	12:00	20:00	40
Supervisor 2	4:00	12:00	4:00	12:00	x	x	x	x	x	x	x	x	4:00	12:00	24
Subervisor 3	12:00	20:00	12:00	20:00	x	x	x	x	x	x	x	x	x	x	16
Week Ending	Sat	Sun	Mon	Tue	Wed.-	Thurs	Fri								
Food Serv Manager	x	x	4:00	12:00	4:00	12:00	4:00	12:00	4:00	12:00	4:00	12:00	4:00	12:00	40
Supervisor 1	x	x	12:00	20:00	12:00	20:00	12:00	20:00	12:00	20:00	12:00	20:00	12:00	20:00	40
Supervisor 2	4:00	12:00	x	x	x	x	x	x	x	x	x	x	4:00	12:00	24
Subervisor 3	12:00	20:00	x	x	x	x	x	x	x	x	x	x	x	x	16

Manager's Signature: _____



Warren Tennesse SAMPLE MENU

Week 1

	<u>Saturday</u>	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
B							
R	Sweet Oatmeal 1 Cup	Cold Cereal 1 Cup	Sausage Gravy* 1 Cup	Sweet Oatmeal 1 Cup	Cold Cereal 1 Cup	Sweet Oatmeal 1 Cup	Homemade Pancakes 2 Ea
E	Scrambled Eggs 3 Oz	Sausage* 2 Oz	(1 oz Meat) Biscuits 2 Ea	Saus/Egg Casserole* 4 Oz	Fried Potatoes 1/2 Cup	Boiled Egg 1 Ea	Syrup 2 Oz
A	Ham* 2 Oz	Blueberry Muffin 1 Sl	Fried Potatoes 1/2 Cup	Buttered Toast 2 Sl	Breakfast Biscuit 1 Pkt	Sausage Gravy* 1 Cup	Sausage* 2 Oz
K	Biscuits 2 Ea	Buttered Toast 2 Sl	Coffee Cake 1/54 Cut	Jelly 1 Cup	Biscuit 1 oz	(1 oz Meat) Biscuits 2 Ea	Sweet Rice 1 Cup
F	Jelly 1 Pkt	Milk 1 Cup	Equimilk 1 Cup	Equimilk 1 Cup	Ham* 1 sl	Equimilk 1 Cup	Equimilk 1 Cup
A	Margarine 1 Tbs	Sugar Pkt 2 Ea			Cheese 1 sl		
S	Equimilk 1 Cup				Milk 1 Cup		
T					Sugar Pkt 2 Ea		
L	Hamburger 3 Oz	Smoked Sausage 3.2 Oz	Chef Salad 1 Cup	Hot Dogs 2 Ea	Turkey Philly 3 Oz	Soup of the Day 1 Cup	Chicken Salad 3 Oz
U	Lettuce/Onion/Pickle 2 Oz	Fried Potatoes 3/4 Cup	Lettuce 1 Cup	Boston Baked Beans 3/4 Cup	Turkey 3 Oz	Chicken Patty 3 Oz	Bun 1 Ea
N	Bun 1 Ea	Cooked Cabbage 1/2 Cup	Turkey/Ham 2 Oz	Cole Slaw 1/2 Cup	Onions 1 Oz	Bun 1 Ea	Oven Cubed Potatoes 1 Cup
C	Baked Beans 3/4 Cup	Cookies (duplex- 4pk) 1 Pkg	Cheese 1/2 Oz	Cinn. Sugar Chips 1 Oz	Cheese 1/2 Oz	Lettuce/Pickles 1 Oz	Carrots 1/2 Cup
H	French Fries 1/2 Cup	HD Bun 1 Ea	Dressing 1 Oz	Bread 2 Sl	HD Bun 1 Ea	French Fries 3/4 Cup	Cole Slaw 1/2 Cup
I	Iced Cake 1/54 Cut	Mustard 1 Tbs	Iced Cake 1/54 Cut	Catsup/Mustard 1 Tbs Ea	Potato Wedge 1/2 Pot.	Gelatin w/ Fruit 1/2 Cup	Pudding 1/2 Cup
S	Catsup/Mustard 1 Tbs Ea	Fortified Beverage 1 Cup	Chips 1 oz	Fortified Beverage 1 Cup	Pasta Salad 1/2 Cup	Catsup/Mustard 1 Tbs Ea	Fortified Beverage 1 Cup
R	Fortified Beverage 1 Cup		Garlic Breadsticks 2 ea	Fortified Beverage 1 Cup	Pudding 1/2 Cup	Fortified Beverage 1 Cup	
S	Baked Chicken 1 Ea	Au Gratin Potatoes 1 Cup	Meatloaf 3 Oz	Pasta 1 Cup	Chili Con Carne 1 Cup	Pizza 1 sl	Flour Tortilla 1 Ea
U	Boiled Potatoes 3/4 Cup	Chunked Ham* 2 Oz	Mashed Potatoes 1 Cup	Meat balls 2 Oz	Sweet Brown Rice 1 Cup	Toss Salad w/ Dressing 1 Cup	Taco Meat 4 Oz
P	Greens 1/2 Cup	Mix Vegetables 1/2 Cup	Gravy 1/4 Cup	w/ Sauce 1/2 Cup	Toss Salad w/ Dressing 1/2 Cup	Pasta w/Sauce 1 Cup	Shredded Cheese 1/2 Oz
P	Gelatin w/ Fruit 1/2 Cup	Toss Salad w/ Dressing 1/2 Cup	Carrots 1/2 Cup	Toss Salad w/ Dressing 1/2 Cup	Cookies (duplex- 4pk) 1 Pkg	Iced Cake 1/54 Cut	Lettuce/Onion 1 Oz
E	Buttered Cornbread 1/54 Cut	Brownie 1/54 Cut	Pudding 1/2 Cup	Green Beans 1/2 Cup	Buttered Cornbread 1/54 Cut	Sweet Tea 1 Cup	Refried Beans 3/4 Cup
R	Sweet Tea 1 Cup	Garlic Roll 1 Ea	Garlic Roll 1 Ea	Iced Brownie 1/54 Cut	Sweet Tea 1 Cup		Spanish Rice 3/4 Cup
		Sweet Tea 1 Cup	Sweet Tea 1 Cup	Garlic Breadsticks 2 ea			Cinn. Sugar Chips 1 Oz
				Sweet Tea 1 Cup			Taco Sauce 1 Pkt
							Sweet Tea 1 Cup

Items listed are as served/cooked weight portions.

Rolls and breadsticks are 2 oz total weight.

Items listed with " * " contain pork.

Margarine may be served as a portion or added in/on a product.

CLIENT SIGNATURE

R.D.#: 618415

2/19/2013



Warren Tennessees SAMPLE MENU

Week 2

	<u>Saturday</u>	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
B							
R	Sweet Oatmeal 1 Cup	Cold Cereal 1 Cup	Sausage Gravy* (1 oz Meat) 1 Cup	Sweet Oatmeal 1 Cup	Cold Cereal 1 Cup	Sweet Oatmeal 1 Cup	Homemade Pancakes 2 Ea
E	Scrambled Eggs 3 Oz	Sausage* 2 Oz	Biscuits 2 Ea	Saus/Egg Casserole* 4 Oz	Fried Potatoes 1/2 Cup	Boiled Egg 1 Ea	Syrup 2 Oz
A	Ham* 2 Oz	Blueberry Muffin 1 Sl	Fried Potatoes 1/2 Cup	Buttered Toast 2 Sl	Breakfast Biscuit 1/60 Cut	Sausage Gravy* (1 oz Meat) 2 Ea	Sausage* 2 Oz
K	Biscuits 2 Ea	Buttered Toast 1 Cup	Coffee Cake 1 Cup	Jelly 1 Cup	Biscuit 1 oz	Biscuits 1 Cup	Sweet Rice 1 Cup
F	Jelly 1 Tbs	Milk 2 Ea	Equimilk 1 Cup	Equimilk 1 Cup	Ham* 1 sl	Equimilk 1 Cup	Equimilk 1 Cup
A	Margarine 1 Tbs	Sugar Pkt 1 Cup			Cheese 1 Cup		
S	Equimilk 1 Cup				Milk 2 Ea		
T					Sugar Pkt 2 Ea		
H							
L	Hamburger 3 Oz	Roast Turkey 3 Oz	Meatball Sub 4 ea	Fried Ham*/Cheese 3 Oz	Sloppy Joe 3 Oz	Pasta w/Meat Sauce 1/2 cup	Philly Pepperoni 3 Oz
U	Lettuce/Onion/Pickle 2 Oz	Stuffing 1 Cup	Meatballs 1/4 Cup	Baked Beans 1/2 Cup	Bun 1/2 Pot.	Toss Salad w/Dressing 1/2 Cup	Onions 1 Oz
N	Bun 1 Ea	Gravy 1/2 Cup	Sauce 1 Ea	Potato Salad 1/54 Cut	Cabbage 1 Pkg	Iced Cake 2 Ea	Cheese 1/2 Oz
C	Baked Beans 3/4 Cup	Mix Vegetables 1/54 Cut	Pasta & Cheese 1/2 Cup	Iced Cake 1 Tbs	Cookies (duplex- 4pk) 1 Tbs	Garlic Breadsticks 1 Cup	HD Bun 1 Ea
F	French Fries 1/2 Cup	Brownie 1 Ea	Carrots 1/2 Cup	Catsup 2 Sl	Catsup 1 Tbs	Fortified Beverage 1 Cup	Cottage Potatoes 3/4 Cup
H	Iced Cake 1 Tbs Ea	Roll 1 Tbs	Cinn. Sugar Chips 1 Cup	Bread 1 Cup	Fortified Beverage 1 Cup		Cole Slaw 1/2 Cup
C	Catsup/Mustard 1 Cup	Margarine 1 Cup	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup			Gelatin w/ Fruit 1/2 Cup
S	Fortified Beverage 1 Cup						Fortified Beverage 1 Cup
G							
S	Goulash 1 Cup	Soup Beans 1 Cup	Ham* w/Sauce 3 Oz	Chili Mac 1 Cup	Salisbury Patty 3 Oz	Chicken & Dumplings 1 Cup	Manager's Choice or Tortilla Chips 1 Oz
U	Toss Salad w/Dressing 1/2 Cup	Oven Brn Potatoes 1 Cup	Baked Potato 1 Ea	Greens 1/2 Cup	Mashed Potatoes 1 Cup	Mashed Potatoes 1 Cup	Taco Meat 4 Oz
P	Rice 1 Cup	Pasta & Tomatoes 1/2 Cup	Carrots 1/2 Cup	Cole Slaw 1/2 Cup	Gravy 1/4 Cup	Mix Vegetables 1/2 Cup	Shredded Cheese 1/2 Oz
P	Pudding 1/2 Cup	Onion Slice 1 Ea	Cooked Beans 3/4 Cup	Pudding 1/2 Cup	Toss Salad w/Dressing 1/2 Cup	Bread Pudding 1/2 Cup	Shredded Lettuce 1 Oz
E	Roll 1 Ea	Gelatin w/ Fruit 1/54 Cut	Cookies (duplex- 4pk) 1 Pkg	Buttered Cornbread 1/54 Cut	Iced Cake 2 sl	Sweet Tea 1 Cup	Spanish Rice 3/4 Cup
R	Margarine 1 Tbs	Buttered Cornbread 1 Cup	Roll 2 Tbs	Sweet Tea 1 Cup	Margarine 1 Tbs	Margarine 1 Tbs	Refried Beans 3/4 Cup
R	Sweet Tea 1 Cup	Sweet Tea 1 Cup	Sweet Tea 1 Cup	Sweet Tea 1 Cup	Sweet Tea 1 Cup	Sweet Tea 1 Cup	Cinn. Sugar Chips 1 Oz
							Taco Sauce 1 Pkt
							Sweet Tea 1 Cup

Items listed are as served/cooked weight portions.
 Rolls and breadsticks are 2 oz total weight.
 Items listed with " * " contain pork.
 Margarine may be served as a portion or added in/on a product.



Warren Tennesse SAMPLE MENU

Week 3

	<u>Saturday</u>	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
B							
R	Sweet Oatmeal 1 Cup	Cold Cereal 1 Cup	Sausage Gravy* (1 oz Meat) 1 Cup	Sweet Oatmeal 1 Cup	Cold Cereal 1 Cup	Sweet Oatmeal 1 Cup	Homemade Pancakes 2 Ea
E	Scrambled Eggs 3 Oz	Sausage* 2 Oz	Biscuits 2 Ea	Saus/Egg Casserole* 4 Oz	Fried Potatoes 1/2 Cup	Boiled Egg 1 Ea	Syrup 2 Oz
A	Ham* 2 Oz	Blueberry Muffin 1 Sl	Biscuits 2 Ea	Buttered Toast 2 Sl	Breakfast Biscuit 1/2 Cup	Sausage Gravy* (1 oz Meat) 1 Cup	Sausage* 2 Oz
K	Biscuits 2 Ea	Buttered Toast 2 Sl	Fried Potatoes 1/2 Cup	Jelly 1 Pkt	Biscuit 1/60 Cut	Sweet Rice 1 Cup	Sweet Rice 1 Cup
F	Jelly 1 Pkt	Milk 1 Cup	Coffee Cake 1/54 Cut	Equimilk 1 Cup	Ham* 1 oz	Biscuits 2 Ea	Equimilk 1 Cup
A	Margarine 1 Tbs	Sugar Pkt 2 Ea	Equimilk 1 Cup		Cheese 1 sl	Equimilk 1 Cup	
S	Equimilk 1 Cup				Milk 1 Cup		
T					Sugar Pkt 2 Ea		
H	Hamburger 3 Oz	Smoked Sausage 3.2 Oz	Chef Salad 1 Cup	BBQ Chicken Sandwich 3 Oz	Pizza 1 Sl	Soup of the Day 1 Cup	Hot Dogs 2 Ea
L	Lettuce/Onion/Pickle 2 Oz	Fried Potatoes 3/4 Cup	Lettuce 1 Cup	Bun 1 Ea	Toss Salad w/Dressing 1 Cup	Chicken Patty 3 Oz	Mac & Cheese 3/4 Cup
U	Bun 1 Ea	Cooked Cabbage 1/2 Cup	Turkey/Ham 2 Oz	Boston Baked Beans 3/4 Cup	Pasta w/ Sauce 1 Cup	Bun 1 Ea	Pudding 1/2 Cup
N	Baked Beans 3/4 Cup	Gelatin w/Fruit 1/2 Cup	Cheese 1/2 Oz	Potato Salad 1/2 Cup	Iced Cake 1/54 Cut	Lettuce/Pickles 1 Oz	Cole Slaw 1/2 Cup
C	French Fries 1/2 Cup	HD Bun 1 Ea	Dressing 1 Oz	Cookies (duplex- 4pk) 1 Pkg	Fortified Beverage 1 Cup	French Fries 3/4 Cup	Bread 2 Sl
H	Iced Cake 1/54 Cut	Mustard 1 Tbs	Cake 1/54 Cut	Fortified Beverage 1 Cup		Gelatin w/Fruit 1/2 Cup	Catsup/Mustard 1 Tbs Ea
C	Catsup/Mustard 1 Tbs Ea	Fortified Beverage 1 Cup	Chips 1 Oz			Catsup/Mustard 1 Tbs Ea	Fortified Beverage 1 Cup
H	Fortified Beverage 1 Cup		Garlic Breadsticks 2 Ea			Fortified Beverage 1 Cup	
S	Country Stew 1 Cup	Soup Beans 1 Cup	Pasta 1 Cup	Meatloaf 3 Oz	Chili con Carne 1 Cup	Ham* 2 Oz	Flour Tortilla 1 Ea
U	Mashed Potatoes 1 Cup	Scallop Potatoes 3/4 Cup	Meat Sauce 1/2 Cup	Mashed Potatoes 1 Cup	Rice 1 Cup	Cooked Beans 1 Cup	Taco Meat 4 Oz
P	Cole Slaw 1/2 Cup	Pasta & Tomatoes 1/2 Cup	Green Beans 1/2 Cup	Gravy 1/4 Cup	Cooked Cabbage 1/2 Cup	Mix Vegetables 1/2 Cup	Shredded Cheese 1/2 Oz
P	Pudding 1/2 Cup	Greens 1/2 Cup	Cole Slaw 1/2 Cup	Carrots 1/2 Cup	Brownie 1/54 Cut	Cookies (duplex- 4pk) 1 Pkg	Lettuce/Onion 1 Oz
P	Buttered Cornbread 1/54 Cut	Onion Slice 1 Sl	Pudding 1/2 Cup	Bread 2 Sl	Buttered Cornbread 1/54 Cut	Buttered Cornbread 1/54 Cut	Spanish Rice 3/4 Cup
E	Sweet Tea 1 Cup	Brownie 1/54 Cut	Garlic Breadsticks 2 Ea	Margarine 1 Tbs	Sweet Tea 1 Cup	Sweet Tea 1 Cup	Refried Beans 3/4 Cup
R		Buttered Cornbread 1/54 Cut	Sweet Tea 1 Cup	Gelatin w/ Fruit 1/2 Cup			Cinn. Sugar Chips 1 Oz
		Sweet Tea 1 Cup		Sweet Tea 1 Cup			Taco Sauce 1 Pkt
							Sweet Tea 1 Cup

Items listed are as served/cooked weight portions.

Rolls and breadsticks are 2 oz total weight.

Items listed with " * " contain pork.

Margarine may be served as a portion or added in/on a product.

CLIENT SIGNATURE

R.D.#: 618415

2/19/2013



Warren Tennessees SAMPLE MENU

Week 4

	<u>Saturday</u>	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
B							
R	Sweet Oatmeal 1 Cup	Cold Cereal 1 Cup	Sausage Gravy* 1 Cup	Sweet Oatmeal 1 Cup	Cold Cereal 1 Cup	Sweet Oatmeal 1 Cup	Homemade Pancakes 2 Ea
E	Scrambled Eggs 3 Oz	Sausage* 2 Oz	(1 oz Meat) 2 Ea	Saus/Egg Casserole* 4 Oz	Fried Potatoes 1/2 Cup	Boiled Egg 1 Ea	Syrup 2 Oz
A	Ham* 2 Oz	Blueberry Muffin 1 Sl	Biscuits 2 Ea	Buttered Toast 2 Sl	Breakfast Biscuit 1/60 Cut	Sausage Gravy* (1 oz Meat) 2 Ea	Sausage* 2 Oz
K	Biscuits 2 Ea	Buttered Toast 2 Sl	Fried Potatoes 1/2 Cup	Jelly 1 Pkt	Biscuit 1 oz	Biscuits 2 Ea	Sweet Rice 1 Cup
F	Jelly 1 Pkt	Milk 1 Cup	Coffee Cake 1/54 Cut	Equimilk 1 Cup	Ham* 1 oz	Equimilk 1 Cup	Equimilk 1 Cup
A	Margarine 1 Tbs	Sugar Pkt 2 Ea	Equimilk 1 Cup		Cheese 1 sl		
S	Equimilk 1 Cup				Milk 1 Cup		
T					Sugar Pkt 2 Ea		
L	Hamburger 3 Oz	Meatball Sub 4 Ea	Rib Patty 3 Oz	Chicken Stir Fry 1 Cup	Soup of the Day 1 Cup	Roast Turkey 3 Oz	Bologna 2 Oz
U	Lettuce/Onion/Pickle 2 Oz	Meatballs 1/4 Cup	Bun 1 Ea	Rice 1 Cup	Chicken Patty 3 Oz	Stuffing 1 Cup	Cheese 1 Sl
N	Bun 1 Ea	Sauce 1/4 Cup	Pinto Beans 3/4 Cup	Green Beans 1/2 Cup	Bun 1 Ea	Gravy 1/4 Cup	Bread 2 Sl
C	Baked Beans 3/4 Cup	Bun 1 Ea	Cole Slaw 1/2 Cup	Gelatin w/ Fruit 1/2 Cup	Lettuce/Pickles 1 Oz	Mix Vegetables 1/2 Cup	Wedge Potato 1/2 Pot.
H	French Fries 1/2 Cup	Oven Cubed Potatoes 1 Cup	Cookies 1 pkg	Tortilla 1 Ea	French Fries 3/4 Cup	Gelatin w/Fruit 1/2 Cup	Cole Slaw 1/2 Cup
	Iced Cake 1/54 Cut	Greens 1/2 Cup	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup	Cookies (duplex- 4pk) 1 pkg	Roll 1 Ea	Pudding 1/2 Cup
	Catsup/Mustard 1 Tbs Ea	Cookies (duplex- 4pk) 1 pkg			Catsup/Mustard 1 Tbs Ea	Margarine 1 Tbs	Catsup/Mustard 1 Tbs Ea
	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup			Fortified Beverage 1 Cup	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup
S	Soup Beans 1 Cup	Grd Meat Helper 1 Cup	Country Fied Steak/ 3 Oz	Fish 3 Oz	Salisbury Patty 3 Oz	Chili Mac 1 Cup	Manager's Choice or Tortilla Chips 1 Oz
U	Wedge Potato 1/2 Pot.	Mix Vegetables 1/2 Cup	Chuckwagon 1/2 Cup	Pasta & Cheese 3/4 Cup	Baked Potato 1 Ea	Corn 1/2 Cup	Taco Meat 4 Oz
P	Pasta & Tomatoes 1/2 Cup	Toss Salad w/ Dressing 1/2 Cup	Mashed Potatoes 1 Cup	Cole Slaw 1/2 Cup	Brown Gravy 1/4 Cup	Toss Salad w/ Dressing 1/2 Cup	Shredded Cheese 1/2 Oz
P	Cabbage 1/2 Cup	Brownie 1/54 Cut	Carrots & Peas 1/2 Cup	Cinn. Sugar Chips 1 Oz	Carrots 1/2 Cup	Iced Cake 1/54 Cut	Shredded Lettuce 1 Oz
E	Onion 1 Sl	Garlic Breadsticks 1 Ea	Cream Gravy 1/4 Cup	Bun 1 Ea	Cake 1/54 Cut	Buttered Cornbread 1/54 Cut	Spanish Rice 3/4 Cup
R	Gelatin w/Fruit 1/2 Cup	Sweet Tea 1 Cup	Pudding 1/2 Cup	Tartar Sauce 1 Tbs	Bread 2 Sl	Sweet Tea 1 Cup	Refried Beans 3/4 Cup
	Buttered Cornbread 1/54 Cut		Bread 1 Cup	Sweet Tea 1 Cup	Margarine 1 Tbs	Margarine 1 Tbs	Cinn. Sugar Chips 1 Oz
	Sweet Tea 1 Cup		Margarine 1 Cup	Sweet Tea 1 Cup	Sweet Tea 1 Cup	Sweet Tea 1 Cup	Taco Sauce 1 Pkt
			Sweet Tea 1 Cup				Sweet Tea 1 Cup

Items listed are as served/cooked weight portions.

Rolls and breadsticks are 2 oz total weight.

Items listed with " * " contain pork.

Margarine may be served as a portion or added in/on a product.

CLIENT SIGNATURE

R.D.#: 618415

2/19/2013



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/6/2020

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

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

PRODUCER Van Meter Insurance Group Houchens Insurance Group 1240 Fairway Street Bowling Green, KY 42103	CONTACT NAME: PHONE (A/C, No, Ext): (270) 781-2020 FAX (A/C, No): (270) 843-8808 E-MAIL ADDRESS: policy@higusa.com												
INSURER(S) AFFORDING COVERAGE													
INSURED Kellwell Food Management 91 South Fork Road Beattyville, KY 41311	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">INSURER A : Ohio Security Insurance Company</td> <td style="width: 20%;">24082</td> </tr> <tr> <td>INSURER B : Liberty Mutual Insurance Company</td> <td>23043</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER A : Ohio Security Insurance Company	24082	INSURER B : Liberty Mutual Insurance Company	23043	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER C :													
INSURER D :													
INSURER E :													
INSURER F :													

COVERAGES CERTIFICATE NUMBER: 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 CERTIFICATION MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE		ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR							
A	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:				BKS56637646	4/21/2019	4/21/2020	EACH OCCURRENCE	1,000,000
				DAMAGE TO RENTED PREMISES (Ea occurrence)				1,000,000	
				MED EXP (Any one person)				15,000	
				PERSONAL & ADV INJURY				1,000,000	
				GENERAL AGGREGATE				2,000,000	
			PRODUCTS - COMP/OP AGG	2,000,000					
B	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY				BAA60735410	12/20/2019	12/20/2020	COMBINED SINGLE LIMIT (Ea accident)	1,000,000
	<input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BODILY INJURY (Per person)					
				BODILY INJURY (Per accident)					
				PROPERTY DAMAGE (Per accident)					
B	<input type="checkbox"/> UMBRELLA LIAB OCCUR <input type="checkbox"/> EXCESS LIAB CLAIMS-MADE DED RETENTION \$							EACH OCCURRENCE	
								AGGREGATE	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below			N / A	XWS56637646	7/13/2019	7/13/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
				E.L. EACH ACCIDENT				1,000,000	
				E.L. DISEASE - EA EMPLOYEE				1,000,000	
				E.L. DISEASE - POLICY LIMIT				1,000,000	

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

CERTIFICATE HOLDER Evidence of Insurance Coverage - All States	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

Exhibit D

Pricing

PRICE AND SIGNATURE PAGE

Bidder will bid price and operation based on the attached menu- Exhibit B

Meals Served Cost per meal

80-89 \$ <u>2.159</u>	130-139 \$ <u>1.609</u>	200-209	\$1.289
90-99 \$ <u>2.029</u>	140-149 \$ <u>1.545</u>	200-219	\$1.258
100-109 \$ <u>1.885</u>	150-159 \$ <u>1.479</u>	220-229	\$1.229
110-119 \$ <u>1.774</u>	160-169 \$ <u>1.435</u>	230-239	\$1.199
120-129 \$ <u>1.685</u>	170-179 \$ <u>1.389</u>	240-249	\$1.181
		250-259	\$1.162

PERSON AUTHORIZED TO SIGN

Name: Joseph Broadwell

Title: President/CEO

Address: 637 Fairground Ridge Road Beattyville, KY 41311

Phone #: 606 464 9596

Signature:

Email address: jbbroadwell@kellwell.com

CONTACT

Name: Joseph Broadwell

Title: President/CEO

Address: 637 Fairground Ridge Road Beattyville, KY 41311

Phone #: 606 464 9596

Email address: jbbroadwell@kellwell.com

Date: 06/09/2020

**Food Service Agreement
By and Between
Kellwell Food Management
And
Warren County Jail**

THIS AGREEMENT is made and entered into by and between the **KELLWELL FOOD MANAGEMENT**, having its principal place of business at P. O. Box Z, Beattyville, KY 41311, hereinafter referred to as “**KELLWELL**”, and **Warren County Detention Center**, a government agency, hereinafter referred to as “**Warren County Detention Center**,”

WHEREAS, Warren County Detention Center, operates a detention located at 108 Security Cir McMinnville, TN 37110 hereinafter referred to as the “**FACILITY**”;

WHEREAS, Kellwell is a food service provider and desires to provide such service for Warren County Detention Center at the Facility;

WHEREAS, Warren County Detention Center desires Kellwell to provide such service; Start Date: 08/01/2020

NOW, THEREFORE, the parties agree as follows:

1. SCOPE OF SERVICES

Kellwell will be the exclusive provider of food service (excluding vending machine operation) for the Facility and will provide consulting services as to administrative, dietetic, purchasing, and equipment; meal service; and personnel to prepare meals. Kellwell will comply with and provide services required herein in accordance with applicable federal, state, and local statutes, ordinances, and regulations; the American Correctional Association Standards; the Food and Nutritional Board of the National Academy Science requirements as prescribed for residents.

Food service required outside the scope of this Agreement will be provided by Kellwell upon written authorization by Warren County Detention Center and at mutually agreed upon prices for such services.

2. **OPERATIONAL RESPONSIBILITIES**

- a. PREPARATION. Warren County Detention Center shall notify Kellwell of the actual number of meals to be ordered each day as of midnight count. When such notice is not given, Kellwell will prepare the same number of meals as prepared for the previous day.

Kellwell shall ensure the preparation of meals and Facility personnel shall receive them at the Facility kitchen and transport to appropriate areas, returning the trays and support equipment to the kitchen in a timely manner.

- b. SPACE AND EQUIPMENT. Warren County Detention Center will, at its expense, provide Kellwell with kitchen space at the Facility, said space to be completely equipped and ready to operate, together with such heat, refrigeration, lights, ventilation, and all other utility services, including local business telephone services as may be reasonably required for performance of the requirements of this Agreement. Kellwell will be responsible for the cost of long distance telephone and computerized transmission service.

Warren County Detention Center will provide and maintain kitchen appliances and equipment; and preparation, storage, serving and holding equipment and utensils. Warren County Detention Center will provide cooking small wares and utensils, trays and eating utensils. Kitchen and serving utensils replacements will be provided by Warren County Detention Center.

- c. SANITATION. Kellwell will be responsible for daily cleaning and housekeeping in the food preparation, service, receiving and storage areas. Warren County Detention Center will be responsible for extermination services and the removal of trash and garbage from the designated food service area.
- d. MAINTENANCE. Warren County Detention Center will provide general maintenance services to include, but not limited to, gas, water, sewer, ventilation, lighting, air conditioning, refrigeration, duct work, floor coverings, walls and ceiling surfaces; and shall provide preventive maintenance and equipment repairs and replacements for Warren County Detention Center owned equipment.

- e. RESIDENT WORK PROGRAM. Kellwell will provide work opportunities for residents designated by Warren County Detention Center for participation in the Resident Work Program. The number and type of jobs will be determined by Warren County Detention Center and Kellwell's district manager prior to the start up of service with jobs being provided, but not limited to, sanitation, food preparation and production, and storeroom functions.
- f. CONTINGENCY PLAN. Kellwell will submit within sixty days of commencement of services herein, a contingency plan to provide meal service in the event the area or services of the Facility cannot be used. Warren County Detention Center will use its best efforts to assist Kellwell by permitting reasonable variations in the menu cycle and method of service, as conditions may require. However, Kellwell will not be relieved of its responsibility to provide meal service under this Agreement. Additional costs, if any and if appropriately documented, incurred providing service during this time shall be reimbursed by Warren County Detention Center.
- g. FOOD PRODUCTS AND CLEANING SUPPLIES. Kellwell shall purchase and pay for all food products, kitchen cleaning supplies, and consumable supply inventory with these products remaining the property of Kellwell.
- h. RETURN OF EQUIPMENT. Kellwell shall return to Warren County Detention Center at the expiration of this Agreement the food service premises and all equipment furnished by Warren County Detention Center and Kellwell in the condition in which received, except for ordinary wear and tear and except to the extent that said premises and equipment may have been lost or damaged by fire, flood, or other disaster, and except to the extent that said equipment may have been stolen by persons other than employees of Kellwell without negligence on the part of Kellwell or its employees.
 - a. LICENSE, FEES, PERMITS, AND TAXES. Kellwell shall secure and pay all federal state and local licenses, permits and fees which may pertain to the provision of services required pursuant to this Agreement. In the event a sales or similar tax is assessed Kellwell under the terms of this Agreement, Warren County Detention Center shall reimburse Kellwell for such tax.

3. PERSONNEL

- a. STAFFING. Kellwell shall provide personnel to perform the services set out herein; provide a written job description to each employee which clearly delineates the duties of the job; and monitor its staff to verify performance compliance with the requirements of this Agreement. Kellwell will permit only employees who have a clear background and drug screen to perform service at the facility.
- b. ORIENTATION. Kellwell and Warren County Detention Center will jointly provide orientation to any Kellwell employee providing services at the Facility, prior to the employee performing with such orientation addressing at a minimum applicable Warren County Detention Center policies and procedures and security issues.
- c. HEALTH EXAMS. Kellwell shall cause its employees assigned to duty at the Facility to submit to periodic health exams at least as frequently and stringently as required by Tennessee statutes and will submit to Warren County Detention Center in the form of a valid food handler's certificate.
- d. FACILITY ADMITTANCE. Warren County Detention Center reserves the right, in its sole discretion, to deny admittance to the Facility to any Kellwell personnel after first providing Kellwell with the basis for such denial. In this event, Kellwell shall provide alternate personnel to supply services required herein.
- e. EMPLOYMENT OF STAFF. Warren County Detention Center and Kellwell agree that, without specific permission of the other party, neither party will hire a supervisory employee of the other for the period of this Agreement and twelve months thereafter.
- f. SECURITY. Warren County Detention Center will provide reasonable and adequate physical security at all times for Kellwell employees, suppliers, management and other authorized visitors.

4. **PAYMENT**

- a. UNIT PRICE. Warren County Detention Center shall pay Kellwell the agreed upon price. The fiscal arrangements in this Agreement are based on conditions existing on the date Kellwell commences operations, including the Facility's resident population, the availability of resident labor, food and supply costs, Federal State and local sales and other taxes and other operation costs. IN the event of a change in these conditions, either party may request a revision of the fiscal arrangements to reflect the change.

Any price increase offered at renewal time cannot exceed the Food Away From Home Index provided by the government on a monthly basis. Kellwell must notify Warren County Detention Center of any intention of price change no less than sixty days prior to the expiration of the yearly term of this agreement.

- b. INVOICES. Kellwell shall submit to Warren County Detention Center on the first day of every week for the preceding week an invoice for meals ordered or served, whichever is greater. Payment will be made within thirty days after receipt of an invoice. Such payment shall be sent to:

Kellwell Food Management
P O Box Z
Beattyville, KY 41311

The invoices will reflect the preceding week's food services as follows:

1. Actual number of resident meals;
2. Any Officer meals provided;
3. Actual number of staff/visitor meals; and
4. Any additional food or beverage services as required.

Kellwell shall provide Warren County Detention Center with a comprehensive monthly summary of meals, services and credits. This summary shall be forwarded to the Facility Administrator or his designee each month.

5. **EQUAL EMPLOYEMENT OPPORTUNITY**

Kellwell and Warren County Detention Center mutually agree that they shall not discriminate against any employee or applicant for employment or on any matter directly or indirectly related to employment, because of race, color, religion, sex, sexual preference, national origin, physical or mental handicap where not relevant to the job, height, weight, age between 18 and 70, marital status, or other criteria made illegal by state or federal law or county policy. In addition, Kellwell agrees to take affirmative steps to ensue that applicants are employed, and that employees are treated, during employment, without regard to the criteria listed.

6. **INDEMNIFICATION**

Kellwell agrees to defend, indemnify and hold harmless Warren County Detention Center, its officers, employees, agents and servants for any and all claims for accidents or occurrences involving death, bodily injury and damage to tangible property caused by negligence or wrongful acts of Kellwell arising out of the performance of this Agreement, and to pay all claims, damages, judgments, legal costs, adjuster fees and attorney fees relation thereto. However, it is expressly understood that Kellwell shall not be responsible for damages caused by residents. Employees, agents and residents of Warren County Detention Center are not agents or employees of Kellwell and as such, no liability is to be incurred by Kellwell by reason of said employment and except for personal injury to such persons caused by Kellwell's negligence, Warren County Detention Center agrees to defend, indemnify and hold Kellwell harmless from any liability claim by or through such persons against Kellwell.

7. **RECORDS**

Kellwell agrees to retain all records and other documents related to its provision of services requires pursuant to this Agreement at its office in Beattyville for thirty-six months after termination of this Agreement and will make all records and documents available to Warren County Detention Center upon request.

8. TERM OF AGREEMENT

This term of this Agreement shall be three year. By mutual agreement, this Agreement may be renewed on a year by year basis. Time is of the essence.

9. TERMINATION

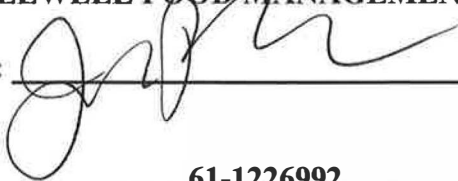
Either party may terminate this Agreement for convenience, at any time during the term, upon sixty days notice to the other party. Such notice must be sent via certified mail. In the event of termination for convenience, Warren County Detention Center will pay Kellwell those costs directly attributable to work done or supplies obtained in preparation for completion or compliance with agreement prior to termination. Provided, however, that no costs will be paid which are recoverable in the normal course of doing business in which Kellwell is engaged, or costs which can be mitigated through the sales of supplies or inventories. In the event Warren County Detention Center pays for the cost of supplies or materials obtained for use under this agreement, said supplies or material will become property of Warren County Detention Center and will be delivered to the proper Warren County Detention Center representative. Kellwell will not have continuing liability subsequent to termination under this section with the exception of accountability for materials and supplies existing at the time of termination.

10. EXTENT OF AGREEMENT

This Agreement, including Kellwell's proposal, represents the entire Agreement between Warren County Detention Center and Kellwell and supersede all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Warren County Detention Center and Kellwell.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be signed by their duly authorized representative the day and year first above written.


KELLWELL FOOD MANAGEMENT

BY:  _____

61-1226992
Social Security # or Federal ID #

Warren County Detention Center

By:  _____

Reviewed by  _____


County Executive

BREAKFAST		DATE:
HU2/HU1		
HU 3		
HU 4		
HU 5		
HU 6		
HU 7 B&E		
HU 7 A		
HU 7 C		
HU 7 D		
HU 7 F		
S/N	DOUBLES _____	CALL
_____	TOTAL BOOKING	BACKS
	_____	_____
	TOTAL FED _____	_____

BREAKFAST		DATE:
HU2/HU1		
HU 3		
HU 4		
HU 5		
HU 6		
HU 7 B&E		
HU 7 A		
HU 7 C		
HU 7 D		
HU 7 F		
S/N	DOUBLES _____	CALL
_____	TOTAL BOOKING	BACKS
	_____	_____
	TOTAL FED _____	_____

BREAKFAST		DATE:
HU2/HU1		
HU 3		
HU 4		
HU 5		
HU 6		
HU 7 B&E		
HU 7 A		
HU 7 C		
HU 7 D		
HU 7 F		
S/N	DOUBLES _____	CALL
_____	TOTAL BOOKING	BACKS
	_____	_____
	TOTAL FED _____	_____

BREAKFAST		DATE:
HU2/HU1		
HU 3		
HU 4		
HU 5		
HU 6		
HU 7 B&E		
HU 7 A		
HU 7 C		
HU 7 D		
HU 7 F		
S/N	DOUBLES _____	CALL
_____	TOTAL BOOKING	BACKS
	_____	_____
	TOTAL FED _____	_____



ANDERSON COUNTY - TENNESSEE

Week 1

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
B							
R	Sweet Oatmeal 1 Cup	Cold Cereal 1 Cup	Sausage Flavored Gravy 1 Cup	Sweet Oatmeal 1 Cup	Cold Cereal 1 Cup	Sweet Oatmeal 1 Cup	Pancakes or Waffles 2 ea
E	Coffee Cake 1/54 Cut	Turkey Sausage 2 Oz	Buttered Biscuit 1/54 Cut	T Ham/Egg Casserole 4 Oz	Fried Potatoes 1 Cup	Boiled Egg 1 Ea	Syrup 2 Oz
A	Turkey Ham 2 Oz	Blueberry Muffin 1/54 Cut	Fried Potatoes 1 Cup	Buttered Biscuit 1/54 Cut	Breakfast Biscuit 1/54 Cut	Sausage Flavored Gravy 1 Cup	Turkey Sausage 2 Oz
K	Buttered Biscuit 1/54 Cut	Buttered Toast 2 Sl	Coffee Cake 1/54 Cut	Jelly 1 Pkt	Biscuit 1/54 Cut	Buttered Biscuit 1/54 Cut	Sweet Rice 1 Cup
F	Fortified Beverage 1 Cup	Milk 1 Cup	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup	Turkey Ham 2 Oz	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup
A	Sugar Pkt 2 ea				Milk 1 Cup		
S					Sugar Pkt 2 ea		
T							
L	Hamburger 3 Oz	Sloppy Joe 3 Oz	Chef Salad 1 Cup	Turkey Franks 2 ea	Turkey Philly 3 Oz	Chicken Patty 3 Oz	BBQ Chicken or Turkey 3 Oz
U	Lettuce/Pickle 2 Oz	Fried Potatoes 1 Cup	Lettuce 1 Cup	Chili Beans 3/4 Cup	Turkey 3 Oz	Bun 1 Ea	Bun 1 Ea
N	Bun 1 Ea	Cooked Cabbage 1/2 Cup	Turkey/ T Ham 2 Oz	Potato/Wedge 1/2 Ea	Onions 1 Oz	Mashed Potatoes 3/4 Cup	Mashed Potatoes 3/4 Cup
C	Baked Beans 3/4 Cup	Duplex Cookies 3 Ea	Cheese 1/2 Oz	Pudding 1/2 Cup	Cheese 1/2 Oz	Gravy 1/4 Cup	Gravy 1/4 Cup
H	French Fries 3/4 Cup	Bun 1 Ea	Dressing 1 Oz	Bread 2 Sl	HD Bun 1 Ea	Cole Slaw 1/2 Cup	Cole Slaw 1/2 Cup
	Cake 1/54 Cut	Beverage Packet 1 Ea	Cake 1/54 Cut	Catsup/Mustard 1 Pkt ea	French Fries 3/4 Cup	Pudding 1/2 Cup	Pudding 1/2 Cup
	Catsup/Mustard 1 Pkt ea		Pasta w/ Cheese 1/2 Cup	Beverage Packet 1 Cup	Pasta Salad 1/2 Cup	Beverage Packet 1 Ea	Beverage Packet 1 Ea
	Beverage Packet 1 Ea		Buttered Roll 1 Ea		Cake 1/54 Cut		
			Beverage Packet 1 Ea		Catsup/Mustard 1 Pkt ea		
					Beverage Packet 1 Ea		
S	Turkey & Rice 1 Cup	Stroganoff 1 Cup	Meatloaf 3 Oz	Pasta w/ Meat Sauce 1 Cup	Chili Con Carne 1 Cup	Cheesy Pasta & T Ham 1 Cup	Flour Tortilla 1 Ea
U	Mixed Vegetables 1/2 Cup	Combread Stuffing 1/2 Cup	Mashed Potatoes 3/4 Cup	Toss Salad w/ Dressing 1/2 Cup	Rice 3/4 Cup	Mixed Vegetables 1/2 Cup	Taco Meat 4 Oz
P	Cole slaw 1/2 Cup	Toss Salad w/ Dressing 1/2 Cup	Gravy 1/4 Cup	Green Beans 1/2 Cup	Peas 1/2 Cup	Iced Cake 1/54 Cut	Shredded Cheese 1/2 Oz
P	Duplex Cookies 3 Ea	Cake 1/54 Cut	Carrots 1/2 Cup	Cake 1/54 Cut	Duplex Cookies 3 Ea	Buttered Roll 1 Ea	Lettuce 1/2 Oz
P	Buttered Combread 1/54 Cut	Buttered Roll 1 Ea	Pudding 1/2 Cup	Buttered Roll 1 Ea	Butter Cornbread 1/54 Cut	Beverage Packet 1 Ea	Spanish Rice 1/2 Cup
E	Beverage Packet 1 Ea	Beverage Packet 1 Ea	Bun 1 Ea	Beverage Packet 1 Ea	Beverage Packet 1 Ea	Beans 1/2 Cup	Beans 1/2 Cup
R			Beverage Packet 1 Ea			Cake 1/54 Cut	Cake 1/54 Cut
						Taco Sauce 1 Ea	Taco Sauce 1 Ea
						Beverage Packet 1 Ea	Beverage Packet 1 Ea

Items listed are as served/cooked weight portions.

Rolls and breadsticks are 2 Oz total weight.

Menu contains no pork or pork by-products

Barbara Wabern M.A., R.D.

RDN #618415

CLIENT SIGNATURE

1/3/2022



Anderson County - Tennessee

Week 2

	<u>Saturday</u>	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
B							
R	Sweet Oatmeal 1 Cup	Cold Cereal 1 Cup	Sausage Flavored Gravy 1 Cup	Sweet Oatmeal 1 Cup	Cold Cereal 1 Cup	Sweet Oatmeal 1 Cup	Pancakes or Waffles 2 ea
E	Coffee Cake 1/54 Cut	Turkey Sausage 2 Oz	Buttered Biscuit 1/54 Cut	T Ham/Egg Casserole 4 Oz	Fried Potatoes 1 Cup	Boiled Egg 1 Ea	Syrup 2 Oz
A	Turkey Ham 2 Oz	Blueberry Muffin 1/54 Cut	Fried Potatoes 1 Cup	Buttered Biscuit 1/54 Cut	Breakfast Biscuit 1/54 Cut	Sausage Flavored Gravy 1 Cup	Turkey Sausage 2 Oz
K	Buttered Biscuit 1/54 Cut	Buttered Toast 2 Sl	Coffee Cake 1/54 Cut	Jelly 1 Pkt	Biscuit 1/54 Cut	Buttered Biscuit 1/54 Cut	Sweet Rice 1 Cup
F	Fortified Beverage 1 Cup	Milk 1 Cup	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup	Turkey Ham 2 Oz	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup
A	Sugar Pkt 2 ea	Sugar Pkt 2 ea			Milk 1 Cup		
S					Sugar Pkt 2 ea		
T							
L	Hamburger 3 Oz	Roast Turkey 3 Oz	Meatball Sub 4 Ea	Chicken Patty 3 Oz	Turkey Salad 3 Oz	Pasta w/ Meat Sauce 1 Cup	Italian Philly 2 Oz
U	Lettuce/Pickle 2 Oz	Mashed Potatoes 3/4 Cup	Meatballs 1/4 Cup	Buttered Noodles 3/4 Cup	Bun 1 Ea	Salad w/ Dressing 1/2 Cup	T Ham 1 Oz
N	Bun 1 Ea	Gravy 1/4 Cup	Sauce 1 Ea	Potato Salad 1/2 Cup	Potato Wedge 1/2 Ea	Cake 1 Ea	Turkey 1 Oz
C	Baked Beans 3/4 Cup	Cole Slaw 1/2 Cup	Bun 3/4 Cup	Duplex Cookies 3 Ea	Toss Salad w/ Dressing 1/2 Cup	Buttered Roll 1 Ea	Onions 1 Oz
H	French Fries 3/4 Cup	Duplex Cookies 3 Ea	Beans 3/4 Cup	Bun 1 Ea	Cake 1/54 Cut	Beverage Packet 1 Ea	Cheese 1/2 Oz
	Cake 1/54 Cut	Buttered Roll 1 Ea	Carrots 1/2 Cup	Mustard 1 Pkt	Catsup 1 Pkt		HD Bun 1 Ea
	Catsup/Mustard 1 Pkt ea	Beverage Packet 1 Ea	Cake 1/54 Cut	Beverage Packet 1 Ea	Beverage Packet 1 Ea		Pasta & Cheese 3/4 Cup
	Beverage Packet 1 Ea		Beverage Packet 1 Ea				Cole Slaw 1/2 Cup
							Duplex Cookies 3 Ea
							Beverage Packet 1 Ea
S	Goulash 1 Cup	Beans w/T Ham 1 Cup	Spanish Rice Con Carne 1 Cup	Chili Mac 1 Cup	Salisbury Patty 3 Oz	Country Stew 1 Cup	Flour Tortilla 1 Ea
U	Salad w/Dressing 1/2 Cup	Oven Brown Potatoes 3/4 Cup	Corn 3/4 Cup	Pears 1/2 Cup	Mashed Potatoes 3/4 Cup	Rice 3/4 Cup	Taco Meat 4 Oz
P	Rice 3/4 Cup	Pasta & Tomatoes 1/2 Cup	Chili Beans 3/4 Cup	Cole Slaw 1/2 Cup	Gravy 1/4 Cup	Cabbage 1/2 Cup	Shredded Cheese 1/2 Oz
P	Pudding 1/2 Cup	Cake 1/54 Cut	Pudding 1/2 Cup	Cake 1/54 Cut	Mixed Vegetable 1/2 Cup	Pudding 1/2 Cup	Lettuce 1/2 Oz
E	Buttered Roll 1 Ea	Buttered Roll 1 Ea	Beverage Packet 1 Ea	Buttered Roll 1 Ea	Iced Cake 1/54 Cut	Buttered Cornbread 1/54 Cut	Spanish Rice 1/2 Cup
R	Beverage Packet 1 Ea	Beverage Packet 1 Ea	Buttered Roll 1 Ea	Beverage Packet 1 Ea	Bread 2 Sl	Beverage Packet 1 Ea	Beans 1/2 Cup
					Beverage Packet 1 Ea		Cake 1/54 Cut
							Taco Sauce 1 Ea
							Beverage Packet 1 Ea

Items listed are as served/cooked weight portions.

Rolls and breadsticks are 2 Oz total weight.

Menu contains no pork or pork by-products

Barbara Wabern M.A., R.D.
RDN #618415

CLIENT SIGNATURE

1/3/2022



Anderson County - Tennessee

Week 3

	<u>Saturday</u>	<u>Sunday</u>	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
B	Sweet Oatmeal	Cold Cereal	Sausage Flavored Gravy	Sweet Oatmeal	Cold Cereal	Sweet Oatmeal	Pancakes or Waffles
R	Coffee Cake	Turkey Sausage	Buttered Biscuit	T Ham/Egg Casserole	Fried Potatoes	Boiled Egg	Syrup
E	Turkey Ham	Blueberry Muffin	Fried Potatoes	Buttered Biscuit	Breakfast Biscuit	Sausage Flavored Gravy	Turkey Sausage
A	Buttered Biscuit	Buttered Toast	Coffee Cake	Jelly	Biscuit	Buttered Biscuit	Sweet Rice
K	Fortified Beverage	Milk	Fortified Beverage	Fortified Beverage	Turkey Ham	Fortified Beverage	Fortified Beverage
F					Milk		
A		Sugar Pkt			Sugar Pkt		
S							
T							
L	Hamburger	Sloppy Joe	Chef Salad	BBQ Sandwich	Chicken Patty	Turkey Franks	Ham Philly
U	Lettuce/Pickle	Fried Potatoes	Lettuce	Bun	Bun	Baked Beans	Turkey Ham
N	Bun	Cooked Cabbage	Turkey & T Ham	Potato Wedge	Lettuce/Pickles	Cole Slaw	Onions
C	Baked Beans	Duplex Cookies	Cheese	Cole Slaw	Potato Wedge	Cake	Cheese
H	Fried Potatoes	HD Bun	Dressing	Pudding	Duplex Cookies	Bread	Fried Potatoes
C	Cake	Catsup	Cake	Catsup	Catsup/Mustard	Catsup/Mustard	Pasta Salad
H	Catsup/Mustard	Beverage Packet	Potato Salad	Beverage Packet	Beverage Packet	Beverage Packet	Cake
C	Beverage Packet		Garlic Roll				HD Bun
H			Beverage Packet				Catsup/Mustard
S	Turkey Alfredo w/ Pasta	Beans w/T Ham	Chili con Carne	Grd Meat Helper	Stroganoff	Pasta w/ Meat Sauce	Flour Tortilla
U	Toss Salad w/ Dressing	Rice	Rice	Carrots & Peas	Rice	Corn	Taco Meat
P	Pudding	Peas	Cole Slaw	Toss Salad w/ Dressing	Mix Vegetables	Toss Salad w/ Dressing	Shredded Cheese
P	Buttered Roll	Cake	Duplex Cookies	Cake	Iced Cake	Pudding	Lettuce
E	Beverage Packet	Buttered Roll	Buttered Cornbread	Buttered Roll	Buttered Cornbread	Buttered Roll	Spanish Rice
R		Beverage Packet	Beverage Packet	Beverage Packet	Beverage Packet	Beverage Packet	Bears
							Duplex Cookies
							Taco Sauce
							Beverage Packet

Items listed are as served/cooked weight portions.

Rolls and breadsticks are 2 Oz total weight.

Menu contains no pork or pork by-products

Barbara Watson M.A., R.D.

RDN #618415

CLIENT SIGNATURE

1/3/2022



Anderson County - Tennessee

Week 4

	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
B	Sweet Oatmeal 1 Cup	Cold Cereal 1 Cup	Sausage Flavored Gravy 1 Cup	Sweet Oatmeal 1 Cup	Cold Cereal 1 Cup	Sweet Oatmeal 1 Cup	Pancakes or Waffles 2 ea
R	Coffee Cake 1/54 Cut	Turkey Sausage 2 Oz	Buttered Biscuit 1/54 Cut	T Ham/Egg Casserole 4 Oz	Fried Potatoes 1 Cup	Bolled Egg 1 Ea	Syrup 2 Oz
E	Turkey Ham 2 Oz	Blueberry Muffin 1/54 Cut	Fried Potatoes 1 Cup	Buttered Biscuit 1/54 Cut	Breakfast Biscuit 1 Cup	Sausage Flavored Gravy 1 Cup	Turkey Sausage 2 Oz
A	Buttered Biscuit 1/54 Cut	Buttered Toast 2 Sl	Coffee Cake 1/54 Cut	Jelly 1 Pkt	Biscuit 1/54 Cut	Buttered Biscuit 1/54 Cut	Sweet Rice 1 Cup
K	Fortified Beverage 1 Cup	Milk 1 Cup	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup	Turkey Ham 2 Oz	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup
F	Sugar Pkt 2 ea	Sugar Pkt 2 ea			Milk 1 Cup		
A					Sugar Pkt 2 ea		
S							
T							
L	Hamburger 3 Oz	Meatball Sub 4 Ea	T Ham & Cheese Sandwich 3 Oz	Chicken Patty 3 Oz	Turkey Franks 2 Ea	Roast Turkey 3 Oz	T Bologna 3 Oz
U	Lettuce/Pickle 2 Oz	Meatballs 1/4 Cup	Turkey Ham 1 Sl	Cheese 1 Sl	Baked Beans 3/4 Cup	Mashed Potatoes 3/4 Cup	Cheese 1 Sl
N	Bun 1 Ea	Sauce 1 Ea	Cheese 1 Sl	Potato Wedge 1/2 Ea	Cole Slaw 1/2 Cup	Gravy 1/4 Cup	Bread 2 Sl
B	Baked Beans 3/4 Cup	Bun 1 Ea	Bun 1 Ea	Toss Salad w/ Dressing 1/2 Cup	Duplex Cookies 3 Ea	Green Beans 1/2 Cup	Wedge Potato 1/2 Ea
C	French Fries 3/4 Cup	Oven Cubed Potatoes 3/4 cup	Peas 1/2 cup	Cake 1/54 Cut	Bread 2 Sl	Cake 1/54 Cut	Pasta Salad 1/2 Cup
H	Cake 1/54 Cut	Cole Slaw 1/2 Cup	Potato Salad 1/2 cup	Bun 1 Ea	Catsup/Mustard PC 1 Pkt ea	Buttered Roll 1 Ea	Pudding 1/2 Cup
C	Catsup/Mustard PC 1 Pkt ea	Pudding 1/2 Cup	Duplex Cookies 3 Ea	Mustard 1 Pkt	Beverage Packet 1 Ea	Beverage Packet 1 Ea	Catsup/Mustard 1 Pkt ea
B	Beverage Packet 1 Ea	Beverage Packet 1 Ea	Mustard 1 Pkt	Beverage Packet 1 Ea			Beverage Packet 1 Ea
S							
U							
P							
P							
E							
E							
R							

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 Rolls and breadsticks are 2 Oz total weight.
 Menu contains no pork or pork by-products

Barbara Watson M.A., R.D., R.D.

RDN #618415

CLIENT SIGNATURE

1/3/2022

Kellwell Food Management, Inc.

Invoice

PO Box Z
Beattyville, KY 41311

Date	Invoice #
4/29/2022	93005

Bill To
Anderson County Jail 308 Public Safety Lane Clinton, TN 37716

Ship To
Anderson County Jail 308 Public Safety Lane Clinton, TN 37716

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30		4/29/2022			

Quantity	Item Code	Description	Price Each	Amount
8,122	Trays Served	Average Population Week Ending 4/29/22: 387	0.949	7,707.78
98	Trays Served	Sacks	0.949	93.00

Total			\$7,800.78
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UNIT -		Anderson, TN		DAILY SALES RECORD						
DAY	DATE	BREAKFAST	LUNCH	DINNER	SACKS	STAFF & VISITORS				DAILY TOTAL
Saturday	4/23/2022	375	407	392	14					1188
Sunday	4/24/2022	381	397	397	14					1189
Monday	4/25/2022	382	420	377	14					1193
Tuesday	4/26/2022	370	365	365	14					1114
Wednesday	4/27/2022	425	384	380	14					1203
Thursday	4/28/2022	380	391	386	14					1171
Friday	4/29/2022	388	380	380	14					1162
TOTALS		2701	2744	2677	98	0	0	0	0	8220

Food Service Manager:

Bob Stevens DM

Date

Friday, April 29, 2022