

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 12/17/2020  
Contract/Lease Control #: C17-2481-COR  
Procurement#: COR 70-16  
Contract/Lease Type: CONTRACT  
Award To/Lessee: TRINITY  
Owner/Lessor: OKALOOSA COUNTY  
Effective Date: 11/30/2016  
Expiration Date: 11/30/2021  
Description of: INMATE FOOD SERVICES  
Department: BCC  
Department Monitor: ESMOND  
Monitor's Telephone #: 850-689-5690  
Monitor's FAX # or E-mail: ESMOND@MYOKALOOSA.COM

Closed:

Cc: BCC RECORDS

**RENEWAL AND SECOND AMENDMENT TO CONTRACT C17-2481-COR  
 BETWEEN  
 OKALOOSA BOARD OF COUNTY COMMISSIONERS  
 DEPARTMENT OF CORRECTIONS  
 AND  
 TRINITY INMATE FOOD SERVICES, INC.**

This Renewal and Second Amendment made and entered into this 15 day of Dec., 2020, hereby renews and amends contract C17-2481-COR, for inmate food services, dated 11/3/2016, by and between Okaloosa County, Florida, (hereinafter the "County") and Trinity Services Group, Inc. (hereinafter the "Contractor").

**WHEREAS**, on 11/3/2016, the County and Contractor entered into a contract, C17-2481-COR, which provides inmate food services; and

**WHEREAS**, the initial term of C17-2481-COR expires on 11/30/2020; however, the contract provides for one (1) final yearly renewal.

**NOW THEREFORE**, in consideration of the mutual covenants herein and other good and valuable consideration, the parties hereby agree to renew and amend C17-2481-COR as follows:

1. The inmate population price per meal for the 2020 Renewal Period shall be based upon an average daily population ("ADP") and payable as set forth below.

ADP	Price per inmate meal
399 or less	To be negotiated
400 - 499	\$1.082
500 - 599	\$0.991
600 - 699	\$0.928
700 - 799	\$0.876
800 - 899	\$0.854
900 or more	\$0.833

2. This Second Amendment shall commence on December 1, 2020 and run through November 30, 2021. All other provisions of the Contract shall remain in full force and effect through the duration of the renewal.

**IN WITNESS WHEREOF**, the parties hereto have executed this renewal and amendment as of the day and year first written.

**CONTRACT#: C17-2481-COR  
 TRINITY SERVICES GROUP, INC.  
 INMATE FOOD SERVICES  
 EXPIRES: 11/30/2021**

**PROCUREMENT/CONTRACT/LEASE  
INTERNAL COORDINATION SHEET**

Procurement/Contract/Lease Number: C17-2481-COR Tracking Number: 4158-21  
Procurement/Contractor/Lessee Name: Thirty Inmate Food Services Grant Funded: YES \_\_\_ NO X  
Purpose: Renewal/amendment  
Date/Term: 11-30-21  
Department #: See attached  
Account #: [REDACTED]  
Amount: [REDACTED]  
Department: COR Dept. Monitor Name: Esmond

1.  GREATER THAN \$100,000  
2.  GREATER THAN \$50,000  
3.  \$50,000 OR LESS

**Purchasing Review**  
Procurement or Contract/Lease requirements are met:  
Orbita Mason Date: 10-21-2020  
Purchasing Manager or designee Jeff Hyde, DeRita Mason, Jesica Darr, Angela Etheridge

**2CFR Compliance Review (if required)**  
Approved as written: NO federal funds Grant Name: \_\_\_\_\_  
Date: \_\_\_\_\_  
Grants Coordinator Gillian Gordon

**Risk Management Review**  
Approved as written: see email attached Date: 10-29-2020  
Risk Manager or designee Lisa Price

**County Attorney Review**  
Approved as written: see email attached Date: 10-25-2020  
County Attorney Lynn Hoshihara, Kerry Parsons or Designee

**Department Funding Review**  
Approved as written: see email attached Date: 10-21-2020

**IT Review (if applicable)**  
Approved as written: [REDACTED] Date: [REDACTED]

## DeRita Mason

---

**From:** Parsons, Kerry <KParsons@ngn-tally.com>  
**Sent:** Sunday, October 25, 2020 4:45 PM  
**To:** DeRita Mason  
**Cc:** Lynn Hoshihara; Lisa Price  
**Subject:** RE: C17-2481-COR Second amendment

This is approved for legal purposes.

**Kerry A. Parsons, Esq.**

**Nabors  
Giblin &  
Nickerson**  
ATTORNEYS AT LAW

1500 Mahan Dr. Ste. 200  
Tallahassee, FL 32308  
T. (850) 224-4070  
[Kparsons@ngn-tally.com](mailto:Kparsons@ngn-tally.com)

*The information contained in this e-mail message is intended for the personal and confidential use of the recipient(s) named above. This message and its attachments may be an attorney-client communication and, as such, is privileged and confidential. If the reader of this message is not the intended recipient or an agent responsible for delivering it to the intended recipient, you are hereby notified that you have received this document in error and that any review, dissemination, distribution, or copying of this message is strictly prohibited. If you have received this communication in error, please notify us immediately by telephone or e-mail and delete the original message. Thank you!*

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**From:** DeRita Mason <dmason@myokaloosa.com>  
**Sent:** Wednesday, October 21, 2020 9:56 AM  
**To:** Parsons, Kerry <KParsons@ngn-tally.com>  
**Cc:** Lynn Hoshihara <lhoshihara@myokaloosa.com>; Lisa Price <lprice@myokaloosa.com>  
**Subject:** C17-2481-COR Second amendment

Good morning,  
Please review and approve the attached.

Thank you,

DeRita Mason



DeRita Mason  
Contracts and Lease Coordinator  
Okaloosa County Purchasing Department

## DeRita Mason

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**From:** Lisa Price  
**Sent:** Thursday, October 29, 2020 11:46 AM  
**To:** DeRita Mason  
**Subject:** RE: Outstanding Coordination

Trinity is a renewal contract. As long as they have us as additional insured for GL, AUTO and waiver of subrogation on Workers comp, and name Okaloosa County BCC as the Certificate holder the limit are fine for insurance purposes.

Lisa Price  
Public Records & Contracts Specialist  
302 N Wilson Street, Suite 301  
Crestview, FL. 32536  
(850) 689-5979  
[lprice@myokaloosa.com](mailto:lprice@myokaloosa.com)



*Due to Florida's very broad public records laws, most written communications to or from county employees regarding county business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.*

**From:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Sent:** Thursday, October 29, 2020 9:08 AM  
**To:** Lisa Price <[lprice@myokaloosa.com](mailto:lprice@myokaloosa.com)>  
**Subject:** Outstanding Coordination

It looks I am missing the following from you, I have been in meetings and checking my emails from phone. I could have missed these.

Ariel Seafood's Aviation Ground Lease  
C17-2481-COR Trinity Inmate Food Services  
C14-2121-PS-Kronos

DeRita Mason





Okaloosa County, Florida

By: \_\_\_\_\_

Name: Robert A. "Trey" Goodwin, III

Title: Chairman, Board of County Commissioners

Date: DEC 15 2020



ATTEST:

\_\_\_\_\_  
J.D. Peacock, II, Clerk



Trinity Services Group, Inc.

By: \_\_\_\_\_

Name: David M. Miller

Title: Chief Operating Officer

Date: 11/3/2020

WITNESS for CONTRACTOR:

Signature: \_\_\_\_\_

Name: Sonia Jackson

Date: 11/3/2020



Florida Department of Agriculture and Consumer Services  
Division of Food, Nutrition and Wellness

**2020/2021 RENEWAL CONTRACT  
NONPROFIT FOOD SERVICE PROGRAM**

Original Contract Date
Year of Renewal (Check) 1 x 2x 3 <input type="checkbox"/> 4 <input type="checkbox"/>

The undersigned parties mutually agree to renew their current Food Service Contract for a period of one year beginning on 11/30/20 (mo./day/yr.), and ending on 11/30/21 (mo./day/yr.), with the first day of food service being 12/01/2020 (mo./day/yr.). All terms and conditions of the contract as amended herein shall remain in full force and effect for the duration of this renewal.

Per Meal Prices Must Be Quoted as if No USDA Foods Will Be Received

	2019-2020 Rate <sup>1</sup>	2020-2021 Rate <sup>1</sup>	Percentage Increase <sup>2</sup>
1. Reimbursable Breakfast	1. <u>\$0.850</u>	1. <u>\$0.876</u>	1. <u>3.0%</u>
2. Reimbursable Lunch (K-5)	2. _____	2. _____	2. _____
3. Reimbursable Lunch (6-8)	3. _____	3. _____	3. _____
4. Reimbursable Lunch (9-12)	4. <u>\$0.850</u>	4. <u>\$0.876</u>	4. <u>3.0%</u>
5. After-School Snack	5. _____	5. _____	5. _____
6. Special Milk	6. _____	6. _____	6. _____
7. Other (specify):	7. _____	7. _____	7. _____

<sup>1</sup>Rates must not be rounded up. Do not exceed four decimal places.

<sup>2</sup>Percentage increase shall not exceed the maximum rate established in the original contract.

**APPROVAL**

This Renewal Contract is subject to approval by the Florida Department of Agriculture & Consumer Services, Division of Food, Nutrition and Wellness.

**SIGNATURES**

IN WITNESS WHEREOF, the parties hereto have executed this Renewal Contract as of the date indicated below. The individual signing as the authorized representative is deemed to have authorization to bind the agency to legal and binding agreements.

**Sponsor**

Lt. Leroy Huyghue Support Services Lieutenant  
(Print) Name of Authorized Representative Title

[Signature] 09/30/20  
Signature of Authorized Representative Date

01-0303 Okaloosa County BOCC  
Sponsor Number and Name

1200 East James Lee Blvd  
Address

Crestview, FL, 32539  
City, State, Zip

850-689-5645  
Telephone

lhuyghue@myokaloosa.com  
Email

**Vendor (Caterer/FSMC)**

Jeff Schmidtchen District Manager  
(Print) Name of Authorized Representative Title

[Signature] 8/10/20/20  
Signature of Authorized Representative Date

Trinity Services Group Inc.  
Name of Company

477 Commerce Blvd  
Address

Oldsmar, FL, 34677  
City, State, Zip

813-309-6323  
Telephone

Jeff.schmidtchen@trinityservicesgroup.com  
Email







## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 11/13/2019

Contract/Lease Control #: C17-2481-COR

Procurement#: COR 70-16

Contract/Lease Type: CONTRACT

Award To/Lessee: TRINITY

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 11/30/2016

Expiration Date: 11/30/2020 W/1 – 1 YEAR RENEWAL

Description of Contract/Lease: INMATE FOOD SERVICES

Department: DEPARTMENT OF CORRECTIONS

Department Monitor: STEPHANIE PELLA

Monitor's Telephone #: 850-689-5690

Monitor's FAX # or E-mail: SPELLA@MYOKALOOSA.COM

Closed:

Cc: Finance Department Contracts & Grants Office

CONTINUATION  
CERTIFICATE

ATLANTIC SPECIALTY INSURANCE COMPANY , Surety upon

a certain Bond No. 800026308

dated effective 12/1/2016  
(MONTH-DAY-YEAR)

on behalf of TRINITY SERVICES GROUP, INC.  
(PRINCIPAL)

and in favor of OKALOOSA COUNTY, FLORIDA  
(OBLIGEE)

CONTRACT#: C17-2481-COR  
TRINITY SERVICES GROUP, INC.  
INMATE FOOD SERVICES  
EXPIRES: 11/30/2020 W/1 1 YR RENEWAL

does hereby continue said bond in force for the further period

beginning on 12/1/2020  
(MONTH-DAY-YEAR)

and ending on 12/1/2021  
(MONTH-DAY-YEAR)

Amount of bond \$ 717,102.00

Description of bond CONTRACT FOR RFP COR 75-16 WITH CONTRACTOR FOOD SERVICES AGREEMENT

Premium: \$ 3,944.00

**PROVIDED:** That this continuation certificate does not create a new obligation and is executed upon the express condition and provision that the Surety's liability under said bond and this and all Continuation Certificates issued in connection therewith shall not be cumulative and that the said Surety's aggregate liability under said bond and this and all such Continuation Certificates on account of all defaults committed during the period (regardless of the number of years) said bond had been and shall be in force, shall not in any event exceed the amount of said bond as hereinbefore set forth.

Signed and dated on November 10, 2020  
(MONTH-DAY-YEAR)

ATLANTIC SPECIALTY INSURANCE COMPANY

By Jennifer Williams  
ATTORNEY-IN-FACT Jennifer Williams



# Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Susan A. Welsh, Sandra M. Winsted, Christopher P. Troha, Michelle D. Krebs, Salena Wood, Sandra M. Nowak, Jennifer Williams, Christina L. Sandoval, Derek J. Elston, Bartłomiej Siewierski, Aerie Walton, Barbara Pannier, Andrew James Marks, Nicholas Pantazis, Kristin L. Hannigan, Samantha Chierici, Debra J. Doyle, Diane M. O'Leary, Judith A. Lucky-Eftimov**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **unlimited** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

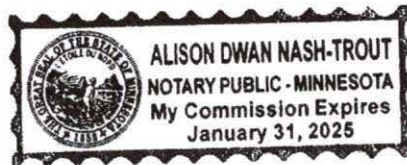
IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this twenty-seventh day of April, 2020.



By   
Paul J. Brehm, Senior Vice President

STATE OF MINNESOTA  
HENNEPIN COUNTY

On this twenty-seventh day of April, 2020, before me personally came Paul J. Brehm, Senior Vice President of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, that he is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.



  
Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 10th day of November, 2020



  
Kara Barrow, Secretary

This Power of Attorney expires  
January 31, 2025



CONTINUATION  
CERTIFICATE

ATLANTIC SPECIALTY INSURANCE COMPANY , Surety upon

a certain Bond No. 800026308

Inst. #3362276 Bk: 3465 Pg: 4538  
Page 1 of 3 Recorded: 6/2/2020 2:53 PM  
RECORDING ARTICLE V: \$12.00 RECORDING: \$15.00

dated effective 12/1/2016  
(MONTH-DAY-YEAR)

DEPUTY CLERK bkain  
JD PEACOCK II CLERK OF COURTS,  
OKALOOSA COUNTY, FLORIDA

on behalf of TRINITY SERVICES GROUP, INC.  
(PRINCIPAL)

and in favor of OKALOOSA COUNTY, FLORIDA  
(OBLIGEE)

does hereby continue said bond in force for the further period

beginning on 12/1/2019  
(MONTH-DAY-YEAR)

and ending on 12/1/2020  
(MONTH-DAY-YEAR)

Amount of bond \$ 717,102.00

Description of bond CONTRACT FOR RFP COR 75-16 WITH CONTRACTOR FOOD SERVICES AGREEMENT

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**PROVIDED:** That this continuation certificate does not create a new obligation and is executed upon the express condition and provision that the Surety's liability under said bond and this and all Continuation Certificates issued in connection therewith shall not be cumulative and that the said Surety's aggregate liability under said bond and this and all such Continuation Certificates on account of all defaults committed during the period (regardless of the number of years) said bond had been and shall be in force, shall not in any event exceed the amount of said bond as hereinbefore set forth.

Signed and dated on November 25, 2019  
(MONTH-DAY-YEAR)

ATLANTIC SPECIALTY INSURANCE COMPANY

By Jennifer Williams  
ATTORNEY-IN-FACT Jennifer Williams



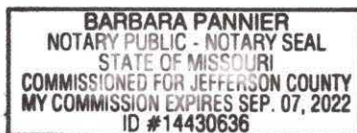
ACKNOWLEDGEMENT BY SURETY

STATE OF MISSOURI  
COUNTY OF ST. LOUIS CITY

On this 25th day of November, 2019, before me, Barbara Pannier, a Notary Public, within and for said County and State, personally appeared Jennifer Williams to me personally known to be the Attorney-in-Fact of and for Atlantic Specialty Insurance Company and acknowledged that s/he executed the said instrument as the free act and deed of said Company.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, at my office in the aforesaid County, the day and year in this certificate first above written.

  
\_\_\_\_\_  
Notary Public in the State of Missouri  
County of St. Louis City





## Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Susan A. Welsh, Ann Mullins, Sandra M. Winsted, Christopher P. Troha, Michelle D. Krebs, Salena Wood, Sandra M. Nowak, Jennifer Williams, Christina L. Sandoval, Derek J. Elston, Bartlomiej Siepierski, Aerie Walton, Barbara Pannier**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **sixty million dollars (\$60,000,000)** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

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Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this twenty-ninth day of April, 2019.

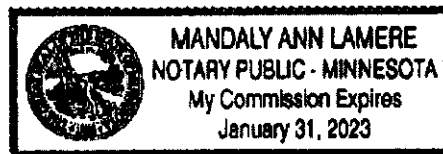


By

Paul J. Brehm, Senior Vice President

STATE OF MINNESOTA  
HENNEPIN COUNTY

On this twenty-ninth day of April, 2019, before me personally came Paul J. Brehm, Senior Vice President of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, that he is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.



Notary Public

I, the undersigned, Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated 25th day of November, 2019.



Christopher V. Jerry, Secretary

This Power of Attorney expires  
January 31, 2023





**PROCUREMENT/CONTRACT/LEASE  
INTERNAL COORDINATION SHEET**

Procurement/Contract/Lease Number: EP-2481112 Tracking Number: 3467-19  
 Procurement/Contractor/Lessee Name: Trinity Grant Funded: YES  NO   
 Purpose: Renewal/ amendment  
 Date/Term: 11-30-20  
 Amount: \_\_\_\_\_  
 Department: CCR  
 Dept. Monitor Name: vayn

1.  GREATER THAN \$100,000
2.  GREATER THAN \$50,000
3.  \$50,000 OR LESS

**Purchasing Review**

Procurement or Contract/Lease requirements are met:  
Walt Mc Date: 7-31-19  
 Purchasing Manager or designee Jeff Hyde, DeRita Mason, Victoria Taravella

**2CFR Compliance Review (if required)**

Approved as written: grant funds minimal Grant Name: FDACS-Lunch Program  
8/3/19 Date: 8.1.19  
 Grants Coordinator Danielle Garcia

**Risk Management Review**

Approved as written: see email attached Date: 8-2-19  
 Risk Manager or designee Laura Porter or Krystal King

**County Attorney Review**

Approved as written: see email attached Date: 8.7.19  
 County Attorney Gregory T. Stewart, Lynn Hoshihara, Kerry Parsons or Designee

Following Okaloosa County approval:

**Clerk Finance**

Document has been received:  
 \_\_\_\_\_ Date: \_\_\_\_\_  
 Finance Manager or designee



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
11/27/2018

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).

<b>PRODUCER</b> Aon Risk Services Central, Inc. St. Louis MO Office 8182 Maryland Avenue St Louis MO 63105 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (866) 283-7122      FAX (A/C. No.): (800) 363-0105		
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> Trinity Services Group, Inc 477 Commerce Boulevard Oldsmar FL 34677 USA	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	INSURER A: Liberty Insurance Corporation		42404
	INSURER B: LM Insurance Corporation		33600
	INSURER C: Liberty Mutual Fire Ins Co		23035
	INSURER D:		
	INSURER E:		
INSURER F:			

Holder Identifier :

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER: 570073977057</b>	<b>REVISION NUMBER:</b>
------------------	---	-------------------------

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
C	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			EB2651291759068 SIR applies per policy terms & conditions	12/01/2018	12/01/2019	EACH OCCURRENCE	\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$300,000
							MED EXP (Any one person)	\$5,000
							PERSONAL & ADV INJURY	\$1,000,000
							GENERAL AGGREGATE	\$10,000,000
							PRODUCTS - COMP/OP AGG	\$2,000,000
C	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			AS2-651-291759-078	12/01/2018	12/01/2019	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
							BODILY INJURY ( Per person)	
							BODILY INJURY (Per accident)	
							PROPERTY DAMAGE (Per accident)	
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000			TH7651291759098	12/01/2018	12/01/2019	EACH OCCURRENCE	\$25,000,000
							AGGREGATE	\$25,000,000
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WC5651291759048 SIR applies per policy terms & conditions	12/01/2018	12/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT	\$1,000,000
							E.L. DISEASE-EA EMPLOYEE	\$1,000,000
							E.L. DISEASE-POLICY LIMIT	\$1,000,000

Certificate No : 570073977057

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
RE: RFP Title: Inmate Food Service, RFP Number: COR 75 - 16. Certificate Holder is included as Additional Insured in accordance with the policy provisions of the General Liability policy.

**CERTIFICATE HOLDER****CANCELLATION**

Okaloosa County 5479 Old Bethel Road Crestview FL 35236 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	<b>AUTHORIZED REPRESENTATIVE</b>  <i>Aon Risk Services Central, Inc.</i>



## Danielle Garcia

---

**From:** Jane Evans  
**Sent:** Thursday, August 01, 2019 12:31 PM  
**To:** Danielle Garcia  
**Cc:** Leroy Huyghue; DeRita Mason; Stephanie Pella  
**Subject:** RE: C17-2481-COR

The number of meals served to qualifying juveniles and Food Commodity shipping costs are charged to 71106-534203 each month. As we receive Food Commodities, the value of the shipment is credited to 71106-534203. In the last few years, the net effect has been minimal food service costs to the grant. The grant renews July 1 so I watch the budget amount in the last half of the year to see if the budget needs to be increased.

Jane

**From:** Leroy Huyghue <lhuyghue@myokaloosa.com>  
**Sent:** Thursday, August 1, 2019 12:19 PM  
**To:** Jane Evans <jevans@myokaloosa.com>  
**Subject:** FW: C17-2481-COR

**From:** Stephanie Pella  
**Sent:** Thursday, August 01, 2019 11:52 AM  
**To:** Danielle Garcia <dgarcia@myokaloosa.com>; DeRita Mason <dmason@myokaloosa.com>  
**Cc:** Leroy Huyghue <lhuyghue@myokaloosa.com>  
**Subject:** RE: C17-2481-COR

Hi Danielle,  
I'll defer to Lt. Huyghue to answer your question.

Thank you,

**From:** Danielle Garcia <dgarcia@myokaloosa.com>  
**Sent:** Wednesday, July 31, 2019 4:05 PM  
**To:** Stephanie Pella <spella@myokaloosa.com>; DeRita Mason <dmason@myokaloosa.com>  
**Cc:** Leroy Huyghue <lhuyghue@myokaloosa.com>  
**Subject:** RE: C17-2481-COR

Thank you, Stephanie.

Just curious, what are the proposed grant expenditures under this contract? I see we only have \$3,344 balance in this account. Do we expect additional grant funds/transfers? Or is this being funded with remaining local funds?

Sorry for all the questions, it will help me though in my procurement grant compliance review.

Regards,  
Danielle Garcia

850-689-5960 x 6971

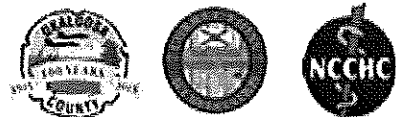
**From:** Stephanie Pella <[spella@myokaloosa.com](mailto:spella@myokaloosa.com)>  
**Sent:** Wednesday, July 31, 2019 3:50 PM  
**To:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Cc:** Leroy Huyghue <[lhuyghue@myokaloosa.com](mailto:lhuyghue@myokaloosa.com)>; Danielle Garcia <[dgarcia@myokaloosa.com](mailto:dgarcia@myokaloosa.com)>  
**Subject:** RE: C17-2481-COR

Hi DeRita,  
The details follow:

Grant Program Name: National School Lunch Program  
Grant Sponsor Type: Public Residential Child Care Institution (RCC)  
Grant Sponsor Number: 303  
Grant Contract Number: 18224  
BCC Budget Department: 71106 FDACS SCHOOL LUNCH  
BCC Budget Account: 534203 CS-FOOD SERVICES

Thank you,

*Stephanie Pella* MBA, CPM  
Administrative Services Manager  
Okaloosa County Department of Corrections  
**Direct:** 850-689-5515  
**Office:** 689-5690 Ext. 5515  
**Fax:** 689-5092  
1200 East James Lee Blvd.  
Crestview, FL 32539  
[spella@myokaloosa.com](mailto:spella@myokaloosa.com)



Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.

**From:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Sent:** Wednesday, July 31, 2019 3:00 PM  
**To:** Stephanie Pella <[spella@myokaloosa.com](mailto:spella@myokaloosa.com)>  
**Cc:** Leroy Huyghue <[lhuyghue@myokaloosa.com](mailto:lhuyghue@myokaloosa.com)>; Danielle Garcia <[dgarcia@myokaloosa.com](mailto:dgarcia@myokaloosa.com)>  
**Subject:** C17-2481-COR

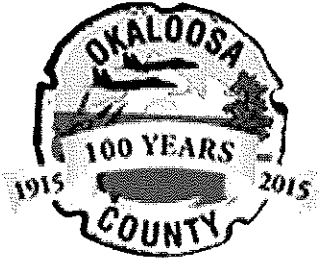
Stephanie or Leroy,

I need the following information to be able to fully review the amendment for grant purposes:

Grant name/number  
Budget

Thank you,

DeRita



DeRita Mason  
Contracts and Lease Coordinator  
Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, Florida 32536  
(850) 689-5960  
[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)

"Please note: Due to Florida's very broad public records laws, most written communications to or from County employees regarding County business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure."

## DeRita Mason

---

**From:** Karen Donaldson  
**Sent:** Friday, August 02, 2019 11:28 AM  
**To:** DeRita Mason  
**Subject:** RE: C17-2481-COR amendment/renewal

DeRita

This is approved by risk.

Thank you

*Karen Donaldson*

Karen Donaldson  
Public Records and Contracts Specialist  
Okaloosa County Risk Management  
5479-B Old Bethel Rd.  
Crestview, Fl. 32536  
850.683.6207  
[KDonaldson@myokaloosa.com](mailto:KDonaldson@myokaloosa.com)



*Please note: Due to Florida's very broad public records laws, most written communications to or from county employees regarding county business are public records, available to the public and media upon request. Therefore, this written e-mail communication, including your e-mail address, may be subject to public disclosure.*

---

**From:** DeRita Mason <[dmason@myokaloosa.com](mailto:dmason@myokaloosa.com)>  
**Sent:** Wednesday, July 31, 2019 2:58 PM  
**To:** Parsons, Kerry <[KParsons@ngn-tally.com](mailto:KParsons@ngn-tally.com)>; Lynn Hoshihara <[lhoshihara@myokaloosa.com](mailto:lhoshihara@myokaloosa.com)>  
**Cc:** Karen Donaldson <[kdonaldson@myokaloosa.com](mailto:kdonaldson@myokaloosa.com)>; Jane Evans <[jevans@myokaloosa.com](mailto:jevans@myokaloosa.com)>; Danielle Garcia <[dgarcia@myokaloosa.com](mailto:dgarcia@myokaloosa.com)>  
**Subject:** C17-2481-COR amendment/renewal

Please use this version to review. I had to make a few more edits.

Thank you,

DeRita



## DeRita Mason

---

**From:** Parsons, Kerry <KParsons@ngn-tally.com>  
**Sent:** Wednesday, August 07, 2019 5:55 AM  
**To:** DeRita Mason  
**Cc:** Karen Donaldson; Jane Evans; Danielle Garcia; Lynn Hoshihara  
**Subject:** RE: C17-2481-COR amendment/renewal  
**Attachments:** C172481DFT.docx

Attached are my revisions. With the revisions, this is approved for legal purposes. I will not need to see the draft again.

**Kerry A. Parsons, Esq.**

**Nabors  
Giblin &  
Nickerson**  
ESTABLISHED 1911

1500 Mahan Dr. Ste. 200  
Tallahassee, FL 32308  
T. (850) 224-4070  
[Kparsons@ngn-tally.com](mailto:Kparsons@ngn-tally.com)

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---

**From:** DeRita Mason <dmason@myokaloosa.com>  
**Sent:** Wednesday, July 31, 2019 3:58 PM  
**To:** Parsons, Kerry <KParsons@ngn-tally.com>; Lynn Hoshihara <lhoshihara@myokaloosa.com>  
**Cc:** Karen Donaldson <kdonaldson@myokaloosa.com>; Jane Evans <jevans@myokaloosa.com>; Danielle Garcia <dgarcia@myokaloosa.com>  
**Subject:** C17-2481-COR amendment/renewal

Please use this version to review. I had to make a few more edits.

Thank you,

DeRita



DeRita Mason  
Contracts and Lease Coordinator  
Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, Florida 32536

**RENEWAL AND FIRST AMENDMENT TO CONTRACT C17-2481-COR  
BETWEEN  
OKALOOSA BOARD OF COUNTY COMMISSIONERS  
DEPARTMENT OF CORRECTIONS  
AND  
TRINITY INMATE FOOD SERVICES, INC.**

This Renewal and First Amendment made and entered into this 5th day of Nov, 2019, hereby renews and amends contract C17-2481-COR, for inmate food services, dated November 3, 2016, by and between Okaloosa County, Florida, (hereinafter the "County") and Trinity Services Group, Inc. (hereinafter the "Contractor").

**WHEREAS**, on November 3, 2016, the County and Contractor entered into a contract, C17-2481-COR, which provides inmate food services; and

**WHEREAS**, the initial term of C17-2481-COR expires on November 30, 2019. However, the contract provides for up to two (2) one-year renewals; and

**WHEREAS**, the County, as a recipient of federal assistance, is required to incorporate specific provisions in all contracts, regardless of funding source, with additional provisions being required for federally funded projects. These provisions are being incorporated per this amendment attached hereto as Exhibit "A"; and

**WHEREAS**, the parties wish to amend and renew the contract to add new and updated general services insurance requirements attached hereto as Exhibit "B".

**NOW THEREFORE**, in consideration of the mutual covenants herein and other good and valuable consideration, the parties hereby agree to renew and amend C17-2481-COR as follows:

1. Contractor agrees to comply with all federal regulations, including, but not limited to those set forth in Exhibit "A", and incorporated herein.
2. C17-2481-COR is hereby amended to add updated general services insurance requirements attached hereto as Exhibit "B"; and incorporated herein
3. C17-2481-COR is hereby amended to add the general grant funding conditions attached hereto as Exhibit "C", and incorporated herein.
4. **VENDORS ON SCRUTINIZED COMPANIES LISTS:** By executing this Agreement, Concessionaire, certifies that it is not: (1) listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, (2) engaged in a boycott of Israel, (3) listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, or (4) engaged in business operations in Cuba or Syria. Pursuant to section 287.135(5), Florida Statutes, the County may immediately terminate this Agreement for cause if the Concessionaire is found to have submitted a false

certification as to the above or if the Concessionaire is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If the County determines that the Concessionaire has submitted a false certification, the County will provide written notice to the Contractor. Unless the Concessionaire demonstrates in writing, within 90 calendar days of receipt of the notice, that the County's determination of false certification was made in error, the County shall bring a civil action against the Contractor. If the County's determination is upheld, a civil penalty equal to the greater of \$2 million or twice the amount of this Agreement shall be imposed on the Concessionaire, and the Concessionaire will be ineligible to bid on any Agreement with a Florida agency or local governmental entity for three years after the date of County's determination of false certification by Concessionaire. If federal law ceases to authorize the states to adopt and enforce this particular contract provision shall be null and void.

5. The inmate population price per meal for the 2019 Renewal Period shall be based upon an average daily population ("ADP") and payable as set forth below.

ADP	Price per inmate meal
399 or less	To be negotiated
400 - 499	\$1.050
500 - 599	\$0.962
600 - 699	\$0.901
700 - 799	\$0.850
800 - 899	\$0.829
900 or more	\$0.809

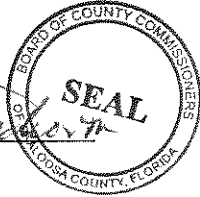
6. C17-2481-COR is hereby renewed and the renewal period shall commence on December 1, 2019 and run through November 30, 2020.

- 7 All other provisions of the contract through the duration of the renewal shall remain in full force and effect.

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

Okaloosa County, Florida

By: *Charles K. Windes, Jr.*  
Name: Charles K. Windes, Jr.  
Title: Chairman, Board of County Commissioners  
Date: 11/5/19



ATTEST:

*J.D. Peacock, II*  
J.D. Peacock, II, Clerk



Trinity Services Group, Inc.

By: *David M. Miller*  
Name: David M. Miller  
Title: COO  
Date: 9.27.2019.  
Witness: *Soma Jackson*  
Print Name: Soma Jackson



Florida Department of Agriculture and Consumer Services  
Division of Food, Nutrition and Wellness

**2019/2020 RENEWAL CONTRACT  
NONPROFIT FOOD SERVICE PROGRAM**

Original Contract Date			
Year of Renewal (Check)			
1 X	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>

The undersigned parties mutually agree to renew their current Food Service Contract for a period of one year beginning on 11/30/2019 (mo./day/yr.), and ending on 11/30/2020 (mo./day/yr.), with the first day of food service being 12/01/2019 (mo./day/yr.). All terms and conditions of the contract as amended herein shall remain in full force and effect for the duration of this renewal.

Per Meal Prices Must Be Quoted as if No USDA Foods Will Be Received

	2018-2019 Rate <sup>1</sup>	2019-2020 Rate <sup>1</sup>	Percentage Increase <sup>2</sup>
1. Reimbursable Breakfast	1. <u>\$0.829</u>	1. <u>\$0.85</u>	1. <u>2.5%</u>
2. Reimbursable Lunch (K-5)	2. _____	2. _____	2. _____
3. Reimbursable Lunch (6-8)	3. _____	3. _____	3. _____
4. Reimbursable Lunch (9-12)	4. <u>\$0.829</u>	4. <u>\$0.85</u>	4. <u>2.5%</u>
5. After-School Snack	5. _____	5. _____	5. _____
6. Special Milk	6. _____	6. _____	6. _____
7. Other (specify):	7. _____	7. _____	7. _____

<sup>1</sup>Rates must not be rounded up. Do not exceed four decimal places.

<sup>2</sup>Percentage increase shall not exceed the maximum rate established in the original contract.

**APPROVAL**

This Renewal Contract is subject to approval by the Florida Department of Agriculture & Consumer Services, Division of Food, Nutrition and Wellness.

**SIGNATURES**

IN WITNESS WHEREOF, the parties hereto have executed this Renewal Contract as of the date indicated below. The individual signing as the authorized representative is deemed to have authorization to bind the agency to legal and binding agreements.

**Sponsor**

Lt. Leroy Huyghue Support Services Lieutenant  
\_\_\_\_\_  
(Print) Name of Authorized Representative Title

[Signature] 09/25/19  
\_\_\_\_\_  
Signature of Authorized Representative Date

01-0303 Okaloosa County BOCC  
\_\_\_\_\_  
Sponsor Number and Name

1200 East James Lee Blvd  
\_\_\_\_\_  
Address

Crestview, FL, 32539  
\_\_\_\_\_  
City, State, Zip

850-689-5645  
\_\_\_\_\_  
Telephone

lhuyghue@myokaloosa.com  
\_\_\_\_\_  
Email

**Vendor (Caterer/FSMC)**

Jeff Schmidtchen District Manager  
\_\_\_\_\_  
(Print) Name of Authorized Representative Title

[Signature] 9/30/19  
\_\_\_\_\_  
Signature of Authorized Representative Date

Trinity Services Group Inc.  
\_\_\_\_\_  
Name of Company

477 Commerce Blvd  
\_\_\_\_\_  
Address

Oldsmar FL 34677  
\_\_\_\_\_  
City, State, Zip

813-309-6323  
\_\_\_\_\_  
Telephone

Jeff.schmidtchen@trinityservicesgroup.com  
\_\_\_\_\_  
Email



Standard Contract Clauses

Exhibit "A"

**Title VI Clauses for Compliance with Nondiscrimination Requirements**

**Compliance with Nondiscrimination Requirements**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

**Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Title VI List of Pertinent Nondiscrimination Acts And Authorities, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.

**Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Nondiscrimination Acts and Authorities, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR part 21.

**Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Nondiscrimination Acts And Authorities on the grounds of race, color, or national origin.

**Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the sponsor or the Federal Aviation Administration to be pertinent to ascertain compliance with such Nondiscrimination Acts And Authorities and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the sponsor or the Federal Aviation Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

**Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the sponsor will impose such contract sanctions as it or the Federal Aviation Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the contractor under the contract until the contractor complies; and/or
- b. Cancelling, terminating, or suspending a contract, in whole or in part.

**Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract for this contract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the sponsor or the Federal Aviation Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the sponsor to enter into any litigation to protect the interests of the sponsor. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

**Title VI List of Pertinent Nondiscrimination Acts and Authorities**

**Title VI List of Pertinent Nondiscrimination Acts and Authorities**

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d *et seq.*, 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 CFR part 21 (Non-discrimination In Federally-Assisted Programs of The Department of Transportation—Effectuation of Title VI of The Civil Rights Act of 1964);
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 *et seq.*), as amended, (prohibits discrimination on the basis of disability); and 49 CFR part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 *et seq.*), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the



Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

Titles II and III of the Americans with Disabilities Act of 1990, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 – 12189) as implemented by Department of Transportation regulations at 49 CFR parts 37 and 38;

The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);

Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;

Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);

Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

#### **FEDERAL FAIR LABOR STANDARDS ACT (FEDERAL MINIMUM WAGE)**

All contracts and subcontracts that result from this solicitation incorporate by reference the provisions of 29 CFR part 201, the Federal Fair Labor Standards Act (FLSA), with the same force and effect as if given in full text. The FLSA sets minimum wage, overtime pay, recordkeeping, and child labor standards for full and part time workers.

The *contractor* has full responsibility to monitor compliance to the referenced statute or regulation. The *contractor* must address any claims or disputes that arise from this requirement directly with the U.S. Department of Labor – Wage and Hour Division

#### **OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970**

All contracts and subcontracts that result from this solicitation incorporate by reference the requirements of 29 CFR Part 1910 with the same force and effect as if given in full text. Contractor must provide a work environment that is free from recognized hazards that may cause death or serious physical harm to the employee. The Contractor retains full responsibility to monitor its compliance and their subcontractor's compliance with the applicable requirements of the Occupational Safety and Health Act of 1970 (20 CFR Part 1910).

Contractor must address any claims or disputes that pertain to a referenced requirement directly with the U.S. Department of Labor – Occupational Safety and Health Administration.

### **E-VERIFY**

Enrollment and verification requirements.

- (1) If the Contractor is not enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall-
  - a. Enroll. Enroll as a Federal Contractor in the E-Verify Program within thirty (30) calendar days of contract award;
  - b. Verify all new employees. Within ninety (90) calendar days of enrollment in the E-Verify program, begin to use E-Verify to initiate verification of employment eligibility of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see paragraph (b)(3) of this section); and,
  - c. Verify employees assigned to the contract. For each employee assigned to the contract, initiate verification within ninety (90) calendar days after date of enrollment or within thirty (30) calendar days of the employee's assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section.)
- (2) If the Contractor is enrolled as a Federal Contractor in E-Verify at time of contract award, the Contractor shall use E-Verify to initiate verification of employment eligibility of
  - a. All new employees:
    - i. Enrolled ninety (90) calendar days or more. The Contractor shall initiate verification of all new hires of the Contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see paragraph (b)(3) of this section); or
    - ii. Enrolled less than ninety (90) calendar days. Within ninety (90) calendar days after enrollment as a Federal Contractor in E-Verify, the Contractor shall initiate verification of all new hires of the contractor, who are working in the United States, whether or not assigned to the contract, within three (3) business days after the date of hire (but see paragraph (b)(3) of this section); or
    - iii. Employees assigned to the contract. For each employee assigned to the contract, the Contractor shall initiate verification within ninety (90) calendar

days after date of contract award or within thirty (30) days after assignment to the contract, whichever date is later (but see paragraph (b)(4) of this section.)

- (3) If the Contractor is an institution of higher education (as defined at 20 U.S.C. 1001(a)); a State of local government or the government of a Federally recognized Indian tribe, or a surety performing under a takeover agreement entered into with a Federal agency pursuant to a performance bond, the Contractor may choose to verify only employees assigned to the contract, whether existing employees or new hires. The Contractor shall follow the applicable verification requirements of (b) (1) or (b) (2), respectively, except that any requirement for verification of new employees applies only to new employees assigned to the contract.
- (4) Option to verify employment eligibility of all employees. The Contractor may elect to verify all existing employees hired after November 6, 1986 (after November 27, 2009, in the Commonwealth of the Northern Mariana Islands), rather than just those employees assigned to the contract. The Contractor shall initiate verification for each existing employee working in the United States who was hired after November 6, 1986 (after November 27, 2009, in the Commonwealth of the Northern Mariana Islands), within one hundred eighty (180) calendar days of:
  - i. Enrollment in the E-Verify program; or
  - ii. Notification to E-Verify Operations of the Contractor's decision to exercise this option, using the contract information provided in the E-Verify program Memorandum of Understanding (MOU)
- (5) The Contractor shall comply, for the period of performance of this contract, with the requirements of the E-Verify program MOU.
  - i. The Department of Homeland Security (DHS) or the Social Security Administration (SSA) may terminate the Contractor's MOU and deny access to the E-Verify system in accordance with the terms of the MOU. In such case, the Contractor, will be referred to a suspension or debarment official.
  - ii. During the period between termination of the MOU and a decision by the suspension or debarment official whether to suspend or debar, the contractor is excused from its obligations under paragraph (b) of this clause. If the suspension or debarment official determines not to suspend or debar the Contractor, then the Contractor must reenroll in E-Verify.
  - iii. Web site. Information on registration for and use of the E-Verify program can be obtained via the Internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

Individuals previously verified. The Contractor is not required by this clause to perform additional employment verification using E-Verify for any employee-

- (a) Whose employment eligibility was previously verified by the Contractor through the E-Verify program;
- (b) Who has been granted and holds an active U.S. Government security clearance for access to confidential, secret, or top secret information in accordance with the National Industrial Security Program Operating Manual; or
- (c) Who has undergone a completed background investigation and been issued credentials pursuant to Homeland Security Presidential Directive (HSPD)-12. Policy for a Common Identification Standard for Federal Employees and Contractors.

Subcontracts. The Contractor shall include the requirements of this clause, including this paragraph € (appropriately modified for identification of the parties in each subcontract that-

- (1) Is for-(i) Commercial and noncommercial services (except for commercial services that are part of the purchase of a COTS item (or an item that would be a COTS item, but for minor modifications), performed by the COTS provider, and are normally provided for that COTS item); or
  - (ii) Construction;
- (2) Has a value of more than \$3,500; and
- (3) Includes work performed in the United States.

**EXHIBIT "B"**

**GENERAL SERVICES INSURANCE REQUIREMENTS**

REVISED: 02/8/2018

**CONTRACTORS INSURANCE**

1. The Contractor shall not commence any work in connection with this Agreement until he has obtained all required insurance and such insurance has been approved by the Okaloosa County Risk Manager or designee.
2. All insurance policies shall be with insurers authorized to do business in the State of Florida.
3. All insurance shall include the interest of all entities named and their respective officials, employees & volunteers of each and all other interests as may be reasonably required by Okaloosa County. The coverage afforded the Additional Insured under this policy shall be primary insurance. If the Additional Insured have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.
4. Where applicable, the County shall be shown as an Additional Insured with a Waiver of Subrogation on the Certificate of Insurance.
5. The County shall retain the right to reject all insurance policies that do not meet the requirement of this Agreement. Further, the County reserves the right to change these insurance requirements with 60-day notice to the Contractor.
6. The County reserves the right at any time to require the Contractor to provide copies of any insurance policies to document the insurance coverage specified in this Agreement.
7. The designation of Contractor shall include any associated or subsidiary company which is involved and is a part of the contract and such, if any associated or subsidiary company involved in the project must be named in the Workers' Compensation coverage.
8. Any exclusions or provisions in the insurance maintained by the Contractor that excludes coverage for work contemplated in this agreement shall be deemed unacceptable and shall be considered breach of contract.

## **WORKERS' COMPENSATION INSURANCE**

1. The Contractor shall secure and maintain during the life of this Agreement Workers' Compensation insurance for all of his employees employed for the project or any site connected with the work, including supervision, administration or management, of this project and in case any work is sublet, with the approval of the County, the Contractor shall require the Subcontractor similarly to provide Workers' Compensation insurance for all employees employed at the site of the project, and such evidence of insurance shall be furnished to the County not less than ten (10) days prior to the commencement of any and all sub-contractual Agreements which have been approved by the County.
2. Contractor must be in compliance with all applicable State and Federal workers' compensation laws, including the U.S. Longshore Harbor Workers' Act or Jones Act, if applicable.
3. No class of employee, including the Contractor himself, shall be excluded from the Workers' Compensation insurance coverage. The Workers' Compensation insurance shall also include Employer's Liability coverage.

## **BUSINESS AUTOMOBILE LIABILITY**

Coverage must be afforded for all Owned, Hired, Scheduled, and Non-Owned vehicles for Bodily Injury and Property Damage. If the contractor does not own vehicles, the contractor shall maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Policy. Contractor must maintain this insurance coverage throughout the life of this Agreement.

## **COMMERCIAL GENERAL LIABILITY INSURANCE**

1. The Contractor shall carry other Commercial General Liability insurance against all other Bodily Injury, Property Damage and Personal and Advertising Injury exposures.
2. All liability insurance (other than Professional Liability) shall be written on an occurrence basis and shall not be written on a claims-made basis. If the insurance is issued with an aggregate limit of liability, the aggregate limit of liability shall apply only to the locations included in this Agreement. If, as the result of any claims or other reasons, the available limits of insurance reduce to less than those stated in the Limits of Liability, the Contractor shall notify the County representative in writing. The Contractor shall purchase additional liability insurance to maintain the requirements established in this Agreement. Umbrella or Excess Liability insurance can be purchased to meet the Limits of Liability specified in this Agreement.
3. Commercial General Liability coverage shall include the following:
  - 1.) Premises & Operations Liability

- 2.) Bodily Injury and Property Damage Liability
- 3.) Independent Contractors Liability
- 4.) Contractual Liability
- 5.) Products and Completed Operations Liability

4. Contractor shall agree to keep in continuous force Commercial General Liability coverage for the length of the contract.

**PROFESSIONAL LIABILITY and/or ERRORS AND OMISSIONS LIABILITY**

Coverage must be afforded for Wrongful Acts. Contractor must keep insurance in force until the third anniversary of expiration of this agreement or the third anniversary of acceptance of work by the County.

**LIMITS OF LIABILITY**

The insurance required shall be written for not less than the following, or greater if required by law and shall include Employer's liability with limits as prescribed in this contract:

		<u>LIMIT</u>
1.	Worker's Compensation	
	1.) State	Statutory
	2.) Employer's Liability	\$500,000 each accident
2.	Business Automobile	\$1,000,000 each accident (A combined single limit)
3.	Commercial General Liability	\$1,000,000 each occurrence for Bodily Injury & Property Damage \$1,000,000 each occurrence Products and completed operations
4.	Personal and Advertising Injury	\$1,000,000 each occurrence

**NOTICE OF CLAIMS OR LITIGATION**

The Contractor agrees to report any incident or claim that results from performance of this Agreement. The County representative shall receive written notice in the form of a detailed written report describing the incident or claim within ten (10) days of the Contractor's knowledge. In the event such incident or claim involves injury and/or property damage to a third party, verbal notification shall be given the same day the Contractor becomes aware of the incident or claim followed by a written detailed report within ten (10) days of verbal notification.

## **INDEMNIFICATION & HOLD HARMLESS**

Contractor shall indemnify and hold harmless the County, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or wrongful conduct of the Contractor and other persons employed or utilized by the Contractor in the performance of this contract.

**Note: For Contractor's convenience, this certification form is enclosed and is made a part of the bid package.**

## **CERTIFICATE OF INSURANCE**

1. Certificates of insurance indicating the job site and evidencing all required coverage must be submitted not less than ten (10) days prior to the commencement of any of the work. The certificate holder(s) shall be as follows: Okaloosa County, 5479A Old Bethel Road, Crestview, Florida, 32536.
2. The contractor shall provide a Certificate of Insurance to the County with a thirty (30) day notice of cancellation; ten (10) days' notice if cancellation is for nonpayment of premium.
3. In the event that the insurer is unable to accommodate the cancellation notice requirement, it shall be the responsibility of the contractor to provide the proper notice. Such notification shall be in writing by registered mail, return receipt requested, and addressed to the Okaloosa County Purchasing Department at 5479-A Old Bethel Road, Crestview, FL 32536.
4. In the event the contract term goes beyond the expiration date of the insurance policy, the contractor shall provide the County with an updated Certificate of insurance no later than ten (10) days prior to the expiration of the insurance currently in effect. The County reserves the right to suspend the contract until this requirement is met.
5. The certificate shall indicate if coverage is provided under a claims-made or occurrence form. If any coverage is provided on a claims-made form, the certificate will show a retroactive date, which should be the same date of the initial contract or prior.
6. All certificates shall be subject to Okaloosa County's approval of adequacy of protection and the satisfactory character of the Insurer. County reserves the right to approve or reject any deductible/SIR above \$10,000. The Certificates of Insurance shall disclose any and all deductibles or self-insured retentions (SIRs).
7. All deductibles or SIRs, whether approved by Okaloosa County or not, shall be the Contractor's full responsibility. In particular, the Contractor shall afford full coverage as specified herein to entities listed as Additional Insured.



8. In no way will the entities listed as Additional Insured be responsible for, pay for, be damaged by, or limited to coverage required by this schedule due to the existence of a deductible or SIR. Specific written approval from Okaloosa County will only be provided upon demonstration that the Contractor has the financial capability and funds necessary to cover the responsibilities incurred as a result of the deductible or SIR.

## **GENERAL TERMS**

Any type of insurance or increase of limits of liability not described above which, the Contractor required for its own protection or on account of statute shall be its own responsibility and at its own expense.

Any exclusions or provisions in the insurance maintained by the contractor that excludes coverage for work contemplated in this contract shall be deemed unacceptable and shall be considered breach of contract.

The carrying of the insurance described shall in no way be interpreted as relieving the Contractor of any responsibility under this contract.

Should the Contractor engage a subcontractor or sub-subcontractor, the same conditions will apply under this Agreement to each subcontractor and sub-subcontractor.

The Contractor hereby waives all rights of subrogation against Okaloosa County and its consultants and other indemnities of the Contractor under all the foregoing policies of insurance.

## **UMBRELLA INSURANCE**

The Contractor shall have the right to meet the liability insurance requirements with the purchase of an umbrella insurance policy. In all instances, the combination of primary and umbrella liability coverage must equal or exceed the minimum liability insurance limits stated in this Agreement.

## EXHIBIT "C"

### GENERAL GRANT FUNDING CONDITIONS

This solicitation is either fully or partially Grant funded. Respondents shall comply with the clauses as enumerated below.

1. **Drug Free Workplace Requirements:** Drug-free workplace requirements in accordance with Drug Free Workplace Act of 1988 (Pub l 100-690, Title V, Subtitle D) All contractors entering into Federal funded contracts over \$100,000 must comply with Federal Drug Free workplace requirements as Drug Free Workplace Act of 1988.
2. **Contractor Compliance:** The contractor shall comply with all uniform administrative requirements, cost principles, and audit requirements for federal awards.
3. **Conflict of Interest:** The contractor must disclose in writing any potential conflict of interest to the County or pass-through entity in accordance with applicable Federal policy.
4. **Mandatory Disclosures:** The contractor must disclose in writing all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award.
5. **Utilization of Minority and Women Firms (M/WBE):** The contractor must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, in accordance with 2 CFR 200.321. If subcontracts are to be let, prime contractor will require compliance by all subcontractors. Prior to contract award, the contractor shall document efforts (see Attachment B) to utilize M/WBE firms including what firms were solicited as suppliers and/or subcontractors as applicable and submit this information with their bid submittal. Information regarding certified M/WBE firms can be obtained from:

Florida Department of Management Services (Office of Supplier Diversity)  
Florida Department of Transportation  
Minority Business Development Center in most large cities and  
Local Government M/DBE programs in many large counties and cities

6. **Equal Employment Opportunity:** (As per Executive Order 11246) The contractor may not discriminate against any employee or applicant for employment because of age, race, color, creed, sex, disability or national origin. The contractor agrees to take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their age, race, color, creed, sex, disability or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship.

7. **Davis-Bacon Act:** If applicable to this contract, the contractor agrees to comply with all provisions of the Davis Bacon Act as amended (40 U.S.C. 3141-3148). Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. If the grant award contains Davis Bacon provisions, the County will place a copy of the current prevailing wage determination issued by the Department of Labor in the solicitation document. The decision to award a contract must be conditioned upon the acceptance of the wage determination.
8. **Copeland Anti Kick Back Act:** Contractors shall comply with all the requirements of 29 CFR Part 3 which are incorporated by reference to this contract. Contractors are prohibited from inducing by any means any person employed in the construction, completion or repair of public work to give up any part of the compensation to which he or she is otherwise entitled.
9. **Contract Work Hours and Safety Standards Act** (40 U.S.C. 3701–3708): Where applicable, all contracts awarded in excess of \$100,000 that involve the employment of mechanics or laborers must be in compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor is required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
10. **Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act** (33 U.S.C. 1251–1387): as amended—The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
11. **Debarment and Suspension** (Executive Orders 12549 and 12689): A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension. SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. The contractor shall certify compliance. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions and subcontracts.

12. **Byrd Anti-Lobbying Amendment** (31 U.S.C. 1352): Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award. The contractor shall certify compliance.
13. **Rights to Inventions Made Under A Contract or Agreement:** If the funding agreement meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement", the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
14. **Procurement of Recovered Materials:** Contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.
15. **Access to Records and Reports:** Contractor will make available to the County's granting agency, the granting agency's Office of Inspector General, the Government Accountability Office, the Comptroller General of the United States, Okaloosa County, Okaloosa County Clerk of Court's Inspector General, or any of their duly authorized representatives any books, documents, papers or other records, including electronic records, of the contractor that are pertinent to the County's grant award, in order to make audits, investigations, examinations, excerpts, transcripts, and copies of such documents. The right also includes timely and reasonable access to the contractor's personnel during normal business hours for the purpose of interview and discussion related to such documents. This right of access shall continue as long as records are retained.
16. **Record Retention:** Contractor will retain of all required records pertinent to this contract for a period of three years, beginning on a date as described in 2 C.F.R. §200.333 and retained in compliance with 2 C.F.R. §200.333.

17. **Federal Changes:** Contractor shall comply with all applicable Federal agency regulations, policies, procedures and directives, including without limitation those listed directly or by reference, as they may be amended or promulgated from time to time during the term of the contract.
18. **Termination for Default (Breach or Cause):** Contracts in excess of \$10,000 – If Contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Contractor fails to perform in the manner called for in the contract, or if the Contractor fails to comply with any other provisions of the contract, the County may terminate the contract for default. Termination shall be effected by serving a notice of termination on the contractor setting forth the manner in which the Contractor is in default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.
19. **Disputes:** Any dispute arising under this Agreement which is not settled by Agreement of the parties may be settled by mediation, arbitration, or other appropriate legal proceedings. Pending any decision, appeal or judgment in such proceedings or the settlement of any dispute arising under this Agreement, shall proceed diligently with the performance of this Agreement in accordance with the decision of the County. This Agreement shall be construed under the laws of the State of Florida, and venue for any actions arising out of this Agreement shall be in the Circuit Court of Okaloosa County.
20. **Safeguarding Personal Identifiable Information:** Contractor will take reasonable measures to safeguard protected personally identifiable information and other information designated as sensitive by the awarding agency or is considered sensitive consistent with applicable Federal, state and/or local laws regarding privacy and obligations of confidentiality.
21. **Prohibition on utilization of cost plus a percentage of cost contracts:** The County will not award contracts containing Federal funding on a cost plus percentage of cost basis.
22. **Prohibition on utilization of time and material type contracts:** The County will not award contracts based on a time and material basis if the contract contains Federal funding.
23. **Energy Policy and Conservation Act (43 U.S.C.§6201) :** All contracts except micro-purchases (\$3,000 or less, except for construction contracts over \$2,000). Contracts shall comply with mandatory standards and policies relating to energy efficiency, stating in the state energy conservation plan issued in compliance with the Energy Policy and Conservation act. (Pub. L. 94-163, 89 Stat. 871) [53 FR 8078, 8087, Mar. 11, 1988, as amended at 60 FR 19639, 19645, Apr. 19, 1995].

## CONTRACT, LEASE, AGREEMENT CONTROL FORM

Date: 11/07/2016

Contract/Lease Control #: C17-2481-COR

Bid #: RFB COR 75-16

Contract/Lease Type: CONTRACT

Award To/Lessee: TRINITY SERVICES GROUP, INC.

Owner/Lessor: OKALOOSA COUNTY

Effective Date: 12/01/2016

Expiration Date: 11/30/2019 W/2 ONE YEAR RENEWAL

Description of Contract/Lease: INMATE FOOD SERVICES

Department: COR

Department Monitor: HUYGHUE

Monitor's Telephone #: 850-689-5690

Monitor's FAX # or E-mail: LHUYGHUE@CO.OKALOOSA.FL.US

Closed:

Cc: Finance Department Contracts & Grants Office



CONTINUATION  
CERTIFICATE

DEPUTY CLERK mcurtis  
JD PEACOCK II CLERK OF COURTS,  
OKALOOSA COUNTY, FLORIDA

ATLANTIC SPECIALTY INSURANCE COMPANY

, Surety upon

a certain Bond No. 800026308

dated effective 12/1/2016  
(MONTH-DAY-YEAR)

on behalf of TRINITY SERVICES GROUP, INC.  
(PRINCIPAL)

and in favor of OKALOOSA COUNTY, FLORIDA  
(OBLIGEE)

**Contract # C17-2481-FM**  
**TRINITY SERVICES GROUP, INC.**  
**INMATE FOOD SERVICES**  
**EXPIRES: 11/30/2019 W/2 1 YR RENEWALS**

does hereby continue said bond in force for the further period

beginning on 12/1/2017  
(MONTH-DAY-YEAR)

and ending on 12/1/2018  
(MONTH-DAY-YEAR)

Amount of bond \$ 717,102.00

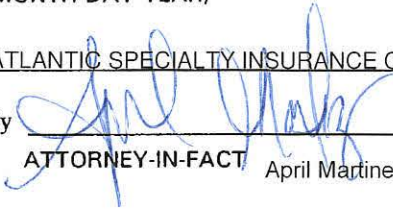
Description of bond CONTRACT FOR RFP COR 75-16 WITH CONTRACTOR FOOD SERVICES AGREEMENT

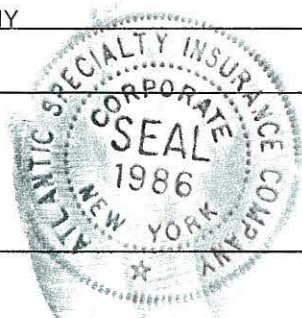
Premium: \$ 3,944.00

**PROVIDED:** That this continuation certificate does not create a new obligation and is executed upon the express condition and provision that the Surety's liability under said bond and this and all Continuation Certificates issued in connection therewith shall not be cumulative and that the said Surety's aggregate liability under said bond and this and all such Continuation Certificates on account of all defaults committed during the period (regardless of the number of years) said bond had been and shall be in force, shall not in any event exceed the amount of said bond as hereinbefore set forth.

Signed and dated on 11/27/2017  
(MONTH-DAY-YEAR)

ATLANTIC SPECIALTY INSURANCE COMPANY

By   
ATTORNEY-IN-FACT April Martinez



Received by

JAN 09 2018

Risk Management



# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of Los Angeles

On NOV 27 2017 before me, D. Casillas, Notary Public, personally appeared April Martinez who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature   
Signature of Notary Public

**Recieved by**

**JAN 09 2018**

**Risk Management**

## Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Edward C. Spector, Tracy Aston, Simone Gerhard, Thomas Branigan, Marina Tapia, Renato F Reyes, April Martinez**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **sixty million dollars (\$60,000,000)** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

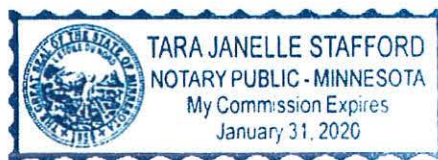
IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this eighth day of December, 2014.

STATE OF MINNESOTA  
HENNEPIN COUNTY



By   
Paul J. Brehm, Senior Vice President

On this eighth day of December, 2014, before me personally came Paul J. Brehm, Senior Vice President of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, that he is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.




  
Notary Public

I, the undersigned, Assistant Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed. Dated NOV 27, 2017 day of

This Power of Attorney expires  
October 1, 2019



  
James G. Jordan, Assistant Secretary

Received by

JAN 09 2018

Risk Management

## NOTICE OF AWARD

**TO: Trinity Services Group, Inc.**  
**477 Commerce Boulevard**  
**Oldsmar, FL 34677**

PROJECT: Inmate Food Services

DESCRIPTION: RFP COR 75-16 C17-2481-COR

The **OWNER** has considered the bid submitted by you for the above-described WORK in response to its Advertisement.

**This Notice of Award is a tentative award of contract and is not final until the Okaloosa County Board of County Commissioners approve final award.**

You are required to return an acknowledged copy of this **NOTICE OF AWARD** to the **OWNER**: Okaloosa County Purchasing, ATTN: DeRita Mason, 5479A Old Bethel Road, Crestview, FL 32536. If you have any questions, please call DeRita Mason at 850-689-5960.

Dated this 6th day of December, 2016

**OWNER – OKALOOSA COUNTY BOARD OF COUNTY COMMISSIONERS**

BY: Zan Fedorak TITLE Purchasing Manager  
(Zan) Fedorak

### ACCEPTANCE OF NOTICE

Receipt of the above **NOTICE OF AWARD** is hereby acknowledged.

BY: Trinity Services Group

This the 6th day of December, 2016.

BY: David M. Miller

Title: David M. Miller, Chief Operating Officer

**PERFORMANCE BOND  
(Annual Form)**

Bond No. 800026308

KNOW ALL MEN BY THESE PRESENTS, that we, TRINITY SERVICES GROUP, INC., as Principal, and **Atlantic Specialty Insurance Company**, licensed to do business in the State of Florida, as Surety, are held and firmly bound unto OKALOOSA COUNTY, FLORIDA (Obligee), in the penal sum of Seven Hundred Seventeen Thousand One Hundred Two and 00/100 Dollars (\$ 717,102.00), lawful money of the United States of America, for the payment of which sum, well and truly to be made, the Principal and Surety do bind themselves, their heirs, executors, administrators, and successors and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the above bounden Principal has entered into a certain written Contract with the above named Obligee, effective the 1st day of December, 2016, and terminating the 1st day of December, 2019, for CONTRACT FOR RFP COR 75-16 WITH CONTRACTOR FOOD SERVICES AGREEMENT and more fully described in said Contract, a copy of which is attached, which Agreement is made a part hereof and incorporated herein by reference, except that nothing said therein shall alter, enlarge, expand or otherwise modify the term of the bond as set out below.

NOW, THEREFORE, if Principal, its executors, administrators, successors and assigns shall promptly and faithfully perform the Contract, according to the terms, stipulations or conditions thereof, then this obligation shall become null and void, otherwise to remain in full force and effect. This bond is executed by the Surety and accepted by the Obligee subject to the following express condition:

Notwithstanding the provisions of the Contract, the term of this bond shall apply from 1st day of December, 2016, until 1st day of December, 2017, and may be extended by the Surety by Continuation Certificate. However, neither nonrenewal by the Surety, nor the failure or inability of the Principal to file a replacement bond in the event of nonrenewal, shall itself constitute a loss to the obligee recoverable under this bond or any renewal or continuation thereof. The liability of the Surety under this bond and all continuation certificates issued in connection therewith shall not be cumulative and shall in no event exceed the amount as set forth in this bond or in any additions, riders, or endorsements properly issued by the Surety as supplements thereto.

Sealed with our seals and dated this 9th day of November, 2016.

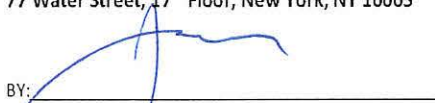
PRINCIPAL:  
TRINITY SERVICES GROUP, INC.

  
WITNESS ELAINE ISENBERG

  
Name, Title, DAVID M. MILLER, COO

ATLANTIC SPECIALTY INSURANCE COMPANY  
77 Water Street, 17<sup>th</sup> Floor, New York, NY 10005

  
WITNESS Nathan Varnold

BY:   
James Ross, Attorney-In-Fact

Inst. #3102144 Bk: 3275 Pg: 4795  
Page 1 of 4 Recorded: 11/16/2016 10:44 AM  
RECORDING ARTICLE V: \$16.00 RECORDING: \$19.50  
DEPUTY CLERK J.LALLEN  
JD PEACOCK II CLERK OF COURTS,  
OKALOOSA COUNTY, FLORIDA

**CONTRACT #C17-2481-COR  
TRINITY SERVICES GROUP, INC.  
INMATE FOOD SERVICES  
EXPIRES: 11/30/2019 W/2 ONE YEAR RENEWAL**



# CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of San Francisco

On NOV 09 2016 before me, Daravy Mady, Notary Public, personally appeared James Ross who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/~~she~~/~~they~~ executed the same in his/~~her~~/~~their~~ authorized capacity(ies), and that by his/~~her~~/~~their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature *Daravy Mady*  
Daravy Mady, Notary Public

## Power of Attorney

KNOW ALL MEN BY THESE PRESENTS, that ATLANTIC SPECIALTY INSURANCE COMPANY, a New York corporation with its principal office in Plymouth, Minnesota, does hereby constitute and appoint: **Edward C. Spector, Daravy Mady, James Ross, Tracy Aston, Simone Gerhard, Thomas Branigan**, each individually if there be more than one named, its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof; provided that no bond or undertaking executed under this authority shall exceed in amount the sum of: **sixty million dollars (\$60,000,000)** and the execution of such bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof in pursuance of these presents, shall be as binding upon said Company as if they had been fully signed by an authorized officer of the Company and sealed with the Company seal. This Power of Attorney is made and executed by authority of the following resolutions adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the President, any Senior Vice President or Vice-President (each an "Authorized Officer") may execute for and in behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and affix the seal of the Company thereto; and that the Authorized Officer may appoint and authorize an Attorney-in-Fact to execute on behalf of the Company any and all such instruments and to affix the Company seal thereto; and that the Authorized Officer may at any time remove any such Attorney-in-Fact and revoke all power and authority given to any such Attorney-in-Fact.

Resolved: That the Attorney-in-Fact may be given full power and authority to execute for and in the name and on behalf of the Company any and all bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof, and any such instrument executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed and sealed by an Authorized Officer and, further, the Attorney-in-Fact is hereby authorized to verify any affidavit required to be attached to bonds, recognizances, contracts of indemnity, and all other writings obligatory in the nature thereof.

This power of attorney is signed and sealed by facsimile under the authority of the following Resolution adopted by the Board of Directors of ATLANTIC SPECIALTY INSURANCE COMPANY on the twenty-fifth day of September, 2012:

Resolved: That the signature of an Authorized Officer, the signature of the Secretary or the Assistant Secretary, and the Company seal may be affixed by facsimile to any power of attorney or to any certificate relating thereto appointing an Attorney-in-Fact for purposes only of executing and sealing any bond, undertaking, recognizance or other written obligation in the nature thereof, and any such signature and seal where so used, being hereby adopted by the Company as the original signature of such officer and the original seal of the Company, to be valid and binding upon the Company with the same force and effect as though manually affixed.

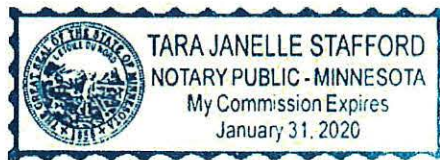
IN WITNESS WHEREOF, ATLANTIC SPECIALTY INSURANCE COMPANY has caused these presents to be signed by an Authorized Officer and the seal of the Company to be affixed this eighth day of December, 2014.


STATE OF MINNESOTA  
HENNEPIN COUNTY



By   
Paul J. Brehm, Senior Vice President

On this eighth day of December, 2014, before me personally came Paul J. Brehm, Senior Vice President of ATLANTIC SPECIALTY INSURANCE COMPANY, to me personally known to be the individual and officer described in and who executed the preceding instrument, and he acknowledged the execution of the same, and being by me duly sworn, that he is the said officer of the Company aforesaid, and that the seal affixed to the preceding instrument is the seal of said Company and that the said seal and the signature as such officer was duly affixed and subscribed to the said instrument by the authority and at the direction of the Company.



  
Notary Public

I, the undersigned, Assistant Secretary of ATLANTIC SPECIALTY INSURANCE COMPANY, a New York Corporation, do hereby certify that the foregoing power of attorney is in full force and has not been revoked, and the resolutions set forth above are now in force.

Signed and sealed, Dated \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.



  
James G. Jordan, Assistant Secretary

Florida All Purpose Acknowledgement

State of Florida

County of Pinellas

On November 11, 2016, before me, Sharon Kirkman, Notary Public,

personally appeared, David M. Miller, personally known to me.

WITNESS my hand and official seal

Sharon M. Kirkman

(notary signature)

My Commission Expires:





# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
10/21/2016

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

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


<b>PRODUCER</b> Aon Risk Services, Inc of Florida 1001 Brickell Bay Drive Suite 1100 Miami FL 33131 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (866) 283-7122		FAX (A/C. No.): 800-363-0105
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> Trinity Services Group, Inc. 477 Commerce Boulevard Oldsmar FL 34677 USA	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	INSURER A:	Liberty Mutual Fire Ins Co	23035
	INSURER B:	Hartford Fire Insurance Co.	19682
	INSURER C:	Liberty Insurance Corporation	42404
	INSURER D:	XL Specialty Insurance Co	37885
	INSURER E:		

**COVERAGES**      **CERTIFICATE NUMBER: 570064208455**      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			57EC50F5647 SIR applies per policy terms & conditions	03/29/2016	03/29/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 SIR \$100,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Phy Damage			AS2-651-291759-016	03/29/2016	03/29/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000			US00066854LI16A	03/29/2016	03/29/2017	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N N/A	WC7651291759036	03/29/2016	03/29/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 RE: RFP Title: Inmate Food Service, RFP Number: COR 75 - 16. Certificate Holder is included as Additional Insured in accordance with the policy provisions of the General Liability policy.

<b>CERTIFICATE HOLDER</b> Okaaloosa County 5479A Old Bethel Road Crestview FL 32536 USA	<b>CANCELLATION</b> 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 
--	--

Holder Identifier :

Certificate No : 570064208455



Policy Number: 57 ECS OF5647

Effective Date: 03/29/2016



Named Insured and Address: TRINITY SERVICES GROUP, INC.  
477 COMMERCE BLVD.  
OLDSMAR, FL 34677

Endt. No. 24

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **BLANKET ADDITIONAL INSURED**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY INSURANCE COVERAGE PART**

it is agreed that Section II - Who Is An Insured, is amended to include any person, organization, trustee, estate or governmental entity to whom or to which the Named Insured is obligated, by virtue of a written or oral contract or by the issuance or existence of a permit, to provide insurance such as is afforded by this policy, but only with respect to operations performed by or on behalf of the Named Insured or to facilities used by the Named Insured and then only for the limits of liability specified in such contract, but in no event for limits of liability in excess of the applicable limits of liability of this policy; provided that such person, organization, trustee, estate or governmental entity shall be an insured only with respect to occurrences taking place after such written or oral contract has been executed or such permit has been issued.



Policy Number: 57 ECS OF5647

Effective Date: 03/29/2016



Named Insured and Address: TRINITY SERVICES GROUP, INC.,  
477 COMMERCE BLVD.,  
OLDSMAR, FL 34677

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USER NAME  PASSWORD

[Forgot Username?](#) [Forgot Password?](#)

[Create an Account](#)

# Search Results

**Current Search Terms: trinity\* services\* group\* inc.\***

Your search for "trinity* services* group* inc.*" returned the following results..		<b>Glossary</b>														
<p><b>Notice:</b> This printed document represents only the first page of your SAM search results. More results may be available. To print your complete search results, you can download the PDF and print it.</p>																
<table border="1"> <tr> <td>Entity</td> <td>Trinity Services Group, Inc.</td> <td>Status: Active</td> </tr> <tr> <td>DUNS: 621804913</td> <td>CAGE Code: 70PX6</td> <td><input type="button" value="View Details"/></td> </tr> <tr> <td>Has Active Exclusion?: No</td> <td>DoDAAC:</td> <td></td> </tr> <tr> <td>Expiration Date: 04/22/2017</td> <td>Delinquent Federal Debt? No</td> <td></td> </tr> <tr> <td colspan="3">Purpose of Registration: All Awards</td> </tr> </table>	Entity		Trinity Services Group, Inc.	Status: Active	DUNS: 621804913	CAGE Code: 70PX6	<input type="button" value="View Details"/>	Has Active Exclusion?: No	DoDAAC:		Expiration Date: 04/22/2017	Delinquent Federal Debt? No		Purpose of Registration: All Awards		
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Has Active Exclusion?: No	DoDAAC:															
Expiration Date: 04/22/2017	Delinquent Federal Debt? No															
Purpose of Registration: All Awards																

SAM | System for Award Management 1.0

IBM v1.P.53.20161012-1315

WWW2

**Note to all Users:** This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



**CONTRACT  
FOR RFP COR 75-16  
WITH CONTRACTOR  
FOOD SERVICES AGREEMENT**

THIS AGREEMENT is made by and between Okaloosa County, Florida, with principal offices located at 1250 N. Eglin Parkway, Shalimar, Florida 32579 ("County"), and Trinity Services Group, Inc., a Florida corporation with principal offices located at 477 Commerce Boulevard, Oldsmar, FL 34677-3018 ("Contractor").

**WITNESSETH:**

**WHEREAS**, County has issued a Request for Proposal Number COR 75-16 for Inmate Food Services for inmates in the custody of the Okaloosa County Department of Corrections and Contractor submitted its proposal to provide the necessary food services; and

**WHEREAS**, County now finds it in the best interest of the public to enter into an agreement with Contractor per its' proposal submission for inmate food services.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements hereinafter set forth, the parties hereto, intending to be legally bound hereby, agree as follows:

**INCORPORATION OF DOCUMENTS**

The following documents are incorporated by reference into this Contract and are attached as Exhibit "A":

1. Request for Proposals and Contractor's submittal **COR 75-16 for Inmate Food Services for inmates in the custody of the Okaloosa County Department of Correction**, and any addendums thereto.
2. Attachment A of the Request for Proposals is incorporated herein.

**SECTION 1. COUNTY'S GRANT TO CONTRACTOR/SCOPE OF SERVICES**

County grants to Contractor, as an independent contractor, the right to operate inmate food services for inmates in the custody of the Okaloosa County Department of Corrections and the right to serve to inmates, staff, and other persons at such premises food products, non-alcoholic beverages, and other such articles as shall be approved by the County (such food service hereinafter referred to as "Services"). Contractor will also make available its optional Contractor Take Out ("TTO") Service by which Inmates who qualify with good behavior are eligible to purchase one of any number of high quality meals which are prepared fresh in the kitchen and can be brought in on a cart for immediate purchase by inmates, officers or other County staff. In the event the County elects to initiate Contractor's TTO program, the County receives a commission of ten (10%) percent of TTO sales revenues, excluding sales tax.

## **SECTION 2. CONTRACTOR'S RESPONSIBILITIES**

**2.1.** Pursuant to the terms, conditions and requirements of this Agreement and Exhibit "A" Contractor will operate and manage its Services hereunder at the Okaloosa County Department of Corrections and keep its Services adequately serviced and supplied with appropriate merchandise and food products of good quality at prices as agreed upon by the parties. Such Services shall meet or exceed the minimum requirements of the Department of Health & Rehabilitative Services standard 64E-11 Florida Administrative Code, Florida Model Jail Standards, Florida Corrections Accreditation Commission, National Commission on Correctional Health Care Accreditation, and the National School Lunch & Breakfast Program, and other applicable local, state and federal regulations and the requirements. Contractor also agrees: (i) to comply with Prison Rape Elimination Act standards; (ii) to comply with all Federal, state, and local laws and regulations governing the preparation, handling, and serving of foods; (iii) to procure, post as required by law and keep in effect all necessary licenses, permits, and food handler's cards required by law; (iv) meet all guidelines as prescribed by the American Correctional Association related to food services.

**2.2.** Contractor agrees to pay all Federal, state, and local taxes which may be assessed against Contractor's equipment or merchandise while in the Premises, as well as all Federal, state, and local taxes assessed in connection with the operation of its Services at the Premises.

All costs in connection with obtaining and maintaining licenses, permits, and food handler's cards, shall be borne solely by Contractor.

**2.3.** Contractor shall hire all employees necessary for the performance of this Agreement and its Staff shall meet all requirements set forth in Exhibit "A". Upon being hired, such employees shall be subject to such health examinations as proper county, state, or Federal authorities may require in connection with their employment in addition to security background screening as permitted by law to include criminal background checks conducted by the County. All persons employed by Contractor will be the employees of Contractor, and not of the County, and will be covered by employee dishonesty coverage. The County may refuse access to any Contractor employee. Contractor shall be solely responsible for all employment withholding, social security, and other taxes on the wages of its employees, and hereby indemnifies County from any liability for such obligation. Contractor agrees to comply with applicable Federal, state, and local laws and regulations pertaining to wages and hours of employment.

**2.4.** Contractor shall perform all necessary cleaning of the food service equipment, foodservice preparation areas, and floors in the storage and food service preparation areas including all required cleaning agents and supplies (dishwashing chemicals and dispensing included).

Contractor agrees to maintain conditions of sanitation and cleanliness in accordance with applicable laws.

**2.5.** All records shall be kept on file by Contractor for a period of three (3) years from the date the record is made and Contractor shall, upon reasonable notice, give the County or its authorized representative the privilege during normal business hours of inspecting, examining, and auditing such of Contractor's business records which are solely and directly relevant to the financial arrangements set forth in Exhibit A. The cost of such inspection, examination, and audit

will be at the sole expense of the County and such inspection, examination, and audit shall be conducted at the Contractor locations where said records are normally maintained.

2.6. Contractor agrees that Contractor's employees and agents shall comply with, and observe, all applicable rules and regulations concerning conduct on the Premises that County imposes upon County's employees and agents.

2.7. Contractor agrees to be responsible for the repair and/or replacement of any equipment due to its employees' negligent acts or omissions but not due to the acts or omissions of inmates. This does not include the repair or maintenance for normal equipment wear and tear and other responsibilities of the County as defined in Section 3.

2.8. In connection with Services provided hereunder, Contractor shall purchase inventory, equipment, and services from various sellers and vendors selected by Contractor at its sole discretion (each a "Vendor"). Purchases from Vendors shall be made under such terms Contractor deems in its sole discretion as acceptable ("Vendor Terms"). All Vendor Terms are the exclusive obligation and property of Contractor. County does not have any liability under, or any right to, any Vendor Terms and no Vendor Terms will operate to reduce or otherwise affect the amount or performance of County's Obligations.

2.9. Contractor will provide all consumable supplies and food products required to operate the food service operation including paper and Styrofoam products, gloves, hairnets and cleaning supplies, small wares to include serving trays, eating utensils, cooking utensils and other food preparation and delivery supplies.

### **SECTION 3. COUNTY'S RESPONSIBILITIES**

3.1. County shall, without cost to Contractor, provide Contractor with the inmate labor as outlined in the RFP and all necessary space for the operation of its Services, and shall furnish, without cost to Contractor, all utilities and facilities reasonable and necessary for the efficient performance of Contractor's services hereunder, include, but not limited to, the following: heat, hot and cold water, steam, gas, lights and electric current, garbage removal services, exterminator services, sewage disposal services, and office space. The County shall provide the refuse and pest control services described in the RFP.

3.2. County shall, at its own cost and expense, provide all food equipment, facilities, and floor space as mutually agreed is necessary for the efficient provision of Contractor's Services hereunder. As to any food preparation equipment for which Contractor is required to provide routine and preventative maintenance, the same shall be fully operational and in a good state of repair at the commencement of the term of this Agreement. Any such equipment, system which is not fully operational and in a good state of repair at the commencement of the term shall be made so within thirty (30) days of the commencement of the term or replaced at the County's option. Otherwise, the County will maintain, repair, and replace said equipment and facilities at its own expense. Notwithstanding the foregoing, if equipment provided by County becomes inoperative, hazardous, or inefficient to operate Contractor shall notify County and have the right to effect repairs or replacements at the expense of the County, if the County fails to repair after a thirty (30) days' notice of said deficiency. Furthermore, during such time period when the equipment is inefficient, hazardous, or fails to operate County shall, if applicable, pay the cost of

all paper products used during such time period. County shall permit Contractor to have the use of all such equipment and facilities in the performance of its obligations hereunder, subject to the duty to exercise reasonable care in the use thereof. All equipment and items of equipment furnished by County to Contractor are the sole property of the County, and Contractor will not change, deface, or remove any symbol or mark of identity from said equipment furnished by the County.

**3.3.** County will be responsible, at no cost to Contractor, for all necessary cleaning of walls, windows, and electric light fixtures and all necessary scrubbing, mopping, and polishing of floors in any and all dayroom and dining areas. All such cleaning shall be accomplished by County staff or inmate workers and supervised by County staff and shall be performed on a schedule determined by agreement between the County and Contractor.

**3.4.** County will reimburse Contractor for all paper products used during lock down events.

**3.5.** County shall not, during the term of this Agreement nor for one (1) year following its termination or expiration, solicit to hire, hire, or contract with any employee or former employee of Contractor. In the event that County breaches the terms of this provision, County shall pay Contractor an amount equal to the annual salary of such Employee. This provision shall not apply to any person who was employed by the County prior to being employed by Contractor.

**3.6.** County shall pay all real estate taxes with respect to the Premises, and County shall pay all personal property taxes and similar taxes with respect to County's equipment located in the Premises.

#### **SECTION 4. AUDIT**

The County and/or its authorized designee shall have the right from time to time at its sole expense to audit the compliance by the Contractor with the terms, conditions, obligation, limitations, restrictions and requirements of this Agreement and such right shall extend for a period of three (3) years after termination of this Agreement.

#### **SECTION 5. FINANCIAL ARRANGEMENTS**

The financial arrangements of this Agreement are set forth in Exhibit A, which is attached hereto incorporated herein and made a part hereof as if fully set forth in this Agreement.

#### **SECTION 6. INDEMNIFICATION AND INSURANCE**

**6.1.** Contractor shall obtain and maintain insurance and the performance bond as required by the terms of the RFP and the County shall be named as an additional insured under the insurance policies required by this provision.

**6.2.** To the fullest extent permitted by law, Contractor shall indemnify and hold harmless the County, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees and the reasonable costs associated with the retention of consultants or experts, arising out of or resulting from any bodily injury, death,



sickness, property damage or other injury or loss caused by or arising from the non-compliance with any applicable law, or the alleged or actual breach of this Agreement or by the negligence, recklessness, or wrongful conduct of Contractor and other persons employed or utilized by the Contractor in the performance of this Agreement. The provisions of this Section shall survive the expiration or termination of this Agreement.

**6.3.** Contractor agrees to report any incident or claim that results from performance of this Agreement. The County representative shall receive written notice in the form of a detailed written report describing the incident or claim within 48 hours of Contractor's knowledge. In the event such incident or claim involves injury and/or property damage to a third party, verbal notification shall be given the same day Contractor becomes aware of the incident or claim, followed by a written detailed report within ten (10) days of verbal notification.

**6.4** Notification of an event giving rise to an indemnification claim ("Notice") must (a) be received by the indemnifying party on or by the earlier of a date thirty (30) days subsequent to the date which such event was or should have been discovered or ninety (90) days subsequent to the effective termination date of this Agreement; and (b) include a brief factual summary of the damage and cause thereof. An indemnification claim is expressly subject to, and conditioned upon, compliance with the Notice provisions hereunder.

**6.5.** County shall obtain and maintain insurance for the operation of the Okaloosa County Department of Corrections, its equipment, offices, and utilities against risks covered by standard forms of fire, theft, and extended coverage in such amounts under such policies as appropriate.

## **SECTION 7. COMMENCEMENT AND TERMINATION**

**7.1.** Unless sooner terminated as provided herein, the term of this Agreement shall be for three (3) years beginning on December 1, 2016, and may be extended by mutual agreement of the parties for two (2) additional one (1) year terms.

**7.2.** Either party may terminate this Agreement, for any reason, by providing notice of said termination in writing ninety (90) days prior to the proposed termination date. In the event that Contractor elects to terminate this Agreement without cause, it shall continue to provide Services if requested in writing by the County for up to an additional sixty (60) days.

**7.3** The County may, at any time, without cause, order Contractor in writing to suspend, delay or interrupt the work in whole or in part for such period of time as the County may determine, or to terminate all or a portion of this Agreement for the County's convenience. Upon such termination, the Contract Price earned to the date of termination shall be paid to Contractor, but Contractor waives any claim for damages, including loss of profits arising out of or related to the early termination. Those Contract provisions which by their nature survive final acceptance shall remain in full force and effect. If the County orders a suspension, the agreed meal price and term of this Agreement may be adjusted for increases in the cost and time caused by suspension, delay or interruption. No adjustment shall be made to the extent that performance is, was or would have been so suspended, delayed or interrupted by reason for which Contractor is responsible; or that an equitable adjustment is made or denied under another provision of this Agreement.

7.4 If either party shall refuse, fail, or be unable to perform or observe any of the terms or conditions of this Agreement for any reason other than Excused Performance reasons stated in Section 9 herein, the party claiming such failure shall give the other party a written notice of such breach. If, within sixty (60) days from such notice the failure has not been corrected, the injured party may cancel the Agreement effective thirty (30) days after the end of said sixty (60) day period.

7.5 Upon the termination or expiration of this Agreement, Contractor shall, as soon thereafter as is feasible, vacate all parts of the Premises occupied by Contractor, and where applicable, remove its property and equipment and return the Premises to County, together with all the equipment furnished by the County pursuant to this Agreement, in the same condition as when originally made available to Contractor, excepting reasonable wear and tear and fire and other casualty loss.

## **SECTION 8. INDEPENDENT CONTRACTOR RELATIONSHIP**

Contractor shall be an independent contractor and shall retain control over its employees and agents. The employees of Contractor are not, nor shall they be deemed to be, employees of County and employees of County are not, nor shall they be deemed to be, employees of Contractor.

## **SECTION 9. PENALTIES FOR FAILURE TO PERFORM & EXCUSED PERFORMANCE**

Failure to meet the standards set forth in the contract for services will result in a penalty assessed on the contract payment on the billing cycle following the breach. A breach that relates to food quality, such as serving spoiled food, will result in a penalty of 10% of the invoice for the billing cycle the breach occurred. A breach that relates to safety, such as failure to follow tool control procedures, will result in a 10% penalty assessed for each billing cycle that the contractor remains out of compliance.

If the performance of any terms or provisions herein (other than the payment of monies) shall be delayed or prevented because of compliance with any law, decree, or order of any governmental agency or authority, either local, state, or federal, or because of a force majeure such as riots, war, public disturbances, strikes, lockouts, differences with workmen, fires, floods, Acts of God or Nature, or any other reason whatsoever which is not within the control of the party whose performance is interfered with and which, by the exercise of reasonable diligence said party is unable to prevent, the party so suffering may at its option suspend, without liability, the performance of its obligations hereunder (other than the payment of monies) during the period such cause continues, and extend the term of this Agreement for the period of such suspension of the performance of duties hereunder. Contractor shall not be subject to liquidated damages, late fees, penalties, or other charges if the performance of any terms or provisions herein shall be delayed or prevented because of Contractor's compliance with any law, decree, or order of any governmental agency or authority, either local, state, or federal, or because of riots, war, public disturbances, shortages, strikes, lockouts, differences with workmen, fires, floods, Acts of God or Nature, or any other reason whatsoever which is not within the control of the Contractor and which, by the exercise of reasonable diligence, Contractor, is unable to prevent.

**SECTION 10. ASSIGNMENT**

The Contractor may not assign or transfer this Agreement, or any part thereof, without the written consent of the County, except the Contractor may, without prior approval and without being released from any of their responsibilities hereunder, assign this Agreement to an affiliated company or wholly owned subsidiary.

**SECTION 11. ENTIRE AGREEMENT AND WAIVER**

This Agreement constitutes the entire Agreement between the parties with respect to the provision of Contractor's Services, and there are no other or further written or oral understandings or agreements with respect thereto. No variation or modification of this Agreement, and no waiver of its provisions, shall be valid unless in writing and signed by the duly authorized representatives of Contractor and County. This Agreement supersedes all other agreements between the parties for the provision of Contractor's Services on the Premises.

**SECTION 12. NOTICES**

All notices to be given under this Agreement shall be in writing and shall be served either personally, by deposit with an overnight courier with charges prepaid or by deposit in the United States mail, first-class postage prepaid by registered or certified mail, addressed to the parties at the address stated below or at any other address as designated by one party upon notice to the other party. Any such notices shall be deemed to have been given (a) upon the first business day following personal service; or (b) one (1) business day after deposit with an overnight courier; or (c) three (3) business days after deposit in the United States mail.

If to County: Okaloosa County  
302 North Wilson Street, Suite 302  
Crestview, FL 32536

If to Contractor:  
Trinity Services Group, Inc.  
Attn: Legal Department  
477 Commerce Boulevard  
Oldsmar, FL 34677-3018

With copy to: Stephen A. Hould, Esq.  
920 Third Street, Suite D  
Neptune Beach, FL 32266

**SECTION 13. PUBLIC RECORDS**

Any record created by either party in accordance with this Contract shall be retained and maintained in accordance with the public records law, Florida Statutes, Chapter 119.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE**

**CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT OKALOOSA COUNTY RISK MANAGEMENT DEPARTMENT 5479 OLD BETHEL ROAD CRESTVIEW, FL, 32536 PHONE: (850) 689-5977, [riskinfo@co.okaloosa.fl.us](mailto:riskinfo@co.okaloosa.fl.us).**

Contractor must comply with the public records laws, Florida Statute chapter 119, specifically Contractor must:

1. Keep and maintain public records required by the County to perform the service.
2. Upon request from the County's custodian of public records, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in chapter 119 Florida Statutes or as otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the contractor does not transfer the records to the County.
4. Upon completion of the contract, transfer, at no cost, to the County all public records in possession of the contractor or keep and maintain public records required by the County to perform the service. If the contractor transfers all public records to the public agency upon completion of the contract, the contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the contractor keeps and maintains public records upon completion of the contract, the contractor shall meet all applicable requirements for retaining the public records. All records stored electronically must be provided to the public agency, upon the request from the public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.

Contractor shall maintain all records pertaining to this Contract for a period of three (3) years after completion of this Contract. The County and or its designee shall have the right from time to time at its sole expense to audit the compliance by the Contractor with the terms, conditions, obligations, limitations, restrictions and requirements of this Contract and such right shall extend for a period of three (3) years after termination of this Contract.

**SECTION 14. SIGNATURES**

Agreement to, and acceptance of, this Agreement may be made and evidenced only by original signatures on the contract.

**SECTION 15. DISPUTE RESOLUTION AND GOVERNING LAW**

This Agreement shall be governed by the laws of the State of Florida and any dispute, controversy, claim, or disagreement arising out of or relating to this Agreement or the breach, termination, validity, or enforceability of any provision of this Agreement (each a "Dispute") not remedied within thirty (30) days after the parties use their best efforts to resolve and settle such Dispute by consulting and negotiating with each other in good faith and attempting to reach a just and equitable solution satisfactory to both parties, may be submitted to a court of competent jurisdiction in Okaloosa County, FL.

## **SECTION 16. EQUAL EMPLOYMENT OPPORTUNITY CERTIFICATION**

The Contractor shall comply with all federal, state and local laws as required including, but not limited to, Executive Order 11246, as amended, Section 503 of the Rehabilitation Act of 1973, as amended, and the Vietnam Era Veterans' Readjustment Act of 1974, as amended. The parties hereby incorporate the requirements of 41 C.F.R. §60-1.4(a) (7), 60-250.5 and 60-741.5, if applicable.

## **SECTION 17. THRID PART BENEFICIARIES**

It is specifically agreed between the parties executing this Agreement that it is not intended by any provisions of any part of the Agreement to create in the public or any member of thereof, a third party beneficiary under this Agreement, or to authorize anyone not a part to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of the Agreement.

## **SECTION 18. TAXES**

Contractor agrees to pay all sales, use, or other taxes, assessments and other similar charges when due now or in the future, required by any local, state or federal law, including but not limited to such taxes and assessments as may from time to time be imposed by the County. Contractor further agrees that it shall protect, reimburse and indemnify County from and assume all liability for its tax and assessment obligations under the terms of this Agreement.

## **SECTION 19. GRANT FUNDING**

From time-to-time during the duration of this Agreement, grant funding may be utilized in performance of this this Agreement, such as United States Department of Agriculture School Lunch Program funding. As such, Contractor further agrees to the following:

1. Contractor agrees that any and all refunds or manufactures rebates associated with purchases by the Contractor solely for the purpose of fulfilling the terms of this Agreement shall go back into the County's food service account and shall at no time be kept by the Contractor.
2. Contractor certifies and agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:
  - a. Clean Air Act, 42 U.S.C., 7401, et seq.;
  - b. Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, et seq., as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder; and
  - c. Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.
3. The Contractor hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act. 42 U.S.C. 6201.
4. Contractor certifies that it is aware and compliance with all the standards as set forth in Attachment "A" which is part of Exhibit "A" attached hereto and incorporated by

reference, along with the attached Debarment and Lobbying certification also attached as part of Exhibit "A". Furthermore, Contractor certifies:

- a. Compliance with the Contract Work Hours and Safety Standards Act(40 U.S.C. 3701-3708) as supplemented by Department of Labor regulations (29 CFR Part 5).
- b. Compliance with the Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under Government Grants, Contracts and Cooperative Agreements. 37 CFR 40, et seq.;
- c. Compliance with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. 42 U.S.C. 82, et. seq..
- d. Compliance with Buy American (7 CFR Part 210.21 (d))--Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 (Public Law 105-336) added a provision, Section 12(n) to the NSLA (42 USC 1760(n)), requiring school food authorities (SFAs) to purchase, to the maximum extent practicable, domestic commodity or product. Section 12(n) of the NSLA defines "domestic commodity or product" as an agricultural commodity that is produced in the United States and a food product that is processed in the United States using substantial agricultural commodities that are produced in the United States. "Substantial" means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowed under this provision as territories of the United States. The Buy American provision (7 CFR Part 210.21(d)) is one of the procurement standards school food agents (SFAs) must comply with when purchasing commercial food products served in the school meals programs.
- e. Compliance with Jessica Lunsford Act--Background screening requirements for certain non-instructional school district employees and contractors.--(1) Except as provided in s. 1012.467 or s. 1012.468, non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements as described in s. 1012.32. Contractual personnel shall include any vendor, individual, or entity under contract with a school or the school board.(2) Every 5 years following employment or entry into a contract in a capacity described in subsection (1), each person who is so employed or under contract with the school district must meet level 2 screening requirements as described in s. 1012.32, at which time the school district shall request the Department of Law Enforcement to forward the fingerprints to the Federal Bureau of Investigation for the level 2 screening. If, for any reason following employment or entry into a contract in a capacity described in subsection (1), the fingerprints of a person who is so employed or under contract with the school district are not retained by the Department of Law Enforcement under s. 1012.32(3)(a) and (b), the person must file a complete set of fingerprints with the district school superintendent of the employing or contracting school district. Upon submission of fingerprints for this purpose, the school district shall request the Department of Law Enforcement to forward the fingerprints to the Federal Bureau of Investigation for the level 2 screening, and the fingerprints shall be retained by the Department of Law Enforcement under s. 1012.32(3)(a) and (b). The cost of the state and federal

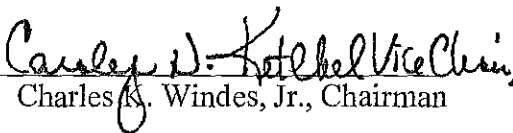
criminal history check required by level 2 screening may be borne by the district school board, the contractor, or the person fingerprinted. Under penalty of perjury, each person who is employed or under contract in a capacity described in subsection (1) must agree to inform his or her employer or the party with whom he or she is under contract within 48 hours if convicted of any disqualifying offense while he or she is employed or under contract in that capacity.(3) If it is found that a person who is employed or under contract in a capacity described in subsection (1) does not meet the level 2 requirements, the person shall be immediately suspended from working in that capacity and shall remain suspended until final resolution of any appeals.

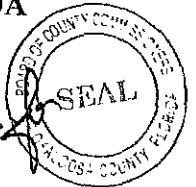
IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first written below.

Contractor Services Group

OKALOOSA COUNTY, FLORIDA

  
\_\_\_\_\_  
David Miller, Chief Operating Officer

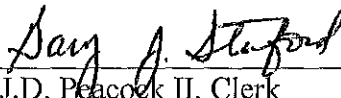
  
\_\_\_\_\_  
Charles K. Windes, Jr., Chairman



Date: 10 / 27 / 2016

Date: 11 / 3 / 16

ATTEST:

  
\_\_\_\_\_  
J.D. Peacock II, Clerk



**EXHIBIT A  
FINANCIAL ARRANGEMENTS**

**I. PRICE PER MEAL**

The County was offered three meal options in Contractor's Proposal (Good, Better and Best) and the County has elected to offer the Good option which consists of three (3) hot meals per day providing an average of 2,700 calories per day. The County shall have the option to change to either of the other two options or to some other menu which may be developed by the Parties in which case the price per meal would change in accordance with the new menu. County shall pay Contractor the price per meal as detailed in the scale that is attached hereto as Schedule 1 and incorporated herein by this reference, which scale is based on the number of inmates.

Contractor will provide the following meals at the agreed rate: inmate meals, staff meals, outside boxed lunch meals, special modified meals (Medical needs), special management meals and religious meals (kosher, etc.) To the extent Contractor's receipts are less than Contractor's costs and expenses for providing such meals, Contractor shall bear all losses. To the extent Contractor's receipts exceed its costs and expenses, Contractor shall be entitled to all profits therefrom.

In the event of a renewal of this Agreement, unit meal pricing shall be subject to redetermination and annual price adjustments (**applied to per meal prices only – all other fees remain the same**) shall be made in proportion to the change in the Bureau of Labor Statistics, Consumer Price Index, All Urban Consumers, U.S. City Average, Food Away From Home. Annual price adjustments shall be based on the most current data available sixty (60) days prior to the contract anniversary date and shall be communicated to the County not less than ten (10) days prior to the effective date of the new prices. Contractor shall work with the County in advance of renewal to assist staff in annual budgeting as needed. Any price adjustments will coincide with the County's fiscal year. Any significant change to the scope of services requested by the County may require price adjustment negotiated to the mutual agreement of both parties

In addition, in the event of material unanticipated cost changes, whether in (i) federal, state or local sales, payroll based or other taxes, labor, employee benefits, merchandise, equipment; (ii) the minimum wage rate or the implementing regulations or the enactment or application of any "living wage", "prevailing wage" or similar laws by any governmental entity having jurisdiction over the parties, it is agreed that Contractor Services shall have the right to request an adjustment of its per meal prices to reflect impact of the cost changes. If other material conditions change due to causes beyond Contractor Services' control, including, but not limited to a change in the scope of services, menu changes requested by the facility, decreases in inmate population or the availability of inmate labor, efforts to organize labor or changes in federal, state or local standards or regulations including any applicable Child Nutrition Program standards or other unforeseen conditions beyond Contractor Services' control, it is agreed that Contractor Services shall have the right to request an adjustment of its per meal prices to reflect the impact of the change in circumstances.

## **II. PAYMENT TERMS**

Contractor shall invoice County each month, in arrears, for the total amount due from County as the result of the number of meals served in the preceding week. County shall pay the invoice amount within thirty (30) days of date of the invoice from Contractor. All past due amounts due Contractor will be subject, at the option of Contractor, to a service charge equal to one and one half percent (1.5%) per month of the unpaid balance.

In the event that said amounts set forth in said statements are not paid according to the terms hereof, or in the event that Contractor, in its sole discretion, determines that County's credit has become impaired, Contractor shall have the option to: (a) either decline to continue provision of Services hereunder, except on a cash in advance basis, until such time as credit has



been re-established to Contractor's satisfaction; or (b) terminate this Agreement without liability whatsoever to Contractor, by giving sixty (60) days prior written notice to County.

All costs of collection of past due amounts, including but not limited to reasonable attorney's fees, shall be chargeable to and paid by the County.

### **III. BASIS OF FINANCIAL TERMS**

The financial terms of this Agreement have been negotiated between the parties upon the condition that Contractor will operate its Services at the same points of service and remain in operation under the same operating standards as agreed at the time of execution of this Agreement. If County desires Contractor to change the operation or scope of its Services, County and Contractor shall mutually agree on the appropriate financial adjustments for the requested changes.

**SCHEDULE 1  
SCALE  
INMATE POPULATION PRICE PER MEAL**

**OKALOOSA COUNTY DEPARTMENT OF CORRECTIONS**

<u>AVERAGE DAILY POPULATION*</u>	<u>PRICE PER MEAL</u>
399 or less	To be negotiated
400 – 499	\$1.024
500 – 599	\$0.939
600 – 699	\$0.879
700 – 799	\$0.829
800 – 899	\$0.809
900 or more	\$0.789

\*Average daily population is based on the daily average for the period being billed.

**SECTION H: CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Executive Order 12689, and 31 U.S.C. 6101; Debarment and Suspension, 2 CFR Part 417, Subpart C, Responsibilities of Participants Regarding Transactions Doing Business with Other Persons.

(Please read instructions on previous page before completing Certification)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

TRINITY SERVICES GROUP, INC. INMATE FOOD SERVICES  
OKALOOSA COUNTY, FL

ORGANIZATION NAME

SPONSOR AGREEMENT NUMBER OR PROJECT NAME

DAVID M. MILLER, CHIEF OPERATING OFFICER  
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

David M. Miller  
SIGNATURE(S)

OCTOBER 26, 2016  
DATE

**SECTION I: CERTIFICATION REGARDING LOBBYING**  
**CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By David M. Miller  
(Signature of Official (Executive Director) Authorized to Sign Application)

Date: 10/26/2016

By R. Andrew Garner  
(Signature of Official (Chief Financial Officer) Authorized to Sign Application)

Date: 10/26/2016

For OKALOOSA COUNTY, FL  
Name of Grantee

INMATE FOOD SERVICES OKALOOSA COUNTY, FL  
Title of Grant Program

# EXHIBIT "A"



## REQUEST FOR PROPOSALS (RFP) & RESPONDENT'S ACKNOWLEDGEMENT

**RFP TITLE:**  
INMATE FOOD SERVICE

**RFP NUMBER:**  
COR 75-16

**LAST DAY FOR QUESTIONS:**

Thursday, August 11, 2016, 3:00 P.M. CT

**RFP DUE DATE & TIME:**

Thursday, August 25, 2016 3:00 P.M. CT

**NOTE: PROPOSALS RECEIVED AFTER THE PROPOSAL OPENING DATE & TIME WILL NOT BE CONSIDERED.**

Okaloosa County, Florida solicits your company to submit a proposal on the above referenced goods or services. All terms, specifications and conditions set forth in this RFP are incorporated into your response. A proposal will not be accepted unless all conditions have been met. All proposals must have an authorized signature in the space provided below. All envelopes containing sealed proposals must reference the "RFP Title", "RFP Number" and the "RFP Due Date & Time". Okaloosa County is not responsible for lost or late delivery of proposals by the U.S. Postal Service or other delivery services used by the respondent. Neither faxed nor electronically submitted proposals will be accepted. Proposals may not be withdrawn for a period of sixty (60) days after the proposal opening unless otherwise specified.

**RESPONDENT ACKNOWLEDGEMENT FORM BELOW MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR PROPOSAL. PROPOSALS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE RESPONDENT.**

COMPANY NAME Trinity Services Group, Inc.  
MAILING ADDRESS 477 Commerce Blvd.  
CITY, STATE, ZIP Oldsmar, FL 34677  
FEDERAL EMPLOYER'S IDENTIFICATION NUMBER (FEIN): 59-3026703  
TELEPHONE NUMBER: 813-854-4264 EXT: \_\_\_\_\_ FAX: 813-855-2330  
EMAIL: dave.miller@trinityservicesgroup.com

I CERTIFY THAT THIS PROPOSAL IS MADE WITHOUT PRIOR UNDERSTANDING, AGREEMENT, OR CONNECTION WITH ANY OTHER RESPONDENT SUBMITTING A PROPOSAL FOR THE SAME MATERIALS, SUPPLIES, EQUIPMENT OR SERVICES, AND IS IN ALL RESPECTS FAIR AND WITHOUT COLLUSION OR FRAUD. I AGREE TO ABIDE BY ALL TERMS AND CONDITIONS OF THIS PROPOSAL AND CERTIFY THAT I AM AUTHORIZED TO SIGN THIS PROPOSAL FOR THE RESPONDENT.

AUTHORIZED SIGNATURE: *David M. Miller* TYPED OR PRINTED NAME David M. Miller

TITLE: Chief Operating Officer DATE August 22, 2016



# Board of County Commissioners Purchasing Department

## NOTICE TO RESPONDENTS RFP COR 75-16 – INMATE FOOD SERVICE

Notice is hereby given that the Board of County Commissioners of Okaloosa County, FL, will accept sealed proposals until **3:00 p.m. (CST) Thursday, August 25, 2016**, for the **Inmate Food Service**.

Interested respondents desiring consideration shall provide an **original and four (4) copies** (total of 5 proposals) of their Request for Proposals (RFP) response with the respondent's areas of expertise identified. Submissions shall be portrait orientation, unbound, and 8 ½" x 11" where practical. **All originals must have original signatures in blue ink.** Proposal documents are available for download by accessing the Okaloosa County website at <http://www.co.okaloosa.fl.us/purchasing/home> then accessing the link "View Current Solicitations" or by accessing the Florida Purchasing Group website at <http://www.floridabidsystem.com/Bids/ViewOpenSolicitations.asp>.


Submittals must be delivered to the Okaloosa County Purchasing Department at the address listed below no later than **3:00 p.m., Thursday, August 25, 2016** in order to be considered. All proposals received after the stated time and date will be returned unopened and will not be considered. **NOTE: Crestview, FL is not a next day guaranteed delivery location by most delivery services. Respondents using mail or delivery service assume all risk of late or non-delivery,**

All submittals must be in sealed envelopes reflecting on the outside thereof "**Inmate Food Service**". Failure to clearly mark the outside of the envelope as set forth herein shall result in the submittal not being considered.

The County reserves the right to award to the firm submitting a responsive proposal with a resulting negotiated agreement that is most advantageous and in the best interest of Okaloosa County, and to waive any irregularity or technicality in proposals received. Okaloosa County shall be the sole judge of the quote and the resulting negotiated agreement that is in its best interest and its decision will be final.

All submittals should be addressed as follows:

**Inmate Food Service**  
Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, FL 32536

  
\_\_\_\_\_  
Zan Fedorak  
Purchasing Manager

7/27/16  
Date

OKALOOSA COUNTY  
BOARD OF COUNTY COMMISSIONERS

Charles K. Windes, Jr.  
Chairman

## SPECIFICATIONS

**INTENT** – The intent of this solicitation is to invite priced proposals for the purpose of providing food services for inmates in custody of the Okaloosa County Department of Corrections in accordance with the special conditions and specifications contained in this Request for Proposals. Pricing shall be expressed as a price per each individual meal served.

### GENERAL

1. The Okaloosa County Department of Corrections (Department) serves meals to an average daily population of approximately 700 inmates.
2. The yearly estimate of meals is 766,000.
3. The current contractor employs four cooks and a site supervisor that are supervised by the contractor and the County.
4. The Okaloosa County Department of Corrections requires a three (3) tier meal plan which will give the department three options to choose from. Pricing for each package option to be set as a flat rate (Price Per Meal) per inmate multiplied by the number of meals served.

Meal type	Price per meal	Price per meal	Price per meal
Inmate meal	\$0.851	\$0.871	\$0.891
Staff meal	\$0.851	\$0.871	\$0.891
Outside Boxed lunch meal	\$0.851	\$0.871	\$0.891
Special Modified Meal (medical Needs)	\$0.851	\$0.871	\$0.891
Special Management Meal	\$0.851	\$0.871	\$0.891
Religious meals (Kosher, etc.)	\$0.851	\$0.871	\$0.891

- a. The meal quantities provided are approximate and represent the estimated requirements for the contract period.
- b. Unit price and extended total prices shall be used only as a basis for evaluation of proposals.
- c. Actual meal quantity necessary may be more or less than estimates listed in the specification document and the County shall be neither obligated nor limited to any specified amount.

### SCOPE OF SERVICES

1. The Food Service provider (Contractor) shall provide for all aspects of the food service operation and meet minimum requirements of the Department of Health & Rehabilitative Services standard 64E-11 Florida Administrative Code, Florida Model Jail Standards, Florida Corrections Accreditation Commission, National Commission on Correctional Health Care Accreditation, and the National School Lunch & Breakfast Program, and other applicable local, state and federal regulations.
2. The contractor must comply with Attachment A (Contract Agreement Checklist).

3. The contractor shall secure and pay all federal, state and local licenses, permits and fees that may pertain to the food service operation.
4. The contractor shall insure that no employee or inmate shall work in any area of food service operations if he/she is known to have or suspected of having a communicable disease, open wounds or sores, or respiratory infections. Clean outer garments will be worn, and all inmates working in food service or delivery will maintain a high degree of personal cleanliness. Documentation of inspections of inmates are required by Accreditation Standards and this documentation will be forward to Support Services Supervisor monthly.

5. **Contractor provided staff**

- a. The contractor shall insure that all food preparation will be by or supervised by an employee trained in culinary services, holding a professional Food Manager certification as required by Chapter 64E-11.012 Florida Administrative Code, with a minimum of 3 years corrections food service experience, and food knowledge, experience, capabilities to manage and direct the total administrative requirements for a nutritionally sound food service operation, and represent the contractor having authority to act on the contractor's behalf.
- b. The contractor shall provide sufficient, qualified staff to maintain food service operations for three meals each day of the year.
- c. The contractor shall define employees hiring practices to include a criminal background check procedures and physical exams as required by Accreditation Standards. No employee that has been banned from another facility will be allowed to work in the County's facility. An affidavit attesting to the completion of background checks will be maintained on site for each employee.
- d. Contract employees may be required to submit to fingerprinting required by the County to perform services within the secure environment.

6. **Inmate labor**

- a. The County shall make available sentenced inmate crews of a reasonable number whenever possible to assist in the daily food service preparation, processing, cleaning, etc.
- b. Inmate labor will be provided by the County unless population levels decrease to the point where the labor force must be reduced.
- c. The contractor shall include a list of inmate worker needs along with their proposal.
- d. When inmate labor is provided, the contractor will train the inmate workers on routine tasks, maintenance and operation of food service equipment and other duties assigned by the contractor's personnel and maintain records. Documentation of training of inmates is required by Accreditation Standards and this documentation will be forwarded monthly to the Support Services supervisors.
- e. Training of inmates must include safety and sanitation guidelines and be closely followed. All injuries will be reported in writing and reviewed for proper safety guidelines. Contractor will provide a plan to help reduce or prevent re-occurring injuries.
- f. The contractor will be responsible for full supervision of inmate labor while they are utilized in the food service operation. The contractor will be responsible for the monitoring for destruction of County property by inappropriate and/or misuse of equipment and other property. The contractor shall be responsible for the repairs or replacement of equipment as determined by the County.
- g. The County cannot guarantee the continuity of inmate labor during emergency situations and the contractor shall provide backup labor on occasion via outside personnel to perform the services normally rendered by inmate labor.

The contractor shall insure that inmates will be given three substantial, wholesome and nutritious meals daily. Meals must be presented in a clean, presentable style. Not more than 14 hours may lapse between the evening meal and the morning meal. Beverage serving is a powdered drink mix, prepackaged, and placed on the food tray, and the contractor will provide a disposable cup once a day. Hot meals shall be served at least once daily. Seasonal fruits and vegetables shall be included in menu planning. Special consideration must be taken when planning meals for juvenile



inmates, pregnant inmates, and other special diets as determined by medical personnel. Juveniles must be provided one healthy snack daily, in addition to three nutritious meals.

7. The contractor shall provide a contingency plan for providing food service in the event of lockdowns, strikes, natural disaster, epidemics, riots, fire, power failure or other events that may impact normal operations.
8. The contractor shall provide for menus that satisfy the recommended dietary allowances of the National Research Council – National Academy of Sciences, and meet the requirements of the USDA and the National School Lunch Program.
9. The contractor shall provide for menus to be planned for not less than 28 days in advance and certified by a nutritionist. Only USDA inspected and approved meats, poultry, eggs, and dairy may be used. Only seafood handled in accordance with HACCP standards may be used in meal preparation. Proposed 2700 calorie menus shall be compatible with the sample menu attached and shall be submitted as part of the response to this Request for Proposals. Contractor menus shall provide for special meals on Christmas, Thanksgiving, and Easter.
10. The contractor shall provide for modified diets to be prepared for inmates when ordered by a physician or designee.
11. The contractor shall retain records of meals served for three years plus the current year.
12. Food may not be withheld nor the standard menu varied, as a disciplinary sanction or as a reward for good behavior or work for an individual inmate.
13. The contractor must provide bag meals to inmates going to court and to offsite work crew inmates. If an inmate going to court or work is a special diet, the bag meal must be made in consideration of the special dietary needs.
14. Contractor shall supply meals for officers at the inmate price per meal, based on one meal per officer per shift, 2 shifts per day, and 365 days per year. Meals will be provided to staff, officers, and other emergency personnel during emergency situations as requested by the Department of Corrections.
15. The contractor shall provide special management meals meeting the minimum daily nutrition requirements and as approved by a physician or qualified medical staff member in place of regular meals in the event an inmate demonstrates disruptive behavior to include: throwing food, beverages, food utensils, food trays or any substance including human waste with food utensils or a tray. Any menu substitution must be approved by a correctional sergeant or higher authority.
16. The contractor shall provide inmates additional caloric intake in excess of regular meals if approved by a nutritionist or similarly qualified person, as being reasonably necessary because of work or labor being performed by the inmate.
17. The contractor shall provide religious diets to inmates upon approval of the Chaplain and Food Service Manager.
18. The contractor shall permit inspections of the food service area by the Chief Correctional Officer of the Department of Corrections or his designee and make corrections on deficiencies found. Such inspections shall be conducted as often as deemed necessary by the Chief Correctional Officer of the Department of Corrections.
19. The contractor shall insure that food supplies not in preparation are stored in a locked, clean, well ventilated room, which is free from vermin.
20. The contractor shall insure that soaps, detergent, waxes, cleaning compounds, insect and rodent spray and other poisons be kept in a locked storage area separate from food supplies.
21. The contractors shall provide for the preparation of pre-plated meals for service on thermal insulated trays in quantities specified by Department staff and placed on carts. The trays for delivery will be clean and free of food on the outside.
22. Department staff shall insure that carts are returned to the food service area in a timely manner. Disposable cutlery will be provided by the contractor.
23. The contractor shall insure that all equipment and food service implements are kept clean when not in use, and cleaned promptly following each use.
24. The contractor shall notify Department maintenance or warehouse staff in writing when equipment, structures and fixtures are damaged or otherwise require repair.

25. The contractor shall maintain a procedure to keep an accurate accounting of all culinary equipment, specifically knives, sharps, etc.
26. The contractor shall maintain control of food service items such as mace, nutmeg and raisins, sugar, fruit, etc. that might be used to manufacture contraband beverages.
27. The contractor shall insure that refrigerators are maintained at temperature levels consistent with 63E-11 Florida Administrative Code and are recorded.
28. The contractor shall develop a refrigerator checklist or other form to be used to document refrigerator temperatures and inspections daily.
29. The contractor will provide to the County, on a date and in a form mutually acceptable to the contractor and the County, regular meetings with the District and Site Supervisor to discuss issues and concerns. This provision does not preclude any immediate action required to address problems which would require prompt action or resolutions.
30. The Okaloosa County Department of Corrections participates in the National School Lunch & Breakfast Program. Upon selection, the contractor shall participate in and adhere to all rules and regulations of the National School Lunch & Breakfast Program. The contractor must be qualified for approval by the State of Florida to participate in this program upon being awarded the contract.
31. The contractor must outline how USDA donated commodity foods will be used and stored and maintain eligibility to received USDA donated commodity foods. Commodities received will be used for the benefit of those persons held by the Okaloosa County Department of Corrections.
32. The contractor shall be responsible for preventive and routine maintenance of major food preparation equipment.
33. The contractor shall be responsible for maintaining an adequate supply of small wares to include serving trays, eating utensils, cooking utensils and other food preparation and delivery supplies.
34. Sanitation of the kitchen facilities (including County equipment and supplies provided for the execution of this contract) will be the responsibility of the contractor, including all financial obligation for cleaning agents and supplies (dishwashing chemicals and dispensing included).
  - a. The County reserves the right to approve (or reject) all such cleaning agents and supplies prior to the contractor using them in the sanitation of the kitchen facilities.
  - b. The County will assume the responsibility of inside cleaning of the ventilation hood system; contractor will provide sanitation of the outside and perimeter of the system.
  - c. The contractor will maintain on-site MSDS records of all chemicals used in the County facilities (a copy of the MSDS records must be provided to the County).
  - d. Dishwashing dispensing and chemicals will be the responsibility of the contractor.
35. The contractor shall provide all consumable supplies and food products required to operate the food service operation including paper and Styrofoam products, gloves, hairnets and cleaning supplies.
36. The contractor must review existing facilities and include in the proposal a statement that the facilities meet their requirements. If the facilities do not meet their requirements, reasonable discrepancies must be noted and included in the proposal.
37. All contractor employees will complete an orientation consisting of security training for non-certified staff and will comply with all Okaloosa County Department of Corrections security requirements. All contractor employees will accept and comply with all County staff security directives.

**REFUSE SERVICE** – The County will provide at no cost to the contractor adequate trash removal facilities and services as it deems necessary to maintain the highest standard of sanitation. The contractor will be responsible for removal of all trash and waste to the appropriate receptacle and cleaning of the receptacles.

**PEST CONTROL** – The County shall provide all pest control services for the kitchen facility; however, the contractor's assistance is requested in reporting any needed service promptly to a Support Services supervisor. Should sanitation deficiencies be the cause of or contributing factor in the pest control problem(s), the contractor shall be responsible for improving the sanitation for the effected situation immediately upon notification by the County or pest control provider.

**EQUIPMENT** – The County will provide, install, maintain, repair and permit the contractor to utilize in the administration of this contract: capital equipment that the County deems necessary for food service and related activities.

1. Existing equipment includes: ovens, ranges, dishwasher, existing food processing and serving equipment, on-site refrigeration and storage area.
2. Damage incurred to the County's physical plant and/or equipment/supplies as a result of the contractor's negligence or intentional misuse/abuse (including inmate labor or unreported damage) shall be the responsibility of the contractor and shall be repaired or replaced at the contractor's expense. This expense will be deducted from the contract payment during the next billing cycle following the damage. All damage shall be reported in writing.
3. Equipment provided by the County shall be replaced as the County deems necessary, taking into consideration the average life of the equipment as determined by the manufacturer and any extraordinary circumstances.
4. All property purchased by the County shall remain the property of the County.
5. If additional equipment is needed by the contractor for the performance of this agreement, the contractor shall be responsible for its purchase.
6. All property purchased by the contractor shall remain the property and responsibility of the contractor.

**LIQUIDATED DAMAGES** – Failure to meet the standards set forth in the contract for services will result in a penalty assessed on the contract payment on the billing cycle following the breach. A breach that relates to food quality, such as serving spoiled food, will result in a penalty of 10% of the invoice for the billing cycle the breach occurred. A breach that relates to safety, such as failure to follow tool control procedures, will result in a 10% penalty assessed for each billing cycle that the contractor remains out of compliance.

**PAYMENT** – The successful contractor shall be paid monthly upon submission of invoices through the Department of Corrections to the Okaloosa County Board of County Commissioners Finance Office; 302 N. Wilson St. #203; Crestview, FL 32536-3502. All invoices must show the County contract number.

### **PRICING STRUCTURE**

1. The prices quoted in this request for proposal shall be firm for the first three (3) year, (36) consecutive month period. However, an incremental pricing structure may be acceptable as long as it is structured by inmate population.
2. Prices shall be submitted in the unit of measurement specified on the proposal form, and shall include all overhead costs, profit and any delivery charges. Credit for USDA Commodities and Farm Products will be promptly credited on submitted invoices and deducted from the contract payment during the following billing cycle.
3. In the event of a renewal of the contract, unit pricing shall be subject to redetermination within the parameters outlined in this request for proposal. Subsequent annual price adjustments (**applied to per meal prices only – all other fees remain the same**) shall be made in proportion to the change (increase or decrease) in the Producer Price Index (PPI) and shall be submitted as a response to a County letter of inquiry regarding annual renewal of the contract. The contractor shall work with the Corrections Department in advance of renewal to assist staff in annual budgeting as needed. Any price adjustments will coincide with the County's fiscal year.
  - a. PPI information may be obtained online at website [www.bls.gov/ppi](http://www.bls.gov/ppi) – under detailed statistics, utilize PCU20\_#Food & Kindred.
  - b. Documentation supporting any price increase shall be limited to once annually and must be submitted at the time of the contract renewal.
  - c. Any significant change to the scope of services requested by the County may require price adjustment negotiated to the mutual agreement of both parties.

4. Food service required by the County facilities outside the scope of this contract may be provided by the successful contractor upon written authorization by the County and at a mutually agreed upon price.

#### **CONTRACTOR'S STAFF ACCOMMODATIONS**

The County will provide for the contractor adequate office space, including basic office furnishings and use of a phone in the kitchen area.

1. The contractor will be required to provide any additional equipment they deem necessary, such as computer, computer table, fax, modem, etc.
2. The cost of a phone and/or data line(s) and all local expenses will be paid by the County.
3. All long distance charges incurred by the contractor's staff will be paid by the contractor.

**PROPOSER SUBMITTAL** – Proposers shall submit information attesting to the qualifications of the company and its employees with its proposal submission form at the proposal opening date and time. Failure to submit this information may render the proposal non-responsive and the proposal may not be considered for award. Information to be submitted with the proposal form shall, at a minimum, including the following:

1. A list of references of at least three (3) commercial clients complete with contact name and telephone number.
2. A brief description of the work tasks and size of jobs performed for the commercial clients listed.
3. The name and resume/qualifications of the on-site Food Service Manager.
4. The name and resume/qualifications of the contractor's Regional Manager.
5. Transition plan describing procedures to provide a smooth transition from the current contractor to your proposed program.
6. Meal quality and preference monitoring plan describing methods for monitoring inmate preferences and individual complaints from inmates (on an on-going basis) and methods for responding to concerns and negative evaluations by County staff.
7. Sample reports and billing statements.
8. Bid amount for the menu provided herein.
9. Sample menus and recipes for alternative options and varieties and the bids associated with those alternatives.
10. Plans for vocational training to blend with existing offender re-entry programs.
11. Staffing plan for the life of the contract.

#### **EVALUATION & AWARD**

1. Committee Evaluation
  - a. The committee may request documentation from proposers of any information provided in their proposal response or require the proposer to clarify or expand qualification statements.
  - b. The committee may also require a site visit and/or verbal interview with the proposer and his/her company to clarify and expand upon the proposal response.
2. Award & Evaluation Criteria – Award will be made to the “lowest responsive” proposer. Responsiveness will be determined by the committee at the time proposals are evaluated using criteria that may include:
  - a. References provided with the proposal response.
  - b. The proposer's ability to satisfactorily handle the type and volume of work being offered by the County, which includes general management's capability as evidenced in the written proposal, comments of references and site visits.
  - c. Staff and program offered, variety of capacity, range of capacity and quality of past jobs performed.

- d. Proposer's management, technical and supervisory personnel (including experience in training and supervising inmate labor) and experience in the types of work proposed.
- e. The quality and variety of the proposer's sample menu and details on preparation and delivery of the meals requested.
- f. Ease of the liaison to communicate with the County Department/Divisions.
- g. Proposer's internal management and ability to provide timely and accurate records, backup for emergency situations and accurate reporting, record keeping and billing of the meals prepared.
- h. Total program cost as it relates to the recommended service level for the County's facilities.
- i. Any or all bids or responses may be rejected when there are sound, documented business reasons that serve the best interest of the program sponsor or the department.

**TERM OF CONTRACT:**

The term of this contract will be for three (3) years. The County reserves the right to renew this contract for two (2) one year contract periods. Renewal of the contract period shall be recommended through the County's discretion, upon written agreement by both parties.

# GENERAL SERVICES INSURANCE REQUIREMENTS

REVISED: 02/09/16

## **BONDING REQUIREMENTS**

Performance bond for 100% of the proposed price.

## **RESPONDENT'S INSURANCE**

1. The Respondent shall not commence any work in connection with this Agreement until he has obtained all required insurance and such insurance has been approved by the Okaloosa County Risk Manager or designee.
2. All insurance policies shall be with insurers licensed to do business in the State of Florida.
3. All insurance shall include the interest of all entities named and their respective agents, consultants, servants and employees of each and all other interests as may be reasonably required by Okaloosa County as Additional Insured. The coverage afforded the Additional Insured under this policy shall be primary insurance. If the Additional Insured have other insurance that is applicable to the loss, such other insurance shall be on an excess or contingent basis. The amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.
4. The County shall be listed as Additional Insured by policy endorsement on all insurance contracts applicable to this Agreement except Workers' Compensation and Professional Liability.
5. The County shall be furnished proof of coverage by certificates of insurance (COI) and endorsements for every applicable insurance contract required by this Agreement. The COI's and policy endorsements must be delivered to the County Representative not less than ten (10) days prior to the commencement of any and all contractual Agreements between the County and the Respondent.
6. The County shall retain the right to reject all insurance contracts that do not meet the requirement of this Agreement. Further, the County reserves the right to change these insurance requirements with 60-day notice to the Respondent.
7. The insurance definition of Insured or Additional Insured shall include Subcontractor, Sub-subcontractor, and any associated or subsidiary companies of the Respondent, which are involved, and which is a part of the contract.
8. The County reserves the right at any time to require the Respondent to provide certified copies of any insurance policies to document the insurance coverage specified in this Agreement.
9. The designation of Respondent shall include any associated or subsidiary company which is involved and is a part of the contract and such, if any associated or subsidiary company involved in the project must be named in the Workers' Compensation coverage.

10. All policies shall be written so that the County will be notified of cancellation or restrictive amendments at least thirty (30) days prior to the effective date of such cancellation or amendment. Such notice shall be given directly to the County Representative.

## **WORKERS' COMPENSATION INSURANCE**

1. The Respondent shall secure and maintain during the life of this Agreement Workers' Compensation insurance for all of his employees employed for the project or any site connected with the work, including supervision, administration or management, of this project and in case any work is sublet, with the approval of the County, the Respondent shall require the Subcontractor similarly to provide Workers' Compensation insurance for all employees employed at the site of the project, and such evidence of insurance shall be furnished to the County not less than ten (10) days prior to the commencement of any and all sub-contractual Agreements which have been approved by the County.
2. Such insurance shall comply with the Florida Workers' Compensation Law.
3. No class of employee, including the Respondent himself, shall be excluded from the Workers' Compensation insurance coverage. The Workers' Compensation insurance shall also include Employer's Liability coverage.

## **BUSINESS AUTOMOBILE AND COMMERCIAL GENERAL LIABILITY INSURANCE**

1. The Respondent shall maintain Business Automobile Liability insurance coverage throughout the life of this Agreement. The insurance shall include Owned, Non-owned & Hired Motor Vehicle coverage.
2. The Respondent shall carry other Commercial General Liability insurance against all other Bodily Injury, Property Damage and Personal and Advertising Injury exposures. The coverage shall include both On-and Off-Premises Operations, Contractual Liability, and Broad Form Property Damage.
3. All liability insurance (other than Professional Liability) shall be written on an occurrence basis and shall not be written on a claims-made basis. If the insurance is issued with an aggregate limit of liability, the aggregate limit of liability shall apply only to the locations included in this Agreement. If, as the result of any claims or other reasons, the available limits of insurance reduce to less than those stated in the Limits of Liability, the Respondent shall notify the County representative in writing. The Respondent shall purchase additional liability insurance to maintain the requirements established in this Agreement. Umbrella or Excess Liability insurance can be purchased to meet the Limits of Liability specified in this Agreement.
4. Commercial General Liability coverage shall be endorsed to include the following:
  - 1.) Premises – Operation Liability
  - 2.) Occurrence Bodily Injury and Property Damage Liability
  - 3.) Independent Respondent's Liability
  - 4.) Completed Operations and Products Liability

5. Respondent shall agree to keep in continuous force Commercial General Liability coverage including Completed Operations and Products Liability for the length of the project.

## LIMITS OF LIABILITY

The insurance required shall be written for not less than the following, or greater if required by law and shall include Employer's liability with limits as prescribed in this contract:

	<u>LIMIT</u>
1. Worker's Compensation	
1.) State	Statutory
2.) Employer's Liability	\$100,000 each accident
2. Business Automobile	\$1,000,000 each occurrence (A combined single limit)
3. Commercial General Liability	\$1,000,000 each occurrence (A combined single limit)
4. Personal and Advertising Injury	\$250,000

## NOTICE OF CLAIMS OR LITIGATION

The Respondent agrees to report any incident or claim that results from performance of this Agreement. The County representative shall receive written notice in the form of a detailed written report describing the incident or claim within ten (10) days of the Respondent's knowledge. In the event such incident or claim involves injury and/or property damage to a third party, verbal notification shall be given the same day the Respondent becomes aware of the incident or claim followed by a written detailed report within ten (10) days of verbal notification.

## INDEMNIFICATION & HOLD HARMLESS

To the fullest extent permitted by law, Respondent shall indemnify and hold harmless the County, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or wrongful conduct of the Respondent and other persons employed or utilized by the Respondent in the performance of this contract.

**Note: For respondent's convenience, this certification form is enclosed and is made a part of the bid package.**

## CERTIFICATE OF INSURANCE

1. Certificates of insurance, in duplicate, indicating the job site and evidencing all required coverage must be submitted to and approved by Okaloosa County prior to the commencement of any of the work. The certificate holder(s) shall be as follows: Okaloosa County, 5479A Old Bethel Road, Crestview, Florida, 32536.
2. All policies shall expressly require 30 days written notice to Okaloosa County at the address set out above, or the cancellations of material alterations of such policies, and the Certificates of Insurance, shall so provide.



3. All certificates shall be subject to Okaloosa County's approval of adequacy of protection and the satisfactory character of the Insurer. County reserves the right to approve or reject all deductible/SIR above \$10,000. The Certificates of Insurance shall disclose any and all deductibles or self-insured retentions (SIRs).
4. All deductibles or SIRs, whether approved by Okaloosa County or not, shall be the Respondent's full responsibility. In particular, the Respondent shall afford full coverage as specified herein to entities listed as Additional Insured.
5. In no way will the entities listed as Additional Insured be responsible for, pay for, be damaged by, or limited to coverage required by this schedule due to the existence of a deductible or SIR. Specific written approval from Okaloosa County will only be provided upon demonstration that the Respondent has the financial capability and funds necessary to cover the responsibilities incurred as a result of the deductible or SIR.

### **GENERAL TERMS**

Any type of insurance or increase of limits of liability not described above which, the Respondent required for its own protection or on account of statute shall be its own responsibility and at its own expense.

The carrying of the insurance described shall in no way be interpreted as relieving the Respondent of any responsibility under this contract.

Should the Respondent engage a subcontractor or sub-subcontractor, the same conditions will apply under this Agreement to each subcontractor and sub-subcontractor.

The Respondent hereby waives all rights of subrogation against Okaloosa County and its consultants and other indemnities of the Respondent under all the foregoing policies of insurance.

### **UMBRELLA INSURANCE**

The Respondent shall have the right to meet the liability insurance requirements with the purchase of an umbrella insurance policy. In all instances, the combination of primary and umbrella liability coverage must equal or exceed the minimum liability insurance limits stated in this Agreement.

# GENERAL PROPOSAL CONDITIONS

## 1. PRE-PROPOSAL ACTIVITY

Except as provided in this section, respondents are prohibited from contacting or lobbying the County, County Administrator, Commissioners, County staff, and Review Committee members, or any other person authorized on behalf of the County related or involved with the solicitation. All inquiries on the scope of work, specifications, additional requirements, attachments, terms and general conditions or instructions, or any issue must be directed in writing, by US mail or email to:

Okaloosa County Purchasing Department  
5479A Old Bethel Road  
Crestview, FL 32536  
Email: [jkublik@co.okaloosa.fl.us](mailto:jkublik@co.okaloosa.fl.us)  
(850)689-5960

All questions or inquiries must be received no later than the last day for questions (reference RFP & Respondent's Acknowledgement form). Any addenda or other modification to the bid documents will be issued by the County five (5) days prior to the date and time of bid closing, as a written addenda distributed to all prospective respondents by posting to the Florida Online Bid System (Florida Purchasing Group) and the Okaloosa County Web Site. To access the Florida Online Bid System go to: [www.floridabidsystem.com](http://www.floridabidsystem.com). To access the Okaloosa County Web Site go to: <http://www.co.okaloosa.fl.us/purchasing/current-solicitations>.

Such written addenda or modification shall be part of the proposal documents and shall be binding upon each respondent. Each respondent is required to acknowledge receipt of any and all addenda in writing and submit with their proposal. No respondent may rely upon any verbal modification or interpretation.

2. **PREPARATION OF PROPOSAL** – The proposal form is included with the proposal documents. Additional copies may be obtained from the County. The respondent shall submit originals and bid forms in accordance with the public notice.

All blanks in the proposal documents shall be completed by printing in ink or by typewriter in both words and numbers with the amounts extended, totaled and the proposal signed. A proposal price shall be indicated for each section, proposal item, alternative, adjustment unit price item, and unit price item listed therein, or the words "No Proposal", "No Change", or "Not Applicable" entered. No changes shall be made to the phraseology of the form or in the items mentioned therein. In case of any discrepancy between the written amount and the numeric figures, the written amount shall govern. Any proposal which contains any omissions, erasures, alterations, additions, irregularities of any kind, or items not called for which shall in any manner fail to conform to the conditions of public notice inviting proposals may be rejected.

A proposal submitted by a corporation shall be executed in the corporate name by the president or a vice president or other corporate officer who has legal authority to sign.

A proposal submitted by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature). The official address of the partnership shall be shown below the signature.

A proposal submitted by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm must be shown below the signature.

A proposal submitted by an individual shall show the respondent's name and official address.

A proposal submitted by a joint venture shall be executed by each joint venture in the manner indicated on the proposal form. The official address of the joint venture must be shown below the signature.

All signatures shall be in blue ink. All names shall be typed or printed below the signature.

The proposal shall contain an acknowledgement of receipt of all Addenda, the numbers of which shall be filled in on the form. The address and telephone # for communications regarding the proposal shall be shown.

If the respondent is an out-of-state corporation, the proposal shall contain evidence of respondent's authority and qualification to do business as an out-of-state corporation in the State of Florida. A state contractor license # for the State of Florida shall also be included on the proposal form. Respondent shall be licensed in accordance with the requirements of Chapter 489, Florida Statutes.

3. **INTEGRITY OF PROPOSAL DOCUMENTS** - Respondents shall use the original Proposal documents provided by the Purchasing Department and enter information only in the spaces where a response is requested. Respondents may use an attachment as an addendum to the Proposal documents if sufficient space is not available. Any modifications or alterations to the original proposal documents by the respondent, whether intentional or otherwise, will constitute grounds for rejection of a proposal. Any such modifications or alterations that a respondent wishes to propose must be clearly stated in the respondent's response in the form of an addendum to the original proposal documents.
4. **SUBMITTAL OF PROPOSAL** - A proposal shall be submitted no later than the date and time prescribed and at the place indicated in the advertisement or invitation to proposal and shall be enclosed in an opaque sealed envelope plainly marked with the project title (and, if applicable, the designated portion of the project for which the proposal is submitted), the name and address of the respondent, and shall be accompanied by the proposal security and other required documents. It is the respondent's responsibility to assure that its proposal is delivered at the proper time and place. Offers by telegram, facsimile, or telephone will **NOT** be accepted.

**Note: Crestview is not a next day delivery site for overnight carriers.**

5. **MODIFICATION & WITHDRAWAL OF PROPOSAL** - A proposal may be modified or withdrawn by an appropriate document duly executed in the manner that a proposal must be executed and delivered to the place where proposals are to be submitted prior to the date and time for the opening of proposals.

If within 24 hours after proposals are opened any respondent files a duly signed written notice with the County and promptly thereafter demonstrates to the reasonable satisfaction of the County that there

was a material substantial mistake in the preparation of its proposal, that respondent may withdraw its proposal, and the proposal security may be returned. Thereafter, if the work is re-proposal, that respondent will be disqualified from 1) further purposing on the work, and 2) doing any work on the contract, either as a subcontractor or in any other capacity.

6. **PROPOSALS TO REMAIN SUBJECT TO ACCEPTANCE** – All proposals will remain subject to acceptance or rejection for sixty (60) calendar days after the day of the proposal opening, but the County may, in its sole discretion, release any proposal and return the proposal security prior to the end of this period.
7. **IDENTICAL TIE PROPOSALS** - Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals which are equal with respect to price, quality and service are received by the County for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process (see attached certification form).

Established procedures for processing tie proposals will be followed if none of the tied vendors have a drug-free workplace program.

**Note: For respondent's convenience, this certification form is enclosed and is made a part of the proposal package.**
8. **CONDITIONAL & INCOMPLETE PROPOSALS** - Okaloosa County specifically reserves the right to reject any conditional proposal and proposals which make it impossible to determine the true amount of the proposal.
9. **PROPOSAL PRICE** – The proposal price shall include all equipment, labor, materials, permit(s), freight, taxes, required insurance, Public Liability, Property Damage and Workers' Compensation, etc. to cover the finished work called for.
10. **ADDITION/DELETION OF ITEM** – The County reserves the right to add or delete any item from this proposal or resulting contract when deemed to be in the County's best interest.
11. **SPECIFICATION EXCEPTIONS** – Specifications are based on the most current literature available. Respondent shall clearly list any change in the manufacturer's specifications which conflict with the proposal specifications. Respondent must also explain any deviation from the proposal specification in writing, as a foot note on the applicable proposal page and enclose a copy of the manufacturer's specifications data detailing the changed item(s) with their proposal. Failure of the respondent to comply with these provisions will result in respondents being held responsible for all costs required to bring the equipment in compliance with proposal specifications.
12. **APPLICABLE LAWS & REGULATIONS** – All applicable Federal and State laws, County and municipal ordinances, orders, rules and regulations of all authorities having jurisdiction over the project shall apply to the proposal throughout, and they will be deemed to be included in the contract the same as though they were written in full therein.
13. **DISQUALIFICATION OF RESPONDENTS** - Any of the following reasons may be considered as sufficient for the disqualification of a respondent and the rejection of its proposal:

- a. Submission of more than one proposal for the same work from an individual, firm or corporation under the same or different name.
- b. Evidence that the respondent has a financial interest in the firm of another respondent for the same work.
- c. Evidence of collusion among respondents. Participants in such collusion will receive no recognition as respondents for any future work of the County until such participant has been reinstated as a qualified respondent.
- d. Uncompleted work which in the judgment of the County might hinder or prevent the prompt completion of additional work if awarded.
- e. Failure to pay or satisfactorily settle all bills due for labor and material on former contracts in force at the time of advertisement of proposals.
- f. Default under previous contract.
- g. Listing of the respondent by the Federal Government on its barred/suspended vendor list.

14. **AWARD OF CONTRACT -**

**Okaloosa County Review** - Okaloosa County designated Staff will review all proposals and will participate in the Recommendation to Award.

The contract shall be awarded to the responsible and responsive respondent whose proposal is determined to be the most advantageous to the County, taking into consideration the price and other criteria set forth in the request for proposals. The County reserves the right to reject any and all proposals or to waive any irregularity or technicality in proposals received. The County shall be the sole judge of the proposal and the resulting negotiated agreement that is in its best interest and its decision shall be final.

Okaloosa County reserves the right to waive any informalities or reject any and all proposals, in whole or part, to utilize any applicable state contracts in lieu of or in addition to this proposal and to accept the proposal that in its judgment will best serve the interest of the County.

Okaloosa County specifically reserves the right to reject any conditional proposals and proposals which make it impossible to determine the true amount of the proposal. Each item must be proposal separately and no attempt is to be made to tie any item or items to any other item or items.

- 15. **PAYMENTS** – The respondent shall be paid upon submission of invoices and approval of acceptance by Okaloosa County Board of County Commissioners, Finance Office, 302 N. Wilson St., #203, Crestview FL 32536, for the prices stipulated herein for articles delivered and accepted. Invoices must show Contract #.
- 16. **DISCRIMINATION** - An entity or affiliate who has been placed on the discriminatory vendor list may not submit a proposal on a contract to provide goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public

work, may not submit proposals on leases of real property to a public entity, may not award or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

17. **PUBLIC ENTITY CRIME INFORMATION** - Pursuant to Florida Statute 287.133, a respondent may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.
18. **CONFLICT OF INTEREST** - The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All respondents must disclose with their proposals the name of any officer, director, or agent who is also a public officer or an employee of the Okaloosa Board of County Commissioners, or any of its agencies. Furthermore, all respondents must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches.  
  
**Note: For respondent's convenience, this certification form is enclosed and is made a part of the proposal package.**
19. **REORGANIZATION OR BANKRUPTCY PROCEEDINGS** – Proposals will not be considered from respondents who are currently involved in official financial reorganization or bankruptcy proceedings.
20. **INVESTIGATION OF RESPONDENT** – The County may make such investigations, as it deems necessary to determine the stability of the respondent to perform the work and that there is no conflict of interest as it relates to the project. The respondent shall furnish to the Owner any additional information and financial data for this purpose as the County may request.
21. **AUTHORITY TO PIGGYBACK** - All respondents submitting a response to this Request for Proposal agree that such response also constitutes a proposal to all governmental agencies under the same conditions, for the same contract price, and for the same effective period as this proposal, should the respondent feel it is in their best interest to do so.

Each governmental agency desiring to accept these proposals and make an award thereof shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials and/or services ordered and received by it, and no agency assumes any liability by virtue of this proposal.

This agreement in no way restricts or interferes with the right of any governmental agency to proposal any or all items.

22. **NO CONTACT CLAUSE** - The Okaloosa County Board of County Commissioners has established a solicitation silence policy (**No Contact Clause**) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal proposals, Request for Proposals, Requests for Qualifications) issued by the Board through the County Purchasing Department. The period commences when the procurement document is received by the COUNTY and terminates when the Board of County Commissioners approves an award.

**Note: For respondent's convenience, this certification form is enclosed and is made a part of the proposal package.**

23. **REVIEW OF PROCUREMENT DOCUMENTS** - Per Florida Statute 119.071 (2) 2 sealed proposals, proposals, or replies received by the County pursuant to a competitive solicitation are exempt from public disclosure until such time as the County provides notice of an intended decision or until 30 days after opening the proposals, proposals, or final replies, whichever is earlier.
24. **COMPLIANCE WITH FLORIDA STATUTE 119.0701** - The Respondent shall comply with all the provisions of section 119.0701, Florida Statutes relating to the public records which requires, among other things, that the Respondent: (a) Keep and maintain public records; (b) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records; (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the respondent upon termination of the contract.
25. **PROTECTION OF RESIDENT WORKERS** - The Okaloosa County Board of County Commissioners actively supports the Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verifications, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verifications. The respondent shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment. Okaloosa County reserves the right to request documentation showing compliance with the requirements.
- Respondents doing construction business with Okaloosa County are required to use the Federal Government Department of Homeland Security's website and use the E-Verify Employment Eligibility Verifications System to confirm eligibility of all employees to work in the United States.
26. **SUSPENSION OR TERMINATION FOR CONVENIENCE** - The County may, at any time, without cause, order Respondent in writing to suspend, delay or interrupt the work in whole or in part for such period of time as the County may determine, or to terminate all or a portion of the Contract for the County's convenience. Upon such termination, the Contract Price earned to the date of termination shall be paid to Respondent, but Respondent waives any claim for damages, including loss of profits arising out of or related to the early termination. Those Contract provisions which by their nature survive final acceptance shall remain in full force and effect. If the County orders a suspension, the Contract price and Contract time may be adjusted for increases in the cost and time caused by suspension, delay or interruption. No adjustment shall be made to the extent that performance is, was or would have been so suspended, delayed or interrupted by reason for which Respondent is responsible; or that an equitable adjustment is made or denied under another provision of this Contract.
27. **FAILURE OF PERFORMANCE/DELIVERY** - In case of default by the respondent, the County after due notice (oral or written) may procure the necessary supplies or services from other sources and hold the respondent responsible for difference in cost incurred. Continuous instances of default

shall result in cancellation of the contract and removal of the respondent from the proposal list for duration of one (1) year, at the option of the County.

28. **AUDIT** - If required, respondent shall permit the County or an authorized, independent audit agency to inspect all data and records of respondent relating to its performance and its subcontracts under this contract from the date of the contract through and until the expiration of contract.
29. **EQUAL EMPLOYMENT OPPORTUNITY; NON DISCRIMINATION** – Respondent will not discriminate against any employee or an applicant for employment because of race, color, religion, gender, sexual orientation, national origin, age, familial status or handicap.
30. **NON-COLLUSION** – Respondent certifies that it has entered into no agreement to commit a fraudulent, deceitful, unlawful or wrongful act, or any act which may result in an unfair advantage over other respondents. See Florida Statute 838.22.
31. **UNAUTHORIZED ALIENS/PATRIOT’S ACT** – The knowing employment by respondent or its subcontractors of any alien not authorized to work by the immigration laws is prohibited and shall be a default of the contract. In the event that the respondent is notified or becomes aware of such default, the respondent shall take steps as are necessary to terminate said employment with 24 hours of notification or actual knowledge that an alien is being employed. Respondent’s failure to take such steps as are necessary to terminate the employment of any said alien within 24 hours of notification or actual knowledge that an alien is being employed shall be grounds for immediate termination of the contract. Respondent shall take all commercially reasonable precautions to ensure that it and its subcontractors do not employ persons who are not authorized to work by the immigration laws.
32. **The following documents are to be submitted with the proposal packet:**
  - A. Drug-Free Workplace Certification Form
  - B. Conflict of Interest
  - C. Federal E-Verify
  - D. No Contact Clause Form
  - F. Indemnification and Hold Harmless
  - G. Company Data
  - H. Addendum Acknowledgement
  - I. Proposal Sheet
  - J. Certification Regarding Lobbying

Attachment A



## DRUG-FREE WORKPLACE CERTIFICATION

THE BELOW SIGNED RESPONDENT CERTIFIES that it has implemented a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in subsection 1.
4. In the statement specified in subsection 1, notify the employees that, as a condition of working on the commodities or contractual services that are under quote, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, drug abuse assistance or rehabilitation program if such is available in employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

DATE: August 22, 2016

SIGNATURE: 

COMPANY: Trinity Services Group, Inc. NAME: David M. Miller

(Typed or Printed)

ADDRESS: 477 Commerce Blvd.

Oldsmar, FL 34677

TITLE: Chief Operating Officer

PHONE NO. 813-854-4264

E-MAIL: dave.miller@trinityservicesgroup.com

## CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all respondents, must disclose if any Okaloosa Board of County Commissioner, employee(s), elected official(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

Indicate either "yes" (a county employee, elected official, or agency is also associated with your business), or "no". If yes, give person(s) name(s) and position(s) with your business.

YES: \_\_\_\_\_ NO:   X  

NAME(S)	POSITION(S)
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FIRM NAME: Trinity Services Group, Inc.

BY (PRINTED): David M. Miller

BY (SIGNATURE): 

TITLE: Chief Operating Officer

ADDRESS: 477 Commerce Blvd., Oldsmar, FL 34677

PHONE NO.: 813-854-4264

E-MAIL: dave.miller@trinityservicesgroup.com

DATE: August 22, 2016

## FEDERAL E-VERIFY COMPLIANCE CERTIFICATION

In accordance with Okaloosa County Policy and Executive Order Number 11-116 from the office of the Governor of the State of Florida, Respondent hereby certifies that the U.S. Department of Homeland Security's E-Verify system will be used to verify the employment eligibility of all new employees hired by the respondent during the contract term, and shall expressly require any subcontractors performing work or providing services pursuant to the contract to likewise utilize the U.S. Department of Homeland Securities E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term; and shall provide documentation such verification to the COUNTY upon request.

---

As the person authorized to sign this statement, I certify that this company complies/will comply fully with the above requirements.

DATE: August 22, 2016

SIGNATURE: 

COMPANY: Trinity Services Group, Inc.

NAME: David M. Miller

ADDRESS: 477 Commerce Blvd.,  
Oldsmar, FL 34677

TITLE: Chief Operating Officer

E-MAIL: dave.miller@trinityservicesgroup.com

PHONE NO.: 813-854-4264

## NO CONTACT CLAUSE

The Board of County Commissioners have established a solicitation silence policy (**No Contact Clause**) that prohibits oral and written communication regarding all formal solicitations for goods and services (formal bids, Request for Proposals, Requests for Qualifications) issued by the Board through the County Purchasing Department.

The period commences when the procurement document is received by the COUNTY and terminates when the Board of County Commissioners approves an award.

When the solicitation silence period is in effect, no oral or written communication is allowed regarding the solicitation between prospective respondents and members of the Board of County Commissioners the County Administrator, county employees or members of the Board Approved Review Committee. All questions or requests for information regarding the solicitation **MUST** be directed to the designated Purchasing Representative listed in the solicitation.

Any information thought to affect the committee or staff recommendation submitted after bids are due, should be directed to the Purchasing Manager or an appointed representative. It shall be the Purchasing Manager's decision whether to consider this information in the decision process.

**Any violation of this policy shall be grounds to disqualify the respondent from consideration during the selection process.**

All respondents must agree to comply with this policy by signing the following statement and including it with their submittal.

I David M. Miller representing Trinity Services Group, Inc.  
Signature Company Name  
David M. Miller, COO

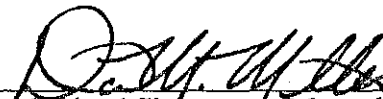
On this 22nd day of August 2016 hereby agree to abide by the County's "No Contact Clause" and understand violation of this policy shall result in disqualification of my proposal/submittal.

## INDEMNIFICATION AND HOLD HARMLESS

To the fullest extent permitted by law, Respondent shall indemnify and hold harmless the County, its officers and employees from liabilities, damages, losses, and costs including but not limited to reasonable attorney fees, to the extent caused by the negligence, recklessness, or intentional wrongful conduct of the Respondent and other persons employed or utilized by the Respondent in the performance of this Agreement.

Trinity Services Group, Inc.

Respondent's Company Name



Authorized Signature – Manual

477 Commerce Blvd., Oldsmar, FL 34677

Physical Address

David M. Miller

Authorized Signature – Typed

Same

Mailing Address

Chief Operating Officer

Title

813-854-4264

Phone Number

FAX Number

Cellular Number

After-Hours Number(s)

August 22, 2016

Date

**COMPANY DATA**

Respondent's Company Name: Trinity Services Group, Inc.

Physical Address & Phone #: 477 Commerce Blvd.

Oldsmar, FL 34677

Contact Person (Typed-Printed): Christina Muro

Phone #: 727-772-3556

Cell #: 727-772-3556

Email: christina.muro@trinityservicesgroup.com

Federal ID or SS #: 59-3026703

Respondent's License #: L94963

Fax #: \_\_\_\_\_

Emergency #'s After Hours,  
Weekends & Holidays: 727-772-3556

**\*THE EMAIL ADDRESS INFORMATION PROVIDED WILL BE USED  
FOR AWARD/NON-AWARD NOTIFICATION\***



## PROPOSAL SHEET

<b>COMPANY NAME</b>	Trinity Services Group, Inc.			
References (a)	<u>10</u>			
Ability (b)	<u>20</u>			
Past jobs (c)	<u>10</u>			
Management (d)	<u>10</u>			
Sample menu (e)	<u>20</u>			
Communication (f)	<u>10</u>			
Recordkeeping (g)	<u>10</u>			
Cost (h)	<u>10</u>			
<b>TOTAL POINTS 100</b>	<u>100</u>			

1. Award & Evaluation Criteria – Award will be made to the “lowest responsive” proposer. Responsiveness will be determined by the committee at the time proposals are evaluated using criteria that may include:

**Maximum points awarded for each of the following categories (a-h) is 12.5 for a total of 100 points.**

- a. References provided with the proposal response.
  - b. The proposer’s ability to satisfactorily handle the type and volume of work being offered by the County, which includes general management’s capability as evidenced in the written proposal, comments of references and site visits.
  - c. Staff and program offered, variety of capacity, range of capacity and quality of past jobs performed.
  - d. Proposer’s management, technical and supervisory personnel (including experience in training and supervising inmate labor) and experience in the types of work proposed.
  - e. The quality and variety of the proposer’s sample menu and details on preparation and delivery of the meals requested.
  - f. Ease of the liaison to communicate with the County Department/Divisions.
  - g. Proposer’s internal management and ability to provide timely and accurate records, backup for emergency situations and accurate reporting, record keeping and billing of the meals prepared.
  - h. Total program cost as it relates to the recommended service level for the County’s facilities.
2. Any or all bids or responses may be rejected when there are sound, documented business reasons that serve the best interest of the program sponsor or the department.

**LOBBYING - 31 U.S.C. 1352, 49 CFR Part 19, 49 CFR Part 20**



APPENDIX A, 49 CFR PART 20--CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements  
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned [Contractor] certifies, to the best of his or her knowledge and belief, that:

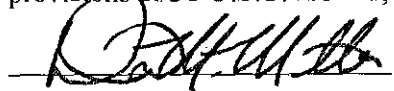
1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

The Contractor, Trinity Services, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

David M. Miller, COO

Name and Title of Contractor's Authorized Official

August 22, 2016

Date

## Legal Exceptions

1. All equipment, systems and property for which Trinity will be responsible for maintaining and repairing shall be fully operational and in a good state of repair at the commencement of the Contract period. Any equipment, system or property which is not fully operational and in a good state of repair at the commencement of the Contract shall be made so within thirty (30) days of the commencement of the Contract or replaced at the County's option.

2. The Contractor shall not be subject to liquidated damages, late fees, penalties, or other charges if the performance of any terms or provisions herein shall be delayed or prevented because of the Contractor's compliance with any law, decree, or order of any governmental agency or authority, either local, state, or federal, or because of riots, war, public disturbances, shortages, strikes, lockouts, differences with workmen, fires, floods, Acts of God or Nature, or any other reason whatsoever which is not within the control of the Contractor and which, by the exercise of reasonable diligence, the Contractor, is unable to prevent.

3. Please add the following to the end of Section 26 on GSC-6:

Respondent may, at any time, without cause, terminate all or a portion of Contract for Respondent's convenience. In the event the Respondent elects to terminate the Contract without cause, it shall continue to provide services if requested in writing by the County for up to an additional sixty (60) days.

# Executive Summary

Trinity Services Group is the largest independent, comprehensive food and commissary service provider in the corrections industry. Operating in 42 states, Puerto Rico and the U.S. Virgin Islands, Trinity is committed to providing customized, cost-savings solutions for every size and type of operation. Trinity is a local, Florida-based Company, that is headquartered in Oldsmar, Florida, has been operating for more than 30 years, and utilizes a Florida based company as our broad line vendor. We pride ourselves on building personal relationships to better meet your needs. Our approach is distinct—a local focus backed by national resources and expertise.

## Qualifications

Trinity has a network of proud and satisfied clients that champion our solution-based philosophy. Trinity maintains a strong client base in Florida and in the bordering states. A few of these valued partnerships include:

- Broward County Sheriff's Office, Fort Lauderdale, FL
- Hillsborough County Sheriff's Office, Tampa, FL
- Pinellas County Sheriff's Office, Largo, FL
- Flagler County Sheriff's Office, Bunnell, FL
- Baker County Sheriff's Office, MacClennly, FL
- St. Johns County Sheriff's Office, St. Augustine, FL
- Pasco County Sheriff's Office, New Port Richey, FL
- Palm Beach County Sheriff's Office, West Palm Beach, FL

Our hard work and collaboration produce a record of demonstrated results.

## We understand—Here's Our Plan

Our commitment to your staff and to the inmates is to provide a high-quality, appetizing, cost-effective, and nutritionally wholesome, food service program for the Okaloosa County Department of Corrections. Trinity proposes our food services program that includes following ACA Standards and meeting and exceeding all applicable local, state, and federal regulations, with a commitment to partner with Okaloosa County Department of Corrections in attaining your goals and objectives. Below are a few of the key benefits you will find as you read our proposal.

**Deliver high quality food Service.** Trinity will ensure that the needs of the Okaloosa Department of Corrections are met. Trinity's commitment to maintaining and exceeding ACA standards will ensure our associates are capable of understanding and enforcing critical food service skills—from training and supervising inmates to maintaining a safe, secure, environment while preparing and serving nutritious meals.



**Benefits:** a food service program that incorporates high quality, nutritionally wholesome meals that are visually appealing and taste great, while still offering a cost effective solution. Trinity recognizes the importance of providing variety in the cycle menu to increase inmate satisfaction. Our registered dietician and dedicated Menu Development team keeps our Operations Team current on new food ideas, menus, and recipes to ensure the cycle menu stay fresh and appetizing.

**An experienced staff.** A successful food service operation lies in the quality of the people who manage the program. As a leader in providing food services to the corrections industry, our experience allows us to fulfill our commitment to consistency, quality, sanitation, safety, and security.

**Benefits:** an experienced and dependable staff who are ServSafe certified to ensure that your kitchen is maintained at the highest level. One of our key philosophies is Train to Ingrain. Employees are provided the proper tools to achieve; they perform their job with expertise and confidence. Training is an investment that provides your facility with the best, most capable staff in all areas including supervising and training inmates to ensure that the kitchen is a clean and safe environment at all times.

**Culinary Vocational Program.** Our WORK FEED SUCCEED Inmate training program provides the inmate with the skills to perform assigned tasks in a consistent productive manner.

**Benefit:** Trinity's WORK FEED SUCCEED Program is a comprehensive, hands-on approach to teaching pre-screened inmates specific and usable skills in the food service industry. Our Partnership with Ocean Properties, a local Florida-based company, provides a wide array of career opportunities across the country to graduates of the WORK FEED SUCCEED program.

**Commitment to Service and Partnership.** Trinity is responsive, reliable, and flexible; we consider ourselves partners and guests in your facility and community. Our job is to listen and adapt to your needs. We will routinely meet with the County to review menus and listen to any concerns that you may have and adequately monitor inmate preferences or concerns.

**Benefits:** We will continuously work to ensure that your food service operation meets and exceeds your expectations in all areas including equipment repairs and maintenance, cleaning, housekeeping of the equipment and all kitchen areas. Trinity uses a web based NetMenu production system that easily allows for our staff to instantly update production logs, menus, and recipes, easily adjusting to changes to the inmate population.

## Right People in the Right Positions

Your account will benefit from direct, hands-on executive level involvement. Jeff Schmidtchen is the District Manager for your account with almost 13 years of experience in Corrections Food Service Management. Jeff will head up the transition team and lead all the staff training to ensure the onsite manager and team have all the tools and skills they need. Through his routine visits he will ensure that your facility's food service will run efficiently and effectively, every minute of every day, 365 days a year. Chris Watt is the Regional Vice President. He works proactively with his team to ensure that they have all the support they need in running a superior food service operation. Christina Muro is the Regional Sales Director and dedicated to ensuring that customer satisfaction is maintained and improved throughout the term of the agreement. The experience of these key people, as well as the additional support from the other team members they will assemble, will more than meet the needs of this project and provide unparalleled service for your facility.

## Conclusion

Trinity Services Group provides you the best-trained staff, which in turn provides that County with superior tools, support, resources, and accountability through a detailed report and audit trail. Trinity Services Group is committed to providing the highest quality food service program in a clean and safe environment, thus providing the best overall value, quality, and price for the Okaloosa Department of Corrections.

# Qualifications

## Company Background and Experience



TRINITY SERVICES  
GROUP, INC.

*Trinity* was formed in August 1990 to provide food service management in institutional and correctional environments. From our base in the Tampa Bay, Florida area, Trinity grew rapidly as word of its focus on quality and responsiveness spread. By 1995, Trinity had become the predominant correctional food service contractor in the region. In April 2000, Trinity became a wholly owned subsidiary of Compass Group and continued to operate with all personnel intact. As a member of Compass Group, Trinity continued to focus its efforts on growing the business.

In 2012, a capital investment group acquired Trinity Services Group and merged its name, as well its resources, programs, systems, and people with Canteen Correctional Services, another regional division of Compass Group, creating a nationwide company that focuses on our core business, the corrections industry. The combination of these two divisions gave Trinity more than 30 years experience in the Corrections industry!

In 2014, Trinity acquired Swanson Services Corporation and Prevatek Corporation, further strengthening our position as a leader in the Correctional Commissary industry, with almost 700 operating units. As a result of our combined resources, and outstanding organic growth Trinity is serving approximately 700,000 inmates in 42 states, Puerto Rico and the Virgin Islands each day.

More than 3,400 team members are dedicated to the corrections market and the management of more than 10,000 inmate workers to produce

meals. This experience with facilities across the nation has enabled us to develop a thorough understanding of providing menus that meet the national standards for Recommended Daily Allowances (RDA) and special diets. Our nationwide food network also ensures our ability to deliver cost efficiencies to our clients.

Trinity has approximately 1000 clients across the United States. Clients include county and city agencies, statewide Departments of Correction, partnerships with private corrections providers, rehabilitation sites for alcohol treatment, Meals on Wheels and Senior Nutritional programs, and homeless shelters. These types of facilities allow us to expand our service knowledge, enhance problem-solving expertise, and develop innovative solutions for our clients.

Our annual revenue is approximately \$600,000,000. Audited financial reports for Trinity's fiscal years 2014 and 2015 are included on the enclosed CD. Because Trinity Services Group is a private company and private equity owned, **our financial information is private and confidential.**

Trinity is a member of the American Correctional Association, American Jailers Association, National Association of Deputy Wardens, National Sheriff's Association, and various state and county sheriff associations across the nation.

***Trinity serves approximately 700,000 inmates in 42 states, Puerto Rico and the Virgin Islands, each day. We serve over 20 million meals per month, and are on track to serve a quarter BILLION meals this year!***



## OUR VISION

To be the industry's best team,  
delivering innovative solutions  
and profitable relationships.

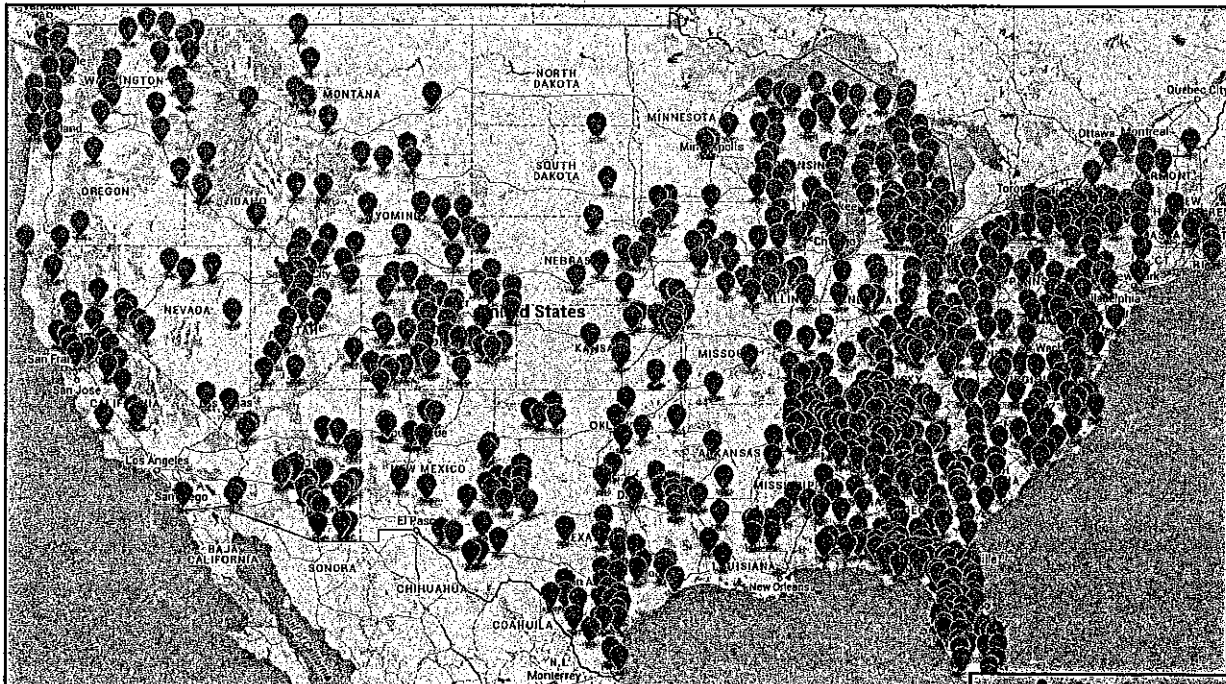
*Our Vision statement is a goal for all of  
us to continually work toward an ongoing  
statement about our future goals.*

## OUR MISSION

We are committed to consistently  
delivering quality support services  
and products to correctional facilities  
for the shared benefit of our Team  
Members, Customers, and Partners.



## Trinity Locations



## Corporate Leadership

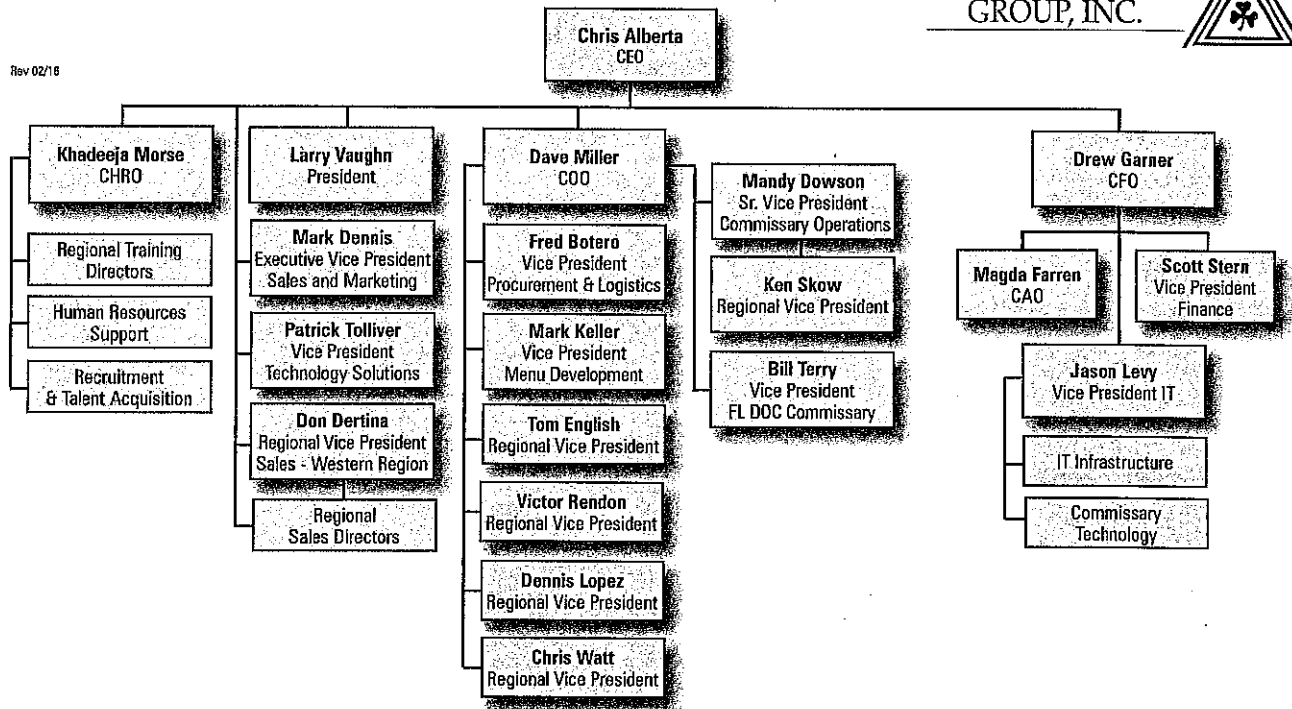
Trinity believes the key to success in our industry is management strength at the local and account level. We also know that a strong support network is essential and that is where the corporate staff provides the foundation for success. Our field management, and our clients, are encouraged to call on corporate departments and personnel to solve problems and provide direction. Our team is actively involved with the day-to-day operations of our field organization to ensure quality service and financial performance.

## Corporate Support Organization

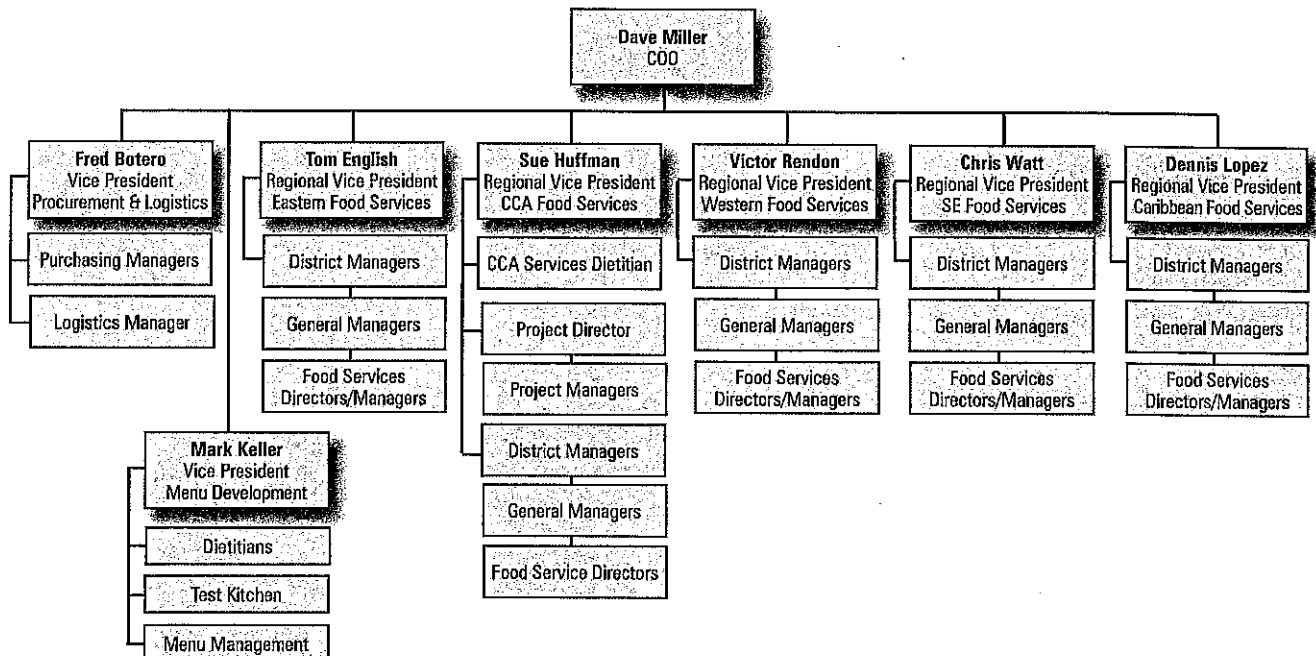
TRINITY SERVICES  
GROUP, INC.



Rev 02/16



## Food Service Operation Organization







## References

### **St. Johns County Sheriff's Office**

3955 Lewis Speedway  
St. Augustine, FL 32095

Sheriff David Shoar      Commander Steve Colson  
(904) 209-1431          (904) 209-2189  
dshoar@sjso.org          scolson@sjso.org

ADP 486

### **Garland County Sheriff's Office**

3564 Albert Pike Rd  
Hot Springs, Arkansas 1913

Chief Mark Chamberlain  
501-651-7808  
mchamberlain@garlandcounty.org

ADP 346

Adults and Juveniles (NSLP)

### **Seminole County Sheriff's Office**

100 Bush Boulevard  
Sanford, FL 32773

Sheriff Don Eslinger  
(407) 665-6600  
deslinger@seminolesheriff.org

ADP 800

### **Flagler County Sheriff's Office**

1002 Justice Lane  
Bunnell, FL 32110

Sheriff James Manfre  
(386) 586-4806  
jmanfre@flaglersheriff.com

ADP 220

### **Baker County Correctional Development Corporation**

1 Sheriff's Office Dr  
Macclenny, FL 32063

Major John Finley  
(904) 259-3311  
jfinley@bakerso.com

ADP 318

## Trinity's Food Service Achievements

- Trinity operates the food service for nearly all of the Corrections Corporation of America (CCA) facilities in the United States—over 70 locations and millions in revenue.
- Trinity opened over 50 CCA facilities in 120 days from the date of award.
- In partnership with the Arizona Department of Corrections (ADOC), Trinity created the Heart Healthy/Balanced menu that allowed for diabetic, cardiac, and hypoglycemic diets to eat a general population meal—saving them over \$700k annually.
- In conjunction with the Heart Healthy/Balanced menu, Trinity worked with ADOC's Health Services to revamp all of their Medical Diets to make them more efficient and in-line with current dietetic practices, reducing diets Statewide from 12.4% to 3.5%.
- Trinity provides a full food service operation including medical diets and religious diets for 13 Management & Training Corporation (MTC) facilities.
- Trinity has never failed to gain 100% ACA and NCCHC Accreditation where such inspections take place.
- Trinity campaigns to reduce recidivism by incorporating its WORK FEED SUCCEED program with Inmate Training programs. All participants get ServSafe Staff training, certification, and real life experiences that help to reduce recidivism.
- All Trinity food service employees are required to be ServSafe trained and certified, plus complete ACA training (40 hours) with certificate issued



## Continuously Evolving Solutions For Large Correctional Systems.

TRINITY SERVICES  
GROUP



For more than **25 years**, the partnership between Trinity Services Group and the Arizona Department of Corrections has resulted in continuous improvements, financial savings and stable operations.



**Trinity Services Group**, at the time known as Canteen Correctional Services, began a partnership with the Arizona Department of Corrections (ADOC) in 1986 when the first five state facilities began the transition from self-operated food service to Trinity managed operations. All food service operations were successfully transitioned ahead of schedule--including the hiring of 283 ADOC food service employees--preserving the existing workforce. Once in operation, Trinity identified several other areas to improve the quality of meals served and further reduce costs.

**Trinity helped the ADOC** move to a modified weekend menu program that provided a better variety of menu offerings, and *reduced the annual cost of the program by approximately \$2.2 million.*

A new focus on Heart Healthy and Balanced menus meant those on diabetic, cardiac and hypoglycemic diets could now eat a general population meal. This step eliminated over 900 varied diets and saved the ADOC over \$700,000 a year. The menu overhaul included revising the ADOC diet manual to include male and female general and lockdown populations *saving the department and additional \$1.2 million annually.*

**In total, the first statewide contract saved \$14.8 million over five years.**

**Trinity worked to develop** the security level sack menus, in conjunction with revised diet menus, to reduce staffing requirements for both food service workers and department-required posts. This also increased security effectiveness, *saving the Department \$1.6 million dollars annually (which translated to a .05 cents per meal price reduction).*

**Trinity's focus on improvement** went well beyond the bottom line. We worked to develop and deliver new standardized kitchen equipment and improvements, for individualized facilities with operations manuals. During emergency situations, we provided meals for the Command Center, staff, disaster victims and their families. Most importantly, we provided inmate meals for the complex utilizing on-site and statewide support staff, eliminating the need for inmate workers in these situations. Trinity's focus of driving peak efficiencies and forming long lasting partnerships has resulted in year over year savings for Arizona taxpayers, while also improving secure operations across the state.

## Customized Solutions for Private/Public Partnerships

TRINITY SERVICES  
GROUP



**Immigrations Centers of America** needed a dedicated food service partner as they launched a new prison. Trinity Services Group took the lead and **exceeded all expectations.**

**Immigration Centers of America** was facing a new challenge--construct and operate a privately operated prison for Immigration and Customs Enforcement detainees. The facility which would hold 500-800 ICE detainees in Farmville, Virginia was a first of its kind venture for ICA and posed a number of unique challenges.

**The meetings** between ICA Farmville and ICE were a success and the proposed project got underway. As the project got underway Trinity was brought into the discussions during the early stages and quickly took the lead in engineering a kitchen that would fill the needs of the new facility while

also allowing for future growth. Trinity's expertise provided a 21st century secure, efficient kitchen.



### **Trinity's custom design**

allowed space for a second phase design that would enable a cost effective expansion should the need arise. Construction was completed on time with great results, and ICA Farmville remains one of Trinity's flagship accounts.

**Trinity financed and designed** the kitchen project in exchange for a five year food service contract. Design and capital costs were built into the price per meal charged to ICA, so at the end of the contract the kitchen and all the equipment would become the property of ICA Farmville.

**The relationship that has evolved** was built on solid mutual respect and expertise. As ICA encountered hurdles in design and operation, Trinity was always there with a can-do attitude and innovative concepts to solve the issue at hand.

**The current population** is just above 500 and ICA Farmville is in ongoing discussions with ICE about other similar projects. Our dedication to this challenge ensures Trinity's role in ICA's future growth.

Trinity took the lead  
in engineering a  
new space for  
current needs and  
future growth.





## Flexibility To Meet Changing Populations

TRINITY SERVICES  
GROUP



When the number of inmates decreased at a county jail, Trinity Services Group proposed a **customized solution** to meet changing needs while keeping the county on budget.

**Trinity Services Group** took over operations at the Weber County Jail after a competing food service provider was asked to leave, due to poor customer service and a lack of management oversight. The new contract with Trinity called for daily meal service to 1,150 inmates at two locations, with all food being prepared from one kitchen.

**Due to a number of outside factors**, the jail population dropped more than 20 percent to 900 inmates, shortly after Trinity assumed operations. The decline in population resulted in several challenges that needed to be addressed so Trinity could continue providing the same high level of service.



**Trinity presented multiple options** to county administrators including utilizing a dairy replacement drink, a small reduction in daily calories and the addition of a cold bag meal to the menu. This reduced food sourcing costs, preparation time and general labor costs. The contract called for an annual Consumer Price Index (CPI) adjustment, but Trinity only took 1.75% compared to the accepted CPI rate of 2.7%. This additional reduction helped Weber County Jail to meet its tight budgetary requirements.

**By leveraging Trinity's buying power**, developing new food service alternatives and working with Weber County at every step, we have created a trusted partnership that benefits staff, inmates, local taxpayers and the county at large.

# Sample Standard Insurance Certificate

A copy of our Standard Certificate is shown below, however, Trinity is able to adjust our coverage to the needs of your facility.



## CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
03/29/2016

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

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

<b>PRODUCER</b> Aon Risk Services, Inc of Florida 1001 Brickell Bay Drive Suite 1100 Miami FL 33131 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (866) 283-7122      FAX (A/C. No.): 800-363-0105		
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED</b> Trinity Services Group, Inc. 477 Commerce Boulevard Oldsmar FL 34677 USA	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	INSURER A: Liberty Mutual Fire Ins Co		23035
	INSURER B: Hartford Fire Insurance Co.		19682
	INSURER C: Liberty Insurance Corporation		42404
	INSURER D: XL Specialty Insurance Co		37885
	INSURER E:		
INSURER F:			

Holder Identifier :

**COVERAGES**      **CERTIFICATE NUMBER:** 570061565097      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			57EC50F5647 SIR applies per policy terms & conditions	03/29/2016	03/29/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 SIR \$100,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> Phy Damage <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			AS2-651-291759-016	03/29/2016	03/29/2017	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> RETENTION \$10,000			US00066854LI16A	03/29/2016	03/29/2017	EACH OCCURRENCE \$10,000,000 AGGREGATE \$10,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC7651291759036	03/29/2016	03/29/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

Certificate No : 570061565097

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**  
 Name Insured includes: Trinity Services 1, LLC, A&S Commissary, Swanson Services.

<b>CERTIFICATE HOLDER</b> Trinity Services Group, Inc. 477 Commerce Boulevard Oldsmar FL 34677 USA	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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## **Qualifications of Trinity's Staff**

Trinity is an employer of choice. What has always made Trinity Services Group successful is our people and how we treat them. We dedicated ourselves to people – ours, yours, and your population. We work diligently so that every customer is completely satisfied – every day of the year. Our success hinges on three things: great people, our passion for great service, and performance standards that deliver great results. Together, these elements help create and sustain leadership for our company and our clients.

People are Trinity's most valued asset. Their expertise, understanding, and dedication enable us to anticipate and exceed our clients' needs. In order to keep 'good' people, we have created monetary incentives that include bonus programs, educational assistance, special event recognition, and awards for jobs well done. We are very much aware of how hard it is to retain good people, so we invest in their futures and reward their accomplishments, which has resulted in some of the lowest turnover percentages in our industry.

Trinity's pay rates and benefit's package are excellent. We offer our staff medical, dental, vision, short and long term disability, and additional benefits at favorable rates. As such, we expect our staff to be responsible, productive, and security and safety conscious. They will wear company branded uniforms and be trained on site with experienced personnel. Each person receives an employee handbook that covers every aspect of employment with Trinity.

Trinity strictly adheres to the ACA medical examination standard for all its Staff and Inmate workers. All Trinity candidates must pass a criminal background check and drug screen. The facility has the option to review and approve candidates, and perform their own background check before a candidate can be employed on site.

## **Replacement of Key Staff During Absence**

We have contingency plans in place to cover vacations, illness and other unforeseen circumstances. These plans include on-call scheduling, cross training, pre-screening associates from nearby facilities, and field SWAT teams. Plans are in place for any and all possibilities.

The use of overtime or management assistance is the most successful option for covering sudden shortages in staffing, until such time as a more permanent solution is implemented based on the nature of the issue.

## **Inmate Relief and Backup Plan**

Typically, addressing the absence of inmate workers requires a joint discussion and a plan design that is effective for both Trinity and the County. Trinity maintains an extensive recruiting department that has developed networks of contacts with local temporary services agencies. Other options include using facility staff and other Trinity staff from the region. All of these options require discussion and negotiation. We will only seek to recover the additional costs we incur as a result of facilitating the staffing because of the shortage of inmate workers.

## Recruiting

Trinity Services Group utilizes the talentReef system as its cloud-based enterprise platform to enhance and manage the overall talent acquisition process. talentReef enables us to improve candidate sourcing, accelerate time-to-fill metrics, reduce turnover-increase retention, initiate on-boarding, deliver training and continuing education to our team members, and improve the overall quality of our workforce.



From the applicant's perspective, talentReef allows individuals to apply on the web or over the phone by using interactive voice response technology. During the application and submission process, a variety of tools enable us to ask questions and screen applicants "in" based on a five-star rating system.

These tools are:

- Pre-qualification questions, which evaluates how well a applicant matches a particular posting, from their availability to expected pay level to how many miles they are willing to travel to work.
- Position-fitness questions, which relate to the specific skills and experience required for each position.
- Pre-employment assessment, which evaluates applicants based upon key behavioral attributes needed to be successful.

This validated suite of pre-employment assessments for hourly and management positions, supports targeted and accurate selection decisions. As a result, we are able to produce a seamless and user-friendly candidate and hiring manager experience by focusing on the best talent available.

In addition, talentReef affords us the opportunity to initiate a fully integrated, efficient, and cost-prudent set of nationwide background screening and drug-testing services. Therefore, we are able to help in this area if our clients are unable to do this for themselves.

Once an applicant has been hired, talentReef gives us the ability to improve productivity and engagement by streamlining the onboarding process and by empowering new team members with the resources and knowledge they need to be successful. We have created a personalized portal for all new team member information and forms that proactively monitors the onboarding process, provides new hires with learning and development activities they can start working on, and reduces bottlenecks to ensure new hires have everything they need on their first day.





## Employee Benefits

Trinity Services Group offers eligible team members a benefits program which is designed to help them stay healthy, feel secure, and maintain a work/life balance. And offering a competitive benefits package is just one way we strive to provide our team members with a rewarding workplace.

Listed below are the benefits we offer:

- Medical Insurance – two options
- Dental Insurance – three options
- Vision Insurance
- Flexible Spending Accounts
- Basic Life and Accidental Death and Dismemberment Insurance (employer paid)
- Voluntary Term Life Insurance
- Voluntary Long-Term Disability Insurance
- Voluntary Short-Term Disability Insurance

### Voluntary Benefits

Team members have the opportunity to enroll in these voluntary benefit plans:

- Hospital Indemnity Insurance
- Critical Illness Insurance
- Accident Insurance

### Who is Eligible?

Eligible team members working 30 hours or more per week are eligible to participate in the Trinity's benefits program on the first of the month following 60 days of employment. Eligible team members may also enroll their legal spouse, domestic partner, and dependent children (married or unmarried) up to age 26. A dependent child may be their natural child, a stepchild, a legally adopted child, a child placed for adoption, or any other child for whom the team member has permanent legal custody.

### Health Advocate

Health Advocate, the nation's leading independent healthcare advocacy and assistance company, is offered to medical plan participants and their eligible family members at no cost, giving them access to an industry expert who helps resolve healthcare and insurance-related issues quickly and dependably.



## Key Personnel

### Resume of Jeff Schmidtchen, District Manager

#### SUMMARY

A highly qualified and team spirited District Manager with a passion and aptitude for food preparation, kitchen management and creative menu development which contribute to organizational growth and profitability. Recognized for excelling in fast-track environments.

#### EXPERIENCE

**Trinity Services Group, Inc. ....2003 to Present**

*District Manager - 2014 - Present*

Responsible for coordinating and developing food service teams in the southeast region. With training in food safety, inmate training and meeting financial goals while maintaining strong client relations.

*Food Service Director, Pasco County, FL - 2012 - 2014*

Responsible for total operations in Pasco County Jail kitchen. Supervise sixty inmates and ten civilian employees.. Serving 4,500 meals daily to inmate population. Passing all internal and external inspections, including but not limited to, ACA, FMJS, and State of Florida Health Dept.

*Food Service Director, Orlando, FL - 2008 - 2012*

Responsible for kitchen operations at Orange County Corrections. Handle all day to day operations. Supervise and schedule twenty six civilian employees in two separate kitchens and staff dining facility. Coordinate any and all kitchen equipment purchases and repairs. Passing all internal and external inspections including but not limited to, Contract Monitor Reports, State of Florida Health Department Inspections, ACA, FMJS, BICE, and FCAC.

*Food Service Director, Perry, FL - 2003 - 2008*

Responsible for all kitchen operations in State of Florida's Department of Corrections Prison, Taylor CI. Operated three separately located kitchens serving 9,600 meals daily to inmate population .Passing all internal and external inspections.

#### ACCREDITATIONS

ServSafe Certified and ServSafe Instructor



# Resume of a Food Service Director Candidate

## EXPERIENCE

**Trinity Services Group, Inc.** ..... **Feb. 2016 - Present**  
*Director of Projects*

- Directs Project Management Team, responsible for providing organization and tools for 5 district managers, 45 locations nationwide, under a single national contract
- Responsible to administer the overall strategic direction of the Food Service program, encompassing a combination of high volume culinary productions in correctional facilities, serving approximately 67 million meals annually
- Responsible for execution of job duties within regulatory compliance of Bureau of Prisons, US Marshalls, Immigration Customs Enforcement, various state's Department of Corrections and local county jails while complying with all contractual regulations and food codes.

**Ethica Health & Retirement Communities, Gray, GA** ..... **2002 - 2015**  
*Director Of Food & Beverage Services, 2010 – 2015; Corporate Executive Chef, 2002 – 2009*

Began as Corporate Executive Chef and then promoted to current position to plan and develop action plans to bring alignment of food service goals, between regions, for 65 centers that include hospitals, upscale short term rehabilitation centers and long term care.

- Managed budget of \$40.2 million, 12 Registered Dietitians, 72 center culinary managers, and all dining and kitchen operations Excels in Procurement, Contract Management and Customer Service
- Designed state of the art kitchens and dining space, additionally, specified equipment and smallwares for new builds and effectively worked with the general and subcontractors to finish projects ahead of schedule and within or under budget
- Extensively managed development/implementation and rollout of F&B programs and standards; ensuring compliance, significant cost reductions, and improved customer satisfaction
- Implemented a program to improve the quality of food, by eliminating convenience foods and canned foods; resulting in lower annual food costs and increased customer satisfaction by serving fresh foods and baked goods
- Directed food safety education program including teaching ServSafe for an organization responsible for providing food for thousands of high-risk patients (customers). This most recently resulted in zero citations of F371 throughout the organization for 3rd and 4th quarters of 2013

## EDUCATION & CERTIFICATIONS

BS Culinary Arts (near completion), Art Institute of Atlanta, Atlanta, GA

AA in Culinary Arts, Art Institute Of Atlanta, Atlanta, GA

Certifications: Executive Chef (American Culinary Federation); ServSafe Instructor; and ServSafe (National Restaurant Association)

# Staffing Plan

**Okaloosa Staff Schedule**

**Breakfast**  
Inmates 0400

**Lunch**  
Inmates 1100

**Dinner**  
Inmates 1630

Title	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Food Service Director	0800-1630	OFF	OFF	0800-1630	0800-1630	0800-1630	0800-1630
Lead FS Supervisor	0300-1130	0300-1130	0300-1130	OFF	OFF	0300-1130	0300-1130
Food Service Supervisor	OFF	0600-1430	0600-1430	0300-1130	0300-1130	0600-1430	OFF
Food Service Supervisor	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900	OFF	OFF
Food Service Supervisor	0600-1430	OFF	OFF	0600-1430	0600-1430	1030-1900	1030-1900

# Inmate Workers Schedule

## Okaloosa Inmate Schedule

**Breakfast**  
Inmates 0400

**Lunch**  
Inmates 1100

**Dinner**  
Inmates 1630

Title	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Cook am	0300-1130	0300-1130	0300-1130	0300-1130	0300-1130	OFF	0300-1130
Cook am	OFF	0300-1130	0300-1130	0300-1130	0300-1130	0300-1130	0300-1130
line/traywash am	0300-1130	0300-1130	0300-1130	0300-1130	0300-1130	0300-1130	OFF
line/traywash am	OFF	0300-1130	0300-1130	0300-1130	0300-1130	0300-1130	0300-1130
line/traywash am	0300-1130	OFF	0300-1130	0300-1130	0300-1130	0300-1130	0300-1130
line/traywash am	0300-1130	0300-1130	OFF	0300-1130	0300-1130	0300-1130	0300-1130
line/traywash am	0300-1130	0300-1130	0300-1130	OFF	0300-1130	0300-1130	0300-1130
line/traywash am	0300-1130	0300-1130	0300-1130	0300-1130	0300-1130	OFF	0300-1130
line/traywash am							
line/traywash am	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900	OFF
line/traywash am	OFF	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900
line/traywash am	1030-1900	OFF	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900
line/traywash pm	1030-1900	1030-1900	1030-1900	OFF	1030-1900	1030-1900	1030-1900
line/traywash pm	1030-1900	1030-1900	1030-1900	1030-1900	OFF	1030-1900	1030-1900
line/traywash pm	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900	OFF	1030-1900
line/traywash pm	OFF	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900
line/traywash pm	1030-1900	OFF	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900
line/traywash pm	1030-1900	1030-1900	OFF	1030-1900	1030-1900	1030-1900	1030-1900
line/traywash pm	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900	OFF
line/traywash pm	OFF	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900
line/traywash pm	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900	OFF
line/traywash pm	1030-1900	1030-1900	1030-1900	1030-1900	OFF	1030-1900	1030-1900
line/traywash pm	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900
line/traywash pm	1030-1900	1030-1900	1030-1900	OFF	1030-1900	1030-1900	1030-1900
Cook pm	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900	OFF
Cook pm	OFF	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900
Warehouse	1030-1900	OFF	1030-1900	1030-1900	1030-1900	1030-1900	1030-1900
Warehouse	1030-1900	1030-1900	OFF	1030-1900	1030-1900	1030-1900	1030-1900

# Job Descriptions

TRINITY SERVICES  
GROUP, INC.



## Job Description

<b>Position Title:</b>	<b>District Manager</b>	<b>Pay Plan:</b>	
<b>FLSA:</b>	Exempt	<b>Position Type:</b>	
<b>Position Supervises</b>	Food Service Directors, General Managers	<b>WC Code:</b>	
<b>Position Reports To:</b>	Regional Vice President	<b>Job Group:</b>	1B
<b>Revised:</b>	November, 2013	<b>Job Sub-Group:</b>	1B
<b>Department:</b>	Food Service	<b>Census Code:</b>	2

### Job Summary:

Responsible for overseeing the management of all food service operations at multiple sites, promoting quality, sanitation, safety, and delivery service to ensure superior service in a correctional environment. Plan, direct and coordinate the activities associated with a variety of routine and non-routine tasks in the daily operations of multiple food service units.

### Essential Functions, Duties, and Responsibilities:

**Responsibilities may include, but are not limited to the following:**

- Implement short/long term financial and operational plans supporting overall planned objectives
- Assist with new programs resulting in an increased level of satisfaction and operational excellence
- Assist the performance of operations through verification and analysis of satisfaction systems
- Assist with and maintain a proactive human resource function to ensure staff motivation, training and development to comply with established labor regulations, goals and objectives
- Ensure that managers maintain adequate inventory levels to deliver quality service and compile and cost inventory as needed for financial reviews
- Ensure that managers use mathematical skills to quickly determine actual versus estimated needs and/or requirements; forecast based on production reports and similar facts as well as on experience and opinion
- Ensure that managers forecast needs of all satellite locations, prepare necessary orders and ensure proper daily deliveries of all menu items through cost effective and timely purchases
- Ensure that managers and staff prepare food on time to meet nutritional standards, Department of Health standards, contract standards and is visually appealing
- Ensure that managers supervise location personnel to ensure that food is served in the proper portions and that the process is completed as economically as possible while maintaining the necessary standards
- Ensures that managers supervise the use of kitchen equipment in a safe manner
- Ensure that managers and staff are cross-trained for all locations and positions in the operation and/or other emergencies
- Maintain an active role in the management of team development, striving to continually upgrade skills and using appropriate methods to enhance staff retention
- Establish and maintain good rapport with staff, administrators, clients and public



- Review and approve leave requests
- Assist the Managers and other District Managers as needed or as requested
- Perform any other duties as assigned by Regional Vice-President
- Be active in associated professional organizations

#### **Qualifications- Education, Experience, and Skills:**

##### **Required:**

- Four to six years management/supervisory experience in the food service industry preferably in a corrections environment
- Solid mathematical and analytical skills in financial reporting, as well as maintaining accurate records required by governing agencies
- Experience in effective oral and written communications
- Experience in maintaining files of all appropriate activities
- Experience in creating a Sales pro forma; making sales calls and supporting sales staff in the pursuit of new business and the retention of current business.
- Computer Skills
- Travel 75%

##### **Preferred:**

- Education background in business or culinary program with a focus on Finance and Accounting preferred; four to six years' experience in food service or other culinary industry; or equivalent combination of education and experience; bi-lingual a plus

#### **Associated Knowledge, Skills and Abilities:**

- Skill in effective oral and/or written instructions
- Ability to focus on the development of new business and the expansion of existing business, assisting the sales team when appropriate
- Ability to manage in compliance with established policies and procedures as well as and regulations
- Knowledge and understanding of government regulations (local, state, and federal laws) associated with operations
- Ability to ensure managers organize production during peak operating periods, sometimes under stressful situations
- Assist with applicable preventive maintenance programs to protect the physical assets of the client and sector
- Ability to change activity frequently and cope with interruptions
- Ability to provide metric reporting for weekly review
- Ability to be responsive to financial results, A/R, contract renewals
- Ability to read, analyze and interpret food and technical reports and journals, and financial reports.
- Ability to effectively present information to management, clients, associates and regulatory agencies
- Ability to work with mathematical concepts such as recipe conversion, weekly operating reports, financial statements, etc. Ability to apply said concepts to practical situations
- Ability to define and solve problems; collects data, establish facts and draw conclusions

**Core Competencies**

To perform the job successfully, an individual should demonstrate the following job competencies:

- **Cooperation/Teamwork** - Must have strong interpersonal skill and be a hands-on, collaborative team member. Works harmoniously and contributes to building a positive team spirit while working with others to get a job done; responds positively to instructions and procedures.
- **Attendance/Punctuality** - Is consistently at work and on time and instills same in team members supervised.
- **Oral Communication** – Listens and gets clarification while following work instruction. Responds well to questions.
- **Attention to Detail** – Maintain security functions, which protects both the assets of the company and the team members. Ability to consistently follow verbal and written instructions on safe work conditions and food preparation.
- **Customer/Client Focused** – Listens and understands the customer (both internal and external), anticipates customer needs and gives high priority to customer satisfaction. Establishes strategic client relationships ensuring the food service delivery team is aligned and focused on client satisfaction objectives
- **Managing Work** - Manage in compliance; follows safety procedures to ensure an accident free work place, enforce sanitation standards. Establishing a course of action for self and/or others to accomplish specific goals by planning proper assignments of personnel and appropriate allocation of resources.

**License/Certification:**

**Required:**

- Motor Vehicle Driver's License
- Must be able to obtain and maintain security clearance for all facilities/locations within district
- ACA Certification (Food Service Correspondence Course)
- ServSafe Certification required
- Must pass an extensive background check, drug screening and in some cases credit report

**Working Environment:**

Duties are typically performed indoors, in a large cafeteria setting, primarily inside an Institutional or Correctional setting.

**Working Conditions/Physical Requirements:**

The work requires standing for long periods of time as well as reaching, stooping, and lifting. Must have the manual dexterity ability to prepare documents using standard office equipment. The noise level is typically moderate

**Equipment or machines routinely used in this position:**

The work requires the use of a variety of kitchen utensils and equipment, as well as standard office equipment such as computers, calculators and the like, and the ability to read, write and communicate with others.





**Review procedures:**

A regular review and evaluation of the team member's work performance will be conducted.

**Acknowledgement:**

I have read and received a copy of my job description and specifications. I understand the information contained herein, and I further understand that this job description is not intended and should not be construed as a comprehensive list of all the responsibilities, skills, efforts or working conditions associated with my job. I may be required to perform additional tasks necessary to meet the requirements and standards set up by the company.

By signing this document, I agree that in the event that the my employment terminates, either voluntarily or involuntarily, the company may withhold from my final paycheck any amount for company tools, equipment, uniforms or any damages incurred by the team member, except to the extent prohibited by federal or state minimum wage law. I represent that this authorization is executed voluntarily and has not been made as a condition of continued employment.

\_\_\_\_\_  
Team Member Signature/Date

\_\_\_\_\_  
Print Name

TRINITY SERVICES  
GROUP, INC.



### Job Description

<b>Position Title:</b>	Food Service Director II	<b>Pay Plan:</b>	
<b>FLSA:</b>	Exempt	<b>Position Type:</b>	
<b>Position Supervises</b>	AFSD, Unit Manager(s), Food Service Workers	<b>WC Code:</b>	
<b>Position Reports To:</b>	General Manager or District Manager	<b>Job Group:</b>	1B
<b>Revised:</b>	November, 2013	<b>Job Sub-Group:</b>	1B
<b>Department:</b>	Food Service	<b>Census Code:</b>	31

#### Job Summary:

Plan, direct and coordinate the activities associated with running multiple food service units (production sites/kitchens) within a single facility. Supervises a team of AFSD's/Unit Manager(s)/Food Service Workers involved in preparation, serving and clean-up of food service

#### Essential Functions, Duties, and Responsibilities:

Tasks may include, but are not limited to the following:

- Responsible for the supervision, training, and management of the facility food service operation.
- Oversees the appropriate quantities of food are prepared and served according to facility or site plan.
- Insures all team members are adequately trained and capable to perform job responsibilities in a safe and compliant manner.
- Maintains accuracy of inventory in advance preparation of planned menu schedule.
- Insures ordering and all required reports are completed accurately and on time.
- Responsible for overseeing all preventive maintenance programs to protect the physical assets of the Program.
- Manages food service operation in compliance with internal policies and procedures as well as required local, state and federal laws and regulations.
- Ensures that food items are stored in a safe and hazard free manner.
- Plans for special events and functions thru participation in meetings with assigned customer facility operations staff.
- Maintain all serving schedules and ensure that all food items are served per menu specifications in a safe and appropriate manner according to departmental guidelines.
- Maintain a sanitary environment following food service and Health Department codes and regulations.



- Maintain accurate on-site reports of daily and monthly financial, production, and activity
- Responsible for any state or other inspection of food service operation.
- May participate in the contract negotiation and renewal process.
- May perform other duties as assigned.

**Qualifications- Education, Experience, and Skills:**

**Required:**

- Skilled in supervising the use and operation of a variety of kitchen equipment.
- Exercises sound judgment and the ability to assist with emergencies in a calm and effective manner.
- Skilled in managing high volume food preparation, operations and service.
- Experience with safety procedures as applied to food preparation and cooking.
- Ability to lift up to 50 lbs.
- Ability to stand for long periods of time.

**Associated Knowledge, Skills and Abilities:**

- Knowledge and experience managing and applying kitchen sanitation and safety standards and methods.
- Knowledge of basic accounting and mathematical abilities to complete necessary reports
- High School Diploma or Equivalent
- Five years of management or supervisory experience in a food service environment.
- ServSafe Certified.
- Must be able to pass company background check.
- Must be able to pass drug test.

**Core Job Competencies**

To perform the job successfully, an individual should demonstrate the following job competencies :

- **Cooperation/Teamwork** - Works harmoniously and contributes to building a positive team spirit while working with others to get a job done; responds positively to instructions and procedures.
- **Attendance/Punctuality** - Is consistently at work and on time and instills same in team members supervised.
- **Oral Communication** – Listens and gets clarification while following work instruction. Responds well to questions.
- **Attention to Detail** – Ability to consistently follow verbal and written instructions on safe work conditions and food preparation.
- **Customer focused** - Listens and understands the customer (both internal and external); anticipating customer needs; giving high priority to customer satisfaction.

- **Managing Work** - Establishing a course of action for self and/or others to accomplish specific goals by planning proper assignments of personnel and appropriate allocation of resources.

**License/Certification:**

Preferred:

- 

**Working Environment:**

Duties are typically performed indoors in a large cafeteria setting.

**Working Conditions/Physical Requirements:**

The work requires standing for long periods of time as well as reaching, stooping, and lifting. Must have the manual dexterity capability to prepare documents using standard office equipment. The noise level is typically moderate.

**Equipment or machines routinely used in this position:**

- 

**Review procedures:**

A regular review and evaluation of the team member's work performance will be conducted.

**Acknowledgement:**

I have read and received a copy of my job description and specifications. I understand the information contained herein, and I further understand that this job description is not intended and should not be construed as a comprehensive list of all the responsibilities, skills, efforts or working conditions associated with my job. I may be required to perform additional tasks necessary to meet the requirements and standards set up by the company.

By signing this document, I agree that in the event that the my employment terminates, either voluntarily or involuntarily, the company may withhold from my final paycheck any amount for company tools, equipment, uniforms or any damages incurred by the team member, except to the extent prohibited by federal or state minimum wage law. I represent that this authorization is executed voluntarily and has not been made as a condition of continued employment.

\_\_\_\_\_  
Team Member Signature/Date



### Job Description

<b>Position Title:</b>	Food Service Supervisor	<b>Pay Plan:</b>	
<b>FLSA:</b>	Non Exempt	<b>Position Type:</b>	
<b>Position Supervises</b>		<b>WC Code:</b>	
<b>Position Reports To:</b>	Unit Manager; Assistant Food Service Director; Food Service Director	<b>Job Group:</b>	9
<b>Revised:</b>	July, 2015	<b>Job Sub-Group:</b>	
<b>Department:</b>	Food Service	<b>Census Code:</b>	403

#### Job Summary:

Performs a variety of kitchen duties as assigned, and/or instructs inmate labor in preparation, and serving of correctional facility meals.

#### Essential Functions, Duties, and Responsibilities:

Tasks may include, but are not limited to the following:

- Prepares, assists, or instructs inmate labor in the preparation of a variety of food items in accordance with departmental work production standards, standardized recipes, and work instructions.
- Responsible for cleaning and maintenance of all food service equipment and work areas, as instructed, to ensure proper safety and sanitation.
- Follows prescribed facility requirements in all preparation, oversight, and serving of correctional facility meals.
- Follows assigned facility housekeeping and safety practices as instructed.
- Stores food and supplies in accordance with instructions.
- May perform other duties as assigned.

#### Qualifications- Education, Experience, and Skills:

Required:

- High School Diploma or Equivalent
- No prior experience necessary. Prior institutional food service or restaurant experience, a plus.
- Ability to lift up to 50 lbs.
- Ability to stand for long periods of time.

**Core Competencies**

To perform the job successfully, an individual should demonstrate the following job competencies:

- **Cooperation/Teamwork** - Works harmoniously and contributes to building a positive team spirit while working with others to get a job done; responds positively to instructions and procedures.
- **Attendance/Punctuality** - Is consistently at work and on time.
- **Communication Skills** - Communicates information verbally and in writing in a manner that the listener or reader will comprehend.
- **Attention to Detail/Accuracy** - Follows verbal and written instruction while diligently attending to details and pursuing accuracy and quality in accomplishing tasks.
- **Planning and Organization** - Establishes priorities, work schedules and plans in advance in order to meet deadlines and commitments.
- **Managing Work** - Establishing a course of action for self and/or others to accomplish specific goals by planning proper assignments of personnel and appropriate allocation of resources.
- **Accountability and Dependability** - Takes personal responsibility for the quality and timeliness of work, and achieves results with little oversight.

**Associated Knowledge, Skills and Abilities:**

- High School Diploma or Equivalent
- Must be able to pass company background check.
- Must be able to pass drug test.

**License/Certification:**

**Preferred:**

- ServSafe certification is preferred

**Working Environment:**

- Duties are typically performed indoors primarily in a secure correctional setting.

**Working Conditions/Physical Requirements:**

- The work requires standing for long periods of time as well as reaching, stooping, and lifting. The noise level is typically moderate.



**Equipment or machines routinely used in this position:**

- Kitchen equipment and utensils

**Review procedures:**

- A regular review and evaluation of the team member's work performance will be conducted.

**Acknowledgement:**

I have read and received a copy of my job description and specifications. I understand the information contained herein, and I further understand that this job description is not intended and should not be construed as a comprehensive list of all the responsibilities, skills, efforts or working conditions associated with my job. I may be required to perform additional tasks necessary to meet the requirements and standards set up by the company.

By signing this document, I agree that in the event that the my employment terminates, either voluntarily or involuntarily, the company may withhold from my final paycheck any amount for company tools, equipment, uniforms or any damages incurred by the team member, except to the extent prohibited by federal or state minimum wage law. I represent that this authorization is executed voluntarily and has not been made as a condition of continued employment.

\_\_\_\_\_  
Team Member Signature/Date

## Sample Inmate Job Descriptions

### CART RUNNER

**Purpose:**

- To move tray delivery carts under the direction of a Trinity Food Service Worker.

**Duties:**

*The Cart Runner in the area of "Production" will:*

- Deliver and return food carts in an orderly and timely manner.
- Wipe any excess foods from loaded trays before delivery.
- Strap down all trays before delivery.
- Assist in the preparation of food items.
- Assist in setting up trays for tray line.
- Assist in any other duties deemed necessary by food service.

*The Cart Runner in the area of "Equipment Usage" will:*

- Completely understand the operation and safety procedures of assigned cleaning equipment.
- Return all cleaning equipment to proper storage area upon completion of cleaning.
- Assist in any other duties deemed necessary by food service.

*The Cart Runner in the area of "Sanitation" will:*

- Clean and sanitize all food delivery carts.
- Orderly stage dried food carts in the kitchen.
- Assist in the cleaning of all dietary areas.
- Assist in any other duties deemed necessary by food service.

All dietary workers will wear hair restraints, etc. while in the kitchen and gloves when handling food.

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### COOK'S HELPER

**Purpose:**

- To assist staff in the preparation and cooking of menu items in a correctional food service program.

**Duties:**

*The Cook's Helper in the area of Production will:*

- Assist staff cooks in the preparing of all food items.
- Prepare items only according to daily production records.
- Pan and or tray food needed for daily meals.
- Prepare correct portions so no shortages occur during serving.
- Produce food by predetermined serving times.
- Keep food maintained at temperatures of at least 140°F or above, or 40°F or below.
- Prepare items consistent in color, taste, and temperature.
- Follow instructions of staff in the production of all menu items.
- Assist in any other duties deemed necessary by food service.

*The Cook's Helper in the area of Equipment Usage will:*

- Operate equipment only under the complete supervision of staff.
- Completely understand the operation and safety procedures of all equipment.
- Clean all equipment after use.
- Assist in any other duties deemed necessary by food service.

*The Cook's Helper in the area of Sanitation will:*

- Clean all production areas prior to the completion of his shift.
- Clean and sanitize all cooking utensils used for production of meals.
- Clean all worktables, sinks, and cutting boards, etc. used in production.
- Keep all food spills off floors and equipment at all times.
- Keep refrigerators and walk-ins clean and organized at all times.
- Assist in any other duties deemed necessary by food service.

All dietary workers will wear hair restraints, etc. while in the kitchen and gloves when handling food.





## DIET CLERK

### Purpose:

- To assist the diet supervisor in the preparation and cooking of dietary paperwork and dietary menu items in a correctional food service program.

### Duties:

#### *The Diet Clerk in the area of Production will:*

- Assist the Food Service personnel in the preparation of any foods needed for diets
- Assist in the preparation of diet snack bags
- Assist in the set up of diet labels, staying three day ahead of the menu at all times
- Assist the Food Service personnel in making copies, corrections, verifications sheet and census sheet
- Assist food service employees in the serving of the diet menu items
- Assist in any other duties deemed necessary by food service

#### *The Diet Clerk in the area of Equipment Usage will:*

- Operate equipment only under the complete supervision of staff
- Completely understand the operation and safety procedures of all equipment
- Clean all equipment after use
- Assist in any other duties deemed necessary by food service

#### *The Diet Clerk in the area of Sanitation will:*

- Clean all production areas prior to the completion of his shift
- Clean and sanitize any utensils or equipment used for production of diet meals
- Clean all worktables, sinks, and cutting boards, etc. used in production
- Keep reach-in refrigerators clean and organized at all times
- Assist in any other duties deemed necessary by food service

All dietary workers will wear hair restraints, etc. while in the kitchen and gloves when handling food.

## DISH WASHER

### Purpose:

- To clean and sanitize all food trays and utensils in a correctional food service program.

### Duties:

#### *The Dish Washer in the area of Dish washing will:*

- Make sure dish machines are filled with correct chemical for cleaning at all times.
- Maintain correct operating temperatures for all cycles in washing items.
- Scrape all unused food and garbage into proper containers prior to washing.
- Pre-wash all items prior to putting through dish machines.
- Put all items on proper racks and place in dish machine for complete washing and sanitizing.
- Check after completion of washing that all items are clean.
- Place all cleaned items in proper storage areas.
- Follow instruction of staff personnel in the washing of all items used in food service.
- Assist in any other duties deemed necessary by food service.

#### *The Dish Washer in the area of Equipment Usage will:*

- Use only equipment that cleans and sanitizes trays and utensils.
- Completely understand the operation and safety procedures of assigned dish washing equipment.
- See that equipment is in proper working conditions at all times.
- Assist in any other duties deemed necessary by food service.

#### *The Dish Washer in the area of Sanitation will:*

- Completely break down and clean the dish machine at the end of the shift.
- Empty trash container prior to the end of each shift.
- Scrub and clean sinks, counters, and dish machines.
- Sweep and mop floors daily using equipment and chemicals provided by supervisor.
- Keep water and grease off floors at all times.
- Clean the outside of the dish machine daily.
- Assist in any other duties deemed necessary by food service.

All dietary workers will wear hair restraints, etc. while in the kitchen and gloves when handling food.

## SANITATION WORKER

### Purpose:

- To maintain a clean and sanitary Dining Room in a correctional food service program.

### Duties:

*The Sanitation Worker in the area of Sanitation will:*

- Check cleaning schedule daily.
- Assist in the cleaning of all areas of the Officer's Dining Room.
- Use only authorized cleaning chemicals.
- Clean and sanitize equipment per written instructions.
- Sweep and mop floors as required throughout the day.
- Keep trash containers emptied.
- Clean rest rooms, hand sinks, and break areas at designated times
- Clean walls, ceilings and other areas with proper cleaning equipment.
- Keep all cleaning chemicals away from food area.
- Follow instructions from staff personnel in the cleaning and sanitizing of the kitchen.
- Assist in any other duties deemed necessary by food service.

*The Sanitation Worker in the area of Equipment Usage will:*

- Completely understand the operation and safety procedures of all cleaning equipment.
- Make sure that equipment is in the proper working condition at all times.
- Place cleaning equipment in proper storage area upon completion
- Assist in any other duties deemed necessary by food service.

All dietary workers will wear hair restraints, etc. while in the kitchen and gloves when handling food.

## SERVER/TRAY-LINE WORKER

### Purpose:

- To serve and tray meals in a correctional food service program.

### Duties:

*The Server/Tray-Line Worker in the area of Production will:*

- Only serve items on approved menu items.
- Set up serving lines per production records.
- Serve correct portion in each person.
- Make sure food is served at proper temperatures.
- Wear hair nets/hats and serving gloves at all times during serving of a meal.
- Make sure every tray receives all menu items available.
- Use proper serving utensils during on all trays.
- Serve meal in a sanitary manner at all times.
- Be efficient to keep delays during serving minimal.
- Assist staff with the proper storage of leftovers.
- Follow instructions of staff personnel in the serving of all meals.
- Be ready to serve meals at predetermined times.
- Assist in any other duties deemed necessary by food service.

*The Server/Tray-Line Worker in the area of Equipment Usage will:*

- See that serving equipment is in proper working conditions.
- Operate equipment only under the complete supervision of staff.
- Completely understand the operation and safety procedures of all equipment.
- Clean all equipment after use.
- Assist in any other duties deemed necessary by food service.

*The Server/Tray-Line Worker in the area of "Sanitation" will:*

- Clean serving line several times during servicing with proper sanitizing solution.
- Break down, clean and sanitize the serving line at meal completion.
- Clean and sanitize tray line area.
- Assist cart runners and dish washers as directed by staff.
- Assist in any other duties deemed necessary by food service

All dietary workers will wear hair restraints, etc. while in the kitchen and gloves when handling food.



## UTILITY WORKER

### Purpose:

- To move tray delivery carts under the direction of a Trinity Food Service Worker and assist as needed in the kitchen during production.

### Duties:

#### *The Utility Worker in the area of Production will:*

- Deliver and return food carts in an orderly and timely manner.
- Wipe any excess foods from loaded trays before delivery.
- Strap down all trays before delivery.
- Assist in the preparation of food items.
- Assist in setting up trays for tray line.
- Assist in any other duties deemed necessary by food service.

All dietary workers will wear hair restraints, etc. while in the kitchen and gloves when handling food.

#### *The Utility Worker in the area of Equipment Usage will:*

- Completely understand the operation and safety procedures of assigned cleaning equipment.
- Return all cleaning equipment to proper storage area upon completion of cleaning.
- Assist in any other duties deemed necessary by food service.

#### *The Utility Worker in the area of "Sanitation" will:*

- Clean and sanitize all food delivery carts.
- Orderly stage dried food carts in the kitchen.
- Assist in the cleaning of all dietary areas.
- Assist in any other duties deemed necessary by food service.

## WAREHOUSE WORKER

### Purpose:

- To assist in receiving, transporting and maintaining storage of all products in a correctional food service program.

### Duties:

#### *The Warehouse Worker in the area of Product Storage will:*

- Assist in the receiving of all items shipped to food service.
- Rotate products for freshness. FIFO, (First In, First Out)
- Store all food off the floors and away from walls.
- Handle all products with care to eliminate product damage.
- Assist in filling production requisitions completely and by designated meals.
- Keep products stored properly for ease of inventory at all times.
- Put all controlled products under secured area immediately when received.
- Follow instructions of staff personnel in the storage of all foodstuffs.
- Assist in any other duties deemed necessary by food service.

All dietary workers will wear hair restraints, etc. while in the kitchen and gloves when handling food.

#### *The Warehouse Worker in the area of Equipment Usage will:*

- Use warehouse equipment only for moving or loading of products.
- Completely understand the operation and safety procedures of all equipment.
- See that equipment is in proper working conditions at all times.
- Assist in any other duties deemed necessary by food service.

#### *The Warehouse Worker in the area of Sanitation will:*

- Keep all storage areas free of dirt, boxes, trash, and cleaning chemicals at all times.
- Make sure that all storage areas are maintained for control mice and other rodents.
- Sweep and mop floors daily.
- Empty trash containers daily.
- Clean shelves and change pallets as needed.
- Keep supplies organized at all times.
- Assist in any other duties deemed necessary by food service.

## **Management Plan for Supervision of Inmates**

Managing inmate workers is an extremely important part of Trinity's daily operations. Through the years, we have been a leader in the industry in developing effective and capable inmate work forces.

All kitchen Inmate Workers will be under the direct supervision of Trinity Production Supervisors and Food Service Director at all times. Your Trinity Food Service Director will be a Certified ServSafe Instructor, and all Production Supervisors are Certified ServSafe Food Safety Managers.

Once the shift reports, the inmates are briefed on the meal plan and any new inmates are assigned positions. The new inmates are given a short briefing to welcome them and provide information on how things work in the operation. Our staff will provide training to all inmate workers in proper hygiene, sanitation, food safety, and other aspects of food preparation.

Typically, we start any new workers at the simpler jobs (such as sanitation, dishwasher, pot washer, etc.) and allow them to work their way up (baker, cook, etc.) by performing tasks correctly and showing the desire and results. A list of inmate workers will be maintained and updated as they come and go. This list helps when shifts change and new Trinity staff report to work the following day.

Trinity staff are instructed to work with the Officers on handling any disputes to ensure things run smoothly at all times. Doors are kept locked to prevent "wandering" and inmates are instructed to remain in the break area during any down times.

All Trinity staff receive extensive pre-service and ongoing training on the effective methods of inmate supervision, inmate training, inmate relations, and PREA training. Detailed job descriptions and designation of responsibilities, along with this training, enable staff to supervise production, sanitation, service, and clean up.

### **Staff/Inmate Relations**

Our staff knows that working in a correctional kitchen requires not just knowledge of food service, but an understanding of the correctional environment and the influences that mold and shape it.

As correctional food service supervisors, our Food Service Directors are expected to become part of your system and controllers, although they are not correctional officers, and fill the gap that is created by the environment. To correctly bridge this gap and still accomplish all food service goals using inmate labor, they strive to gain the respect of the inmates. Respect is the one "positive" emotion that motivates all workers (inside or outside of a correctional environment) to accomplish the tasks required of them. Respect can only be earned; the law cannot mandate it.



## Staff Training

Trinity Services Group believes that the key to successful food service lies in the quality of the people who manage the program. Whether senior management, unit manager, or supervisor, we are committed to producing and delivering the most innovative and effective associate development plan available. The dynamic learning programs we offer, leadership, management skills, interpersonal relations, human resource administration, client satisfaction, and financial accountability, validate this commitment and belief.

By providing the latest and most comprehensive corrections management tools for our staff, we fulfill our commitment to consistency, quality, sanitation, safety, and security. Innovative corrections-specific training materials and opportunities are available through our secure website.

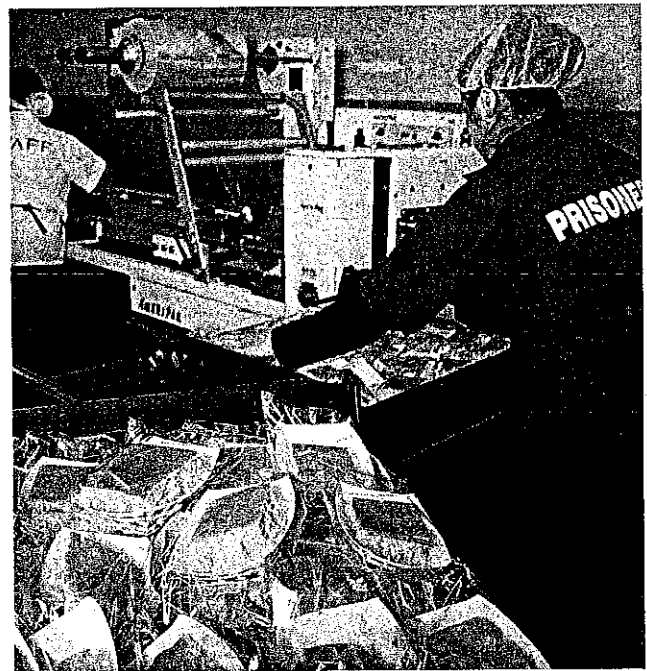
## Our Training Commitment

We guarantee Okaloosa County a management and operations team that is the best in the business. We select, train, and promote people who have the skills and abilities to motivate and mentor hourly staff as well as inmate staff.

*To guarantee that we provide you with the most qualified team, we:*

- Hire highly motivated staff members who demonstrate dedication to providing exceptional service
- Provide our new team members with a comprehensive orientation to Okaloosa County's and Trinity's policies, procedures, and standards
- Require each management team member to complete training to be a trainer. This essential requirement, ensures that our standards and programs are implemented by staff and assigned inmates
- Consistently provide our associates with the most up-to-date correctional training materials and programs
- Continuously offer comprehensive food service and quality assurance training

**Our managers are leaders** — Our managers care that the job gets done right, not only the first time but also on a continuing basis. They care about the associates who do their jobs, they foster common values, and they deliver superior service.



## Orientation

In addition to having each new associate complete Okaloosa's Orientation Program, Trinity offers a salaried and hourly comprehensive orientation process called "Online Boot Camp." This 5-day program includes operational standards, food safety, kitchen maintenance, security, and quality assurance standards. The outline for our hourly associate Online Boot Camp is below.

By communicating your philosophies and ours, we set expectations that will enable success.

## Mentoring

Continuous mentoring occurs throughout the first ninety days of employment by salaried and experienced hourly staff members.

### Online Boot Camp - Orientation Outline

#### Day 1

- Hourly Associate Orientation – Slide Show
- You Are A Foodhandler – Slide Show
- Safety Counts – Slide Show
- Welcome to Corrections
- Staff-Inmate Relations –
- Review Handbook and Lesson Plan
- View Video
- Common Sense, Common Practice

#### Day 2

- Handwashing Procedure
- Proper Use of Disposable Gloves
- Eight Rules of Safe Food Handling
- Basics of Foodborne Illness
- Cross-Contamination
- Cloth Contamination
- Material Safety Data Sheets
- Thawing Food Safely
- Cooling Food Properly
- Reheating Foods
- Handling Leftovers

#### Day 3

- Inmate Supervision
- Taking Control – Keys & Tools
- Providing Safe Food –  
The Environment
- Providing Safe Food –  
Contamination/Foodborne Illness
- Cleaning & Sanitizing
- Implementing A Cleaning Schedule
- What's Wrong with This Picture?
- Location Self-Inspection Form

#### Day 4

- What is Portion Control?
- Proper Portion Controls at the Serving Line
- Setting Up a Serving Line
- How to Properly Take &  
Record Food Temperatures
- Sanitizing Thermometers
- Check It In – Check It Out
- Rules of Storage – FIFO
- Production Systems, Standard Recipes,  
Recipe Conversion

#### Day 5

- Introduction to HACCP
- Introduction to Quality Assurance Program
- What is Food Cost?
- What is Labor Cost?
- Health Inspections



# Highlights of Trinity's In-Service Training

## Staff-Inmate Relations In-Service Training

The Staff-Inmate Relations Handbook concisely conveys our company's philosophy on how associates should supervise workers who are in custody in a correctional facility. The ultimate result is effective inmate supervision.

Following is an excerpt from the lesson "Don't Put Yourself At Risk."

*In correctional kitchen operations, theft, making brew or illegal alcohol drink (Hooch), the sabotage of equipment or food must be watched and checked continually. In our kitchen, these offenses are the major, most commonly tried schemes. Sometimes, the incidents are allowed to happen by less than diligent staff being manipulated by a "jail smart" inmate.*

*Although the set-up and manipulation is known by all inmates, it is important to emphasize that not all inmates engage in its use. But the practice of inmate manipulation is such a problem and incidents are so frequent, those working in corrections must be aware of the signs and phases for their safety and possibly the safety of other associates.*

### Be Professional – "The Do's"

- Learn to listen and observe
- Develop sensitivity to the inmate's body language and emotional changes
- Investigate inmates' statements, take nothing at face value
- Leave your prejudices at home
- When giving directions, make sure that they're understood
- Ensure inmates have the means to carry out your directions
- Check on the inmate's progress in performing assigned tasks
- Be knowledgeable about the rules of your facility
- Keep your promises
- Give directions in a confident, non-abrasive way
- Keep a professional manner
- Be fair, firm, and consistent
- Be alert and when in doubt, ask

### Be Professional – "The Don'ts"

- Joke around
- Try to be friends
- Be drawn into conversations that "put down" the administration or other staff members
- Allow malingering
- Take gifts from an inmate
- Allow an inmate to touch you
- Use first names or allow an inmate to use your first name
- Do favors
- Allow familiar remarks
- Play favorites

### Learn to say No! Security Rules When Working With Inmates – The No's

- No phones
- No mail
- No passing property or information
- No relationships
- No keys
- No favors

### Avoidance and Protection Tools

- Professionalism
- Recognition (know their tactics)
- Communication monitoring (watch what you say)
- Effective use of "No"
- Confident commands (be fair, firm and consistent)
- Information gathering (learn and know your inmate workers)
- Procedural knowledge (know the rules and follow them)
- Your chain of command (use your supervisors as a source of information and keep them informed of problems or questions)
- Documentation (if it's not in writing it didn't happen)

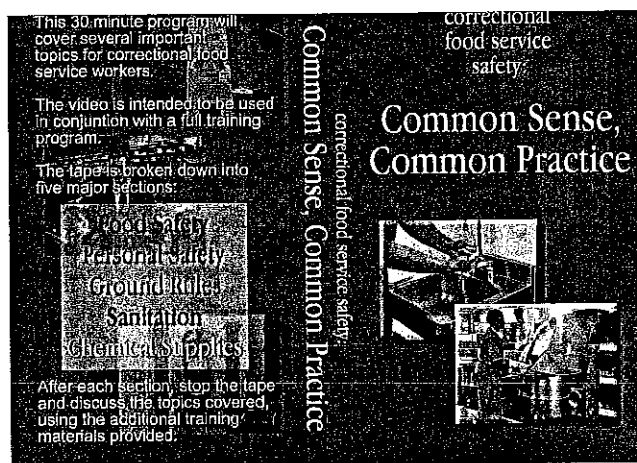






## HACCP Training

**Hazard Analysis and Critical Control Points (HACCP)** is a system of identifying hazards in the food production process and implementing control measures to prevent, eliminate, or reduce the hazard to an acceptable level. HACCP was developed in support of the space program in 1959 and has become a worldwide standard for food safety, endorsed by the SACMCF, WHO, USDA, and CDC. Trinity's Associate Training Program includes lessons to train and retrain all associates in the HACCP methodology.



## Common Sense, Common Practice

The “**Common Sense, Common Practice**” video and training manual was developed as a corrections-specific instructional instrument to orient new workers and inmates in basic kitchen safety and procedures. These training instruments can be used to refresh current workers' and inmates' safety knowledge. “**Common Sense, Common Practice**” is divided into five distinct topics: Food Safety, Personal Safety, Ground Rules, Sanitation, and Chemical Supplies.

## Safe Work Environment

Trinity addresses physical safety by conducting a training session that teaches our associates on the prevention of falls, cuts, burns, machine injuries, and fires.

We also conduct training on location on the written Hazard Communication Program and Safety Data Sheets (SDS). All associates are taught how to read, interpret, and use the SDS sheets.

### Trinity Training Aids

- Associate Orientation Checklist
- Common Sense, Common Practice Video and CD Tool Kit
- OSHA (PITS) CD
- Safety Counts CD
- Associate Safety Guides (English & Spanish)
- Safety Manual
- Web-based material:
  - Knife Safety Signs
  - Food Temp Signs
  - Sink Safety Signs
  - Ten Rules of Safe Food Handling
  - The (dreaded) Big 4
  - Using Prep Time Safely
  - Safety is an Attitude

### Third-Party Training Aids

Series of five videos produced by National Educational Media discussing kitchen safety.

- Preventing Fires
- Preventing Burns
- Preventing Cuts
- Preventing Falls
- Preventing Machine Injuries

## PREA Training

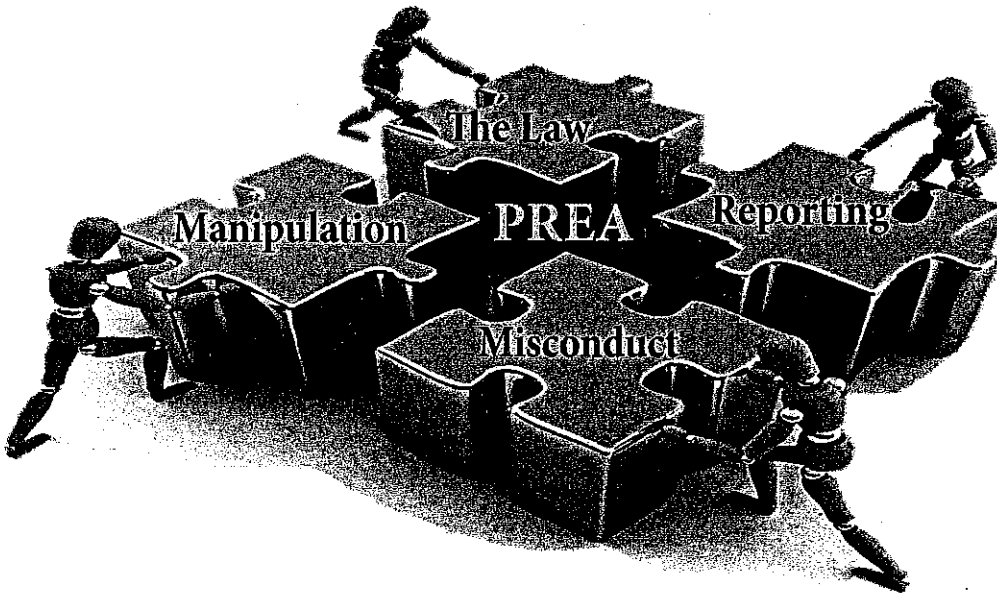
The Prison Rape Elimination Act (PREA) law was passed in 2003 to help prevent, detect and response to sexual abuse in correctional facilities. This law requires facilities to adopt a zero-tolerance approach to sexual abuse and applies to all federal, state and local prisons, jails, police lock-ups, private facilities and residential facilities in a community setting.

Trinity requires every team member to attend a training session so that they may fully understand what constitutes sexual abuse and that sexual abuse is a punishable crime. The training teaches team members how to report any form of sexual abuse or harassment and how to respond if they see abuse taking place. Team members are also informed of the processes that take place during an investigation and after the investigation is complete.


Trinity's PREA Training is also offered in Spanish.

# PREA

## What do the pieces have to do with me?



TRINITY SERVICES  
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## Trinity Services Group Training Initiative - Associate In-Service Training

TOPIC	SUGGESTED INSTRUCTOR	SUGGESTED MATERIAL	PROCEDURE	OBJECTIVE	TRAINING MONTH
MENU, RECIPES AND PRODUCTION RECORDS	FOODSERVICE DIRECTOR AND/ OR MANAGER	Copies of cycle menus, recipes and food production records	Discussion of menu, recipes, (how to read) and proper methods in completing/following production records	Associates will be able to read menus, recipes and properly complete production records	DECEMBER
SERVING AND PORTION CONTROL	FOODSERVICE DIRECTOR AND/ OR MANAGER	Items required/necessary to demonstrate proper techniques of serving and portioning	Discussion/demonstration of proper serving and portioning, sample tray	Associates will become familiar with proper serving techniques, portion utensils and logs	JANUARY
PROPER FOOD HANDLING TECHNIQUES TEMPERATURES	FOODSERVICE DIRECTOR AND/ OR MANAGER	ServSafe video and handouts	Discussion of Danger Zone, Hot Food Hot, Cold Food Cold, Cross Contamination, Handling Leftovers	Associates will be knowledgeable of proper serving/holding temperatures for menu items	FEBRUARY
PROPER FOOD HANDLING TECHNIQUES AND CROSS CONTAMINATION	DIVISION TRAINER	Kitchen items, logs, handouts, serving utensils, handouts, video	Discussion/demonstration of proper serving and food handling techniques, view video	Associates will be knowledgeable and able to perform specific aspects of food handling	MARCH
THERMOMETERS AND TEMPERATURE LOGS	DIVISION TRAINER	Items necessary to demonstrate proper techniques for taking and recording temperatures and sanitizing thermometers	Discussion/demonstration of proper methods to take and log temperatures and sanitizing of thermometers	Associates will become proficient in methods of taking/ logging temperatures and sanitizing procedures for thermometers	APRIL
NUTRITION, THE MENU AND MENU SUBSTITUTIONS	DIETITIAN	Menus specs and/or regulations, menu substitution forms, any guidelines	Discussion of menu, basic nutrition and regulations by which menus are based and menu substitution log	Associates will become familiar with menu restrictions, regulations and appropriate menu substitutions	MAY
CLEANING AND SANITIZING	CEO-LAB REPRESENTATIVE	Chemicals used in unit, logs, MSDA forms, handouts	Discussion/demonstration of proper use of chemicals and MSDS forms	Associates will become proficient in the use of chemicals and understand the use of MSDS forms	JUNE
EQUIPMENT OPERATION, CARE AND CLEANING	FOODSERVICE DIRECTOR AND/ OR MANAGER	Sanitation Manual Handout, Eco-Lab Video	Discussion/demonstration of proper care and cleaning of kitchen equipment	Associates will be able to care and perform aspects of cleaning kitchen equipment	JULY
EMERGENCY CONTINGENCY MEAL PLAN	FOODSERVICE DIRECTOR AND/ OR MANAGER	Emergency meal Plan handout	Discussion/demonstration of proper service techniques for using emergency meals	Associates will understand; be able to perform and produce the appropriate meals as required by the emergency plan	AUGUST
SAFETY: PROPER LIFTING, PUSHING AND PULLING TECHNIQUES, PREVENT BURNS AND CUTS, PREVENT FALLS	FOODSERVICE DIRECTOR AND/ OR MANAGER, DISTRICT SAFETY CHAMPION	Handouts and video tapes	Discussion/demonstration of procedures and methods as viewed in tapes	Associates will become knowledgeable in methods and procedures	SEPTEMBER
INMATE/STAFF RELATIONS	FOODSERVICE DIRECTOR AND/ OR MANAGER, HUMAN RESOURCES	Handouts and video tapes	Discussion of role-playing	Associates will be knowledgeable in dos and don'ts of inmate/staff relations	OCTOBER
PROPER STORAGE	FOODSERVICE DIRECTOR AND/ OR MANAGER	Handouts	Discussion of proper storage procedures, dry storage, refrigeration and freezer	Associates will be able to determine correct storage for food service products from delivery through various stages of production	NOVEMBER

### Trinity Services Group Training Initiative - Safety Training

TOPIC	SUGGESTED INSTRUCTOR	SUGGESTED MATERIAL	PROCEDURE	OBJECTIVE	TRAINING MONTH
FIRES AND FIRE EXTINGUISHERS	LOCAL FIRE INSPECTOR OR FIREMEN	ECO-LAB Video Handouts, Fire Extinguishers	Demonstration/discussion of types of fires, prevention, and extinguishers to control them. View video	Associates will be familiar with types of fires and how to prevent and extinguish them	DECEMBER
PREVENTING AND TREATING BURNS AND CUTS	UNIT MANAGER AND MEDICAL STAFF	First-Aid kit, Knives and equipment to use in a demonstration and videotape	Demonstration/discussion of basic first aid for burns and cuts. Demonstration of proper techniques to avoid injury.	Associates will be familiar with basic first aid for burns and cuts and how to avoid such injuries.	JANUARY
FACILITY FIRE PLAN EVACUATING STAFF AND INMATES	FACILITY REPRESENTATIVE IN CHARGE OF SECURITY/ FIRE SAFETY	Handout of facility fire and safety procedures	Demonstration and discussion of fire and safety procedures	Associates will know what to do within the operation in event of a fire.	FEBRUARY
HEIMLICH MANEUVER	MEDICAL STAFF AND/OR CERTIFIED INSTRUCTOR	Handout, do's and don'ts	Demonstration of the Heimlich Maneuver	Associates will know what to do if someone is choking.	MARCH
PREVENTING STRAINS, PROPER LIFTING, PUSHING AND PULLING TECHNIQUES	UNIT MANAGER	Items necessary to demonstrate proper techniques	Demonstration of proper lifting, pulling and pushing techniques	Associates will be familiar with the proper techniques of lifting, pulling and pushing	APRIL
PREVENTING FALLS	UNIT MANAGER	Mops, buckets, floor mats, wet floor signs, and any other necessary items, videotapes	Demonstration of proper mopping techniques, using wet floor signs and floor safety	Associates will become familiar with the proper procedures to avoid falls in the kitchen	MAY
HAZARDOUS CHEMICALS OSHA, MSDS	ECO-LAB REPRESENTATIVE	Right-To-Know Manual, ECO-LAB training materials	Discussion of chemicals, uses and all information required to meet OSHA regulations	Associates will become familiar with the uses and hazards of all chemicals used in the operation	JUNE
INSECT/RODENT PROTECTION	FOODSERVICE DIRECTOR AND/ OR MANAGER	Handout	Discussion/demonstration of proper service food services operating techniques to avoid vermin attraction	Associates will become familiar with the proper foodservice operating techniques to avoid vermin attraction	JULY
ASSOCIATE SAFETY GUIDE	FOODSERVICE DIRECTOR AND/ OR MANAGER, DISTRICT SAFETY CHAMPION	Associate Safety Guide	Discussion of Associate Safety Guide	Associates will know and understand the contents of the guide	AUGUST
FOOD EQUIPMENT SAFETY	FOODSERVICE DIRECTOR AND/ OR MANAGER, DISTRICT SAFETY CHAMPION	Kitchen equipment, handouts, videotapes	Discussion/demonstration of proper use and operation of all kitchen equipment	Associates will know and understand the proper use and operation of the kitchen	SEPTEMBER
PROTECTIVE EQUIPMENT	FOODSERVICE DIRECTOR AND/ OR MANAGER, DISTRICT SAFETY CHAMPION	Protective glasses, oven mitts, back supports, protective shoes, gloves, etc.	Discussion/demonstration in the proper use of personal protective equipment	Associates will know how and why to use of personal protective equipment	OCTOBER
SAFETY RULES	FOODSERVICE DIRECTOR AND/ OR MANAGER, DISTRICT SAFETY CHAMPION	Associate Safety Guide	Discussion of safety rules in guide	Associates will know how and understand why these rules are important	NOVEMBER



## Certification Programs

### Sanitation and Food Safety – “ServSafe...Serving Safe Food Program”

Safety is, and always will be, the number one internal and external customer service standard. In partnership with the Educational Foundation of the National Restaurant Association, we offer a company wide training and development program known as ServSafe...Serving Safe Food Program. This internationally acclaimed process, serving food safely in the workplace, consists of classroom lectures, associate study guides, videos, group discussions, case studies, and other teaching aides. *Associates test for ServSafe certification after 180 days of employment.*

#### ServSafe Starters™ Program

The ServSafe Starters training and assessment program is a complete solution that delivers consistent food safety training to our hourly employees. ServSafe



Starters covers five key areas in the two-hour course: Basic Food Safety, Personal Hygiene, Cross-contamination and Allergens, Time and Temperature, and Cleaning and Sanitation.

An employee guide is offered as an instructional tool for managers or as a self-study guide. The end-of-course assessment is conducted in a 40-question, non-proctored test, and a Certificate of Completion is issued after passing the assessment.

#### ServSafe Food Protection Manager Certification

The ServSafe Food Protection Manager Certification is a 16- to 20-hour course that is designed to enable our managers to know food safety and its critical importance, and how to share that knowledge with every employee. The ServSafe Manager Certification Course includes lessons on:

- **Sanitation** — Managers learn the dangers of foodborne illness, how to prevent it, and the keys to food safety. They'll learn where contamination starts, the components for good personal hygiene, and how every employee can be a safe food handler.
- **The Flow of Food Through the Operation** — Our managers learn how to prevent cross-contamination, how to use time and temperature control effectively, as well as information regarding safe receiving, food storage, preparation and serving, and cooling and reheating. ServSafe also teaches active managerial control of critical foodborne-illness risk factors.
- **Sanitary Facilities and Pest Management** — The ServSafe course covers all aspects of cleaning and sanitation in a practical, applicable manner, including pest management.
- **Certification Exam** — The ServSafe Food Protection Manager Certification exam is taken after completing the training. It is a secured and proctored exam, accredited by the American National Standards Institute (ANSI)-Conference for Food Protection (CFP). When a manager receives a grade of at least 90% on the ServSafe exam, they are awarded the ServSafe Food Protection Manager Certification, and are eligible to take the exam to become a ServSafe proctor.

## American Correctional Association (ACA) Standards and Certification

Trinity has a commitment to maintaining and exceeding ACA standards. We use the American Correctional Association Food Service Training Correspondence Course for every one of our associates. This program, codeveloped by the ACA and the American Correctional Food Service Association, is designed to train our associates on critical food service skills from training and supervising inmates to maintaining a safe and secure environment to preparing and serving nutritious meals. Associates may study at their own pace. When new associates are hired, they can participate in training immediately rather than waiting for the next training session.

Trinity associates will complete the ACA Correctional Food Service Course after 180 days of employment, the equivalent to 40 hours of in-service training, if required by your facility. Any and all associates, hourly and salaried, working with juvenile offenders will also complete the ACA Supervising Young Offenders Correspondence, equivalent to 40 hours of in-service training if required by your facility, as well as any and all training required by the department.





## Available Annual Training for Associates

Star CHAT Training	1/2 hour per month - 6 hours per year
Ecolab's	1 hour per quarter - 4 hours per year
Monthly In-Service Training	1 hour per month - 12 hours per year
District Manager Training	8 hours per year
Corporate-sponsored Training	As required, as necessary
Sexual & Workplace Harassment Training	2 to 4 hours per year
ServSafe Training	16 to 20 hours per year
Common Sense, Common Practice	1 to 2 hours per year
Safety Training	2 1/2 hours per year
Quality Assurance	2 hours per year
Cleaning & Sanitation Guide	4 hours per year
Staff-Inmate Handbook	3 to 4 hours per year
Associate Grievance Procedure	1/2 hour per year
Location Fire and Safety Officer	1 to 2 hours per year
Training Enhancing Skills	1 hour per year
Job Description Review	1 hour per year

## **Inmate Training Program**

The value of inmate training cannot be overly emphasized. We provide inmate education in many jails across the nation. We are able to give your facility the opportunity to equip selected inmates with real and usable job skills. All our operations use the basic inmate-training program developed by our training department and available online to all managers and locations.

These, and similar, programs have allowed the jails we service to educate the public on ways the county is trying to reduce criminal recidivism. This is a great example of the true partnership we have with the jails in which we operate.

Regardless of what position an individual accepts in the food preparation and service segment of the food services industry, there are basic skills and knowledge that all personnel must have, including:

- Procedures for safe food handling
- Proper methods for maintaining a sanitary facility
- Knowledge of equipment operation and safety
- Food preparation methods, service standards, and quality control
- Food presentation, merchandising, and customer service

The objective of our Inmate Training Program is to teach inmates skills that will give them confidence and knowledge to perform the job at a level that meets the requirements of the kitchen operation and the facility. The training process is not arduous, nor is it complicated and difficult to understand – it is simple and concise.

Before any inmate, regardless of experience, begins work in the kitchen, in any position, he or she must complete the initial inmate training program packet.

The role of the inmate trainee is one of a student. The inmate learns the educational material and then applies it to his or her assigned kitchen duties. Inmate workers are placed in positions that commensurate with their knowledge and abilities as determined by an interview conducted by supervisory personnel. Inmates advance by achieving appropriate levels of competency. Our supervisory personnel formally evaluates an inmate's performance on a routine basis by using and maintaining the Inmate Training Log, which becomes a part of the inmate's kitchen work records.

It is the expectation that all food service workers, regardless of status, perform their duties in a safe, efficient manner and in accordance with all jurisdictional laws and regulations. Failure to comply with all food safety, sanitation, and approved kitchen procedures will result in disciplinary action.





## How the Program Works

The material to be mastered is divided into two learning areas:

### I — Food Safety and Sanitation

### II — Kitchen Skills

Each learning area is segmented into specific lesson plans and handouts. It is recommended that all lessons in Section I be completed before beginning Section II. However, each lesson stands on its own merit and can be used independently to instruct inmate workers who have specific lesson-related experience, but may not have acquired the knowledge and experience relating to that specific lesson.

The instructor-led training provides the inmate trainee with practical knowledge to perform tasks at a satisfactory level, ensuring food safety as well as a high-quality product, while learning valuable life skills. Inmates receive *Certificates of Accomplishment* upon successful completion of each segment of the program.

We have included a course outline (below).

TRINITY SERVICES  
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## Inmate Training and Development Program

### TABLE OF CONTENTS

#### Section I: Food Safety and Sanitation

- 1-1 Orientation
- 1-2 Handwashing Procedures
- 1-3 Proper Use of Disposable Gloves
- 1-4 Eight Rules of Safe Food Handling
- 1-5 The Basics of Foodborne Illness
- 1-6 Cross-Contamination
- 1-7 Cloth Contamination
- 1-8 How to Sanitize a Food Preparation Table
- 1-9 Material Safety Data Sheets
- 1-10 The Three Compartment Sink
- 1-11 Operating a Dish Machine
- 1-12 How to Sanitize a Thermometer
- 1-13 Thawing Foods Properly
- 1-14 Cooling Procedures
- 1-15 Reheating Foods
- 1-16 Handling Leftovers
- 1-17 Proper Portion Controls at the Serving Line
- 1-18 Setting Up a Serving Line (Steam Table)

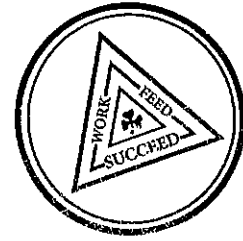
#### Section II: Kitchen Skills

- 2-1 What is a Menu
- 2-2 What is a Recipe
- 2-3 What is a Pull/Prep Sheet
- 2-4 What is a Food Production Record/Plan
- 2-5 Using Prep Time Safely
- 2-6 Types of Knives
- 2-7 Basic Knife Skills
- 2-8 Knife Safety Tips
- 2-9 Kitchen Equipment – Safety Precautions
- 2-10 Kitchen Equipment – Grinding, Slicing, and Pureeing
- 2-11 Kitchen Equipment – Kettles and Steamers
- 2-12 Kitchen Equipment – Stoves, Ranges and Ovens
- 2-13 Kitchen Equipment – Griddles and Grills
- 2-14 Kitchen Equipment – Types of Refrigeration
- 2-15 Kitchen Equipment – Cleaning
- 2-16 Kitchen Equipment – How to Operate

## Inmate Vocational Training Program

### Hands-On Training

Trinity's **WORK FEED SUCCEED** program is a comprehensive, hands-on approach to teaching pre-screened inmates specific and usable skills in the food service industry. This vocational approach educates and trains inmates in three key levels to **WORK** in a commercial kitchen environment, **FEED** their peers, and ultimately **SUCCEED** in a professional foodservice environment upon their release.



**Level 1** – Train and provide skills for inmates to **WORK** a full-time schedule contributing to the daily food service operation.

**Level 2** – Inmates with a high level of proficiency, are taught more complex skills to **FEED** their peers in preparation for a commercial kitchen environment after release.

**Level 3** – Newly released inmates who have attained the level 2 competency certificate, will be given multiple opportunities to gain employment and **SUCCEED** in a professional foodservice environment.

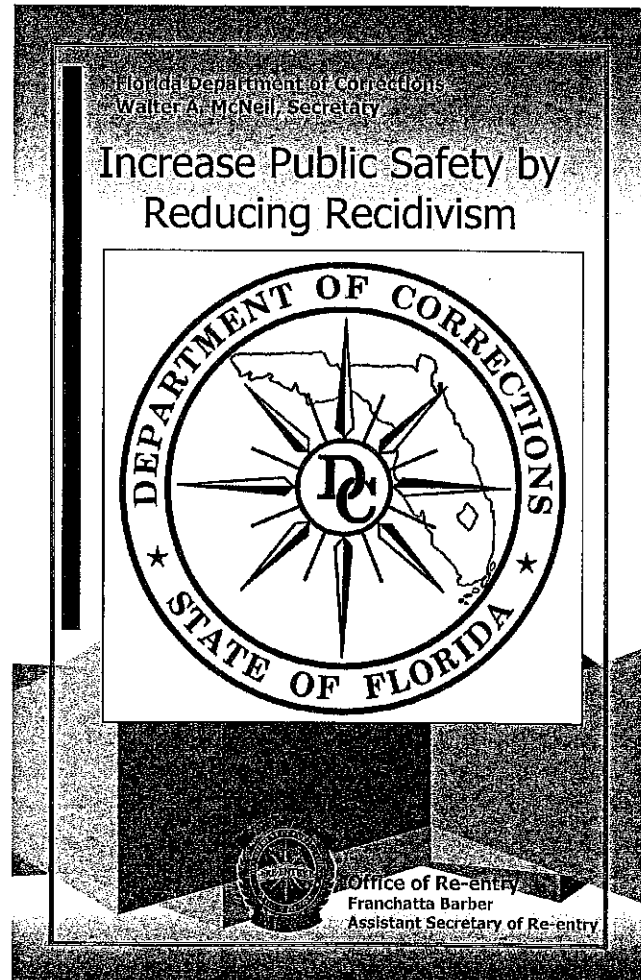
### Training and Certification Programs Work

A 2009 study by the Florida Department of Corrections showed that inmates with a Vocational Certificate—like Trinity's Food Service Kitchen Safety and ServSafe programs—had a **recidivism rate that was 14% lower than the overall inmate population.**

### Additional Hands-on Development Opportunities

In facilities equipped with Officer Dining Rooms, Trinity proposes to re-open these facilities to implement the "Trinity Takeout" program. Inmates will train in a retail environment, learning management and operational skills by preparing an enhanced food menu for purchase by Staff and inmates. This is a self-sustaining program where the additional expense for product, certification, training, and operation is covered by "Trinity Takeout" sales.

If an Officer Dining Room is not available, inmates will receive additional vocational education as part of the daily work schedule and provided a 'pathway' manual along with Certificates of Achievement documenting aptitude at each level.





## Experience & Expertise

Our Kitchen Skills certification program features 13 classroom modules developed by certified ServSafe Proctors and Senior Trainers from Trinity. A dedicated trainer instructs, trains, and certifies facility managers to lead, demonstrate, and train pre-selected inmates. We use a specific 'train-the-trainer' approach to quickly implement widespread, comprehensive programs across a corrections network.

## Flexibility

*Our approach is unique because it is tailored to the needs and requirements of your facility.*

Our programs in Kitchen & Food Safety, Food Service, Kitchen Skills, and ServSafe certification are easily modified based on inmate population, literacy levels, security requirements, and state and local regulations. Our site manager-training course can be completed in as little as 5 days. The inmate instruction classes vary from six to nine months and can be accomplished through direct classroom and lecture time, coupled with closely supervised on-the-job kitchen training. These classroom modules can be scheduled far in advance and seamlessly integrated into existing facility operations.

## In-Depth Look

Trinity's **WORK FEED SUCCEED** program provides all the material necessary to conduct the training, including manuals, workbooks, presentations, and videos in these key modules:

- Food & Kitchen Safety
- Basic Kitchen Equipment Safety
- Knife and Mise en Place Skills
- Product Identification and Handling
- Sauces and Thickening Agents
- Soups
- Grilling, Broiling and Roasting
- Sautéing and Stir Frying
- Pan Frying and Deep Frying
- Poaching, Simmering and Steaming
- Braising and Stewing
- Baking – Yeast Breads and Pie Dough
- Baking – Quick Breads, Cakes and Cookies

Upon completion of these programs, inmates can enroll in our ServSafe certification program to leverage learned skills and take the National Restaurant Association's ServSafe exam. The ServSafe designation is recognized in all 50 states and widely seen as improving an applicant's ability to obtain AND retain a career position in the food service industry.

### People and Good Sanitation



- People Pose the Major Risk to Food Safety
- Keys To Success
  - Establish Sanitation Policies Specific to Job Duties
  - Hire the Right People for the Job
  - Orientation and Training
  - Continuous Supervision
  - Policy Enforcement
- Sanitation Exemplified by Management

### Technique Selection Criteria



- Simmering
  - Less Tender Items
  - Avoid Discoloration (e.g. green vegetables)
  - Larger Pieces
- Steaming
  - Very Delicate Flavors
  - Naturally Tender

## Additional Opportunities

When possible, we open the **WORK FEED SUCCEED** program to officer dining rooms and other food support services. As many facilities look to reduce costs beyond inmate feeding, we are able to leverage properly trained inmate labor in the officer dining areas. This strategy provides additional training opportunities and certifications outside the normal inmate kitchen environment.

## Proficiency

Upon completion of the training, inmates are awarded a Certificate of Accomplishment showing successful completion of the **Trinity WORK FEED SUCCEED Program**. Our Trinity Services Group ServSafe proctors are able to administer the ServSafe certification exam, allowing inmates nearing release to receive their ServSafe Certification.

## Reward

In addition to these important and valuable certifications, Trinity's **WORK FEED SUCCEED** program rewards our Kitchen Skills graduates with a truly unique opportunity. Upon completion of the various levels of the Trinity program, a qualified inmate will be eligible for a number of customized rewards.

We are committed to working with the unique needs of every facility and we will tailor the reward based on the environment of that facility. We have a number of custom rewards including colored chef's jackets and hats, a five-star quality meal, additional visitation time, or free time at the facility. These rewards create both a great incentive for good behavior and a lasting memory. Without question, our reward system is administered in full compliance of facility regulations are closely monitored by the facility's staff.





Flagler Live, the only full service print news organization serving Flagler County, Florida recently highlighted the success of Trinity's **WORK FEED SUCCEED** Program. We tailored our certification programs to meet the needs of The Flagler County Jail and the Florida Restaurant and Lodging Association. Our specialized approach has resulted in many inmates receiving "Florida Safe Staff Food Handler Certificates," allowing them to start work immediately at any food service job after their release.

## FlaglerLive.com

Your news source for Flagler, Florida & beyond

### Two Flagler Jail Inmates Earn Food Handling Certifications, Readying Them for Jobs

FLAGLERLIVE | OCTOBER 11, 2012

Recommend Be the first of your friends to recommend this.



The kitchen at the Flagler County jail. (© FlaglerLive)

After spending some time in the Flagler County jail, two inmates will be ready to work in an area restaurant thanks to a new educational program at the Flagler County jail. The jail is run by Director Becky Quintieri.



Oleg Dubrovskyy

Inmate Trustees Oleg Dubrovskyy, 22, and Justin Hurt, 23, were assigned to work in the county jail kitchen with Jose Rivera, a food service manager with Trinity Services, the company that contracts to provide inmate meals. Rivera, through a partnership with the Sheriff's Office, began an instruction course for food handling which resulted in Dubrovskyy and Hurt obtaining a "Safe Staff Food Handler Certificate." The certification allows them to immediately start work in any food service job. Dubrovskyy, held on \$25,000 bail, is expected to be released in six months. Hurt has been released.

"These two men will be coming out of the jail with a marketable skill. Restaurant employers will not have to wait for them to get their certification - they can start right away," Flagler County Sheriff

Don Fleming said. "We have given them an opportunity to improve their futures while serving their time."



Justin Hurt

The inmates had to complete seven chapters of instruction by Rivera. After each chapter, a quiz was completed. At the completion of the curriculum, a test was administered and both inmates passed. The certification program is offered by the Florida Restaurant and Lodging Association. The certifications will expire after three years and may be renewed.

Dubrovskyy, of Point Pleasant Drive in Palm Coast, has been booked into the jail 10 times since 2009, most recently in February, on a probation violation charges, when he was caught with a controlled substance. Most of his previous stints in jail were for minor, non-violent offenses, with the exception of a DUI charge in 2009.

Hurt, of Oviedo, is no longer at the jail. He was booked in April on a probation violation charge.

<http://flaglerlive.com/45270/flagler-jail-jobs/>

Our detailed focus and consistent programs have led to much success at facilities all over the county. Our partnership with The Yuma County Sheriff's Office led to great financial savings, vastly improved food safety inspection scores, reduced prisoner grievances, and dozens of "Kitchen Skills" certifications which have led to improved chances of employment post release. Operating under the Canteen Correctional Services brand when this contract began, Trinity Services Group has continued to refine and improve this program at Yuma County and across the country.

A recent article about Trinity at Yuma County is on the following pages.

Yumasun.com Posted Sunday, April 27, 2014 6:00 a.m.

## Kitchen duty: Meals served in jail meet stringent requirements

By Chris McDaniel

Each day, a dedicated group of cooks work to ensure the inmates inside the Yuma County Adult Detention (YCDC) Center and the Yuma County Juvenile Justice Center (YCJJC) receive nourishing meals as they serve out sentences or await court proceedings for pending cases.

According to the Yuma County Sheriff's Office, meals are made according to menu specifications and include breakfast, lunch and dinner each day – two of which are hot meals.

In 2013, YCDC's average daily prisoner population was 543 prisoners, while YCJJC's average daily juvenile prisoner population was 38 prisoners.

From January to December 2013, a total of 658,987 meals were made at YCDC. Of this total, 39,314 meals were provided under contract to YCJJC. In 2013, the average number of meals prepared per day was 1,698 adult meals and 108 juvenile meals.

A small portion of the total meals prepared are for inmates who practice vegetarianism, veganism, observe religious restrictions or abstain from certain foods for health reasons.

"Various diets are provided to eligible prisoners conforming to special religious or physician-ordered specifications," Deputy Alfonso Zavala, YCSO public information officer, and various YCSO officials told the Yuma Sun in a joint statement. "The average daily number of prisoners receiving medical or religious diets has been approximately 30 (per day) including an average of 10 night snack meals to prisoners for medically approved diets. In 2013, the most common medical and religious diet orders were diabetic, low sodium, and kosher diets."

With an average cost of \$1.08 per meal last year, the total cost of preparing food for YCDC and YCJJC in 2013 was



Photo Courtesy of YCSO

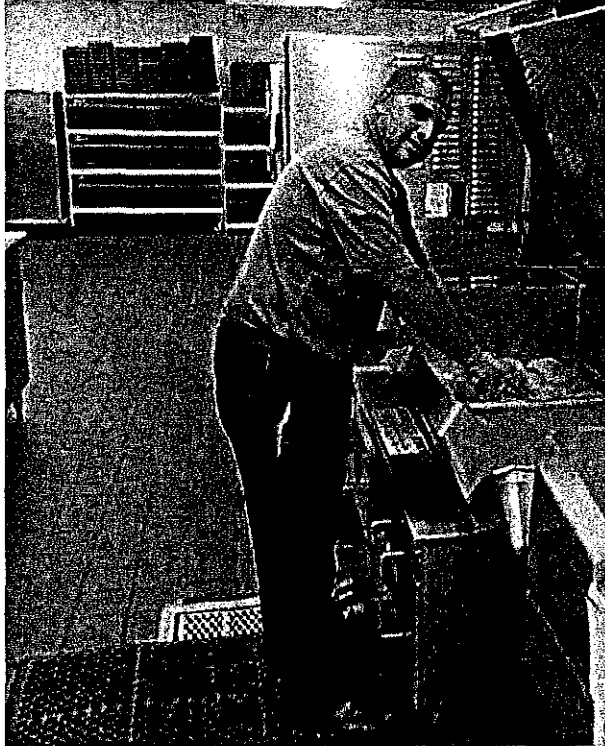
YCDC inmates chosen to participate in the "Kitchen Skills" program are seen here. The program focuses on five distinct topics over a thirty day period. Those topics include: food safety, personal safety, sanitation, knowledge of chemical supplies, and basic food service protocols. The training gives them skills they can use to find a job in the food service industry post-release.

about \$711,706, or about \$1,950 each day. The food is prepared in the 3,000 square foot YCDC kitchen, which is comparable in size to a large cafeteria kitchen.

The food preparation is overseen by Trinity Services Group, Inc., which was formerly known as Canteen Correctional Services. The company has been under contract with YCSO to manage the Yuma County Jail District Food Service since April 1, 2007.

"Trinity Services Group has provided quality service for the corrections industry for over 25 years," YCSO officials said. "Trinity's commitment to Yuma County and to the prisoners incarcerated in YCDC is to deliver quality service programs, which includes good food, properly trained staff, fiscal responsibility, and efficient response while maintaining safety and security."

All Trinity Services Group employees must complete a background investigation prior to assignment in the kitchen at YCDC, and must comply with YCSO's written policies and procedures relating to facility security.



*Photo Courtesy of YCSO*

A kitchen supervisor with Trinity Services Group, Inc. - which has been under contract with YCSO to manage the Yuma County Jail District Food Service program since April 1, 2007 - prepares food in the 3,000 square feet YCDC kitchen recently.

"Training is provided on site by the YCDC staff to include radio procedures, prisoner surveillance and management, critical incident procedures... and interpersonal communication skills," YCSO officials said.

The cooking staff includes six kitchen supervisors who manage various kitchen crews staffed by working prisoners, and ensure quality control and menu specifications are maintained during each meal service.

"Working prisoners are screened and assigned to various kitchen crews by YCDC's classification section," YCSO officials said. "Kitchen crews prepare meals in the kitchen for pick-up by custody staff which deliver the meals to each housing area and pick up the meal trays after each meal."

The kitchen service not only gets the prisoners out of their cells, but can provide them with specialized food service training when they exit the jail and return to the community, YCSO officials noted.

To provide the training, Trinity Services Group, in partnership with YCDC, operates a "Kitchen Skills" program. The program focuses on five distinct topics over a 30-day period. Those topics include: food safety, personal safety,

sanitation, knowledge of chemical supplies, and basic food service protocols.

"The target population is prisoners that have been sentenced to a term or incarceration at YCDC for a minimum of 60 days and have been assigned to the 'Kitchen Work' program," YCSO officials said. "The goal of this program is to give the prisoners practical skills and knowledge in food service which will increase their chance of gaining employment post-release."

YCSO is committed to ensuring food quality, officials said.

"There are several quality assurance and inventory control methods which monitor and assess food quality both internally and externally. Such measures include food usage reports, prisoner grievance review, billing review, Yuma County Health Department inspections, supervisor meal service inspections and independent dietary analysis of menus."

All menus are prepared and approved by a registered dietitian with Trinity Services Group, who ensure each meal provides an appropriate amount of protein per day based on age and gender, as well as other nutritional concerns.

"The registered dietitian approves all menus prior to service and annually thereafter," YCSO officials said. "All menus are analyzed to confirm that they provide a nutritionally adequate diet for incarcerated persons. As written and analyzed, the menus satisfy the Recommended Dietary allowances and Dietary Reference intakes for major nutrients required per the National Academy of Science - National Research Council."

Providing appropriate nutrition is part of ensuring the civil rights of each inmate are upheld, YCSO officials said.

YCSO "is dedicated to ensuring the inherent rights of those committed into custody. Adequate food is a basic human need, and the provisions of this standard protect prisoners' Eighth and Fourteenth Amendment rights."

In addition to protecting the rights of the inmates, providing nourishing food on a regular schedule allows the jail to run more smoothly overall.

"Leaving litigated rights to the side, bad or insufficient food is also a flash point for conflict in prisons and jails," YCSO officials said. "Complaints about inadequate food have historically been a common cause of prison and jail disturbances across the nation. Serving ample portions of decent and healthy food keeps tensions lower in prisons and jails."

## Partnerships for Job Placement

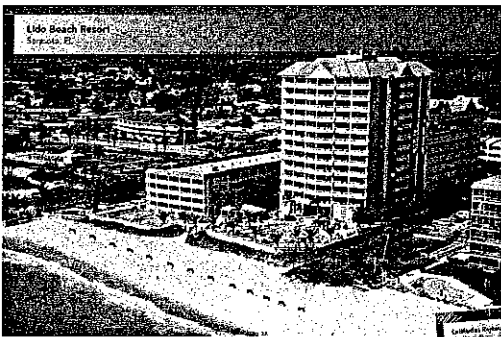
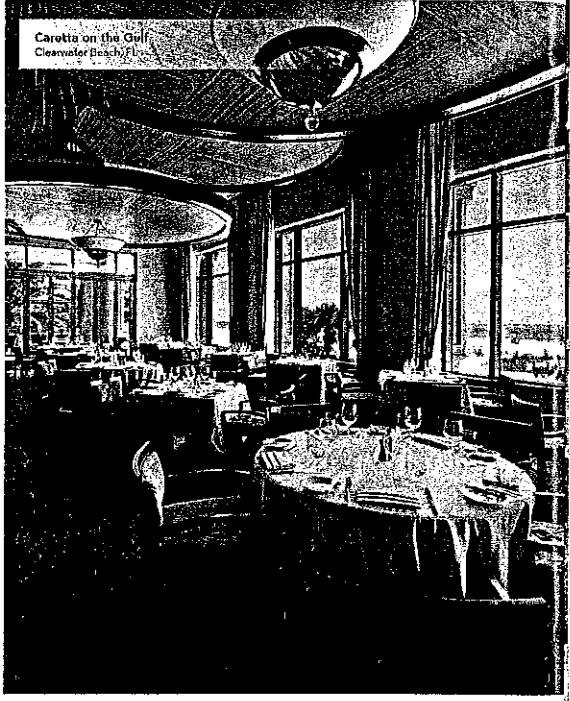

Our Partnership with Ocean Properties, one of the nation's largest hotel and resort management companies, provides a wide array of career opportunities across the country. Ocean Properties operates more than 100 hotels with brands such as Marriott, Hilton, Intercontinental and more. **Qualified graduates of the Trinity WORK FEED SUCCEED program are accepted to interview for open positions at Ocean Properties after their release.**

the art of fine dining.

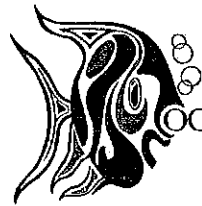
An important element of any successful hotel or resort experience is the soul-satisfying delight of fine dining. Many of Ocean Properties' on-site restaurants are proud possessors of AAA 4-Diamond ratings for their outstanding food, excellent service and distinctive ambiance.

- LATITUDES AT SUNSET KEY GUEST COTTAGES IN KEY WEST, FLORIDA\*
- THE RANCHERS CLUB AT CROWNE PLAZA ALBUQUERQUE, ALBUQUERQUE, NEW MEXICO\*
- CARETTA ON THE GULF AT SANDPEARL RESORT, CLEARWATER BEACH, FLORIDA\*
- STEWMAN'S LOBSTER POUND IN THE BAR HARBOR REGENCY HOTEL & MARINA, BAR HARBOR, MAINE
- BOSTON'S ON THE BEACH/50 OCEAN, DELRAY BEACH, FLORIDA
- LATITUDES WATERFRONT IN WENTWORTH BY THE SEA, NEW CASTLE, NEW HAMPSHIRE
- LA BELLA VITA RISTORANTE AT THE HARBORSIDE HOTEL & MARINA, BAR HARBOR, MAINE
- LA BELLA VITA RISTORANTE AT THE SAGAMORE RESORT, BOLTON LANDING, NEW YORK

\*AWARD WINNING AAA 4-DIAMOND RATED RESTAURANTS







Ocean properties, Ltd.  
Hotels and Resorts

February 11, 2015

To Whom it May Concern:

Ocean Properties, LTD, is proud of its partnership with Trinity Services Group, Inc. that works to deliver jobs for released offenders and reduce recidivism for jails and correctional facilities.

OPL is one of the largest and most dynamic privately held hotel and resort management and development companies in North America. Our award-winning portfolio includes more than 150 properties in 36 states, with 15,000 employees operating major brands such as Marriott, Hilton, Starwood and Intercontinental, as well as several independent hotels and resources. In addition to hotels, we manage and operate restaurants, golf courses, spas, marinas, boating tours, and commercial real estate.

The objective of our partnership with Trinity is to build a bridge with training, certification and life skills to provide a pathway for achievement. We believe it is important to train offenders how to do a job, but the real test is how and where those abilities transfer to success in the marketplace. Our partnership is both an opportunity and a promise for Trinity's *Work, Feed, Succeed* program graduates to interview for various qualified positions, including Food Service, Housekeeping, Maintenance, Construction, etc., at any OPL property after release.

We believe that employment is hope, and that employment reunites families. Ocean Properties and Trinity Services Group are honored to initiate this path forward, and we are deeply committed to working with correctional facilities to provide a true path to success for released offenders.

Sincerely,

Michael Walsh  
President



# **OPERATION PLAN**

# Operation Plan

Trinity's vast experience in Correctional feeding programs has refined our operating procedures such that we can efficiently and cost effectively provide a quality food service program. We have registered dietitians on staff who develop our menus and meal plans to meet county-specific dietary requirements. We have a procurement team that is in pursuit of providing quality food and supplies needed to prepare and distribute the meals. And, our management and kitchen staff is qualified and trained in the duties of meal preparations and distribution. We are confident that, together, we can establish a meal program that works within the constraints of the County's kitchen(s).

## Critical components of our Food Service Operation:

### County and National Standards

**Facility:** our Staff will use the procedures you have established as a benchmark for your operation. We will offer suggestions for improvements in cases where our own procedure may amend the security and quality of your food service operation.

**ACA:** our Standard Operating Procedures are designed, at a minimum, to meet ACA Standards.

**NCCHC:** our menu is designed to satisfy the dietary guidelines for adults and is nutritionally adequate for incarcerated adults.

**HACCP:** our Staff is trained to understand the specific hazards of food handling and the prevention necessary to ensure food safety.

### Menu Development

**Cycle Menus:** a 28-day Cycle Menu is included and was developed to meet your requested daily nutritional goals, as well as applicable standards.

**Special Diets:** menus will follow the regular menus as closely as possible with the modifications necessary to meet the specific restriction. For more complex cases or special reviews/audits, our dietitian is on call or available for direct visits to your facility.


**Holiday Meals:** per your request, three Holiday/Spirit Lifter meals will be served on your predefined days.

**Dietitians:** our Regional Dietitians design and develop our menus to provide tasty, appetizing, wholesome quality food. They will regularly review the implemented menus and will provide special diet menus and substitution guidelines as needed to satisfy the requirements of medical and/or religious diets.

**Flexibility and Variety:** we will consult with your facility for approval on any menu substitutions, as well as any requests for menu changes that could be advantageous to the operation.

**Product Specifications:** we will meet or exceed your required product standards. Our product lines are in use and successful every day, in hundreds of operations across the country.

**Production System:** NetMenu® from chord, a web-based, back-of-the-house food service management tool that enables our staff to instantly update standards and share common recipes, menus, and settings across all of our operations, as well as access nutritional information, manage inventory and purchasing, and generate production reports.



**Purchasing Programs:** our pre-established network of approved suppliers follow and meet HACCP guidelines and are fully familiar with the quality of products Trinity uses in our daily operations, as well as the frequencies of deliveries and quantities needed.

### **Sufficient Staff**

We will provide sufficient staffing to maintain an efficient, safe, and secure operation. They will supervise the inmate workers and ensure food safety parameters and kitchen sanitation standards are met. Our wage and benefit structures are designed to attract and maintain a quality workforce. Staff key components:

- District Manager Support
- Detailed Job Descriptions
- Competitive Wage and Benefit Programs
- ServSafe Training (required for all Trinity Staff)
- In-Service Training
- Human Resources Support
- Employee Recognition

### **Inmate Labor**

We will use inmates for food preparation, to serve/tray-line meals, and perform sanitation and cleaning of the kitchen, and equipment. They will be assigned a position and provided with the proper training, orientation, and supervision they need to be effective in food safety, personal hygiene, basic sanitation, food handling, etc.

### **Meal Ordering and Delivery**

Our Staff will prepare meals according to the meal count provided by the facility before each meal service. We will prepare meals using the cook-serve method; consistently portioning food items on the serving line into individual, thermal trays and load them onto appropriate meal carts for delivery by housing location. Diet trays will be labeled according to inmate, type of diet, and housing location. The Meal Delivery Schedule will be in accordance with the facility's meal serving times.

### **Staff Meals**

Staff meals will be served according to the RFP. We can collaborate with you to better understand the staff's preferences in order to provide a more robust staff meal program. We have programs available (and in use at other facilities) that include a hot/cold line with a salad bar and a cook-to-order snack bar style service.

### **Catering and Special Events**

Catering and Special Events for the County could include Breakfast, Lunch, Dinner, cookies, pastries, celebrations cakes, or a customized package. We will review the needs of each specific occasion and mutually agree on an acceptable plan and cost.

## Quality Assurance

We will prepare and serve food that meets or exceeds the terms of this proposed agreement, as well as ACA food service industry standards.

Quality Assurance factors include:

- Food Safety – portion control, temperature control, recipe adherence, and conversion
- [Computerized] Food Production System – proper meal count forecasting, preparation, and product pull schedules
- Security Procedures – log procedures for chemicals, sharps, refrigeration, keys, and utensils
- Sanitation – routine cleaning schedules, and regular inspections to monitor and correct any deficiencies
- Safety in the Workplace – open and close checklists, regular safety training meetings, and award incentives for safety champions
- Regulating Agency Compliance – inspection preparation programs and procedures
- Inventory – product accountability, proper product labeling, storage, and stock rotation – first in-first out.

In addition, we have a full complement of Policy and Procedure Manuals for use in our kitchen operations. This list includes:

- Personnel
- Employee Training
- Purchasing
- Production
- Safety

## Billing Procedures

We will prepare and forward monthly food service statements to the County. The statements will reflect the exact number of meals served. Our “transparent philosophy” translates to providing any back up material you required to ensure an easy and open audit trail exists.

## Liaison to Okaloosa County

You will receive a complete contact list of all applicable support levels in our organization. Our on-site Food Service Director will collaborate with the County to establish an emergency call-in procedure in the event of an emergency or failure to report, will become a liaison to your facility’s management team, and will attend regularly scheduled meetings with your administration, when permissible.

## Problem Resolution

Routine client surveys allow us to receive feedback on how we are doing—making sure we are in sync with your priorities. Should problems or concerns arise, we prefer to resolve them as quickly as possible to a mutual satisfaction. We will follow your established policies on complaint resolution, or together, we can develop a plan that meets with your approval.

## Review of Existing Facilities

During the walk-through, Trinity observed the equipment needed to perform the terms of this agreement. The only additional equipment that Trinity will be purchasing to improve operational efficiencies is a meat slicer.



## Sanitation

The implementation of standards for safety and sanitation in a food service program is critical to the ultimate success of the entire program. We know that your facility recognizes the importance of this aspect of the service.

The Sanitation and Safety Program must be closely monitored. The fact that the American Correctional Association (ACA) has devoted a section of the Food Service Chapter in its ACA Standards Program to this subject, underscores its importance. Municipal agencies at the city, county, state, and federal levels have developed rating systems and inspection procedures to monitor this element of food service. Our systems and procedures exceed the levels of compliance mandated by inspecting and governing agencies.

Working with the appropriate personnel at each facility, the county and district manager will establish daily, weekly, monthly, and quarterly cleaning schedules.

A sanitation program is more than cleaning schedules and without a doubt, they are a critically important element. The equipment and work

areas must be maintained at the highest level of cleanliness; however, it does not stop with the facility and its equipment.

Sanitary standards are also established for the personnel within the unit. Food-handling procedures must be initiated and monitored for:

- Receiving
- Inventory
- Rotation
- Dry, refrigerated and frozen storage
- Food transport
- Garbage removal
- Pest control
- Other elements that closely affect any food service operation

Our plan for your facility provides for a program that includes regularly scheduled cleaning, preventative maintenance, and initial and ongoing employee training that will ensure the standards implemented will continue at optimum levels.

We have included an overview of our Sanitation Program on the following pages.



**UNIT DAILY SANITATION INSPECTION**

DATE: _____	<u>TIME</u>	<u># 1 TOUR</u>	<u># 2 TOUR</u>	<u># 3 TOUR</u>
1. Cooler: Food dated, organized, and clean	_____	_____	_____	_____
2. Hand Sink w/ soap & lined Garbage Can by cooler	_____	_____	_____	_____
3. Hallway Outside Washrooms: clean	_____	_____	_____	_____
4. Staff Washroom: clean and sanitized	_____	_____	_____	_____
5. Inmate Washroom: clean and sanitized	_____	_____	_____	_____
6. Beverage Area and Kettles: clean and sanitized	_____	_____	_____	_____
7. Dish-Machine Area: trays staged/pyramided	_____	_____	_____	_____
8. Dish-Machine Floor Area: clean, trash removed	_____	_____	_____	_____
9. Dish-Machine: sides/tops clean, no item on top	_____	_____	_____	_____
10. Ledges & Plexi-glass clean in Dish Room	_____	_____	_____	_____
11. Back Dock: clean, no standing water	_____	_____	_____	_____
12. Diet Tray Area: clean tables & floors	_____	_____	_____	_____
13. Ice Machines: clean floor & ledge areas	_____	_____	_____	_____
14. Tray Line Area: Hand Sink w/ soap & trash can	_____	_____	_____	_____
15. Tray Line Area: floor, ledges, & 2 belts clean	_____	_____	_____	_____
16. Cart Area: floor clean & no standing water	_____	_____	_____	_____
17. Pot/Pan Area: floor, sink, & pot/pan clean	_____	_____	_____	_____
18. Three Compartment Sink: set up & in use	_____	_____	_____	_____
19. Cambros: be sanitized per procedure	_____	_____	_____	_____
20. Office Area: empty trash & floors clean, dust	_____	_____	_____	_____
21. Main Hallway: swept/mopped, crates stacked	_____	_____	_____	_____
22. Hot Food Boxes for Tray Line: clean & organized	_____	_____	_____	_____
23. Diet-Prep Area: no storage on table, floors clean	_____	_____	_____	_____
24. Cooler/Freezer: locked, organized, & clean	_____	_____	_____	_____
25. Prep Area/Sink: no storage on table, sink clean	_____	_____	_____	_____
26. Cooks Oven: clean, organized, no garbage	_____	_____	_____	_____
27. Dry Storage Area: locked, clean, no empty boxes	_____	_____	_____	_____
28. Reach-In Coolers: clean & organized	_____	_____	_____	_____

\* YES / NO STATUS IN BOX FOR EACH TOUR



**Opening Shift Task list** date/shift \_\_\_\_\_

initials

_____	Check paper towels dispensers	_____
_____	Check soap dispensers	_____
_____	Fill Sanitizer pails & check for 200PPM	_____
_____	Fill Dishmachine and check Sanitizer 200PPM	_____
_____	Record Dishwasher Sanitizer on log for that shift	_____
_____	Fill 3 compartment sinks Soap - rinse--sanitize	_____
_____	Check 3rd sink sanitizer for 200PPM	_____
_____	Record cooler and freezer temps on logs	_____
_____	Check coolers for leftovers--	_____
_____	All ___ Leftovers labled properly (3 days us by date)	_____
_____	In 4 inch pans and covered	_____
_____	Verify Cool down log for that item is complete	_____
_____	Grab markers	_____
_____	Grab Thermometer	_____
_____	Grab test strips	_____
_____	Food temped as it is finished cooking	_____
_____	All itmes in warmer are timed and temped	_____
_____	Check trays for west nesting	_____
_____	Check pans for wet nesting	_____
_____	Mop heads are clean	_____
_____	Portions to start with are counted	_____
_____	Progressive back up is set up	_____

Note: initialling a specific line means you personally checked that item for completeness.



**Closing Shift Task list** date/shift \_\_\_\_\_

	initials
_____ Production records completed -ASAP line is finished	_____
_____ All Staged product is labeled and dated	_____
_____ All towels are in sanitizer or laundry bag for cleaning	_____
_____ All floors swept and mopped	_____
_____ Mop heads clean and hanging properly	_____
_____ Freezer and cooler temps logged	_____
_____ Dining room tables and seats are spotless	_____
_____ Juice machine and coffee maker are cleaned	_____
_____ Juice machine nozzes are being sanitized	_____
_____ No Scoop being stored in ice bin	_____
_____ Cool Down sheet for each item in process or finished	_____
_____ <b>RETURN</b> markers	_____
_____ <b>RETURN</b> Thermometer	_____
_____ <b>RETURN</b> test strips	_____
_____ All tools checked back in	_____
_____ All coolers swept and mopped -Freezer swept only	_____
_____ Store room swept anf mopped	_____
_____ All ovens have been wiped out	_____
_____ Warmers are shut off and wiped out	_____
_____ Floor drainsand screens are clean and food free	_____
_____ Communicate to next shift any issues-verbal or written	_____

Note: initialling a specific line means you personally checked that item for completeness.



### **Detailed cleaning schedule**

Monday

*AM & PM Back dock is swept, hosed and organized*

*AM crew---Hoods are wiped off -inside and out*

*All brass pipes are polished ( Dishroom, pot sink, serving line, drinks )*

*AM crew---Hood filters get cleaned and returned*

Tuesday

*AM -Deep cleaning on **All** Ovens -inside and out*

*PM crew Hoods are wiped off -inside and outside*

*AM & PM Back dock is swept, hosed and organized*

*All brass pipes are polished ( Dishroom, pot sink, serving line, drinks )*

*PM crew---Hood filters get cleaned and returned*

Wednesday

*AM & PM Back dock is swept, hosed and organized*

*AM crew---Hoods are wiped off -inside and out*

*All brass pipes are polished ( Dishroom, pot sink, serving line, drinks )*

*AM crew---Hood filters get cleaned and returned*

Thursday

*AM -Deep cleaning on **All** Ovens -inside and out*

*PM crew Hoods are wiped off -inside and outside*

*AM & PM Back dock is swept, hosed and organized*

*All brass pipes are polished ( Dishroom, pot sink, serving line, drinks )*

*PM crew---Hood filters get cleaned and returned*

Friday

*All brass pipes are polished ( Dishroom, pot sink, serving line, drinks )*

*AM & PM Back dock is swept, hosed and organized*

*AM & PM crew---Hoods are wiped off -inside and out*

*AM crew -Base boards in whole dining room cleaned*

*PM crew Base boards in whole kitchen get cleaned*



## Monthly Deep Cleaning Schedule

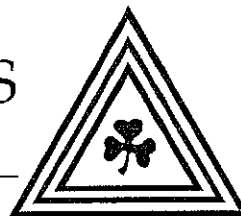
**MONTH:**

**YEAR:**

Equipment	DAY OF THE MONTH																														
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
<b>Dish Machine</b>																															
Cleaning Days		X			X			X			X			X			X			X			X			X			X		
Completed																															
<b>Ovens</b>																															
Cleaning Days				X						X							X								X						
Completed																															
<b>Tilt Tops</b>																															
Cleaning Days	X							X							X								X						X		
Completed																															
<b>Grills</b>																															
Cleaning Days			X							X							X							X							
Completed																														X	
<b>Fryers</b>																															
Cleaning Days						X						X								X							X				
Completed																															
<b>Coolers</b>																															
Cleaning Days	X			X			X			X			X			X			X			X			X			X		X	
Completed																															
<b>Freezers</b>																															
Cleaning Days		X			X			X			X			X			X			X			X			X			X		
Completed																															
<b>Dry Storage</b>																															
Cleaning Days					X					X					X					X					X					X	
Completed																															
<b>Chemical Room</b>																															
Cleaning Days	X							X							X								X						X		
Completed																															
<b>Office</b>																															
Cleaning Days					X									X										X							
Completed																															
<b>Utility Area</b>																															
Cleaning Days			X					X				X					X						X					X			



# TRINITY SERVICES GROUP, INC.



## Sanitation and Equipment Cleaning Manual

### OBJECTIVE:

The goal of a successful correctional food service operation is to serve acceptable, nutritious, wholesome, and safe meals. To be safe, the food must be handled properly under recommended sanitation procedures, before, during and after delivery to the serving area.

A daily/weekly systematic inspection of all areas in the food service unit will enable managers and associates to stop bad practices before they become habits. Maintenance of proper cleaning schedules is essential to a clean sanitary operation. The manager/supervisor must constantly be aware of their responsibility in all the following areas. The daily/weekly systematic inspection will serve as a constant reminder. Areas of concern are:

1. Food preparation areas and all equipment.
2. Storage areas including all dry, refrigerated and frozen areas.
3. Service areas and food holding equipment.
4. Personnel covering all areas, as required by Federal, state or city regulations dealing with health and disease control, personal cleanliness, as well as company policies and procedures.

Food poisoning/contamination, cross infection, food spoilage and insect and rodent infestation are a constant danger. Sanitary techniques must be observed in handling food, utensils and serving items. Associates must understand that because they handle food products they must not contaminate them. Food handlers must be free from any communicable diseases or infections and they must be clean and work clean. Surfaces of equipment in the food preparation, storage and serving areas must meet certain standards of cleanliness, which are:

1. **PHYSICALLY CLEAN:** Absence of visible soils-friction free.
2. **CHEMICALLY CLEAN:** Absence of soap and chemical residues.
3. **BACTERIOLOGICALLY CLEAN:** Absence of organism capable of causing food poisoning or spoilage.
4. **ECTOMOLOGICALLY CLEAN:** Absence of insects and rodents.
5. **OSOMOLOGICALLY CLEAN:** Absence of noxious odors that might migrate from food areas and cause annoyance or discomfort.

A clean, neat location is essential to the preparation of wholesome food. A planned program of cleaning will help ensure good housekeeping. Schedule a time for each procedure, outline it clearly and assign an associate to execute it. Procedures fall into daily, weekly and periodic categories.

In addition, for purposes of these sanitation standards, potentially hazardous food shall be defined as: any food that consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, or other ingredients in a form capable of supporting rapid and progressive growth of infectious or toxigenic microorganisms.

**A. Food Service Associates:**

All associates engaged in food service will maintain high standards of health and personal hygiene.

1. Outer clothing, including uniform, apron and shoes must be clean and appropriate.
2. Hair restraints (caps or hairnets) must be worn while on duty. Hairnets must be worn for hair length longer than 1 inch below the nape of the neck. Hair sprays and headbands are not effective hair restraints. For those with beards longer than 1 inch, use of beard guard is mandatory.
3. Associates shall communicate with their supervisor regarding individual health problems and avoid spreading disease or illness. All associates working in food service areas who show symptoms of illness or who have an open lesion will be temporarily relieved of their duties until the condition is no longer present.
4. Associates should be aware of and exhibit desirable personal habits and action at all times. Examples are:
  - Frequent hand washing at appropriately equipped hand sinks.
  - Keep fingernails short and clean. Colored nail polish must not be worn.
  - Avoid wearing heavy, dangling jewelry at work. Simple wedding bands, earstuds and watches are permitted.
  - No smoking in preparation and serving areas is permitted.
  - Handle all trays and serving utensils by handles, or outer rim to avoid contact with the eating surface.
  - When serving food avoid direct hand contact by using appropriate tongs, forks, spoons, or disposable gloves.
  - Use tasting spoons in an appropriate manner.
  - Never sit on counters or tabletops.
  - Leave personal belongings (clothing, books, etc.) outside of the preparation or service area.

**B. Safe Food Procurement:**

Purchase only high quality safe and wholesome food from approved suppliers.

1. Purchase fresh meats, poultry, eggs, and dairy products from reputable vendors who provide adequate storage facilities and delivery service.
2. Meat and poultry should contain the State or Federal inspection seal, milk must be pasteurized Grade A and eggs should have clean unbroken shells. Frozen egg products shall be pasteurized.
3. Do not accept donations of home-canned foods, salad mixtures, custards, cream-filled pastries, or other potentially hazardous foods.
4. When receiving or checking in supplies do not accept spoiled products if this can be detected. Containers of canned foods should not have corroded seams, budes or dents.
5. Purchased frozen foods must be in the frozen solid state.



### C. Food Handling in The Pre-Preparation Phase:

All food must be handled as if it were a potential source of food borne illness. Therefore, the period before actual preparation and service is of extreme importance. Techniques are to be used which prevent the spread of disease and infection while maintaining a high quality product.

Do not allow meat, fish, poultry, and egg products to remain standing at room temperature for any length of time except as necessary during preparation.

1. Wash all fresh fruits and vegetables thoroughly before cooking or serving raw. If infection is suspected, allow the vegetables to soak in cold, salted water for about 20 minutes.
2. Wash poultry thoroughly before cooking. To prevent cross-contamination, wash and sanitize all sinks, tables and other equipment used in poultry preparation before other foods contact these surfaces.
3. Milk and cream products are to be kept and served from the original containers in which they are delivered.
4. Do not serve any food that appears spoiled, tainted, or fermented.
5. Do not serve any food that you know has been temperature abused, even though it looks and smells all right.
6. During necessary preparation periods, food should not be held at room temperature longer than two hours.
7. Prepare sandwiches and salads from chilled ingredients.

### D. Safe Food Storage:

#### 1. Cold Food Storage

Proper temperature is one of the most effective ways to prevent bacterial growth. Bacteria multiply tremendously fast between 40 degrees F. and 140 degrees F. Therefore, keep cold food stored at 40 degrees F. or below until served. Other specific applications of cold temperature control are:

- Thaw frozen food in a refrigerator at 40 degrees F. or below or in its original wrap in cold running water at 70 degrees F. or below, allowing adequate thaw time. **DO NOT THAW FOOD AT ROOM TEMPERATURE.** Many foods can be cooked directly from the frozen state, resulting in slightly increased cooking time. Thawed foods are not to be refrozen but planned for use in preparation. Leftovers should be refrigerated immediately. Destroy left over food if discolored, off-odor, or mold is apparent.
- To properly chill a hot prepared mixture, transfer the substance into two inch deep pans and refrigerate immediately, allowing adequate space between pans. Do not stack pans. After initial cooling, cover the pans. Frequent stirring or agitating a cooling mixture, placing the product in a blast freezer or on ice or in ice water will hasten the drop in temperature. Potentially hazardous foods shall be chilled to 40 degrees F. or below within four hours or less.
- Store foods in the refrigerator at least eight inch above the floor on plastic or stainless steel pallets, shelving units or on mobile racks.
- In the refrigerator do not place raw foods directly over cooked ones, thus preventing cross-contamination.
- Cover or wrap food stored in the refrigerator and/or freezer. Also label and date all containers.
- Do not re-use single -use plastic containers to store food in the refrigerator or freezer.

## 2. Dry Storage For Staples And Canned Goods Generally Not Requiring Refrigeration

Store foods not requiring refrigeration in clean, well-ventilated areas, having smooth and easily cleaned floors, walls and ceilings. Do not store foods under drains, sewer pipes or water lines. Leakage or condensation from pipes may contaminate the stored food products

- For best quality a temperature of 70 degrees F. is recommended in the storeroom. Long term canned food storage areas should be 70 degrees F. or below. In the winter, do not allow the area to reach below 50 degrees F. Canned food quality will suffer if allowed to freeze.
- When original containers or bags of dry bulk foods, such as sugar and flour, are opened, they should be emptied into clean metal or plastic bins on dollies or casters. Other boxed, packaged, bottled, or canned items should be stored on shelving at least eight inches off the floor.
- Develop an inventory control system whereby stock is dated or numbered when received and placed so that older stock will be issued and used first.
- Pallets, for storage, shall be clean. Store foods on plastic or stainless steel pallets, shelving units or mobile racks at least eight inches above the floor.

## 3. Frozen Food Storage:

Store frozen foods at -10 degrees F. to 0 degrees F.

- For best quality, cover, label and date all frozen food packages.
- Use thawed frozen foods immediately. Do not refreeze thawed frozen foods. Re-freezing food after thawing should be avoided to prevent the possibility of spoilage and the loss of flavor and nutritive value.
- Leftovers may be frozen, if they are properly wrapped, labeled, and dated. This prevents freezer burn and preserves quality.
- Store food at least eight inches off the floor on plastic or stainless steel pallets, shelving units or on mobile racks.
- Store food compactly together to eliminate loss of moisture.
- Ordinarily, defrosting the freezer twice a year is sufficient. Defrost when the frost becomes more than 1/2 inch thick on the sides or on the coils or around the door.
- Freezer burn has been a significant problem in the past. Freezer burn is caused by loss of moisture (dehydration by sublimation) on the surface of a food product. The two most common causes of surface dehydration are partial defrosting and re-freezing of a frozen product and/or wrapping in such a way that air comes in contact with the food.



#### E. Production of Cooked Foods:

Temperature monitoring is again the chief defense in preventing bacterial growth, but time is also a consideration. Temperatures of potentially hazardous foods shall be 140 degrees F or above and 40 degrees F or below.

- In planning production time for the service of hot food, keep time between cooking, serving to a minimum.
- Cooked mixtures in large containers cook more evenly with frequent stirring.
- Putting lids on cooking mixtures retains steam and enables a higher temperature to be reached.
- Keep a sample tray of all meal components in the refrigerator for 72 hours. In case of food borne illness these samples will be tested.
- Refrigerated leftovers promptly in smaller pans to assure rapid cooling. Pan depth should be no greater than 4 inches. Cover, clearly label and date all products.
- No whole turkeys are to be stuffed because heat penetration is slow into the center of the stuffing. Prepare and heat the stuffing separately.
- Foods requiring cooking shall be heated to a uniform internal temperature of at least 150 degrees F.
- For leftovers and reheated foods, heating shall be done rapidly and uniformly to 165 degrees F minimum. Do not attempt to reheat potentially hazardous food in a steam table or hot food cart. THIS IS UNSAFE.
- Pocket thermometers or pyrometers shall be provided and used regularly to ensure that adequate internal temperatures are reached and maintained.
- All food contact surfaces used in the preparation and/or service of food are to be cleaned and sanitized before use, and cleaned after each meal. Disposable cloths and detergent with disinfectant are recommended for cleaning food contact surfaces.
- Cutting boards are to be constructed of seamless, nonporous material and must be NSF approved. Wooden cutting boards are not allowed.
- Due to salmonella associated food borne illness in eggs and hard cooked eggs are to be cooked thoroughly until both; the white and the yolk are firm. Thus, if any salmonella are present, they will be killed. Recipes, such as salad dressings, that have raw egg, as an ingredient should be modified. Pasteurized whole eggs and/or egg whites should be substituted in these recipes.



**R Transporting Food for Service:**

The objective is to maintain food quality and proper temperatures and prevent contamination during transport and service.

1. Use appropriate equipment for transporting hot foods or cold foods.
2. Keep containers tightly closed and covered to prevent contamination by dust, insects, animals, loss of heat, or warming of chilled foods.
3. Containers should be cleaned and sanitized after each use. Carts and trucks used in the transport of food must be cleaned daily. Any spills must be cleaned up immediately.
4. During the holding process, potentially hazardous food should be kept at an internal temperature of 40 degrees F (cold food) or below or at an internal temperature of 150 degrees F or above (hot food). Holding time shall be kept to a minimum.
5. Food service staff must check food temperatures at the point of service at least three times during the meal service period to ensure compliance.
6. Trucks or vans used for delivery are to be enclosed, clean and in good condition. Trucks used for food deliveries are not to be used for any other purpose.
7. During service, prevent food from contamination by utilizing sneeze guards and steam table pan covers.
8. Cold foods, including milk must be refrigerated as specified, until service begins. .
9. Use tongs, ladles, spoons or scoops for serving food. When practical, use new plastic disposable gloves to protect food from contamination from hands. NOTE: Use of plastic disposable gloves does not eliminate the need for frequent hand washing. Soiled gloves must be promptly discarded.
10. Late meals are to be held under refrigeration or in appropriate equipment, covered until service. Proper service temperature is required.

**EQUIPMENT CLEANING PROCEDURES**

The proper cleaning and sanitizing of equipment in any food operation is a vital element in preventing food borne illness and is a key leading to proper equipment maintenance.

The attached "procedures" describe in detail the various steps necessary to properly clean and sanitize various pieces of equipment used in the vast majority of food service operations. Following the instructions on the attached guides will ensure a clean and safe work environment.



## SANITATION AND EQUIPMENT CLEANING MANUAL

### TABLE OF CONTENTS

1. Dishwasher Operation - Cleaning Procedure
2. Manual Can Opener
3. Mobile Utility Carts
4. Ice Machine
5. Cres Cor Insulated Cabinets
6. Floors
7. Grease Trap
8. Light Fixtures
9. Mop Buckets
10. Mops
11. Ovens
12. Removable Hood Filters
13. Reach-In Coolers
14. Rotary Oven
15. Salad Bar
16. Salad Bar Containers
17. Serving Utensils
18. Hobart Slicer
19. Stainless Steel Tables
20. Steamers
21. Steam Jacketed Kettles
22. Tilt Skillet
23. Vertical Mixer
24. Walls
25. Tables and Chairs
26. Walk-In Cooler
27. Grill
28. Deep Fat Fryer

## Security

Trinity recognizes the obvious importance of maintaining control and security of each correctional facility we occupy. Throughout the years, we have developed a comprehensive Security Procedures and Policies Program including:

- Contraband
- Tool control
- Key control
- Trash checks
- Taking of hostages
- Planned assaults
- Rumors (convey to institution)
- Shakedown procedures

For your review, we have included excerpts from the Operational Manual for Correctional Institutions, which illustrates a portion of our standard policies and procedures. Our standard security policies and procedures will be tailored to incorporate your specific needs.

## Security Rules and Regulations

The Food Service Director will be responsible to the superintendent for all aspects of kitchen security and will:

- A. Instruct, train, and ensure that subordinate employees become fully aware of the requirements for proper supervision and security in inmate/employee, knife, spice, sugars, extract, and yeast control.
- B. Ensure that kitchen knives are code marked and locked away in a secure cabinet when not in use; are counted and checked when the kitchen is opened in the morning, after the noon meal, and at the close of the kitchen in the evening. A certificate to this effect is to be submitted to the security officer at the close of each day's business. Any deficiencies must be reported immediately upon discovery to the security officer.
- C. Ensure at all times that spices, sugar, extracts, and yeast are handled only by subordinate staff, excluding inmates, and that the item(s) in question are issued only for immediate use and returned after each use to the secured, locked storage unit.
- D. Ensure that the inmates/employees in the kitchen are properly instructed and supervised, and that any misbehavior or breach of rules or regulations by an inmate is immediately reported to the security officer.
- E. Ensure all keys required for use in the kitchen are carried by staff. Never allow keys to be used by, or be in possession of, inmate kitchen help.
- F. In the interest of the institution's security and to protect the safety of staff and employees, refrain from doing any personal favors or becoming involved in any business transactions with inmates.
  - Do not convey any written or verbal messages from or to any inmate.
  - Do not convey any parcel or package to or from an inmate.
  - Any such requests from whatever source as mentioned above shall be reported immediately to the institution security officer or other senior institutional staff member available.
- G. Instruct subordinate employees to refrain from conversation with inmates that involve details of their personal or family life or their financial activities. Many inmates have liaisons with organized crime on the outside who would use this information to apply pressure when possible.



- H. Instruct the civilian staff to immediately report all rumors of inmate unrest or activity to the food service director, or in his/her absence, to the chief of operating security. Rumors are important, and the personal safety of an informant can be jeopardized by an indiscreet report to the wrong echelon of the corrections staff.
- I. Require all staff to maintain a high level of professional decorum in the kitchen, requiring that staff to:
- Refrain from the use of inmate slang in conversations.
  - Enforce all rules with all inmates uniformly.
  - Answer all inmate questions honestly, and directly (briefly) without apology or attempt to mislead.
- J. Require all staff to keep their book work current. Staff must:
- Keep work reports up to date. Because work reports go to the parole board, they are very important to the inmate.
  - Complete disciplinary reports when necessary and do so accurately because inmates lose "good time" (or reduced sentence credit) when they receive written disciplinary reports.

## **Contraband Prevention**

Trinity advises all food service staff that they are to abide by the facility rules regarding entering the facility, and how to behave and conduct themselves while working in the jail environment. We are guests in your facilities, and as such we know that we are subject to the applicable penalties associated with violating any rules set forth by the Authority. As a subset of the facility rules, Trinity maintains our own associate handbook and training modules that cover several aspects of the subject of contraband. We suggest employees minimize the personal items they bring in to the kitchen as much as possible.

Our Staff will supervise inmates in conjunction with kitchen officers to minimize the opportunity for them to take items from the kitchen areas into the housing areas. Keeping things locked, routine inventories of small wares, chemicals, etc. also helps maintain accountability of contraband type items.

Deliveries are inspected by our staff to ensure no foreign items are brought into the food services areas. Any incidents are reported immediately to the facility Administration.

## Tool Control

All Class A and Class B contraband shall be kept in a shadow box and/or closely controlled storage. (Shadow boxes will be inventoried into a bound log book three times a day.) Secured storage area will be inventoried daily.

### Class A Contraband:

**(Any tool or item that will assist in an escape)**

- Knives
- Cleaver
- Band saw blade
- Blades from a bread slicing machine
- Vertical cutter blade
- Food cutter blade
- Cutting parts from the meat grinder
- Gasoline or other explosives
- Acid

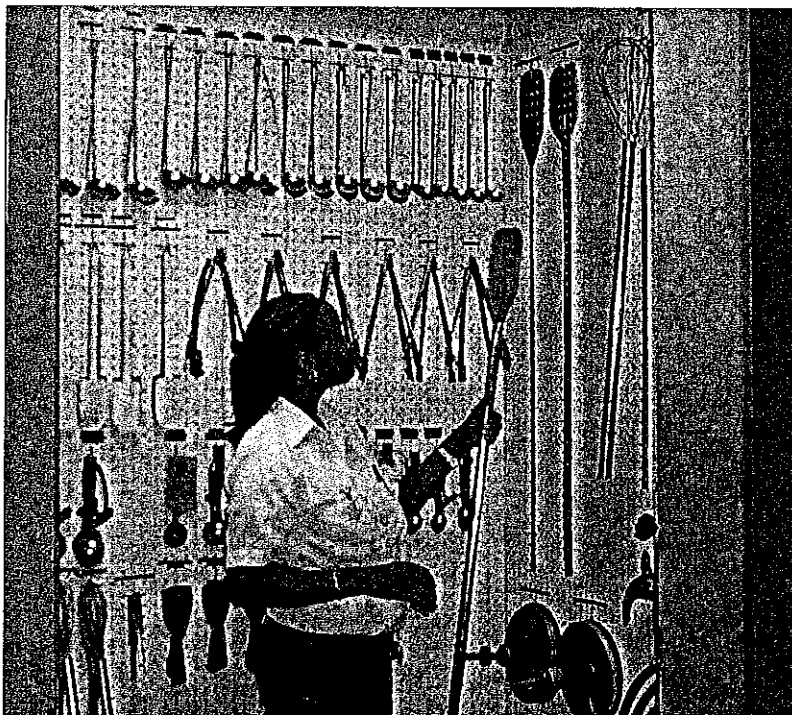
### Class B Contraband:

**(Tools that can become weapons)**

- Hammers
- Serving utensils
- Screwdrivers

A knife and tool cabinet equipped with a shadow board and adequate locking device shall be conveniently located in the Food Services Department. All hazardous knives and tools will be marked with an identification symbol. A complete and accurate inventory will be maintained in duplicate. One copy will be kept in the Food Services Department and another in the Chief Correctional Supervisor's office. Local institutional policy might also require that a copy of the inventory be kept in the central tool room.

The Food Service Director will survey and properly dispose of all broken or worn out tools and arrange for their replacement. When a knife or tool is lost or misplaced, the Food Service Manager and Chief Correctional Supervisor shall be notified immediately. An inmate who may have had access to the tool will be held in the department until a thorough search has been made. A written, dated report to the Chief Of Correctional Supervision will be made covering the details of the loss of tool or knife.





## Tool Control Chart

- A Tool Control Chart, similar to the example in this section, must be kept current at all times. The following information **must** be on the form:
  - **Date.** Enter the current date. In large institutions, when more than one form is needed, the shift number is to be listed.
  - **Tool Description.** Every Class A and Class B contraband tool is listed, with the correct number inventoried.
  - **Quantity received.** Enter the quantity issued to each inmate.
  - **Time Out.** Enter the exact time the tool is issued.
  - **Time In.** Enter the exact time the tool is returned, locked in storage.
  - **Inmate Receiving.** Enter the inmate's name and institution number.
  - **Issued By.** The person issuing the tool must sign the chart each time the tool is given out.
  - **Closing Inventory Signature.** The person performing the closing (final) inventory of the day or shift, must sign (include time), acknowledging receipt of all tools.
  - **Officer's Signature.** The institution's officer verifying the closing inventory must sign, confirming receipt of all tools.

Once completed, the form is filed in a three-ring binder, which is stored in a secure place within the food service office.

This form does not replace the shadow box inventory log book or the daily secure storage inventory. All three forms are to be used to ensure security at all times.

**FOOD SERVICE TOOL CONTROL CHART**

Date: \_\_\_\_\_

DESCRIPTION OF TOOL	QUANTITY	TIME OUT	TIME IN	INMATE RECEIVING	ISSUED BY
French Knife					
Butcher Knife					
Pantry Knife					
Meat Fork					
Honing Steel					
Potato Peeler					
Dough Cutter					

Closing Inventory: \_\_\_\_\_ Officer's Signature: \_\_\_\_\_



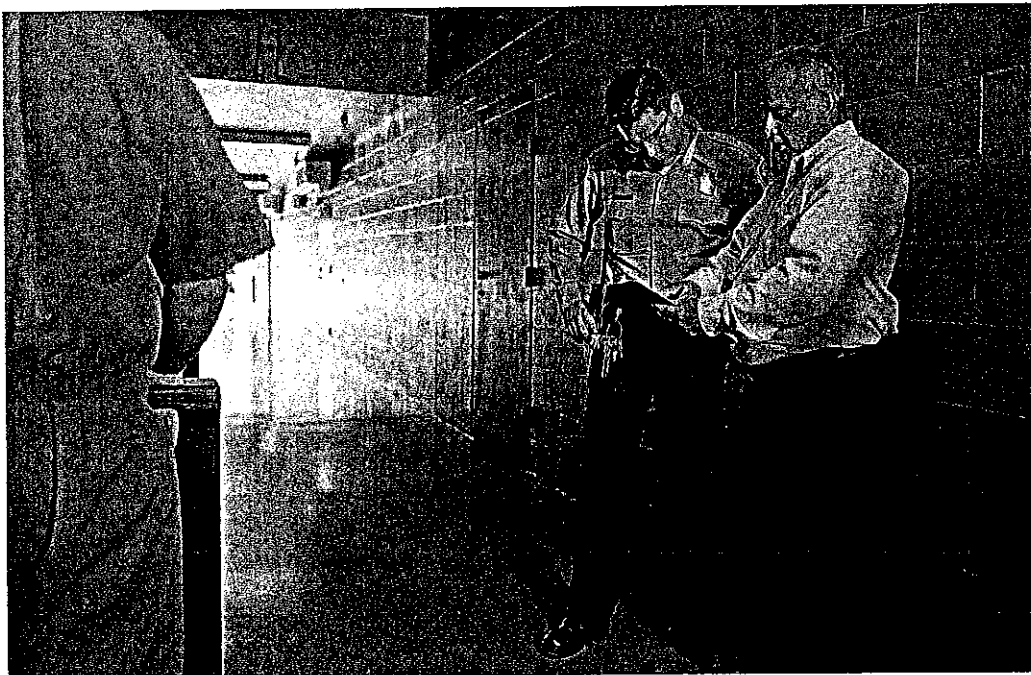
## Hot Items

All of the following commodities must be closely controlled, by keeping them in secure storage, because the inmate population has developed a use for them that could jeopardize health and security.

- Coffee
- Sugar
- Extracts
- Nutmeg or spices of saffron flower
- Caustic spices
- Waterproof polyethylene bags (bread bags)
- Hallucinogenic materials (glue, gasoline, solvents)
- Yeast (Yeast is handled and disbursed only by a food service staff member. It is kept under close supervision until it is incorporated into the item being prepared. A metal box with a secure lock is provided, in a refrigerated area, for yeast storage. An inventory record is kept in the box, indicating date and quantity of issue, recipients, the balance on hand, and the initials of the supervisor making the entry.)

The statement of principle given at the beginning of this manual clearly places full responsibility for custody and security on all food service personnel. This is an underscored obligation that cannot be disregarded or delegated. Under no circumstance shall a food service employee fail to take proper correctional action. Neglect in this respect is considered a serious violation of these policies and procedures. A food service employee or his/her position in the institution does not make him/her less responsible for custody matters than the correctional officer. Situations in which a food service employee defaults on his/her custody responsibility in favor of some action to be taken by a correctional officer, are inexcusable.

Money, including small change, can be used to buy contraband from the free world. Inmates are not allowed to possess currency, and staff should not bring it into the institution, unless a secured locker is provided. Currency and credit cards must be placed in secured lockers when staff are in inmate contact areas.







# **TRANSITION PLAN**



# Transition Plan

Trinity has extensive experience in many types of transitions: moving from a self-operated food service to a contract with us, moving from one contractor to another, opening up a new facility, renovating food service areas, or moving through the ACA Accreditation process. Our transition plan accommodates your schedule and your needs.

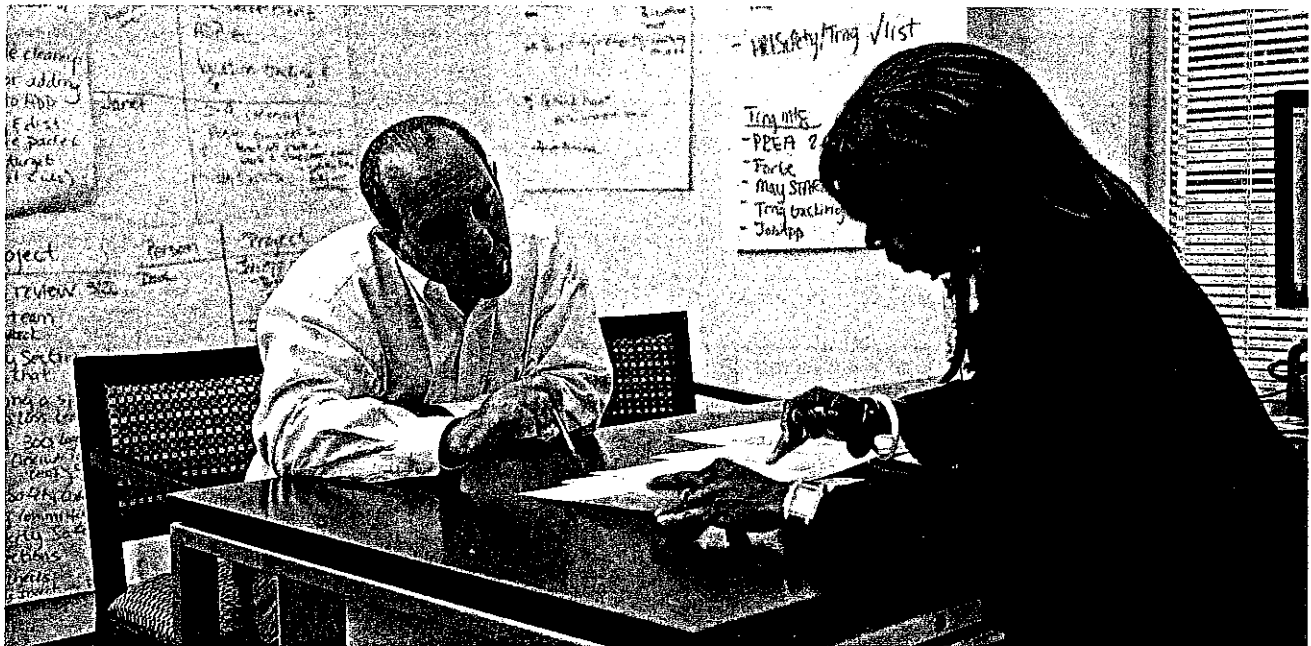
We fully understand the impact that service transitions can have on a facility. Together, we discuss all facets of the transition plan and establish the steps needed to make the transition seamless and relatively undetectable. What will be detectable, is the improved quality of service and increased levels of sanitation that we bring to your table.

We conduct a thorough review of all programs and procedures to guarantee that we are 100% in compliance with the new contract. We will work with the current food service provider to ensure a smooth transition. Should your facility want to retain the current staff, we will conduct interviews to validate their skills and experience.

Our transition and opening team will make sure the items listed on our transition plan are completed prior to opening the account. Once opened, they will stay at your facility as long as necessary to ensure all programs are securely in place and the manager is ready to continue the day-to-day operations.

## New Unit Transition Plan/Checklist

The District Manager and the applicable opening team members will use the following checklist as a guide for preparing and implementing our standard operating procedures at your facility. The timeline can be compressed or expanded to meet your schedule and needs.





## TRINITY SERVICES GROUP 4 WEEK TRANSITION / IMPLEMENTATION PLAN CHECKLIST

UNIT NAME:
UNIT NUMBER:
OPENING DATE:
DISTRICT MANAGER:

### 4 WEEKS PRIOR TO OPENING DATE

TASK	ASSIGNED TO	DATE COMPLETE	SPECIAL NOTES
Place recruitment advertisements in local newspapers, periodicals and in talentReef. Determine availability of incumbent contractor employees	DM / HR		
Review contract in detail.	DM		
Interview Management candidates. Make offer.	DM		
Contact incumbent contractor and client to review the transition schedule.	DM		
Meet with institution management to discuss the transition schedule.	DM		
Determine the primary vendor. Supply a copy of the purchasing specifications along with any special needs.	PURCHASING		
Determine what direct vendors will be used. Contact for ordering criteria and provide and necessary information.	PURCHASING		
Determine the paper supply vendor. Contact and supply with all necessary information.	PURCHASING		
Determine the cleaning supply vendor. Provide with a list of all needs.	PURCHASING		
Procure all necessary licenses and permits. Check for any Federal, State, and County and City requirements.	DM / PURCHASING		
Gather all personnel benefits information from Corporate.	DM		
Determine where interviews for recruiting will take place.	DM / HR		
Determine the Repair and Maintenance Vendor. Schedule walk-- -thru of facility to access current and future needs. Supply vendor with necessary contractual obligations.	DM		
Complete paperwork for new unit number.	DM		
Notify Dietitian we have been awarded the business and what menu is going to be used.	DM		
Inform Dietitian of any accreditations that need to be followed.	DM		

TASK	ASSIGNED TO	DATE COMPLETE	SPECIAL NOTES
Arrange relocation of all management candidates.	DM / HR		
Determine opening team members. Call each individual to assess any special needs or concerns.	DM / MGR		
Determine the source for employee uniforms. Gather all necessary information and finalize ordering procedures.	DM / PURCHASING		
Call the Trinity training director to arrange for new employee orientation and training.	DM / HR		
Call the institution training director to arrange for new employee orientation to satisfy state and contractual obligations.	DM / MGR		
Arrange for health cards and drug tests for each employee as required by the facility or the local health authorities.	DM / HR		
Call the Cleaning supply representative to schedule a walk-- -thru of the facility to determine product and dispenser needs.	DM / MGR		
Order computer hardware.	DM		
Order computer software.	DM		
Order all required administrative forms.	DM		
Interview all prospective employees'. Make offers to allow for the next two weeks as the two week notice at their previous employer. Meet with existing contractor employees.	DM / MGR		
Order all manuals etc. from Trinity Corporate Office.	DM		
Introduce the Manager to the institution.	DM		
Order any equipment as outlined in the proposal.	DM / MGR		



### 3 WEEKS PRIOR TO OPENING DATE

TASK	ASSIGNED TO	DATE COMPLETE	SPECIAL NOTES
Provide legal with copy of RFP and Proposal.	PDC		
Send copy of Contract Request Form to Legal and note time frame for delivering to client and also any unusual terms or requirements	SALES		
Finalize the opening team travel arrangements.	DM		
Determine uniform sizes and place order.	DM / MGR		
Refine specific job descriptions for Trinity staff.	MGR		
Develop specific cleaning schedules for each institution.	MGR		
Prepare specific work schedules for Trinity staff.	MGR		
Order necessary office equipment and supplies.	MGR		
Contact the institution Medical Director for a current list of diets to ensure all necessary recipes etc. are available.	MGR / REGION DIETITIAN		
Contact the institution chaplain for a list of all religious diets.	MGR / REGION DIETITIAN		
Order a phone card for the unit management.	DM		
Establish our "back-up" production staff from a pool of experienced and seasoned Trinity employees.	DM\MGR		
Establish the schedule for ordering and receiving of food supplies. Coordinate with incumbent contractor.	MGR		
Review specific security, safety and institutional policies which will need to be conveyed to our permanent and opening team members.	MGR		
Order P-Card for new manager.	DM		
Submit form to get vendor number for new manager.	DM		
Finalize Menus.	DM		
Confirm serving times for inmates and staff.	DM/MGR		
Meet with institution staff to review progress.	DM/MGR		

**2 WEEKS PRIOR TO OPENING DATE**

TASK	ASSIGNED TO	DATE COMPLETE	SPECIAL NOTES
Ensure employee training is on schedule to begin next week.	MGR / TRAIN. COORDINATOR		
Prepare opening orders and discuss any areas of concern with all pertinent vendors.	MGR / PURCHASING		
Establish preliminary production record forecasts, develop the appropriate production schedule AND COMPLETE Prep and Pull sheets for opening week.	MGR		
Review inmate requirements and current inmate work schedules at the institution.	MGR		
Create a current unit level, PBSO, table of organization to familiarize all Trinity staff with institution chain of command.	DM		
Arrange for the training of the administrative assistant.	MGR		
Create a table of organization for Trinity unit level operations.	MGR		
Prepare for the opening team a "Summary of Contractual Obligations," to help familiarize our staff with unit level operations.	DM / MGR		
Arrange for new telephone/fax lines if necessary. Assess institutions current system for adequacy.	MGR / IT TEAM		
Determine which employees need ServSafe Training.	MGR		
Order CHAT.	MGR		
Develop meal count sheets and billing sheets.	DM / MGR		
Order Red and Green Buckets.	MGR		
Arrange for emergency medical treatment. Procure necessary first aid supplies.	MGR		
All unit personnel report for 40 hour training and orientation.	MGR		
Issue uniforms to employees'.	MGR		
Establish tool control and key control systems.	DM / MGR		
Arrange to have equipment sales/service representatives present to provide training on any new or existing equipment.	MGR		
Refine emergency contingency plans. Review with institution staff.	MGR		
Develop product delivery contingency plans.	MGR		
Place all opening orders. Confirm product availability through vendor representatives.	MGR		
Confirm product delivery dates. Coordinate with incumbent contractor.	MGR		
Meet with institutional staff to review progress.	DM / MGR		



### 1 WEEKS PRIOR TO OPENING DATE

TASK	ASSIGNED TO	DATE COMPLETE	SPECIAL NOTES
Arrange for pre-opening cleaning (if necessary).	MGR		
Arrange for opening team to be on location at least 4 days prior to opening.	MGR		
Finalize inventory book/ordering system. Set up menu management system.	MGR / IT COORDINATOR		
Make final review of work schedule to ensure adequate coverage.	MGR		
Review equipment with incumbent institution staff.	MGR		
Review first week's menu with institution staff.	MGR		
Adjust production forecasts as necessary. Print recipes and production records for 1st week.	MGR		
All unit personnel report for Trinity orientation and training.	MGR / TRAIN. COORDINATOR		
Prepare the units filing system complete with files full of forms and other necessary documentation.	MGR		
Receive opening orders.	MGR		
Arrange a "dry run" for delivery vehicles to points of service.	MGR		
Conduct equipment and small wares inventory with client.	MGR		



# MENU



## Menu

Trinity's menus will meet the daily requirements specified in the RFP. In addition, we will prepare meals for traditional holidays, special medical and religious diets, and lockdown meals as required by the RFP.

If USDA donated commodity foods are provided to Okaloosa County, Trinity will work the usable portions into the menu as much as possible given caloric and nutrient values guidelines. The USDA items will be credited to the County's invoice based on the items that can be utilized.

Our Registered Dietitian, Margaret Krich, designs and develops our menus to provide tasty, appetizing, wholesome quality food. Our Dietitians will regularly review the implemented menus and will provide special diet menus and substitution guidelines as needed to satisfy the requirements of medical and/or religious diets.

## Food Product Safety and Quality

Trinity Services Group aggressively supports all procurement programs and processes in pursuit of providing the safest and highest quality product to our clients.

The Procurement team recruits, retains, and deploys qualified professionals to ensure best-in-class vendor and product certification with all stakeholders. The team monitors the cost and delivery performance through proprietary key operating indicators.

## Supplier Approval Process

Trinity has identified the safety of incoming goods as a critical point in all unit-level HACCP plans and programming. Our pursuit of vendor certification is an essential program critical to all of our operators. A fundamental requirement of our HACCP plan is that product purchases

are only from a Trinity Services Group approved supplier. All opportunity buys or "spot buys" facilitated through our distribution chains are first checked for quality. In addition, all products are USDA inspected Grade B or better. All distribution suppliers follow and meet HACCP guidelines.

The centerpiece of the Trinity vendor Quality Assurance Certification is our requirement of an independent, professional assessment of supplier facilities and operating standards, and validation of their compliance with applicable regulatory requirements to ensure compliance with Trinity expectations. A third-party-conducted "Good Manufacturing Practices," "Warehouse and Distribution Center," or "Good Agricultural Practices" audit is required to be submitted for review (the audit type is dependent upon the nature and scope of the supplier's business). Trinity quality assurance expectations are met if the supplier achieves an acceptable result.

## Vendor Complaint / Issue Resolution Process

Trinity Services Group has a dedicated and robust vendor complaint process. If a unit has an issue with a product, they are trained to reach out immediately to their District Manager. The District Manager then completes a vendor complaint form and sends to the Procurement team. Procurement then takes swift and appropriate action to investigate the complaint.

The Procurement team closely monitors the USDA, FDA, and other product safety related websites daily for product recall and withdrawal announcements. Our manufacturer and distributor partners also notify us of recalls/withdrawals.



## Minimum Food Specifications

### Meat/Seafood

*All meats, meat products, poultry, poultry products, and fish must be government inspected.*

- Beef shall be USDA inspected
- Pork shall be U.S. inspected
- Poultry shall be USDA inspected
- Seafood packed under Federal Inspection (PUFI); frozen fish must be a nationally recognized brand

### Dairy Products

*All dairy products must be U.S. government inspected.*

- Fresh eggs, USDA Grade A or equivalent, 100% candled
- Frozen eggs, USDA inspected
- Milk, pasteurized Grade A

### Fruits and Vegetables

- Fresh fruits and vegetables selected according to written specifications for freshness, quality, and color; U.S. Grade B
- Canned fruits and vegetables selected according to requirements, U.S. Grade B or Fancy. Fruits will be packed in light syrup or water
- Frozen fruits or vegetables shall be U.S. Grade B Choice or better

### Baked Products

Bread, rolls, cookies, pies, cakes, and puddings either prepared or baked on premises or purchased on a quality level commensurate with meeting USDA breakfast and lunch requirements as applicable.

### Staple Groceries

Staple groceries to be of a quality commensurate with previously listed standards.



# 28-day Cycle Adult Menu - Good Option - 2700 Calories

Trinity Services Group

OKALOOSA COUNTY FL BID 8/2016

Regular

Week 1

Thursday		Friday		Saturday		Sunday		Monday		Tuesday		Wednesday	
<b>Breakfast</b>													
Grits w/ Sugar	1 Cup	Oatmeal w/ Brown Sugar	1 Cup	Grits w/ Sugar	1 Cup	Oatmeal w/ Brown Sugar	1 Cup	Grits w/ Sugar	1 Cup	Oatmeal w/ Brown Sugar	1 Cup	Grits w/ Sugar	1 Cup
Scrambled Egg	3 WZ	Breakfast Sausage	2 WZ	Breakfast Gravy	1 Cup	Scrambled Egg	3 WZ	Breakfast Gravy	1 Cup	Grilled Turkey Ham	1 WZ	Breakfast Sausage	2 WZ
Biscuit	1 Each 1/54 Cut	Sliced Cheese	1/2 WZ	Biscuit	2 Each 1/54 Cut	White Bread	2 Slice	Biscuit	2 Each 1/54 Cut	Sliced Cheese	1/2 WZ	Pancakes	2 Each
Cottage Fried Potatoes	1 Cup	Biscuit	2 Each 1/54 Cut	Hash Browns	1 Cup	Cottage Fried Potatoes	1 Cup	Margarine	1 Tbsp	Biscuit	1 Each 1/54 Cut	Syrup	1/4 Cup
Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp	Beverage	1 Each	Hash Browns	1 Cup	Beverage	1 Each
Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each			Jelly	1 Tbsp		
										Beverage	1 Each		
<b>Lunch</b>													
Sloppy Joe	3/4 Cup	Red Chili Stew	1 Cup	Meatloaf	3 WZ	T Ham & Pinto Beans	1 Cup	Taco Mix	3/4 Cup	Country Stew	1 Cup	Burger Patty	3 WZ
Hamburger Bun	1 Each	Rice	1 Cup	Mashed Potatoes	1 Cup	Carrots	1/2 Cup	Chili Beans	1 Cup	Rice	1 Cup	Hamburger Bun	1 Each
Chili Beans	1 Cup	Mixed Vegetables	1/2 Cup	Gravy	1/4 Cup	Cornbread	1-1/54 Slice	Shredded Cheese	1/2 WZ	Green Beans	1/2 Cup	Ketchup	1 Tbsp
Carrots	1/2 Cup	Cornbread	1-1/54 Slice	Seasoned Cabbage	1/2 Cup	Iced Cake	1/54 Slice	Corn Seasoned	1/2 Cup	White Bread	2 Slice	Macaroni & Cheese	1 Cup
Cookie	1 Each	Spice Cake	1/54 Slice	White Bread	2 Slice	Beverage	1 Each	Tortilla	2 Each	Glazed Cake	1/54 Slice	Broccoli	1/2 Cup
Beverage	1 Each	Beverage	1 Each	Spice Cake	1/54 Slice			Cookie	1 Each	Beverage	1 Each	Glazed Cake	1/54 Slice
				Beverage	1 Each			Beverage	1 Each			Beverage	1 Each
<b>Dinner</b>													
Spaghetti Casserole	1 Cup	Mac & Cheese Casserole	1 Cup	Turkey Ala King	1 Cup	Chicken Patty	3 WZ	Picadillo Casserole	1 Cup	Shephards Pie	1 Cup	Enchilada Casserole	1 Cup
Broccoli	1/2 Cup	Corn Seasoned	1/2 Cup	Rice Pilaf	1 Cup	Country Cream Gravy	1/4 Cup	Pinto Beans	1 Cup	Mashed Potatoes	1 Cup	Seasoned Rice	1 Cup
White Bread	2 Slice	Cornbread	1-1/54 Slice	Peas	1/2 Cup	Cottage Fried Potatoes	1 Cup	Cornbread	1-1/54 Slice	Peas & Carrots	1/2 Cup	Chili Beans	1 Cup
Margarine	1 Tbsp	Margarine	1 Tbsp	Biscuit	1 Each 1/54 Cut	Carrots Glazed	1/2 Cup	Margarine	1 Tbsp	White Bread	2 Slice	Cornbread	1-1/54 Slice
Iced Cake	1/54 Slice	Glazed Cake	1/54 Slice	Margarine	1 Tbsp	White Bread	2 Slice	Iced Cake	1/54 Slice	Margarine	1 Tbsp	Margarine	1 Tbsp
Beverage	1 Each	Beverage	1 Each	Cookie	1 Each	Margarine	1 Tbsp	Beverage	1 Each	Spice Cake	1/54 Slice	Cookie	1 Each
				Beverage	1 Each	Glazed Cake	1/54 Slice			Beverage	1 Each	Beverage	1 Each
						Beverage	1 Each						

Proposal for Innate Food Service for Okaloosa County - RFP No. COR 75-16

Trinity Services Group

OKALOOSA COUNTY FL BID 8/2016

Regular

Week 2

Thursday		Friday		Saturday		Sunday		Monday		Tuesday		Wednesday	
<b>Breakfast</b>													
Grits w/ Sugar	1 Cup	Oatmeal w/ Brown Sugar	1 Cup	Oatmeal w/ Brown Sugar	1 Cup	Grits w/ Sugar	1 Cup	Grits w/ Sugar	1 Cup	Grits w/ Sugar	1 Cup	Oatmeal w/ Brown Sugar	1 Cup
Breakfast Gravy	1 Cup	Breakfast Sausage	2 WZ	Scrambled Egg	3 WZ	Breakfast Gravy	1 Cup	Scrambled Egg	3 WZ	Breakfast Sausage	2 WZ	Grilled Turkey Ham	1 WZ
Biscuit	2 Each 1/54 Cut	Sliced Cheese	1/2 WZ	White Bread	2 Slice	Biscuit	2 Each 1/54 Cut	Biscuit	2 Each 1/54 Cut	Pancakes	2 Each	Sliced Cheese	1/2 WZ
Hash Browns	1 Cup	Biscuit	2 Each 1/54 Cut	Cottage Fried Potatoes	1 Cup	Margarine	1 Tbsp	Cottage Fried Potatoes	1 Cup	Syrup	1/4 Cup	Biscuit	1 Each 1/54 Cut
Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp	Beverage	1 Each	Jelly	1 Tbsp	Beverage	1 Each	Hash Browns	1 Cup
Beverage	1 Each	Beverage	1 Each	Beverage	1 Each			Beverage	1 Each			Jelly	1 Tbsp
												Beverage	1 Each
<b>Lunch</b>													
Spaghetti Casserole	1 Cup	Burger Patty	3 WZ	Salisbury Patty	3 WZ	Poultry & Rice Cass	1 Cup	Country Stew	1 Cup	Chicken Noodle Casserole	1 Cup	Meatloaf	3 WZ
Carrots	1/2 Cup	Hamburger Bun	1 Each	Mashed Potatoes	1 Cup	Mixed Vegetables	1/2 Cup	Rotini	3/4 Cup	Mixed Vegetables	1/2 Cup	Macaroni & Cheese	1 Cup
White Bread	2 Slice	Pinto Beans	1 Cup	Gravy	1/4 Cup	White Bread	2 Slice	Seasoned Cabbage	1/2 Cup	White Bread	2 Slice	Mixed Vegetables	1/2 Cup
Cookie	1 Each	Coleslaw	1/2 Cup	Broccoli	1/2 Cup	Cookie	1 Each	Cornbread	1-1/54 Slice	Iced Cake	1/54 Slice	Biscuit	1 Each 1/54 Cut
Beverage	1 Each	Cookie	1 Each	White Bread	2 Slice	Beverage	1 Each	Iced Cake	1/54 Slice	Beverage	1 Each	Margarine	1 Tbsp
		Beverage	1 Each	Glazed Cake	1/54 Slice			Beverage	1 Each			Glazed Cake	1/54 Slice
				Beverage	1 Each							Beverage	1 Each
<b>Dinner</b>													
Red Chili Stew	1 Cup	Turkey Ham	3 WZ	Goulash Casserole	1 Cup	Chicken Patty	3 WZ	Mac & Cheese Casserole	1 Cup	Chili Con Carne	1 Cup	Chili Mac	1 Cup
Pinto Beans	1 Cup	BBQ Beans	1 Cup	Pinto Beans	1 Cup	Cottage Fried Potatoes	1 Cup	Peas & Carrots	1/2 Cup	Rice	1 Cup	Pinto Beans	1 Cup
Broccoli	1/2 Cup	Carrots	1/2 Cup	Carrots	1/2 Cup	BBQ Beans	1 Cup	White Bread	2 Slice	Corn Seasoned	1/2 Cup	Corn Seasoned	1/2 Cup
Cornbread	1-1/54 Slice	Cornbread	1-1/54 Slice	Cornbread	1-1/54 Slice	Hamburger Bun	1 Each	Margarine	1 Tbsp	Cornbread	1-1/54 Slice	Cornbread	1-1/54 Slice
Margarine	1 Tbsp	Margarine	1 Tbsp	Margarine	1 Tbsp	Dressing Salad	1 Tbsp	Glazed Cake	1/54 Slice	Margarine	1 Tbsp	Margarine	1 Tbsp
Glazed Cake	1/54 Slice	Spice Cake	1/54 Slice	Glazed Cake	1/54 Slice	Spice Cake	1/54 Slice	Beverage	1 Each	Spice Cake	1/54 Slice	Spice Cake	1/54 Slice
Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each			Beverage	1 Each	Beverage	1 Each





Trinity Services Group

OKALOOSA COUNTY FL BID 8/2016

Regular

Week 4

Thursday		Friday		Saturday		Sunday		Monday		Tuesday		Wednesday	
<b>Breakfast</b>													
Grits w/ Sugar	1 Cup	Oatmeal w/ Brown Sugar	1 Cup	Oatmeal w/ Brown Sugar	1 Cup	Grits w/ Sugar	1 Cup	Grits w/ Sugar	1 Cup	Grits w/ Sugar	1 Cup	Oatmeal w/ Brown Sugar	1 Cup
Breakfast Gravy	1 Cup	Breakfast Sausage	2 WZ	Scrambled Egg	3 WZ	Breakfast Gravy	1 Cup	Scrambled Egg	3 WZ	Breakfast Sausage	2 WZ	Grilled Turkey Ham	1 WZ
Biscuit	2 Each 1/54 Cut	Sliced Cheese	1/2 WZ	White Bread	2 Slice	Biscuit	2 Each 1/54 Cut	Biscuit	1 Each 1/54 Cut	Pancakes	2 Each	Sliced Cheese	1/2 WZ
Hash Browns	1 Cup	Biscuit	2 Each 1/54 Cut	Cottage Fried Potatoes	1 Cup	Margarine	1 Tbsp	Cottage Fried Potatoes	1 Cup	Syrup	1/4 Cup	Biscuit	2 Each 1/54 Cut
Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp	Beverage	1 Each	Jelly	1 Tbsp	Beverage	1 Each	Hash Browns	1 Cup
Beverage	1 Each	Beverage	1 Each	Beverage	1 Each			Beverage	1 Each			Jelly	1 Tbsp
												Beverage	1 Each
<b>Lunch</b>													
Chili Mac	1 Cup	Poultry & Rice Cass	1 Cup	Meatloaf	3 WZ	Stroganoff Casserole	1 Cup	Salisbury Patty	3 WZ	Burger Patty	3 WZ	Sloppy Joe	3/4 Cup
Pinto Beans	1 Cup	Mixed Vegetables	1/2 Cup	Gravy	1/4 Cup	Green Beans	1/2 Cup	Macaroni & Cheese	1 Cup	Hamburger Bun	1 Each	Hamburger Bun	1 Each
Carrots	1/2 Cup	White Bread	2 Slice	Mashed Potatoes	1 Cup	White Bread	2 Slice	Carrots	1/2 Cup	Chili Beans	1 Cup	Oven Browned Potatoes	1/2 Cup
Cornbread	1-1/54 Slice	Iced Cake	1/54 Slice	Peas & Carrots	1/2 Cup	Iced Cake	1/54 Slice	Cornbread	1-1/54 Slice	Coleslaw	1/2 Cup	Broccoli	1/2 Cup
Glazed Cake	1/54 Slice	Beverage	1 Each	Biscuit	1 Each 1/54 Cut	Beverage	1 Each	Glazed Cake	1/54 Slice	Ketchup	1 Tbsp	Iced Cake	1/54 Slice
Beverage	1 Each			Margarine	1 Tbsp			Beverage	1 Each	Spice Cake	1/54 Slice	Beverage	1 Each
				Cookie	1 Each					Beverage	1 Each		
				Beverage	1 Each								
<b>Dinner</b>													
Turkey Tetrazini	1 Cup	Red Chili Stew	1 Cup	Spaghetti Casserole	1 Cup	Country Stew	1 Cup	Chili Con Carne	1 Cup	Turkey Ham	3 WZ	Cheeseburger Casserole	1 Cup
Mixed Vegetables	1/2 Cup	Pinto Beans	1 Cup	Green Beans	1/2 Cup	Rotini	3/4 Cup	Rice	1 Cup	Ranch Beans	1 Cup	Pinto Beans	1 Cup
Biscuit	1 Each 1/54 Cut	Corn Seasoned	1/2 Cup	White Bread	2 Slice	Mixed Vegetables	1/2 Cup	Corn Seasoned	1/2 Cup	Broccoli	1/2 Cup	Carrots	1/2 Cup
Margarine	1 Tbsp	Cornbread	1-1/54 Slice	Margarine	1 Tbsp	Cornbread	1-1/54 Slice	White Bread	2 Slice	White Bread	2 Slice	White Bread	2 Slice
Cookie	1 Each	Margarine	1 Tbsp	Iced Cake	1/54 Slice	Margarine	1 Tbsp	Margarine	1 Tbsp	Margarine	1 Tbsp	Margarine	1 Tbsp
Beverage	1 Each	Spice Cake	1/54 Slice	Beverage	1 Each	Margarine	1 Tbsp	Iced Cake	1/54 Slice	Glazed Cake	1/54 Slice	Cookie	1 Each
		Beverage	1 Each			Glazed Cake	1/54 Slice	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each
						Beverage	1 Each						

# 28-day Cycle Adult Menu - Better Option - 2500 Calories

Trinity Services Group

OKALOOSA COUNTY FL BID 8/2016

Regular

Week 1

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<b>Breakfast</b>						
Grits w/ Sugar 3/4 Cup Boiled Egg 1 Each Muffin 1 Each 1/54 Jelly 0.5 Ounce Milk 1% 1 Cup	Oatmeal w/ Sugar & Cinn 3/4 Cup Breakfast Sausage Patty 1 Each Biscuit 1 Each 1/54 Cut Jelly 0.5 Ounce Dairy Drink PC 1 Each	Grits w/ Sugar 3/4 Cup Pancakes 2 Each Turkey Ham 1 WZ Syrup 2 Each 1.5 Oz Margarine PC 2 Each Dairy Drink PC 1 Each	Oatmeal w/ Sugar & Cinn 3/4 Cup Breakfast Sausage Patty 1 Each Muffin 1 Each 1/54 Applesauce 1/2 Cup Dairy Drink PC 1 Each	Grits w/ Sugar 3/4 Cup Boiled Egg 1 Each Coffee Cake 1/54 Slice Margarine PC 2 Each Dairy Drink PC 1 Each	Oatmeal w/ Sugar & Cinn 3/4 Cup French Toast Bake 2 Each Turkey Ham 1 WZ Syrup 2 Each 1.5 Oz Dairy Drink PC 1 Each	Grits w/ Sugar 3/4 Cup Breakfast Sausage Patty 1 Each Biscuit 1 Each 1/54 Cut Jelly 0.5 Ounce Milk 1% 1 Cup
<b>Lunch</b>						
Turkey Ham 3 WZ Sliced Cheese 1 WZ White Bread 4 Slice Mayonnaise PC 2 Each Mustard PC Fancy 2 Each (1/6 Oz) Fruit 1 Each Cookie 2 Cookie Orange Drink 1 Each	Turkey Bologna 3 WZ Sliced Cheese 1 WZ White Bread 4 Slice Mayonnaise PC 2 Each Mustard PC Fancy 2 Each (1/6 Oz) Fruit 1 Each Cookie 2 Cookie Orange Drink 1 Each	Turkey Salami 3 WZ Sliced Cheese 1 WZ White Bread 4 Slice Mayonnaise PC 2 Each Mustard PC Fancy 2 Each (1/6 Oz) Fruit 1 Each Cookie 2 Cookie Orange Drink 1 Each	PB & Jelly Sandwich 2 Each Fruit 1 Each Cookie 2 Cookie Orange Drink 1 Each	Turkey Ham 3 WZ Sliced Cheese 1 WZ White Bread 4 Slice Mayonnaise PC 2 Each Mustard PC Fancy 2 Each (1/6 Oz) Fruit 1 Each Cookie 2 Cookie Orange Drink 1 Each	Chili Con Carne 1 Cup Rice 1 Cup Cornbread 1-1/54 Slice Fruit 1/2 Cup Beverage 1 Each	Stroganoff Casserole 1-1/2 Cup Collard Greens 1/2 Cup White Bread 2 Slice Spice Cake 1/54 Slice Beverage 1 Each
<b>Dinner</b>						
Country Stew 1-1/2 Cup Vegetables Mixed 1/2 Cup Cornbread 1-1/54 Slice Iced Cake 1 Slice Beverage 1 Each	Yakisoba Casserole 1-1/2 Cup Carrots 1/2 Cup White Bread 2 Slice Cake 1/54 Slice Beverage 1 Each	Burrito Filling 1 Cup Tortilla 2 Each Salsa 2 FZ Corn 1/2 Cup Fruit 1/2 Cup Beverage 1 Each	Spaghetti Casserole 1-1/2 Cup Broccoli 1/2 Cup Garlic Bread 1 Slice Spice Cake 1/54 Slice Beverage 1 Each	Salisbury Patty 4 WZ Gravy 2 FZ Mashed Potatoes 1 Cup Green Beans 1/2 Cup White Bread 2 Slice Iced Cake 1/54 Slice Beverage 1 Each	Turkey Bologna 3 WZ Sliced Cheese 1 WZ White Bread 4 Slice Mayonnaise PC 2 Each Mustard PC Fancy 2 Each (1/6 Oz) Fruit 1 Each Cookie 2 Cookie Orange Drink 1 Each	PB & Jelly Sandwich 2 Each Fruit 1 Each Cookie 2 Cookie Orange Drink 1 Each

Trinity Services Group

OKALOOSA COUNTY FL BID 8/2016

Regular

Week 2

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
<b>Breakfast</b>													
Grits w/ Sugar	3/4 Cup	Oatmeal w/ Sugar & Cinn	3/4 Cup	Grits w/ Sugar	3/4 Cup	Oatmeal w/ Sugar & Cinn	3/4 Cup	Grits w/ Sugar	3/4 Cup	Grits w/ Sugar	3/4 Cup	Oatmeal w/ Sugar & Cinn	3/4 Cup
Pancakes	2 Each	Breakfast Sausage	1 Each	Boiled Egg	1 Each	French Toast Bake	2 Each	Breakfast Sausage	1 Each	Boiled Egg	1 Each	Breakfast Sausage	1 Each
Syrup	2 Each 1.5 Oz	Patty Muffin	1 Each 1/54	Coffee Cake	1/54 Slice	Syrup	2 Each 1.5 Oz	Patty Biscuit	1 Each 1/54 Cut	White Bread	2 Slice	Patty Biscuit	1 Each 1/54 Cut
Margarine PC	2 Each	Applesauce	1/2 Cup	Margarine PC	2 Each	Dairy Drink PC	1 Each	Jelly	0.5 Ounce	Jelly	0.5 Ounce	Jelly	0.5 Ounce
Dairy Drink PC	1 Each	Milk 1%	1 Cup	Dairy Drink PC	1 Each			Dairy Drink PC	1 Each			Dairy Drink PC	1 Each
<b>Lunch</b>													
Turkey Bologna	3 WZ	Turkey Ham	3 WZ	Turkey Salami	3 WZ	PB & Jelly Sandwich	2 Each	Turkey Ham	3 WZ	Beef Patty	4 WZ	Rotini Casserole	1-1/2 Cup
Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Fruit	1 Each	Sliced Cheese	1 WZ	Coleslaw	1 Cup	Peas & Carrots	1/2 Cup
White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice	Cookie	2 Cookie	White Bread	4 Slice	Salad Carrot	3/4 Cup	Garlic Bread	2 Slice
Mayonnaise PC	2 Each	Mayonnaise PC	2 Each	Mayonnaise PC	2 Each	Orange Drink	1 Each	Mayonnaise PC	2 Each	White Bread	2 Slice	Cake	1/54 Slice
Mustard PC Fancy	2 Each (1/6 Oz)	Mustard PC Fancy	2 Each (1/6 Oz)	Mustard PC Fancy	2 Each (1/6 Oz)			Mustard PC Fancy	2 Each (1/6 Oz)	Ketchup PC	1 Each (7 gm)	Beverage	1 Each
Fruit	1 Each	Fruit	1 Each	Fruit	1 Each			Fruit	1 Each	Cake	1/54 Slice		
Cookie	2 Cookie	Cookie	2 Cookie	Cookie	2 Cookie			Cookie	2 Cookie	Beverage	1 Each		
Orange Drink	1 Each	Orange Drink	1 Each	Orange Drink	1 Each			Orange Drink	1 Each				
<b>Dinner</b>													
Sloppy Joe	3/4 Cup	Cass Ala King PGR 3	1 1/2 Cup	Spanish Rice w/Meat	1-1/2 Cup	Meatloaf Beef GR 3 NBB	4 WZ	Goulash Casserole	1-1/2 Cup	PB & Jelly Sandwich	2 Each	Turkey Salami	3 WZ
Fiesta Coleslaw	1/2 Cup	Rice	1 Cup	Broccoli	1/2 Cup	Gravy	2 FZ	Collard Greens	1/2 Cup	Fruit	1 Each	Sliced Cheese	1 WZ
Potato Salad	1/2 Cup	White Bread	2 Slice	Cornbread	1-1/54 Slice	Parsiled Potatoes	1 Cup	Cornbread	1-1/54 Slice	Cookie	2 Cookie	White Bread	4 Slice
White Bread	2 Slice	Spice Cake	1/54 Slice	Cake	1/54 Slice	Green Beans	1/2 Cup	Spice Cake	1/54 Slice	Orange Drink	1 Each	Mayonnaise PC	2 Each
Fruit	1/2 Cup	Beverage	1 Each	Beverage	1 Each	White Bread	2 Slice	Beverage	1 Each			Mustard PC Fancy	2 Each (1/6 Oz)
Beverage	1 Each					Fruit	1/2 Cup					Fruit	1 Each
						Beverage	1 Each					Cookie	2 Cookie
												Orange Drink	1 Each



Trinity Services Group

OKALOOSA COUNTY FL BID 8/2016

Regular

Week 3

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
<b>Breakfast</b>													
Grits w/ Sugar	3/4 Cup	Oatmeal w/ Sugar & Cinn	3/4 Cup	Grits w/ Sugar	3/4 Cup	Oatmeal w/ Sugar & Cinn	3/4 Cup	Grits w/ Sugar	3/4 Cup	Oatmeal w/ Sugar & Cinn	3/4 Cup	Grits w/ Sugar	3/4 Cup
Boiled Egg	1 Each	Breakfast Sausage	1 Each	Pancakes	2 Each	Breakfast Sausage	1 Each	Boiled Egg	1 Each	French Toast Bake	2 Each	Breakfast Sausage	1 Each
Coffee Cake	1/54 Slice	Patty		Syrup	2 Each 1.5 Oz	Patty		Coffee Cake	1/54 Slice	Syrup	2 Each 1.5 Oz	Patty	
Jelly	0.5 Ounce	Biscuit	1 Each 1/54	Margarine PC	2 Each	Muffin	1 Each 1/54	Margarine PC	2 Each	Dairy Drink PC	1 Each	Biscuit	1 Each 1/54
Dairy Drink PC	1 Each	Jelly	0.5 Ounce	Milk 1%	1 Cup	Applesauce	1/2 Cup	Dairy Drink PC	1 Each	Dairy Drink PC	1 Each	Jelly	0.5 Ounce
		Dairy Drink PC	1 Each			Dairy Drink PC	1 Each					Milk 1%	1 Cup
<b>Lunch</b>													
Turkey Ham	3 WZ	Turkey Bologna	3 WZ	Turkey Salami	3 WZ	PB & Jelly Sandwich	2 Each	Turkey Ham	3 WZ	Burrito Filling	1 Cup	Spaghetti Casserole	1-1/2 Cup
Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Fruit	1 Each	Sliced Cheese	1 WZ	Tortilla	2 Each	Broccoli	1/2 Cup
White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice	Cookie	2 Cookie	White Bread	4 Slice	Chili Beans	1/2 Cup	Garlic Bread	2 Slice
Mayonnaise PC	2 Each	Mayonnaise PC	2 Each	Mayonnaise PC	2 Each	Orange Drink	1 Each	Mayonnaise PC	2 Each	Salsa	2 FZ	Cake	1/54 Slice
Mustard PC Fancy	2 Each (1/6 Oz)	Mustard PC Fancy	2 Each (1/6 Oz)	Mustard PC Fancy	2 Each (1/6 Oz)			Mustard PC Fancy	2 Each (1/6 Oz)	Corn	1/2 Cup	Beverage	1 Each
Fruit	1 Each	Fruit	1 Each	Fruit	1 Each			Fruit	1 Each	Fruit	1/2 Cup		
Cookie	2 Cookie	Cookie	2 Cookie	Cookie	2 Cookie			Cookie	2 Cookie	Beverage	1 Each		
Orange Drink	1 Each	Orange Drink	1 Each	Orange Drink	1 Each			Orange Drink	1 Each				
<b>Dinner</b>													
Salisbury Patty	4 WZ	Chili Con Carne	1 Cup	Stroganoff Casserole	1-1/2 Cup	Country Stew	1-1/2 Cup	Yakisoba Casserole	1-1/2 Cup	Turkey Bologna	3 WZ	PB & Jelly Sandwich	2 Each
Gravy	2 FZ	Rice	1 Cup	Green Beans	1/2 Cup	Vegetables Mixed	1/2 Cup	Carrots	1/2 Cup	Sliced Cheese	1 WZ	Fruit	1 Each
Mashed Potatoes	1 Cup	Cornbread	1-1/54 Slice	White Bread	2 Slice	Cornbread	1-1/54 Slice	White Bread	2 Slice	White Bread	4 Slice	Cookie	2 Cookie
Broccoli	1/2 Cup	Spice Cake	1/54 Slice	Fruit	1/2 Cup	Cake	1/54 Slice	Cake	1/54 Slice	Mayonnaise PC	2 Each	Orange Drink	1 Each
White Bread	2 Slice	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Mustard PC Fancy	2 Each (1/6 Oz)		
Iced Cake	1/54 Slice									Fruit	1 Each		
Beverage	1 Each									Cookie	2 Cookie		
										Orange Drink	1 Each		

## Trinity Services Group

## OKALOOSA COUNTY FL BID 8/2016

## Regular

## Week 4

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
<b>Breakfast</b>													
Grits w/ Sugar	3/4 Cup	Oatmeal w/ Sugar & Cinn	3/4 Cup	Grits w/ Sugar	3/4 Cup	Oatmeal w/ Sugar & Cinn	3/4 Cup	Grits w/ Sugar	3/4 Cup	Grits w/ Sugar	3/4 Cup	Oatmeal w/ Sugar & Cinn	3/4 Cup
Pancakes	2 Each	Breakfast Sausage Patty	1 Each	Boiled Egg	1 Each	French Toast Bake	2 Each	Breakfast Sausage Patty	1 Each	Boiled Egg	1 Each	Breakfast Sausage Patty	1 Each
Turkey Ham	1 WZ	Muffin	1 Each 1/54	Coffee Cake	1/54 Slice	Syrup	2 Each 1.5 Oz	Biscuit	1 Each 1/54 Cut	White Bread	2 Slice	Biscuit	1 Each 1/54 Cut
Syrup	2 Each 1.5 Oz	Applesauce	1/2 Cup	Margarine PC	2 Each	Dairy Drink PC	1 Each	Jelly	0.5 Ounce	Jelly	0.5 Ounce	Jelly	0.5 Ounce
Margarine PC	2 Each	Milk 1%	1 Cup	Dairy Drink PC	1 Each	Dairy Drink PC	1 Each	Dairy Drink PC	1 Each	Milk 1%	1 Cup	Dairy Drink PC	1 Each
Dairy Drink PC	1 Each												
<b>Lunch</b>													
Turkey Bologna	3 WZ	Turkey Ham	3 WZ	Turkey Salami	3 WZ	PB & Jelly Sandwich	2 Each	Turkey Ham	3 WZ	Cass Ala King PGR 3	1 1/2 Cup	Meatloaf Beef GR 3	4 WZ
Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Fruit	1 Each	Sliced Cheese	1 WZ	Rice	1 Cup	NSB	2 FZ
White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice	Cookie	2 Cookie	White Bread	4 Slice	White Bread	2 Slice	Gravy	2 FZ
Mayonnaise PC	2 Each	Mayonnaise PC	2 Each	Mayonnaise PC	2 Each	Orange Drink	1 Each	Mayonnaise PC	2 Each	Cake	1/54 Slice	Parslled Potatoes	1 Cup
Mustard PC Fancy	2 Each (1/6 Oz)	Mustard PC Fancy	2 Each (1/6 Oz)	Mustard PC Fancy	2 Each (1/6 Oz)			Mustard PC Fancy	2 Each (1/6 Oz)	Beverage	1 Each	Green Beans	1/2 Cup
Fruit	1 Each	Fruit	1 Each	Fruit	1 Each			Fruit	1 Each			White Bread	2 Slice
Cookie	2 Cookie	Cookie	2 Cookie	Cookie	2 Cookie			Cookie	2 Cookie			Iced Cake	1/54 Slice
Orange Drink	1 Each	Orange Drink	1 Each	Orange Drink	1 Each			Orange Drink	1 Each			Beverage	1 Each
<b>Dinner</b>													
Beef Patty	4 WZ	Rotini Casserole	1-1/2 Cup	Sloppy Joe	3/4 Cup	Goulash Casserole	1-1/2 Cup	Spanish Rice w/Meat	1-1/2 Cup	PB & Jelly Sandwich	2 Each	Turkey Salami	3 WZ
White Bread	2 Slice	Carrots	1/2 Cup	Fiesta Coleslaw	1/2 Cup	Mixed Vegetables	1/2 Cup	Broccoli	1/2 Cup	Fruit	1 Each	Sliced Cheese	1 WZ
Potato Salad	1/2 Cup	Garlic Bread	2 Slice	Potato Salad	1/2 Cup	White Bread	2 Slice	Cornbread	1-1/54 Slice	Cookie	2 Cookie	White Bread	4 Slice
Beans Baked	1/2 Cup	Fruit	1/2 Cup	White Bread	2 Slice	Fruit	1/2 Cup	Cake	1/54 Slice	Orange Drink	1 Each	Mayonnaise PC	2 Each
Ketchup PC	1 Each (7 gm)	Beverage	1 Each	Cake	1/54 Slice	Beverage	1 Each	Beverage	1 Each			Mustard PC Fancy	2 Each (1/6 Oz)
Cake	1/54 Slice			Beverage	1 Each							Fruit	1 Each
Beverage	1 Each											Cookie	2 Cookie
												Orange Drink	1 Each

# 28-day Cycle Adult Menu - Best Option - 2700 Calories

Trinity Services Group

OKALOOSA COUNTY FL BID 8/2016

Regular

Week 1

Thursday		Friday		Saturday		Sunday		Monday		Tuesday		Wednesday	
<b>Breakfast</b>													
Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup
Scrambled Egg	3 WZ	Pancakes	2 Each	Coffee Cake	1/48 Slice	Scrambled Egg	3 WZ	French Toast Bake	2 Each	Boiled Egg	1 Each	Pancakes	2 Each
Dinner Roll	1 Each	Scrambled Egg	3 WZ	Boiled Egg	1 Each	Grilled Potatoes	1 Cup	Scrambled Egg	3 WZ	Coffee Cake	1/48 Slice	Syrup	2 Each 1 Oz
Jelly	1 Each	Syrup	2 Each 1 Oz	Hash Browns	3/4 Cup	White Bread	2 Slice	Syrup	2 Each 1 Oz	Orange Juice	1 Cup	Scrambled Egg	3 WZ
Beverage	1 Cup	Orange Juice	1 Cup	Orange Juice	1 Cup	Jelly	1 Each	Beverage	1 Cup			Beverage	1 Cup
						Beverage	1 Cup						
<b>Lunch</b>													
Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ
White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice
Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)
Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each
Jelly	1 Each	Jelly	1 Each	Jelly	1 Each	Jelly	1 Each	Jelly	1 Each	Jelly	1 Each	Jelly	1 Each
Fruit	1 Each	Fruit	1 Each	Carrot Sticks	6 Each	Fruit	1 Each	Carrot Sticks	6 Each	Fruit	1 Each	Fruit	1 Each
Cookie	6 Each	Cookie	6 Each	Cookie	6 Each	Cookie	6 Each	Cookie	6 Each	Cookie	6 Each	Cookie	6 Each
Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each
<b>Dinner</b>													
Salisbury Patty	3 WZ	Turkey Tetrazini	1 Cup	Chicken Breast	3 WZ	Country Stew	1 Cup	Fish Patty	1 Each	Meatloaf	3 WZ	BBQ Beef	3 WZ
Macaroni & Cheese	1 Cup	Coleslaw	1 Cup	Country Cream Gravy	1/4 Cup	Peas & Carrots	1/2 Cup	Rice Pilaf	1 Cup	Mashed Potatoes	1 Cup	Coleslaw	1 Cup
Carrot	1/2 Cup	Biscuit	1 Each 1/48 Ct	Mashed Potatoes	1 Cup	Cornbread	1-1/48 Slice	Beans Green	1/2 Cup	Salad Carrot Fresh	1/2 Cup	Biscuit	1 Each 1/48 Ct
Cornbread	1-1/48 Slice	Cheesecake Bites	2 Each	Tossed Salad	1 Cup	Italian Dressing	1 Tbsp	Dinner Roll	1 Each	Dinner Roll	1 Each	Pound Cake	1 Sl
Pound Cake	1 Sl	Beverage	1 Cup	Dinner Roll	1 Each	Pound Cake	1 Sl	Beverage	1 Cup	Ice Cream	1 Each	Beverage	1 Cup
Beverage	1 Cup			Pound Cake	1 Sl	Beverage	1 Cup			Beverage	1 Cup	Beverage	1 Cup
				Beverage	1 Cup								

Trinity Services Group

OKALOOSA COUNTY FL BID 8/2016

Regular

Week 2

Thursday		Friday		Saturday		Sunday		Monday		Tuesday		Wednesday	
<b>Breakfast</b>													
Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup
Coffee Cake	1/48 Slice	Scrambled Egg	3 WZ	Boiled Egg	1 Each	Pancakes	2 Each	Breakfast Hash	1 Cup	French Toast Bake	2 Each	Boiled Egg	1 Each
Boiled Egg	1 Each	Dinner Roll	1 Each	White Bread	2 Slice	Scrambled Egg	3 WZ	Dinner Roll	1 Each	Scrambled Egg	3 WZ	Dinner Roll	1 Each
Hash Browns	3/4 Cup	Jelly	1 Each	Jelly	1 Each	Syrup	2 Each 1 Oz	Jelly	1 Each	Syrup	2 Each 1 Oz	Cottage Fried Potatoes	1 Cup
Beverage	1 Cup	Orange Juice	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Orange Juice	1 Cup	Orange Juice	1 Cup
<b>Lunch</b>													
Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ
White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice
Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)
Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each
Jelly	1 Each	Jelly	1 Each	Jelly	1 Each	Jelly	1 Each	Jelly	1 Each	Jelly	1 Each	Jelly	1 Each
Carrot Sticks	6 Each	Fruit	1 Each	Carrot Sticks	6 Each	Carrot Sticks	6 Each	Fruit	1 Each	Carrot Sticks	6 Each	Fruit	1 Each
Cookie	6 Each	Cookie	6 Each	Cookie	6 Each	Cookie	6 Each	Cookie	6 Each	Cookie	6 Each	Cookie	6 Each
Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each
<b>Dinner</b>													
Enchilada Casserole	1 Cup	Salisbury Patty	3 WZ	BBQ Chicken	1 Each	Yakisoba w/ Beans	1 Cup	Sloppy Joe	1/2 Cup	Turkey & Rice	1 Cup	Cheeseburger Mac	1 Cup
Mexican Rice	1 Cup	Gravy	1/4 Cup	Boston Baked Beans	1/2 Cup	Peas & Carrots	1/2 Cup	Hamburger Bun	1 Each	Pinto Beans	1/2 Cup	Peas & Carrots	1/2 Cup
Mexicali Corn	1/2 Cup	Au Gratin Potatoes	1 Cup	Coleslaw	1 Cup	Dinner Roll	1 Each	Pinto Beans	1/2 Cup	Tossed Salad	1 Cup	Cornbread	1-1/48 Slice
Cornbread	1-1/48 Slice	Tossed Salad	1 Cup	Cornbread	1-1/48 Slice	Ice Cream	1 Each	Macaroni Salad	3/4 Cup	Italian Dressing	1 Tbsp	Cheesecake Bites	2 Each
Cheesecake Bites	2 Each	Italian Dressing	1 Tbsp	Cheesecake Bites	2 Each	Beverage	1 Cup	Cheesecake Bites	2 Each	Biscuit	1 Each 1/48 Ct	Beverage	1 Cup
Beverage	1 Cup	Hamburger Bun	1 Each	Beverage	1 Cup			Beverage	1 Cup	Cheesecake Bites	2 Each		
		Cheesecake Bites	2 Each							Beverage	1 Cup		
		Beverage	1 Cup										

Trinity Services Group

OKALOOSA COUNTY FL BID 8/2016

Regular

Week 3

Thursday		Friday		Saturday		Sunday		Monday		Tuesday		Wednesday	
<b>Breakfast</b>													
Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup
Coffee Cake	1/48 Slice	Pancakes	2 Each	Boiled Egg	1 Each	French Toast Bake	2 Each	Scrambled Egg	3 WZ	Breakfast Hash	1 Cup	Pancakes	2 Each
Boiled Egg	1 Each	Scrambled Egg	3 WZ	Grilled Potatoes	1 Cup	Scrambled Egg	3 WZ	Dinner Roll	1 Each	Dinner Roll	1 Each	Syrup	2 Each 1 Oz
Hash Browns	3/4 Cup	Syrup	2 Each 1 Oz	White Bread	2 Slice	Syrup	2 Each 1 Oz	Jelly	1 Each	Cottage Fried Potatoes	1 Cup	Scrambled Egg	3 WZ
Orange Juice	1 Cup	Beverage	1 Cup	Jelly	1 Each	Orange Juice	1 Cup	Orange Juice	1 Cup	Beverage	1 Cup	Beverage	1 Cup
				Beverage	1 Cup								
<b>Lunch</b>													
Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ
White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice
Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)
Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each
Jelly	1 Each	Jelly	1 Each	Jelly	1 Each	Jelly	1 Each	Jelly	1 Each	Jelly	1 Each	Jelly	1 Each
Fruit	1 Each	Carrot Sticks	6 Each	Carrot Sticks	6 Each	Fruit	1 Each	Fruit	1 Each	Carrot Sticks	6 Each	Carrot Sticks	6 Each
Cookie	6 Each	Cookie	6 Each	Cookie	6 Each	Cookie	6 Each	Cookie	6 Each	Cookie	6 Each	Cookie	6 Each
Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each
<b>Dinner</b>													
Meatloaf	3 WZ	Chicken	1 Each	Turkey & Gravy	1 Cup	Chili Mac	1 Cup	Taco Mix	6 WZ	Turkey Teriyaki	1 Cup	Country Stew	1 Cup
Gravy	1/4 Cup	Gravy	1/4 Cup	Mashed Potatoes	1 Cup	Pinto Beans	1/2 Cup	Taco Shells	2 Each	Rice	1 Cup	Pinto Beans	1/2 Cup
Mashed Potatoes	1 Cup	Rice	1 Cup	Carrot	1/2 Cup	Cornbread	1-1/48 Slice	Mexican Rice	1 Cup	Peas & Carrots	1/2 Cup	Beans Green	1/2 Cup
Beans Green	1/2 Cup	Tossed Salad	1 Cup	Dinner Roll	1 Each	Cheesecake Bites	2 Each	Coleslaw	1 Cup	Dinner Roll	1 Each	Cornbread	1-1/48 Slice
Dinner Roll	1 Each	Italian Dressing	1 Tbsp	Cheesecake Bites	2 Each	Cheesecake Bites	2 Each	Pound Cake	1 Sl	Pound Cake	1 Sl	Pound Cake	1 Sl
Cheesecake Bites	2 Each	Cornbread	1-1/48 Slice	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup
Beverage	1 Cup	Ice Cream	1 Each										
		Beverage	1 Cup										

Trinity Services Group

OKALOOSA COUNTY FL BID 8/2016

Regular

Week 4

Thursday		Friday		Saturday		Sunday		Monday		Tuesday		Wednesday	
<b>Breakfast</b>													
Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup	Oatmeal	1 1/2 Cup
Scrambled Egg	3 WZ	Pancakes	2 Each	Boiled Egg	1 Each	French Toast Bake	2 Each	Scrambled Egg	3 WZ	Boiled Egg	1 Each	Coffee Cake	1/48 Slice
Hash Browns	3/4 Cup	Scrambled Egg	3 WZ	Dinner Roll	1 Each	Scrambled Egg	3 WZ	White Bread	2 Slice	Dinner Roll	1 Each	Boiled Egg	1 Each
Dinner Roll	1 Each	Syrup	2 Each 1 Oz	Jelly	1 Each	Syrup	2 Each 1 Oz	Jelly	1 Each	Cottage Fried Potatoes	1 Cup	Hash Browns	3/4 Cup
Jelly	1 Each	Beverage	1 Cup	Beverage	1 Cup	Orange Juice	1 Cup	Beverage	1 Cup	Orange Juice	1 Cup	Orange Juice	1 Cup
Beverage	1 Cup												
<b>Lunch</b>													
Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ	Turkey Roll	1.5 WZ
White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice	White Bread	4 Slice
Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)
Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each	Peanut Butter	1 Each
Jelly	1 Each	Jelly	1 Each	Jelly	1 Each	Jelly	1 Each	Jelly	1 Each	Jelly	1 Each	Jelly	1 Each
Carrot Sticks	6 Each	Carrot Sticks	6 Each	Fruit	1 Each	Carrot Sticks	6 Each	Carrot Sticks	6 Each	Fruit	1 Each	Fruit	1 Each
Cookie	6 Each	Cookie	6 Each	Cookie	6 Each	Cookie	6 Each	Cookie	6 Each	Cookie	6 Each	Cookie	6 Each
Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each	Beverage PC	1 Each
<b>Dinner</b>													
Turkey Tetrazini	1 Cup	BBQ Beef	3 WZ	Sloppy Joe	1/2 Cup	Country Stew	1 Cup	Enchilada Casserole	1 Cup	Cheeseburger Mac	1 Cup	Turkey & Rice	1 Cup
Tossed Salad	1 Cup	Beans Green	1/2 Cup	Ranch Beans	1/2 Cup	Peas & Carrots	1/2 Cup	Mexican Rice	1 Cup	BBQ Beans	1/2 Cup	Carrot	1/2 Cup
Italian Dressing	1 Tbsp	Pinto Beans	1/2 Cup	Coleslaw	1 Cup	Cornbread	1-1/48 Slice	Mexicali Corn	1/2 Cup	Coleslaw	1 Cup	Pinto Beans	1/2 Cup
Biscuit	1 Each 1/48 Ct	Cornbread	1-1/48 Slice	Rice	1 Cup	Cheesecake Bites	2 Each	Cornbread	1-1/48 Slice	Dinner Roll	1 Each	Biscuit	1 Each 1/48 Ct
Pound Cake	1 Sl	Cheesecake Bites	2 Each	Pound Cake	1 Sl	Beverage	1 Cup	Pound Cake	1 Sl	Ice Cream	1 Each	Pound Cake	1 Sl
Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup			Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup

# 28-day Cycle Juvenile Menu

Trinity Services Group

OKALOOSA COUNTY FL BID 8/2016

Juvenile

Week 1

Thursday		Friday		Saturday		Sunday		Monday		Tuesday		Wednesday			
<b>Breakfast</b>															
Scrambled Egg	3 WZ	Breakfast Sausage T	2 WZ	Boiled Egg	2 Each	Alt. FF Chocolate Milk	1 Cup	Breakfast Sausage T	2 WZ	Alt. FF Chocolate Milk	1 Cup	Alt. FF Chocolate Milk	1 Cup		
Wheat Bread	2 Slice	GR 1		Wheat Bread	2 Slice	Scrambled Egg	3 WZ	GR 1		Scrambled Egg	3 WZ	Breakfast Sausage T	2 WZ		
Jelly	1 Tbsp	Wheat Bread	2 Slice	Jelly	1 Tbsp	Wheat Bread	2 Slice	Wheat Bread	2 Slice	Wheat Bread	2 Slice	GR 1			
Applesauce	1/2 Cup	Jelly	1 Tbsp	Pineapple Tidbits	1/2 Cup	Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp	Wheat Bread	2 Slice		
Orange Juice	1/2 Cup	Peaches	1/2 Cup	Orange Juice	1/2 Cup	Applesauce	1/2 Cup	Peaches	1/2 Cup	Pineapple Tidbits	1/2 Cup	Jelly	1 Tbsp		
Milk 1%	1 Cup	Apple Juice	1/2 Cup	Milk 1%	1 Cup	Apple Juice	1/2 Cup	Orange Juice	1/2 Cup	Apple Juice	1/2 Cup	Applesauce	1/2 Cup		
Alt. FF Chocolate Milk	1 Cup	Milk 1%	1 Cup	Alt. FF Chocolate Milk	1 Cup	Milk 1%	1 Cup	Milk 1%	1 Cup	Milk 1%	1 Cup	Orange Juice	1/2 Cup		
		Alt. FF Chocolate Milk	1 Cup					Alt. FF Chocolate Milk	1 Cup			Milk 1%	1 Cup		
<b>Lunch</b>															
Sloppy Joe T GR 2	3/4 Cup	Stew Red Chili T GR 2	1 Cup	Meatloaf	3 WZ	T Ham & Pinto Beans	1 Cup	Burger Patty T GR 3	4 WZ	Stew Country T GR 2	1 Cup	Burger Patty T GR 3	4 WZ		
Wheat Bread	2 Slice	Brown Rice	1/2 Cup	Mashed Potatoes	3/4 Cup	Coleslaw	1 Cup	Wheat Bread	2 Slice	Brown Rice	1/2 Cup	Wheat Bread	2 Slice		
Potato Salad	1/2 Cup	Mixed Vegetables	1 Cup	Gravy	1 FZ	Wheat Bread	2 Slice	Carrots	1 Cup	Green Beans	1 Cup	Ketchup	1 Tbsp		
Carrots	1 Cup	Wheat Bread	2 Slice	Wheat Bread	2 Slice	Pineapple Tidbits	1 Cup	Salad Pasta WG	1/2 Cup	Wheat Bread	2 Slice	Pinto Beans	1/2 Cup		
Fruit	2 Each	Applesauce	1 Cup	Cabbage & Carrots	1 Cup	Milk 1%	1 Cup	Ketchup	1 Tbsp	Peaches	1 Cup	Broccoli	1 Cup		
Milk 1%	1 Cup	Milk 1%	1 Cup	Peaches	1 Cup	Alt. FF Chocolate Milk	1 Cup	Fruit	2 Each	Milk 1%	1 Cup	Pineapple Tidbits	1 Cup		
Alt. FF Chocolate Milk	1 Cup	Alt. FF, Chocolate Milk	1 Cup	Milk 1%	1 Cup			Milk 1%	1 Cup	Alt. FF Chocolate Milk	1 Cup	Milk 1%	1 Cup		
				Alt. FF Chocolate Milk	1 Cup			Alt. FF Chocolate Milk	1 Cup			Alt. FF Chocolate Milk	1 Cup		
<b>Dinner</b>															
Spaghetti Casserole	1 Cup	Mac & Cheese	1 Cup	Turkey Ala King	1 Cup	Chicken Patty	3 WZ	Picadillo Casserole	1 Cup	Shephards Pie	1 Cup	Enchilada Casserole	1 Cup		
Broccoli	1/2 Cup	Casserole		Rice Pilaf	1 Cup	Country Cream Gravy	1/4 Cup	Pinto Beans	1 Cup	Mashed Potatoes	1 Cup	Seasoned Rice	1 Cup		
White Bread	2 Slice	Corn Seasoned	1/2 Cup	Peas	1/2 Cup	Cottage Fried	1 Cup	Cornbread	1-1/54	Peas & Carrots	1/2 Cup	Chili Beans	1 Cup		
Margarine	1 Tbsp	Cornbread	1-1/54	Biscuit	1 Each 1/54	Potatoes		Slice		White Bread	2 Slice	Cornbread	1-1/54		
Iced Cake	1/54 Slice	Margarine	1 Tbsp	Margarine	1 Tbsp	Carrots Glazed	1/2 Cup	Margarine	1 Tbsp	Margarine	1 Tbsp	Slice			
Beverage	1 Each	Glazed Cake	1/54 Slice	Cookie	1 Each	White Bread	2 Slice	Iced Cake	1/54 Slice	Spice Cake	1/54 Slice	Margarine	1 Tbsp		
		Beverage	1 Each	Beverage	1 Each	Margarine	1 Tbsp	Beverage	1 Each	Beverage	1 Each	Cookie	1 Each		
						Glazed Cake	1/54 Slice					Beverage	1 Each		
						Beverage	1 Each								
<b>Evening Snack</b>															
Peanut Butter	2 Tbsp	Peanut Butter	2 Tbsp	Peanut Butter	2 Tbsp	Peanut Butter	2 Tbsp	Peanut Butter	2 Tbsp	Peanut Butter	2 Tbsp	Peanut Butter	2 Tbsp	Peanut Butter	2 Tbsp
Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp
White Bread	2 Slice	White Bread	2 Slice	White Bread	2 Slice	White Bread	2 Slice	White Bread	2 Slice	White Bread	2 Slice	White Bread	2 Slice	White Bread	2 Slice
Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each

Proposal for Inmate Food Service for Okaloosa County - RFP No. COR 75-16





Trinity Services Group

OKALOOSA COUNTY FL BID 8/2016

Juvenile

Week 3

Thursday		Friday		Saturday		Sunday		Monday		Tuesday		Wednesday	
<b>Breakfast</b>													
Scrambled Egg	3 WZ	Alt. FF Chocolate Milk	1 Cup	Alt. FF Chocolate Milk	1 Cup	Alt. FF Chocolate Milk	1 Cup	Alt. FF Chocolate Milk	1 Cup	Alt. FF Chocolate Milk	1 Cup	Alt. FF Chocolate Milk	1 Cup
Wheat Bread	2 Slice	Breakfast Sausage T	2 WZ	Boiled Egg	2 Each	Scrambled Egg	3 WZ	Breakfast Sausage T	2 WZ	Scrambled Egg	3 WZ	Breakfast Sausage T	2 WZ
Jelly	1 Tbsp	GR 1		Wheat Bread	2 Slice	Wheat Bread	2 Slice	GR 1		Wheat Bread	2 Slice	GR 1	
Applesauce	1/2 Cup	Wheat Bread	2 Slice	Jelly	1 Tbsp	Jelly	1 Tbsp	Wheat Bread	2 Slice	Jelly	1 Tbsp	Wheat Bread	2 Slice
Orange Juice	1/2 Cup	Jelly	1 Tbsp	Pineapple Tidbits	1/2 Cup	Applesauce	1/2 Cup	Jelly	1 Tbsp	Pineapple Tidbits	1/2 Cup	Jelly	1 Tbsp
Milk 1%	1 Cup	Peaches	1/2 Cup	Orange Juice	1/2 Cup	Apple Juice	1/2 Cup	Peaches	1/2 Cup	Apple Juice	1/2 Cup	Applesauce	1/2 Cup
Alt. FF Chocolate Milk	1 Cup	Apple Juice	1/2 Cup	Milk 1%	1 Cup	Milk 1%	1 Cup	Orange Juice	1/2 Cup	Orange Juice	1/2 Cup	Orange Juice	1/2 Cup
		Milk 1%	1 Cup					Milk 1%	1 Cup	Milk 1%	1 Cup	Milk 1%	1 Cup
<b>Lunch</b>													
Alt. FF Chocolate Milk	1 Cup	Alt. FF Chocolate Milk	1 Cup	Alt. FF Chocolate Milk	1 Cup	Alt. FF Chocolate Milk	1 Cup	Sauce Stir Fry Turkey	3/4 Cup	Alt. FF Chocolate Milk	1 Cup	Chili Turkey GR 2	1 Cup
Burger Patty T GR 3	4 WZ	Cass Turkey Noodle	1 Cup	Cass Chili Mac	1 Cup	Salisbury Patty T GR 3	3 WZ	GR 2		Sloppy Joe T GR 2	3/4 Cup	Brown Rice	1/2 Cup
Wheat Bread	2 Slice	Mixed Vegetables	1 Cup	Peas & Carrots	1 Cup	Gravy	1 FZ	Brown Rice	1 Cup	Wheat Bread	2 Slice	Cabbage & Carrots	1 Cup
Potato Salad	1/2 Cup	Wheat Bread	2 Slice	Wheat Bread	2 Slice	Mashed Potatoes	1/2 Cup	Carrots	1 Cup	Pinto Beans	1 Cup	Wheat Bread	2 Slice
Carrots & Green Beans	1 Cup	Pineapple Tidbits	1 Cup	Applesauce	1 Cup	Broccoli	1 Cup	Wheat Bread	2 Slice	Salad Macaroni WG	1/2 Cup	Peaches	1 Cup
Ketchup	1 Tbsp	Milk 1%	1 Cup	Milk 1%	1 Cup	Wheat Bread	2 Slice	Pineapple Tidbits	1 Cup	Broccoli	1 Cup	Milk 1%	1 Cup
Peaches	1 Cup					Peaches	1 Cup	Milk 1%	1 Cup	Applesauce	1 Cup	Alt. FF Chocolate Milk	1 Cup
Milk 1%	1 Cup					Milk 1%	1 Cup	Alt. FF Chocolate Milk	1 Cup	Milk 1%	1 Cup		
<b>Dinner</b>													
Shephards Pie	1 Cup	Turkey Ham	3 WZ	Chicken Patty	3 WZ	Enchilada Casserole	1 Cup	Meatloaf	3 WZ	Country Stew	1 Cup	Spaghetti Casserole	1 Cup
Mashed Potatoes	1 Cup	Au Gratin Potatoes	1 Cup	BBQ Beans	1 Cup	Seasoned Rice	1 Cup	Gravy	1/4 Cup	Mixed Vegetables	1/2 Cup	Broccoli	1/2 Cup
Green Beans	1/2 Cup	Fried Cabbage	1/2 Cup	Cottage Fried Potatoes	1 Cup	Corn Seasoned	1/2 Cup	Mashed Potatoes	1 Cup	Cornbread	1-1/54	White Bread	2 Slice
Biscuit	1 Each 1/54 Cut	Cornbread	1-1/54 Slice	White Bread	2 Slice	Cornbread	1-1/54 Slice	Green Beans	1/2 Cup	Margarine	1 Tbsp	Margarine	1 Tbsp
Margarine	1 Tbsp	Margarine	1 Tbsp	Margarine	1 Tbsp	Margarine	1 Tbsp	Biscuit	1 Each 1/54 Cut	Glazed Cake	1/54 Slice	Iced Cake	1/54 Slice
Iced Cake	1/54 Slice	Spice Cake	1/54 Slice	Cookie	1 Each	Glazed Cake	1/54 Slice	Margarine	1 Tbsp	Beverage	1 Each	Beverage	1 Each
Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Spice Cake	1/54 Slice				
								Beverage	1 Each				
<b>Evening Snack</b>													
Peanut Butter	2 Tbsp	Peanut Butter	2 Tbsp	Peanut Butter	2 Tbsp	Peanut Butter	2 Tbsp	Peanut Butter	2 Tbsp	Peanut Butter	2 Tbsp	Peanut Butter	2 Tbsp
Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp	Jelly	1 Tbsp
White Bread	2 Slice	White Bread	2 Slice	White Bread	2 Slice	White Bread	2 Slice	White Bread	2 Slice	White Bread	2 Slice	White Bread	2 Slice
Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each

Proposal for Innate Food Service for Okaloosa County - RFP No. COR 75-16



# Diet Guidelines for Correctional Institutions

For your review, we have provided herein the Table of Contents from *Trinity's Diet Manual for Correction Institutions*, along with descriptions of special diet accommodations.

## CORRECTIONAL FOOD SERVICE DIET REFERENCE MANUAL

### Table of Contents

#### Section I General Information

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 Diet Manual Acknowledgement  
 Dietary Management Procedures  
 Restricted Diet Guidelines  
 Local Written Policy on Religious Diets  
 Restricted Diet Orders/Cancellations  
 Standard Medical Diet Order Form

#### Section II Regular Menu and Diet Meal Patterns

Regular Menu  
 Restricted Diet Spreadsheets  
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#### Section III Restricted Diet Parameters/Guidelines

Clear Liquid Diet  
 Full Liquid Diet  
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     Consistent Carbohydrate  
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 Heart Healthy (Low Sodium, Low Chol, Low Fat)  
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#### Section IV Appendix of Forms

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 Purine Restricted Diet  
 Gluten Free Diet  
 Coumadin/Vit K Restriction  
 Menu Substitutions  
 Approved Substitution Guidelines  
 Support Management of Unplanned Diet Orders



## Dietary Management Procedures

Attention to the special dietary needs of the inmate population is a critical area of concern. The on-site food service team will carry out the following management procedures:

- A high-quality Dietary Program that meets all the requirements of the facility
- A Program that meets all standards set forth by the American Correctional Association
- A Program that meets the recommendations of the National Academy of Sciences, Board of Medicine
- A Program that meets the recommendations of the National Commission on Correctional Health Care of the American Medical Association
- A Program that meets dietary guidelines set forth by the Academy of Nutrition and Dietetics and the American Diabetes Association

## Director's and Supervisor's Diet Responsibilities

- To train staff in properly preparing and serving special diets
- To review diet sheets weekly for special food item orders
- To review diet sheets one day ahead to be aware of production needs. Quantities of special diet foods should be noted on production sheets (hot and cold items, as well as special beverages)
- To ensure diet trays and beverages are properly labeled
- To check all diet trays assembled with diet load sheets
- To notify corporate if there is a need for a special diet for which instructions have not been provided
- To provide night snacks as needed for medical diets
- In units with inmate cafeterias, to notify medical of "no pick up" rate and ensure diets are given only to inmates with identification
- To maintain records of all diets served. This includes filing diet orders and cancellations, and recording data on copies of diet sheets, the date the diets were served and the number of diets served by type. For cafeteria service, a signature record of all inmates receiving diets by date and meal must be maintained. Records of food items and quantities served for special diets not included on diet sheets must be dated for each meal
- If substitutions are made on pre-planned diet sheets, the item must be recorded

## Restricted Diet Guidelines

- Trinity will provide the necessary supervision and training to ensure restricted diets are prepared and served according to the guidelines. Documentation of diet meals served to inmates will be maintained according to institutional guidelines.
- A Registered Dietitian (RD) will evaluate menus, at least annually (or more often if required for NCCHC or other certification) to ensure they meet the nationally recommended allowances published by the National Academy of Sciences and/or contract parameters.
- A Health Care Provider or Medical Authority will order medical diets. Medical diets will be ordered, revised, or cancelled according to local policies and procedures of each institution. Prescriptions for diets should be specific and provided in writing to the food service department.
- The dietary education of inmates is the responsibility of the medical and/or dental staff.
- The regular menu will be the basis for all restricted diets developed by the RD. Requests for food based on inmate preference shall not be considered and should not be ordered by health care providers.
- The Regional Dietitian is available, upon request, for nutrition consultation with the health care provider or medical authority.

The standard restricted diets are not designed as therapeutic diets for the acutely ill inmate. The intent of the diets is to provide proper nutrition for inmates with chronic health conditions. It is hoped that the acutely ill inmate will be placed in a proper health care setting where the nourishment and intake can be adequately monitored to ensure compliance with medical directives.

## Religious Diets

The facility shall set the policy on which religious diets are honored and offered, as well as the criteria for participation in the religious meal program. Trinity has several religious menus that can be used, as well as the availability to include vegetarian meal alternates to meet religious needs.

It is not recommended that medical staff order diets for religious purposes, as this is not in their scope of practice.

## Regular Menu and Diet Meal Patterns

The regular menu is developed by your Regional Registered Dietitian (RD) to meet the Estimated Average Requirements and the Dietary Reference Intakes for the age, sex, and activity level of the population for major nutrients as defined by Nutrition Labeling Education Act. A nutrition statement is prepared and signed annually, or as required by contract by the Regional Dietitian. Acceptability, cost containment, and constraints inherent in a corrective environment are considerations for the development of the regular menu in addition to nutritional requirements.



## Trinity's Standard Restricted Diets

DIET TYPE	DESCRIPTION
Regular Menu Male/Female	The standard menu provides calories, protein, vitamins and minerals for healthy adults. The caloric level is determined by contractual requirements.
Diabetic Diet-Consistent Carbohydrate	Follows the regular menus as closely as possible, with the modified portions providing consistent carbohydrates throughout the day. Replaces concentrated sweets with sugar free or lower sugar items. An HS snack is provided for insulin dependent diabetics.
Insulin Dependent Diabetic Diet-Calorie Controlled Menus available: 1800/2500 calorie	Standard Diabetic Meal Plans for Insulin Diabetics-Diabetic/Calorie Controlled Diets. The menu follows the regular menu when possible using low fat preparation methods such as baking or broiling, and includes an HS snack. Diet parameters approximately 50% calories from carbohydrates, 20% calories from protein, and 30% calories from fat. Note: the HS snack provided is part of the caloric total of the diet.
Low Fat/Cholesterol/Salt/Diet used for Hypertension, Hyperlipidemia, CHD, Non-Insulin Dependent Diabetes and Gall Bladder Problems	Less than 30% of the calories derived from fat, less than 300mg Cholesterol, 3gm Sodium, and 30-35gm Dietary Fiber. The menu follows the regular menu when possible using low fat preparation methods such as baking or broiling.
High Fiber	Provides an additional 1 cup of cooked dried beans per day to supplement dietary fiber content of daily meals.
Dental Mechanical	The menu has been mechanically manipulated to meet the needs of inmates with limited chewing abilities. No supplementation is necessary.
Clear Liquid	Provides transparent fluids and glucose for energy. Expires after 3 days. Used only to provide hydration and energy for pre-test, flu, or post-operative conditions
Full Liquid or Long Term Full Liquid	Diet composed of fluid or semi-fluid easily digestible foods. Intended to be a transitional diet, will be low in fiber and nutrients used exclusively for extended periods of time. Used post surgically or in cases of limited chewing abilities. The caloric variance is because of the addition of two high calorie shakes for full liquid diets or broken jaw diets for long term use.
Enhanced Calorie/Protein	Suitable for pregnancy or situations unintentional, significant weight loss secondary to a disease process. The regular menu is served with an HS snack. Additional portions at meals may be provided, based on calorie/protein content of the regular menu.
Renal Renal Disease Diet Renal Dialysis Diet	Limits, as appropriate for each diet, the quantity of protein, sodium, and potassium provided daily.
Gluten Free	A gluten free meal plan is used to enable use of regular menu items as much as possible. The meal plan eliminates gluten containing foods: wheat, rye, barley, and oats.

## Sample Holiday Menus

### Easter

Baked Turkey Ham  
Apple Glaze  
Whipped Sweet Potatoes  
Buttered Green Beans  
Tossed Salad with Dressing  
Cornbread with Honey Butter  
Fruit Crisp

### Christmas

Roast Turkey Breast  
Gravy  
Cornbread Dressing  
Mashed Sweet Potatoes  
Broccoli Cuts  
Fruited Gelatin Salad  
Hot Buttered Dinner Roll  
Pumpkin Square

### Thanksgiving

Roast Turkey Breast  
Gravy  
Sage Dressing  
Mashed Potatoes  
Buttered Green Beans  
Perfection Salad  
Hot Buttered Dinner Roll  
Pumpkin Cake



## Contingency Plan

Our policy is to be prepared to serve all meals as scheduled despite emergency situations, such as power failure, fire, inmate lockdown, or local disaster. In fact, we have never failed to provide meals during emergency conditions.

Each unit is required to have a written plan that outlines its particular needs in the event of a disaster or an emergency situation. At a minimum, a three-day supply of food and disposable serviceware is available at all times. Additional supplies of those items that would be needed the most in an emergency are also kept on-site; the amount and scope vary with the size and complexity of the individual facility and will be coordinated with the Facility Commander.

Staff from units closest to the one(s) affected, would provide assistance, if required. Unit staff are on 24-hour alert. If needed, a self-contained refrigerated vehicle will be supplied. It is the duty of the unit's Food Service Director, in consultation with the client, to determine the steps to be taken.

## Emergency Preparedness

The following is a recommended, generalized amount of product that should be on hand at all times in the facility. The stock can either be intermingled with the general inventory or can be separated. If it is separated (i.e. on separate pallets) then the stock must be rotated into the general inventory and used every three months. Naturally, the emergency stock would have to be replaced at that time.

### Recommended Emergency Stock Levels

<b>Food Group</b>	<b>Amount On Hand</b>
Assorted Frozen Vegetables .....	7 day supply
Frozen Entrées.....	7 day supply
Frozen Poultry.....	7 day supply
Frozen Fish .....	7 day supply
Frozen Meats .....	7 day supply
Fresh Milks and Dairy Items.....	1-1/2 day supply (daily delivery)
Prepared Vegetables and Potatoes.....	2-1/2 day supply
Frozen Desserts .....	7 day supply
Frozen Juices .....	7 day supply
Canned Products.....	10 day supply
Dry Staples, Groceries .....	10 day supply
Cleaning Supplies .....	10 day supply
Bread and Rolls.....	1-1/2 day supply (daily delivery)



*Emergency amount on hand will comply per client agreement.*



## **Procedures**

### **Loss of Water**

- All food will be served on disposable serviceware.
- Arrangements will be made with a local water supplier to provide emergency supplies.
- Emergency menus will be used until the end of the emergency.

### **Loss of Steam or Electricity**

- The Food Service Manager will evaluate the possibility of using alternative cooking methods. If alternative power is available, the standard menu will be followed.

### **Vendor Failure**

- Substitutions of appropriate menu items of like quality and nutritional value for undelivered items.
- The Food Service Department will maintain the standard house menus with appropriate substitutions unless delivery failure is of a significant amount that emergency menus are required.

### **Work Stoppage**

- Food Service will have on hand sufficient foodstuff and supplies to provide meal service during a work stoppage.
- Emergency menus will be instituted.
- An emergency work force will be formed from employees from other units.

### **Emergency Menus**

- A 24-hour emergency menu is developed for use in contingency situations.
- Supplies to fulfill emergency menus will be maintained at all times.



## General Food Service Emergency Procedures

- Whenever possible, normal operating procedures and schedules will be followed.
- At the discretion of the Food Service Director/Unit Manager or his representative, Food Service employees will be subject to call-in to provide staffing on a 24-hour basis.
- Meal Service:
  - By mutual agreement, the Food Service Director or his representative and the Facility Commander, may change the meal hours based on the extent of the emergency.
  - In the event of power failure, a one-day menu is available.
- Disposable utensils, trays, and flatware are available in the event that the emergency warrants their use. The decision to use the disposable serviceware or a portion of it will be the responsibility of the Food Service Director/Unit Manager or his representative, in conjunction with the Facility Commander.
- A three-day stock of food and supplies are on hand at all times, or as mutually agreed upon. Resupply may be accomplished by phoning the authorized vendors, or if there is a problem with delivery, other nearby Trinity units will provide assistance.
- Instruction in emergency procedures will be provided for employees in routine training sessions.

### Emergency Menu (no electricity)

This menu assumes that the meat slicer has been wired to the emergency circuit. Most gas and steam equipment would be inoperable as these items are usually controlled by electricity.

#### Breakfast

- Fruit or Juice
- Dry Cereal
- 1 oz Cheese or Peanut Butter
- Bread or Prepared Breakfast Pastry
- Milk

#### Lunch

- Tuna Salad or Lunch Meat Sandwich
- Chips
- Fresh or Canned Fruit
- Cold Beverage

#### Dinner

- Sliced Turkey or Turkey Ham w/Lettuce and Vegetable Garnishes
- Bread or Rolls
- Margarine or Condiment
- Salad w/Dressing
- Fruit or Prepared Dessert
- Milk

## **Emergency Menu (no electricity)**

This menu assumes that there is power to the steam equipment.

### **Breakfast**

- Fruit Juice or Canned Fruit
- Scrambled Eggs (in steam kettle)
- Cooked Cereal (in steam kettle)
- Cold Milk
- Bread and Margarine

### **Dinner**

- Roast Beef or Turkey Sandwich with Crackers
- Tossed Salad with Dressing
- Fruit
- Milk

### **Lunch**

- Tuna Salad or Cheese Sandwich
- Potato Chips
- Tossed Salad with Dressing
- Fruit or Cookies
- Punch

## **Emergency Menu (no steam)**

### **Breakfast**

- Fruit or Juice
- Dry Cereal
- Scrambled Eggs (on gas or electric grill)
- Toast or Breakfast Pastry
- Margarine
- Milk
- Coffee

### **Dinner**

- Sliced Turkey (oven)
- Rice (oven)
- Green Beans (oven or range top/burner)
- Gravy
- Plated Salad
- Bread Rolls
- Margarine
- Instant Pudding or Prepared Dessert
- Milk

### **Lunch**

- Beef Patty (on gas or electric grill)
- Cheese Slice
- French Fries (oven or fryer)
- Corn (oven or range top/burner)
- Plated Salad
- Hamburger Bun or Bread
- Condiments
- Canned Fruit or Prepared Dessert
- Cold Beverage



## **Emergency Menu (no water or power)**

Food would be served on disposables, since hot water would not be available for dish washing.

### **Breakfast**

- Fruit or Juice
- Dry Cereal
- Bread or Prepared Breakfast Pastry
- Margarine
- Milk

### **Dinner**

- Sliced Meat and/or Cheese Plate
- Marinated Canned Vegetable Salad
- Canned Pudding or Prepared Dessert
- Bread or Rolls
- Margarine
- Milk

### **Lunch**

- Tuna Salad or Peanut Butter Sandwich
- Chips
- Canned Fruit or Prepared Dessert
- Fruit Juice or Punch

## **Emergency Lockdown Menu**

The following menu will be used in the event of an institutional lockdown that is longer than one day.

All meals may be served in a three-compartment tray or brown paper bag along with condiments for meals (napkins, salt and pepper, sugar packets, etc.).

### **Breakfast**

- Fruit Juice
- Cold Cereal
- Bread
- Peanut Butter
- Margarine
- Milk 2%

### **Dinner**

- Macaroni-Beef Tomato Casserole
- Peas
- Tossed Salad w/Italian Dressing
- Pudding
- Bread or Rolls
- Margarine
- Milk 2%

### **Lunch**

- Turkey Hot Dog
- Baked Beans
- Coleslaw
- Hot Dog Buns
- Mustard p.c.
- Fresh Fruit



**QUALITY ASSURANCE**

# Quality Assurance

Trinity's Meal Quality and Preference Monitoring Plan is based on providing quality food service for your facility. This means, our staff is constantly on alert, monitoring all phases of food production and service, which includes purchasing, receiving and storage food. The result is a high-quality, safe menu for inmates at an affordable price for the facility.

Each site is required to have a unique document (or Food Safety Manual) dedicated to food safety and sanitation practices, which contains policies, operating procedures, and technical resources. In addition, each unit manager is responsible for monitoring his or her unit's food safety and sanitation procedures and for performing a monthly food safety inspection. Unit managers are also responsible to correct any deficiencies noted on self-inspections.

## Quality Assurance Program

A Quality Assurance program is in effect in all our facilities and encompasses all aspects of the foodservice operation. If one step of an operation does not meet the stated standard, immediate corrective action is performed by on-site management. A facility may require a tailored version of the standards to meet the unique requirements of their physical plant or contract. Quarterly audit procedures, document the effectiveness of each system. Our quality assurance program is based on the American Correctional Association (ACA) Standards.

## Food Safety Policy

In order to maintain our position as a premier food service management company and achieve our business objectives, we believe it is essential that food safety becomes an intrinsic part of our business plan. We understand that the prevention of food borne illness and good sanitation practices bring tangible benefits to our work force, clients, shareholders, and company. By maintaining an effective food safety policy, legal obligations are met and due diligence within the organization is performed.

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## Quality Assurance Tools


Our quality assurance standards are based on the FDA Food Code and are housed in the comprehensive Quality Assurance Standards and Solutions Manual, including standard operating procedures (SOPs), sanitation standard operating procedures (SSOPs), and HACCP (hazard analysis and critical control points) compliance plans. Unique to this manual is the identification of detailed solutions and helpful information for each standard.


## Quality Assurance Manual

Another component of our Quality Assurance program is Trinity's Quality Assurance Manual. A copy of this manual is available for reference in each Trinity operating unit. The manual contains HACCP signage to be posted in the units as reminders to staff. Copies of the signage are available for download by Food Service Directors at any time. We have included sample signage, and the Preface from our Quality Assurance Manual for your review.

**Proper Use of Colored Cutting Boards Prevents Cross Contamination**

  
Raw meat, Poultry, Seafood - Red

  
Raw Fruits and Vegetables - Green

  
Cooked and ready-to-eat Foods - White

*Reminder: Clean and sanitize cutting board, knife, and other utensils before each use with a different task.*

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www.trinityservicesgroup.com  
p 813.854.4264

**Return to Supplier**

This area for holding of damaged, spoiled, or recalled food only.

**Do Not Use!**

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**QUALITY ASSURANCE MANUAL**

Excellent  
 Good  
 Average  
 Poor

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**Hairnets  
Are Required  
Past This Point**

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**Wash Your  
Hands!**

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Quality Assurance Manual

**PREFACE**

**Introduction**

*'Food Safety' does not happen by accident.* Trinity Services Group believes that a comprehensive program to reduce product risk and the associated threat of food-borne illness and food-related injury is necessary; that is, a program that includes comprehensive standards, team members, managers, education and training, self-inspection and third-party audits, effective facility design and engineering, and vendor certification. Each one of these elements is critical to the strength and success of the entire program. But the starting point for success for each element is a uniform performance standard. This Quality Assurance Standards and Solutions manual establishes the Trinity performance standard for food protection. In it you will find:

- Standard Operating Procedures (SOPs)
- Sanitation Standard Operating Procedures (SSOPs)
- Hazard Analysis Critical Control Points (HACCP) Compliance plans

Our Quality Assurance Standards are based on sound science, current or proposed regulations, and best practices. U.S. Public Health Service and Food and Drug Administration (FDA) recommendations as presented in the 1999 Food Code, have been incorporated into these standards. Scientific and jurisdictional references used as the basis for these standards are cited in Section 14.

In all cases, in application of these standards within our company, compliance with stricter jurisdictional requirements is always necessary. You will find this important message printed on most of our materials. We believe that our careful consideration of current and proposed legislation in the development of this manual has resulted in a document that will support regulatory compliance in most jurisdictions. Of course, there will be exceptions to the norm.

Our formatting of this document permits easy revision and updating of existing standards as necessary, as regulations change and new concerns emerge. You will note that there is no page numbering, so information may easily be 'removed and replaced'. Likewise, an area has been identified at the end of each section as being *reserved for additional standards*.

Quality Assurance is an important Food Services Program component. Recognizing that sound science must be applied to the management of food safety in our food service operations, our program embraces the HACCP approach to the management of product risk. A focus on the flow of foods through the operation and the process of food handling is the cornerstone of our HACCP framework. Zero-defect process control is our goal. Strict safe food handling procedures that are to be followed at critical control points have been established, and monitoring of adherence to these SOPs is required, as is record-keeping to document our diligent efforts to keep food safe. Finally, our managers must periodically verify that the HACCP system continues to effectively meet the needs and addresses the challenges of the operation. We believe that these steps, along with certification of incoming goods (vendor certification), will serve to safeguard public health and ensure that food is unadulterated and honestly presented when served or offered for sale to our customers.

**If any local or contractual requirements are needed above and beyond what is listed in this Quality Assurance Manual, contact your Supervisor.**





## PREFACE

### How to Use This Manual

This manual was carefully written and professionally designed to ensure ease of utilization by all users. Consideration was also given to the anticipated necessity of updating the manual in the future.

1. **Finding the Location of Specific Information.** Determine which of the 15 sections (tabs) would most likely contain the specific information that you are looking for. Then, review the Table of Contents for that section, which is printed on the front of its tab. If you do not find the reference you are looking for, check the "Additions" at the end of the section. Information may have been added to the manual, but may not be specifically identified in the Table of Contents.

*Note: Please contact the appropriate Department if you are unsuccessful in finding the specific information that you are looking for in this manual.*



### Purchasing and Receiving

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Quality Assurance Manual

PREFACE

**How to Use This Manual (Continued)**

- |  |  |
|--|--|
| <p>2. <b>Finding the Specific Standard that You Are Looking For.</b> The first heading at the top of the page identifies the general content of the section (tab), as well as the standard number. The second line identifies the specific standard that the page addresses. If the standard addresses a critical control point in our HACCP plan, CCP will appear to the right of the standard heading.</p> <p>3. <b>Understanding the Reason(s) for Establishment of the Standard.</b> Before reviewing the actual standard, read the Purpose in the first box at the top of the page as a foundation, to understand the components and requirements of the standard.</p> <p>Another perspective on the "Purpose" is for a unit manager to consider it the WIFM (What's in it for me?). What does my unit have to gain by complying with the standard; and, alternatively, what is at risk if we do not comply?</p> <p>4. <b>The Standard Column.</b> The Trinity standard appears in the Standard column on the left side of the page. This is the technical and regulatory requirement for compliance. Critical components of the standard are identified as such and are printed in bold red. If not in compliance, these critical items are more likely than other deficiencies to contribute to food contamination, illness, or a public health hazard. If the standard addresses a critical control point (CCP) the HACCP Compliance Plan is identified in the Standard column by its yellow background.</p> | <p>5. <b>The Solutions and Helpful Information Column.</b> This provides a variety of details related to the application of the standard, including best practices, definitions, examples, explanations, product specifications, resources, training tips; and additional information, recommendations, and requirements.</p> <p>6. <b>The Icons.</b> Sixteen colorful icons have been professionally designed to direct the reader's attention to important information and required actions.</p> |
|--|--|



# Operations Policies and Procedures

We have provided the Table of Contents from our Operations Policies and Procedures Manual and sample of operations forms for your review.

## TRINITY SERVICES GROUP, INC.

### Operations Manual

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- HR-102 - MANAGER TRAINING REQUIREMENTS
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- QA-201 - QA OPA RECORD
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- QA-203 - TEMPERATURE CONTROL LOGS
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- MEN-301 - CYCLE MENUS
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- MEN-303 - NEW RECIPE IMPLEMENTATION PROCESS
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- TTO-102 - HOT FOOD SALES ACCOUNTING





TRINITY SERVICES  
GROUP, INC.



### MEAL COUNT CALCULATION FORM

Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Day: \_\_\_\_\_

Meal#: \_\_\_\_\_

circle one:

BREAKFAST

LUNCH

DINNER

#### DINING HALL/SATELLITE TRAY SERVICE

A. Beginning Tray Count

\_\_\_\_\_

B. Trays added during service

\_\_\_\_\_

C. Total Staff Trays served off line

\_\_\_\_\_

D. Add line A, line B, and line C

\_\_\_\_\_

E. Total of trays left at the end of service

\_\_\_\_\_

F. Subtract line E from line D - total meals served

\_\_\_\_\_

#### BULK STYLE SATELLITE FEEDING SERVICE

A. Meals sent out in bulk. ( number of pans divided by servings per pan )

\_\_\_\_\_

B. Callback amounts - How many servings called back for.

\_\_\_\_\_

C. Total religious & medical diets send per serving

\_\_\_\_\_

D. Add line A, line B, and line C for total meals served.

\_\_\_\_\_

Trinity Team Member Signature: \_\_\_\_\_



# TRINITY SERVICES GROUP

## Daily Inspection Report

DATE: \_\_\_\_\_

RATING				
S = SATISFACTORY				
U = UNSATISFACTORY				
	S	U	N/A	ACTION TAKEN FOR ALL "U" RATINGS
<b>DishWashing Area:</b>				
Floors Clean and Dry ( no excess food on floors )				
Floor Drains Clean and free of food debris ( working properly )				
DishMachine does not have excessive lime/calcium build up				
All gauges working ( no condensation on glass )				
DishMachine drains clean and free of food debris				
Floor Mats clean and in place				
Sanitizer level is correct and reading on chemical test strip				
Temperatures on DishMachine are at correct levels				
Trays are properly stacked for air drying				
No faucet leaks or dishmachine leaks.				
Lights and light sheilds present, clean, and working				
Garbage disposal ( clean and in working order )				
<b>Pots &amp; Pans Area:</b>				
Floors Clean and Dry ( no excess food on floors )				
Floor Drains Clean and free of food debris ( working properly )				
Floor Mats clean and in place				
Sanitizer level is correct and reading on chemical test strip				
Pots & pans are properly stacked for air drying				
Wash and rinse sink has clean water in it				
Sinks are in working order. ( no leaks faucets or sinks )				
Lights and light sheilds present, clean, and working				
<b>Serving Line:</b>				
Serving line is clean and sanitized ( counters, wells, under counters)				
Floors Clean and Dry ( no excess food on floors )				
Floor Drains Clean and free of food debris ( working properly )				
Wash and Sanitize Buckets present and sanitizer reading correct				
No food is left out				
Hot holding boxes, clean and in working order ( hot, seals, locks, temp gauges)				
Cold holding boxes, clean and in working order ( cold, seals, locks, temp gauges)				
Tray pass through clean and sanitized.				
Lights and light sheilds present, clean, and working				
<b>Dining Hall Areas:</b>				
Floors are clean and dry				
Tables are clean. ( top, under, legs, and sitting stools)				
Walls are clean				
Windows are clean				
Vents are clean				
Doors are clean ( both sides, door handles, and door frame )				
Floor Drains Clean and free of food debris ( working properly )				
Lights and light sheilds present, clean, and working				



TRINITY SERVICES GROUP

<b>Walk in Cooler:</b>				
Lights and light shields present, clean, and working				
Floors are clean and dry				
Walls are clean				
Shelves are clean ( top and under )				
Leftovers properly labeled and dated				
Fans are clean and working properly				
Food pulls are present and pull sheets are present				
Pulls are stacked correct as to not cross contaminate ( raw chicken on bottom shelf )				
Next day's preparation is complete and clearly labeled				
Doors are clean ( both sides, door handles, and door frame )				
<b>Walk in Freezer:</b>				
Lights and light shields present, clean, and working				
Floors are clean and dry				
Walls are clean				
Shelves are clean ( top and under )				
Fans are clean and working properly				
Food pulls are present and pull sheets are present				
Pulls are stacked correct as to not cross contaminate ( raw chicken on bottom shelf )				
Doors are clean ( both sides, door handles, and door frame )				
<b>Dry Storage:</b>				
Lights and light shields present, clean, and working				
Floors are clean and dry				
Walls are clean				
Shelves are clean ( top and under )				
Fans are clean and working properly				
Food pulls are present and pull sheets are present				
Vents are clean				
Doors are clean ( both sides, door handles, and door frame )				
<b>Equipment review:</b>				
All equipment on wheels are tethered				
Ovens ( clean, in working order, cords and plugs no damage )				
Grills ( clean, in working order, cords and plugs no damage )				
Stoves ( clean, in working order, cords and plugs no damage )				
Steamers ( clean, in working order, cords and plugs no damage )				
Kettles ( clean, in working order, cords and plugs no damage )				
Tilts ( clean, in working order, cords and plugs no damage )				
Fryers ( clean, in working order, cords and plugs no damage )				
Mixer ( clean, in working order, cords and plugs no damage )				
Slicer ( clean, in working order, cords and plugs no damage )				
Chopper ( clean, in working order, cords and plugs no damage )				





## Quality Checkpoints

The following is a list of all areas covered by our Quality Assurance program, including the Quality Checkpoints for each area.

### Menu Planning

Because of the unique production/service system found in a correctional environment, menus must include special planning considerations in addition to traditional requirements.

- In the planning of all meals, food flavor, texture, temperature, appearance, and palatability are taken into consideration
- Meals are served according to a routine schedule, three times during each 24-hour period
- One, two, or three meals will contain hot foods, as agreed upon
- Local and ethnic food preferences are included in selections
- Menus meet or exceed Recommended Daily Dietary Allowances of essential nutrients
- All menu item nomenclature indicates the actual food served (as per "Truth in Menu" Rules)
- All portion sizes stated on the menu are in edible portion form
- Protein items found in entrées are expressed in weight portions, i.e., 2 oz, 8 oz
- All other menu items are stated in volume measurements, i.e., 1 c, 1/4 c
- Menus are planned 30 days in advance
- Nutritional analysis is completed on menu
- Menu substitutions are held to a minimum and are of like nutritional value
- Emergency menus are in place
- All inmates, guests, and staff are served the same food items (exception: medical/religious diets)
- Menu/food preferences are documented and on file
- Menu plans on file, are dated and can document the exact food served to the inmate

### Purchasing

- Purchasing specifications:
  - Clear, concise description of item
  - Clear, concise purpose of item on menu
  - Unit size, packaging requirements
  - Grades or quality standards stated
  - Copy of specifications to Vendor
- Seasonal and quantity buys are made
- Bid solicitations made to various vendors or prime vendor system in place and monitored for compliance
- Bills are submitted quickly for payment
- Quantities required for par stock are stated
- Completed orders placed with vendors are sent to warehouse for receiving procedure

### Receiving

- Purchasing specifications with quality measures and receiving information are available
- Completed orders for each vendor, available in writing from buyer
- Shipments checked, quality standards meet 100 percent of meat items
- Invoice extensions are verified
- All food cases are dated when received
- Proper receiving equipment is used
- Trained personnel perform all receiving
- Items are placed in storage promptly
- Unacceptable items are refused and credit noted on the invoice
- Spot checks are made:
  - Portion-controlled items are checked to ensure that the allowance specified are met
  - Meats, chickens, etc. are unboxed and weight is verified
  - Cartons of fresh fruits and vegetables are checked for count and quality throughout container

*We never accept weights stamped on a box or container if it can be opened, weighed, or counted.*



## Storage

- First-in-first-out stock rotation method used
  - Food is stored away from walls and off the floor
  - Pest control measures are taken
  - Proper storage temperatures are maintained
    - Dry storage: 70°F
    - Refrigerated storage: 35 - 40°F
    - Freezer storage: 0 to -10°F
  - All storage areas are locked
  - A proper sanitation program is followed
  - Temperatures of all refrigerated storage is logged
  - Weekly inventory counted by someone other than the staff member responsible for storage
  - Controlled items are secured
  - Inventory evaluation and control record-keeping procedures are followed
  - Chemicals, paper supplies, and food are stored in separate areas
  - Inventory issued only to authorized staff, never to inmates
- Fresh produce processing:
    - Thorough water wash of all fruits and vegetables
    - Immediate refrigeration of vegetable salads
    - Sizing of raw fruits for eating to ensure portion control
    - Weight of edible portion versus purchased raw product called for on Production Records adjusted
  - Raw meat processing:
    - Wash under cold, running water to remove old blood residue
    - Separate work stations for beef and poultry
    - Trim excess fat or discolored fat
    - Portion/weight control of sliced meats checked
  - Ingredient assembly:
    - Staged and timed ingredient incorporation per standard recipes
    - For realized blending, mixing, and other incorporation procedures followed
    - Weight control of total raw ingredient combinations checked, i.e., yield of batch versus stated recipe yield

## Ingredient Control and Processing

- Only items used for production are removed from storage
- First-in-first-out stock rotation is practiced
- Issuing is done by stockroom person/cook supervisor to only authorized and assigned personnel
- Standard recipes are adjusted to the population of the facility and are closely followed
- Food production is scheduled (Production Records) according to need; leftovers are explained
- Staff/inmate workers are trained to perform required tasks
- Staff/inmate workers are properly supervised
- Authorization of ingredient variations by unit manager
- Ingredients are weighed and measured per recipe

## **Food Preparation (Production Methods)**

- Standard recipes extended to facility size
- Standard cooking methods, including temperature charts, in place
- Production records indicate:
  - Quantities of raw products
  - Freezer pull times
  - Cooking method and recipe number
  - Batching schedule to maximize batch cooking methods
  - Individual assigned and responsible
- Documented quality checks on flavor, texture and color (visual and taste)
- Food Production Manual, records are maintained daily
- Sanitary food-handling techniques are practiced

## **Portioning and Serving of Meals**

- Service plans are prepared to include:
  - Cycle/day/meal
  - Menu item
  - Serving container (i.e. Full Size 2", Half Size 4")
  - Portion size
  - Serving utensil
- Tray diagram prepared, shows location of each menu item
- Hot food and cold food serving line set-up diagram prepared, shows the location of each menu item
- Sanitation monitored continuously
- Any variations in service are recorded and corrective actions are noted
- Temperatures are constantly monitored to prevent dropping (or raising) into the food danger zone, between 40°F to 140°F
- Tray assessment performed at all three meal periods

## **Delivery of Meal (Adapted for each facility)**

- Meal transmittal indicates:
  - Date/meal/day
  - Destination of meals
  - Total count of regular meals and medical diets
  - Signature of manager/supervisor who counted cold and hot trays, including diets and snacks
  - Signature of inmate/detainee to acknowledge receipt of medical diet
- Restricted medical diet trays are properly identified

## **Sanitation/Safety Program**

- Each staff position is assigned specific cleaning duties
- The fire safety program is up-to-date and documented
- The in-service training program contains sanitation and safety programs that are presented on a routine basis. Attendance is mandatory.
- Dish machine temperatures taken are recorded three times daily during clean-up periods
- Weekly inspection of facility for safety and sanitation compliance by on-site management



## ACA Standards for Food Service

**Principle:** Meals are nutritionally balanced, well-planned and prepared, and served in a manner that meets established governmental health and safety codes. Trinity Services Group's Quality Standards are based on the ACA Standards for Food Service.

### Food Service Management

4-4313 (Ref. 3-4294)

Food service operations are supervised by a full-time staff member who is experienced in food service management.

*Comment: The food service manager should have the resources, authority, and responsibility to provide complete food service for the institution, including three nutritionally adequate, palatable, and attractive meals a day produced under sanitary conditions and at reasonable costs. The food service manager should have a minimum of three years' experience in food service management.*

### Budgeting and Purchasing

4-4314 (Ref. 3-4295)

Written policy, procedure, and practice specify the food service budgeting, purchasing, and accounting practices including, but not limited to, the following systems;

- Food expenditure cost accounting designed to determine cost per meal per inmate
- Estimation of food service requirements
- Purchase of supplies at wholesale and other favorable prices and conditions, when possible
- Determination of and responsiveness to inmate eating preferences
- Refrigeration of food, with specific storage periods

### Budgeting and Purchasing (continued)

4-4315 (Ref. 3-4296)

Written policy, procedure, and practice require that accurate records are maintained of all meals served.

*Comment: A uniform system should be established to record the number, cost, and type of meals served inmates, employees, guests, and visitors. Employees, guests, and visitors should be served the same food inmates are served. Food service records should include published menus, information on waste, food costs, and nutritional accounting, and notation of food products raised or produced in the system.*

### Dietary Allowances

4-4316 (Ref. 3-4297)

**(MANDATORY)** There is documentation that the institution's dietary allowances are reviewed at least annually by a qualified nutritionist or dietitian to ensure that they meet the nationally recommended allowances for basic nutrition. Menu evaluations are conducted at least quarterly by institution food service supervisory staff to verify adherence to the established basic daily servings.

*Comment: Dietary allowances, as adjusted for age, sex, and activity, should meet or exceed the recommended dietary allowances published by the National Academy of Sciences. A qualified nutritionist or dietitian is a person registered or eligible for registration by the American Dietetic Association or who has the documented equivalent in education, training, or experience, with evidence of relevant continuing education.*

**Menu Planning**

4-4317

(Ref. 3-4298)

Written policy, procedure, and practice require that the food service staff plan menus in advance and substantially follow the plan; and that the planning and preparing of all meals take into consideration food flavor, texture, temperature, appearance, and palatability.

*Comment: All menus, including special diets, should be planned, dated, and available for review at least one week in advance. Any substitutions in the meals actually served should be noted and should be of equal nutritional value. A file of tested recipes adjusted to a yield appropriate for the facility's size should be maintained on the premises. Food should be served as soon as possible after preparation and at an appropriate temperature. Clinical diets should be approved by a qualified nutritionist or dietitian and documented accordingly.*

**Therapeutic Diets**

4-4318

(Ref. 3-4299)

Therapeutic diets are provided as prescribed by appropriate clinicians. A therapeutic diet manual is available in the health services and food services areas for reference and information.

*Comment: Therapeutic diets are prepared and served to inmates according to the orders of the treating clinician or as directed by the responsible health authority. Prescriptions for therapeutic diets should be specific and complete, furnished in writing to the food service manager, and rewritten quarterly. Therapeutic diets should be kept as simple as possible and should conform as closely as possible to the foods served other inmates.*

**Therapeutic Diets (continued)**

4-4319

(Ref. 3-4300)

Written policy, procedure, and practice provide for special diets for inmates whose religious beliefs require the adherence to religious dietary laws.

*Comment: Religious diets should be approved by the chaplain. Religious diet prescriptions should be specific and complete, furnished in writing to the food service manager, and rewritten monthly. Special diets should be kept as simple as possible and should conform as closely as possible to the foods served other inmates.*

4-4320

(Ref. 3-4301)

Written policy precludes the use of food as a disciplinary measure.

*Comment: All inmates and staff except those on special medical or religious diets should eat the same meals. Food should not be withheld, nor the standard menu varied, as a disciplinary action for an individual inmate. The standard does not preclude rewarding groups of inmates with special foods in return for special services or under special circumstances.*

**Health and Safety Regulations**

4-4321

(Ref. 3-4302)

**(MANDATORY)** There is documentation by an independent, outside source that food service facilities and equipment meet established governmental health and safety codes; corrective action is taken on deficiencies, if any.

*Comment: Food service facilities and equipment should meet all standards and requirements set by qualified professional and/or governmental bodies. Food service personnel should be trained in accident prevention, first aid, use of safety devices, floor care, knife storage, and use of fire extinguishers. They should attend regular meetings to discuss accident prevention and analyze major accidents to prevent recurrence.*



## Health and Safety Regulations (continued)

4-4322

(Ref 3-4303)

(MANDATORY) Written policy, procedure, and practice provide for adequate health protection for all inmates and staff in the institution, and inmates and other persons working in food service, including:

Where required by the laws and/or regulations applicable to food service employees in the community where the facility is located, all persons involved in the preparation of food receive a preassignment medical examination and periodic re-examinations to ensure freedom from diarrhea, skin infections, and other illnesses transmissible by food or utensils; all examinations are conducted in accordance with local requirements.

When the institution's food services are provided by an outside agency or individual, the institution has written verification that the outside provider complies with the state and local regulations regarding food service.

All food handlers are instructed to wash their hands upon reporting to duty and after using toilet facilities.

Inmates and other persons working in food service are monitored each day for health and cleanliness by the director of food services (or designee).

*Comment: All food service personnel should be in good health and free from communicable disease and open, infected wounds; have clean hands and fingernails; wear hairnets or caps; wear clean, washable garments; and employ hygienic food-handling techniques. Federal facilities should apply appropriate regulations such as those of the U.S. Public Health Service.*

## Inspections

### Food Products

4-4323

(Ref. 3-4304)

When required by statute, food products that are grown or produced within the system are inspected and approved by the appropriate government agency. There is a distribution system that ensures prompt delivery of foodstuffs to institution kitchens.

*Comment: All such foodstuffs should meet or surpass government inspection levels, and the distribution system should ensure that they are delivered when fresh and in a condition for optimum food service.*

Government inspection of food grown in inmate gardens and used in food service is not required where the garden is not part of a larger agriculture operation and the inmate does not work full time at food production for use by the inmate population; all garden-grown food should, however, be inspected by food service personnel prior to use.

### Facilities and Equipment

4-4324

(Ref. 3-4305)

(MANDATORY) Written policy, procedure, and practice require weekly inspections of all food service areas, including dining and food preparation areas and equipment, by administrative, medical, or dietary personnel. These may include the person supervising food service operations or his/her designee. Refrigerator and water temperatures are checked daily by administrative, medical, or dietary personnel.

*Comment: All areas and equipment related to food preparation (for instance, ranges, ovens, refrigerators, mixers, dishwashers, garbage disposals) require frequent inspections to ensure their sanitary and operating condition. Water temperature on the final dishwasher rinse should be 180 degrees Fahrenheit; between 140 degrees Fahrenheit and 160 degrees Fahrenheit is appropriate if a sanitizer is used on the final rinse. The person conducting the inspection should have some training in food service operations.*

**Facilities and Equipment (continued)**

4-4325 (Ref. 3-4306)

Written policy, procedure, and practice provide that stored shelf goods are maintained at 45 degrees to 80 degrees Fahrenheit, refrigerated foods at 35 degrees to 40 degrees Fahrenheit, and frozen foods at 0 degrees Fahrenheit or below, unless national or state health codes specify otherwise.

**Meal Service**

4-4326 (Ref. 3-4307)

Written policy, procedure, and practice provide that meals are served under conditions that minimize regimentation, although there should be direct supervision by staff members.

*Comment: Cafeteria facilities are preferable to inmate waiter service. The dining area should provide normal group eating facilities, and conversation should be permitted during dining hours. When possible, there should be "open" dining hours, thus eliminating traditional waiting lines and forced seating by housing, assignment, and so on. Full cutlery services should be provided based on a control system. All meals should be served under the direct supervision of staff.*

**Meal Service (continued)**

4-4327 (Ref. 3-4308)

Space is provided for group dining except when security or safety considerations justify otherwise.

*Comment: Meals should not be served in cells unless necessary for safety and security. When a meal must be served in a cell, a small table or shelf and some type of seating should be provided.*

4-4328 (Ref. 3-4309)

Written policy, procedure, and practice require that at least three meals (including two hot meals) are provided at regular meal times during each 24-hour period, with no more than 14 hours between the evening meal and breakfast. Variations may be allowed based on weekend and holiday food service demands, provided basic nutritional goals are met.

*Comment: When inmates are not routinely absent from the institution for work or other purposes, at least three meals should be provided at regular times during each 24-hour period.*





# Continuous Improvement

## Operational Performance Analysis Audit

Trinity uses a Unit-based Operational Performance Analysis workbook to make recommendations and determine corrective actions. While the audit report is not intended to be an all-inclusive "Corrective Action Plan," our District Manager reviews the results of this audit to determine if any corrective actions need to be taken and to develop a comprehensive action plan for each operating unit in order to assist in improving the overall performance of each operation.

The audit reviews three main components of an operation:

- Financial Performance
- Quality Assurance and Food Safety
- Client Satisfaction

We have included part of our Quality Assurance Audit for your review.

Our District Managers perform regular follow-up visitations to ensure each unit has made any recommended improvements and to observe best practices to share with other Trinity operating units.

Operational Performance Analysis			
Operation Number & Name:	Auditor:	Date:	SCORE
0	00	01/00/00	96.6%
<b>CHAPTER: 2 Quality Assurance and Food Safety</b>		<b>Not Observed: 0.0%</b>	
<b>Section: A Program Management</b>			Yes No Not App Not Obs
Item #	Requirement	Standard/Reference	Comments
<b>Permits and Licenses</b>			
2.A.1	The required business and/or Department of Health licenses or permits are current and posted.		<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2.A.2	The most current Health Inspection report is available.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2.A.3	ServSafe Food Protection Manager certification for FSD/Manager is posted and current to within five years of exam date. The manager meets other local licensing requirements.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2.A.4	Medical clearance is documented and current for staff and inmates.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2.A.5	TSG employees wear ID badges per institutional policy.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2.A.6	The Human Resources required signage is posted where it is visible to all Trinity employees.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
<b>Training</b>			
2.A.7	Training and orientation in food safety and correctional food service is provided to Trinity food handlers within three days of hire.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2.A.8	Diet training is provided to Trinity food handlers.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2.A.9	ACA 40-hour certification training is provided to Trinity food handlers.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2.A.10	Contract required training is provided to Trinity staff.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2.A.11	Inmate food handlers are provided with pre-assignment training.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2.A.12	All food handler training is recorded in a training log or similar log.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
<b>Menu and Recipes</b>			
2.A.13	Certified menus are signed and dated by the dietician.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2.A.14	All certified menus are reviewed by the dietician per contract.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2.A.15	The medical/therapeutic diet menu is available.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2.A.16	There is a Medical/therapeutic Diet procedure established and followed.		<input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2.A.17	The Medical Diet Manual or handbook is available.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2.A.18	Standardized recipes for the menu are exploded per updated counts, printed, and available.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2.A.19	There is an Emergency Menu and required supplies in storage.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
<b>Production and Portion Control</b>			
2.A.20	There is a Production Pull process established and followed.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>
2.A.21	There is a Production Sheet for each meal.		<input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

## **Monitoring Inmate Preferences**

Trinity's menu was planned using products and recipes that are generally acceptability by the inmate population. As part of our continuous quality assurance program, we conduct plate waste studies, listen to feedback (both verbal or written) from inmates and staff, and provide our proposed reaction plan to the facility management for open discussion and approval on what corrective actions should be taken, if any. As most everyone knows, food will always be subject to criticism - but we take everything seriously and pledge to meet or exceed our clients expectations on how to react to such criticism when it occurs.

Trinity's Quality Assessment of an Inmate Tray form is provided on the following page.

## **Inmate Grievances**

Food Service issues should be directed to the Trinity Food Service Director by the facility's coordinator. The Food Service Director will assist the facility by providing information and documentation as needed, so the facility can respond to inmate grievances within 24 hours. The Food Service Director is willing to discuss food related issues when needed and will personally handle staff issues regarding food service.

Trinity prevents inmate litigation through a structured plan; the process that is documented in this proposal (purchasing, production, quality control, special diet tracking, temperature logs, meal assessments, procedures, tracking and documentation kept on file), as well as prompt response to grievances and immediate corrective action.

TRINITY SERVICES  
GROUP, INC.



### QUALITY ASSESSMENT OF AN INMATE TRAY

FOOD DISTRIBUTION USED: \_\_\_\_\_

DATE: \_\_\_\_\_

MEAL: \_\_\_\_\_

HOLDING TIME: \_\_\_\_\_

ITEM	SOUP	MEAT	CASSEROLE	POTATO	VEG	MARG.	SALAD	FRUIT	BEV. H	BEV. C
1. TEMPERATURE										
A) STANDARD	180	160	175	160	160	40	45	40	185	40
B) ACTUAL										
2. PORTIONS STANDARD SIZES										
ACTUAL										
3. APPEARANCE OF FOODS										
4. TASTE & AROMA										
5. REMARKS (Missing Items, Etc.)										

6. TRAY ACCOMPANIMENTS

TRAY: \_\_\_\_\_

TRAY COVER: \_\_\_\_\_

PLASTIC WARE: \_\_\_\_\_

7. OVERALL QUALITY

EXCELLENT: \_\_\_\_\_ VERY GOOD: \_\_\_\_\_ GOOD: \_\_\_\_\_ FAIR: \_\_\_\_\_ POOR: \_\_\_\_\_

8. RECOMMENDED CORRECTIONS

9. LIST RE-OCCURRING PROBLEMS

\* GRADE ON A SCALE OF 1 TO 4: 1=POOR, 2=FAIR, 3=GOOD, 4=EXCELLENT

SIGNATURE OF ASSESSOR: \_\_\_\_\_

COPY TO: UNIT MANAGER  
DISTRICT MANAGER



# **ACCOUNTING AND REPORTING**



# Accounting and Reporting

Trinity has developed an integrated computerized reporting and accounting system specifically for the corrections environment. The system gives management all the information they need to operate an efficient food service operation, without tying them to their computers. Using the system, Managers are able to:

- Enter goods received and vendor invoices
- Input and track payroll
- Enter inventory each week
- Enter meal count data
- Generate client invoices
- Track budgetary matters
- Correspond as needed, via e-mail
- Receive online support, as needed
- Access the corrections support system, complete with forms and policies
- Perform many other functions, as needed.

Our administrative and production based software solution offers an enterprise based platform which is supported centrally, while allowing for an infinite amount of variables to address specific needs of a single food service location.

## NetMenu

NetMenu is our proprietary back-office food management program that is designed specifically for correctional operations and supported centrally. This web-based software allows users to control and manage all aspects of their food service responsibilities in a user-friendly environment. NetMenu handles management functions that include:

- Food Production Management
- Inventory/Ordering Management
- Voucher/Invoice/Requisition Management

We have built a support team dedicated to assisting our associates in using NetMenu. Their duties include training, database development, program support, and manual/document development. Our secure support website provides a repository for training tools, documents and interactive aids, and information to assist associates in using the program. We have an ongoing mission of further developing NetMenu to better fit the needs of our correctional market and provide more services to users of the program.

NetMenu is compatible with the newest operating systems, and operates via a web-connection. It is capable of answering the needs of facilities, from small operations to large, complex, multi-layered operations.



## **Food Production**

Knowing how much to cook, providing clear instructions on how to produce items, and scheduling production, are basic to good food production systems. NetMenu assists in each area by automating processes and providing users with concise information. Menus specific to a facility are entered into the software and linked to all recipes required for the operation. Managers can easily print out recipes and production worksheets that are sized to the anticipated counts for a meal. If the counts change, new reports can be printed quickly. Worksheets include meal production instructions, pull sheets, and order guides. All worksheets and recipes are designed to aid unit personnel in managing their areas of responsibility. Procedures allow management to easily change and adjust menus to differing conditions.

After the meal is over, actual usage information is entered into NetMenu, allowing users to assess meals served and fine-tune production for future meals. Reports provide information ranging from a particular meal to overviews of periods of meals.

## **Inventory/Ordering**

Managing inventory and ordering correctly are two critical functions in any food service operation. NetMenu automates many processes and helps ensure that unit management will have adequate products on hand at all times. Inventory management allows employees to track and control their inventory, ensuring that the proper amount of products are used on a timely basis. Order management allows appropriate interaction with vendors to ensure timely ordering of items in the proper quantities necessary to produce the menu. NetMenu provides a link directly to many vendors' automated order entry systems, thus further easing the ordering process.

## **Voucher/Invoice/Requisition Management**

NetMenu assists Trinity staff to pay invoices in an easy, timely manner, ensuring that vendors deliver proper products in the quantities ordered. Voucher management frees up users to spend more time managing their operations by taking over many of the mundane processes associated with paying invoices and tracking vouchers. The voucher entry process helps ensure that what is ordered is actually delivered and that the proper price is paid for every item.

CBORD NetMenu

Production Recipe

**Salad Pasta w/ Mixed Veg (1340-FS)**

All

Cooking Time:	Serving Pan:	Yield: 100 1 Cup
Cooking Temp:	Serving Utensil:	Portions: 100 1 Cup
Internal Temp:		

**Ingredients & Instructions...**

- Pasta Rotini (SU17006)	12 Pound
- Water (Water)	7 Gallon
- Oil Vegetable Salad (SU35005)	1/4 Cup
- Onion Yellow Fresh (PR11023)	1 Pound 4 Ounce
- Fresh Green Bell Pepper (PR11025)	3 Pound 2 Ounce
- Carrots Fresh (PR11008)	3 Pound 7 Ounce
- Celery Fresh (PR11011)	3 Pound 12 Ounce
- Dressing Salad (SU37016)	3 Quart 1/2 Cup
- Pepper Ground Black (SU27026)	1 1/3 Tablespoon

**Procedure:**

1. Bring water to a boil. Add pasta and cook for about 7 minutes or until tender. Drain pasta and cool down under running cold water. Once drained and cooled- mix oil to pasta to prevent lumping together. Hold pasta for step 3.
2. Clean and 1/8" dice the onions, peppers, carrots and celery.
3. Add salad dressing, and pepper. Mix all ingredients and blend well.
4. Cover, date and label, place in cooler to chill- CCP - Keep chilled below 40 ° F taking temperatures on line every 2 hours. Do not mix old product with new.

Production Summary Worksheet with Temperatures

Prep Area: All

Service Date:

Meal:	Breakfast	Item Name	Portion Size	Fcst	Prep/Left	Cooking Temp		Holding Temp		Holding Temp		Corrective Action
						Time	Temp/Initials	Time	Temp/Initials	Time	Temp/Initials	
		*Cake Coffee (5315-MX)	1/54 Slice	2,037	/		/		/		/	
		Beverage Milk 1% (0008491)	1 Cup	2,057	/		/		/		/	
		Bread Sliced White (BK16006)	2 Slice	2,057	/		/		/		/	
		Cereal Corn Flakes Bulk (TR990248)	1 Cup	2,057	/		/		/		/	
		Margarine Whipped (6220)	1/2 WZ	2,037	/		/		/		/	
		Margarine Whipped (6220)	2 Tsp	20	/		/		/		/	
		Peaches (5140-CN)	1/2 Cup	2,057	/		/		/		/	
		Pepper Black PC (TR990322)	1 Each	2,057	/		/		/		/	
		Salt PC (TR990323)	1 Each	2,057	/		/		/		/	
		Sugar PC (TR990326)	2 Pk	2,037	/		/		/		/	
		Sugar Sub Splenda PC (TR990325)	2 Pk	20	/		/		/		/	
		Turkey Bologna Sliced 1 (1905)	1 WZ	2,037	/		/		/		/	
		Turkey Bologna Sliced 1 (1905)	2 WZ	20	/		/		/		/	

Meal:	Lunch	Item Name	Portion Size	Fcst	Prep/Left	Cooking Temp		Holding Temp		Holding Temp		Corrective Action
						Time	Temp/Initials	Time	Temp/Initials	Time	Temp/Initials	
		Applesauce Chilled (5105-CN)	1/2 Cup	20	/		/		/		/	
		Beans Pinto (3065)	1 1/2 Cup	2	/		/		/		/	
		Beans Pinto (3065)	1 Cup	2,055	/		/		/		/	
		Beverage Fruit Drink Kiwi (4Kcal) (7008)	1 Cup	2,022	/		/		/		/	
		Beverage Milk 1% (0008491)	1 Cup	35	/		/		/		/	
		Carrots Steamed (4048-FZ DT)	1/2 Cup	2,057	/		/		/		/	
		Cornbread (3555-MX)	1-1/54 Slice	2,057	/		/		/		/	
		Margarine Whipped (6220)	1 Tsp	20	/		/		/		/	
		Margarine Whipped (6220)	1/2 WZ	2,037	/		/		/		/	

\* Item was already produced on previous day.

Minimum Cooking and Holding Temperatures:

All products thawed under refrigeration keeping its temperat

Poultry and casseroles 165° F; \*15 seconds

Ground Meat: including beef, and ground seafood 165° F

Cold Holding 40° F or below temp taken every 30 min - not to exceed 6 hours

Seafood- including fish, - 145° F for 15 seconds;

Reheat Foods to 165° F for at least 15 seconds

Hot Holding 140° F or above temp taken every 2 hours



Production Summary Worksheet with Temperatures

Prep Area: All

Service Date:

Meal:	Lunch	Item Name	Portion Size	Fcst	Prep/Left	Cooking Temp		Holding Temp		Holding Temp		Corrective Action
						Time	Temp/Initials	Time	Temp/Initials	Time	Temp/Initials	
		Pepper Black PC (TR990322)	1 Each	2,057	/		/		/		/	
		Pudding Chocolate (5915-MX)	1/2 Cup	2,037	/		/		/		/	
		Salt PC (TR990323)	1 Each	2,057	/		/		/		/	
		Turkey Ham Hot 3 (1920)	2 WZ	20	/		/		/		/	
		Turkey Ham Hot 3 (1920)	3 WZ	2,000	/		/		/		/	
		Turkey Ham Hot 3 (1920)	4 WZ	35	/		/		/		/	

Meal:	Dinner	Item Name	Portion Size	Fcst	Prep/Left	Cooking Temp		Holding Temp		Holding Temp		Corrective Action
						Time	Temp/Initials	Time	Temp/Initials	Time	Temp/Initials	
		*Cake Yellow Iced White (5378-MX)	1/54 Slice	2,037	/		/		/		/	
		Beans Pinto (3065)	1 Cup	2	/		/		/		/	
		Beverage Fruit Drink Grape (4Kcal) (7005)	1 Cup	2,002	/		/		/		/	
		Beverage Milk 1% (0008491)	1 Cup	55	/		/		/		/	
		Bread Bun Hot Dog (0008709)	1 Each	2,057	/		/		/		/	
		Corn Steamed (4064-FZ DT)	1/2 Cup	2,057	/		/		/		/	
		Dressing Salad Italian (8010-SCR)	1/2 FZ	2,057	/		/		/		/	
		Fruit Fresh Orange 113 (TR990602)	1 Each	20	/		/		/		/	
		Mustard Yellow PC (SU34019)	2 Each (9 gm)	2,057	/		/		/		/	
		Pepper Black PC (TR990322)	1 Each	2,057	/		/		/		/	
		Salad Lettuce Mix (1030-BG)	1/2 Cup	2,057	/		/		/		/	
		Salt PC (TR990323)	1 Each	2,057	/		/		/		/	
		Turkey Polish Sausage 3 (1960)	3 WZ	2,055	/		/		/		/	

\* Item was already produced on previous day.

Minimum Cooking and Holding Temperatures:

Seafood- including fish, - 145° F for 15 seconds;

All products thawed under refrigeration keeping its temperat

Reheat Foods to 165° F for at least 15 seconds

Poultry and casseroles 165° F; \*15 seconds

Hot Holding 140° F or above temp taken every 2 hours

Ground Meat: including beef, and ground seafood 165° F

**Cold Holding 40° F or below temp taken every 30 min - not to exceed 6 hours**

All

Item Name	Last Physical Count	Stock Unit	Last Count Quantity	Received Quantity	Requisitions		Calculated On Hand	UnProcessed Deliveries	Predicted On Hand
					In	Out			
Applesauce Unsweetened CND	2015-04-09	6/#10 Can	0.00	42.00	0.00	0.00	42.00	15.00	57.00
Apron Plastic 24x42	2015-04-09	10/100 Each	5.00	0.00	0.00	0.00	5.00	0.00	5.00
Bacon Bits	2015-04-09	12/1 Pound	1.00	1.67	0.00	0.00	2.67	0.00	2.67
Bag Carryout	2015-04-09	100 Each	2.00	0.00	0.00	0.00	2.00	0.00	2.00
Bag Paper Brown 6 Lb	1900-01-01	4/500 Each	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Bag Paper Brown 8 Lb	2015-04-09	4/500 Each	1.50	0.00	0.00	0.00	1.50	0.00	1.50
Base Beef Economy	2015-04-09	25 Pound	9.00	0.00	0.00	0.00	9.00	0.00	9.00
Base Beef Soup & Gravy CC-102	2015-04-09	12/1 Pound	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Base Chicken	2015-03-05	25 Pound	9.00	0.00	0.00	0.00	9.00	0.00	9.00
Base Chicken Economy	2015-04-09	25 Pound	3.00	0.00	0.00	0.00	3.00	0.00	3.00
Basil Ground	2015-04-09	1 Pound	33.00	0.00	0.00	0.00	33.00	0.00	33.00
Basket Liner Paper 12x12	1900-01-01	1000 Each	0.00	0.00	0.00	0.00	1.00	0.00	1.00
Beans Baked Vegetarian CND	2015-04-09	6/#10 Can	1.33	0.00	0.00	0.00	1.33	0.00	1.33
Beans Green FRZ	2015-04-09	30 Pound	15.00	0.00	0.00	0.00	15.00	0.00	15.00
Beans Kidney DRY	2015-02-05	50 Pound	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beans Navy Dry	2015-04-09	50 Pound	0.00	5.00	0.00	0.00	5.00	0.00	5.00
Beans Pinto DRY	2015-04-09	50 Pound	34.00	15.00	0.00	0.00	49.00	19.00	68.00
Beard Guard	2015-04-09	10/100 Each	15.00	0.00	0.00	0.00	15.00	0.00	15.00
Beef Base	2015-03-05	25 Pound	12.00	0.00	0.00	0.00	12.00	0.00	12.00
Beef E&P FC	2015-04-09	40 Pound	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Beef Ground 80/20	2015-04-09	3/10 Pound	5.66	0.00	0.00	0.00	5.66	0.00	5.66
Beef Philly Steak	2015-04-09	48/4 Ounce	6.50	0.00	0.00	0.00	6.50	0.00	6.50
Beef Philly Steak 4 Oz	2015-03-05	48/4 Ounce	7.20	0.00	0.00	0.00	7.20	0.00	7.20
Beverage Mix Grape 5WZ CC-804	2015-04-09	72/5 Ounce	5.00	0.00	0.00	0.00	5.00	0.00	5.00





Invoice by Product Group

Coffee Connection

PO Number:

PO Date: 4/15/2015

Delivery Date: 4/15/2015

Confirmation:

Account # :

Product Group	Account Codes		Purchases
	Debit	Credit	
Rollup Product Group			
Beverages	411054	411054	41.38
Beverages			41.38
Beverages			41.38
Groceries	411039	411039	886.85
Groceries			886.85
Groceries			886.85
Paper Supplies	411075	411075	1,498.69
Paper Supplies			1,498.69
Paper Supplies			1,498.69
<b>Order Total:</b>			<b>2,426.92</b>

# Sample Reports and Billing Statements

TRINITY SERVICES  
GROUP, INC.



██████████  
██████████  
Walhalla, SC

## Invoice

Invoice Number: ██████████  
Invoice Date: 01/21/2016  
Department: Invoice

Bill To:

██████████  
██████████  
Walhalla, SC

Remit To:

Trinity Services Group, Inc.  
62836 Collection Center Drive  
  
Chicago, IL 60693-0628

Ref Nr	Customer Number	Function Date/Time	Event	Location
██████████	F300980000	01/21/2016 08:00 PM	Weekly Billing	██████████

Note:

Description	Quantity	Unit Price	Amount
INMATE MEALS	3386	\$1.3430	\$4547.40



**Weekly Unit Summary Report**

Year: 16 Month: 11 Unit: 30071

Unit	Year	Month	Code	Week	Date	Group	Description	Value
30071	16	11	700410	1	08/04/2016	Corr	Corrections Operating Days	7
				2	08/11/2016	Corr	Corrections Operating Days	7
				3	08/18/2016	Corr	Corrections Operating Days	7
				4	08/25/2016	Corr	Corrections Operating Days	7
<b>Code SubTotal:</b>								<b>28</b>
30071	16	11	700651	1	08/04/2016	Corr	Inmate Meals	0
				2	08/11/2016	Corr	Inmate Meals	0
				3	08/18/2016	Corr	Inmate Meals	0
				4	08/25/2016	Corr	Inmate Meals	0
<b>Code SubTotal:</b>								<b>0</b>
30071	16	11	700652	1	08/04/2016	Corr	Total Meals Served	1,413
				2	08/11/2016	Corr	Total Meals Served	1,377
				3	08/18/2016	Corr	Total Meals Served	1,277
				4	08/25/2016	Corr	Total Meals Served	1,277
<b>Code SubTotal:</b>								<b>5,344</b>
30071	16	11	700670	1	08/04/2016	Corr	Staff Meals	547
				2	08/11/2016	Corr	Staff Meals	570
				3	08/18/2016	Corr	Staff Meals	593
				4	08/25/2016	Corr	Staff Meals	593
<b>Code SubTotal:</b>								<b>2,303</b>
30071	16	11	756085	1	08/04/2016	Corr	Total Meals Billed	0
				2	08/11/2016	Corr	Total Meals Billed	0
				3	08/18/2016	Corr	Total Meals Billed	0
				4	08/25/2016	Corr	Total Meals Billed	0
<b>Code SubTotal:</b>								<b>0</b>
30071	16	11	776014	1	08/04/2016	Corr	Employees Part Time	2
				2	08/11/2016	Corr	Employees Part Time	2
				3	08/18/2016	Corr	Employees Part Time	2
				4	08/25/2016	Corr	Employees Part Time	2
<b>Code SubTotal:</b>								<b>8</b>
30071	16	11	777800	1	08/04/2016	ALL		5
				2	08/11/2016	ALL		5
				3	08/18/2016	ALL		5
				4	08/25/2016	ALL		5
<b>Code SubTotal:</b>								<b>20</b>
30071	16	11	777825	1	08/04/2016	ALL		1,160
				2	08/11/2016	ALL		1,185
				3	08/18/2016	ALL		1,120
				4	08/25/2016	ALL		1,120
<b>Code SubTotal:</b>								<b>4,585</b>
30071	16	11	777840	1	08/04/2016	Corr	Trinity Take Out Meals	0
				2	08/11/2016	Corr	Trinity Take Out Meals	0
				3	08/18/2016	Corr	Trinity Take Out Meals	0
				4	08/25/2016	Corr	Trinity Take Out Meals	0
<b>Code SubTotal:</b>								<b>0</b>
30071	16	11	777843	1	08/04/2016	Corr	Late Night Dining	0
				2	08/11/2016	Corr	Late Night Dining	0
				3	08/18/2016	Corr	Late Night Dining	0
				4	08/25/2016	Corr	Late Night Dining	0
<b>Code SubTotal:</b>								<b>0</b>
30071	16	11	777845	1	08/04/2016	Corr	Other Meals	866
				2	08/11/2016	Corr	Other Meals	807
				3	08/18/2016	Corr	Other Meals	684
				4	08/25/2016	Corr	Other Meals	684



**Weekly Unit Summary Report**  
Year: 16 Month: 11 Unit: 30071

Unit	Year	Month	Code	Week	Date	Group	Description	Value
30071	16	11	777845				<b>Code SubTotal:</b>	3,041
30071	16	11	777850	1	08/04/2016	Corr	Commissary Orders Filled	0
				2	08/11/2016	Corr	Commissary Orders Filled	0
				3	08/18/2016	Corr	Commissary Orders Filled	0
				4	08/25/2016	Corr	Commissary Orders Filled	0
							<b>Code SubTotal:</b>	0
30071	16	11	777875	1	08/04/2016	ALL	Total Hours Worked	258
				2	08/11/2016	ALL	Total Hours Worked	259
				3	08/18/2016	ALL	Total Hours Worked	272
				4	08/25/2016	ALL	Total Hours Worked	272
							<b>Code SubTotal:</b>	1,060
30071	16	11	777876	1	08/04/2016	Corr	Employees Full Time	4
				2	08/11/2016	Corr	Employees Full Time	4
				3	08/18/2016	Corr	Employees Full Time	4
				4	08/25/2016	Corr	Employees Full Time	4
							<b>Code SubTotal:</b>	16
							<b>Total for Report:</b>	16,405

**End of Report**



# **COST PROPOSAL**



# Cost Proposal

MEAL TYPE	GOOD (2700 cal) PRICE PER MEAL	BETTER (2500 cal) PRICE PER MEAL	BEST (2700 cal) PRICE PER MEAL
Inmate Meal	\$ 0.829	\$ 1.043	\$ 1.094
Staff Meal	\$ 0.829	\$ 1.043	\$ 1.094
Outside Boxed Lunch Meal	\$ 0.829	\$ 1.043	\$ 1.094
Special Modified Meal (Medical Needs)	\$ 0.829	\$ 1.043	\$ 1.094
Special Management Meal	\$ 0.829	\$ 1.043	\$ 1.094
Religious Meals (Kosher, etc.)	\$ 0.829	\$ 1.043	\$ 1.094

**Good Menu:** provides three hot meals, which is the most cost effective option for the County.

**Better Menu:** provides three hot meals, Monday through Friday with cold dinner on Saturday and Sunday.

**Best Menu:** provides two hot meals with a cold lunch.

Note: the pricing presented above is for an inmate ADP of 700 or more. An incremental pricing structure will be negotiated for an inmate population dropping below 700.

In addition, Trinity recommends implementing inmate scale pricing, which would benefit the County should the inmate population rise.