

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

June Session of the April Adjourned

Term. 20 19

In the County Commission of said county, on the 20th day of June 20 19

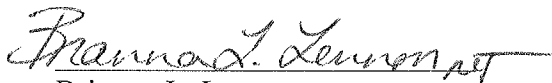
the following, among other proceedings, were had, viz:

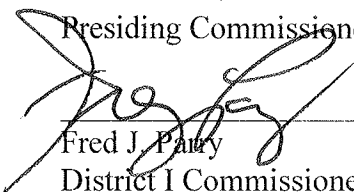
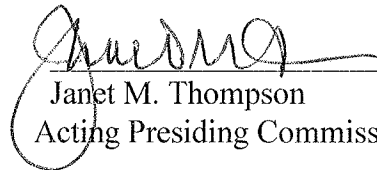
Now on this day, the County Commission of the County of Boone does hereby approve the attached Approval of Proposal for Consultant Services with PW Architects, Inc. for Architectural, Engineering, and Geotechnical Services Proposal for New Vehicle Storage and Facility Improvements at the Boone County Road & Bridge facility on Tom Bass Road.

The terms of the agreement are stipulated in the attached Proposal for Consultant Services form. It is further ordered the Acting Presiding Commissioner is hereby authorized to sign said Proposal for Consultant Services form.

Done this 20th day of June 2019.

ATTEST:

  
Brianna L. Lennon  
Clerk of the County Commission

Absent  
Daniel K. Atwill  
Presiding Commissioner  
  
Fred J. Parry  
District I Commissioner  
  
Janet M. Thompson  
Acting Presiding Commissioner

**APPROVAL OF PROPOSAL FOR CONSULTANT SERVICES**

Effective the 30th day of May, 2019, Boone County, Missouri, a political subdivision of the State of Missouri through its County Commission (herein "Owner") hereby approves and authorizes professional services by the Consultant referred to below for the services specified herein.

**Consultant Name:** PWArchitects, Inc.

**Project/Work Description:** Architectural and Engineering Services Proposal for New Vehicle Storage & Facility Improvements at Boone County Road & Bridge facility on Tom Bass Road.

**Proposal Description:** Architectural, Engineering, and geotechnical Services Proposal for New Vehicle Storage and Facility Improvements at Boone County Road & Bridge facility on Tom Bass Road per proposal dated April 30, 2019.

**Modifications to Proposal:** Fees and expenses shall not exceed \$159,600.00 without prior written approval of Owner.

This form agreement and any attachments to it shall be considered the approved proposal; signature by all parties below constitutes a contract for services in accordance with the above described proposal and any approved modifications to the proposal, both of which shall be in accordance with the terms and conditions of the General Consultant Services Agreement signed by the Consultant and Owner for the current calendar year on file with the Boone County Resource Management Department, which is hereby incorporated by reference. Performance of Consultant's services and compensation for services shall be in accordance with the approved proposal and any approved modifications to it and shall be subject to and consistent with the General Consultant Services Agreement for the current calendar year. In the event of any conflict between the proposal approved herein and the General Consultant Services Agreement, or the inclusion of additional terms in the Consultant's proposal not found in the General Consultant Services Agreement, the terms and conditions of the General Consultant Services Agreement shall control unless this Approval of Proposal indicates agreement with a specific term or terms of Consultant's proposal not found in the General Consultant Services Agreement.

PWArchitects, Inc.  
By [Signature]  
Title VICE PRESIDENT  
Dated: 5.30.19

**BOONE COUNTY, MISSOURI**  
By [Signature]  
Acting Presiding Commissioner  
Dated: 4/20/19

**APPROVED AS TO FORM:**  
[Signature]  
County Attorney

**ATTEST:**  
[Signature]  
County Clerk

**APPROVED:**  
[Signature]  
Department Director

**Certification:**  
I certify that this contract is within the purpose of the appropriation to which it is to be charged and there is an unencumbered balance of such appropriations sufficient to pay the costs arising from this contract.

[Signature] 6-7-19 4110-71211  
Auditor by HA Date



April 30, 2019

Greg Edington, Director  
Boone County Public Works-Road and Bridge  
5551 S. Tom Bass Rd.  
Columbia, MO 65201

Via e-mail: [gedington@boonecountymo.org](mailto:gedington@boonecountymo.org)

Re: Planning Services Proposal-New Vehicle Storage and Facility Improvements, Public Works Site-Tom Bass Road

Dear Greg:

Thank you for the opportunity to submit this proposal for design services for the New Vehicle Storage Building and Renovations and additions to the existing Public Works building on Tom Bass Road. We will work with the information provided by the recently completed Needs Assessment for the project as the general definition of the scope of the project.

We plan to produce work with all parties involved through the schematic design and design development phases to be able to produce custom designs for your facilities that will provide for accurate estimates for the work. After an approval to proceed we will utilize the approved design to complete construction documents and will work with you through bidding and construction of the project.

We have summarized the scope of work based on preliminary information that you have provided to us and the Needs Assessment that has been developed previously.

1. Architectural Services, Structural Engineering, Mechanical/Electrical/Plumbing Engineering, Topographic Surveying, Civil Engineering and Geotechnical Investigations for the project are included.
2. PWA and its consultants will work diligently to coordinate all aspects of the building and site related design for the new building and additions to the site as well as interior renovations.
3. The services will be inclusive of all meetings and production necessary for schematic design and design development documents necessary for accurate cost estimating through the process.
4. Construction Documents will be based on the accepted Design plans and will meet all current code requirements of the Boone County, Missouri and the State of Missouri as required.
5. The A/E design team will complete Construction Documents for permitting and bidding/constructing requirements. We will coordinate reviews during this process with

you to keep all informed and to provide the most necessary information for the project and successful bidding.

6. The process of Bidding will be handled through a public General Contractor bid. We will work with Boone County Purchasing to coordinate all the aspects necessary through the bid process. We will plan to coordinate the General Conditions and Bidding requirements for Construction that will be provided by County purchasing along with Technical Specifications within a single Project Manual.
7. We will coordinate with you regarding furniture and equipment layout. Furniture design is not included however we will work with your designers as necessary and provide all appropriate CAD layouts.
8. We will coordinate with you for any specific technology related design requirements to be provided by the County IT Department. Technology related design is not included in this proposal.
9. This project will be organized in different stages of construction for consistent usability of existing facilities as depicted in the study.

Included is a detailed description of our proposed services along with a fee proposal for the project as you have requested. Your project is important to us. This fee proposal is based on our current understanding of project needs and based on the completed study.

If you have any questions, please call.

Sincerely,  
PWARCHITECTS, INC.



Erik Miller, AIA, CDT  
Vice President

EM

Enc.

## PWArchitects Inc. - Detail of Services

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Design Services to develop the project for Boone County as detailed above. The schedule for each phase assumes time following the approval of each phase for Owner acceptance. PWA is prepared to begin work within two weeks following your notice to proceed.

### Schematic Design Phase

- Meet with the Owners Team as necessary to develop and finalize project requirements.
- Prepare program information relative to facility and space usage as necessary to begin the design.
- Investigate building code and life safety issues as related to the proposed project.
- Topographic Survey and Base Sheet preparation for proper site Civil design efforts will be the responsibility of the Owner during this phase.
- Geotechnical Evaluation for foundation design will be completed during this phase.
- Prepare design sketches, with drawings consisting of a computer-generated floor plans and elevations, drawn to scale.
- Coordination between Architectural and Engineering disciplines.
- Review Design with Owner and make necessary revisions to approved design.

### Design Development Phase

- Meet with the Owners Team as necessary to continue to develop and finalize project requirements.
- Investigate building code and life safety issues as related to the proposed project.
- Prepare drawings consisting of computer-generated fully dimensioned floor plans, elevations, building sections and details with, structural drawings, Mechanical/Electrical/Plumbing plans drawn to scale. Outline specifications will be included in this submittal. Site/civil drawings are by others but will be coordinated into the submittal.
- Presentation of the final design plan to Owner.
- Coordination between Architectural and Engineering disciplines.
- Coordination work between disciplines and Furniture design by Owner.
- Coordination work with Owner for interior and exterior finish selections.
- Review Design with Owner and make necessary revisions to approved plans.

### Construction Documents Phase

- Finalize Design Drawings based on our review meeting and prepare Construction Documents including detailed, fully dimensioned floor plan, appropriate interior and exterior elevations and details, building sections and section details of assemblies, finish schedule, door schedule, door details, window schedule and details. HVAC, plumbing and electrical drawings and specifications as prepared by consultants.
- Select and document final finishes for the project.
- Prepare proprietary specifications describing all materials and finishes to be incorporated in the project.
- Coordinate selection of all material finishes and colors with the Owner.
- Prepare Contract and bidding documents as required.
- Coordinate with Owner prior to submitting to the Building Code Department.
- Submit construction documents to the Building Department for plan review.
- Make revisions to drawings and specifications related to Building Department review.

### Bidding Phase

- Prepare any Addenda as a result of Building Department review, as well as any required correction of bid documents necessary to provide appropriate direction to Bidders.

- Answer bidder questions during the bid period.
- Analyze bids and provide a recommendation to you of the best qualified bid.

### Construction Administration Phase

- Review product substitution requests.
- Attend monthly progress meetings and certify contractor applications for payment.
- Conduct required inspections during construction.
- Prepare Change Orders if necessary and where approved by the Owner.
- Daily availability via phone or e-mail to answer questions during construction.
- Review shop drawings and submittals.

## DESIGN SERVICES FEE PROPOSAL

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Fees indicated below include Architectural Services, Structural Engineering, Mechanical/Electrical/Plumbing Engineering, Topographic Surveying, Civil Engineering, Geotechnical Investigations and Furniture Design coordination as detailed above. For the above scope of work the services listed above can be performed for the following fees.

**Total Stipulated Sum Fee of \$ 159,600.00.** Fees and estimated schedule are broken down by phase below:

Schematic Design (20%): Schedule 6 weeks estimated  
Stipulated Sum fee of: \$ 31,920.00.

Design Development (25%): Schedule 6 weeks estimated  
Stipulated Sum fee of: \$ 39,900.00

Construction Documents (30%): Schedule 8-10 weeks estimated  
Stipulated Sum fee of: \$ 47,880.00

Bidding (5%): Schedule 4 weeks estimated  
Stipulated Sum fee of: \$ 7,980.00

Construction Administration (20%): 12 months, to be determined  
Stipulated Sum fee of: \$ 31,920.00

## OTHER AVAILABLE SERVICES:

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Services not included in the proposal that are by others or can be performed for an additional fee if requested:

- Costs for printing/shipping of review documents, bid documents and required permit documents.
- Furniture design.
- Technology (IT) or computer network system design.
- Off-site utility design or offsite improvements.
- Off-site traffic design or signalization design.
- Special inspections as required by Code or as requested by the Owner.
- All permit fees including but not limited to MoDNR Land Disturbance fees, City plan review fees, etc.
- Construction Staking and Layout.

Work above and beyond the scope of services and Owner Initiated Changes following phase approvals will be billed at a negotiated stipulated sum fee or at the following hourly rates plus expenses:

### PWArchitects, Inc.

PRINCIPAL	\$195.00
PROJECT MANAGER	\$140.00
ARCHITECT IV	\$125.00
ARCHITECT III	\$115.00
ARCHITECT II	\$100.00
ARCHITECTURAL DESIGNER	\$100.00
INTERIOR DESIGNER	\$100.00
ARCHITECT I	\$ 90.00
CAD TECHNICIAN	\$ 85.00
SR. ADMINISTRATIVE	\$ 75.00
ADMINISTRATIVE	\$ 60.00

*Reimbursable Expenses:* The following expenses will be billed at our cost x 1.2: Additional services of (Sub) Consultants, reproduction, public presentations, renderings, and postage/shipping/delivery.

## NOTICE TO PROCEED:

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The signature below indicates acceptance of the fees for the proposed work and as a notice to proceed. This document will be attached to a formal agreement for your review and signature.

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

Date: \_\_\_\_\_

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

June Session of the April Adjourned

Term. 20 19

In the County Commission of said county, on the 20th day of June 20 19

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby award Contract 02-09JAN19 Food Services for the Boone County Detention Center – Term and Supply to Trinity Correctional Services of Oldsmar, Florida.

Terms of the award are stipulated in the attached Purchase Agreement. It is further ordered the Acting Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 20th day of June 2019.

ATTEST:

*Brianna L. Lennon*  
Brianna L. Lennon  
Clerk of the County Commission

*Absent*  
Daniel E. Atwill  
Presiding Commissioner

*Fred J. Parry*  
Fred J. Parry  
District I Commissioner

*Janet M. Thompson*  
Janet M. Thompson  
Acting Presiding Commissioner



# Boone County Purchasing

Liz Palazzolo  
Room 109  
Senior Buyer



613 E. Ash,

Columbia, MO 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390

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## MEMORANDUM

TO: Boone County Commission  
FROM: Liz Palazzolo, CPPO, C.P.M.  
DATE: June 20, 2019  
RE: Contract 02-09JAN19 Food Services for the Boone County Detention Center –  
Term and Supply

Request for Proposal 02-09JAN19 solicited competitive proposals for Food Services for the Boone County Detention Center. Four proposals were received: Summit Food Service, Trinity Services Group, Tiger Correctional Services, and Consolidated Correctional Services. A County Evaluation Committee evaluated the proposals and determined the proposal from Trinity Correctional Services of Oldsmar, Florida to be the “lowest and best” proposal and the choice for contract award.

Invoices will be paid from Department 1255 for Corrections, Account 71100 for Outside Services: \$474,135.00.

/lp

cc: Gary German, Sheriff's Department  
Contract File

Attachments: Evaluation Report and File Memo

## EVALUATION REPORT FORM




PURCHASING DEPARTMENT - BOONE COUNTY - MISSOURI

**REQUEST FOR PROPOSAL 02-09JAN19 - Food Services for the Boone County Detention Center**

HEALTHY ALTERNATIVES MENU

	NAME OF OFFEROR	METHOD OF PERFORMANCE (30 Points)	EXPERIENCE & RELIABILITY (20 points)	TOTAL SUBJECTIVE POINTS (50 points)	For Purchasing Use Only	
					COST POINTS (50 points)	TOTAL POINTS (Max 100 points)
1	Summit Food Service, LLC 7 Day Menu	30	10	40	38	78
2	Summit Food Service, LLC 3 Day Menu	29	10	39	40	79
3	Tiger Correctional Services	Unacceptable See File Memo				Unacceptable See File Memo
4	Trinity Services Group	28	20	48	50	98
5	Consolidated Correctional Service	WITHDREW	PROPOSAL			Unacceptable See File Memo

We hereby attest that the subjective points assigned to each offeror above were scored pursuant to the established evaluation criteria and represent our best judgement of the subjective areas of the offerors' proposals. We have attached a brief narrative which highlights some, but not necessarily all, of the reasons for our evaluation of the proposals as indicated by the scores above. Our comments represent our opinions only and do not represent the position of the Purchasing Department of Boone County, Missouri, or any other party.

	Leasa Quick	Budget Administrator	Sheriff's
Evaluator's Signatures	Evaluator Printed Name	Title	Dept.
	Kevin Hoskins	Director	Sheriff's
Evaluator's Signatures	Evaluator Printed Name	Title	Dept.
	Gary German	Captain	Sheriff's
Evaluator's Signatures	Evaluator Printed Name	Title	Dept.

## EVALUATION REPORT:

### RFP 02-09JAN19 – Food Services for the Boone County Detention Center

#### Offeror 1: Summit Foodservice, LLC

    X     This offeror is responsive to the mandatory requirements, terms and conditions of the RFP.

           This offeror is non-responsive to the mandatory requirements, terms and conditions of the RFP.

#### **Proposed Method of Performance:** Awarded 30 Points of a Maximum 30 Points for the Healthy Alternatives 7-Day Menu

Awarded 29 Points of a Maximum 30 Points for the Healthy Alternatives 3-Day Menu

#### ***Strengths:***

##### *Food Grades/Purchases*

- Has established contracts with food providers (Kuna – St. Louis)
- Meats will be USDA Choice or Select
- Poultry and Seafood will be US Grade A
- Eggs – Medium Grade A and B
- Routinely Serve Fresh Lettuce Salad – US Grade A/US No. 1 or Fancy
- Routinely serve frozen vegetables – US Grade A
- Salt has been removed from all recipes. Frozen vegetables are used instead of canned which reduces salt intake. No margarine is added when cooking.

##### *RDA's/4-Week Menu/Milk/Beverages*

- Original Healthy Menu compared to current menu has removed all sodium from recipes. It is a 4-week menu cycle that meets RDA's and provides 2,800 calories per day
- The 3-Day Healthier Alternatives Menu incorporates 3 days of fresh vegetables, fruits and 1% milk – sodium has been removed from all recipes, and high sodium and high fat items were replaced with lower sodium and lower fat options – canned fruit replaces desserts at 3 lunches during the week; fresh vegetables replace either chips or cookies at dinner 3 days a week; 1% milk replaced the fortified drink at dinner 3-days a week.
- The 7-Day Healthier Alternatives Menu incorporates 7 days of fresh vegetables, fruits and 1% milk – sodium has been removed from all recipes, and high sodium and high fat items were replaced with lower sodium and lower fat options – canned fruit replaces desserts at 7 lunches during the week; fresh vegetables replace either chips or cookies at dinner 7 days a week; 1% milk replaced the fortified drink at dinner 7-days a week.

- Offering a Hot/Hot/Cold menu for the Healthier Alternatives menus. The original healthy menu also had an option for Cold/Hot/Hot.
- Beverages varieties are provided – nutritionally supplemented/fortified drink packets – individually packaged which is easy for serving in addition to 1% milk for the healthier alternatives menus.
- Menus meet the American Correctional Association and the National Academy of Science, Food and Nutrition Board standards
- Summit’s Dietician signs-off on menus annually
- Promises to limit and to document any menu substitutions
- The Healthier Alternatives menus are consistent with dieticians’ recommendations.

#### *Special Menus*

- Special diets include Allergy, Medical, Religious
- Special Meals for New Year’s Day, Easter, Memorial Day, 4<sup>th</sup> of July, Thanksgiving, Christmas, South of the Border Fiesta, Superbowl Sunday, Martin Luther King Jr. Day, and Labor Day – served upon request of the Jail

#### *Nutritional Supplements – Snacks (Variety)*

- Ensure, Boost – as medically directed
- Sandwiches, fruit, crackers, milk – as medically directed

#### *Kitchen Operations/Cleaning/Sanitation/Security Procedures*

- Summit has procedures/schedules in place to ensure food safety with checklists – provides an audit trail
- Inmate satisfaction surveys were included
- Summit ensures its standards will help the Jail comply with ACA, NCCHC and ICE accreditations.
- Keep sample tray from each meal for 72-hours in order to rule-out any suspected food-borne illness
- Have a Daily Knife/Utensil Inventory Verification Form
- Will perform required cleaning as stated in RFP

#### *Smallwares/Equipment/Repairs*

- Provide food storage, labelling and serving supplies, disposable paper supplies, hair nets, beard covers, aprons, and food handler gloves, floor mats, oven mitts, colanders, whisks, bulk storage containers, thermometers, scales and safe for sharps.
- Will recommend repair when needed. Summit’s staff will be trained in the proper use of the equipment and will be responsible for damage resulting from negligence or carelessness on their staff or the inmate’s part

#### *Staffing Levels*

- 1 Food Services Director, 2 FTE, and 1 PTE

#### *Emergency Planning – Meals*

- Would serve emergency menus – provided sample of 14-day Emergency Menu – basically 3 cold meals, does include salad (fresh vegetable)

#### *Vocational Training*

- Summit’s Pathways program provides inmates with knowledge/skills to be successful in any food service operation

#### *Records Keeping and Reporting*

- Summit maintains complete operating records and operating reports which allow measurement and analyzation of income and expenditures in order to continually measure performance.

- Will assist the County with public records requests

### **Concerns:**

#### *Food Grades/Purchases*

- Initial offer indicated that Summit will source USDA surplus commodities to serve

#### *Smallwares/Equipment/Repairs*

- Providing limited variety of smallwares compared to Trinity

## **Experience and Expertise: Awarded 10 Points of a Maximum 20 Points**

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### **Strengths:**

#### *Corporate History*

- Providing customized and managed meal service since 2003

#### *Professional Standards*

- American Correctional Association
- National Commission on Correctional Health Care
- Occupational Safety and Health Standards
- National Restaurant Association: Food Safety Certification and Training (ServSafe)
- Prison Rape Elimination Act (PREA)
- Department of Health and Human Services

#### *References*

- Caldwell County – Satisfied with Summit
- Johnson County – Used CBM (Summit's previous company) – Unsatisfied overall. Episode about CBM pulling-out before the contract was completed and taking trays.
- Buchanan County – Satisfied with Summit
- Lincoln County – Overall acceptable but referenced episode where Summit broke mixer that the Jail had to persist with Summit for compensation

#### *Dietician*

- Summit has identified Stacy Fleming as the Registered Dietician who will create monthly menus meeting state, NSLP, and NBP requirements that maintain nutrients, costs, and product information

### **Concerns:**

- Boone County's direct experience with Summit leaves a lot wanting, for example, concerns about staffing levels are not addressed; Summit's response to complaints from the Jail are not timely and require the Jail staff persist chasing answers
- Johnson County's experience with CBM (Boone County's current contractor) regarding pulling-out early and taking trays
- Lincoln County's experience with Summit regarding mixer
- Provided Job Description for Food Services Director – did not identify one by name in the proposal
- Summit's Registered Dietician was hired in 2018

## SUMMARY:

Summit presented a well-organized and thorough proposal with several good samples of menus, nutritional analyses, product information, and daily operations forms. Summit has offered menu varieties giving the County some choice. The 7-Day Healthier Alternatives Menu is rated the best menu, followed by Summit's 3-Day Healthier Alternatives Menu. All menus meet requirements stated in the RFP "... to provide a variety of foods in adequate amounts to meet the Recommended Daily Allowances (RDAs) in accordance with the National Institutes of Health. These shall be adjusted for age, gender, therapeutic modifications if needed, and activity level of the detainees." The Healthier Alternatives menus reduce sodium, fats and refined sugar/processed carbohydrate intake. The nutritional analysis Summit provided of its menu addressed specific menu items and their contribution to RDA intake. Fresh vegetables are routinely served, and canned fruits are served either on a 3-day per week or 7-day per week basis. Summit will serve 1% milk 3-days per week or 7-days per week at dinner, in addition to a fortified calcium/vitamin drink served in easy-to-use individual packets. Summit has special meals to address medical, pregnancy, religious concerns and also has meals that are incorporated into the regular cycle to mark traditional holidays and special events such as Superbowl Sunday. Summit's emergency plan is to provide 3 cold meals. Food grades are Grade A or Grade B, including USDA Choice or Select for meats which surpasses Trinity. Summit's original proposal mentioned using USDA surplus commodities when they become available, wholesome and appropriate. Like Trinity, Summit has supplier relationships which ensure food sourcing. Summit's kitchen routines are described in sufficient detail including daily checklists that show how Summit will ensure health and food safety requirements are met. Pages from Summit's Safety manual were included in the proposal. Summit has identified a Food Services Director, two full time employees and one part-time employee. Unlike Trinity, Summit has not included in its proposal a minimum guarantee of having at least two staff present daily. Summit's list of provided smallwares is not as extensive as Trinity's list of smallwares. Summit, like Trinity, has a vocational training program that is an added benefit.

Summit has been providing managed meal services for the past 16 years. It is part of a corporate structure that has a 35-year track-record in correctional services. Summit adheres to several known professional standards organizations including the American Correctional Association and the National Commission on Correctional Health Care. Summit has identified a Corrections Wellness Manager who will serve as the on-staff registered dietician nutritionist who will approve menus to ensure the menus provide required RDA's; she has been with Summit over a year. References contacted provided both supportive and non-supportive comments about Summit's performance. The Boone County Jail's direct experience with Summit has been at times rated poorly by Jail staff because of insufficient staffing or poor customer service.

## **Offeror 2: Trinity Services Group**

    X     This offeror is responsive to the mandatory requirements, terms and conditions of the RFP.

           This offeror is non-responsive to the mandatory requirements, terms and conditions of the RFP.

### **Proposed Method of Performance: Awarded 28 Points of a Maximum 30 Points**

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#### ***Strengths:***

##### *Food Grades/Purchases*

- Has established contracts with food providers (Shaver Foods)
- Meats/Seafood will be USDA Inspected
- Poultry will be USDA inspected
- Eggs –Grade A
- Fresh Vegetables – US Grade B, Choice or better
- Canned and Frozen Vegetables/Fruits – US Grade B or Fancy, light syrup or water pack
- Routinely serve fresh vegetables: onions, carrots, green peppers and coleslaw

##### *RDA's/4-Week Menu/Milk/Beverages*

- Has a 4-week cycle menu that meets RDA's and provides 2,800 calories per day
- Offering a Hot/Hot/Cold menu
- Serving 1% milk in ½-pint cartons
- Serving Calcium fortified beverages– it appears to be a concentrate that makes 5-gallons and will have to be individually served – unlike Summit's individual packets
- Meal plans meet RFP, American Correctional Association standards, and federal and state regulations. Menus meet National Commission on Correctional Health Care (NCCHC) standards (dietary guidelines for adults).
- Promises to limit and to document any menu substitutions
- Trinity's Healthier Alternatives menu is consistent with dieticians' recommendations.

##### *Special Menus*

- Dietician is on-call or available for direct visits to meet special diet requests
- Provide "Spirit-Lifter" meals on the 4th of July, Thanksgiving and Christmas.
- Trinity will meet the special dietary needs of the inmates as needed - provided sample special diet menus (diabetic/low salt-hypertension/high fiber/dental-mechanical/clear liquid/enhanced calorie/protein/renal disease/gluten free/vegan/pregnancy/allergic, etc.)

##### *Nutritional Supplements – Snacks (Variety)*

- Ensure, Peanut Butter, Turkey Bologna, and Turkey Ham

##### *Kitchen Operations/Cleaning/Sanitation/Security Procedures*

- Trinity has procedures/schedules in place to ensure food safety with checklists – provides an audit trail
- Proposal included Table of Contents from Trinity's Operations Policies and Procedures Manual

- Provided samples of the Daily Pull Sheets, the Menu Substitution Log, the Meal Count Calculation Form, the Transport Log, and the proposed Daily Schedule
- Will perform required cleaning as stated in RFP

*Smallwares/Equipment/Repairs*

- Provide serving food trays, cups, straws, cup lids, sporks, forks, spoons, sharps for food preparation, pots, pans, and cooking trays, food preparation utensils and tools; food serving utensils; food storage, labelling, and serving supplies that are non-paper and disposable; the same for paper disposable supplies; other kitchen cleaning supplies besides soaps and chemicals for sanitation and dishwashing; Trinity will supply any non-chemical supplies; hair nets, beard covers and aprons; disposable food handler gloves.
- Will recommend repair when needed. Will help pass-on Trinity's contracted-costs from Trinity's suppliers at no mark-up to the County if equipment needs to be purchased.

*Staffing Levels*

- 1 Food Services Director and 2 FTE, minimum 2 staff scheduled daily

*Emergency Planning – Meals*

- Trinity has a Contingency Plan with Tier 1 and Tier 2 menus. Tier 1 is implemented when there is little or no staff/inmate labor, no vendor deliveries, limited or no power supply or no functioning equipment. It is planned to be in effect no longer than about 3 days or 9 consecutive meals. Tier 2 is implemented for emergencies with less severity than Tier 1 and it assumes some staff and some functioning equipment/power. The Food Services Director assesses the situation and determines what can be done. Each unit has an emergency plan that's prepared for the site and kept on-site.

*Vocational Training*

- Trinity has a Work Feed Success program that teaches pre-screened inmates specific and usable skills in the food service industry.

*Records Keeping and Reporting*

- Trinity has developed an integrated computerized reporting and accounting system. NetMenu is a web-based software that handles food production management, inventory/order management, and voucher/invoice/requisition management. Provided sample report forms.
- Will assist the County with public records requests

**Concerns:**

*Smallwares/Equipment/Repairs*

- Would prefer warewash and dish soap/chemicals be provided

**Experience and Expertise: Awarded 20 Points of a Maximum 20 Points**

**Strengths:**

*Corporate History*

- Current corporate incarnation created in 2016



- Originating company started 30-years ago – operates in 35 states including Puerto Rico and the US Virgin Islands

#### *Professional Standards*

- American Correctional Association
- National Commission on Correctional Health Care
- Occupational Safety and Health Standards
- State and federal regulations
- Staff trained in HACCP standards for food safety

#### *References*

- Jefferson County – Very satisfied with Trinity
- Cape Girardeau County – Very satisfied with Trinity

#### *Dietician*

- Jennifer Sowers is the Regional Dietician and she is a Registered Dietician - has been with Trinity for 15 years - is registered in Missouri

#### **Concerns:**

- None

#### **SUMMARY:**

Trinity Services Group presented a well-organized and thorough proposal with several good samples of menus, nutritional analyses, product information, and daily operations forms. The menu meets requirements stated in the RFP "... to provide a variety of foods in adequate amounts to meet the Recommended Daily Allowances (RDAs) in accordance with the National Institutes of Health. These shall be adjusted for age, gender, therapeutic modifications if needed, and activity level of the detainees." The nutritional analysis Trinity provided of its menu was very detailed, addressing each day of a 28-day cycle and showing specific menu items and their contribution to RDA intake. A hot breakfast, hot lunch, and cold supper will be served daily offering 2,800 calories per day to meet RDA's. Fresh vegetables are routinely served along with fresh milk. Trinity has meals to accommodate medical, pregnancy, and religious concerns, and also has "Spirit Lifter" meals that are incorporated into the regular cycle to mark traditional holidays. In addition, Trinity has a two-tiered plan for meals delivery during emergencies. Food grades are Grade B or better and USDA-inspected/certified, and Trinity has supplier relationships which ensure food sourcing. Trinity's kitchen routines are described in sufficient detail including daily checklists that show how Trinity will ensure health and food safety requirements are met. Trinity offers one Food Service Director, and two full time employees, indicating that a minimum of two staff are guaranteed to be scheduled in the kitchen daily which is good. Trinity's list of provided smallwares includes many items, and its offer to pass-on its equipment discounts to the County is a plus. Trinity has a vocational training program that is an added benefit.

Trinity's current corporate incarnation was created three years ago, but it is part of a corporate structure that has a 30-year track-record and operates across the country. Trinity adheres to several known professional standards organizations for the correctional industry including the American Correctional Association and the National Commission on Correctional Health Care. Trinity's proposal says its menus will meet guidelines set by the National Commission on Correctional Health Care, which is judged to be one of the

more stringent standards for correctional facilities. Trinity has identified a Regional Dietician who will serve as the on-staff registered dietician who will approve menus to ensure the menus provide required RDA's; she has been with Trinity for 15 years and is registered in Missouri. All references contacted provided supportive comments about Trinity's performance indicating that in some instances Trinity's customer service goes beyond expectations.

**PURCHASE AGREEMENT  
FOR  
FOOD SERVICES, TERM and SUPPLY**

**THIS AGREEMENT** dated the 20th day of June 2019 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **Trinity Services Group, Inc.** herein "Contractor."

**IN CONSIDERATION** of the parties' performance of the respective obligations contained herein, the parties agree as follows:

**1. Contract Documents** - This agreement shall consist of this Purchase Agreement for **Food Services, Term and Supply**, County of Boone Request for Proposal number **02-09JAN19** in its entirety including the Instructions and General Conditions, Introduction and General Information, Scope of Work, Proposal Submission Information, the un-executed Vendor Response/Pricing Page(s), Certification Regarding Lobbying, Certification Regarding Debarment, Work Authorization Certification and Boone County's Standard Terms and Conditions, as well as the Contractor's proposal response dated **January 7 12, 2019**, executed by **David M. Miller** on behalf of the Contractor, the **Best and Final Offer #1** dated March 1, 2019, the **Best and Final Offer #2** dated April 3, 2019, the **Best and Final Offer #3** dated May 24, 2019, all executed by **David M. Miller** on behalf of the Contractor; and including e-mail clarifications dated April 1, 2019 and June 4, 2019 from **Jacque Woosley**. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with the proposal response may be permanently maintained in the County Purchasing Office bid file for this RFP if not attached. In the event of conflict between any of the foregoing documents, including the Instructions and General Conditions, Introduction and General Information, Scope of Work, Proposal Submission Information, the un-executed Vendor Response/Pricing Page(s), Certification Regarding Lobbying, Certification Regarding Debarment, Work Authorization Certification and Boone County's Standard Terms and Conditions shall prevail and control over the Contractor's proposal response.

**2. Contract Period** – The initial contract period shall be the **September 1, 2019 through August 31, 2020**. The County shall have the option to renew the contract period for four (4) one-year periods subsequent to the initial contract period.

**3. Purchase** - The County agrees to purchase from the Contractor all described food services and specifically the **Healthier Alternative Menu**, and the Contractor agrees to supply the County with food service at the following prices:

<b>Healthier Alternatives Menu</b>	
Contract Item 5.7 Detainee Census Count – Meal Description 136-160 Detainees	\$1.611/Per Meal, Firm and Fixed
Contract Item 5.8 Detainee Census Count – Meal Description 161-185 Detainees	\$1.479/ Per Meal, Firm and Fixed
Contract Item 5.9 Detainee Census Count – Meal Description 186-210 Detainees	\$1.381/ Per Meal, Firm and Fixed

Contract Item 5.10 Detainee Census Count – Meal Description 211+ Detainees	\$1.305/ Per Meal, Firm and Fixed
Contract Item 5.11 (BAFO #3 item “5.5”) Per Each Kosher Meal	\$5.00/ Per Each Kosher Meal, Firm and Fixed
Contract Item 5.12 (BAFO #3 “5.11”) Per Each Snack – total one price covers all snacks	\$.25/ Per Snack, Firm and Fixed

**4. Performance Delivery** – The Contractor agrees to deliver contractual services as specified in **RFP 02-09JAN19 – Food Services, Term and Supply**. All services, and as applicable any ordered product, shall be delivered to the Boone County Sheriff, 2121 County Drive, Columbia, MO 65202. All deliveries are FOB Destination, Freight Prepaid and Allowed.

**5. Billing and Payment** - All billing shall be invoiced to the Boone County Sheriff’s Department. Billings may only include the prices listed in the Contractor’s proposal response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor’s proposal response to the specifications. The County agrees to pay all correct monthly invoices within thirty calendar days of receipt; the Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if the County makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

**6. Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

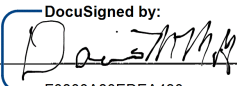
**7. Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended in writing by the Boone County Purchasing Office on behalf of the Sheriff’s Department using the same formality as this agreement.

**8. Termination** - This agreement may be terminated by the County upon thirty calendar days advance written notice for any of the following reasons or under any of the following circumstances:

- a. The County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. The County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

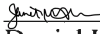
IN WITNESS WHEREOF the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

**TRINITY SERVICES GROUP, INC.**


by  \_\_\_\_\_  
F0800A80EDEA430...  
COC  
title \_\_\_\_\_

**BOONE COUNTY, MISSOURI**


by: Boone County Commission

 \_\_\_\_\_  
Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

 \_\_\_\_\_  
County Counselor

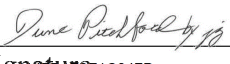
ATTEST:

 \_\_\_\_\_  
Brianna L. Lennon, County Clerk

AUDITOR CERTIFICATION

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification is not required if the terms of this contract do not create a measurable county obligation at this time.)

Fund: 1255 - Account: 71100: \$474,135.00

 \_\_\_\_\_  
Signature

6/11/2019

Date

Appropriation Account

**STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI**

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
4. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
9. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase from other vendors.

15. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the *Federal Transit Administration's Best Practices Procurement Manual – Appendix A*. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. For all bid responses over \$25,000, if any manufactured goods or commodities proposed with bid/proposal response are manufactured or produced outside the United States, this MUST be noted on the Bid/Proposal Response Form or a Memo attached.
19. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
20. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.

Revised 1/17/2018

**Liz Palazzolo**

---

**From:** Woosley, Jacque <Jacque.Woosley@trinityservicesgroup.com>  
**Sent:** Tuesday, June 04, 2019 9:24 PM  
**To:** Liz Palazzolo; Stimpson, Matt  
**Subject:** RE: Clarification Request Boone County RFP 02-09JAN19 Food Services - Term and Supply

Liz,

Good Evening!

Trinity would be agreeable to the initial contract period. The renewal percentages and prices for the healthier alternative menu are correct.

Please let me know if we can assist further. Thank you again for this opportunity.

Best regards,

Jacque Woosley  
Regional Sales Director  
Trinity Services Group  
636-399-4406 mobile  
314-264-2974 office  
[jacque.woosley@trinityservicesgroup.com](mailto:jacque.woosley@trinityservicesgroup.com)

**From:** Liz Palazzolo <LPalazzolo@boonecountymmo.org>  
**Sent:** Tuesday, June 04, 2019 3:45 PM  
**To:** Woosley, Jacque <Jacque.Woosley@trinityservicesgroup.com>; Stimpson, Matt <Matt.Stimpson@trinityservicesgroup.com>  
**Subject:** Clarification Request Boone County RFP 02-09JAN19 Food Services - Term and Supply  
**Importance:** High

Good afternoon:

I am requesting additional clarification from Trinity. Would Trinity agree to an initial contract period of **September 1, 2019 through August 31, 2020: Yes or No**

**Related:** Renewal option periods would be one-year each but would correspond to the initial contact period.

**Please confirm renewal options adjustments:**

- 1<sup>st</sup> Renewal: 2% increase
- 2<sup>nd</sup> Renewal: 4.25% increase
- 3<sup>rd</sup> Renewal: 6.5% increase
- 4<sup>th</sup> Renewal: 8.75% increase

**And please confirm pricing for the Healthier Alternatives Menu:**

**Healthier Alternatives Menu**



Detainee Census Count – Meal Description 136-160 Detainees	\$1.611/Per Meal, Firm and Fixed
Detainee Census Count – Meal Description 161-185 Detainees	\$1.479/ Per Meal, Firm and Fixed
Detainee Census Count – Meal Description 186-210 Detainees	\$1.381/ Per Meal, Firm and Fixed
Detainee Census Count – Meal Description 211+ Detainees	\$1.305/ Per Meal, Firm and Fixed
Per Each Kosher Meal	\$5.00/ Per Each Kosher Meal, Firm and Fixed
Per Each Snack – total one price covers all snacks	\$.25/ Per Snack, Firm and Fixed

Please let me know if there are any questions. Responding to this e-mail will suffice – I won't require any additional response from Trinity if this looks acceptable. Thank you

**Liz Palazzolo**

*Senior Buyer*

**Boone County Purchasing**

Phone: 573-886-4392

Fax: 573-886-4390

613 E. Ash, Room 109

Columbia, MO 65201



**TRINITY SERVICES  
GROUP**

# **Best and Final Offer for Food Services #3**

**County of Boone - Missouri  
RFP #02-09JAN19**

**May 24, 2019**

**ORIGINAL**



TRINITY SERVICES  
GROUP



May 22, 2019

Liz Palazzolo, CPPO, C.P.M., Senior Buyer  
Boone County Purchasing  
613 E. Ash Street, Room 109  
Columbia, MO 65201

RE: Best and Final Offer Request #3 - RFP 02-09JAN19 - Food Services

Dear Ms. Palazzolo:

Trinity Services Group, Inc. appreciates the opportunity to submit a Best and Final Offer #3 for the professional management of the detainee food service program for Boone County Sheriff's Office. We have diligently reviewed the BAFO request to acknowledge and resubmit the requested areas and confirm that we can meet all of your requirements. We are committed to continue working with Boone County to run a successful food service program that meets all of your needs and we will always be available to make suggestions and flexible to implement adjustments if your needs change. We hope to earn your business and establish a long term partnership.

Please feel free to contact our representative, Jacque Woosley, at [Jacque.woosley@trinityservicesgroup.com](mailto:Jacque.woosley@trinityservicesgroup.com) or 636-399-4406 with any questions.

Sincerely,

A handwritten signature in blue ink that reads 'David M. Miller'. The signature is written in a cursive style.


David M. Miller  
Chief Operating Officer

**BEST AND FINAL OFFER REQUEST #3 - FORM #1**  
**BOONE COUNTY, MISSOURI**  
**PROPOSAL NUMBER AND DESCRIPTION: RFP 02-09JAN19 – Food Services**

**BEST AND FINAL OFFER REQUEST #3 - FORM #1**

This Best and Final Offer (BAFO) is issued in accordance with the Instructions to Offerors and is hereby incorporated into and made a part of any resulting Contract Documents between the offeror and Boone County.

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests. The offeror agrees that the language of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests shall govern in the event of a conflict with offeror’s proposal.

By:   
**Liz Palazzolo, CPPG, C.P.M.**  
**Senior Buyer**

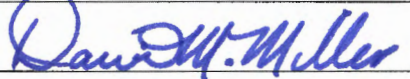
Company Name: Trinity Services Group, Inc.

Address: 477 Commerce Blvd.  
Oldsmar, FL 34677

Telephone: 813-854-4264 Fax: 813-855-2330

Federal Tax ID (or Social Security #): 59-3026703

Print Name: David M. Miller Title: Chief Operating Officer

Signature:  Date: May 24, 2019

Contact Name and E-Mail Address to receive documents for electronic signature:

David M. Miller - dave.miller@trinityservicesgroup.com

**BEST AND FINAL OFFER REQUEST #3 - FORM #2**

**BOONE COUNTY - MISSOURI**

**PROPOSAL NUMBER AND DESCRIPTION: RFP 02-09JAN19 – Food Services**

**BAFO #3 REVISIONS LIST**

This BAFO #3 Revisions List is hereby incorporated into and made a part of the Request for Proposal Documents. The offeror is reminded that receipt of this Revisions List must be acknowledged and submitted along with the Best and Final Offer via sealed mail to:

Boone County Purchasing  
Attn: Liz Palazzolo  
613 E. Ash Street  
Columbia, Missouri 65201

OFFEROR RESPONSE TO CHANGED REQUIREMENTS: Requirements of **RFP 02-09JAN19 – Food Services** have been revised by the BAFO Request #3 as follows:

NOTE: All changes as a result of this BAFO request to existing text are noted in ***bolded and italicized*** font.

1. Scenario One has been **DELETED** from the subject RFP. The County will provide detainee labor.
2. Paragraph 3.3.5 has been **REVISED** as follows:
  - 3.3.5 Staff Listing and Approval: The contractor shall supply the County with a complete list of employees, supervisors and management assigned to work areas at the start of the contract, and as frequently thereafter as requested by the County. The contractor shall be responsible for keeping the staff listing current and shall immediately notify the Sheriff's Department regarding any employee termination.
3. Paragraph 3.3.5(a) and sub-paragraphs (i) through (iv) have been **ADDED** as follows:
  - 3.3.5.(a) Contractor Employee Screening, Security and Fingerprinting**: All employees of the contractor shall be subject to the approval of the County that will include a fingerprint criminal background check. All costs for the fingerprint background checks shall be the responsibility of the contractor. The contractor shall agree to submit all employees assigned to perform services on-site at the Boone County Jail, including all subcontracted employees, to fingerprint criminal background screening conducted by the Missouri State Highway Patrol (MSHP) as detailed in **Attachments Six and Seven** to this document and incorporated into the contract by reference. All contractor personnel, including any subcontractor personnel, shall undergo a fingerprint criminal background check prior to entering the facility to begin contracted work. The contractor is advised to allow time for the MSHP to complete its background check process when assigning personnel to on-site County work.
4. Paragraph 3.3.310 has been **REVISED** as follows (text deleted):
  - 3.3.10 The contractor shall provide a minimum of two (2) full-time staff personnel daily, and the County will make Detainee labor available to clean facilities, and to prepare and serve prepared foods in coordination with the contractor's staff. The Sheriff or his/her designee will provide at least three (3) detainees and as many as (5) detainees for each meal. In the assignment of job

duties, the contractor shall ensure that no detainee supervise another detainee. The Sheriff reserves the right to suspend detainee labor being made available to the contractor at any time if, in the opinion of the Sheriff or his/her designee, the presence of detainee labor presents a safety or security concern to the facility or to any person present in the facility. If detainee labor is suspended or not adequately provided, the contractor reserves the right to request an increase in the price per meal. Said request shall be presented to the Sheriff's Department which shall review said request and make recommendation to the Purchasing Department to amend contract pricing if the request is approved; no such change in pricing shall be considered authorized if not amended in writing by way of a formal amendment to the contract, and approved by the Boone County Commission. Such request would not be unreasonably denied by the County.

5. Paragraph 3.2.3 (b) is **ADDED**:

3.2.3(b) The contractor shall provide a 'healthier alternatives' menu for the general detainee population at the Sheriff's option. The "healthier alternatives" menu shall still meet the minimum 2,800 calories per day requirement, but it shall overall result in lower sodium and carbohydrates/sugars consumption for the general detainee population compared to the original menu. The healthier alternatives menu shall routinely include healthier alternatives such as more fresh, frozen or canned vegetables; more canned or frozen fruits; and 1% fresh milk, etc.

Trinity has prepared a healthier alternatives menu for your review. Some of the changes were as follows:

- While the Carbohydrates remain approximately the same at about 53% of calories in the alternative menu, the levels are within the recommendation of 45 - 65%. However in our healthier alternatives menu we have shifted some of carbohydrates from refined sugars (cakes, cookies) to the more complex carbs found in fruit (fruit is 100% carb, but not the refined carbs found in sugar). The result is that the alternatives menu is over 5% lower in sugars and 18.5% higher in fiber.
- Sodium on original menu was >5000 MG, Sodium on alternative menu is < 4000 MG per week.
- More servings of vegetables have been added on menu and incorporated into cold salads with dinner and fresh potatoes to prepare mashed potatoes.
- Desserts at dinner have been replaced with canned fruit.

6. Line Items 5.1 through 5.11 on the Vendor Response and Pricing Pages have been **REVISED** as shown in the attached BAFO #3 Request Vendor Response and Pricing Pages.

7. The County will assume that renewal percentages as quoted in BAFO Response #1 for line items 5.12.1 through 5.12.4 remain the same. Check below to confirm the assumption:



Renewal percentages submitted with the BAFO #1 Response for line items 5.12.1 through 5.12.4 remain the same.

8. **Only if the offeror wishes to change** the renewal percentages as quoted in BAFO Response #1 for line items 5.12.1 through 5.12.4, then complete the following:

**5.12.1 Renewal Option Percentage Price Adjustment**

**1<sup>st</sup> Renewal Period: 2<sup>nd</sup> Year of Contract**  
\_\_\_\_\_ %

Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE:

Maximum Increase: \_\_\_\_\_ OR Minimum Decrease: \_\_\_\_\_

**5.12.2 Renewal Option Percentage Price Adjustment**

**2<sup>nd</sup> Renewal Period: 3<sup>rd</sup> Year of Contract**  
\_\_\_\_\_ %

Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE:

Maximum Increase: \_\_\_\_\_ OR Minimum Decrease: \_\_\_\_\_

**5.12.3 Renewal Option Percentage Price Adjustment**

**3<sup>rd</sup> Renewal Period: 4<sup>th</sup> Year of Contract**  
\_\_\_\_\_ %

Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE:

Maximum Increase: \_\_\_\_\_ OR Minimum Decrease: \_\_\_\_\_

**5.12.4 Renewal Option Percentage Price Adjustment**

**4<sup>th</sup> Renewal Period: 5<sup>th</sup> Year of Contract**  
\_\_\_\_\_ %

Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE:

Maximum Increase: \_\_\_\_\_ OR Minimum Decrease: \_\_\_\_\_

9. The County will assume that the previously submitted menu applies as the **original healthy menu**. Check below to confirm the assumption:

Details about the **original healthy menu** previously submitted remain the same. The original healthy menu details have not changed from our *clarification response on 3/19/2019*.

**If it is the case that the original healthy menu changes as a result of this BAFO #3 Request**, then the offeror must submit a revised 4-week menu and include nutritional analysis information and specifically address the following, Make sure to label the new information where it can be clearly understood to replace previously submitted information about the original healthy menu:

- (1) *Address how your Dietician/Nutritionist ensures that your menus are planned in accordance with the National Academy of Sciences to meet the Recommended Daily Allowances (RDAs) in accordance with the National Institutes of Health.*
- (2) *Provide an example of how one regular menu day meets all required RDA's, for example, show how the menu for "Wednesday" in Week 3 of the 4-week cycle meets RDA's, i.e., which foods served on Wednesday meet the RDA for calcium, protein, etc.*

10. **The offeror must submit new pricing** for the **Healthier Alternatives Menu** on the following revised pricing pages. In addition, the offeror must submit a 4-week healthier alternatives menu that shall in addition address the following. **Make sure to label the new information about the healthier alternatives menu** where it can be clearly understood compared to information about the original healthy menu:

- (1) Address how your Dietician/Nutritionist ensures that your menus are planned in accordance with the National Academy of Sciences to meet the Recommended Daily Allowances (RDAs) in accordance with the National Institutes of Health.*

Please reference the attached summary analysis, highlighted as HEALTHY ALTERNATIVE that provides the daily nutritional amounts for our proposed 28 day menu which can be compared to the nutritional goals which highlight the recommended nutrient levels from the National Academy of Sciences, Institute of Medicine, which publishes the RDAs.

Trinity has set forth nutritional standards that we use when analyzing menus. The analysis confirms that the menu provides a nutritionally adequate diet for sedentary and/or incarcerated males. Some nutrient values may vary based on the nutrient data available from manufacturers, the nutrient listings available under FDA labeling requirements, and the specific items used for the analysis. As written and analyzed, the menu satisfies the Dietary Reference Intakes/EARs recommendations published by the National Academy of Sciences-National Research Council for major nutrients recommended for adult males.

- (2) Provide an example of how one regular menu day meets all required RDA's, for example, show how the menu for "Wednesday" in Week 3 of the 4-week cycle meets RDA's, i.e., which foods served on Wednesday meet the RDA for calcium, protein, etc.*

Please see the enclosed Boone MO Detail Analysis, highlighted as HEALTHY ALTERNATIVE which provides a breakdown for every meal to be served on the 28 day menu. The Nutritional Goal highlights the recommended nutrient levels from the National Academy of Sciences, Institute of Medicine, which publishes the RDAs. Trinity's goals are based on the National Academy of Sciences recommendations, utilizing the industry standard of the EARs values from the RDA charts.

The Menu Sample with analysis is included on the following page.





**Trinity Services Group**  
**HEALTHY ALTERNATIVE**  
**BOONE COUNTY MO 2019 HHC**

**Week 1**

**Monday**

**Breakfast**

Oatmeal	1 1/2 Cup
Egg Patty	1/2 Cup
Hash Browns	1 Cup
Coffee Cake	1 1/48 Slice
Milk 1%	1 Each

**Lunch**

Beans & Franks	1 1/4 Cup
Carrots	1/2 Cup
Cornbread	1 1/48 Cut
Spice Cake	1/48 Cut
Beverage	1 Cup

**Dinner**

Peanut Butter	3 WZ
Jelly	2 WZ
Bread	4 Slice
Chip Potato	1 OZ
Mandarin Oranges	1/2 Cup
Beverage	1 Cup



Day 4

Menu Cycle: BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Healthy Alternative

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN					
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram					
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5					

**Food Description**

**Breakfast**

Oatmeal	1 1 1/2 Cup	3450	212	9.19	36.06	3.75	0	0	0	40	2.57	15	5.8	0.662				
Egg Patty	1 1/2 Cup	2475	153	15.33	8.78	6.55	324	25	0	22	0.27	193	0	1.231				
Hash Browns	1 1 Cup	3240-DY	275	3.28	38.62	12.53			7.3	22	0.61	220		<b>3.074</b>				
Coffee Cake	1 1 1/48 Slice	Rc6003-C00-Z00	247	2.56	48.43	4.83	0	32	0	106	1.38	375	0.8	1.362	<b>0.682</b>			
Milk 1%	1 1 Each	8491	102	8.22	12.18	2.37	12	142	0	305	0.07	107	0	1.545				

<b>Meal SubTotal</b>			989.0	38.6	144.1	30.0	<b>336.0</b>	<b>199.0</b>	7.3	495.0	4.9	910.0	<b>6.6</b>	<b>7.9</b>	<b>0.7</b>			
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**Lunch**

Beans & Franks	1 1 1/4 Cup	R2950-C00-Z00	585	32.25	68.96	21.02	87	7	4.6	305	6.29	1353	12.7	4.723	<b>0.895</b>			
Carrots	1 1/2 Cup	Rc5007-C00-Z00	63	0.72	7.1	3.93	0	655	2.2	33	0.41	198	2.9	0.707	<b>0.649</b>			
Combread	1 1 1/48 Cut	Rc6010-C00-Z00	198	3.31	32.84	5.85	1	10	0	28	1.18	388	3.1	1.476	<b>0.015</b>			
Spice Cake	1 1/48 Cut	5360-MX	209	2.08	35.25	6.78	0	3	0.1	45	2.22	314	0.8	1.684	<b>0.048</b>			
Beverage	1 1 Cup	0061431	1	0.07	0.44				62.8	47		9	0					

<b>Meal SubTotal</b>			1,056.0	38.4	144.6	<b>37.6</b>	<b>88.0</b>	<b>675.0</b>	69.7	458.0	<b>10.1</b>	2,262.0	19.5	<b>8.6</b>	<b>1.6</b>			
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**Dinner**

Peanut Butter	1 3 WZ	28008	509	18.89	18.97	43.68	0	0	0	42	1.48	362	4.3	8.63	0.063			
Jelly	1 2 WZ	30003	142	0	36.85	0						14						
Bread	1 4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029			
Chip Potato	1 1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024			
Mandarin Oranges	1 1/2 Cup	5135-CN	48	0.94	11.85	0.05	0	83	42.7	15	0.34	6	1.5	0.005				
Beverage	1 1 Cup	0061431	1	0.07	0.44				62.8	47		9	0					

<b>Meal SubTotal</b>			1,138.0	31.2	136.6	<b>57.0</b>	<b>0.0</b>	<b>83.0</b>	<b>111.6</b>	<b>265.0</b>	<b>6.1</b>	1,068.0	<b>9.6</b>	<b>10.4</b>	<b>0.1</b>			
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Day 4

Menu Cycle: BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

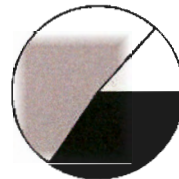
Diet Restriction: Healthy Alternative

Summary Information

	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN					
	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram					
<b>Breakfast</b>	<b>Totals</b>	989.0	38.6	144.1	30.0	<b>336.0</b>	<b>199.0</b>	7.3	495.0	4.9	910.0	<b>6.6</b>	<b>7.9</b>	<b>0.7</b>				
<b>Lunch</b>	<b>Totals</b>	1,056.0	38.4	144.6	<b>37.6</b>	<b>88.0</b>	<b>675.0</b>	69.7	458.0	<b>10.1</b>	2,262.0	19.5	<b>8.6</b>	<b>1.6</b>				
<b>Dinner</b>	<b>Totals</b>	1,138.0	31.2	136.6	<b>57.0</b>	<b>0.0</b>	<b>83.0</b>	<b>111.6</b>	<b>265.0</b>	<b>6.1</b>	1,068.0	<b>9.6</b>	<b>10.4</b>	<b>0.1</b>				
<b>1. Daily Totals</b>		3,183.0	108.3	425.3	<b>124.6</b>	<b>424.0</b>	<b>957.0</b>	<b>188.6</b>	<b>1,218.0</b>	<b>21.1</b>	4,240.0	<b>35.7</b>	<b>26.8</b>	<b>2.4</b>	0.0	0.0	0.0	0.0
<b>2. Nutritional Goals</b>		2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
<b>3. % Nutritional Goal</b>		130.1%	193.4%	126.6%	163.9%	141.3%	153.1%	251.5%	152.3%	351.7%	106.0%	142.8%	134.0%	96.0%				
<b>4. Deviation From Nutritional Goal</b>		737.0	52.3	89.3	48.6	124.0	332.0	113.6	418.0	15.1	240.0	10.7	6.8	0.0				

5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
<span style="display:inline-block; width:10px; height:10px; background-color:lightgrey;"></span>	% calories of PRO = 13.3%
<span style="display:inline-block; width:10px; height:10px; background-color:lightgrey;"></span>	% calories of CHO = 52.3%
<span style="display:inline-block; width:10px; height:10px; background-color:black;"></span>	% calories of FAT = 34.4%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.

**BAFO REQUEST #3 PRICING:  
ORIGINAL HEALTHY MENU**

<b>LINE ITEM</b>	<b>DETAINEE CENSUS SCALE COUNT - MEAL DESCRIPTION</b>	<b>FIRM, FIXED UNIT PRICE</b>
5.1	136-160	\$ <u>1.591</u> /Per Meal
5.2	161-185	\$ <u>1.459</u> /Per Meal
5.3.	186-210	\$ <u>1.361</u> /Per Meal
5.4	211+	\$ <u>1.285</u> /Per Meal
5.5	<i>Per Each Kosher Meal</i>	\$ <u>5.000</u> /Per Kosher Meal
5.6	<i>Snack – total one price covers all snacks price</i>	\$ <u>0.250</u> /Per Snack

**BAFO REQUEST #3 PRICING:  
HEALTHIER ALTERNATIVES MENU**

<b>LINE ITEM</b>	<b>DETAINEE CENSUS SCALE COUNT - MEAL DESCRIPTION</b>	<b>FIRM, FIXED UNIT PRICE</b>
5.7	136-160	\$ <u>1.611</u> /Per Meal
5.8	161-185	\$ <u>1.479</u> /Per Meal
5.9	186-210	\$ <u>1.381</u> /Per Meal
5.10	211+	\$ <u>1.305</u> /Per Meal
5.5	<i>Per Each Kosher Meal</i>	\$ <u>5.000</u> /Per Kosher Meal
5.11	<i>Snack – total one price covers all snacks price</i>	\$ <u>0.250</u> /Per Snack

## ATTACHMENT SIX

### Contractor Background Screening Policy

As a normal business activity, Missouri law enforcement agencies may contract with external companies to perform various duties for their agency. Any personnel working for a contractor, and who has access to criminal justice information is required to pass a background check prior to beginning work on the contract. In an effort to better streamline this process for contractors performing work at more than one Missouri law enforcement agency, the Missouri State Highway Patrol has implemented a program to manage these background check files centrally. This allows contractors to perform fingerprint checks and complete security awareness training requirements one time rather than with each contracting agency.

This background check will include, but not be limited to, state of residency and national fingerprint-based record checks. If the proposed candidate lives outside the United States or is a non-US Citizen, further steps may need to be taken. The MSHP Security Unit can provide more details regarding this process upon request. Qualification to work on contract will be based upon the following criteria:

- A felony conviction or guilty plea will be an automatic disapproval of the candidate.
- Any conviction whether misdemeanor or felony, involving violence, crimes against children, and all sexual crimes regardless of timeframe will be an automatic disapproval of the candidate.
- Candidates will be disqualified if it is confirmed there are outstanding arrest warrants for the candidate.
- Any other misdemeanor convictions and guilty pleas **may** be considered for automatic disapproval. The State CSO (CJIS Security Officer) has final authority regarding if the nature or severity of the misdemeanor offense(s) does or does not warrant a disqualification.

For misdemeanors, consideration will be given to the relationship between the information obtained in the background check and the responsibilities of the position. Time and severity of crime may also be considered as factors in a disqualification. Candidates may submit a written request for waiver through their contracting company, if they have been disapproved and wish to contest the decision. The request will need to explain the circumstances of the crime and justification for a waiver.

Contractors will be required to undergo a background check at a minimum once every five years. To maintain up-to-date files, the MSHP Security Unit will perform name-based checks every two years or when a new contract is executed whichever is more frequent. If there is a significant gap between contracts, candidates may be required to undergo a background check before working under a new contract.

The CSO or their designee will maintain a list of contractors who have been approved to work at the Missouri State Highway Patrol or other Missouri Law Enforcement Agencies.

If a candidate goes through a background check with one contractor and then goes to work at a different contractor, the candidate will not be required to undergo a separate background check unless the timeframe exceeds five-year limit.

The CSO for the Missouri State Highway Patrol has the right to approve or disapprove any candidate and has the right to revoke a candidate's approval at any time.

**ATTACHMENT SEVEN**



Department of Public Safety  
**MISSOURI STATE HIGHWAY PATROL**  
Colonel Sandra K. Karsten, Superintendent



An  
Internationally  
Accredited  
Agency

**Eric R. Greitens**  
Governor

**Charles A. (Drew) Juden**  
Director

Date

Name

Company

Address

Address

Dear :

This packet contains information and documents that will help you complete the process to become compliant with two of the major FBI CJIS Security Policy requirements for contractors/vendors. In lieu of performing background checks and security awareness training with each agency your organization does business with in the State of Missouri, the Missouri State Highway Patrol (MSHP) CJIS Security Unit has developed a process to centrally manage the fingerprints and security awareness training for vendors/contractors. This will allow other agencies within Missouri to refer to the MSHP during audits for those specific policy requirements. Even though the MSHP is managing those two items, your company will be required to abide by any additional policies and procedures required by the agency with which you execute a contract.

Each employee from your company who requires unescorted physical and/or logical access to criminal justice information is required to undergo a fingerprint-based background check. To complete this process, please return the completed fingerprint cards, along with a check to cover the appropriate processing fees to the address listed below. Incomplete or partial documentation will not be processed.

Please provide the following documents for each employee requiring access:

Submit completed Fingerprint Card

Under Employer and Address – must indicate Company Name

Under Reason Fingerprinted – must indicate Contractor

Under ORI – must use MOMHP0070

Criminal background check fee of \$32.00 per applicant

Please remit payment for processing by check or money order payable to the "Criminal Record System Fund" of the Missouri State Highway Patrol. All documentation, including payment, must be returned to:

Missouri State Highway Patrol  
Criminal Justice Information Services Division  
Attn: Accounting Unit, Nikki Wrinkles  
1510 East Elm Street  
Post Office Box 9500  
Jefferson City, MO 65102-9500

Also included is a copy of the Contractor Background Screening Policy. This policy provides further guidance on the background screening process.

Upon the completion of the background check the Patrol will not release any information to the agency or to your organization in regards to the background checks. The Patrol will issue a response of either "Access Allowed" or "Access Not Allowed" for everyone. The Patrol will maintain a list of accesses allowed employees for your company.

Finally, FBI CJIS Security Policy section 5.2 requires that all personnel with physical and/or logical access to criminal justice information complete security awareness training and renew that training biannually for the duration of the contract. The MSHP has purchased a solution to provide and track this security awareness training for all your employees via the [www.cjisonline.com](http://www.cjisonline.com) portal. Please contact the CJIS Security Unit at the number below to set up your agency in the CJIS online system.

If you have any questions, please feel free to call the CJIS Security Unit at 573-526-6153, x2658.

Sincerely,

CHRISTOPHER S. JOLLY, Captain  
Criminal Justice Information Services Division

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# Healthy Alternatives Menu

Trinity Services Group

BOONE COUNTY MO 2019 HHC

HEALTHY ALTERNATIVE

Week 1

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
<b>Breakfast</b>													
Grits	1 1/2 Cup	Oatmeal	1 1/2 Cup	Grits	1 1/2 Cup	Oatmeal	1 1/2 Cup	Grits	1 1/2 Cup	Oatmeal	1 1/2 Cup	Grits	1 1/2 Cup
Egg Patty	1/2 Cup	Breakfast Sausage	2 Wz	Breakfast Gravy	3/4 Cup	Egg Patty	1/2 Cup	Breakfast Sausage	2 Wz	Breakfast Gravy	3/4 Cup	Breakfast Sausage	2 Wz
Pancakes	2 Each	Hash Browns	1 Cup	O'Brien Potatoes	1 Cup	Hash Browns	1 Cup	Waffle	2 Each	O'Brien Potatoes	1 Cup	Hash Browns	1 Cup
Syrup	2 FZ	Blueberry Muffin	1/48 Cut	Biscuit	1 Each 1/48 Cut	Coffee Cake	1 1/48 Slice	Syrup	2 FZ	Biscuit	1 Each 1/48 Cut	Coffee Cake	1 1/48 Slice
Milk 1%	1 Each	Milk 1%	1 Each	Milk 1%	1 Each	Milk 1%	1 Each	Milk 1%	1 Each	Milk 1%	1 Each	Milk 1%	1 Each
<b>Lunch</b>													
Chili Con Carne	1 Cup	Meatloaf	1 Each	Meat Sauce	1 Cup	Beans & Franks	1 1/4 Cup	Goulash Casserole	1-1/4 Cup	Taco Mix	1 Cup	Cass Broccoli & Cheese	1-1/4 Cup
Rice	1 Cup	Country Cream Gravy	2 FZ	Rotini	1 Cup	Carrots	1/2 Cup	Peas	1/2 Cup	Red Beans & Rice	1 Cup	Mixed Vegetables	1/2 Cup
Peas	1/2 Cup	Mashed Potatoes	1 Cup	Mixed Vegetables	1/2 Cup	Cornbread	1 1/48 Cut	Cornbread	1 1/48 Cut	Corn Seasoned	1/2 Cup	Cornbread	1 1/48 Cut
Cornbread	1 1/48 Cut	Carrots	1/2 Cup	Garlic Bread	2 Slice	Spice Cake	1/48 Cut	Margarine PC	1 Each	Tortilla Flour	2 Each	Margarine PC	1 Each
Margarine PC	1 Each	Dinner Roll	1 Each	Snickerdoodle Cookie	3 WZ	Beverage	1 Cup	Snickerdoodle Cookie	3 WZ	Salsa	2 FZ	Snickerdoodle Cookie	3 WZ
Snickerdoodle Cookie	3 WZ	Margarine PC	1 Each	Beverage	1 Cup			Beverage	1 Cup	Spice Cake	1/48 Cut	Beverage	1 Cup
Beverage	1 Cup	Iced Cake	1/48 Slice							Beverage	1 Cup		
		Beverage	1 Cup										
<b>Dinner</b>													
Turkey Ham	3 WZ	Turkey Salami	3 WZ	Turkey Bologna	3 WZ	Peanut Butter	3 WZ	Turkey Ham	3 WZ	Turkey Salami	3 WZ	Turkey Bologna	3 WZ
Bread	4 Slice	Sliced Cheese	2 Slices	Bread	4 Slice	Jelly	2 WZ	Bread	4 Slice	Sliced Cheese	2 Slices	Bread	4 Slice
Pasta Salad w/ Broccoli	3/4 Cup	Bread	4 Slice	Italian Pasta Salad	3/4 Cup	Bread	4 Slice	Pasta Salad w/ Broccoli	3/4 Cup	Bread	4 Slice	Italian Pasta Salad	3/4 Cup
Mustard PC	2 Each	Coleslaw	3/4 Cup	Mustard PC	2 Each	Chip Potato	1 OZ	Mustard PC	2 Each	Coleslaw	3/4 Cup	Mustard PC	2 Each
Applesauce	1/2 Cup	Mustard PC	2 Each	Pineapple Tidbits	1/2 Cup	Mandarin Oranges	1/2 Cup	Applesauce	1/2 Cup	Mustard PC	2 Each	Applesauce	1/2 Cup
Beverage	1 Cup	Mandarin Oranges	1/2 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Pineapple Tidbits	1/2 Cup	Beverage	1 Cup
		Beverage	1 Cup							Beverage	1 Cup		

Proposal for Jail and Juvenile Detention Food Service for Wayne County, MI



**Trinity Services Group**

**BOONE COUNTY MO 2019 HHC**

**HEALTHY ALTERNATIVE**

**Week 2**



Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
<b>Breakfast</b>													
Oatmeal	1 1/2 Cup	Grits	1 1/2 Cup	Oatmeal	1 1/2 Cup	Grits	1 1/2 Cup	Oatmeal	1 1/2 Cup	Grits	1 1/2 Cup	Oatmeal	1 1/2 Cup
Breakfast Gravy	3/4 Cup	Breakfast Sausage	2 Wz	Egg Patty	1/2 Cup	Breakfast Sausage	2 Wz	Breakfast Gravy	3/4 Cup	Breakfast Sausage	2 Wz	Egg Patty	1/2 Cup
O'Brien Potatoes	1 Cup	Hash Browns	1 Cup	Pancakes	2 Each	Hash Browns	1 Cup	O'Brien Potatoes	1 Cup	Waffle	2 Each	Hash Browns	1 Cup
Biscuit	1 Each 1/48 Cut	Blueberry Muffin	1/48 Cut	Syrup	2 FZ	Coffee Cake	1 1/48 Slice	Biscuit	1 Each 1/48 Cut	Syrup	2 FZ	Coffee Cake	1 1/48 Slice
Milk 1%	1 Each	Milk 1%	1 Each	Milk 1%	1 Each	Milk 1%	1 Each	Milk 1%	1 Each	Milk 1%	1 Each	Milk 1%	1 Each
<b>Lunch</b>													
BBQ Turkey	1 Cup	Spanish Rice w/ Meat	1 1/4 Cup	Turkey & Gravy	1 Cup	Chili Mac	1 1/4 Cup	Turkey Stir Fry	1 Cup	Stroganoff Potatoes	1 1/4 Cup	Frankfurter Turkey	2 Each
Potato Salad	1 Cup	Carrots	1/2 Cup	Mashed Potatoes	1 Cup	Corn Seasoned	1/2 Cup	Rice	1 Cup	Carrots	1/2 Cup	Ranch Beans	1 Cup
Green Beans	1/2 Cup	Cornbread	1 1/48 Cut	Mixed Vegetables	1/2 Cup	Cornbread	1 1/48 Cut	Green Beans	1/2 Cup	Cornbread	1 1/48 Cut	Mixed Vegetables	1/2 Cup
Dinner Roll	1 Each	Margarine PC	1 Each	Dinner Roll	1 Each	Margarine PC	1 Each	Dinner Roll	1 Each	Margarine PC	1 Each	Bread	2 Slice
Snickerdoodle Cookie	3 WZ	Iced Cake	1/48 Slice	Snickerdoodle Cookie	3 WZ	Iced Cake	1/48 Cut	Margarine PC	1 Each	Iced Cake	1/48 Slice	Mustard PC	2 Each
Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Snickerdoodle Cookie	3 WZ	Beverage	1 Cup	Snickerdoodle Cookie	3 WZ
<b>Dinner</b>													
Peanut Butter	3 WZ	Turkey Ham	3 WZ	Turkey Salami	3 WZ	Turkey Bologna	3 WZ	Peanut Butter	3 WZ	Turkey Ham	3 WZ	Turkey Salami	3 WZ
Jelly	2 WZ	Bread	4 Slice	Sliced Cheese	2 Slices	Bread	4 Slice	Jelly	2 WZ	Bread	4 Slice	Sliced Cheese	2 Slices
Bread	4 Slice	Pasta Salad w/ Broccoli	3/4 Cup	Bread	4 Slice	Italian Pasta Salad	3/4 Cup	Bread	4 Slice	Pasta Salad w/ Broccoli	3/4 Cup	Bread	4 Slice
Chip Potato	1 OZ	Mustard PC	2 Each	Coleslaw	3/4 Cup	Mustard PC	2 Each	Chip Potato	1 OZ	Mustard PC	2 Each	Coleslaw	3/4 Cup
Mandarin Oranges	1/2 Cup	Pineapple Tidbits	1/2 Cup	Mustard PC	2 Each	Applesauce	1/2 Cup	Pineapple Tidbits	1/2 Cup	Applesauce	1/2 Cup	Mustard PC	2 Each
Beverage	1 Cup	Beverage	1 Cup	Mandarin Oranges	1/2 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Mandarin Oranges	1/2 Cup
Beverage 1 Cup													

Trinity Services Group

BOONE COUNTY MO 2019 HHC

HEALTHY ALTERNATIVE

Week 3

Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
<b>Breakfast</b>						
Grits 1 1/2 Cup	Oatmeal 1 1/2 Cup	Grits 1 1/2 Cup	Oatmeal 1 1/2 Cup	Grits 1 1/2 Cup	Oatmeal 1 1/2 Cup	Grits 1 1/2 Cup
Egg Patty 1/2 Cup	Breakfast Sausage 2 Wz	Breakfast Gravy 3/4 Cup	Egg Patty 1/2 Cup	Breakfast Sausage 2 Wz	Breakfast Gravy 3/4 Cup	Breakfast Sausage 2 Wz
Pancakes 2 Each	Hash Browns 1 Cup	O'Brien Potatoes 1 Cup	Hash Browns 1 Cup	Waffle 2 Each	O'Brien Potatoes 1 Cup	Hash Browns 1 Cup
Syrup 2 FZ	Blueberry Muffin 1/48 Cut	Biscuit 1 Each 1/48 Cut	Coffee Cake 1 1/48 Slice	Syrup 2 FZ	Biscuit 1 Each 1/48 Cut	Coffee Cake 1 1/48 Slice
Milk 1% 1 Each	Milk 1% 1 Each	Milk 1% 1 Each	Milk 1% 1 Each	Milk 1% 1 Each	Milk 1% 1 Each	Milk 1% 1 Each
<b>Lunch</b>						
Taco Mix 1 Cup	Meat Sauce 1 Cup	Turkey à la King 1 Cup	Red Chili Stew 1 1/4 Cup	Sloppy Joe 3 FZ	Picadillo Casserole 1-1/4 Cup	Sweet & Sour Turkey 1 Cup
Mexican Rice 1 Cup	Rotini 1 Cup	Rice Pilaf 1 Cup	Peas 1/2 Cup	Beans Baked 1 Cup	Mixed Vegetables 1/2 Cup	Seasoned Rice 1 Cup
Corn Seasoned 1/2 Cup	Carrots 1/2 Cup	Green Beans 1/2 Cup	Cornbread 1 1/48 Cut	Green Beans 1/2 Cup	Cornbread 1 1/48 Cut	Green Beans 1/2 Cup
Tortilla Flour 2 Each	Garlic Bread 2 Slice	Dinner Roll 1 Each	Margarine PC 1 Each	Dinner Roll 1 Each	Margarine PC 1 Each	Dinner Roll 1 Each
Salsa 2 FZ	Cake 1/48 Slice	Margarine PC 1 Each	Spice Cake 1/48 Cut	Iced Cake 1/48 Slice	Snickerdoodle Cookie 3 WZ	Margarine PC 1 Each
Spice Cake 1/48 Cut	Beverage 1 Cup	Snickerdoodle Cookie 3 WZ	Beverage 1 Cup	Beverage 1 Cup	Beverage 1 Cup	Cake 1/48 Slice
Beverage 1 Cup		Beverage 1 Cup				Beverage 1 Cup
<b>Dinner</b>						
Turkey Bologna 3 WZ	Peanut Butter 3 WZ	Turkey Ham 3 WZ	Turkey Salami 3 WZ	Turkey Bologna 3 WZ	Peanut Butter 3 WZ	Turkey Ham 3 WZ
Bread 4 Slice	Jelly 2 WZ	Bread 4 Slice	Sliced Cheese 2 Slices	Bread 4 Slice	Jelly 2 WZ	Bread 4 Slice
Italian Pasta Salad 3/4 Cup	Bread 4 Slice	Pasta Salad w/ Broccoli 3/4 Cup	Bread 4 Slice	Italian Pasta Salad 3/4 Cup	Bread 4 Slice	Pasta Salad w/ Broccoli 3/4 Cup
Mustard PC 2 Each	Chip Potato 1 OZ	Mustard PC 2 Each	Coleslaw 3/4 Cup	Mustard PC 2 Each	Chip Potato 1 OZ	Mustard PC 2 Each
Pineapple Tidbits 1/2 Cup	Mandarin Oranges 1/2 Cup	Applesauce 1/2 Cup	Mustard PC 2 Each	Applesauce 1/2 Cup	Mandarin Oranges 1/2 Cup	Pineapple Tidbits 1/2 Cup
Beverage 1 Cup	Beverage 1 Cup	Beverage 1 Cup	Pineapple Tidbits 1/2 Cup	Beverage 1 Cup	Beverage 1 Cup	Beverage 1 Cup



**Trinity Services Group**

**BOONE COUNTY MO 2019 HHC**

**HEALTHY ALTERNATIVE**

**Week 4**

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
<b>Breakfast</b>													
Oatmeal	1 1/2 Cup	Grits	1 1/2 Cup	Oatmeal	1 1/2 Cup	Grits	1 1/2 Cup	Oatmeal	1 1/2 Cup	Grits	1 1/2 Cup	Oatmeal	1 1/2 Cup
Breakfast Gravy	3/4 Cup	Breakfast Sausage	2 Wz	Egg Patty	1/2 Cup	Breakfast Sausage	2 Wz	Breakfast Gravy	3/4 Cup	Breakfast Sausage	2 Wz	Egg Patty	1/2 Cup
O'Brien Potatoes	1 Cup	Hash Browns	1 Cup	Pancakes	2 Each	Hash Browns	1 Cup	O'Brien Potatoes	1 Cup	Waffle	2 Each	Hash Browns	1 Cup
Biscuit	1 Each 1/48 Cut	Blueberry Muffin	1/48 Cut	Syrup	2 FZ	Coffee Cake	1 1/48 Slice	Biscuit	1 Each 1/48 Cut	Syrup	2 FZ	Coffee Cake	1 1/48 Slice
Milk 1%	1 Each	Milk 1%	1 Each	Milk 1%	1 Each	Milk 1%	1 Each	Milk 1%	1 Each	Milk 1%	1 Each	Milk 1%	1 Each
<b>Lunch</b>													
Burrito Filling	1 Cup	Meatloaf	1 Each	Turkey & Noodles	1-1/4 Cup	Stroganoff Potatoes	1 1/4 Cup	Turkey Teriyaki	1 Cup	Stew Country	1 1/4 Cup	Turkey Tetrazzini	1 Cup
Spanish Rice	1 Cup	Country Cream Gravy	2 FZ	Mixed Vegetables	1/2 Cup	Carrots	1/2 Cup	Rice	1 Cup	Peas	1/2 Cup	Rotini	1 Cup
Mixed Vegetables	1/2 Cup	Mashed Potatoes	1 Cup	Dinner Roll	1 Each	Cornbread	1 1/48 Cut	Green Beans	1/2 Cup	Cornbread	1 1/48 Cut	Carrots	1/2 Cup
Cornbread	1 1/48 Cut	Peas	1/2 Cup	Margarine PC	1 Each	Margarine PC	1 Each	Cornbread	1 1/48 Cut	Margarine PC	1 Each	Cornbread	1 1/48 Cut
Salsa	2 FZ	Dinner Roll	1 Each	Snickerdoodle Cookie	3 WZ	Iced Cake	1/48 Slice	Margarine PC	1 Each	Iced Cake	1/48 Slice	Margarine PC	1 Each
Snickerdoodle Cookie	3 WZ	Spice Cake	1/48 Cut	Beverage	1 Cup	Beverage	1 Cup	Snickerdoodle Cookie	3 WZ	Beverage	1 Cup	Snickerdoodle Cookie	3 WZ
Beverage	1 Cup	Beverage	1 Cup			Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup
<b>Dinner</b>													
Turkey Salami	3 WZ	Turkey Bologna	3 WZ	Peanut Butter	3 WZ	Turkey Ham	3 WZ	Turkey Salami	3 WZ	Turkey Bologna	3 WZ	Peanut Butter	3 WZ
Sliced Cheese	2 Slices	Bread	4 Slice	Jelly	2 WZ	Bread	4 Slice	Sliced Cheese	2 Slices	Bread	4 Slice	Jelly	2 WZ
Bread	4 Slice	Italian Pasta Salad	3/4 Cup	Bread	4 Slice	Pasta Salad w/ Broccoli	3/4 Cup	Bread	4 Slice	Italian Pasta Salad	3/4 Cup	Bread	4 Slice
Coleslaw	3/4 Cup	Mustard PC	2 Each	Chip Potato	1 OZ	Mustard PC	2 Each	Coleslaw	3/4 Cup	Mustard PC	2 Each	Chip Potato	1 OZ
Mustard PC	2 Each	Applesauce	1/2 Cup	Pineapple Tidbits	1/2 Cup	Applesauce	1/2 Cup	Mustard PC	2 Each	Pineapple Tidbits	1/2 Cup	Mandarin Oranges	1/2 Cup
Mandarin Oranges	1/2 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Mandarin Oranges	1/2 Cup	Beverage	1 Cup	Beverage	1 Cup
Beverage	1 Cup							Beverage	1 Cup				



Proposal for Jail and Juvenile Detention Food Service for Wayne County, MI

# Healthy Alternatives Menu - Weekly Summary Nutritional Analysis

A Detailed Nutritional Analysis is included on the enclosed CD.



## Average Cycle Nutrition Analysis By Diet

### Trinity Services Group

BOONE COUNTY MO 2019 HHC-HEALTHY ALTERNATIVE

Diet: Regular Menu Alternate  
 \_TSG Standard - Male Sedentary

### Week 1 - DAILY SUMMARY

	KCAL	PRO	CHO	FAT	CHOL	VITA R	VITC	CA	FE	NA	TDFB	SFA	FATR				
Nutritional Goal	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
Nutritional Goal	2,446.00	56.00	336.00	76.00	300.00	625.00	75.00	800.00	6.00	4,000.00	25.00	20.00	2.50				
Friday	2817	91.1	422.36	85.98	517	776	193.8	989	22.69	3247	26.8	22.786	2.07				
Saturday	2713	78.01	341.6	117.95	172	1191	259.7	1041	17.27	4501	25.1	29.667	6.244				
Sunday	2828	83.56	366.46	113.84	266	814	177.7	1212	20.08	3831	20.2	29.688	4.026				
Monday	3183	108.25	425.27	124.56	424	957	188.6	1218	21.07	4240	35.7	26.815	2.405				
Tuesday	2746	81.74	396.78	94.47	255	751	197.6	1170	21.53	3290	24.4	25.668	2.048				
Wednesday	2917	96.01	342.37	131.06	366	448	198.6	1375	22.5	5084	28.6	32.954	1.196				
Thursday	2669	76.13	398.03	86.21	181	673	209.5	966	17.84	3494	20.3	24.66	2.837				

### Daily Average

Meals	2,839.00	87.83	384.70	107.72	311.57	801.43	203.64	1,138.71	20.43	3,955.29	25.87	27.46	2.98	NaN	NaN	NaN	NaN
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### Daily Average %

Week 1	116.07%	156.84%	114.49%	141.74%	103.86%	128.23%	271.52%	142.34%	340.50%	98.88%	103.48%	137.30%	119.20%				
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**Trinity Services Group**

Diet: Regular Menu Alternate  
 \_TSG Standard - Male Sedentary

**Week 2 - DAILY SUMMARY**

	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
Nutritional Goal	2,446.00	56.00	336.00	76.00	300.00	625.00	75.00	800.00	6.00	4,000.00	25.00	20.00	2.50				
Friday	3065	88.92	390.08	133.5	154	434	204.6	1101	18.38	3322	25.4	30.529	2.391				
Saturday	2770	72.19	348.84	122.95	242	1151	185.8	1060	16.88	3805	20.2	29.951	4.474				
Sunday	2709	91.35	371.16	96.96	515	1059	248.7	862	20.27	4486	24	23.768	4.469				
Monday	2788	77.41	387.05	106.02	233	605	201.8	1048	18.94	3360	19.8	28.1	4.29				
Tuesday	3075	86.3	397.06	132.41	130	392	174.8	1121	18.95	3793	25.1	30.246	3.64				
Wednesday	2630	68.6	366.35	100.9	230	1408	179.8	1233	17.77	3483	18.5	25.059	4.38				
Thursday	2721	99.06	379.47	91.51	489	599	222.3	1184	20.42	5082	30.6	22.563	2.319				

**Daily Average**

Meals	2,822.57	83.40	377.14	112.04	284.71	806.86	202.54	1,087.00	18.80	3,904.43	23.37	27.17	3.71	NaN	NaN	NaN	NaN
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**Daily Average %**

Week 2	115.40%	148.93%	112.24%	147.42%	94.90%	129.10%	270.05%	135.88%	313.33%	97.61%	93.48%	135.85%	148.40%				
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**Trinity Services Group**

Diet: Regular Menu Alternate  
 \_TSG Standard - Male Sedentary

**Week 3 - DAILY SUMMARY**

	KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATR Gram				
Nutritional Goal	2,446.00	56.00	336.00	76.00	300.00	625.00	75.00	800.00	6.00	4,000.00	25.00	20.00	2.50				
Friday	2865	96.48	407.89	95.82	620	774	183.3	1094	24.3	3973	20.1	25.433	0.138				
Saturday	2908	84.5	374.5	125.87	150	1080	191.7	1106	18.21	2892	24.7	28.808	3.077				
Sunday	2831	79.02	370.15	113.59	203	524	190.4	1120	19.03	4186	19.5	28.393	5.288				
Monday	2798	90.2	356.09	114.46	534	588	203.4	1163	19.18	4526	26.2	27.998	4.367				
Tuesday	2594	81.02	389.39	80.42	214	815	194.8	1232	21.86	3305	25.9	20.661	3.621				
Wednesday	3155	90.13	354.42	159.46	274	898	200.2	1275	18.21	3679	28	38.667	3.308				
Thursday	2702	74.06	412.48	84.74	163	381	191.3	1057	17.86	4495	17.2	22.069	3.352				

**Daily Average**

Meals	2,836.14	85.06	380.70	110.62	308.29	722.86	193.59	1,149.57	19.81	3,865.14	23.09	27.43	3.31	NaN	NaN	NaN	NaN
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**Daily Average %**

Week 3	115.95%	151.89%	113.30%	145.55%	102.76%	115.66%	258.12%	143.70%	330.17%	96.63%	92.36%	137.15%	132.40%				
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Average Cycle Nutrition Analysis By Diet



**Trinity Services Group**

Diet: Regular Menu Alternate  
 \_TSG Standard - Male Sedentary

**Week 4 - DAILY SUMMARY**

	KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATR Gram				
Nutritional Goal	2,446.00	56.00	336.00	76.00	300.00	625.00	75.00	800.00	6.00	4,000.00	25.00	20.00	2.50				
Friday	2880	88.22	373.5	116.01	272	732	229.1	1312	21.53	5210	32.4	29.533	2.007				
Saturday	2555	80.41	351.5	93.2	167	500	245	918	19.94	3520	22.7	26.357	2.796				
Sunday	2981	93.42	420.96	109.82	400	874	151.2	877	19.68	2624	23.2	24.341	3.07				
Monday	2753	69.55	372.66	110.93	219	1152	187.1	1126	15.5	3532	17.6	28.338	5.062				
Tuesday	2720	79.87	356.67	107.89	214	457	221	1155	18.37	5197	24.7	27.21	3.088				
Wednesday	2723	77.05	372.71	104.24	264	1312	184.1	1255	19.64	3438	20.7	26.196	5.171				
Thursday	3238	98.83	439.67	126.8	403	1056	186.9	999	17.4	3858	26.5	29.702	3.74				

**Daily Average**

Meals	2,835.71	83.91	383.95	109.84	277.00	869.00	200.63	1,091.71	18.87	3,911.29	23.97	27.38	3.56	NaN	NaN	NaN	NaN
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**Daily Average %**

Week 4	115.93%	149.84%	114.27%	144.53%	92.33%	139.04%	267.51%	136.46%	314.50%	97.78%	95.88%	136.90%	142.40%				
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Average Cycle Nutrition Analysis By Diet



BOONE COUNTY MO 2019 HHC SUMMARY

Diet: Healthy Alternative

\_TSG Standard - Male Sedentary

	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
Nutritional Goal	2,446.00	56.00	336.00	76.00	300.00	625.00	75.00	800.00	6.00	4,000.00	25.00	20.00	2.50				
Week 1	2,839.00	87.83	384.70	107.72	311.57	801.43	203.64	1,138.71	20.43	3,955.29	25.87	27.46	2.98	NaN	NaN	NaN	NaN
Week 2	2,822.57	83.40	377.14	112.04	284.71	806.86	202.54	1,087.00	18.80	3,904.43	23.37	27.17	3.71	NaN	NaN	NaN	NaN
Week 3	2,836.14	85.06	380.70	110.62	308.29	722.86	193.59	1,149.57	19.81	3,865.14	23.09	27.43	3.31	NaN	NaN	NaN	NaN
Week 4	2,835.71	83.91	383.95	109.84	277.00	869.00	200.63	1,091.71	18.87	3,911.29	23.97	27.38	3.56	NaN	NaN	NaN	NaN

Cycle Average

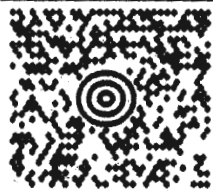
Total	2,833.36	85.05	381.62	110.06	295.39	800.04	200.10	1,116.75	19.48	3,909.04	24.08	27.36	3.39	0.00	0.00	0.00	0.00
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GREG MERRITT 2 LBS 1 OF 1  
813-475-7316  
TRINITY SERVICES GROUP INC  
477 COMMERCE BLVD DWT: 13,11,2  
OLDSMAR FL 34677 05-23-19 A09:54 TN

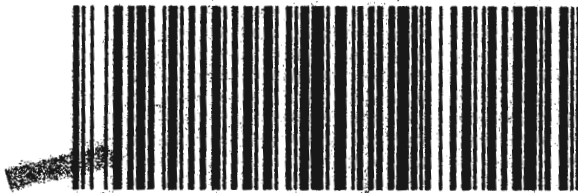
SHIP TO:  
ATTN: LIZ PALAZZOLO, SENIOR BUYER  
5738864392  
BOONE CO. PURCHASING DEPARTMENT  
ROOM 109  
613 EAST ASH STREET  
COLUMBIA MO 65201-4432



MO 652 9-01



UPS NEXT DAY AIR 1  
TRACKING #: 1Z 866 W85 01 9036 2215



BILLING: P/P

Reference # 1: 88020  
Reference # 2: Boone BAFO

CS 21.1.23 MAGN50 12.0A 04/2019



88020  
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SALES-12  
UNIVERSITY



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# Boone County Purchasing



**Liz Palazzolo, CPPO, C.P.M.**  
**Senior Buyer**

613 E. Ash Street, Room 109  
Columbia, MO 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390  
E-mail: [lpalazzolo@boonecountymo.org](mailto:lpalazzolo@boonecountymo.org)

May 15, 2019

Trinity Services Group  
477 Commerce Boulevard  
Oldsmar, FL 34677

Via E-mail: [Jacque.woosley@trinityservicesgroup.com](mailto:Jacque.woosley@trinityservicesgroup.com)

**RE: Best and Final Offer (BAFO) Request #3 to RFP 02-09JAN19 – Food Services**

Dear Ms. Woosley:

This letter shall constitute an official request by the County of Boone - Missouri to once again enter into competitive negotiations with your organization. Included with this letter are two attachments.

The first attachment is a Best and Final Offer Request #3 Form for this Request for Proposal. The Best and Final Offer Form must be completed, signed by an authorized representative of your organization, and returned with your BAFO response.

The second attachment is a BAFO #3 RFP Revisions List that identifies changes and revisions made to the Request for Proposal. Said changes are part of this Best and Final Offer Request. Your Best and Final Offer #3 response shall acknowledge the revisions. You may do so by specifically incorporating a direct response in your Best and Final Offer to each revision, or you may acknowledge your acceptance of all revisions by signing the Best and Final Request #3 form.

In your response to BAFO Request #3, you may make any modification, addition, or deletion deemed necessary to your proposal. It is not necessary for you to resubmit your entire proposal.

Please understand that your response to this BAFO request is your final opportunity to ensure that (1) all mandatory requirements of the RFP have been met, (2) all RFP requirements are adequately described since all areas of the proposal are subject to evaluation, and (3) this is your best offer, including a reduction or other change to pricing. Also, make sure your response to this BAFO request addresses the latest version of each paragraph/exhibit of the RFP.

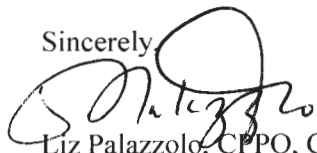
Please provide a **written sealed response** no later than by **Noon (12:00 P.M.) on May 24, 2019**. Your company's Best and Final Offer will be subject to evaluation in addition to the original proposal.

You are reminded that pursuant to Section 610.021 RSMo, proposal documents including any best and final offer documents are considered closed records and shall not be divulged in any manner until after a contract is executed or all proposals are rejected. Furthermore, you and your agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all questions or comments regarding the RFP, the evaluation, etc., to me, the Buyer of Record. Neither you nor your agents may contact any other County employee or evaluation committee member regarding any of these matters during the negotiation and evaluation process. Inappropriate contacts or release of

information about your proposal response or BAFO are grounds for suspension and/or exclusion from specific procurements.

If you have any questions regarding this request, please call (573) 886-4392 or e-mail [lpalazzolo@boonecountymmo.org](mailto:lpalazzolo@boonecountymmo.org). I sincerely appreciate your efforts in working with Boone County - Missouri to ensure a thorough evaluation of your proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Liz Palazzolo", written over a circular stamp or mark.

Liz Palazzolo, CPPO, C.P.M.  
Senior Buyer

cc: Evaluation Committee Members  
RFP File

Attachments: Best and Final Offer (BAFO) #3 Form and BAFO #3 Revisions List

**BEST AND FINAL OFFER REQUEST #3 - FORM #1**

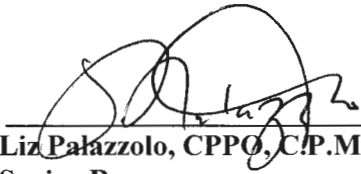
**BOONE COUNTY, MISSOURI**

**PROPOSAL NUMBER AND DESCRIPTION: RFP 02-09JAN19 – Food Services**

**BEST AND FINAL OFFER REQUEST #3 - FORM #1**

This Best and Final Offer (BAFO) is issued in accordance with the Instructions to Offerors and is hereby incorporated into and made a part of any resulting Contract Documents between the offeror and Boone County.

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests. The offeror agrees that the language of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests shall govern in the event of a conflict with offeror's proposal.

By:   
Liz Palazzolo, CPPO, C.P.M.  
Senior Buyer

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax ID (or Social Security #): \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Contact Name and E-Mail Address to receive documents for electronic signature:

\_\_\_\_\_

**BEST AND FINAL OFFER REQUEST #3 - FORM #2**

**BOONE COUNTY - MISSOURI**

**PROPOSAL NUMBER AND DESCRIPTION: *RFP 02-09JAN19 – Food Services***

**BAFO #3 REVISIONS LIST**

This BAFO #3 Revisions List is hereby incorporated into and made a part of the Request for Proposal Documents. The offeror is reminded that receipt of this Revisions List must be acknowledged and submitted along with the Best and Final Offer via sealed mail to:

Boone County Purchasing  
Attn: Liz Palazzolo  
613 E. Ash Street  
Columbia, Missouri 65201

OFFEROR RESPONSE TO CHANGED REQUIREMENTS: Requirements of **RFP 02-09JAN19 – Food Services** have been revised by the BAFO Request #3 as follows:

NOTE: All changes as a result of this BAFO request to existing text are noted in ***bolded and italicized*** font.

1. Scenario One has been **DELETED** from the subject RFP. The County will provide detainee labor.
2. Paragraph 3.3.5 has been **REVISED** as follows:
  - 3.3.5 Staff Listing and Approval: The contractor shall supply the County with a complete list of employees, supervisors and management assigned to work areas at the start of the contract, and as frequently thereafter as requested by the County. The contractor shall be responsible for keeping the staff listing current and shall immediately notify the Sheriff's Department regarding any employee termination.
3. Paragraph 3.3.5(a) and sub-paragraphs (i) through (iv) have been **ADDED** as follows:
  - 3.3.5.(a) Contractor Employee Screening, Security and Fingerprinting:** All employees of the contractor shall be subject to the approval of the County that will include a fingerprint criminal background check. All costs for the fingerprint background checks shall be the responsibility of the contractor. The contractor shall agree to submit all employees assigned to perform services on-site at the Boone County Jail, including all subcontracted employees, to fingerprint criminal background screening conducted by the Missouri State Highway Patrol (MSHP) as detailed in **Attachments Six and Seven** to this document and incorporated into the contract by reference. All contractor personnel, including any subcontractor personnel, shall undergo a fingerprint criminal background check prior to entering the facility to begin contracted work. The contractor is advised to allow time for the MSHP to complete its background check process when assigning personnel to on-site County work.
4. Paragraph 3.3.310 has been **REVISED** as follows (text deleted):
  - 3.3.10 The contractor shall provide a minimum of two (2) full-time staff personnel daily, and the County will make Detainee labor available to clean facilities, and to prepare and serve prepared foods in coordination with the contractor's staff. The Sheriff or his/her designee will provide at least three (3) detainees and as many as (5) detainees for each meal. In the assignment of job

duties, the contractor shall ensure that no detainee supervise another detainee. The Sheriff reserves the right to suspend detainee labor being made available to the contractor at any time if, in the opinion of the Sheriff or his/her designee, the presence of detainee labor presents a safety or security concern to the facility or to any person present in the facility. If detainee labor is suspended or not adequately provided, the contractor reserves the right to request an increase in the price per meal. Said request shall be presented to the Sheriff's Department which shall review said request and make recommendation to the Purchasing Department to amend contract pricing if the request is approved; no such change in pricing shall be considered authorized if not amended in writing by way of a formal amendment to the contract, and approved by the Boone County Commission. Such request would not be unreasonably denied by the County.

5. Paragraph 3.2.3 (b) is **ADDED**:

3.2.3(b) The contractor shall provide a 'healthier alternatives' menu for the general detainee population at the Sheriff's option. The "healthier alternatives" menu shall still meet the minimum 2,800 calories per day requirement, but it shall overall result in lower sodium and carbohydrates/sugars consumption for the general detainee population compared to the original menu. The healthier alternatives menu shall routinely include healthier alternatives such as more fresh, frozen or canned vegetables; more canned or frozen fruits; and 1% fresh milk, etc.

6. Line Items 5.1 through 5.11 on the Vendor Response and Pricing Pages have been **REVISED** as shown in the attached BAFO #3 Request Vendor Response and Pricing Pages.

7. The County will assume that renewal percentages as quoted in BAFO Response #1 for line items 5.12.1 through 5.12.4 remain the same. Check below to confirm the assumption:

Renewal percentages submitted with the BAFO #1 Response for line items 5.12.1 through 5.12.4 remain the same.

8. **Only if the offeror wishes to change** the renewal percentages as quoted in BAFO Response #1 for line items 5.12.1 through 5.12.4, then complete the following:

**5.12.1 Renewal Option Percentage Price Adjustment**

**1<sup>st</sup> Renewal Period: 2<sup>nd</sup> Year of Contract**

\_\_\_\_\_ %

Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE:

Maximum Increase: \_\_\_\_\_ OR Minimum Decrease: \_\_\_\_\_

**5.12.2 Renewal Option Percentage Price Adjustment**

**2<sup>nd</sup> Renewal Period: 3<sup>rd</sup> Year of Contract**

\_\_\_\_\_ %

Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE:

Maximum Increase: \_\_\_\_\_ OR Minimum Decrease: \_\_\_\_\_

**5.12.3 Renewal Option Percentage Price Adjustment**

**3<sup>rd</sup> Renewal Period: 4<sup>th</sup> Year of Contract**

\_\_\_\_\_ %

Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE:

Maximum Increase: \_\_\_\_\_ OR Minimum Decrease: \_\_\_\_\_

**5.12.4 Renewal Option Percentage Price Adjustment**

**4<sup>th</sup> Renewal Period: 5<sup>th</sup> Year of Contract**

\_\_\_\_\_ %

Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE:

Maximum Increase: \_\_\_\_\_ OR Minimum Decrease: \_\_\_\_\_

- 9. The County will assume that the previously submitted menu applies as the **original healthy menu**. Check below to confirm the assumption:

Details about the **original healthy menu** previously submitted remain the same.

**If it is the case that the original healthy menu changes as a result of this BAFO #3 Request**, then the offeror must submit a revised 4-week menu and include nutritional analysis information and specifically address the following, Make sure to label the new information where it can be clearly understood to replace previously submitted information about the original healthy menu:

*(1) Address how your Dietician/Nutritionist ensures that your menus are planned in accordance with the National Academy of Sciences to meet the Recommended Daily Allowances (RDAs) in accordance with the National Institutes of Health.*

*(2) Provide an example of how one regular menu day meets all required RDA's, for example, show how the menu for "Wednesday" in Week 3 of the 4-week cycle meets RDA's, i.e., which foods served on Wednesday meet the RDA for calcium, protein, etc.*

- 10. **The offeror must submit new pricing** for the **Healthier Alternatives Menu** on the following revised pricing pages. In addition, the offeror must submit a 4-week healthier alternatives menu that shall in addition address the following, Make sure to label the new information about the **healthier alternatives menu** where it can be clearly understood compared to information about the original healthy menu:

*(1) Address how your Dietician/Nutritionist ensures that your menus are planned in accordance with the National Academy of Sciences to meet the Recommended Daily Allowances (RDAs) in accordance with the National Institutes of Health.*

*(2) Provide an example of how one regular menu day meets all required RDA's, for example, show how the menu for "Wednesday" in Week 3 of the 4-week cycle meets RDA's, i.e., which foods served on Wednesday meet the RDA for calcium, protein, etc.*

**BAFO REQUEST #3 PRICING:  
ORIGINAL HEALTHY MENU**

<b>LINE ITEM</b>	<b>DETAINEE CENSUS SCALE COUNT - MEAL DESCRIPTION</b>	<b>FIRM, FIXED UNIT PRICE</b>
5.1	136-160	\$_____/Per Meal
5.2	161-185	\$_____/Per Meal
5.3.	186-210	\$_____/Per Meal
5.4	211+	\$_____/Per Meal
5.5	<i>Per Each Kosher Meal</i>	\$_____/Per Kosher Meal
5.6	<i>Snack – total one price covers all snacks price</i>	\$_____/Per Snack

**BAFO REQUEST #3 PRICING:  
HEALTHIER ALTERNATIVES MENU**

<b>LINE ITEM</b>	<b>DETAINEE CENSUS SCALE COUNT - MEAL DESCRIPTION</b>	<b>FIRM, FIXED UNIT PRICE</b>
5.7	136-160	\$_____/Per Meal
5.8	161-185	\$_____/Per Meal
5.9	186-210	\$_____/Per Meal
5.10	211+	\$_____/Per Meal
5.5	<i>Per Each Kosher Meal</i>	\$_____/Per Kosher Meal
5.11	<i>Snack – total one price covers all snacks price</i>	\$_____/Per Snack



## ATTACHMENT SIX

### Contractor Background Screening Policy

As a normal business activity, Missouri law enforcement agencies may contract with external companies to perform various duties for their agency. Any personnel working for a contractor, and who has access to criminal justice information is required to pass a background check prior to beginning work on the contract. In an effort to better streamline this process for contractors performing work at more than one Missouri law enforcement agency, the Missouri State Highway Patrol has implemented a program to manage these background check files centrally. This allows contractors to perform fingerprint checks and complete security awareness training requirements one time rather than with each contracting agency.

This background check will include, but not be limited to, state of residency and national fingerprint-based record checks. If the proposed candidate lives outside the United States or is a non-US Citizen, further steps may need to be taken. The MSHP Security Unit can provide more details regarding this process upon request. Qualification to work on contract will be based upon the following criteria:

- A felony conviction or guilty plea will be an automatic disapproval of the candidate.
- Any conviction whether misdemeanor or felony, involving violence, crimes against children, and all sexual crimes regardless of timeframe will be an automatic disapproval of the candidate.
- Candidates will be disqualified if it is confirmed there are outstanding arrest warrants for the candidate.
- Any other misdemeanor convictions and guilty pleas **may** be considered for automatic disapproval. The State CSO (CJIS Security Officer) has final authority regarding if the nature or severity of the misdemeanor offense(s) does or does not warrant a disqualification.

For misdemeanors, consideration will be given to the relationship between the information obtained in the background check and the responsibilities of the position. Time and severity of crime may also be considered as factors in a disqualification. Candidates may submit a written request for waiver through their contracting company, if they have been disapproved and wish to contest the decision. The request will need to explain the circumstances of the crime and justification for a waiver.

Contractors will be required to undergo a background check at a minimum once every five years. To maintain up-to-date files, the MSHP Security Unit will perform name-based checks every two years or when a new contract is executed whichever is more frequent. If there is a significant gap between contracts, candidates may be required to undergo a background check before working under a new contract.

The CSO or their designee will maintain a list of contractors who have been approved to work at the Missouri State Highway Patrol or other Missouri Law Enforcement Agencies.

If a candidate goes through a background check with one contractor and then goes to work at a different contractor, the candidate will not be required to undergo a separate background check unless the timeframe exceeds five-year limit.

The CSO for the Missouri State Highway Patrol has the right to approve or disapprove any candidate and has the right to revoke a candidate's approval at any time.

**ATTACHMENT SEVEN**



Department of Public Safety  
**MISSOURI STATE HIGHWAY PATROL**  
Colonel Sandra K. Karsten, Superintendent



An  
Internationally  
Accredited  
Agency

**Eric R. Greitens**  
Governor

**Charles A. (Drew) Juden**  
Director

Date

Name

Company

Address

Address

Dear :

This packet contains information and documents that will help you complete the process to become compliant with two of the major FBI CJIS Security Policy requirements for contractors/vendors. In lieu of performing background checks and security awareness training with each agency your organization does business with in the State of Missouri, the Missouri State Highway Patrol (MSHP) CJIS Security Unit has developed a process to centrally manage the fingerprints and security awareness training for vendors/contractors. This will allow other agencies within Missouri to refer to the MSHP during audits for those specific policy requirements. Even though the MSHP is managing those two items, your company will be required to abide by any additional policies and procedures required by the agency with which you execute a contract.

Each employee from your company who requires unescorted physical and/or logical access to criminal justice information is required to undergo a fingerprint-based background check. To complete this process, please return the completed fingerprint cards, along with a check to cover the appropriate processing fees to the address listed below. Incomplete or partial documentation will not be processed.

Please provide the following documents for each employee requiring access:

Submit completed Fingerprint Card

- Under Employer and Address – must indicate Company Name
- Under Reason Fingerprinted – must indicate Contractor
- Under ORI – must use MOMHP0070

Criminal background check fee of \$32.00 per applicant

Please remit payment for processing by check or money order payable to the "Criminal Record System Fund" of the Missouri State Highway Patrol. All documentation, including payment, must be returned to:

Missouri State Highway Patrol  
Criminal Justice Information Services Division  
Attn: Accounting Unit, Nikki Wrinkles  
1510 East Elm Street  
Post Office Box 9500  
Jefferson City, MO 65102-9500

Also included is a copy of the Contractor Background Screening Policy. This policy provides further guidance on the background screening process.

Upon the completion of the background check the Patrol will not release any information to the agency or to your organization in regards to the background checks. The Patrol will issue a response of either "Access Allowed" or "Access Not Allowed" for everyone. The Patrol will maintain a list of accesses allowed employees for your company.

Finally, FBI CJIS Security Policy section 5.2 requires that all personnel with physical and/or logical access to criminal justice information complete security awareness training and renew that training biannually for the duration of the contract. The MSHP has purchased a solution to provide and track this security awareness training for all your employees via the [www.cjisonline.com](http://www.cjisonline.com) portal. Please contact the CJIS Security Unit at the number below to set up your agency in the CJIS online system.

If you have any questions, please feel free to call the CJIS Security Unit at 573-526-6153, x2658.

Sincerely,

CHRISTOPHER S. JOLLY, Captain  
Criminal Justice Information Services Division

enc

TRINITY SERVICES  
GROUP



April 3, 2019

Liz Palazzolo, CPPPO, C.P.M., Senior Buyer  
Boone County Purchasing  
613 E. Ash Street, Room 109  
Columbia, MO 65201

RE: Best and Final Offer Request #2 - RFP 02-09JAN19 - Food Services

Dear Ms. Palazzolo:

Trinity Services Group, Inc. appreciates the opportunity to continue discussions regarding a potential partnership to provide the professional management of a detainee food service program for Boone County Sheriff's Office. We have reviewed the BAFO #2 Revisions List and confirm that our previous responses are in compliance with Boone County's specifications.

We are available at any time to provide additional clarification as needed and willing to meet with you in person if it would be more beneficial for you and/or your committee.

Please feel free to contact our representative, Jacque Woosley, at 636-399-4406 or [jacque.woosley@trinityservicesgroup.com](mailto:jacque.woosley@trinityservicesgroup.com) with any questions.

Sincerely,

A handwritten signature in blue ink that reads "David M. Miller". The signature is fluid and cursive.

David M. Miller  
Chief Operating Officer

**BEST AND FINAL OFFER REQUEST #2 - FORM #1**

**BOONE COUNTY, MISSOURI**

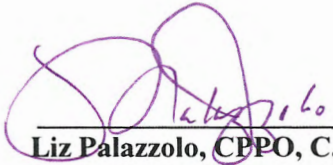
**PROPOSAL NUMBER AND DESCRIPTION: RFP 02-09JAN19 – Food Services**

**BEST AND FINAL OFFER REQUEST #2 - FORM #1**

This Best and Final Offer (BAFO) is issued in accordance with the Instructions to Offerors and is hereby incorporated into and made a part of any resulting Contract Documents between the offeror and Boone County.

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests. The offeror agrees that the language of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests shall govern in the event of a conflict with offeror's proposal.

By:

  
\_\_\_\_\_  
**Liz Palazzolo, CPPO, C.P.M.**  
**Senior Buyer**

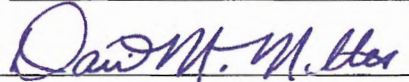
Company Name: Trinity Services Group, Inc.

Address: 477 Commerce Blvd.  
Oldsmar, FL 34677

Telephone: 813-854-4264 Fax: 813-855-2330

Federal Tax ID (or Social Security #): 59-3026703

Print Name: David M. Miller Title: Chief Operating Officer

Signature:  Date: April 3, 2019

Contact Name and E-Mail Address to receive documents for electronic signature:

David M. Miller / dave.miller@trinityservicesgroup.com

**BEST AND FINAL OFFER REQUEST #2 - FORM #2**

**BOONE COUNTY - MISSOURI**

**PROPOSAL NUMBER AND DESCRIPTION: RFP 02-09JAN19 – Food Services**

**BAFO #2 REVISIONS LIST**

This BAFO #2 Revisions List is hereby incorporated into and made a part of the Request for Proposal Documents. The offeror is reminded that receipt of this Revisions List must be acknowledged and submitted along with the Best and Final Offer via sealed mail to:

Boone County Purchasing  
Attn: Liz Palazzolo  
613 E. Ash Street  
Columbia, Missouri 65201

OFFEROR RESPONSE TO CHANGED REQUIREMENTS: Requirements of **RFP 02-09JAN19 – Food Services** have been revised by the BAFO Request #2 as follows:

NOTE: All changes as a result of this BAFO request to existing text are noted in ***bolded and italicized*** font.

1. Paragraph 3.2.3 has been **REVISED** as follows:

3.2.3 Menu Planning: Menus shall be planned by the contractor in accordance with the National Academy of Sciences to meet the nutritional needs of the detainees. The contractor's menus shall provide a variety of foods in adequate amounts to meet the Recommended Daily Allowances (RDAs) in accordance with the National Institutes of Health. These shall be adjusted for age, gender, therapeutic modifications if needed, and activity level of the detainees. The contractor shall retain copies of menus served ***as approved by the licensed registered dietician, addressing pertinent standards as cited herein. Menus of meals provided, complete with all nutritional information necessary to show compliance with the dietary recommendations of the Academies of Sciences shall be made available to County upon request at no cost in a manner that facilitates the efficient distribution of that information as part of any open records request.***

**Liz Palazzolo**

---

**From:** Woosley, Jacque <Jacque.Woosley@trinityservicesgroup.com>  
**Sent:** Monday, April 01, 2019 4:48 PM  
**To:** Liz Palazzolo  
**Subject:** RE: Boone County RFP 02-09JAN19 - Request  
**Attachments:** Drink Mix - Proposed Menu.pdf; Option 1 - Drink Mix.pdf; Option 2 - Drink Mix.pdf

Liz,

Good afternoon! I am sorry for the delay as I was traveling this morning. I have attached the nutrition sheet of our drink mix that was included in our proposed menu. Please note that there are four flavors and we will provide a rotation of Orange, Punch, Grape and Lemonade.

I have also include two additional options that could be offered in place of the above should your menu requirements change. I have attached those nutritional statements and please let us know if you would like us to cost these options for you.

We are always available to discuss any of our client's needs. We understand that the inmate requirements or the preferences of the inmates or jail change. Our commitment is to ensure that services always provide menu consistency and nutritional compliance.

Please let me know if we can provide any additional information for you.

Best regards,

Jacque Woosley  
Regional Sales Director  
Trinity Services Group  
636-399-4406 mobile  
314-264-2974 office  
[jacque.woosley@trinityservicesgroup.com](mailto:jacque.woosley@trinityservicesgroup.com)

**From:** Liz Palazzolo <LPalazzolo@boonecountymmo.org>  
**Sent:** Monday, April 01, 2019 11:18 AM  
**To:** Woosley, Jacque <Jacque.Woosley@trinityservicesgroup.com>  
**Subject:** Boone County RFP 02-09JAN19 - Request  
**Importance:** High

Good morning Jacque: Can you provide the product/specification/nutrition sheet for the beverages that Trinity proposes to serve in addition to the 2% milk? I'd like to have this by tomorrow please. Thank you

**Liz Palazzolo**  
*Senior Buyer*  
**Boone County Purchasing**  
Phone: 573-886-4392  
Fax: 573-886-4390  
613 E. Ash, Room 109  
Columbia, MO 65201

*Food Concepts  
May 1, 2015  
Distributor Catalog*

**Sunshine Brand Beverage Mix**



**HIGH YIELD CLEAR ECONOMY BEVERAGE** With added Vitamins

Item #	Flavor	Size	Product Size/Yield Information
SSP013708	Clear Orange	144/56 gr.	Serving Size: 0.7 gr.
SSP013709	Clear Punch	144/56 gr.	Package Yield: 5 gal. or 80 servings
SSP013710	Clear Grape	144/56 gr.	Case Yield: 720 gal. or 11,520 servings
SSP013711	Clear Lemonade	144/56 gr.	

**Nutrition Facts**

Serving Size (0.7g)  
Servings Per Container

Amount Per Serving

Calories 0      Calories from Fat 0

% Daily Value\*

Total Fat 0g      0%

Saturated Fat 0g      0%

Trans Fat 0g

Cholesterol 0mg      0%

Sodium 0mg      0%

Total Carbohydrate 0g      0%

Dietary Fiber 0g      0%

Sugars 0g

Protein 0g

Vitamin A 0%      • Vitamin C 100%

Calcium 4%      • Iron 0%

Vitamin D 100%      • Zinc 40%

\*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs.

	Calories	2,000	2,500
Total Fat	Less Than	65g	80g
Saturated Fat	Less Than	20g	25g
Cholesterol	Less Than	300mg	300 mg
Sodium	Less Than	2,400mg	2,400mg
Total Carbohydrate		300g	375g
Dietary Fiber		25g	30g

Calories per gram:  
Fat 9 • Carbohydrate 4 • Protein 4

**Directions:** Place contents of pouch in appropriate container and add 5 gallons of water or mix 11.3 grams with 1 gallon of water. Stir until completely dissolved. Chill and serve.

**Ingredients:** Citric Acid, Tricalcium Phosphate, \*Aspartame, Artificial Flavor, Ascorbic Acid (Vitamin C), Potassium Citrate, Vitamin D-2, Zinc Oxide. \*Phenylketonurics: Contains Phenylalanine.

Gross Weight	TI/HI	Cube
19 lb.	15/5	.69



**FC Breakfast Drink Enriched with Vitamin C**

Number of Servings: 1 (21.25 g per serving)

<b>Nutrient</b>	<b>Value</b>	<b>Nutrient</b>	<b>Value</b>
Gram Weight (g)	21.25	Manganese (mg)	
Calories (kcal)	70.86	Molybdenum (mcg)	
Calories from Fat (kcal)	0.00	Phosphorus (mg)	1.53
Calories from SatFat (kcal)	0	Potassium (mg)	16.16
Protein (g)	0.02	Selenium (mcg)	
Carbohydrates (g)	18.85	Sodium (mg)	1.40
Dietary Fiber (g)	0.03	Zinc (mg)	0
Soluble Fiber (g)	0.00	Omega 3 Fatty Acid (g)	0
Total Sugars (g)	18.66	Omega 6 Fatty Acid (g)	0
Monosaccharides (g)	0.64	Alcohol (g)	0
Disaccharides (g)	0	Caffeine (mg)	0
Other Carbs (g)	0.09	Choline (mg)	
Fat (g)	0.00		
Saturated Fat (g)	0		
Mono Fat (g)	0		
Poly Fat (g)	0.00		
Trans Fatty Acid (g)	0		
Cholesterol (mg)	0		
Water (g)	0.01		
Vitamin A - IU (IU)	0		
Vitamin A - RE (RE)	0		
Vitamin A - RAE (RAE)	0		
Vitamin A - Carotenoid RE (RE)	0		
Vitamin A - Retinol RE (RE)	0		
Beta-Carotene (mcg)	0		
Vitamin B1 - Thiamin (mg)	0		
Vitamin B2 - Riboflavin (mg)	0		
Vitamin B3 - Niacin (mg)	0		
Niacin Equivalents (mg)	0		
Vitamin B6 (mg)	0		
Vitamin B12 (mcg)	0		
Biotin (mcg)			
Vitamin C (mg)	63.59		
Vitamin D - IU (IU)	0		
Vitamin D - mcg (mcg)	0		
Vitamin E - Alpha-Toco (mg)	0		
Folate (mcg)	0		
Folate, DFE (mcg)	0		
Vitamin K (mcg)			
Pantothenic Acid (mg)			
Calcium (mg)	3.23		
Chromium (mcg)			
Copper (mg)	0.00		
Fluoride (mg)			
Iodine (mcg)			
Iron (mg)	0.00		
Magnesium (mg)	0.00		

**Nutrition Facts**

Serving Size 21.25 grams

Servings Per Container

Amount Per Serving

**Calories 70**      **Calories from Fat 0**

% Daily Value\*

**Total Fat 0g**      **0%**Saturated Fat 0g      **0%**

Trans Fat 0g

**Cholesterol 0mg**      **0%****Sodium 0mg**      **0%****Total Carbohydrate 19g**      **6%**Dietary Fiber 0g      **0%**

Sugars 19g

**Protein 0g**

Vitamin A 0%      •      Vitamin C 110%

Calcium 0%      •      Iron 0%

\*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

		Calories	2,000	2,500
Total Fat	Less Than	65g	80g	
Saturated Fat	Less Than	20g	25g	
Cholesterol	Less Than	300mg	300 mg	
Sodium	Less Than	2,400mg	2,400mg	
Total Carbohydrate		300g	375g	
Dietary Fiber		25g	30g	

Calories per gram:

Fat 9 • Carbohydrate 4 • Protein 4

## Food Concepts Juice-O-Plenty II

Number of Servings: 1 (21.25 g per 6 oz. prepared serving)

Nutrient	Value	Nutrient	Value
Gram Weight (g)	21.25	Manganese (mg)	0.00
Calories (kcal)	67.92	Molybdenum (mcg)	0.14
Calories from Fat (kcal)	0.07	Phosphorus (mg)	452.47
Calories from SatFat (kcal)	0.02	Potassium (mg)	879.39
Protein (g)	0.03	Selenium (mcg)	0.27
Carbohydrates (g)	18.49	Sodium (mg)	3.34
Dietary Fiber (g)	0.06	Zinc (mg)	0.00
Soluble Fiber (g)	0.00	Omega 3 Fatty Acid (g)	0
Total Sugars (g)	15.80	Omega 6 Fatty Acid (g)	0
Monosaccharides (g)	15.49	Alcohol (g)	0.00
Disaccharides (g)	0	Caffeine (mg)	0
Other Carbs (g)	0.64	Choline (mg)	
Fat (g)	0.01		
Saturated Fat (g)	0.00		
Mono Fat (g)	0		
Poly Fat (g)	0		
Trans Fatty Acid (g)	0		
Cholesterol (mg)	0		
Water (g)	0.10		
Vitamin A - IU (IU)	0.45		
Vitamin A - RE (RE)	0		
Vitamin A - RAE (RAE)	0		
Vitamin A - Carotenoid RE (RE)	0		
Vitamin A - Retinol RE (RE)	0		
Beta-Carotene (mcg)	0		
Vitamin B1 - Thiamin (mg)	0.00		
Vitamin B2 - Riboflavin (mg)	0.00		
Vitamin B3 - Niacin (mg)	0.00		
Niacin Equivalents (mg)	0		
Vitamin B6 (mg)	0		
Vitamin B12 (mcg)	1.50		
Biotin (mcg)	0		
Vitamin C (mg)	64.77		
Vitamin D - IU (IU)	100.00		
Vitamin D - mcg (mcg)	0		
Vitamin E - Alpha-Toco (mg)	0		
Folate (mcg)	0		
Folate, DFE (mcg)	0		
Vitamin K (mcg)			
Pantothenic Acid (mg)	0		
Calcium (mg)	250.92		
Chromium (mcg)	0.27		
Copper (mg)	0.03		
Fluoride (mg)			
Iodine (mcg)	0		
Iron (mg)	0.04		
Magnesium (mg)	0.13		

### Nutrition Facts

Serving Size (21g)

Servings Per Container

Amount Per Serving

Calories 70      Calories from Fat 0

% Daily Value\*

Total Fat 0g      0%

Saturated Fat 0g      0%

Trans Fat 0g

Cholesterol 0mg      0%

Sodium 0mg      0%

Total Carbohydrate 18g      6%

Dietary Fiber 0g      0%

Sugars 16g

Protein 0g

Vitamin A 0%      • Vitamin C 110%

Calcium 25%      • Iron 0%

Vitamin D 25%

\*Percent Daily Values are based on a 2,000 calorie diet. Your daily values may be higher or lower depending on your calorie needs:

		Calories	2,000	2,500
Total Fat	Less Than	65g	80g	
Saturated Fat	Less Than	20g	25g	
Cholesterol	Less Than	300mg	300 mg	
Sodium	Less Than	2,400mg	2,400mg	
Total Carbohydrate		300g	375g	
Dietary Fiber		25g	30g	

Calories per gram:

Fat 9 • Carbohydrate 4 • Protein 4

## Liz Palazzolo

---

**From:** Woosley, Jacque <Jacque.Woosley@trinityservicesgroup.com>  
**Sent:** Tuesday, March 19, 2019 8:52 AM  
**To:** Liz Palazzolo  
**Cc:** Stimpson, Matt  
**Subject:** FW: Clarification Request - Boone County RFP 02-09JAN19 Food Services for the BCDC (PLEASE REFER TO THIS EMAIL - UPDATED)  
**Attachments:** Boone MO Detail Analysis.pdf; contingency.pdf; summary\_analysis.pdf  
**Importance:** High

Liz,

Good Morning! I have responded directly in the below email to each question and we have also supplied detailed analysis in the attached documents for you. The attached reports would be available at any time for you during service for all meal plans. Please let me know if you have further questions or if you would like to set up a meeting or call to walk through this.

Best regards,

Jacque Woosley  
Regional Sales Director  
Trinity Services Group  
636-399-4406 mobile  
314-264-2974 office  
[jacque.woosley@trinityservicesgroup.com](mailto:jacque.woosley@trinityservicesgroup.com)

**From:** Liz Palazzolo <[LPalazzolo@boonecountymo.org](mailto:LPalazzolo@boonecountymo.org)>  
**Sent:** Friday, March 15, 2019 2:33 PM  
**To:** Woosley, Jacque <[Jacque.Woosley@trinityservicesgroup.com](mailto:Jacque.Woosley@trinityservicesgroup.com)>; Stimpson, Matt <[Matt.Stimpson@trinityservicesgroup.com](mailto:Matt.Stimpson@trinityservicesgroup.com)>  
**Subject:** Clarification Request - Boone County RFP 02-09JAN19 Food Services for the BCDC  
**Importance:** High

Thank you for your BAFO #1 Response. Boone County has related clarification it requests. Please respond to the questions below in the next two business days. An e-mail response is acceptable.

- (1) Address how your Dietician/Nutritionist ensures that your menus are planned in accordance with the National Academy of Sciences to meet the Recommended Daily Allowances (RDAs) in accordance with the National Institutes of Health.**

Please reference the attached summary analysis that provides the daily nutritional amounts for our proposed 28 day menu which can be compared to the nutritional goals which highlight the recommended nutrient levels from the National Academy of Sciences, Institute of Medicine, which publishes the RDAs.

Trinity has set forth nutritional standards that we use when analyzing menus. The analysis confirms that the menu provides a nutritionally adequate diet for sedentary and/or incarcerated males. Some nutrient values may vary based on the nutrient data available from manufacturers, the nutrient listings available under FDA labeling requirements, and the specific items used for the analysis. As written and analyzed, the menu satisfies the Dietary Reference Intakes/EARs recommendations published by the National Academy of Sciences-National Research Council for major nutrients recommended for adult males.

- (2) Provide an example of how one regular menu day meets all required RDA's, for example, show how the menu for "Wednesday" in Week 3 of the 4-week cycle meets RDA's, i.e., which foods served on Wednesday meet the RDA for calcium, protein, etc.**

Please see the attached Boone MO Detail Analysis which provides a breakdown for every meal to be served on the 28 day menu. The Nutritional Goal highlights the recommended nutrient levels from the National Academy of Sciences, Institute of Medicine, which publishes the RDAs. Trinity's goals are based on the National Academy of Sciences recommendations, utilizing the industry standard of the EARs values from the RDA charts.

- (3) Please clarify "yes or no" if your regular menu will include any fresh fruit or fresh vegetables.**

YES

- (4) Identify the fruits and vegetables (fresh or canned) that are routinely included in your regular menu.**

The following fresh vegetables are included in the proposed menu: onions, carrots, celery, green peppers, coleslaw. In addition to the produce items, fruits such as applesauce would be utilized on diet menus.

- (5) Address how your regular menu takes into account sodium and cholesterol intake.**

Please reference the attached summary analysis that provides the daily nutritional amounts for our proposed 28 day menu which can be compared to the nutritional goals which highlight the recommended nutrient levels from the National Academy of Sciences, Institute of Medicine, which publishes the RDAs.

- (6) In the event the kitchen becomes inoperable (e.g. storm damage), what will your company do to ensure that detainees at the Jail are being fed?**

Please refer to the attached PDF, Contingency Plan

**Liz Palazzolo**

*Senior Buyer*

**Boone County Purchasing**

Phone: 573-886-4392

Fax: 573-886-4390

613 E. Ash, Room 109

Columbia, MO 65201



Average Cycle Nutrition Analysis By Diet

**Trinity Services Group**

BOONE COUNTY MO 2019 HHC

Diet: Regular

\_TSG Standard - Male Sedentary

**Week 1 - DAILY SUMMARY**

	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
Nutritional Goal	2,446.00	56.00	336.00	76.00	300.00	625.00	75.00	800.00	6.00	4,000.00	25.00	20.00	2.50				
Friday	3033	88.41	389.54	127.94	137	509	154.4	1026	18.2	5543	27.8	31.314	5.9				
Saturday	2469	82.5	343.65	84.37	522	330	161.8	860	18.44	4253	16.8	22.44	1.102				
Sunday	2921	74.59	399.53	112.81	212	545	168.4	1119	18.33	4621	14.9	27.924	6.656				
Monday	2972	82.57	378.6	129.49	156	813	144.1	1049	16.58	6008	23.5	29.724	1.772				
Tuesday	2750	91.26	394.32	90.1	510	455	148	994	20.26	4987	23.5	25.174	2.991				
Wednesday	2777	80.97	373.31	106.45	260	524	176.2	1061	18.9	4794	22	28.925	4.857				
Thursday	3053	84.07	400.38	126.9	122	570	143.5	1041	17.48	5112	18.8	28.38	3.432				

**Daily Average**

Meals	2,853.57	83.48	382.76	111.15	274.14	535.14	156.63	1,021.43	18.31	5,045.43	21.04	27.70	3.82	NaN	NaN	NaN	NaN
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**Daily Average %**

Week 1	116.66%	149.07%	113.92%	146.25%	91.38%	85.62%	208.84%	127.68%	305.17%	126.14%	84.16%	138.50%	152.80%				
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Average Cycle Nutrition Analysis By Diet



**Trinity Services Group**

BOONE COUNTY MO 2019 HHC

Diet: Regular

\_TSG Standard - Male Sedentary

**Week 2 - DAILY SUMMARY**

	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATR				
	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
Nutritional Goal	2,446.00	56.00	336.00	76.00	300.00	625.00	75.00	800.00	6.00	4,000.00	25.00	20.00	2.50				
Friday	2473	84.03	355.75	78.05	522	352	149.3	816	18.47	4300	20.9	20.95	1.094				
Saturday	2937	79.54	402.33	112.14	185	457	179.1	1061	17.88	5181	15.7	28.066	3.979				
Sunday	2893	84.86	365.86	124.06	148	391	180.7	900	16.93	5100	23.1	29.714	4.445				
Monday	2642	72.65	350.24	104.18	524	1259	147.6	902	16.91	5283	16.7	27.478	6.14				
Tuesday	2784	79.42	388.53	101.88	175	263	172.6	1006	17.23	5009	16.7	24.087	2.398				
Wednesday	3107	81.58	392.71	139.38	189	500	152.7	1066	16.91	4850	21.1	33.778	5.081				
Thursday	2463	89.81	333.87	84.45	547	313	163.4	1035	19.83	5196	26	21.779	1.332				

**Daily Average**

Meals	2,757.00	81.70	369.90	106.31	327.14	505.00	163.63	969.43	17.74	4,988.43	20.03	26.55	3.50	NaN	NaN	NaN	NaN
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**Daily Average %**

Week 2	112.71%	145.89%	110.09%	139.88%	109.05%	80.80%	218.17%	121.18%	295.67%	124.71%	80.12%	132.75%	140.00%				
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Average Cycle Nutrition Analysis By Diet

Trinity Services Group

BOONE COUNTY MO 2019 HHC

Diet: Regular

\_TSG Standard - Male Sedentary

Week 3 - DAILY SUMMARY

	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
Nutritional Goal	2,446.00	56.00	336.00	76.00	300.00	625.00	75.00	800.00	6.00	4,000.00	25.00	20.00	2.50				
Friday	3005	78.66	422.35	111.75	176	391	162.9	1055	17.74	5126	13.1	28.473	4.121				
Saturday	2929	82.65	389.33	119.3	120	397	141.9	941	17.84	5195	21.6	28.562	4.554				
Sunday	2716	75.87	356.45	108.1	546	1240	141.7	972	17.55	4268	15.1	26.954	5.579				
Monday	2661	79.74	379.95	90.29	213	201	174.8	1128	17.36	5870	17.5	22.68	2.383				
Tuesday	3009	89.4	406.35	116.72	131	370	154.5	1034	19.59	4839	27.8	28.15	3.847				
Wednesday	2627	79.31	330.29	110.99	594	567	159.1	933	18.06	4564	20.8	29.388	3.146				
Thursday	3040	76.69	416.46	117.2	178	493	165.1	1143	17	6077	13.3	28.253	7.15				

Daily Average

Meals	2,855.29	80.33	385.88	110.62	279.71	522.71	157.14	1,029.43	17.88	5,134.14	18.46	27.49	4.40	NaN	NaN	NaN	NaN
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Daily Average %

Week 3	116.73%	143.45%	114.85%	145.55%	93.24%	83.63%	209.52%	128.68%	298.00%	128.35%	73.84%	137.45%	176.00%				
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Average Cycle Nutrition Analysis By Diet



**Trinity Services Group**

BOONE COUNTY MO 2019 HHC

Diet: Regular

\_TSG Standard - Male Sedentary

**Week 4 - DAILY SUMMARY**

	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATR				
	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
Nutritional Goal	2,446.00	56.00	336.00	76.00	300.00	625.00	75.00	800.00	6.00	4,000.00	25.00	20.00	2.50				
Friday	2866	84.94	351.78	127.79	206	647	147	1015	18.27	4613	22.5	31.889	4.106				
Saturday	2768	88.01	384.69	97	511	456	141.3	940	18.31	5124	19.1	25.477	2.895				
Sunday	2849	76.61	392.54	108.61	214	223	183.7	1076	16.93	5918	18.5	26.28	2.505				
Monday	3100	82.79	394.61	136.53	123	794	180.7	1041	17.38	5101	22.8	34.506	5.619				
Tuesday	2627	79.31	330.29	110.99	594	567	159.1	933	18.06	4564	20.8	29.388	3.146				
Wednesday	2966	77.02	399.27	117.94	242	665	182.6	1110	18.19	4806	19.2	30.419	7.159				
Thursday	2824	88.03	360.95	118.24	142	254	160.6	977	17.57	5568	29.2	28.97	2.8				

**Daily Average**

Meals	2,857.14	82.39	373.45	116.73	290.29	515.14	165.00	1,013.14	17.82	5,099.14	21.73	29.56	4.03	NaN	NaN	NaN	NaN
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**Daily Average %**

Week 4	116.81%	147.13%	111.15%	153.59%	96.76%	82.42%	220.00%	126.64%	297.00%	127.48%	86.92%	147.80%	161.20%				
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Average Cycle Nutrition Analysis By Diet

BOONE COUNTY MO 2019 HHC Diet: **SUMMARY**

Regular

\_TSG Standard - Male Sedentary

	KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
Nutritional Goal	2,446.00	56.00	336.00	76.00	300.00	625.00	75.00	800.00	6.00	4,000.00	25.00	20.00	2.50				
Week 1	2,853.57	83.48	382.76	111.15	274.14	535.14	156.63	1,021.43	18.31	5,045.43	21.04	27.70	3.82	NaN	NaN	NaN	NaN
Week 2	2,757.00	81.70	369.90	106.31	327.14	505.00	163.63	969.43	17.74	4,988.43	20.03	26.55	3.50	NaN	NaN	NaN	NaN
Week 3	2,855.29	80.33	385.88	110.62	279.71	522.71	157.14	1,029.43	17.88	5,134.14	18.46	27.49	4.40	NaN	NaN	NaN	NaN
Week 4	2,857.14	82.39	373.45	116.73	290.29	515.14	165.00	1,013.14	17.82	5,099.14	21.73	29.56	4.03	NaN	NaN	NaN	NaN

**Cycle Average**

Total	2,830.75	81.98	378.00	111.20	292.82	519.50	160.60	1,008.36	17.94	5,066.79	20.32	27.83	3.94	0.00	0.00	0.00	0.00
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## Emergency 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.

## Menu Protocol

Trinity operations follow a 2-tier menu protocol whenever there is a need to modify the regular menu meals due to an emergency. The protocol stipulates menu patterns for use when the food service kitchen is unable to perform normal operations. It ensures that basic inmate nutritional needs are met during an emergency while utilizing resources on hand.

An emergency may be an episode or series of episodes that affect the food service kitchen to the extent that normal operating procedures are curtailed during:

- Natural disasters
- Mass disturbances, escapes or events resulting in complete facility lock-down
- Environmental catastrophes such as fire, flood and biochemical spills
- Disease outbreaks
- Mass evacuations

The regular menu is substituted or modified depending on the severity of the emergency. Two levels of emergency menus may be implemented: Tier 1 or Tier 2.

Tier 1 meal pattern is implemented during emergencies when there is limited or no staff/inmate labor, no vendor deliveries, limited or no power supply, or limited or no functioning equipment. This menu pattern is put into effect for no longer than three days or 9 consecutive meals, with the expectation that food service operations will return to normal or close-to-normal after three days.



Proposal for Food Services Term and Supply for the Boone County Sheriff's Office

Tier 2 meal pattern is implemented as a transitional phase after Tier 1 or during emergencies with less severity than Tier 1 when almost all operating standards can be met. This may be a prolonged phase but the expectation is an eventual return to normal operating standards.

The Trinity protocol outlines Meal Patterns for Tiers 1 and 2. These meal patterns allow the food service director to develop sets of menus utilizing on-hand supplies and at the same time ensure nutritional adequacy during an emergency.

Tier 1 and Tier 2 sample menus:

	TIER 1		TIER 2	
<b>B R E A K F A S T</b>	CHEESE	2 WZ	BOILED EGGS	2 EA
	BREAD	2 SLICES	BREAD	3 SLICES
	MARGARINE	1 TBSP	MARGARINE	1 TBSP
	FRUIT	1 EA	FRUIT	1 EA
	DAIRY DRINK	1 CUP	DAIRY DRINK	1 CUP
<b>L U N C H</b>	DELI MEAT	4 WZ	HAMBURGER	3 WZ
	BREAD	3 SLICES	HAMBURGER BUN	1 EA
	MAYO DRESSING	2 TBSP	BAKED POTATO	1 EA
	DUPLEX COOKIE	4 EA	MARGARINE	1 TBSP
	BEVERAGE	1 CUP	CARROTS	½ CUP
			PUDDING	½ CUP
		BEVERAGE	1 CUP	
<b>D I N N E R</b>	PEANUT BUTTER	2 TBSP	TURKEY SALAD	½ CUP
	BREAD	3 SLICES	BISCUIT 1/40	2 EA
	JELLY	2 TBSP	TOSSED SALAD	1 CUP
	BROWNIE 1/54	1 PC	DUPLEX COOKIE	4 EA
	BEVERAGE	1 CUP	BEVERAGE	1 CUP



## **Procedures for Emergency Preparedness**

### **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 Director 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.



Detailed Menu Cycle Nutritional Analysis

Day 1  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
TSG Standard - Male Sedentary	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Food Description	Qty	Unit	Item Code	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
Turkey Ham	1	3 WZ	R2624-C00-Z00	180	11.59	4.42	12.16	61		0	10	0.85	798	0	3.825					
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0					
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029				
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0				
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007				
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024				
Sugar Cookie	1	2 WZ	5440-MX	187	2.06	36.97	3.63	0		0	9	1.2	168	0.7	1.795					
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0						
<b>Meal SubTotal</b>				<b>898.0</b>	<b>25.3</b>	<b>117.6</b>	<b>35.9</b>	<b>83.0</b>	<b>0.0</b>	<b>68.9</b>	<b>230.0</b>	<b>6.4</b>	<b>2,161.0</b>	<b>4.7</b>	<b>7.7</b>	<b>0.1</b>				

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 1  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Summary Information

	KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
<b>Breakfast</b> <b>Totals</b>	1,091.0	32.7	135.8	49.1	22.0	136.0	1.1	498.0	4.9	1,601.0	7.4	13.0	<u>0.2</u>				
<b>Lunch</b> <b>Totals</b>	1,050.0	30.6	137.1	<u>43.2</u>	<u>52.0</u>	<u>373.0</u>	<u>84.4</u>	<u>299.0</u>	<u>7.0</u>	1,793.0	<u>15.8</u>	<u>10.7</u>	<u>5.6</u>				
<b>Dinner</b> <b>Totals</b>	898.0	25.3	117.6	<u>35.9</u>	<u>63.0</u>	<u>0.0</u>	68.9	230.0	<u>6.4</u>	2,161.0	4.7	<u>7.7</u>	<u>0.1</u>				

<b>1. Daily Totals</b>	3,039.0	88.5	390.5	<u>128.1</u>	<u>137.0</u>	<u>509.0</u>	<u>154.4</u>	<u>1,027.0</u>	<u>18.2</u>	5,555.0	<u>27.9</u>	<u>31.4</u>	<u>5.9</u>	0.0	0.0	0.0	0.0
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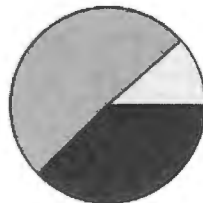
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
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<b>3. % Nutritional Goal</b>	124.2%	158.0%	116.2%	168.6%	45.7%	81.4%	205.9%	128.4%	303.3%	138.9%	111.6%	157.0%	236.0%				
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<b>4. Deviation From Nutritional Goal</b>	593.0	32.5	54.5	52.1	0.0	0.0	79.4	227.0	12.2	1555.0	2.9	11.4	3.4				
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5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
	% calories of PRO = 11.5%
	% calories of CHO = 50.9%
	% calories of FAT = 37.6%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 2  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Oatmeal w/ Brown Sugar	1	1 Cup	R3000-C00-Z00	194	7.28	35.49	2.97	0	0	0	35	2.08	10	4.6	0.524		
Boiled Egg	1	2 Each	2453	144	12.66	0.73	9.59	375	161	0	56	1.76	143	0	3.151	<b>0.038</b>	
Blueberry Muffin	1	2 1/48 Cut	3630-MX	280	3.29	57.65	3.39	0	4	2.2	18	1.53	457	1.3	1.158	<b>0.274</b>	
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207	

<b>Meal SubTotal</b>				740.0	31.3	105.6	20.8	395.0	299.0	2.7	402.0	5.4	725.0	5.9	7.9	<b>0.5</b>	
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**Lunch**

Meatballs	1	3 WZ	2895-RTC	190	15.01	5	13.01	45		2	43	2	250	1	4.002		
Country Cream Gravy	1	2 FZ	R1041-C00-Z00	30	0	6.01	1	0		2.3	36	0.1	230	0	0		
Rice	1	1 Cup	Rc4001-C00-Z00	210	4.09	44.03	1.33	0	0	0	42	1.81	5	1	0.281	<b>0.004</b>	
Coleslaw	1	1/2 Cup	1100-BG	82	0.97	7.52	5.77	5	4	22.4	26	0.33	183	1.6	0.919	<b>0.021</b>	
Dinner Roll	1	1 Each	R6092-C00-Z00	153	3.6	26.56	3.28	0	27	0	6	1.62	42	1	0.599	<b>0.498</b>	
Pudding	1	1/2 Cup	5915-MX	98	0.6	22.79	0.49	0	0	0	5	0.33	462	0.9	0.214		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			

<b>Meal SubTotal</b>				764.0	24.3	112.4	<b>24.9</b>	<b>50.0</b>	<b>31.0</b>	89.5	205.0	<b>6.2</b>	1,181.0	5.5	<b>6.0</b>	<b>0.5</b>	
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.





Detailed Menu Cycle Nutritional Analysis

Day 2

Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Salami	1	3 WZ	1950	225	13.1	6.55	14.97	75		0.6	19	1.16	982	0	4.678		
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0		
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029	
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0	
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007	
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024	
Snickerdoodle Cookie	1	2 WZ	5435-MX	209	2.13	42.94	3.68	0		0.1	23	1.33	170	1.4	1.815		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			

<b>Meal SubTotal</b>				965.0	26.9	125.7	<b>38.7</b>	<b>77.0</b>	<b>0.0</b>	69.6	253.0	<b>6.8</b>	2,347.0	5.4	<b>8.5</b>	<b>0.1</b>		
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Day 2  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

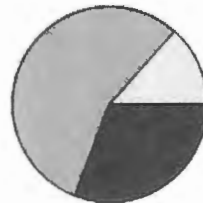
Summary Information

		KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATR Gram				
<b>Breakfast</b>	<b>Totals</b>	740.0	31.3	105.6	20.8	395.0	299.0	2.7	402.0	5.4	725.0	5.9	7.9	<b>0.5</b>				
<b>Lunch</b>	<b>Totals</b>	764.0	24.3	112.4	<b>24.9</b>	<b>50.0</b>	<b>31.0</b>	89.5	205.0	<b>6.2</b>	1,181.0	5.5	<b>6.0</b>	<b>0.5</b>				
<b>Dinner</b>	<b>Totals</b>	965.0	26.9	125.7	<b>38.7</b>	<b>77.0</b>	<b>0.0</b>	69.6	253.0	<b>6.8</b>	2,347.0	5.4	<b>8.5</b>	<b>0.1</b>				

<b>1. Daily Totals</b>	2,469.0	82.5	343.7	<b>84.4</b>	<b>522.0</b>	<b>330.0</b>	161.8	860.0	<b>18.4</b>	4,253.0	16.8	<b>22.4</b>	<b>1.1</b>	0.0	0.0	0.0	0.0
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
<b>3. % Nutritional Goal</b>	100.9%	147.3%	102.3%	111.1%	174.0%	52.8%	215.7%	107.5%	306.7%	106.3%	67.2%	112.0%	44.0%				
<b>4. Deviation From Nutritional Goal</b>	23.0	26.5	7.7	8.4	222.0	0.0	86.8	60.0	12.4	253.0	0.0	2.4	0.0				

5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
	% calories of PRO = 13.4%
	% calories of CHO = 55.8%
	% calories of FAT = 30.8%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 3

Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Grits w/ Sugar	1	1 Cup	3437	152	2.78	33.23	0.64	0	0	0	8	1.11	9	1.7	0.123		
Turkey Ham	1	2 WZ	R2624-C00-Z00	120	7.72	2.95	8.1	41		0	7	0.57	532	0	2.55		
Coffee Cake	1	2 1/48 Slice	Rc6003-C00-Z00	494	5.11	96.85	9.67	0	63	0	212	2.75	751	1.6	2.723	<b>1.963</b>	
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207	

<b>Meal SubTotal</b>				888.0	23.7	144.7	23.2	61.0	<b>197.0</b>	0.5	520.0	4.5	1,407.0	3.3	8.5	<b>1.8</b>	
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**Lunch**

Meat Sauce	1	3/4 Cup	R3062-C00-Z00	185	7.36	5.21	15.05	74	48	4.3	97	1.53	192	0.9	4.401	<b>0.004</b>	
Rotini	1	1 Cup	3325	209	7.1	40.63	1.6	0	0	0	11	1.8	3	1.7	0.273	<b>0.004</b>	
Green Beans	1	1/2 Cup	Rc5001-C00-Z00	68	1.63	6.89	3.85	0	62	11.7	38	0.78	37	2.4	0.732	<b>0.675</b>	
Garlic Bread	1	2 Slice	3520	243	4.88	27.13	12.78	0	111	0	78	1.98	366	1.5	2.444	2.041	
Iced Cake	1	1/48 Slice	5374-MX	374	2.15	52.87	17.63	0	127	0.2	92	0.68	431	0.4	3.125	<b>2.302</b>	
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			

<b>Meal SubTotal</b>				1,080.0	23.2	133.2	<b>50.9</b>	<b>74.0</b>	<b>348.0</b>	79.0	363.0	<b>6.8</b>	1,038.0	6.9	<b>11.0</b>	<b>5.0</b>	
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 3  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATR				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Bologna	1 3 WZ	1905	235	14.03	8.42	14.97	75		20	16	1.54	813	0	4.659			
Sliced Cheese	1 2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0			
Bread	1 4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029		
Mustard PC	1 1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0		
Salad Dressing PC	1 1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007		
Chip Potato	1 1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024		
Sugar Cookie	1 2 WZ	5440-MX	187	2.06	36.97	3.63	0		0	9	1.2	168	0.7	1.795			
Beverage	1 1 Cup	0061431	1	0.07	0.44				62.8	47		9	0				
<b>Meal SubTotal</b>			953.0	27.7	121.6	<b>38.7</b>	<b>77.0</b>	<b>0.0</b>	88.9	236.0	<b>7.1</b>	2,176.0	4.7	<b>8.5</b>	<b>0.1</b>		

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 3

Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Summary Information

	KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
<b>Breakfast Totals</b>	888.0	23.7	144.7	23.2	61.0	<b><u>197.0</u></b>	0.5	520.0	4.5	1,407.0	3.3	8.5	<b><u>1.6</u></b>				
<b>Lunch Totals</b>	1,080.0	23.2	133.2	<b><u>50.9</u></b>	<b><u>74.0</u></b>	<b><u>348.0</u></b>	79.0	363.0	<b><u>6.8</u></b>	1,038.0	6.9	<b><u>11.0</u></b>	<b><u>5.0</u></b>				
<b>Dinner Totals</b>	953.0	27.7	121.6	<b><u>38.7</u></b>	<b><u>77.0</u></b>	<b><u>0.0</u></b>	88.9	236.0	<b><u>7.1</u></b>	2,176.0	4.7	<b><u>8.5</u></b>	<b><u>0.1</u></b>				

<b>1. Daily Totals</b>	2,921.0	74.6	399.5	<b><u>112.8</u></b>	<b><u>212.0</u></b>	<b><u>545.0</u></b>	168.4	1,119.0	<b><u>18.3</u></b>	4,621.0	14.9	<b><u>27.9</u></b>	<b><u>6.7</u></b>	0.0	0.0	0.0	0.0
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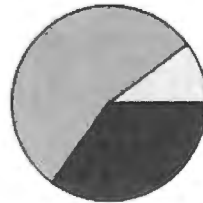
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
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<b>3. % Nutritional Goal</b>	119.4%	133.2%	118.9%	148.4%	70.7%	87.2%	224.5%	139.9%	305.0%	115.5%	59.6%	139.5%	268.0%				
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<b>4. Deviation From Nutritional Goal</b>	475.0	18.6	63.5	36.8	0.0	0.0	93.4	319.0	12.3	621.0	0.0	7.9	4.2				
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5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
<span style="display:inline-block; width:10px; height:10px; background-color:white; border:1px solid black;"></span>	% calories of PRO = 10.2%
<span style="display:inline-block; width:10px; height:10px; background-color:lightgray; border:1px solid black;"></span>	% calories of CHO = 54.9%
<span style="display:inline-block; width:10px; height:10px; background-color:darkgray; border:1px solid black;"></span>	% calories of FAT = 34.9%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Day 4  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Oatmeal w/ Brown Sugar	1	1 Cup	R3000-C00-Z00	194	7.28	35.49	2.97	0	0	0	35	2.08	10	4.6	0.524		
Peanut Butter	1	1 Each	990321	333	14.23	11.09	28.57	0	0	0	24	1.06	260	3.4	5.959		
Biscuit	1	2 Each 1/48 Cut	Rc6001-C00-Z00	409	7.56	59.91	15.04	2	2	0.3	171	2.62	1208	2	3.823	<b>0.003</b>	
Jelly	1	2 Each	990312	75	0.04	19.83	0.01	0	0	0.3	2	0.05	9	0.3	0.001		
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207	
<b>Meal SubTotal</b>				<b>1,133.0</b>	<b>37.2</b>	<b>138.0</b>	<b>51.4</b>	<b>22.0</b>	<b>136.0</b>	<b>1.1</b>	<b>525.0</b>	<b>5.9</b>	<b>1,602.0</b>	<b>10.3</b>	<b>13.4</b>	<b>0.2</b>	

**Lunch**

Comdog	1	1 Slice	Rc2054-C00-Z00	442	15.06	42.86	22.92	71	14	0.1	167	2.75	1294	3.7	5.467	<b>0.775</b>	
Carrots	1	1/2 Cup	Rc5007-C00-Z00	63	0.72	7.1	3.93	0	655	2.2	33	0.41	198	2.9	0.707	<b>0.649</b>	
Fried Potatoes	1	1 Cup	3225-DY	301	3.44	39.95	14.82		<b>4</b>	8.3	26	0.66	153	<b>0.3</b>	<b>2.288</b>	<b>0.078</b>	
Ketchup	1	2 Each	0040609	14	0.15	3.84	0.01	0	4	0.6	2	0.05	127	0	0.002		
Pudding	1	1/2 Cup	5915-MX	98	0.6	22.79	0.49	0	0	0	5	0.33	462	0.9	0.214		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			
<b>Meal SubTotal</b>				<b>919.0</b>	<b>20.0</b>	<b>117.0</b>	<b>42.2</b>	<b>71.0</b>	<b>677.0</b>	<b>74.0</b>	<b>280.0</b>	<b>4.2</b>	<b>2,243.0</b>	<b>7.8</b>	<b>8.7</b>	<b>1.5</b>	

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 4

Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Ham	1	3 WZ	R2624-C00-Z00	180	11.59	4.42	12.16	61		0	10	0.85	798	0	3.825		
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0		
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029	
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0	
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007	
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024	
Snickerdoodle Cookie	1	2 WZ	5435-MX	209	2.13	42.94	3.68	0		0.1	23	1.33	170	1.4	1.815		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			

<b>Meal SubTotal</b>				920.0	25.4	123.6	<b>35.9</b>	<b>63.0</b>	<b>0.0</b>	69.0	244.0	<b>6.5</b>	2,163.0	5.4	<b>7.7</b>	<b>0.1</b>		
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Day 4  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

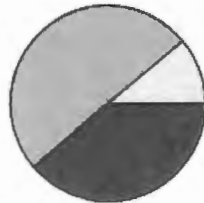
Summary Information

		KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
<b>Breakfast</b>	<b>Totals</b>	1,133.0	37.2	138.0	51.4	22.0	136.0	1.1	525.0	5.9	1,602.0	10.3	13.4	<u>0.2</u>				
<b>Lunch</b>	<b>Totals</b>	919.0	20.0	117.0	<u>42.2</u>	<u>71.0</u>	<u>677.0</u>	74.0	280.0	<u>4.2</u>	2,243.0	<u>7.8</u>	<u>8.7</u>	<u>1.5</u>				
<b>Dinner</b>	<b>Totals</b>	920.0	25.4	123.6	<u>35.9</u>	<u>63.0</u>	<u>0.0</u>	69.0	244.0	<u>6.5</u>	2,163.0	5.4	<u>7.7</u>	<u>0.1</u>				

<b>1. Daily Totals</b>	2,972.0	82.6	378.6	<u>129.5</u>	<u>156.0</u>	<u>813.0</u>	144.1	1,049.0	<u>16.6</u>	6,008.0	<u>23.5</u>	<u>29.7</u>	<u>1.8</u>	0.0	0.0	0.0	0.0
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
<b>3. % Nutritional Goal</b>	121.5%	147.5%	112.7%	170.4%	52.0%	130.1%	192.1%	131.1%	276.7%	150.2%	94.0%	148.5%	72.0%				
<b>4. Deviation From Nutritional Goal</b>	526.0	26.6	42.6	53.5	0.0	188.0	69.1	249.0	10.6	2008.0	0.0	9.7	0.0				

5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
	% calories of PRO = 11.0%
	% calories of CHO = 50.3%
	% calories of FAT = 38.7%
Total = 100.0%	

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.





Detailed Menu Cycle Nutritional Analysis

Day 5

Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Grits w/ Sugar	1	1 Cup	3437	152	2.78	33.23	0.64	0	0	0	8	1.11	9	1.7	0.123		
Boiled Egg	1	2 Each	2453	144	12.66	0.73	9.59	375	161	0	56	1.76	143	0	3.151	<b>0.038</b>	
Blueberry Muffin	1	2 1/48 Cut	3630-MX	280	3.29	57.65	3.39	0	4	2.2	18	1.53	457	1.3	1.158	<b>0.274</b>	
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207	

<b>Meal SubTotal</b>				698.0	26.8	103.3	18.5	395.0	299.0	2.7	375.0	4.5	724.0	3.0	7.5	<b>0.5</b>	
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**Lunch**

Patty Charbroil	1	1 Each	R2298-C00-Z00	194	14.2	6.47	13.17	35		0	50	2.05	377	2.1	5.065		
Hamburger Bun	1	1 Each	6731	143	4.25	26.59	1.94	1		0	62	1.59	297	1.2	0.441		
BBQ Beans	1	1 Cup	Rc5004-C00-Z00	303	15.49	59.16	1.46		<b>24</b>	<b>8.6</b>	<b>103</b>	<b>4.08</b>	<b>457</b>	<b>11.6</b>	<b>0.211</b>	<b>0.001</b>	
Potato Salad	1	1/2 Cup	R1170-C00-Z00	105	1.74	20.03	2.32	<u>2</u>	<u>2</u>	3.8	15	0.34	190	<u>0.3</u>	<b>0.345</b>	<b>0.008</b>	
Ketchup	1	2 Each	0040609	14	0.15	3.84	0.01	0	4	0.6	2	0.05	127	0	0.002		
Iced Cake	1	1/48 Slice	Rc6022-C00-Z00	349	1.77	54.72	14.09	0	126	0	101	1	461	0.6	3.106	<b>2.403</b>	
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			

<b>Meal SubTotal</b>				1,109.0	37.7	171.3	<b>33.0</b>	<b>38.0</b>	<b>156.0</b>	<b>75.8</b>	<b>380.0</b>	<b>9.1</b>	<b>1,918.0</b>	<b>15.8</b>	<b>9.2</b>	<b>2.4</b>	
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 5  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
TSG Standard - Male Sedentary	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Salami	1	3 WZ	1950	225	13.1	6.55	14.97	75		0.6	19	1.16	982	0	4.678			
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0			
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029		
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0		
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007		
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024		
Sugar Cookie	1	2 WZ	5440-MX	187	2.06	36.97	3.63	0		0	9	1.2	168	0.7	1.795			
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0				
<b>Meal SubTotal</b>				943.0	26.8	119.8	<b>38.7</b>	<b>77.0</b>	<b>0.0</b>	69.5	239.0	<b>6.7</b>	2,345.0	4.7	<b>8.5</b>	<b>0.1</b>		

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 5  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Summary Information

	KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
Breakfast Totals	698.0	26.8	103.3	18.5	395.0	299.0	2.7	375.0	4.5	724.0	3.0	7.5	<u>0.5</u>				
Lunch Totals	1,109.0	37.7	171.3	<u>33.0</u>	<u>38.0</u>	<u>156.0</u>	<u>75.8</u>	<u>380.0</u>	<u>9.1</u>	<u>1,918.0</u>	<u>15.8</u>	<u>9.2</u>	<u>2.4</u>				
Dinner Totals	943.0	26.8	119.8	<u>38.7</u>	<u>77.0</u>	<u>0.0</u>	69.5	239.0	<u>6.7</u>	2,345.0	4.7	<u>8.5</u>	<u>0.1</u>				

1. Daily Totals	2,750.0	91.3	394.3	<u>90.1</u>	<u>510.0</u>	<u>455.0</u>	<u>148.0</u>	<u>994.0</u>	<u>20.3</u>	<u>4,987.0</u>	<u>23.5</u>	<u>25.2</u>	<u>3.0</u>	0.0	0.0	0.0	0.0
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2. Nutritional Goals	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
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3. % Nutritional Goal	112.4%	163.0%	117.4%	118.6%	170.0%	72.8%	197.3%	124.3%	338.3%	124.7%	94.0%	126.0%	120.0%				
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4. Deviation From Nutritional Goal	304.0	35.3	58.3	14.1	210.0	0.0	73.0	194.0	14.3	987.0	0.0	5.2	0.5				
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5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
<span style="display:inline-block; width:10px; height:10px; background-color:white; border:1px solid black;"></span>	% calories of PRO = 13.3%
<span style="display:inline-block; width:10px; height:10px; background-color:lightgray; border:1px solid black;"></span>	% calories of CHO = 57.3%
<span style="display:inline-block; width:10px; height:10px; background-color:darkgray; border:1px solid black;"></span>	% calories of FAT = 29.5%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 6  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Oatmeal w/ Brown Sugar	1	1 Cup	R3000-C00-Z00	194	7.28	35.49	2.97	0	0	0	35	2.08	10	4.6	0.524		
Turkey Ham	1	2 WZ	R2624-C00-Z00	120	7.72	2.95	8.1	41		0	7	0.57	532	0	2.55		
Coffee Cake	1	2 1/48 Slice	Rc6003-C00-Z00	494	5.11	96.85	9.67	0	63	0	212	2.75	751	1.6	2.723	<b>1.363</b>	
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207	

<b>Meal SubTotal</b>				930.0	28.2	147.0	25.6	61.0	<b>197.0</b>	0.5	547.0	5.5	1,408.0	6.2	8.9	<b>1.6</b>	
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**Lunch**

Rotini Casserole	1	1 1/4 Cup	R2193-C00-Z00	405	16.18	31.23	23.68	121	80	7.6	158	3.37	110	2.4	7.057		
Peas	1	1/2 Cup	4115-FZ	104	4.75	12.41	4.25	0	133	16.3	20	1.39	162	4.1	0.792	<b>0.718</b>	
Combread	1	1 1/48 Cut	Rc6010-C00-Z00	198	3.31	32.84	5.85	1	10	0	28	1.18	388	3.1	1.476	<b>0.015</b>	
Margarine PC	1	2 Each	TR990585	72	0.19	0	8.08	0	104	0	7	0	89	0	2.06	2.494	
Pudding	1	1/2 Cup	5915-MX	98	0.6	22.79	0.49	0	0	0	5	0.33	462	0.9	0.214		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			

<b>Meal SubTotal</b>				878.0	25.1	99.7	<b>42.4</b>	<b>122.0</b>	<b>327.0</b>	86.7	265.0	<b>6.3</b>	1,220.0	10.5	<b>11.6</b>	<b>3.2</b>	
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 6

Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Bologna	1	3 WZ	1905	235	14.03	8.42	14.97	75		20	16	1.54	813	0	4.659		
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0		
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029	
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0	
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007	
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024	
Snickerdoodle Cookie	1	2 WZ	5435-MX	209	2.13	42.94	3.68	0		0.1	23	1.33	170	1.4	1.815		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			

<b>Meal SubTotal</b>				975.0	27.8	127.6	<u>38.7</u>	<u>77.0</u>	<u>0.0</u>	89.0	250.0	<u>7.2</u>	2,178.0	5.4	<u>8.5</u>	<u>0.1</u>		
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 6  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Summary Information

		KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
<b>Breakfast</b>	<b>Totals</b>	930.0	28.2	147.0	25.6	61.0	<u>197.0</u>	0.5	547.0	5.5	1,408.0	6.2	8.9	<u>1.6</u>				
<b>Lunch</b>	<b>Totals</b>	878.0	25.1	99.7	<u>42.4</u>	<u>122.0</u>	<u>327.0</u>	86.7	265.0	<u>6.3</u>	1,220.0	10.5	<u>11.6</u>	<u>3.2</u>				
<b>Dinner</b>	<b>Totals</b>	975.0	27.8	127.6	<u>38.7</u>	<u>77.0</u>	<u>0.0</u>	89.0	250.0	<u>7.2</u>	2,178.0	5.4	<u>8.5</u>	<u>0.1</u>				

<b>1. Daily Totals</b>	2,783.0	81.1	374.3	<u>106.6</u>	<u>260.0</u>	<u>524.0</u>	176.2	1,062.0	<u>18.9</u>	4,806.0	22.1	<u>29.0</u>	<u>4.9</u>	0.0	0.0	0.0	0.0
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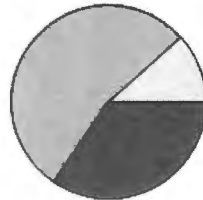
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
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<b>3. % Nutritional Goal</b>	113.8%	144.8%	111.4%	140.3%	86.7%	83.8%	234.9%	132.8%	315.0%	120.2%	88.4%	145.0%	196.0%				
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<b>4. Deviation From Nutritional Goal</b>	337.0	25.1	38.3	30.6	0.0	0.0	101.2	262.0	12.9	806.0	0.0	9.0	2.4				
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5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
	% calories of PRO = 11.7%
	% calories of CHO = 53.8%
	% calories of FAT = 34.5%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 7  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATR				
TSG Standard - Male Sedentary	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Grits w/ Sugar	1	1 Cup	3437	152	2.78	33.23	0.64	0	0	0	8	1.11	9	1.7	0.123		
Peanut Butter	1	1 Each	990321	333	14.23	11.09	28.57	0	0	0	24	1.06	260	3.4	5.959		
Biscuit	1	2 Each 1/48 Cut	Rc6001-C00-Z00	409	7.56	59.91	15.04	2	2	0.3	171	2.62	1208	2	3.823	<b>0.003</b>	
Jelly	1	2 Each	990312	75	0.04	19.83	0.01	0	0	0.3	2	0.05	9	0.3	0.001		
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207	
<b>Meal SubTotal</b>				<b>1,091.0</b>	<b>32.7</b>	<b>135.8</b>	<b>49.1</b>	<b>22.0</b>	<b>136.0</b>	<b>1.1</b>	<b>498.0</b>	<b>4.9</b>	<b>1,601.0</b>	<b>7.4</b>	<b>13.0</b>	<b>0.2</b>	

**Lunch**

Chicken Patty	1	1 Each	Rc2052-C00-Z00	244	12.63	10.92	16.65	37	0	0	16	0.81	452	0.3	3.114		
Spanish Rice	1	1 Cup	Rc4014-C00-Z00	218	4.72	47	0.95	0	7	4	57	2.2	58	2	0.227	<b>0.001</b>	
Mixed Vegetables	1	1/2 Cup	4095-FZ	84	1.77	9.14	4.94	0	300	6.5	23	0.57	136	2.5	0.913	<b>0.844</b>	
Bread	1	2 Slice	16006	143	4.77	26.62	1.79	0	0	0	78	1.94	264	1.5	0.376	0.015	
Iced Cake	1	1/48 Slice	5374-MX	374	2.15	52.87	17.63	0	127	0.2	92	0.68	431	0.4	3.125	<b>2.302</b>	
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			
<b>Meal SubTotal</b>				<b>1,064.0</b>	<b>26.1</b>	<b>147.0</b>	<b>42.0</b>	<b>37.0</b>	<b>434.0</b>	<b>73.5</b>	<b>313.0</b>	<b>6.2</b>	<b>1,350.0</b>	<b>6.7</b>	<b>7.8</b>	<b>3.2</b>	

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 7  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATR				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Ham	1	3 WZ	R2624-C00-Z00	180	11.59	4.42	12.16	61		0	10	0.85	798	0	3.825		
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0		
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029	
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0	
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007	
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024	
Sugar Cookie	1	2 WZ	5440-MX	187	2.06	36.97	3.63	0		0	9	1.2	168	0.7	1.795		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			
<b>Meal SubTotal</b>				<b>898.0</b>	<b>25.3</b>	<b>117.6</b>	<b>35.9</b>	<b>63.0</b>	<b>0.0</b>	<b>68.9</b>	<b>230.0</b>	<b>6.4</b>	<b>2,161.0</b>	<b>4.7</b>	<b>7.7</b>	<b>0.1</b>	

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.





Detailed Menu Cycle Nutritional Analysis

Day 7  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Summary Information

	KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
<b>Breakfast Totals</b>	1,091.0	32.7	135.8	49.1	22.0	136.0	1.1	498.0	4.9	1,601.0	7.4	13.0	<u>0.2</u>				
<b>Lunch Totals</b>	1,064.0	26.1	147.0	<u>42.0</u>	<u>37.0</u>	<u>434.0</u>	73.5	313.0	<u>6.2</u>	1,350.0	6.7	<u>7.8</u>	<u>3.2</u>				
<b>Dinner Totals</b>	898.0	25.3	117.6	<u>35.9</u>	<u>63.0</u>	<u>0.0</u>	68.9	230.0	<u>6.4</u>	2,161.0	4.7	<u>7.7</u>	<u>0.1</u>				

<b>1. Daily Totals</b>	3,053.0	84.1	400.4	<u>126.9</u>	<u>122.0</u>	<u>570.0</u>	143.5	1,041.0	<u>17.5</u>	5,112.0	18.8	<u>28.4</u>	<u>3.4</u>	0.0	0.0	0.0	0.0
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
<b>3. % Nutritional Goal</b>	124.8%	150.2%	119.2%	167.0%	40.7%	91.2%	191.3%	130.1%	291.7%	127.8%	75.2%	142.0%	136.0%				
<b>4. Deviation From Nutritional Goal</b>	607.0	28.1	64.4	50.9	0.0	0.0	68.5	241.0	11.5	1112.0	0.0	8.4	0.9				

5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
<span style="display:inline-block; width:10px; height:10px; background-color:lightgray; border:1px solid black;"></span>	% calories of PRO = 10.9%
<span style="display:inline-block; width:10px; height:10px; background-color:gray; border:1px solid black;"></span>	% calories of CHO = 52.0%
<span style="display:inline-block; width:10px; height:10px; background-color:darkgray; border:1px solid black;"></span>	% calories of FAT = 37.1%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 8  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Oatmeal w/ Brown Sugar	1	1 Cup	R3000-C00-Z00	194	7.28	35.49	2.97	0	0	0	35	2.08	10	4.6	0.524		
Boiled Egg	1	2 Each	2453	144	12.66	0.73	9.59	375	161	0	56	1.76	143	0	3.151	<b>0.038</b>	
Blueberry Muffin	1	2 1/48 Cut	3630-MX	280	3.29	57.65	3.39	0	4	2.2	18	1.53	457	1.3	1.158	<b>0.274</b>	
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207	

<b>Meal SubTotal</b>				740.0	31.3	105.6	20.8	395.0	299.0	2.7	402.0	5.4	725.0	5.9	7.9	<b>0.5</b>	
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**Lunch**

BBQ Turkey	1	3/4 Cup	R3002-C00-Z00	177	10.24	11.5	9.59	46	<b>13</b>	4.2	26	1.48	268	1.4	2.921	<b>0.001</b>	
Potato Salad	1	1 Cup	R1170-C00-Z00	211	3.47	40.06	4.64	<b>4</b>	<b>4</b>	7.7	30	0.69	380	<b>0.5</b>	<b>0.691</b>	<b>0.016</b>	
Pinto Beans	1	1/2 Cup	Rc5002-C00-Z00	128	7.89	23.1	0.56	0	9	2.3	47	2.1	67	5.8	0.1		
Dinner Roll	1	1 Each	R6092-C00-Z00	153	3.6	26.56	3.28	0	27	0	6	1.62	42	1	0.599	<b>0.498</b>	
Pudding	1	1/2 Cup	5915-MX	98	0.6	22.79	0.49	0	0	0	5	0.33	462	0.9	0.214		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			

<b>Meal SubTotal</b>				768.0	25.9	124.5	<b>18.6</b>	<b>50.0</b>	<b>53.0</b>	77.0	161.0	<b>6.2</b>	1,228.0	<b>9.6</b>	<b>4.5</b>	<b>0.5</b>	
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 8

Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Salami	1	3 WZ	1950	225	13.1	6.55	14.97	75		0.6	19	1.16	982	0	4.678		
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0		
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029	
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0	
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007	
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024	
Snickerdoodle Cookie	1	2 WZ	5435-MX	209	2.13	42.94	3.68	0		0.1	23	1.33	170	1.4	1.815		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			

<b>Meal SubTotal</b>				965.0	26.9	125.7	<u>38.7</u>	<u>77.0</u>	<u>0.0</u>	69.6	253.0	<u>6.8</u>	2,347.0	5.4	<u>8.5</u>	<u>0.1</u>		
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 8  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Summary Information

	KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
<b>Breakfast</b> <b>Totals</b>	740.0	31.3	105.6	20.8	395.0	299.0	2.7	402.0	5.4	725.0	5.9	7.9	<b>0.5</b>				
<b>Lunch</b> <b>Totals</b>	768.0	25.9	124.5	<b>18.6</b>	<b>50.0</b>	<b>53.0</b>	77.0	161.0	<b>6.2</b>	1,228.0	<b>9.6</b>	<b>4.5</b>	<b>0.5</b>				
<b>Dinner</b> <b>Totals</b>	965.0	26.9	125.7	<b>38.7</b>	<b>77.0</b>	<b>0.0</b>	69.6	253.0	<b>6.8</b>	2,347.0	5.4	<b>8.5</b>	<b>0.1</b>				

<b>1. Daily Totals</b>	2,473.0	84.0	355.8	<b>78.1</b>	<b>522.0</b>	<b>352.0</b>	149.3	816.0	<b>18.5</b>	4,300.0	<b>20.9</b>	<b>21.0</b>	<b>1.1</b>	0.0	0.0	0.0	0.0
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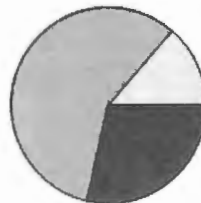
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
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<b>3. % Nutritional Goal</b>	101.1%	150.0%	105.9%	102.8%	174.0%	56.3%	199.1%	102.0%	308.3%	107.5%	83.6%	105.0%	44.0%				
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<b>4. Deviation From Nutritional Goal</b>	27.0	28.0	19.8	2.1	222.0	0.0	74.3	16.0	12.5	300.0	0.0	1.0	0.0				
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5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
<span style="display:inline-block; width:10px; height:10px; background-color:lightgray; border:1px solid black;"></span>	% calories of PRO = 13.6%
<span style="display:inline-block; width:10px; height:10px; background-color:gray; border:1px solid black;"></span>	% calories of CHO = 57.8%
<span style="display:inline-block; width:10px; height:10px; background-color:darkgray; border:1px solid black;"></span>	% calories of FAT = 28.5%
Total = 100.0%	

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 9  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
TSG Standard - Male Sedentary	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Grits w/ Sugar	1	1 Cup	3437	152	2.78	33.23	0.64	0	0	0	8	1.11	9	1.7	0.123		
Turkey Ham	1	2 WZ	R2624-C00-Z00	120	7.72	2.95	8.1	41		0	7	0.57	532	0	2.55		
Coffee Cake	1	2 1/48 Slice	Rc6003-C00-Z00	494	5.11	96.85	9.67	0	63	0	212	2.75	751	1.6	2.723	<b>1.363</b>	
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207	
<b>Meal SubTotal</b>				888.0	23.7	144.7	23.2	61.0	<b>197.0</b>	0.5	520.0	4.5	1,407.0	3.3	8.5	<b>1.6</b>	

**Lunch**

Patty Charbroil	1	1 Each	R2298-C00-Z00	194	14.2	6.47	13.17	35		0	50	2.05	377	2.1	5.065		
Hamburger Bun	1	1 Each	6731	143	4.25	26.59	1.94	1		0	62	1.59	297	1.2	0.441		
Sliced Cheese	1	1/2 WZ	26001	26	0	2.24	1.87	0		0	0	0	157	0	0		
Italian Pasta Salad	1	1 Cup	1330-FZ	253	6.44	38.51	7.92	4	129	4.3	28	1.66	85	2.4	1.261	<b>0.019</b>	
Coleslaw	1	1/2 Cup	1100-BG	82	0.97	7.52	5.77	5	4	22.4	26	0.33	183	1.6	0.919	<b>0.021</b>	
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007	
Iced Cake	1	1/48 Slice	5374-MX	374	2.15	52.87	17.63	0	127	0.2	92	0.68	431	0.4	3.125	<b>2.302</b>	
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			
<b>Meal SubTotal</b>				1,096.0	28.1	136.0	<b>50.2</b>	<b>47.0</b>	<b>260.0</b>	89.7	305.0	<b>6.3</b>	1,598.0	7.7	<b>11.1</b>	<b>2.3</b>	

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 9  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Bologna	1	3 WZ	1905	235	14.03	8.42	14.97	75		20	16	1.54	813	0	4.659		
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0		
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029	
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0	
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007	
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024	
Sugar Cookie	1	2 WZ	5440-MX	187	2.06	36.97	3.63	0		0	9	1.2	168	0.7	1.795		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			
<b>Meal SubTotal</b>				<b>953.0</b>	<b>27.7</b>	<b>121.6</b>	<b>38.7</b>	<b>77.0</b>	<b>0.0</b>	<b>88.9</b>	<b>236.0</b>	<b>7.1</b>	<b>2,176.0</b>	<b>4.7</b>	<b>8.5</b>	<b>0.1</b>	

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 9  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Summary Information

	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
<b>Breakfast</b> Totals	888.0	23.7	144.7	23.2	61.0	<u>197.0</u>	0.5	520.0	4.5	1,407.0	3.3	8.5	<u>1.6</u>				
<b>Lunch</b> Totals	1,096.0	28.1	136.0	<u>50.2</u>	<u>47.0</u>	<u>260.0</u>	89.7	305.0	<u>6.3</u>	1,598.0	7.7	<u>11.1</u>	<u>2.3</u>				
<b>Dinner</b> Totals	953.0	27.7	121.6	<u>38.7</u>	<u>77.0</u>	<u>0.0</u>	88.9	236.0	<u>7.1</u>	2,176.0	4.7	<u>8.5</u>	<u>0.1</u>				

<b>1. Daily Totals</b>	2,937.0	79.5	402.3	<u>112.1</u>	<u>185.0</u>	<u>457.0</u>	179.1	1,061.0	<u>17.9</u>	5,181.0	15.7	<u>28.1</u>	<u>4.0</u>	0.0	0.0	0.0	0.0
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<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
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<b>3. % Nutritional Goal</b>	120.1%	142.0%	119.7%	147.5%	61.7%	73.1%	238.8%	132.6%	298.3%	129.5%	62.8%	140.5%	160.0%				
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<b>4. Deviation From Nutritional Goal</b>	491.0	23.5	66.3	36.1	0.0	0.0	104.1	261.0	11.9	1181.0	0.0	8.1	1.5				
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5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
<span style="display:inline-block; width:10px; height:10px; background-color:lightgray; border:1px solid black;"></span>	% calories of PRO = 10.8%
<span style="display:inline-block; width:10px; height:10px; background-color:gray; border:1px solid black;"></span>	% calories of CHO = 54.8%
<span style="display:inline-block; width:10px; height:10px; background-color:darkgray; border:1px solid black;"></span>	% calories of FAT = 34.4%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 10  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATR				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Oatmeal w/ Brown Sugar	1	1 Cup	R3000-C00-Z00	194	7.28	35.49	2.97	0	0	0	35	2.08	10	4.6	0.524		
Peanut Butter	1	1 Each	990321	333	14.23	11.09	28.57	0	0	0	24	1.06	260	3.4	5.959		
Biscuit	1	2 Each 1/48 Cut	Rc6001-C00-Z00	409	7.56	59.91	15.04	2	2	0.3	171	2.62	1208	2	3.823	<b>0.003</b>	
Jelly	1	2 Each	990312	75	0.04	19.83	0.01	0	0	0.3	2	0.05	9	0.3	0.001		
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207	

<b>Meal SubTotal</b>				1,133.0	37.2	138.0	51.4	22.0	136.0	1.1	525.0	5.9	1,602.0	10.3	13.4	<b>0.2</b>		
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**Lunch**

Turkey & Gravy	1	3/4 Cup	R2558-C00-Z00	279	12.7	11.36	19.56	63	<b>70</b>	0	17	1.27	479	0.2	5.283	<b>1.272</b>	
Mashed Potatoes	1	1 Cup	3250-FL	241	3.73	36.2	9.56	0	96	36.1	18	0.55	306	2.9	1.84	<b>1.73</b>	
Green Beans	1	1/2 Cup	Rc5001-C00-Z00	68	1.63	6.89	3.85	0	62	11.7	38	0.78	37	2.4	0.732	<b>0.675</b>	
Dinner Roll	1	1 Each	R6092-C00-Z00	153	3.6	26.56	3.28	0	27	0	6	1.62	42	1	0.599	<b>0.498</b>	
Pudding	1	1/2 Cup	5915-MX	98	0.6	22.79	0.49	0	0	0	5	0.33	462	0.9	0.214		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			

<b>Meal SubTotal</b>				840.0	22.3	104.2	<b>36.7</b>	<b>63.0</b>	<b>255.0</b>	110.6	131.0	<b>4.6</b>	1,335.0	7.4	<b>8.7</b>	<b>4.2</b>		
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.





Detailed Menu Cycle Nutritional Analysis

Day 10  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
TSG Standard - Male Sedentary	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Ham	1	3 WZ	R2624-C00-Z00	180	11.59	4.42	12.16	61	0	10	0.85	798	0	3.825				
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0	0	0	0	398	0	0				
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	155	3.89	528	2.9	0.752	0.029			
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	3	0.08	52	0.2	0.01	0			
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0.01	59	0	0.306	0.007			
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024		
Snickerdoodle Cookie	1	2 WZ	5435-MX	209	2.13	42.94	3.68	0	0.1	23	1.33	170	1.4	1.815				
Beverage	1	1 Cup	0061431	1	0.07	0.44			62.8	47		9	0					
<b>Meal SubTotal</b>				920.0	25.4	123.6	<b>35.9</b>	<b>63.0</b>	<b>0.0</b>	69.0	244.0	<b>6.5</b>	2,163.0	5.4	<b>7.7</b>	<b>0.1</b>		

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Day 10  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Summary Information

		KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
<b>Breakfast</b>	<b>Totals</b>	1,133.0	37.2	138.0	51.4	22.0	136.0	1.1	525.0	5.9	1,602.0	10.3	13.4	<u>0.2</u>				
<b>Lunch</b>	<b>Totals</b>	840.0	22.3	104.2	<u>36.7</u>	<u>63.0</u>	<u>255.0</u>	110.6	131.0	<u>4.6</u>	1,335.0	7.4	<u>8.7</u>	<u>4.2</u>				
<b>Dinner</b>	<b>Totals</b>	920.0	25.4	123.6	<u>35.9</u>	<u>63.0</u>	<u>0.0</u>	69.0	244.0	<u>6.5</u>	2,163.0	5.4	<u>7.7</u>	<u>0.1</u>				

<b>1. Daily Totals</b>	2,893.0	84.9	365.9	<u>124.1</u>	<u>148.0</u>	<u>391.0</u>	180.7	900.0	<u>16.9</u>	5,100.0	23.1	<u>29.7</u>	<u>4.4</u>	0.0	0.0	0.0	0.0
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
<b>3. % Nutritional Goal</b>	118.3%	151.6%	108.9%	163.3%	49.3%	62.6%	240.9%	112.5%	281.7%	127.5%	92.4%	148.5%	176.0%				
<b>4. Deviation From Nutritional Goal</b>	447.0	28.9	29.9	48.1	0.0	0.0	105.7	100.0	10.9	1100.0	0.0	9.7	1.9				

5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
	% calories of PRO = 11.6%
	% calories of CHO = 50.1%
	% calories of FAT = 38.2%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 11  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Grits w/ Sugar	1 1 Cup	3437	152	2.78	33.23	0.64	0	0	0	8	1.11	9	1.7	0.123			
Boiled Egg	1 2 Each	2453	144	12.66	0.73	9.59	375	161	0	56	1.76	143	0	3.151	<b>0.038</b>		
Blueberry Muffin	1 2 1/48 Cut	3630-MX	280	3.29	57.65	3.39	0	4	2.2	18	1.53	457	1.3	1.158	<b>0.274</b>		
Milk 2%	1 1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207		

<b>Meal SubTotal</b>		698.0	26.8	103.3	18.5	395.0	299.0	2.7	375.0	4.5	724.0	3.0	7.5	<b>0.5</b>			
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**Lunch**

Jambalaya	1 1 1/4 Cup	2025-PB-1	324	13.1	33.06	15.3	51	<b>65</b>	<b>10.4</b>	<b>73</b>	<b>3.2</b>	1081	<b>2.5</b>	<b>4.189</b>			
Carrots	1 1/2 Cup	Rc5007-C00-Z00	63	0.72	7.1	3.93	0	655	2.2	33	0.41	198	2.9	0.707	<b>0.649</b>		
Combread	1 1 1/48 Cut	Rc6010-C00-Z00	198	3.31	32.84	5.85	1	10	0	28	1.18	388	3.1	1.476	<b>0.015</b>		
Margarine PC	1 2 Each	TR990585	72	0.19	0	8.08	0	104	0	7	0	89	0	2.06	2.494		
Icead Cake	1 1/48 Slice	Rc6022-C00-Z00	349	1.77	54.72	14.09	0	126	0	101	1	461	0.6	3.106	<b>2.403</b>		
Beverage	1 1 Cup	0061431	1	0.07	0.44				62.8	47		9	0				

<b>Meal SubTotal</b>		1,007.0	19.2	128.2	<b>47.3</b>	<b>52.0</b>	<b>960.0</b>	<b>75.4</b>	<b>289.0</b>	<b>5.8</b>	2,226.0	<b>9.1</b>	<b>11.5</b>	<b>5.6</b>			
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 11  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATR				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Salami	1	3 WZ	1950	225	13.1	6.55	14.97	75		0.6	19	1.16	982	0	4.678		
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0		
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029	
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0	
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007	
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024	
Sugar Cookie	1	2 WZ	5440-MX	187	2.06	36.97	3.63	0		0	9	1.2	168	0.7	1.795		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			
<b>Meal SubTotal</b>				<b>943.0</b>	<b>26.8</b>	<b>119.8</b>	<b>38.7</b>	<b>77.0</b>	<b>0.0</b>	<b>69.5</b>	<b>239.0</b>	<b>6.7</b>	<b>2,345.0</b>	<b>4.7</b>	<b>8.5</b>	<b>0.1</b>	

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 11  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Summary Information

	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATR_N				
	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
<b>Breakfast</b> Totals	698.0	26.8	103.3	18.5	395.0	299.0	2.7	375.0	4.5	724.0	3.0	7.5	<u>0.5</u>				
<b>Lunch</b> Totals	1,007.0	19.2	128.2	<u>47.3</u>	<u>52.0</u>	<u>960.0</u>	<u>75.4</u>	<u>289.0</u>	<u>5.8</u>	2,226.0	<u>9.1</u>	<u>11.5</u>	<u>5.6</u>				
<b>Dinner</b> Totals	943.0	26.8	119.8	<u>38.7</u>	<u>77.0</u>	<u>0.0</u>	69.5	239.0	<u>6.7</u>	2,345.0	4.7	<u>8.5</u>	<u>0.1</u>				

<b>1. Daily Totals</b>	2,648.0	72.8	351.2	<u>104.4</u>	<u>524.0</u>	<u>1,259.0</u>	<u>147.6</u>	<u>903.0</u>	<u>16.9</u>	5,295.0	<u>16.8</u>	<u>27.5</u>	<u>6.1</u>	0.0	0.0	0.0	0.0
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
<b>3. % Nutritional Goal</b>	108.3%	130.0%	104.5%	137.4%	174.7%	201.4%	196.8%	112.9%	281.7%	132.4%	67.2%	137.5%	244.0%				
<b>4. Deviation From Nutritional Goal</b>	202.0	16.8	15.2	28.4	224.0	634.0	72.6	103.0	10.9	1295.0	0.0	7.5	3.6				

5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
<span style="display:inline-block; width:10px; height:10px; background-color:white; border:1px solid black;"></span>	% calories of PRO = 11.0%
<span style="display:inline-block; width:10px; height:10px; background-color:lightgray; border:1px solid black;"></span>	% calories of CHO = 53.3%
<span style="display:inline-block; width:10px; height:10px; background-color:darkgray; border:1px solid black;"></span>	% calories of FAT = 35.7%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Day 12  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Oatmeal w/ Brown Sugar	1	1 Cup	R3000-C00-Z00	194	7.28	35.49	2.97	0	0	0	35	2.08	10	4.6	0.524		
Turkey Ham	1	2 WZ	R2624-C00-Z00	120	7.72	2.95	8.1	41	0	0	7	0.57	532	0	2.55		
Coffee Cake	1	2 1/48 Slice	Rc6003-C00-Z00	494	5.11	96.85	9.67	0	63	0	212	2.75	751	1.6	2,723	<b>1,363</b>	
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3,067	0.207	

<b>Meal SubTotal</b>				930.0	28.2	147.0	25.6	61.0	<b>197.0</b>	0.5	547.0	5.5	1,408.0	6.2	8.9	<b>1.6</b>	
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**Lunch**

Chicken Patty	1	1 Each	Rc2052-C00-Z00	244	12.63	10.92	16.65	37	0	0	16	0.81	452	0.3	3,114		
Oven Brownd Potatoes	1	1 Cup	3260-DY	311	3.6	42.44	14.81			8	23	0.66	72		<b>2,279</b>	<b>0.078</b>	
Green Beans	1	1/2 Cup	Rc5001-C00-Z00	68	1.63	6.89	3.85	0	62	11.7	38	0.78	37	2.4	0,732	<b>0.675</b>	
Bread	1	2 Slice	16006	143	4.77	26.62	1.79	0	0	0	78	1.94	264	1.5	0,376	0.015	
Ketchup	1	2 Each	0040609	14	0.15	3.84	0.01	0	4	0.6	2	0.05	127	0	0,002		
Pudding	1	1/2 Cup	5915-MX	98	0.6	22.79	0.49	0	0	0	5	0.33	462	0.9	0,214		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			

<b>Meal SubTotal</b>				879.0	23.5	113.9	<b>37.6</b>	<b>37.0</b>	<b>66.0</b>	83.1	209.0	<b>4.6</b>	1,423.0	<b>5.1</b>	<b>6.7</b>	<b>0.8</b>	
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 12  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
TSG Standard - Male Sedentary	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Bologna	1	3 WZ	1905	235	14.03	8.42	14.97	75	20	16	1.54	813	0	4.659				
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0	0	0	0	398	0	0				
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	155	3.89	528	2.9	0.752	0.029			
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	3	0.08	52	0.2	0.01	0			
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0.01	59	0	0.306	0.007			
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024		
Snickerdoodle Cookie	1	2 WZ	5435-MX	209	2.13	42.94	3.68	0	0.1	23	1.33	170	1.4	1.815				
Beverage	1	1 Cup	0061431	1	0.07	0.44			62.8	47		9	0					
<b>Meal SubTotal</b>				<b>975.0</b>	<b>27.8</b>	<b>127.6</b>	<b>38.7</b>	<b>77.0</b>	<b>0.0</b>	<b>89.0</b>	<b>250.0</b>	<b>7.2</b>	<b>2,178.0</b>	<b>5.4</b>	<b>8.5</b>	<b>0.1</b>		

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Day 12  
 Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

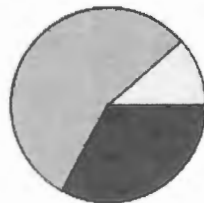
Summary Information

	KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MAG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
<b>Breakfast</b> <b>Totals</b>	930.0	28.2	147.0	25.6	61.0	<u>197.0</u>	0.5	547.0	5.5	1,408.0	6.2	8.9	<u>1.6</u>				
<b>Lunch</b> <b>Totals</b>	879.0	23.5	113.9	<u>37.6</u>	<u>37.0</u>	<u>66.0</u>	83.1	209.0	<u>4.6</u>	1,423.0	<u>5.1</u>	<u>6.7</u>	<u>0.8</u>				
<b>Dinner</b> <b>Totals</b>	975.0	27.8	127.6	<u>38.7</u>	<u>77.0</u>	<u>0.0</u>	89.0	250.0	<u>7.2</u>	2,178.0	5.4	<u>8.5</u>	<u>0.1</u>				

<b>1. Daily Totals</b>	2,784.0	79.4	388.5	<u>101.9</u>	<u>175.0</u>	<u>263.0</u>	172.6	1,006.0	<u>17.2</u>	5,009.0	<u>16.7</u>	<u>24.1</u>	<u>2.4</u>	0.0	0.0	0.0	0.0
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
<b>3. % Nutritional Goal</b>	113.8%	141.8%	115.6%	134.1%	58.3%	42.1%	230.1%	125.8%	286.7%	125.2%	66.8%	120.5%	96.0%				
<b>4. Deviation From Nutritional Goal</b>	338.0	23.4	52.5	25.9	0.0	0.0	97.6	206.0	11.2	1009.0	0.0	4.1	0.0				

5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
<span style="display:inline-block; width:10px; height:10px; background-color:lightgray; border:1px solid black;"></span>	% calories of PRO = 11.4%
<span style="display:inline-block; width:10px; height:10px; background-color:gray; border:1px solid black;"></span>	% calories of CHO = 55.7%
<span style="display:inline-block; width:10px; height:10px; background-color:darkgray; border:1px solid black;"></span>	% calories of FAT = 32.9%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.





Detailed Menu Cycle Nutritional Analysis

Day 13  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATR				
TSG Standard - Male Sedentary	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Grits w/ Sugar	1	1 Cup	3437	152	2.78	33.23	0.64	0	0	8	1.11	9	1.7	0.123				
Peanut Butter	1	1 Each	990321	333	14.23	11.09	28.57	0	0	24	1.06	260	3.4	5.959				
Biscuit	1	2 Each 1/48 Cut	Rc6001-C00-Z00	409	7.56	59.91	15.04	2	2	0.3	171	2.62	1208	2	3.823	<b>0.003</b>		
Jelly	1	2 Each	990312	75	0.04	19.83	0.01	0	0	0.3	2	0.05	9	0.3	0.001			
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207		
<b>Meal SubTotal</b>				1,091.0	32.7	135.8	49.1	22.0	136.0	1.1	498.0	4.9	1,601.0	7.4	13.0	<b>0.2</b>		

**Lunch**

Chili Mac	1	1 1/4 Cup	R2106-C00-Z00	382	15.25	35.34	20.41	103	94	13.9	161	3.41	156	3.7	6.061			
Corn Seasoned	1	1/2 Cup	R5096-C00-Z00	97	2.75	18.82	2.65	0	29	5.8	4	0.39	27	1.9	0.475			
Combread	1	1 1/48 Cut	Rc6010-C00-Z00	198	3.31	32.84	5.85	1	10	0	28	1.18	388	3.1	1.476	<b>0.015</b>		
Margarine PC	1	2 Each	TR990585	72	0.19	0	8.08	0	104	0	7	0	89	0	2.06	2.494		
Iced Cake	1	1/48 Slice	5374-MX	374	2.15	52.87	17.63	0	127	0.2	92	0.68	431	0.4	3.125	<b>2.302</b>		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0				
<b>Meal SubTotal</b>				1,124.0	23.7	140.3	<b>54.6</b>	<b>104.0</b>	<b>364.0</b>	82.7	339.0	<b>5.7</b>	1,100.0	9.1	<b>13.2</b>	<b>4.8</b>		

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 13

Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Ham	1 3 WZ	R2624-C00-Z00	180	11.59	4.42	12.16	61		0	10	0.85	798	0	3.825					
Sliced Cheese	1 2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0					
Bread	1 4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029				
Mustard PC	1 1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0				
Salad Dressing PC	1 1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007				
Chip Potato	1 1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024				
Sugar Cookie	1 2 WZ	5440-MX	187	2.06	36.97	3.63	0		0	9	1.2	168	0.7	1.795					
Beverage	1 1 Cup	0061431	1	0.07	0.44				62.8	47		9	0						
<b>Meal SubTotal</b>			<b>898.0</b>	<b>25.3</b>	<b>117.6</b>	<b>35.9</b>	<b>63.0</b>	<b>0.0</b>	<b>68.9</b>	<b>230.0</b>	<b>6.4</b>	<b>2,161.0</b>	<b>4.7</b>	<b>7.7</b>	<b>0.1</b>				

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 13  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Summary Information

	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
<b>Breakfast Totals</b>	1,091.0	32.7	135.8	49.1	22.0	136.0	1.1	498.0	4.9	1,601.0	7.4	13.0	<u>0.2</u>				
<b>Lunch Totals</b>	1,124.0	23.7	140.3	<u>54.6</u>	<u>104.0</u>	<u>364.0</u>	82.7	339.0	<u>5.7</u>	1,100.0	9.1	<u>13.2</u>	<u>4.8</u>				
<b>Dinner Totals</b>	898.0	25.3	117.6	<u>35.9</u>	<u>63.0</u>	<u>0.0</u>	68.9	230.0	<u>6.4</u>	2,161.0	4.7	<u>7.7</u>	<u>0.1</u>				

<b>1. Daily Totals</b>	3,113.0	81.7	393.7	<u>139.6</u>	<u>189.0</u>	<u>500.0</u>	152.7	1,067.0	<u>16.9</u>	4,862.0	21.2	<u>33.8</u>	<u>5.1</u>	0.0	0.0	0.0	0.0
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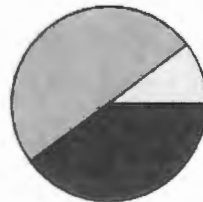
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
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<b>3. % Nutritional Goal</b>	127.3%	145.9%	117.2%	183.7%	63.0%	80.0%	203.6%	133.4%	281.7%	121.6%	84.8%	169.0%	204.0%				
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<b>4. Deviation From Nutritional Goal</b>	667.0	25.7	57.7	63.6	0.0	0.0	77.7	267.0	10.9	862.0	0.0	13.8	2.6				
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5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
<span style="display:inline-block; width:10px; height:10px; background-color:lightgray; border:1px solid black;"></span>	% calories of PRO = 10.3%
<span style="display:inline-block; width:10px; height:10px; background-color:gray; border:1px solid black;"></span>	% calories of CHO = 49.9%
<span style="display:inline-block; width:10px; height:10px; background-color:darkgray; border:1px solid black;"></span>	% calories of FAT = 39.8%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 14  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATR				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Oatmeal w/ Brown Sugar	1 1 Cup	R3000-C00-Z00	194	7.28	35.49	2.97	0	0	0	35	2.08	10	4.6	0.524			
Boiled Egg	1 2 Each	2453	144	12.66	0.73	9.59	375	161	0	56	1.76	143	0	3.151	<b>0.038</b>		
Blueberry Muffin	1 2 1/48 Cut	3630-MX	280	3.29	57.65	3.39	0	4	2.2	18	1.53	457	1.3	1.158	<b>0.274</b>		
Milk 2%	1 1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207		
<b>Meal SubTotal</b>			<b>740.0</b>	<b>31.3</b>	<b>105.6</b>	<b>20.8</b>	<b>395.0</b>	<b>299.0</b>	<b>2.7</b>	<b>402.0</b>	<b>5.4</b>	<b>725.0</b>	<b>5.9</b>	<b>7.9</b>	<b>0.5</b>		

**Lunch**

Frankfurter Turkey	1 2 Each	R2325-C00-Z00	202	11.09	3.46	15.69	70	0	0	134	1.33	826	0	3.654	<b>0.716</b>		
Ranch Beans	1 1 Cup	Rc5028-C00-Z00	226	13.8	41.19	0.9	0	10	5.9	84	3.5	276	10.3	0.171			
Coleslaw	1 1/2 Cup	1100-BG	82	0.97	7.52	5.77	5	4	22.4	26	0.33	183	1.6	0.919	<b>0.021</b>		
Bread	1 2 Slice	16006	143	4.77	26.62	1.79	0	0	0	78	1.94	264	1.5	0.376	0.015		
Mustard PC	1 2 Each	0063758	6	0.35	0.55	0.32	0	0	0	6	0.15	104	0.4	0.02	0.001		
Pudding	1 1/2 Cup	5915-MX	98	0.6	22.79	0.49	0	0	0	5	0.33	462	0.9	0.214			
Beverage	1 1 Cup	0061431	1	0.07	0.44				62.8	47		9	0				
<b>Meal SubTotal</b>			<b>758.0</b>	<b>31.7</b>	<b>102.6</b>	<b>25.0</b>	<b>75.0</b>	<b>14.0</b>	<b>91.1</b>	<b>380.0</b>	<b>7.8</b>	<b>2,124.0</b>	<b>14.7</b>	<b>5.4</b>	<b>0.8</b>		

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 14

Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Salami	1	3 WZ	1950	225	13.1	6.55	14.97	75	0.6	19	1.16	982	0	4.678			
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0	0	0	0	398	0	0			
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	155	3.89	528	2.9	0.752	0.029		
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	3	0.08	52	0.2	0.01	0		
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0.01	59	0	0.306	0.007		
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024	
Snickerdoodle Cookie	1	2 WZ	5435-MX	209	2.13	42.94	3.68	0	0.1	23	1.33	170	1.4	1.815			
Beverage	1	1 Cup	0061431	1	0.07	0.44			62.8	47		9	0				

<b>Meal SubTotal</b>			965.0	26.9	125.7	<u>38.7</u>	<u>77.0</u>	<u>0.0</u>	69.6	253.0	<u>6.8</u>	2,347.0	5.4	<u>8.5</u>	<u>0.1</u>			
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Day 14  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

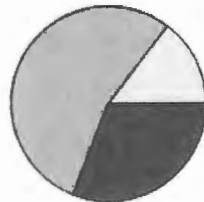
Summary Information

		KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
<b>Breakfast</b>	<b>Totals</b>	740.0	31.3	105.6	20.8	395.0	299.0	2.7	402.0	5.4	725.0	5.9	7.9	<u>0.5</u>				
<b>Lunch</b>	<b>Totals</b>	758.0	31.7	102.6	<b>25.0</b>	<b>75.0</b>	<b>14.0</b>	91.1	380.0	<b>7.6</b>	2,124.0	14.7	<b>5.4</b>	<b>0.8</b>				
<b>Dinner</b>	<b>Totals</b>	965.0	26.9	125.7	<b>38.7</b>	<b>77.0</b>	<b>0.0</b>	69.6	253.0	<b>6.8</b>	2,347.0	5.4	<b>8.5</b>	<b>0.1</b>				

<b>1. Daily Totals</b>	2,463.0	89.8	333.9	<b>84.5</b>	<b>547.0</b>	<b>313.0</b>	163.4	1,035.0	<b>19.8</b>	5,196.0	26.0	<b>21.8</b>	<b>1.3</b>	0.0	0.0	0.0	0.0
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
<b>3. % Nutritional Goal</b>	100.7%	160.4%	99.4%	111.2%	182.3%	50.1%	217.9%	129.4%	330.0%	129.9%	104.0%	109.0%	52.0%				
<b>4. Deviation From Nutritional Goal</b>	17.0	33.8	0.0	8.5	247.0	0.0	88.4	235.0	13.8	1196.0	1.0	1.8	0.0				

5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
<span style="display:inline-block; width:10px; height:10px; background-color:white; border:1px solid black;"></span>	% calories of PRO = 14.6%
<span style="display:inline-block; width:10px; height:10px; background-color:lightgray; border:1px solid black;"></span>	% calories of CHO = 54.4%
<span style="display:inline-block; width:10px; height:10px; background-color:darkgray; border:1px solid black;"></span>	% calories of FAT = 31.0%
Total = 100.0%	

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 15  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
TSG Standard - Male Sedentary	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Grits w/ Sugar	1 1 Cup	3437	152	2.78	33.23	0.64	0	0	0	8	1.11	9	1.7	0.123				
Turkey Ham	1 2 WZ	R2624-C00-Z00	120	7.72	2.95	8.1	41		0	7	0.57	532	0	2.55				
Coffee Cake	1 2 1/48 Slice	Rc6003-C00-Z00	494	5.11	96.85	9.67	0	63	0	212	2.75	751	1.6	2.723	<b>1.363</b>			
Milk 2%	1 1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207			
<b>Meal SubTotal</b>			888.0	23.7	144.7	23.2	61.0	<b>197.0</b>	0.5	520.0	4.5	1,407.0	3.3	8.5	<b>1.8</b>			

**Lunch**

Patty Charbroil	1 1 Each	R2298-C00-Z00	194	14.2	6.47	13.17	35		0	50	2.05	377	2.1	5.065				
Sliced Cheese	1 1/2 WZ	26001	26	0	2.24	1.87	0		0	0	0	157	0	0				
Hamburger Bun	1 1 Each	6731	143	4.25	26.59	1.94	1		0	62	1.59	297	1.2	0.441				
Oven Brownd Potatoes	1 1 Cup	3260-DY	311	3.6	42.44	14.81			8	23	0.66	72		<b>2.279</b>	<b>0.078</b>			
Italian Pasta Salad	1 1/2 Cup	1330-FZ	126	3.22	19.25	3.96	2	64	2.1	14	0.83	43	1.2	0.631	<b>0.01</b>			
Ketchup	1 2 Each	0040609	14	0.15	3.84	0.01	0	4	0.6	2	0.05	127	0	0.002				
Iced Cake	1 1/48 Slice	Rc6022-C00-Z00	349	1.77	54.72	14.09	0	126	0	101	1	461	0.6	3.106	<b>2.403</b>			
Beverage	1 1 Cup	0061431	1	0.07	0.44				62.8	47		9	0					
<b>Meal SubTotal</b>			1,164.0	27.3	156.0	<b>49.9</b>	<b>38.0</b>	<b>194.0</b>	73.5	299.0	<b>6.2</b>	1,543.0	<b>5.1</b>	<b>11.5</b>	<b>2.5</b>			

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 15  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Bologna	1 3 WZ	1905	235	14.03	8.42	14.97	75		20	16	1.54	813	0	4.659			
Sliced Cheese	1 2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0			
Bread	1 4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029		
Mustard PC	1 1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0		
Salad Dressing PC	1 1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007		
Chip Potato	1 1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024		
Sugar Cookie	1 2 WZ	5440-MX	187	2.06	36.97	3.63	0	0	0	9	1.2	168	0.7	1.795			
Beverage	1 1 Cup	0061431	1	0.07	0.44				62.8	47		9	0				
<b>Meal SubTotal</b>			953.0	27.7	121.6	<b>38.7</b>	<b>77.0</b>	<b>0.0</b>	88.9	236.0	<b>7.1</b>	2,176.0	4.7	<b>8.5</b>	<b>0.1</b>		

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.





Detailed Menu Cycle Nutritional Analysis

Day 15  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Summary Information

	KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
<b>Breakfast</b> <b>Totals</b>	888.0	23.7	144.7	23.2	61.0	<b><u>197.0</u></b>	0.5	520.0	4.5	1,407.0	3.3	8.5	<b><u>1.6</u></b>				
<b>Lunch</b> <b>Totals</b>	1,164.0	27.3	156.0	<b><u>49.9</u></b>	<b><u>38.0</u></b>	<b><u>194.0</u></b>	73.5	299.0	<b><u>6.2</u></b>	1,543.0	<b><u>5.1</u></b>	<b><u>11.5</u></b>	<b><u>2.5</u></b>				
<b>Dinner</b> <b>Totals</b>	953.0	27.7	121.6	<b><u>38.7</u></b>	<b><u>77.0</u></b>	<b><u>0.0</u></b>	88.9	236.0	<b><u>7.1</u></b>	2,176.0	4.7	<b><u>8.5</u></b>	<b><u>0.1</u></b>				

<b>1. Daily Totals</b>	3,005.0	78.7	422.4	<b><u>111.8</u></b>	<b><u>176.0</u></b>	<b><u>391.0</u></b>	162.9	1,055.0	<b><u>17.7</u></b>	5,126.0	<b><u>13.1</u></b>	<b><u>28.5</u></b>	<b><u>4.1</u></b>	0.0	0.0	0.0	0.0
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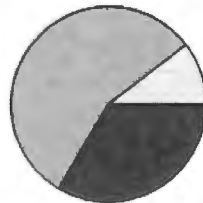
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
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<b>3. % Nutritional Goal</b>	122.9%	140.5%	125.7%	147.1%	58.7%	62.6%	217.2%	131.9%	295.0%	128.2%	52.4%	142.5%	164.0%				
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<b>4. Deviation From Nutritional Goal</b>	559.0	22.7	86.4	35.8	0.0	0.0	87.9	255.0	11.7	1126.0	0.0	8.5	1.6				
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5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
<span style="display:inline-block; width:10px; height:10px; background-color:lightgray; border:1px solid black;"></span>	% calories of PRO = 10.5%
<span style="display:inline-block; width:10px; height:10px; background-color:gray; border:1px solid black;"></span>	% calories of CHO = 56.1%
<span style="display:inline-block; width:10px; height:10px; background-color:darkgray; border:1px solid black;"></span>	% calories of FAT = 33.4%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Day 16  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Oatmeal w/ Brown Sugar	1	1 Cup	R3000-C00-Z00	194	7.28	35.49	2.97	0	0	0	35	2.08	10	4.6	0.524		
Peanut Butter	1	1 Each	990321	333	14.23	11.09	28.57	0	0	0	24	1.06	260	3.4	5.959		
Biscuit	1	2 Each 1/48 Cut	Rc6001-C00-Z00	409	7.56	59.91	15.04	2	2	0.3	171	2.62	1208	2	3.823	<b>0.003</b>	
Jelly	1	2 Each	990312	75	0.04	19.83	0.01	0	0	0.3	2	0.05	9	0.3	0.001		
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207	

<b>Meal SubTotal</b>				1,133.0	37.2	138.0	51.4	22.0	136.0	1.1	525.0	5.9	1,602.0	10.3	13.4	<b>0.2</b>	
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**Lunch**

Turkey à la King	1	3/4 Cup	Rc2030-C00-Z00	211	8.38	13.05	13.55	33	<b>79</b>	2.6	55	1.2	442	0.9	3.396	<b>1.271</b>	
Rice Pilaf	1	1 Cup	3125-PB FZ	244	4.53	46.05	3.93	2	<b>22</b>	0.6	48	1.92	359	1.2	0.772	<b>0.021</b>	
Corn Seasoned	1	1/2 Cup	R5096-C00-Z00	97	2.75	18.82	2.65	0	29	5.8	4	0.39	27	1.9	0.475		
Dinner Roll	1	1 Each	R6092-C00-Z00	153	3.6	26.56	3.28	0	27	0	6	1.62	42	1	0.599	<b>0.498</b>	
Margarine PC	1	2 Each	TR990585	72	0.19	0	8.08	0	104	0	7	0	89	0	2.06	2.494	
Pudding	1	1/2 Cup	5915-MX	98	0.6	22.79	0.49	0	0	0	5	0.33	462	0.9	0.214		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			

<b>Meal SubTotal</b>				876.0	20.1	127.7	<b>32.0</b>	<b>35.0</b>	<b>261.0</b>	71.8	172.0	<b>5.5</b>	1,430.0	5.9	<b>7.5</b>	<b>4.3</b>	
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 16  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
TSG Standard - Male Sedentary	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Food Description	Qty	Unit	Item ID	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN		
Turkey Ham	1	3 WZ	R2624-C00-Z00	180	11.59	4.42	12.16	61		0	10	0.85	798	0	3.825			
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0			
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029		
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0		
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007		
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024		
Snickerdoodle Cookie	1	2 WZ	5435-MX	209	2.13	42.94	3.68	0		0.1	23	1.33	170	1.4	1.815			
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0				
<b>Meal SubTotal</b>				920.0	25.4	123.6	<b>35.9</b>	<b>63.0</b>	<b>0.0</b>	69.0	244.0	<b>6.5</b>	2,163.0	5.4	<b>7.7</b>	<b>0.1</b>		

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 16  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

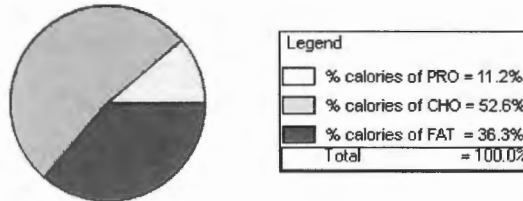
Summary Information

		KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MAG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATR Gram				
<b>Breakfast</b>	<b>Totals</b>	1,133.0	37.2	138.0	51.4	22.0	136.0	1.1	525.0	5.9	1,602.0	10.3	13.4	<u>0.2</u>				
<b>Lunch</b>	<b>Totals</b>	876.0	20.1	127.7	<u>32.0</u>	<u>35.0</u>	<u>261.0</u>	71.8	172.0	<u>5.5</u>	1,430.0	5.9	<u>7.5</u>	<u>4.3</u>				
<b>Dinner</b>	<b>Totals</b>	920.0	25.4	123.6	<u>35.9</u>	<u>63.0</u>	<u>0.0</u>	69.0	244.0	<u>6.5</u>	2,163.0	5.4	<u>7.7</u>	<u>0.1</u>				

<b>1. Daily Totals</b>	2,929.0	82.7	389.3	<u>119.3</u>	<u>120.0</u>	<u>397.0</u>	141.9	941.0	<u>17.8</u>	5,195.0	21.6	<u>28.6</u>	<u>4.6</u>	0.0	0.0	0.0	0.0
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
<b>3. % Nutritional Goal</b>	119.7%	147.7%	115.9%	157.0%	40.0%	63.5%	189.2%	117.6%	296.7%	129.9%	86.4%	143.0%	184.0%				
<b>4. Deviation From Nutritional Goal</b>	483.0	26.7	53.3	43.3	0.0	0.0	66.9	141.0	11.8	1195.0	0.0	8.6	2.1				

5. Actual % Calorie Distribution

Actual % Calorie Distribution



\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 17  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Grits w/ Sugar	1 1 Cup	3437	152	2.78	33.23	0.64	0	0	0	8	1.11	9	1.7	0.123			
Boiled Egg	1 2 Each	2453	144	12.66	0.73	9.59	375	161	0	56	1.76	143	0	3.151	<b>0.038</b>		
Blueberry Muffin	1 2 1/48 Cut	3630-MX	280	3.29	57.65	3.39	0	4	2.2	18	1.53	457	1.3	1.158	<b>0.274</b>		
Milk 2%	1 1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207		
<b>Meal SubTotal</b>			698.0	26.8	103.3	18.5	395.0	299.0	2.7	375.0	4.5	724.0	3.0	7.5	<b>0.5</b>		

**Lunch**

Meat Sauce	1 3/4 Cup	R3062-C00-Z00	185	7.36	5.21	15.05	74	48	4.3	97	1.53	192	0.9	4.401	<b>0.004</b>		
Rotini	1 1 Cup	3325	209	7.1	40.63	1.6	0	0	0	11	1.8	3	1.7	0.273	<b>0.004</b>		
Carrots	1 1/2 Cup	Rc5007-C00-Z00	63	0.72	7.1	3.93	0	655	2.2	33	0.41	198	2.9	0.707	<b>0.649</b>		
Garlic Bread	1 2 Slice	3520	243	4.88	27.13	12.78	0	111	0	78	1.98	366	1.5	2.444	2.041		
Iced Cake	1 1/48 Slice	5374-MX	374	2.15	52.87	17.63	0	127	0.2	92	0.68	431	0.4	3.125	<b>2.302</b>		
Beverage	1 1 Cup	0061431	1	0.07	0.44				62.8	47		9	0				
<b>Meal SubTotal</b>			1,075.0	22.3	133.4	<b>51.0</b>	<b>74.0</b>	<b>941.0</b>	69.5	358.0	<b>6.4</b>	1,199.0	7.4	<b>11.0</b>	<b>5.0</b>		

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Day 17

Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATR				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Salami	1	3 WZ	1950	225	13.1	6.55	14.97	75		0.6	19	1.16	982	0	4.678		
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0		
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029	
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0	
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007	
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024	
Sugar Cookie	1	2 WZ	5440-MX	187	2.06	36.97	3.63	0		0	9	1.2	168	0.7	1.795		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			
<b>Meal SubTotal</b>				943.0	26.8	119.8	<b>38.7</b>	<b>77.0</b>	<b>0.0</b>	69.5	239.0	<b>6.7</b>	2,345.0	4.7	<b>8.5</b>	<b>0.1</b>	

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 17  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Summary Information

	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
<b>Breakfast</b> <b>Totals</b>	698.0	26.8	103.3	18.5	395.0	299.0	2.7	375.0	4.5	724.0	3.0	7.5	<u>0.5</u>				
<b>Lunch</b> <b>Totals</b>	1,075.0	22.3	133.4	<b>51.0</b>	<b>74.0</b>	<b>941.0</b>	69.5	358.0	<b>6.4</b>	1,199.0	7.4	<b>11.0</b>	<b>5.0</b>				
<b>Dinner</b> <b>Totals</b>	943.0	26.8	119.8	<b>38.7</b>	<b>77.0</b>	<b>0.0</b>	69.5	239.0	<b>6.7</b>	2,345.0	4.7	<b>8.5</b>	<b>0.1</b>				

<b>1. Daily Totals</b>	2,716.0	75.9	356.5	<b>108.1</b>	<b>546.0</b>	<b>1,240.0</b>	141.7	972.0	<b>17.6</b>	4,268.0	15.1	<b>27.0</b>	<b>5.6</b>	0.0	0.0	0.0	0.0
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<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
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<b>3. % Nutritional Goal</b>	111.0%	135.5%	106.1%	142.2%	182.0%	198.4%	188.9%	121.5%	293.3%	106.7%	60.4%	135.0%	224.0%				
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<b>4. Deviation From Nutritional Goal</b>	270.0	19.9	20.5	32.1	246.0	615.0	66.7	172.0	11.6	268.0	0.0	7.0	3.1				
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5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
□	% calories of PRO = 11.2%
■	% calories of CHO = 52.8%
■	% calories of FAT = 36.0%
Total = 100.0%	

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 18  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
TSG Standard - Male Sedentary	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Oatmeal w/ Brown Sugar	1	1 Cup	R3000-C00-Z00	194	7.28	35.49	2.97	0	0	0	35	2.08	10	4.6	0.524			
Turkey Ham	1	2 WZ	R2624-C00-Z00	120	7.72	2.95	8.1	41	0	0	7	0.57	532	0	2.55			
Coffee Cake	1	2 1/48 Slice	Rc6003-C00-Z00	494	5.11	96.85	9.67	0	63	0	212	2.75	751	1.6	2.723	<b>1.363</b>		
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207		
<b>Meal SubTotal</b>				<b>930.0</b>	<b>28.2</b>	<b>147.0</b>	<b>25.6</b>	<b>61.0</b>	<b>197.0</b>	<b>0.5</b>	<b>547.0</b>	<b>5.5</b>	<b>1,408.0</b>	<b>6.2</b>	<b>8.9</b>	<b>1.6</b>		

**Lunch**

Frankfurter Turkey	1	2 Each	R2325-C00-Z00	202	11.09	3.46	15.69	70	0	0	134	1.33	826	0	3.654	<b>0.716</b>		
Macaroni & Cheese	1	1 Cup	Rc4011-C00-Z00	224	5.92	43.98	1.95	0	0	0.1	35	0.62	436	1.5	0.127			
Coleslaw	1	1/2 Cup	1100-BG	82	0.97	7.52	5.77	5	4	22.4	26	0.33	183	1.6	0.919	<b>0.021</b>		
Bread	1	2 Slice	16006	143	4.77	26.62	1.79	0	0	0	78	1.94	264	1.5	0.376	0.015		
Mustard PC	1	2 Each	0063758	6	0.35	0.55	0.32	0	0	0	6	0.15	104	0.4	0.02	0.001		
Pudding	1	1/2 Cup	5915-MX	98	0.6	22.79	0.49	0	0	0	5	0.33	462	0.9	0.214			
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0				
<b>Meal SubTotal</b>				<b>756.0</b>	<b>23.8</b>	<b>105.4</b>	<b>26.0</b>	<b>75.0</b>	<b>4.0</b>	<b>85.3</b>	<b>331.0</b>	<b>4.7</b>	<b>2,284.0</b>	<b>5.9</b>	<b>5.3</b>	<b>0.8</b>		

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.





Detailed Menu Cycle Nutritional Analysis

Day 18  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
TSG Standard - Male Sedentary	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Bologna	1	3 WZ	1905	235	14.03	8.42	14.97	75	20	16	1.54	813	0	4.659				
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0	0	0	0	398	0	0				
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029		
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	3	0.08	52	0.2	0.01	0			
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0.01	59	0	0.306	0.007			
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024		
Snickerdoodle Cookie	1	2 WZ	5435-MX	209	2.13	42.94	3.68	0	0.1	23	1.33	170	1.4	1.815				
Beverage	1	1 Cup	0061431	1	0.07	0.44			62.8	47		9	0					
<b>Meal SubTotal</b>				975.0	27.8	127.6	<u>38.7</u>	<u>77.0</u>	<u>0.0</u>	89.0	250.0	<u>7.2</u>	2,178.0	5.4	<u>8.5</u>	<u>0.1</u>		

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 18  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

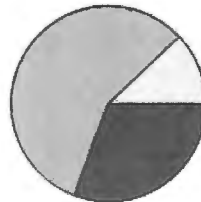
Summary Information

		KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MAG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
<b>Breakfast</b>	<b>Totals</b>	930.0	28.2	147.0	25.6	61.0	<u>197.0</u>	0.5	547.0	5.5	1,408.0	6.2	8.9	<u>1.6</u>				
<b>Lunch</b>	<b>Totals</b>	756.0	23.8	105.4	<u>26.0</u>	<u>75.0</u>	<u>4.0</u>	85.3	331.0	<u>4.7</u>	2,284.0	5.9	<u>5.3</u>	<u>0.8</u>				
<b>Dinner</b>	<b>Totals</b>	975.0	27.8	127.6	<u>38.7</u>	<u>77.0</u>	<u>0.0</u>	89.0	250.0	<u>7.2</u>	2,178.0	5.4	<u>8.5</u>	<u>0.1</u>				

<b>1. Daily Totals</b>	2,661.0	79.7	380.0	<u>90.3</u>	<u>213.0</u>	<u>201.0</u>	174.8	1,128.0	<u>17.4</u>	5,870.0	17.5	<u>22.7</u>	<u>2.4</u>	0.0	0.0	0.0	0.0
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
<b>3. % Nutritional Goal</b>	108.8%	142.3%	113.1%	118.8%	71.0%	32.2%	233.1%	141.0%	290.0%	146.8%	70.0%	113.5%	96.0%				
<b>4. Deviation From Nutritional Goal</b>	215.0	23.7	44.0	14.3	0.0	0.0	99.8	328.0	11.4	1870.0	0.0	2.7	0.0				

5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
	% calories of PRO = 12.0%
	% calories of CHO = 57.3%
	% calories of FAT = 30.7%
Total = 100.0%	

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 19  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
TSG Standard - Male Sedentary	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Grits w/ Sugar	1	1 Cup	3437	152	2.78	33.23	0.64	0	0	0	8	1.11	9	1.7	0.123		
Peanut Butter	1	1 Each	990321	333	14.23	11.09	28.57	0	0	0	24	1.06	260	3.4	5.959		
Biscuit	1	2 Each 1/48 Cut	Rc6001-C00-Z00	409	7.56	59.91	15.04	2	2	0.3	171	2.62	1208	2	3.823	<b>0.003</b>	
Jelly	1	2 Each	990312	75	0.04	19.83	0.01	0	0	0.3	2	0.05	9	0.3	0.001		
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207	
<b>Meal SubTotal</b>				<b>1,091.0</b>	<b>32.7</b>	<b>135.8</b>	<b>49.1</b>	<b>22.0</b>	<b>136.0</b>	<b>1.1</b>	<b>498.0</b>	<b>4.9</b>	<b>1,601.0</b>	<b>7.4</b>	<b>13.0</b>	<b>0.2</b>	

**Lunch**

BBQ Turkey	1	3/4 Cup	R3002-C00-Z00	177	10.24	11.5	9.59	46	13	4.2	26	1.48	268	1.4	2.921	<b>0.001</b>	
Beans Baked	1	1 Cup	Rc5070-C00-Z00	272	14.13	52.85	0.97	0	6	5.8	88	3.43	260	10.3	0.167		
Green Beans	1	1/2 Cup	Rc5001-C00-Z00	68	1.63	6.89	3.85	0	62	11.7	38	0.78	37	2.4	0.732	<b>0.675</b>	
Dinner Roll	1	1 Each	R6092-C00-Z00	153	3.6	26.56	3.28	0	27	0	6	1.62	42	1	0.599	<b>0.498</b>	
Ice'd Cake	1	1/48 Slice	Rc6022-C00-Z00	349	1.77	54.72	14.09	0	126	0	101	1	461	0.6	3.106	<b>2.403</b>	
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			
<b>Meal SubTotal</b>				<b>1,020.0</b>	<b>31.4</b>	<b>153.0</b>	<b>31.8</b>	<b>46.0</b>	<b>234.0</b>	<b>84.5</b>	<b>306.0</b>	<b>8.3</b>	<b>1,077.0</b>	<b>15.7</b>	<b>7.5</b>	<b>3.6</b>	

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 19

Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATR				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Ham	1	3 WZ	R2624-C00-Z00	180	11.59	4.42	12.16	61		0	10	0.85	798	0	3.825		
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0		
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029	
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0	
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007	
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024	
Sugar Cookie	1	2 WZ	5440-MX	187	2.06	36.97	3.63	0		0	9	1.2	168	0.7	1.795		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			
<b>Meal SubTotal</b>				898.0	25.3	117.6	<b>35.9</b>	<b>63.0</b>	<b>0.0</b>	68.9	230.0	<b>6.4</b>	2,161.0	4.7	<b>7.7</b>	<b>0.1</b>	

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 19  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Summary Information

	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATR_N				
	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
<b>Breakfast Totals</b>	1,091.0	32.7	135.8	49.1	22.0	<u>136.0</u>	1.1	498.0	4.9	1,601.0	7.4	13.0	<u>0.2</u>				
<b>Lunch Totals</b>	1,020.0	31.4	153.0	<u>31.8</u>	<u>46.0</u>	<u>234.0</u>	84.5	306.0	<u>8.3</u>	1,077.0	15.7	<u>7.5</u>	<u>3.6</u>				
<b>Dinner Totals</b>	898.0	25.3	117.6	<u>35.9</u>	<u>63.0</u>	<u>0.0</u>	68.9	230.0	<u>6.4</u>	2,161.0	4.7	<u>7.7</u>	<u>0.1</u>				

<b>1. Daily Totals</b>	3,009.0	89.4	406.4	<u>116.7</u>	<u>131.0</u>	<u>370.0</u>	154.5	1,034.0	<u>19.6</u>	4,839.0	27.8	<u>28.2</u>	<u>3.8</u>	0.0	0.0	0.0	0.0
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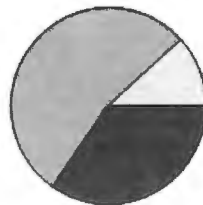
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
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<b>3. % Nutritional Goal</b>	123.0%	159.6%	121.0%	153.6%	43.7%	59.2%	206.0%	129.3%	326.7%	121.0%	111.2%	141.0%	152.0%				
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<b>4. Deviation From Nutritional Goal</b>	563.0	33.4	70.4	40.7	0.0	0.0	79.5	234.0	13.6	839.0	2.8	8.2	1.3				
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5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
<span style="display:inline-block; width:10px; height:10px; background-color:lightgray; border:1px solid black;"></span>	% calories of PRO = 11.8%
<span style="display:inline-block; width:10px; height:10px; background-color:gray; border:1px solid black;"></span>	% calories of CHO = 53.6%
<span style="display:inline-block; width:10px; height:10px; background-color:darkgray; border:1px solid black;"></span>	% calories of FAT = 34.6%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Day 20  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Food Description	Qty	Unit	Item Code	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN
Oatmeal w/ Brown Sugar	1	1 Cup	R3000-C00-Z00	194	7.28	35.49	2.97	0	0	0	35	2.08	10	4.6	0.524	
Boiled Egg	1	2 Each	2453	144	12.66	0.73	9.59	375	161	0	56	1.76	143	0	3.151	<b>0.038</b>
Blueberry Muffin	1	2 1/48 Cut	3630-MX	280	3.29	57.65	3.39	0	4	2.2	18	1.53	457	1.3	1.158	<b>0.274</b>
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207

<b>Meal SubTotal</b>				<b>740.0</b>	<b>31.3</b>	<b>105.6</b>	<b>20.8</b>	<b>395.0</b>	<b>299.0</b>	<b>2.7</b>	<b>402.0</b>	<b>5.4</b>	<b>725.0</b>	<b>5.9</b>	<b>7.9</b>	<b>0.5</b>
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**Lunch**

Food Description	Qty	Unit	Item Code	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN
Spanish Rice w/ Meat	1	1 1/4 Cup	R2976-C00-Z00	462	14.33	25.09	34.61	121	125	18.2	188	3.94	529	3.7	8.782	<b>0.058</b>
Corn Seasoned	1	1/2 Cup	R5096-C00-Z00	97	2.75	18.82	2.65	0	29	5.8	4	0.39	27	1.9	0.475	
Cornbread	1	1 1/48 Cut	Rc6010-C00-Z00	198	3.31	32.84	5.85	1	10	0	28	1.18	388	3.1	1.476	<b>0.015</b>
Margarine PC	1	2 Each	TR990585	72	0.19	0	8.08	0	104	0	7	0	89	0	2.06	2.494
Pudding	1	1/2 Cup	5915-MX	98	0.6	22.79	0.49	0	0	0	5	0.33	462	0.9	0.214	
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0		

<b>Meal SubTotal</b>				<b>928.0</b>	<b>21.3</b>	<b>100.0</b>	<b>51.7</b>	<b>122.0</b>	<b>268.0</b>	<b>86.8</b>	<b>279.0</b>	<b>5.8</b>	<b>1,504.0</b>	<b>9.6</b>	<b>13.0</b>	<b>2.6</b>
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 20  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
TSG Standard - Male Sedentary	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Salami	1 3 WZ	1950	225	13.1	6.55	14.97	75	0.6	19	1.16	982	0	4.678				
Sliced Cheese	1 2 Slices	26001	66	0	5.68	4.74	0	0	0	0	398	0	0				
Bread	1 4 Slice	16006	287	9.53	53.24	3.59	0	0	155	3.89	528	2.9	0.752	0.029			
Mustard PC	1 1 Each	0063758	3	0.18	0.28	0.16	0	0	3	0.08	52	0.2	0.01	0			
Salad Dressing PC	1 1 Each	34022	23	0.06	1.33	1.94	2	0	0	0.01	59	0	0.306	0.007			
Chip Potato	1 1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024		
Snickerdoodle Cookie	1 2 WZ	5435-MX	209	2.13	42.94	3.68	0	0.1	23	1.33	170	1.4	1.815				
Beverage	1 1 Cup	0061431	1	0.07	0.44			62.8	47	9	0						
<b>Meal SubTotal</b>			965.0	26.9	125.7	<u>38.7</u>	<u>77.0</u>	<u>0.0</u>	69.6	253.0	<u>6.8</u>	2,347.0	5.4	<u>8.5</u>	<u>0.1</u>		

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 20  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

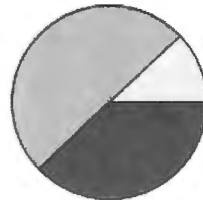
Summary Information

		KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATR Gram				
<b>Breakfast</b>	<b>Totals</b>	740.0	31.3	105.6	20.8	395.0	299.0	2.7	402.0	5.4	725.0	5.9	7.9	<u>0.5</u>				
<b>Lunch</b>	<b>Totals</b>	928.0	21.3	100.0	<u>51.7</u>	<u>122.0</u>	<u>268.0</u>	86.8	279.0	<u>5.8</u>	1,504.0	9.6	<u>13.0</u>	<u>2.6</u>				
<b>Dinner</b>	<b>Totals</b>	965.0	26.9	125.7	<u>38.7</u>	<u>77.0</u>	<u>0.0</u>	69.6	253.0	<u>6.8</u>	2,347.0	5.4	<u>8.5</u>	<u>0.1</u>				

<b>1. Daily Totals</b>	2,633.0	79.4	331.3	<u>111.2</u>	<u>594.0</u>	<u>567.0</u>	159.1	934.0	<u>18.1</u>	4,576.0	20.9	<u>29.4</u>	<u>3.1</u>	0.0	0.0	0.0	0.0
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
<b>3. % Nutritional Goal</b>	107.6%	141.8%	98.6%	146.3%	198.0%	90.7%	212.1%	116.8%	301.7%	114.4%	83.6%	147.0%	124.0%				
<b>4. Deviation From Nutritional Goal</b>	187.0	23.4	0.0	35.2	294.0	0.0	84.1	134.0	12.1	576.0	0.0	9.4	0.6				

5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
	% calories of PRO = 12.0%
	% calories of CHO = 50.1%
	% calories of FAT = 37.9%
Total = 100.0%	

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.





Detailed Menu Cycle Nutritional Analysis

Day 21

Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
TSG Standard - Male Sedentary	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Grits w/ Sugar	1 1 Cup	3437	152	2.78	33.23	0.64	0	0	0	8	1.11	9	1.7	0.123				
Turkey Ham	1 2 WZ	R2624-C00-Z00	120	7.72	2.95	8.1	41		0	7	0.57	532	0	2.55				
Coffee Cake	1 2 1/48 Slice	Rc6003-C00-Z00	494	5.11	96.85	9.67	0	63	0	212	2.75	751	1.6	2.723	<b>1.363</b>			
Milk 2%	1 1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207			
<b>Meal SubTotal</b>			888.0	23.7	144.7	23.2	61.0	<b>197.0</b>	0.5	520.0	4.5	1,407.0	3.3	8.5	<b>1.6</b>			

**Lunch**

Chicken Patty	1 1 Each	Rc2052-C00-Z00	244	12.63	10.92	16.65	37	0	0	16	0.81	452	0.3	3.114				
Gravy Brown	1 2 FZ	R1034-C00-Z00	18	0.4	3.5	0.3	0		0	54	0	302	0	0				
Seasoned Rice	1 1 Cup	R4080-C00-Z00	218	4.44	45.52	1.27	2	2	0.9	48	1.86	570	1.2	0.362	<b>0.048</b>			
Green Beans	1 1/2 Cup	Rc5001-C00-Z00	68	1.63	6.89	3.85	0	62	11.7	38	0.78	37	2.4	0.732	<b>0.675</b>			
Biscuit	1 1 Each 1/48 Cut	Rc6001-C00-Z00	204	3.78	29.96	7.52	1	1	0.1	85	1.31	604	1	1.911	<b>0.001</b>			
Margarine PC	1 2 Each	TR990585	72	0.19	0	8.08	0	104	0	7	0	89	0	2.06	2.494			
Iced Cake	1 1/48 Slice	5374-MX	374	2.15	52.87	17.63	0	127	0.2	92	0.68	431	0.4	3.125	<b>2.302</b>			
Beverage	1 1 Cup	0061431	1	0.07	0.44				62.8	47		9	0					
<b>Meal SubTotal</b>			1,199.0	25.3	150.1	<b>55.3</b>	<b>40.0</b>	<b>296.0</b>	75.7	387.0	<b>5.4</b>	2,494.0	5.3	<b>11.3</b>	<b>5.5</b>			

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 21

Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATR				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Bologna	1 3 WZ	1905	235	14.03	8.42	14.97	75		20	16	1.54	813	0	4.659			
Sliced Cheese	1 2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0			
Bread	1 4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029		
Mustard PC	1 1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0		
Salad Dressing PC	1 1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007		
Chip Potato	1 1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024		
Sugar Cookie	1 2 WZ	5440-MX	187	2.06	36.97	3.63	0		0	9	1.2	168	0.7	1.795			
Beverage	1 1 Cup	0061431	1	0.07	0.44				62.8	47		9	0				
<b>Meal SubTotal</b>			<b>953.0</b>	<b>27.7</b>	<b>121.6</b>	<b>38.7</b>	<b>77.0</b>	<b>0.0</b>	<b>88.9</b>	<b>236.0</b>	<b>7.1</b>	<b>2,176.0</b>	<b>4.7</b>	<b>8.5</b>	<b>0.1</b>		

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 21  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Summary Information

	KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
<b>Breakfast</b> <b>Totals</b>	888.0	23.7	144.7	23.2	61.0	<u>197.0</u>	0.5	520.0	4.5	1,407.0	3.3	8.5	<u>1.6</u>				
<b>Lunch</b> <b>Totals</b>	1,199.0	25.3	150.1	<u>55.3</u>	<u>40.0</u>	<u>296.0</u>	75.7	387.0	<u>5.4</u>	2,494.0	5.3	<u>11.3</u>	<u>5.5</u>				
<b>Dinner</b> <b>Totals</b>	953.0	27.7	121.6	<u>38.7</u>	<u>77.0</u>	<u>0.0</u>	88.9	236.0	<u>7.1</u>	2,176.0	4.7	<u>8.5</u>	<u>0.1</u>				

<b>1. Daily Totals</b>	3,040.0	76.7	416.5	<u>117.2</u>	<u>178.0</u>	<u>493.0</u>	165.1	1,143.0	<u>17.0</u>	6,077.0	13.3	<u>28.3</u>	<u>7.2</u>	0.0	0.0	0.0	0.0
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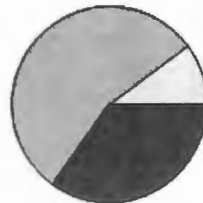
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
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<b>3. % Nutritional Goal</b>	124.3%	137.0%	124.0%	154.2%	59.3%	78.9%	220.1%	142.9%	283.3%	151.9%	53.2%	141.5%	288.0%				
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<b>4. Deviation From Nutritional Goal</b>	594.0	20.7	80.5	41.2	0.0	0.0	90.1	343.0	11.0	2077.0	0.0	8.3	4.7				
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5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
<span style="display:inline-block; width:10px; height:10px; background-color:white; border:1px solid black;"></span>	% calories of PRO = 10.1%
<span style="display:inline-block; width:10px; height:10px; background-color:lightgray; border:1px solid black;"></span>	% calories of CHO = 55.0%
<span style="display:inline-block; width:10px; height:10px; background-color:darkgray; border:1px solid black;"></span>	% calories of FAT = 34.8%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 22  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Oatmeal w/ Brown Sugar	1	1 Cup	R3000-C00-Z00	194	7.28	35.49	2.97	0	0	0	35	2.08	10	4.6	0.524		
Peanut Butter	1	1 Each	990321	333	14.23	11.09	28.57	0	0	0	24	1.06	260	3.4	5.959		
Biscuit	1	2 Each 1/48 Cut	Rc6001-C00-Z00	409	7.56	59.91	15.04	2	2	0.3	171	2.62	1208	2	3.823	<b>0.003</b>	
Jelly	1	2 Each	990312	75	0.04	19.83	0.01	0	0	0.3	2	0.05	9	0.3	0.001		
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207	

<b>Meal SubTotal</b>				1,133.0	37.2	138.0	51.4	22.0	136.0	1.1	525.0	5.9	1,602.0	10.3	13.4	<b>0.2</b>		
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**Lunch**

Rotini Casserole	1	1 1/4 Cup	R2193-C00-Z00	405	16.18	31.23	23.68	121	80	7.6	158	3.37	110	2.4	7.057		
Mixed Vegetables	1	1/2 Cup	4095-FZ	84	1.77	9.14	4.94	0	300	6.5	23	0.57	136	2.5	0.913	<b>0.844</b>	
Dinner Roll	1	1 Each	R6092-C00-Z00	153	3.6	26.56	3.28	0	27	0	6	1.62	42	1	0.599	<b>0.498</b>	
Margarine PC	1	2 Each	TR990585	72	0.19	0	8.08	0	104	0	7	0	89	0	2.06	2.494	
Pudding	1	1/2 Cup	5915-MX	98	0.6	22.79	0.49	0	0	0	5	0.33	462	0.9	0.214		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			

<b>Meal SubTotal</b>				813.0	22.4	90.2	<b>40.5</b>	<b>121.0</b>	<b>511.0</b>	76.9	246.0	<b>5.9</b>	848.0	6.8	<b>10.8</b>	<b>3.8</b>		
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 22

Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Ham	1	3 WZ	R2624-C00-Z00	180	11.59	4.42	12.16	61		0	10	0.85	798	0	3.825		
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0		
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029	
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0	
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007	
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024	
Snickerdoodle Cookie	1	2 WZ	5435-MX	209	2.13	42.94	3.68	0		0.1	23	1.33	170	1.4	1.815		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			

<b>Meal SubTotal</b>				920.0	25.4	123.6	<u>35.9</u>	<u>63.0</u>	<u>0.0</u>	69.0	244.0	<u>6.5</u>	2,163.0	5.4	<u>7.7</u>	<u>0.1</u>		
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 22  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

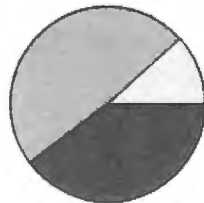
Summary Information

		KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
<b>Breakfast</b>	<b>Totals</b>	1,133.0	37.2	138.0	51.4	22.0	136.0	1.1	525.0	5.9	1,602.0	10.3	13.4	<u>0.2</u>				
<b>Lunch</b>	<b>Totals</b>	813.0	22.4	90.2	<b>40.5</b>	<b>121.0</b>	<b>511.0</b>	76.9	246.0	<b>5.9</b>	848.0	6.8	<b>10.8</b>	<b>3.8</b>				
<b>Dinner</b>	<b>Totals</b>	920.0	25.4	123.6	<b>35.9</b>	<b>63.0</b>	<b>0.0</b>	69.0	244.0	<b>6.5</b>	2,163.0	5.4	<b>7.7</b>	<b>0.1</b>				

<b>1. Daily Totals</b>	2,866.0	84.9	351.8	<b>127.8</b>	<b>206.0</b>	<b>647.0</b>	147.0	1,015.0	<b>18.3</b>	4,613.0	22.5	<b>31.9</b>	<b>4.1</b>	0.0	0.0	0.0	0.0
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
<b>3. % Nutritional Goal</b>	117.2%	151.6%	104.7%	168.2%	68.7%	103.5%	196.0%	126.9%	305.0%	115.3%	90.0%	159.5%	164.0%				
<b>4. Deviation From Nutritional Goal</b>	420.0	28.9	15.8	51.8	0.0	22.0	72.0	215.0	12.3	613.0	0.0	11.9	1.6				

5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
	% calories of PRO = 11.7%
	% calories of CHO = 48.6%
	% calories of FAT = 39.7%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 23  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
TSG Standard - Male Sedentary	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Grits w/ Sugar	1 1 Cup	3437	152	2.78	33.23	0.64	0	0	0	8	1.11	9	1.7	0.123				
Boiled Egg	1 2 Each	2453	144	12.66	0.73	9.59	375	161	0	56	1.76	143	0	3.151	<b>0.038</b>			
Blueberry Muffin	1 2 1/48 Cut	3630-MX	280	3.29	57.65	3.39	0	4	2.2	18	1.53	457	1.3	1.158	<b>0.274</b>			
Milk 2%	1 1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207			
<b>Meal SubTotal</b>			698.0	26.8	103.3	18.5	395.0	299.0	2.7	375.0	4.5	724.0	3.0	7.5	<b>0.5</b>			

**Lunch**

Patty Charbroil	1 1 Each	R2298-C00-Z00	194	14.2	6.47	13.17	35		0	50	2.05	377	2.1	5.065				
Hamburger Bun	1 1 Each	6731	143	4.25	26.59	1.94	1		0	62	1.59	297	1.2	0.441				
Sliced Cheese	1 1/2 WZ	26001	26	0	2.24	1.87	0		0	0	0	157	0	0				
Macaroni Salad	1 1 Cup	1300	223	5.85	39.59	4.54	3	14	1.2	22	0.75	428	1.9	0.734	<b>0.014</b>			
BBQ Beans	1 1/2 Cup	Rc5004-C00-Z00	152	7.75	29.58	0.73		<b>12</b>	<b>4.3</b>	<b>51</b>	<b>2.04</b>	<b>229</b>	<b>5.8</b>	<b>0.106</b>				
Ketchup	1 2 Each	0040609	14	0.15	3.84	0.01	0	4	0.6	2	0.05	127	0	0.002				
Iced Cake	1 1/48 Slice	5374-MX	374	2.15	52.87	17.63	0	127	0.2	92	0.68	431	0.4	3.125	<b>2.302</b>			
Beverage	1 1 Cup	0061431	1	0.07	0.44				62.8	47		9	0					
<b>Meal SubTotal</b>			1,127.0	34.4	161.6	<b>39.9</b>	<b>39.0</b>	<b>157.0</b>	<b>69.1</b>	<b>326.0</b>	<b>7.2</b>	<b>2,055.0</b>	<b>11.4</b>	<b>9.5</b>	<b>2.3</b>			

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 23

Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Salami	1	3 WZ	1950	225	13.1	6.55	14.97	75	0.6	19	1.16	982	0	4.678				
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0	0	0	0	398	0	0				
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029		
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0		
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007		
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024		
Sugar Cookie	1	2 WZ	5440-MX	187	2.06	36.97	3.63	0	0	9	1.2	168	0.7	1.795				
Beverage	1	1 Cup	0061431	1	0.07	0.44			62.8	47		9	0					
<b>Meal SubTotal</b>				<b>943.0</b>	<b>26.8</b>	<b>119.8</b>	<b>38.7</b>	<b>77.0</b>	<b>0.0</b>	<b>69.5</b>	<b>239.0</b>	<b>6.7</b>	<b>2,345.0</b>	<b>4.7</b>	<b>8.5</b>	<b>0.1</b>		

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.





Detailed Menu Cycle Nutritional Analysis

Day 23  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Summary Information

	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATR				
	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
<b>Breakfast</b>																	
<b>Totals</b>	698.0	26.8	103.3	18.5	395.0	299.0	2.7	375.0	4.5	724.0	3.0	7.5	<u>0.5</u>				
<b>Lunch</b>																	
<b>Totals</b>	1,127.0	34.4	161.6	<u>39.9</u>	<u>39.0</u>	<u>157.0</u>	<u>69.1</u>	<u>326.0</u>	<u>7.2</u>	<u>2,055.0</u>	<u>11.4</u>	<u>9.5</u>	<u>2.3</u>				
<b>Dinner</b>																	
<b>Totals</b>	943.0	26.8	119.8	<u>38.7</u>	<u>77.0</u>	<u>0.0</u>	69.5	239.0	<u>6.7</u>	2,345.0	4.7	<u>8.5</u>	<u>0.1</u>				

<b>1. Daily Totals</b>	2,768.0	88.0	384.7	<u>97.0</u>	<u>511.0</u>	<u>456.0</u>	<u>141.3</u>	<u>940.0</u>	<u>18.3</u>	<u>5,124.0</u>	<u>19.1</u>	<u>25.5</u>	<u>2.9</u>	0.0	0.0	0.0	0.0
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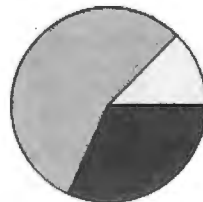
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
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<b>3. % Nutritional Goal</b>	113.2%	157.1%	114.5%	127.6%	170.3%	73.0%	188.4%	117.5%	305.0%	128.1%	76.4%	127.5%	116.0%				
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<b>4. Deviation From Nutritional Goal</b>	322.0	32.0	48.7	21.0	211.0	0.0	66.3	140.0	12.3	1124.0	0.0	5.5	0.4				
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5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
<span style="display:inline-block; width:10px; height:10px; background-color:lightgray; border:1px solid black;"></span>	% calories of PRO = 12.7%
<span style="display:inline-block; width:10px; height:10px; background-color:gray; border:1px solid black;"></span>	% calories of CHO = 55.7%
<span style="display:inline-block; width:10px; height:10px; background-color:darkgray; border:1px solid black;"></span>	% calories of FAT = 31.6%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 24  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Oatmeal w/ Brown Sugar	1	1 Cup	R3000-C00-Z00	194	7.28	35.49	2.97	0	0	0	35	2.08	10	4.6	0.524		
Turkey Ham	1	2 WZ	R2624-C00-Z00	120	7.72	2.95	8.1	41	0	7	0.57	532	0	2.55			
Coffee Cake	1	2 1/48 Slice	Rc6003-C00-Z00	494	5.11	96.85	9.67	0	63	0	212	2.75	751	1.6	2.723	<b>1.363</b>	
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207	
<b>Meal SubTotal</b>				<b>930.0</b>	<b>28.2</b>	<b>147.0</b>	<b>25.6</b>	<b>61.0</b>	<b>197.0</b>	<b>0.5</b>	<b>547.0</b>	<b>5.5</b>	<b>1,408.0</b>	<b>6.2</b>	<b>8.9</b>	<b>1.6</b>	

**Lunch**

Comdog	1	1 Slice	Rc2054-C00-Z00	442	15.06	42.86	22.92	71	14	0.1	167	2.75	1294	3.7	5.467	<b>0.775</b>
Coleslaw	1	1/2 Cup	1100-BG	82	0.97	7.52	5.77	5	4	22.4	26	0.33	183	1.6	0.919	<b>0.021</b>
Fried Potatoes	1	1 Cup	3225-DY	301	3.44	39.95	14.82	4	8.3	26	0.66	153	<b>0.3</b>	<b>2.288</b>	<b>0.078</b>	
Mustard PC	1	2 Each	0063758	6	0.35	0.55	0.32	0	0	0	6	0.15	104	0.4	0.02	0.001
Ketchup	1	2 Each	0040609	14	0.15	3.84	0.01	0	4	0.6	2	0.05	127	0	0.002	
Pudding	1	1/2 Cup	5915-MX	98	0.6	22.79	0.49	0	0	0	5	0.33	462	0.9	0.214	
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0		
<b>Meal SubTotal</b>				<b>944.0</b>	<b>20.6</b>	<b>118.0</b>	<b>44.3</b>	<b>76.0</b>	<b>26.0</b>	<b>94.2</b>	<b>279.0</b>	<b>4.3</b>	<b>2,332.0</b>	<b>6.9</b>	<b>8.9</b>	<b>0.9</b>

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 24  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
TSG Standard - Male Sedentary	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Bologna	1	3 WZ	1905	235	14.03	8.42	14.97	75	20	16	1.54	813	0	4.659				
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0	0	0	0	398	0	0				
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029		
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0		
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007		
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024		
Snickerdoodle Cookie	1	2 WZ	5435-MX	209	2.13	42.94	3.68	0	0.1	23	1.33	170	1.4	1.815				
Beverage	1	1 Cup	0061431	1	0.07	0.44			62.8	47		9	0					
<b>Meal SubTotal</b>				<b>975.0</b>	<b>27.8</b>	<b>127.6</b>	<b>38.7</b>	<b>77.0</b>	<b>0.0</b>	89.0	250.0	<b>7.2</b>	2,178.0	5.4	<b>8.5</b>	<b>0.1</b>		

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 24  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Summary Information

		KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
<b>Breakfast</b>	<b>Totals</b>	930.0	28.2	147.0	25.6	61.0	<u>197.0</u>	0.5	547.0	5.5	1,408.0	6.2	8.9	<u>1.6</u>				
<b>Lunch</b>	<b>Totals</b>	944.0	20.6	118.0	<u>44.3</u>	<u>76.0</u>	<u>26.0</u>	94.2	279.0	<u>4.3</u>	2,332.0	<u>6.9</u>	<u>8.9</u>	<u>0.9</u>				
<b>Dinner</b>	<b>Totals</b>	975.0	27.8	127.6	<u>38.7</u>	<u>77.0</u>	<u>0.0</u>	89.0	250.0	<u>7.2</u>	2,178.0	5.4	<u>8.5</u>	<u>0.1</u>				

<b>1. Daily Totals</b>	2,849.0	76.6	392.5	<u>108.6</u>	<u>214.0</u>	<u>223.0</u>	183.7	1,076.0	<u>16.9</u>	5,918.0	<u>18.5</u>	<u>26.3</u>	<u>2.5</u>	0.0	0.0	0.0	0.0
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
<b>3. % Nutritional Goal</b>	116.5%	136.8%	116.8%	142.9%	71.3%	35.7%	244.9%	134.5%	281.7%	148.0%	74.0%	131.5%	100.0%				
<b>4. Deviation From Nutritional Goal</b>	403.0	20.6	56.5	32.6	0.0	0.0	108.7	276.0	10.9	1918.0	0.0	6.3	0.0				

5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
	% calories of PRO = 10.7%
	% calories of CHO = 55.0%
	% calories of FAT = 34.2%
Total = 100.0%	

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 25  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
TSG Standard - Male Sedentary	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Grits w/ Sugar	1	1 Cup	3437	152	2.78	33.23	0.64	0	0	0	8	1.11	9	1.7	0.123		
Peanut Butter	1	1 Each	990321	333	14.23	11.09	28.57	0	0	0	24	1.06	260	3.4	5.959		
Biscuit	1	2 Each 1/48 Cut	Rc6001-C00-Z00	409	7.56	59.91	15.04	2	2	0.3	171	2.62	1208	2	3.823	<b>0.003</b>	
Jelly	1	2 Each	990312	75	0.04	19.83	0.01	0	0	0.3	2	0.05	9	0.3	0.001		
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207	

<b>Meal SubTotal</b>				1,091.0	32.7	135.8	49.1	22.0	136.0	1.1	498.0	4.9	1,601.0	7.4	13.0	<b>0.2</b>		
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**Lunch**

Meatloaf	1	1 Each	2901-RTC FC	251	12.96	7.18	19.44	38		3.9	77	1.94	191	2.2	7.56		
Country Cream Gravy	1	2 FZ	R1041-C00-Z00	30	0	6.01	1	0		2.3	36	0.1	230	0	0		
Mashed Potatoes	1	1 Cup	3250-FL	241	3.73	36.2	9.56	0	96	36.1	18	0.55	306	2.9	1.84	<b>1.73</b>	
Peas & Carrots	1	1/2 Cup	R5088-C00-Z00	86	2.7	10.11	4.22	0	409	5.6	28	0.89	100	4	0.776	<b>0.718</b>	
Dinner Roll	1	1 Each	R6092-C00-Z00	153	3.6	26.56	3.28	0	27	0	6	1.62	42	1	0.599	<b>0.498</b>	
Iced Cake	1	1/48 Slice	Rc6022-C00-Z00	349	1.77	54.72	14.09	0	126	0	101	1	461	0.6	3.106	<b>2.403</b>	
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			

<b>Meal SubTotal</b>				1,111.0	24.8	141.2	<b>51.6</b>	<b>38.0</b>	<b>658.0</b>	110.7	313.0	<b>6.1</b>	1,339.0	10.7	<b>13.9</b>	<b>5.3</b>		
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 25

Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATR				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Ham	1	3 WZ	R2624-C00-Z00	180	11.59	4.42	12.16	61		0	10	0.85	798	0	3.825		
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0		
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029	
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0	
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007	
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024	
Sugar Cookie	1	2 WZ	5440-MX	187	2.06	36.97	3.63	0		0	9	1.2	168	0.7	1.795		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			
<b>Meal SubTotal</b>				<b>898.0</b>	<b>25.3</b>	<b>117.6</b>	<b>35.9</b>	<b>63.0</b>	<b>0.0</b>	<b>68.9</b>	<b>230.0</b>	<b>6.4</b>	<b>2,161.0</b>	<b>4.7</b>	<b>7.7</b>	<b>0.1</b>	

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 25  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Summary Information

	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATR_N				
	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
<b>Breakfast</b> <b>Totals</b>	1,091.0	32.7	135.8	49.1	22.0	136.0	1.1	498.0	4.9	1,601.0	7.4	13.0	<u>0.2</u>				
<b>Lunch</b> <b>Totals</b>	1,111.0	24.8	141.2	<b>51.6</b>	<b>38.0</b>	<b>658.0</b>	110.7	313.0	<b>6.1</b>	1,339.0	10.7	<b>13.9</b>	<b>5.3</b>				
<b>Dinner</b> <b>Totals</b>	898.0	25.3	117.6	<b>35.9</b>	<b>63.0</b>	<b>0.0</b>	68.9	230.0	<b>6.4</b>	2,161.0	4.7	<b>7.7</b>	<b>0.1</b>				

<b>1. Daily Totals</b>	3,100.0	82.8	394.6	<b>136.5</b>	<b>123.0</b>	<b>794.0</b>	180.7	1,041.0	<b>17.4</b>	5,101.0	22.8	<b>34.5</b>	<b>5.6</b>	0.0	0.0	0.0	0.0
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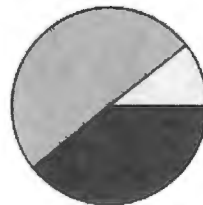
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
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<b>3. % Nutritional Goal</b>	126.7%	147.9%	117.4%	179.6%	41.0%	127.0%	240.9%	130.1%	290.0%	127.5%	91.2%	172.5%	224.0%				
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<b>4. Deviation From Nutritional Goal</b>	654.0	26.8	58.6	60.5	0.0	169.0	105.7	241.0	11.4	1101.0	0.0	14.5	3.1				
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5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
	% calories of PRO = 10.6%
	% calories of CHO = 50.3%
	% calories of FAT = 39.1%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 26  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Oatmeal w/ Brown Sugar	1	1 Cup	R3000-C00-Z00	194	7.28	35.49	2.97	0	0	0	35	2.08	10	4.6	0.524		
Boiled Egg	1	2 Each	2453	144	12.66	0.73	9.59	375	161	0	56	1.76	143	0	3.151	<b>0.038</b>	
Blueberry Muffin	1	2 1/48 Cut	3630-MX	280	3.29	57.65	3.39	0	4	2.2	18	1.53	457	1.3	1.158	<b>0.274</b>	
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207	

<b>Meal SubTotal</b>				740.0	31.3	105.6	20.8	395.0	299.0	2.7	402.0	5.4	725.0	5.9	7.9	<b>0.5</b>	
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**Lunch**

Spanish Rice w/ Meat	1	1 1/4 Cup	R2976-C00-Z00	462	14.33	25.09	34.61	121	125	18.2	188	3.94	529	3.7	8.782	<b>0.058</b>	
Corn Seasoned	1	1/2 Cup	R5096-C00-Z00	97	2.75	18.82	2.65	0	29	5.8	4	0.39	27	1.9	0.475		
Combread	1	1 1/48 Cut	Rc6010-C00-Z00	198	3.31	32.84	5.85	1	10	0	28	1.18	388	3.1	1.476	<b>0.015</b>	
Margarine PC	1	2 Each	TR990585	72	0.19	0	8.08	0	104	0	7	0	89	0	2.06	2.494	
Pudding	1	1/2 Cup	5915-MX	98	0.6	22.79	0.49	0	0	0	5	0.33	462	0.9	0.214		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			

<b>Meal SubTotal</b>				928.0	21.3	100.0	<b>51.7</b>	<b>122.0</b>	<b>268.0</b>	86.8	279.0	<b>5.8</b>	1,504.0	9.6	<b>13.0</b>	<b>2.6</b>	
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.





Detailed Menu Cycle Nutritional Analysis

Day 26

Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
TSG Standard - Male Sedentary	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Salami	1	3 WZ	1950	225	13.1	6.55	14.97	75	0.6	19	1.16	982	0	4.678				
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0	0	0	0	398	0	0				
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029		
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	3	0.08	52	0.2	0.01	0			
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0.01	59	0	0.306	0.007			
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024		
Snickerdoodle Cookie	1	2 WZ	5435-MX	209	2.13	42.94	3.68	0	0.1	23	1.33	170	1.4	1.815				
Beverage	1	1 Cup	0061431	1	0.07	0.44			62.8	47		9	0					
<b>Meal SubTotal</b>				965.0	26.9	125.7	<b>38.7</b>	<b>77.0</b>	<b>0.0</b>	69.6	253.0	<b>6.8</b>	2,347.0	5.4	<b>8.5</b>	<b>0.1</b>		

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 26  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

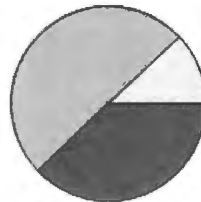
Summary Information

		KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MAG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
<b>Breakfast</b>	<b>Totals</b>	740.0	31.3	105.6	20.8	395.0	299.0	2.7	402.0	5.4	725.0	5.9	7.9	<u>0.5</u>				
<b>Lunch</b>	<b>Totals</b>	928.0	21.3	100.0	<b>51.7</b>	<b>122.0</b>	<b>268.0</b>	86.8	279.0	<b>5.8</b>	1,504.0	9.6	<b>13.0</b>	<b>2.6</b>				
<b>Dinner</b>	<b>Totals</b>	965.0	26.9	125.7	<b>38.7</b>	<b>77.0</b>	<b>0.0</b>	69.6	253.0	<b>6.8</b>	2,347.0	5.4	<b>8.5</b>	<b>0.1</b>				

<b>1. Daily Totals</b>	2,633.0	79.4	331.3	<b>111.2</b>	<b>594.0</b>	<b>567.0</b>	159.1	934.0	<b>18.1</b>	4,576.0	20.9	<b>29.4</b>	<b>3.1</b>	0.0	0.0	0.0	0.0
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
<b>3. % Nutritional Goal</b>	107.6%	141.8%	98.6%	146.3%	198.0%	90.7%	212.1%	116.8%	301.7%	114.4%	83.6%	147.0%	124.0%				
<b>4. Deviation From Nutritional Goal</b>	187.0	23.4	0.0	35.2	294.0	0.0	84.1	134.0	12.1	576.0	0.0	9.4	0.6				

5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
	% calories of PRO = 12.0%
	% calories of CHO = 50.1%
	% calories of FAT = 37.9%
Total = 100.0%	

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 27  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Grits w/ Sugar	1	1 Cup	3437	152	2.78	33.23	0.64	0	0	0	8	1.11	9	1.7	0.123		
Turkey Ham	1	2 WZ	R2624-C00-Z00	120	7.72	2.95	8.1	41		0	7	0.57	532	0	2.55		
Coffee Cake	1	2 1/48 Slice	Rc6003-C00-Z00	494	5.11	96.85	9.67	0	63	0	212	2.75	751	1.6	2.723	<b>1.363</b>	
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207	
<b>Meal SubTotal</b>				888.0	23.7	144.7	23.2	61.0	<b>197.0</b>	0.5	520.0	4.5	1,407.0	3.3	8.5	<b>1.6</b>	

**Lunch**

Chili Mac	1	1 1/4 Cup	R2106-C00-Z00	382	15.25	35.34	20.41	103	94	13.9	161	3.41	156	3.7	6.061		
Peas	1	1/2 Cup	4115-FZ	104	4.75	12.41	4.25	0	133	16.3	20	1.39	162	4.1	0.792	<b>0.718</b>	
Combread	1	1 1/48 Cut	Rc6010-C00-Z00	198	3.31	32.84	5.85	1	10	0	28	1.18	388	3.1	1.476	<b>0.015</b>	
Margarine PC	1	2 Each	TR990585	72	0.19	0	8.08	0	104	0	7	0	89	0	2.06	2.494	
Ice Cake	1	1/48 Slice	5374-MX	374	2.15	52.87	17.63	0	127	0.2	92	0.68	431	0.4	3.125	<b>2.302</b>	
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			
<b>Meal SubTotal</b>				1,131.0	25.7	133.9	<b>56.2</b>	<b>104.0</b>	<b>468.0</b>	93.2	355.0	<b>6.7</b>	1,235.0	11.3	<b>13.5</b>	<b>5.5</b>	

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 27

Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Bologna	1 3 WZ	1905	235	14.03	8.42	14.97	75		20	16	1.54	813	0	4.659			
Sliced Cheese	1 2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0			
Bread	1 4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029		
Mustard PC	1 1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0		
Salad Dressing PC	1 1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007		
Chip Potato	1 1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024		
Sugar Cookie	1 2 WZ	5440-MX	187	2.06	36.97	3.63	0		0	9	1.2	168	0.7	1.795			
Beverage	1 1 Cup	0061431	1	0.07	0.44				62.8	47		9	0				
<b>Meal SubTotal</b>			<b>953.0</b>	<b>27.7</b>	<b>121.6</b>	<b>38.7</b>	<b>77.0</b>	<b>0.0</b>	<b>88.9</b>	<b>236.0</b>	<b>7.1</b>	<b>2,176.0</b>	<b>4.7</b>	<b>8.5</b>	<b>0.1</b>		

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 27  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Summary Information

	KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
<b>Breakfast Totals</b>	888.0	23.7	144.7	23.2	61.0	<u>197.0</u>	0.5	520.0	4.5	1,407.0	3.3	8.5	<u>1.6</u>				
<b>Lunch Totals</b>	1,131.0	25.7	133.9	<u>56.2</u>	<u>104.0</u>	<u>468.0</u>	93.2	355.0	<u>6.7</u>	1,235.0	11.3	<u>13.5</u>	<u>5.5</u>				
<b>Dinner Totals</b>	953.0	27.7	121.6	<u>38.7</u>	<u>77.0</u>	<u>0.0</u>	88.9	236.0	<u>7.1</u>	2,176.0	4.7	<u>8.5</u>	<u>0.1</u>				

<b>1. Daily Totals</b>	2,972.0	77.1	400.3	<u>118.1</u>	<u>242.0</u>	<u>665.0</u>	182.6	1,111.0	<u>18.2</u>	4,818.0	19.3	<u>30.5</u>	<u>7.2</u>	0.0	0.0	0.0	0.0
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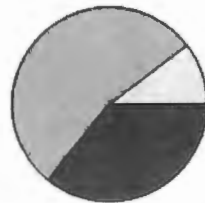
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
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<b>3. % Nutritional Goal</b>	121.5%	137.7%	119.1%	155.4%	80.7%	106.4%	243.5%	138.9%	303.3%	120.5%	77.2%	152.5%	288.0%				
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<b>4. Deviation From Nutritional Goal</b>	526.0	21.1	64.3	42.1	0.0	40.0	107.6	311.0	12.2	818.0	0.0	10.5	4.7				
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5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
<span style="display:inline-block; width:10px; height:10px; background-color:lightgray; border:1px solid black;"></span>	% calories of PRO = 10.4%
<span style="display:inline-block; width:10px; height:10px; background-color:gray; border:1px solid black;"></span>	% calories of CHO = 53.9%
<span style="display:inline-block; width:10px; height:10px; background-color:darkgray; border:1px solid black;"></span>	% calories of FAT = 35.8%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 28  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Breakfast**

Oatmeal w/ Brown Sugar	1	1 Cup	R3000-C00-Z00	194	7.28	35.49	2.97	0	0	0	35	2.08	10	4.6	0.524		
Peanut Butter	1	1 Each	990321	333	14.23	11.09	28.57	0	0	0	24	1.06	260	3.4	5.959		
Biscuit	1	2 Each 1/48 Cut	Rc6001-C00-Z00	409	7.56	59.91	15.04	2	2	0.3	171	2.62	1208	2	3.823	<b>0.003</b>	
Jelly	1	2 Each	990312	75	0.04	19.83	0.01	0	0	0.3	2	0.05	9	0.3	0.001		
Milk 2%	1	1 Each	12156	122	8.05	11.71	4.83	20	134	0.5	293	0.05	115	0	3.067	0.207	

<b>Meal SubTotal</b>				1,133.0	37.2	138.0	51.4	22.0	136.0	1.1	525.0	5.9	1,602.0	10.3	13.4	<b>0.2</b>	
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**Lunch**

T Ham & Navy Beans	1	1 1/4 Cup	2222	326	20.46	36.73	10.91	51		<b>5.3</b>	<b>96</b>	<b>3.38</b>	684	<b>8</b>	<b>3.299</b>		
Coleslaw	1	1/2 Cup	1100-BG	82	0.97	7.52	5.77	5	4	22.4	26	0.33	183	1.6	0.919	<b>0.021</b>	
Combread	1	1 1/48 Cut	Rc6010-C00-Z00	198	3.31	32.84	5.85	1	10	0	28	1.18	388	3.1	1.476	<b>0.015</b>	
Margarine PC	1	2 Each	TR990585	72	0.19	0	8.08	0	104	0	7	0	89	0	2.06	2.494	
Pudding	1	1/2 Cup	5915-MX	98	0.6	22.79	0.49	0	0	0	5	0.33	462	0.9	0.214		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			

<b>Meal SubTotal</b>				777.0	25.6	100.3	<b>31.1</b>	<b>57.0</b>	<b>118.0</b>	<b>90.5</b>	<b>209.0</b>	<b>5.2</b>	1,815.0	<b>13.6</b>	<b>8.0</b>	<b>2.5</b>	
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 28

Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Nutritional Goal:

TSG Standard - Male Sedentary

KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				

**Food Description**

**Dinner**

Turkey Ham	1	3 WZ	R2624-C00-Z00	180	11.59	4.42	12.16	61		0	10	0.85	798	0	3.825		
Sliced Cheese	1	2 Slices	26001	66	0	5.68	4.74	0		0	0	0	398	0	0		
Bread	1	4 Slice	16006	287	9.53	53.24	3.59	0	0	0	155	3.89	528	2.9	0.752	0.029	
Mustard PC	1	1 Each	0063758	3	0.18	0.28	0.16	0	0	0	3	0.08	52	0.2	0.01	0	
Salad Dressing PC	1	1 Each	34022	23	0.06	1.33	1.94	2	0	0	0	0.01	59	0	0.306	0.007	
Chip Potato	1	1 OZ	990804	151	1.81	15.26	9.63	0	0	6.1	6	0.36	149	0.9	0.964	0.024	
Snickerdoodle Cookie	1	2 WZ	5435-MX	209	2.13	42.94	3.68	0		0.1	23	1.33	170	1.4	1.815		
Beverage	1	1 Cup	0061431	1	0.07	0.44				62.8	47		9	0			

<b>Meal SubTotal</b>				920.0	25.4	123.6	<b><u>35.9</u></b>	<b><u>63.0</u></b>	<b><u>0.0</u></b>	69.0	244.0	<b><u>6.5</u></b>	2,163.0	5.4	<b><u>7.7</u></b>	<b><u>0.1</u></b>		
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\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



Detailed Menu Cycle Nutritional Analysis

Day 28  
Menu Cycle: Z BID BOONE COUNTY MO 2019 HHC

Unit Name: Trinity Services Group

Diet Restriction: Regular

Summary Information

	KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
<b>Breakfast</b> <b>Totals</b>	1,133.0	37.2	138.0	51.4	22.0	136.0	1.1	525.0	5.9	1,602.0	10.3	13.4	<u>0.2</u>				
<b>Lunch</b> <b>Totals</b>	777.0	25.6	100.3	<u>31.1</u>	<u>57.0</u>	<u>118.0</u>	<u>90.5</u>	<u>209.0</u>	<u>5.2</u>	1,815.0	<u>13.6</u>	<u>8.0</u>	<u>2.5</u>				
<b>Dinner</b> <b>Totals</b>	920.0	25.4	123.6	<u>35.9</u>	<u>63.0</u>	<u>0.0</u>	69.0	244.0	<u>6.5</u>	2,163.0	5.4	<u>7.7</u>	<u>0.1</u>				

<b>1. Daily Totals</b>	2,830.0	88.1	361.9	<u>118.4</u>	<u>142.0</u>	<u>254.0</u>	<u>160.6</u>	<u>978.0</u>	<u>17.8</u>	5,580.0	<u>29.3</u>	<u>29.0</u>	<u>2.8</u>	0.0	0.0	0.0	0.0
<b>2. Nutritional Goals</b>	2,446.0	56.0	336.0	76.0	300.0	625.0	75.0	800.0	6.0	4,000.0	25.0	20.0	2.5				
<b>3. % Nutritional Goal</b>	115.7%	157.3%	107.7%	155.8%	47.3%	40.6%	214.1%	122.3%	293.3%	139.5%	117.2%	145.0%	112.0%				
<b>4. Deviation From Nutritional Goal</b>	384.0	32.1	25.9	42.4	0.0	0.0	85.6	178.0	11.6	1580.0	4.3	9.0	0.3				

5. Actual % Calorie Distribution

Actual % Calorie Distribution



Legend	
	% calories of PRO = 12.3%
	% calories of CHO = 50.5%
	% calories of FAT = 37.2%
	Total = 100.0%

\* Nutrient values listed in bold and underlined may be understated due to nutrient values not being available on all ingredients.



# Boone County Purchasing



**Liz Palazzolo, CPPO, C.P.M.**  
**Senior Buyer**

613 E. Ash Street, Room 109  
Columbia, MO 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390  
E-mail: [lpalazzolo@boonecountymo.org](mailto:lpalazzolo@boonecountymo.org)

April 2, 2019

Trinity Services Group  
477 Commerce Boulevard  
Oldsmar, FL 34677

Via E-mail: [Jacque.woosley@trinityservicesgroup.com](mailto:Jacque.woosley@trinityservicesgroup.com)

## **RE: Best and Final Offer (BAFO) Request #2 to RFP 02-09JAN19 – Food Services**

Dear Ms. Woosley:

This letter shall constitute an official request by the County of Boone - Missouri to once again enter into competitive negotiations with your organization. Included with this letter are two attachments.

The first attachment is a Best and Final Offer Request #2 Form for this Request for Proposal. The Best and Final Offer Form must be completed, signed by an authorized representative of your organization, and returned with your BAFO response.

The second attachment is a BAFO #2 RFP Revisions List that identifies changes and revisions made to the Request for Proposal. Said changes are part of this Best and Final Offer Request. Your Best and Final Offer #2 response shall acknowledge the revisions. You may do so by specifically incorporating a direct response in your Best and Final Offer to each revision, or you may acknowledge your acceptance of all revisions by signing the Best and Final Request #2 form.

In your response to BAFO Request #2, you may make any modification, addition, or deletion deemed necessary to your proposal. It is not necessary for you to resubmit your entire proposal.

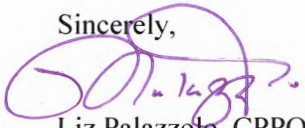
Please understand that your response to this BAFO request is your final opportunity to ensure that (1) all mandatory requirements of the RFP have been met, (2) all RFP requirements are adequately described since all areas of the proposal are subject to evaluation, and (3) this is your best offer, including a reduction or other change to pricing. Also, make sure your response to this BAFO request addresses the latest version of each paragraph/exhibit of the RFP.

Please provide a **written sealed response** no later than by **Noon (12:00 P.M.) on April 8, 2019**. Your company's Best and Final Offer will be subject to evaluation in addition to the original proposal.

You are reminded that pursuant to Section 610.021 RSMo, proposal documents including any best and final offer documents are considered closed records and shall not be divulged in any manner until after a contract is executed or all proposals are rejected. Furthermore, you and your agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all questions or comments regarding the RFP, the evaluation, etc., to me, the Buyer of Record. Neither you nor your agents may contact any other County employee or evaluation committee member regarding any of these matters during the negotiation and evaluation process. Inappropriate contacts or release of information about your proposal response or BAFO are grounds for suspension and/or exclusion from specific procurements.

If you have any questions regarding this request, please call (573) 886-4392 or e-mail [lpalazzolo@boonecountymo.org](mailto:lpalazzolo@boonecountymo.org). I sincerely appreciate your efforts in working with Boone County - Missouri to ensure a thorough evaluation of your proposal.

Sincerely,



Liz Palazzolo, CPPO, C.P.M.  
Senior Buyer

cc: Evaluation Committee Members  
RFP File

Attachments: Best and Final Offer (BAFO) #2 Form and BAFO #2 Revisions List

**BEST AND FINAL OFFER REQUEST #2 - FORM #1**

**BOONE COUNTY, MISSOURI**


**PROPOSAL NUMBER AND DESCRIPTION: *RFP 02-09JAN19 – Food Services***

**BEST AND FINAL OFFER REQUEST #2 - FORM #1**

This Best and Final Offer (BAFO) is issued in accordance with the Instructions to Offerors and is hereby incorporated into and made a part of any resulting Contract Documents between the offeror and Boone County.

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests. The offeror agrees that the language of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests shall govern in the event of a conflict with offeror's proposal.

By:

  
\_\_\_\_\_  
**Liz Palazzolo, CPPO, C.P.M.**  
**Senior Buyer**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax ID (or Social Security #): \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Contact Name and E-Mail Address to receive documents for electronic signature:

\_\_\_\_\_

**BEST AND FINAL OFFER REQUEST #2 - FORM #2**

**BOONE COUNTY - MISSOURI**

**PROPOSAL NUMBER AND DESCRIPTION: *RFP 02-09JAN19 – Food Services***

**BAFO #2 REVISIONS LIST**

This BAFO #2 Revisions List is hereby incorporated into and made a part of the Request for Proposal Documents. The offeror is reminded that receipt of this Revisions List must be acknowledged and submitted along with the Best and Final Offer via sealed mail to:

Boone County Purchasing  
Attn: Liz Palazzolo  
613 E. Ash Street  
Columbia, Missouri 65201

OFFEROR RESPONSE TO CHANGED REQUIREMENTS: Requirements of **RFP 02-09JAN19 – Food Services** have been revised by the BAFO Request #2 as follows:

NOTE: All changes as a result of this BAFO request to existing text are noted in ***bolded and italicized*** font.

1. Paragraph 3.2.3 has been **REVISED** as follows:

3.2.3 Menu Planning: Menus shall be planned by the contractor in accordance with the National Academy of Sciences to meet the nutritional needs of the detainees. The contractor's menus shall provide a variety of foods in adequate amounts to meet the Recommended Daily Allowances (RDAs) in accordance with the National Institutes of Health. These shall be adjusted for age, gender, therapeutic modifications if needed, and activity level of the detainees. The contractor shall retain copies of menus served ***as approved by the licensed registered dietician, addressing pertinent standards as cited herein. Menus of meals provided, complete with all nutritional information necessary to show compliance with the dietary recommendations of the Academies of Sciences shall be made available to County upon request at no cost in a manner that facilitates the efficient distribution of that information as part of any open records request.***



**TRINITY SERVICES  
GROUP**

## **Best and Final Offer for Food Services**



**County of Boone - Missouri  
RFP #02-09JAN19**

**March 1, 2019**

**ORIGINAL**

©Trinity Services Group, Inc.

In keeping with our sustainability efforts your proposal is printed double-sided on Mohawk 100% recycled paper, which is manufactured entirely with Green-e certified wind-generated electricity.



TRINITY SERVICES  
GROUP



February 27, 2019

Liz Palazzolo, Senior Buyer  
Boone County Purchasing  
613 Ash Street  
Columbia, Missouri 65201

Dear Ms. Palazzolo:

Trinity Services Group, Inc. appreciates the opportunity to submit our Best and Final Offer for the professional management of the detainee food service program for Boone County Sheriff's Office. We have diligently reviewed our original response to resubmit each specific area highlighted in the BAFO. We have provided additional information and presented an offer that will meet all of your requirements and works towards our goal of establishing a long term partnership. We also understand that your needs may change and we are confident that Trinity Services Group will manage a successful food operation with or without the use of detainee labor.

We hope that we have been able to clarify all of your questions. We are available at any time to provide additional clarification as needed and willing to meet with you in person if it would be more beneficial for you and/or your committee.

Please feel free to contact our representative, Jacque Woosley, at 636-399-4406 or [jacque.woosley@trinityservicesgroup.com](mailto:jacque.woosley@trinityservicesgroup.com) with any questions.

Sincerely,

A handwritten signature in blue ink that reads "David M. Miller". The signature is written in a cursive, flowing style.

David M. Miller  
Chief Operating Officer

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## Offer Form #4



# **BEST AND FINAL OFFER FORM #1**



**BEST AND FINAL OFFER FORM #1**


**BOONE COUNTY, MISSOURI**

**PROPOSAL NUMBER AND DESCRIPTION: RFP 02-09JAN19 – Food Services**

**BEST AND FINAL OFFER FORM #1**

This Best and Final Offer (BAFO) is issued in accordance with the Instructions to Offerors and is hereby incorporated into and made a part of any resulting Contract Documents between the offeror and Boone County.

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests. The offeror agrees that the language of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests shall govern in the event of a conflict with offeror’s proposal.

By:   
**Liz Palazzolo, CPPO, C.P.M.**  
**Senior Buyer**

Company Name: Trinity Services Group, Inc.

Address: 477 Commerce Blvd.

Oldsmar, FL 34677

Telephone: 813-854-4264 Fax: 813-855-2330

Federal Tax ID (or Social Security #): Trinity Services Group, Inc.

Print Name David M. Miller Title: Chief Operating Officer

Signature:  Date: 2/21/2019

Contact Name and E-Mail Address to receive documents for electronic signature:

David M. Miller / dave.miller@trinityservicesgroup.com



**ADDENDUM #1 to Best and Final Offer Request #1 – RFP 02-09JAN19**

**Boone County Purchasing**

613 E. Ash Street, Room 109

Columbia, MO 65201

*Liz Palazzolo, Senior Buyer*

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: [lpalazzolo@boonecountymo.org](mailto:lpalazzolo@boonecountymo.org)

**BOONE COUNTY, MISSOURI**

**Request for Proposal 02-09JAN19 – Food Services, Term and Supply**

**Best and Final Offer Request #1**

**ADDENDUM # 1 - Issued 2/21/19**

**Please be advised of the following that pertains to changes made in Best and Final Office (BAFO) Request #1 for Request for Proposal 02-09JAN18:**

1. A correction shall be made to point #4 in the BAFO Revisions List (Best and Final Offer Form #2):

**WAS:**

4. Paragraph 3.6.2 (a) has been **REVISED** as follows:

3.6.2(a) **Weekly Invoicing and Monthly Payments:** *The contractor shall submit to the County, on a weekly basis, an **itemized** invoice for the detainee census count total for the day or the actual total meals served whichever is greater. **Invoices will be processed by the County for payment on a monthly basis from an accurate invoice; payment will be made within thirty (30) days of the last invoice for the previous month.***

**CORRECTED TO:**

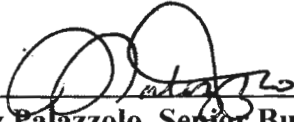
4. Paragraph 3.6.2 has been **REVISED** as follows:

3.6.2 **Weekly Invoicing and Monthly Payments:** *The contractor shall submit to the County, on a weekly basis, an **itemized** invoice for the detainee census count total for the day or the actual total meals served whichever is greater. **Invoices will be processed by the County for payment on a monthly basis from an accurate invoice; payment will be made within thirty (30) days of the last invoice for the previous month.***

Paragraph 3.6.2(a) in the original RFP is **UNCHANGED**. It shall read as follows:

3.6.2(a): No other pricing will be paid by the County. Quoted contract pricing must cover all costs of providing food service as specified herein with the exception of doctor-prescribed snacks and food supplements that must be billed by the contractor separately. Pricing for doctor-prescribed snacks and food supplements shall be mutually agreed between the County and the contractor. The contractor shall provide proof of actual cost if requested by the County.

This addendum is issued in accordance with the RFP paragraph 1.8 and is hereby incorporated into and made a part of the Best and Final Offer Response #1.

By:   
Liz Palazzolo, Senior Buyer  
Boone County Purchasing

The OFFEROR has examined **BAFO Request #1 - Addendum #1** to Request for Proposal #02-09JAN19, **Food Services - Term and Supply** receipt of which is hereby acknowledged:

Company Name: Trinity Services Group, Inc.

Address: 477 Commerce Blvd.

City & State: Oldsmar, FL 34677

Phone Number: 813-854-4264 Fax Number: 813-855-2330

E-mail: dave.miller@trinityservicesgroup.com

Authorized Representative Signature:  Date: February 21, 2019

Authorized Representative Printed Name: David M. Miller

## **BEST AND FINAL OFFER FORM #2**



# Best and Final Offer Form #2

## BAFO #1 REVISIONS LIST

This BAFO #1 Revisions List is hereby incorporated into and made a part of the Request for Proposal Documents. The offeror is reminded that receipt of this Revisions List must be acknowledged and submitted along with the Best and Final Offer via sealed mail to:

Boone County Purchasing  
Attn: Liz Palazzolo  
613 E. Ash Street  
Columbia, Missouri 65201

**OFFEROR RESPONSE TO CHANGED REQUIREMENTS:** Requirements of RFP 02-09JAN19 - **Food Services** have been revised by the BAFO Request #1 as follows:

NOTE: All changes as a result of this BAFO request to existing text are noted in ***bolded and italicized*** font.

1. Paragraph 3.3.1 has been **REVISED** as follows:

3.3.1 ***The contractor shall be responsible for ensuring that a sufficient number of full-time kitchen personnel are provided daily in order to successfully perform all meal preparation and service required herein.*** The contractor shall ensure that an adequate staff of contractor employees shall be on duty for the efficient, prompt and sanitary service of food on a daily basis throughout the contract period. The contractor's kitchen personnel shall be subjected to periodic health examinations as required by law at the contractor's cost. The contractor shall submit to the County evidence of compliance with all health regulations, including results of health exams and possession of food handlers' certification upon request of the County.

**Trinity has read, understands and will comply.**

2. Paragraph 3.3.10 has been **REVISED** as follows:

3.3.10 Detainee Labor - Vocational Training: ***The County prefers that the contractor provide all kitchen staff. In the event the County awards Scenario Two pricing, the contractor shall provide a minimum of two (2) full-time staff personnel daily, and the County will make Detainee labor available to clean facilities, and to prepare and serve prepared foods in coordination with the contractor's staff.*** The Sheriff or his/her designee will provide at least three (3) detainees and as many as (5) detainees for each meal. In the assignment of job duties, the contractor shall ensure that no detainee supervise another detainee. The Sheriff reserves the right to suspend detainee labor being made available to the contractor at any time if, in the opinion of the Sheriff or his/her designee, the presence of detainee labor presents a safety or security concern to the facility or to any person present in the facility. If detainee labor is suspended or not adequately provided, the contractor reserves the right to request an increase in the price per meal ***consistent with pricing quoted for Scenario One.*** Said request shall be presented to the Sheriff's Department which shall review said request and make recommendation to





the Purchasing Department to amend contract pricing if the request is approved; no such change in pricing shall be considered authorized if not amended in writing by way of a formal amendment to the contract, and approved by the Boone County Commission. Such request would not be unreasonably denied by the County.

**Trinity has read, understands and will comply.**

3. Paragraph 3.3.10 (a) has been **REVISED** as follows (Note: Text has been **deleted**):

3.3.10(a) Vocational Training: It is highly desirable that the contractor provide standard training for detainee laborers at no cost to the County. Any detainee receiving vocational training under the contract first must be designated by the County Sheriff's Department Classification Officer as a "Detainee Worker." Vocational training shall not occur until both the County and the contractor mutually agree regarding the training program to be offered.

**Trinity has read and understands.**

4. Paragraph 3.6.2 (a) has been REVISED as follows:

3.6.2(a) Weekly *Invoicing and Monthly Payments*: The contractor shall submit to the County, on a weekly basis, an itemized invoice for the detainee census count total for the day or the actual total meals served whichever is greater. *Invoices will be processed by the County for payment on a monthly basis from an accurate invoice; payment will be made within thirty (30) days of the last invoice for the previous month.*

**Trinity has read, understands and will comply.**

5. Paragraph 3.7.3 has been **REVISED** as follows:

3.7.3 Contract Period: The initial contract period shall run **Date of Award (as determined by signature of the Boone County Commission) through One Year**. The contract shall have four (4), one (1)-year renewal periods, or any portion thereof, following the completion of the initial/original contract term. After the completion of the final renewal term, the contract will continue on a month-to-month basis until either party terminates the contract by providing the other party with thirty (30) calendar days prior written notice.

**Trinity has read and understands.**

Paragraph 3.2.7 has been **REVISED** as follows:

**3.2.7 Meal Preparation and Service:** The contractor shall supervise all meal preparation and service to ensure quality, sanitation, texture, consistency, appearance, therapeutic modifications, and temperature. The contractor shall freeze one sample tray from each meal served for a minimum of 72-hours. The contractor shall ensure that all meals are served at appropriate temperatures, e.g. 140-degrees Fahrenheit for hot meals, and 45-degrees Fahrenheit for sack lunches. Meals shall be served in a manner that makes them palatable and visibly pleasing, complete with condiments (e.g., salad dressing, salt, pepper, catsup, and mustard as appropriate). *The contractor shall serve meals at the following designated times:*

*Breakfast: Start - 7:00 A.M. Delivery Finish - 8:00 A.M.*

*Lunch: Start - 11 :00 A.M. Delivery Finish - 12:00 P.M. (Noon)*

*Dinner: Start- 6:30 P.M. Delivery Finish - 7: 15 P.M.*

**Trinity has read, understands and will comply.**

# **BEST AND FINAL OFFER FORM #3**



# Best and Final Offer Form #3

## BAFO REQUEST #1 VENDOR RESPONSE AND PRICING PAGES

*The offeror is advised to complete the following pages as part of the offeror's Best and Final offer# 1 Response. If previously submitted information does not change as a result of this BAFO Request# 1, then the offeror has the option of not completing the following pages. HOWEVER, THE OFFEROR IS ADVISED THAT ADDITIONAL INFORMATION REQUESTS HAVE BEEN INCORPORATED HEREIN, AND THE OFFEROR IS ADVISED TO PROVIDE THE ADDITIONAL INFORMATION BEING REQUESTED AS A RESULT OF THIS BAFO REQUEST- SEE THE **BOLDED AND ITALICIZED FONT**.*

### 5.1 PRICING:

The vendor must submit a total firm, fixed price per meal below for all identified line items. No other pricing will be paid by the County with the exception of doctor-prescribed snacks and food supplements that must be billed separately. The pricing below must cover all costs of providing food service as specified herein.

The meal price charged shall be based on the weekly detainee census count or actual meal count, whichever is greater. All Boone County Sheriff Department staff meals shall be billed at the same applicable rate that is being charged for detainee meals.

*The offeror must price both Scenario One and Scenario Two. Scenario One pricing must be based on the offeror providing all necessary kitchen staff with no use of detainee workers. Scenario Two pricing must be based on the offeror providing kitchen staff and also using provided detainee workers.*

### **SCENARIO ONE PRICING: OFFEROR PROVIDES ALL KITCHEN STAFF – NO DETAINEE WORKERS PROVIDED**

<b>LINE ITEM</b>	<b>DETAINEE CENSUS SCALE COUNT - MEAL DESCRIPTION</b>	<b>FIRM, FIXED UNIT PRICE</b>
5.1	136-160	\$ <u>2.361</u> /Per Meal
5.2	161-185	\$ <u>2.114</u> /Per Meal
5.3.	186-210	\$ <u>1.931</u> /Per Meal
5.4	211+	\$ <u>1.790</u> /Per Meal
5.5	<i>Per Each Kosher Meal</i>	\$ <u>5.000</u> /Per Kosher Meal
5.6	<i>Snack – total one price covers all snacks price</i>	\$ <u>0.250</u> /Per Snack



**SCENARIO TWO PRICING: OFFEROR PROVIDES KITCHEN STAFF –DETAINEE WORKERS PROVIDED BY THE COUNTY**

<b>LINE ITEM</b>	<b>DETAINEE CENSUS SCALE COUNT - MEAL DESCRIPTION</b>	<b>FIRM, FIXED UNIT PRICE</b>
5.7	136-160	\$ <u>1.586</u> /Per Meal
5.8	161-185	\$ <u>1.454</u> /Per Meal
5.9	186-210	\$ <u>1.356</u> /Per Meal
5.10	211+	\$ <u>1.280</u> /Per Meal
5.5	<i>Per Each Kosher Meal</i>	\$ <u>5.000</u> /Per Kosher Meal
5.11	<i>Snack – total one price covers all snacks price</i>	\$ <u>0.250</u> /Per Snack

**5.12 Renewal Options - applies to all line items**

The County shall have the sole option to renew the contract in one-year increments, or any portion thereof, for a total accumulated period of four ( 4) additional years following the initial term. If the options are exercised, pricing must be the same as quoted for the initial contract period subject to the specific percentage of price adjustment quoted below for the applicable renewal contract period. Prices for the renewal period must not exceed the maximum percent of increase for the applicable renewal period stated on the Pricing Page of the contract.

The vendor must respond with a firm, fixed percentage of increase or decrease. Do not quote BOTH a Maximum Increase and a Minimum Decrease - quote one or the other. Statements such as “a percentage of the then-current price” or “consumer price index” are NOT ACCEPTABLE i.e., reference to a CPI adjustment shall be deemed unacceptable.

If a percentage is “0%” or is not proposed (i.e., left blank), the County must have the right to execute the option at the same price(s) proposed for the initial contract period.

In conducting the cost evaluation, Boone County will evaluate pricing that determines the potential maximum financial liability to the County.

**All percentages must be applied to the firm pricing quoted for the initial (original/first) contract period.** The offeror is cautioned that percentages that are the same value for successive renewal options must be calculated against original, not compounded, pricing.

**5.12.1 Renewal Option Percentage Price Adjustment**

**1<sup>st</sup> Renewal Period: 2<sup>nd</sup> Year of Contract**

2.00 %

Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR

DECREASE: Maximum Increase: X

OR Minimum Decrease: \_\_\_\_\_

**5.12.2 Renewal Option Percentage Price Adjustment**

**2nd Renewal Period: 3<sup>rd</sup> Year of Contract**

4.25 %

Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR

DECREASE: Maximum Increase: X

OR Minimum Decrease: \_\_\_\_\_

**5.12.3 Renewal Option Percentage Price Adjustment**

**3<sup>rd</sup> Renewal Period: 4<sup>th</sup> Year of Contract**

6.50 %

Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR

DECREASE: Maximum Increase: X

OR Minimum Decrease: \_\_\_\_\_

**5.12.4 Renewal Option Percentage Price Adjustment**

**4th Renewal Period: 5<sup>th</sup> Year of Contract**

8.75 %

Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR

DECREASE: Maximum Increase: X

OR Minimum Decrease: \_\_\_\_\_



### **5.13 Vendor's Experience, Expertise and Reliability:**

The evaluation of the vendor's proposed experience, expertise, and reliability must be subjective based on the ability of the vendor to perform the requirements stated herein. Therefore, the vendor should present detailed information regarding their experience and reliability. The following information should be provided by the vendor in order to assist Boone County in evaluation of the vendor's experience and reliability. The County reserves the right to use this information, including information gained from any other source, in the evaluation process.

Failure to submit requested information may negatively impact the evaluation of the proposal. The County is under no obligation to obtain information from the vendor not submitted with the proposal that may impact the subjective evaluation of the vendor's proposal.

#### **5.13.1 Company History:**

The vendor should describe in the available space the company's background in provision of food services to County jails like the Boone County Jail. Also identify when the company was founded, and how long the company has been serving the national and Missouri market, etc:

Trinity Services Group, Inc. is based in the Tampa Bay, FL area and was formed in 1990. Trinity's rapid growth attracted national attention, and in April 2000 we became a subsidiary of Compass Group USA. In 2012, H.I.G. Capital acquired Trinity Services Group, Inc. and another division of Compass, Canteen Correctional Services. ***This combination of resources resulted in a nationwide company focused solely on serving the corrections industry, and afforded us more than 40 years of experience in the corrections industry.***

In October 2016, **Trinity Services Group, Inc., Keefe Commissary Network, LLC, and Courtesy Products, Inc. formed TKC Holdings, Inc.**, located in St. Louis, Missouri, under the common ownership of H.I.G. Capital. The immediate benefits of the combined companies have included more breadth, scale, flexibility and capability to compete effectively and **better serve our customers**. Each of the iconic operating companies that have achieved so much success thus far will continue to operate independently.

Our 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 and Special Diets. Our nationwide purchasing network also ensures our ability to deliver cost efficiencies to our clients. Trinity supports more than 330 food service clients across the United States 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. Serving these various types of facilities allows us to expand our service knowledge, enhance problem-solving expertise and develop innovative solutions for our clients. We have operated in Missouri since 2010 and due to our recent growth and corporate presence in Missouri we have been able to establish a transition and operations team that is solely dedicated to growth and customer support in Missouri and the surrounding area.



### About Trinity...

- More than 2200 team members, 10,000 supervised detainee workers
- More than 330 food service clients
- Serving 260,000 detainees in 35 states, Puerto Rico, and the U.S. Virgin Islands
- Serving almost 24 million meals a month, a quarter *BILLION* meals a year
- Serving six State Departments of Corrections  
Michigan, Florida, Massachusetts, Arizona, Vermont, Virginia (and Puerto Rico)
- Member of American Correctional Association (ACA), American Jailers Association (AJA), National Association of Deputy Wardens, National Sheriff's Association



### Trinity Food Service Locations





### 5.13.2 Professional Standards

Describe all professional organizations and standards the vendor adopts and integrates into provision of Jail-based food services:

#### Local, State and Federal Standards

All meals shall meet nutritional needs for detainees in accordance with recommend daily allowances (RDAs) for National Institutes of Health.

**Facility Standards:** 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 Standards:** Our Standard Operating Procedures are designed, at a minimum, to meet ACA Standards.

**NCCHC Standards:** Our menu is designed to satisfy the dietary guidelines for adults and is nutritionally approved for incarcerated adults.

**HACCP Standards:** Our Staff is trained to understand the specific hazards of food handling and the prevention necessary to ensure food safety.

### 5.13.3 Vendor's References

Provide at least three (3) references for whom the vendor has performed detainee or detainee food services in the past twelve (12) months:

#### Reference 1

Company/Entity Name:	<b>Cape Girardeau County Jail</b>
Contact Name:	<b>Captain J.P. Mulcahy</b>
Contact's Title:	<b>Jail Administrator</b>
City/State:	<b>Jackson, MO</b>
Telephone Number:	<b>(573) 270-6267</b>
E-mail Address:	<b>jpmulcahy@capecountysheriff.org</b>
Description of Equipment/ Services Furnished:	<b>Food Service Management</b>

## Reference 2

Company/Entity Name: **Cole County Jail**  
Contact Name: **Lt. Timothy Harlin**  
Contact's Title: **Jail Division Commander**  
City/State: **Jefferson City, MO**  
Telephone Number: **(573) 635-7070**  
E-mail Address: **tharlin@colecouny.org**  
Description of Equipment/  
Services Furnished: **Food Service Management**

## Reference 3

Company/Entity Name: **Jefferson County Sheriff's Department**  
Contact Name: **Brenda Short**  
Contact's Title: **Jail Administrator**  
City/State: **Hillsboro, MO**  
Telephone Number: **(636) 797-5318**  
E-mail Address: **bshort@jeffcomo.org**  
Description of Equipment/  
Services Furnished: **Food Service Management**



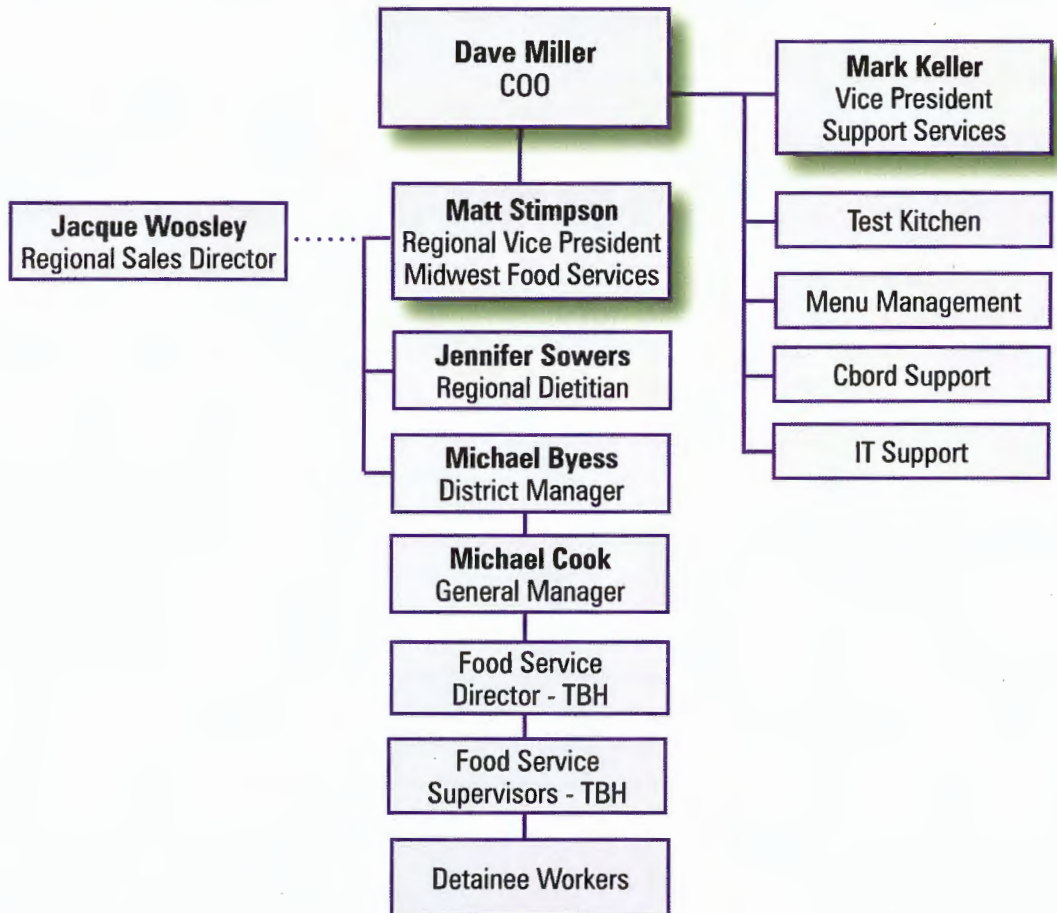
**5.13.4 Personnel Expertise Summary:**

Expertise of **key personnel** who will be assigned tasks as defined herein will be considered in the subjective evaluation of proposals. The vendor should identify the names and provide a brief description of the background, including educational degrees and certifications, of key personnel who will be assigned as key contact personnel for the County in administering the contract and also to supervise food services operations for the County. Identify the title the staff person will be assigned under the prospective contract and emphasize the expertise the person brings for consideration.

Organizational Chart - In addition, the vendor should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The organizational chart should include (1) The relationship of service personnel to management and support personnel, (2) The names of the personnel and the working titles of each, and (3) Any proposed subcontractors including management, supervisory, and other key personnel. The organizational chart should outline the team proposed for this project and the relationship of those team members to each other and to the management structure of the vendor's organization.

**(Also attach resumes for key personnel)**

**Support for Boone County**



## Key Personnel

1. **Matt Stimpson**  
Regional Vice President
2. **Jennifer Sowers**  
Regional Dietitian
3. **Michael Byess**  
District Manager
4. **Michael Cook**  
General Manager

## Opening Support Team

**Lisa Warber — Technology/CBORD Specialist:** Lisa came to Trinity in 2016 supporting 43 operations as a trainer/IT specialist. Since that time, Lisa has come to a complete understanding of CBORD. The benefit of having a specialist with Lisa's skills shortens transition and learning time allowing for quicker partnership, success and satisfaction.

**Tim Smith, John Davidson and David Franks — Operational Excellence Team:** Three Trinity veterans with a vast knowledge of correctional food service operations. The purpose of this team of three is to allow for a smooth transition as they support incoming team members. Having them onsite for key hours of operation ensures that glitches in service are kept to a bare minimum through the first days of change and beyond.

**Patty Beadle — General/Project Manager:** Patty brings 21 years of correctional foodservice operations to the table. She has successfully opened and stabilized operations alongside administrators, team members, and inmates from county jails with a census of 25 to state operations of 43,000 inmates. She brings strong communications as well as the ability to listen well and interpret needs of operations. Compliance with contract, PREA and a keen eye in areas of contraband and inmate games are a portion of the strengths Patty brings. She will coordinate the team as well as work with administration and management to ensure trust is gained in Trinity Services operations from day one.



## Key Personnel Resumes

### Resume of Matt Stimpson, Regional Vice President

#### SUMMARY

Highly motivated, energetic, and engaging leader with 15+ years of experience providing impeccable management in the healthcare and corrections field. Practiced in providing strategic and business planning to meet organizational objectives and goals. Devoted to meeting quality standards and providing optimum customer service. Experienced in managing multiple hospital and correctional facility services and implementing changes that resulted in stability and growth. Skilled in collaborating with all members of the organization to achieve business and financial objectives. Instrumental in streamlining and improving processes, enhancing productivity, and successfully implementing strategic plans. Dedicated to developing and training employees to create a positive team atmosphere that delivers impeccable performance.

#### PROFESSIONAL EXPERIENCE

**Trinity Services Group, Inc. .... 2016 – Present**

*Regional Vice President - Midwest Region*

Provide leadership and direction for all business aspects within the assigned area in Operations including account operations, growth, and retention, staff development and training, and financial growth and accountability for the Michigan Department of Corrections. Design and apply the strategic planning venue of the business and implement in 34 locations with over 180 million in food service managed volume District Managers, regional support staff and regional employees. Develop an environment that allows for creative thinking, problem solving, and empowerment in the development of facility management teams.

**Sodexo .....2002 – 2016**

*Vice President of Operations, 2014 – 2016*

Serve as the primary representative for Sodexo with the Mayo Clinic encompassing over 100 million in managed volume and 1000+ employees. Responsible for policy compliance, staff training and development, financial performance, and client retention. Insure successful coordinating and directing of all activities within the area through District Managers, regional support staff and regional employees. Work in all matters relating to contract and account operations. Ensure that all employees under my operational control comply with all client, government, corporate and Division policies and procedures.

*District Manager, 2013 – 2014*

Foster client relationships and negotiate client contracts to increase new business opportunities and profitability for the Company. Provide strategic direction to the district by promoting best business practices in order to uphold Company mission and values. Assess financial risk and opportunities of the account portfolio and communicate results to the client and Sodexo senior management; initiate action plans as necessary. Develop and execute strategic plan by implementing short and long-term goals that align with the scope of service, mission and values.

*Director Operations, Health Care Tiger Team , 2012 – 2013*

Investigate, evaluate, and assess underperforming accounts to aid in improving operations. Perform analysis and devise strategic recommendations to stabilize or grow operations to improve financial viability. Oversee and implement strategic plans and changes to aid in meeting company objectives and goals. Ensures company operations comply with client contracts. Conduct feasibility studies, pricing, and maintains quality service to all clients. Provides leadership and training to company personnel to aid in providing optimum service to clients.

*General Manager, Multi-Unit, 2006 – 2012*

Provided management and support at St. John Macomb Hospital, St. John Oakland Hospital, and St. John River District Hospital, which included approximately 650 beds. Led and provided strategic direction to build and maintain client relationships and foster new business opportunities to enhance profitability for the company. Directed business practices in order to uphold the company’s mission and values. Drafted new and emerging business solutions for sustained growth and effective day-to-day operations over 10.5 million in managed volume.

**St. John Macomb Hospital .....2006**

*Retail Manager*

**Crittenton Hospital .....2002 – 2005**

*Retail Manager*

Oversaw food quality, cash handling, and customer service in a retail food operation located in a hospital. Developed branded concepts, in-house formats, and signature designs to ensure complete client satisfaction and retention. Implemented business practices in order to further the company’s mission and values. Contributed to account revenue and operating profit through the development and implementation of services. Capitalized on opportunities to enhance growth.

**HDS Services ..... 2001 – 2002**

*Assistant Unit Director, Abbott Labs-Ross Products Division*

Provided support by ensuring that staff was following the proper implementation of operating standards and procedures. Developed appropriate communication tools for company divisions. Interacted with organizational leadership to accomplish projects timely and correctly. Routinely oversaw numerous complex projects. Managed and oversaw budgets and employees. Aided in providing training and employee development.

**EDUCATION**

Bachelors of Science, Hospitality Management – Ferris State University



## Resume of Jennifer L. Sowers, R.D., Regional Dietitian

### EXPERIENCE

**Trinity Services Group, Inc.** ..... **6/04-Present**  
*Regional Dietitian*

**Aramark** ..... **2/04-6/04**  
*Interim Food Service Director/Assistant*  
*Director of Patient Services - Various Locations*

**Aramark, Twin County Regional Hospital - Galax, VA** ..... **6/00-1/04**  
*Food Service Director/Gift Shop Manager*

Planned, directed, and controlled all unit operations and resources to meet operation and financial goals, client objectives, and customer needs. Conducted all human resources for department including orientation, competencies, annual performance appraisals, and discipline. Provided relief coverage for clinical staff.

**Aramark, Twin County Regional Hospital, Galax, VA** ..... **5/95-6/00**  
*Clinical Dietitian*

141-bed facility, usual census of 45%. Total clinical responsibility: patient visitation, assessments, confer with physicians as needed. Worked as part of an interdisciplinary team with patient care areas: Nursing, Physical & Occupational Therapy, Pharmacy (for Food and Drug Interactions) & the Psychiatric Unit. Sat on JCAHO task force and two TQM teams. Worked in community as requested and at the Hospital's Wellness Center.

**Mount Rogers Community Mental Health (Carroll House)** ..... **1/95-4/98**  
*Contract Dietitian*

Evaluated nutritional needs of residents annually. Attended interdisciplinary team meeting twice a year for each resident. Wrote all menus and provided in-service education as needed.

**Mount Rogers Health District - Carroll County Health Dept. - Hillsville, VA** ..... **2/92-5/95**  
*WIC/MC H Nutritionist*

Prepared nutritional assessment of pregnant women, breast-feeding mothers, infants and children enrolled in the WIC program. Provided nutrition counseling to WIC participants, individual high-risk prenatal and infant counseling and counseling to cystic fibrosis patients in the district.

**Life Center of Galax, Galax, VA** ..... **3/94-5/95**  
*Contract Dietitian*

Lectured on nutrition twice a month to clients; menu approval, meal preparation and observation and dietary staff in-services monthly.



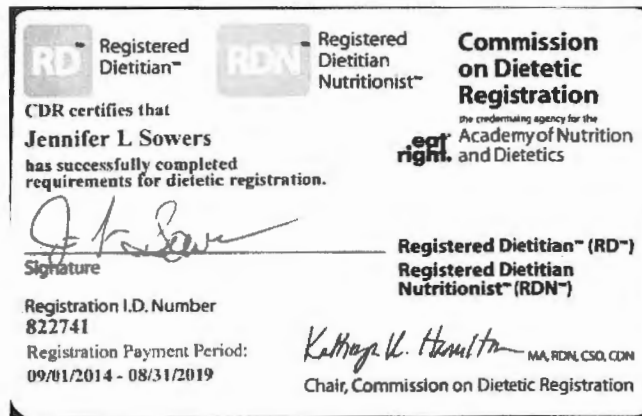
**EDUCATION**

Virginia Polytechnic Institute and State University, Blacksburg, VA - B.S. Dietetics

Virginia Department of Health - Richmond, VA - Approved Pre-professional Practice Program (AP4)  
*900+ hours of work experience - community rotation, clinical rotation, food service management rotation*

**ASSOCIATIONS/MEMBERSHIPS**

- Member, American Dietetics Association
- Registered Dietitian
- Member, Southwest VA Dietetic Association
- Licensed Dietitian in the State of North Carolina
- Hillsville Zoning Appeals Board Member
- Board Member for Carroll County Social Services - Former Chair, Former Vice-Chair
- Former Member of Head Start Advisory Board





## Resume of Michael Byess, District Manager

### SUMMARY

Highly motivated, energetic, and engaging leader with 15+ years of experience providing impeccable management in the corrections and higher education fields. Practiced in providing strategic and business planning to meet organizational objectives and goals. Devoted to meeting quality standards and providing optimum customer service. Experienced in managing multiple facility services and implementing changes that resulted in stability and growth. Skilled in collaborating with all members of the organization to achieve business and financial objectives. Instrumental in streamlining and improving processes, enhancing productivity, and successfully implementing strategic plans. Dedicated to developing and training employees to create a positive team atmosphere that delivers impeccable performance.

### PROFESSIONAL EXPERIENCE

**Trinity Services Group, Inc.** ..... **August 2016 – Present**  
*District Manager*

Provide leadership and direction for all business aspects within the assigned area in Operations including account operations, growth, and retention, staff development and training, and financial growth and accountability for the Michigan Department of Corrections. Develop an environment that allows for creative thinking, problem solving, and empowerment in the development of facility management teams.

Provide oversight and on-site quality assurance to our existing programs to ensure we are not only meeting, but exceeding, customer expectations for the delivery of our services per contract requirements.

**Kellwell Food Management.** ..... **2015 – 2016**  
*Regional Manager*

Responsible for policy compliance, staff training and development, financial performance, and client retention. Insure successful coordinating and directing of all activities within the area through District Managers, regional support staff and regional employees. Work in all matters relating to contract and account operations. Ensure that all employees under my operational control comply with all client, government, corporate and Division policies and procedures.

- Led team to develop and execute an Operational Excellence Strategy that will ensure quality, consistency, and predictability resulting in efficiency and growth for Kellwell, with the primary focus of my team on synergizing core processes with outcome based metrics.
- Key operational lead for Kellwell in the sales/retention effort during the RFP planning process.

**ABL Management ..... 2011 - 2015**

*District Manager*

Foster client relationships and negotiate client contracts to increase new business opportunities and profitability for the Company. Provide strategic direction to the district by promoting best business practices in order to uphold Company mission and values. Assess financial risk and opportunities of the account portfolio and communicate results to the client and ABL senior management; initiate action plans as necessary. Develop and execute strategic plan by implementing short and long-term goals that align with the scope of service, mission and values.

- Leader of 26 county jails and juvenile detention facilities encompassing foodservice operations. Portfolio of 18 million in managed volume.
- Fostered a professional business relationship with the client by directly negotiating the change process and all matters pertaining to account operations during opening transition period to ABL. Developed into a partnership allowing for value driven objectives and goals in concert with client’s business model.

**Aramark ..... 2009 – 2011**

*Food Service Director- Cobb County Jail*

Investigate, evaluate, and assess under-performing account to aid in improving operations. Perform analysis and devise strategic recommendations to stabilize or grow operations to improve financial viability. Oversee and implement strategic plans and changes to aid in meeting company objectives and goals. Ensures company operations comply with client contracts.

**Town Village, Homewood, Al ..... 2007 – 2009**

*Executive Chef*

**Thompson Hospitality, Morgan State ..... 2006 – 2007**

*Executive Chef*

**Mississippi College ..... 2004 – 2006**

*Executive Chef*

**EDUCATION and CREDENTIALS**

- Associate of Cullinary Arts – Culinard, Homewood, AL
- ServSafe Certified Food Safety Manager
- ProMgmt Certified in Nutrition
- ProMgmt Certified in Professional Cooking
- ProMgmt Certified in Professional Baking



## Resume of Michael Cook, General Manager

### EXPERIENCE

**Trinity Services Group, Inc. .... August 2016 – Present**  
*General Manager*

- Support District Manager with multi State territory
- Assists in staff training, provides administrative support, conducts Unit audits, participates in communicating with Clients and Special Events

**Trinity Services Group, Inc. .... May 2010 – August 2016**  
*Food Service Director, Chillicothe, OH*

Full P&L responsibility. Identified inefficiencies and made recommendations for process improvements. Assisted sales in reviewing bid sites and attending bid-opening. District safety leader. Secured a temporary feeding site that increased unit’s revenue by \$60,000.

**Canteen Correctional, Hinton, OK..... May 2008 – Nov 2008**  
*Assistant Director*

Revamped food service storage area. Maintained CCA and company records. Trained staff and detainees in food safety and sanitation. Conducted inventory and placed orders.

**ABL Management-Sedgwick County, Wichita, KS. .... May 2007 – May 2008**  
*Food Service Director*

Multi-unit facility, 2200 bed jail, retail Café, 2 work release facilities, MRDD site and state half-way facility. Responsible for company vehicle. Oversaw a team of 20 civilian employees. Full P&L responsibility. Able to work efficiently with a difficult client.

**Ohio DRC - Various Cities, OH ..... April 1999 – May 2007**  
*Correctional Food Service Manager 1*

Started as a food service supervisor, promoted in 2006. Prepared for ACA inspections. Taught and oversaw apprenticeship program. Trained and scheduled staff. Investigated and answered union complaints. Ordered supplies.

**Canteen Correctional-Noble County - Caldwell, OH..... Feb 1997 – Apr 1999**  
*Cook Supervisor*

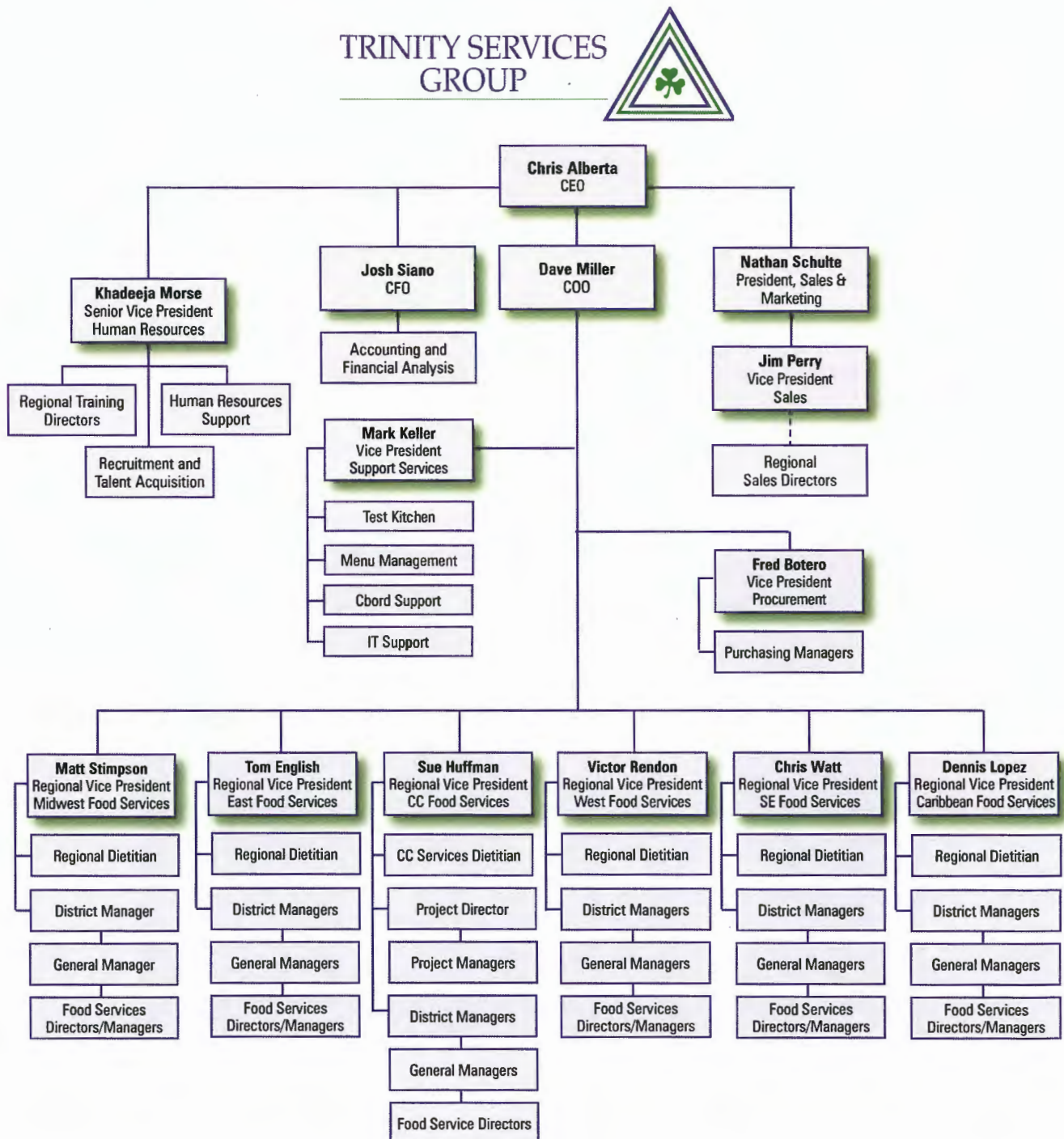
First test of contracted food service in Ohio. Oversaw the production, serving and sanitation. Completed required paperwork. Maintained clean, safe, secure work area.

### EDUCATION & CERTIFICATIONS

- Criminal Justice, Ohio University - in progress
- ServSafe Certified

## 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.





## Trinity Staffing

People have always made Trinity Services Group successful. We dedicate 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 great people, our passion for great service, and our performance standards that deliver great results. Together, these elements help create and sustain leadership for our company and our clients.

The expertise, understanding, and dedication of our staff enables us to anticipate and exceed our clients' needs. In order to keep “good” people, we have created incentives that include bonus programs, educational assistance, special event recognition, and awards for jobs well done.

Trinity offers our staff medical, dental, vision, short and long term disability, and additional benefits. As such, we expect our staff to be responsible, productive, and security and safety conscious. They wear company branded uniforms and are trained on site by experienced personnel. Our employee handbook cover every aspect of employment with Trinity.

All Trinity candidates must pass a criminal background check and drug screen. ***Each facility has the option to review and approve candidates, and perform their own background check before a candidate is offered employment.***



## Support of On-site Employees

Trinity's overall support program starts with the following foundation:

1. Policies and procedures in place are designed to meet the obligations of the contract, as well as meet all applicable standards and regulations monitored by local or corrections affiliated agencies.
2. The Senior management team works through the transition process with the facility team.
3. Corporate Trinity teams such as Human Resources, Accounting, IT, Payroll, Fleet Management, Purchasing and Operations initiate the transition process.
4. Aggressive recruiting begins the search for the qualified site staff team. Once the team is hired, an orientation and training process begins and moves through a schedule which tracks all components to ensure timely completion.
5. Senior management works with the new staff (shadowing concept) through the transition and opening processes. Once established, the teams will slowly pull away and follow up with the site food service director and staff as needed.
6. Senior management returns regularly to conduct site visits/audits to ensure all aspects of the agreement are being provided for to the satisfaction of the client. Coaching, training and additional support are provided where needed.
7. Our Dietitian, Human Resources and other Corporate teams are always available via phone or e-mail to provide support whenever needed. Our training department schedules routine follow up sessions in areas of production, safety, and ServSafe training. All food service employees of Trinity are required to complete and maintain ServSafe certifications.
8. Trinity encourages facility security training be provided whenever applicable so we are completely aware of the agency expectations. Trinity maintains documentation of all logs or forms for easy inspection by the facility or visiting Trinity management.



Trinity provides training for all associates both upon hiring with our “Rookie Fast Track Sessions” and on site training. Michael Byess, our District Manager, Michael Cook, our General Manager, and Regional Dietitian Jennifer Sowers will do on site training for all associated at the inception of the contract. This will include but not be limited to:

- Contract specifications and Compliance
- Menu, Production, Tray Line Supervision and Special Diets
- Contingency Plans
- Management Log Book
- Quality Assurance
- Security
- PREA
- Detainee Relations
- Food Presentation
- Time and Temperature Controls
- Satellite Delivery Training
- Trinity Policies and Procedures
- Boone County Policies and Procedures
- Sanitation Procedures for all Areas of the Kitchen
- Trinity Human Resources Information

On an ongoing basis, the Trinity Services District Manager and/or General Manager will visit at minimum twice per quarter and more often if requested by Boone County or the on site Trinity Food Service Director to ensure the highest quality of food services. During these visits, we will schedule meetings with our designated County liaisons and review services provided. If there are any issues or concerns we will immediately address them with our on site staff to resolve them.

Our District Manager is available 24/7, 365 days a year. We strive to return calls and emails to clients in hours, not days. Our Regional Dietitian will be on site for your opening and will use her expertise to ensure our staff is trained on all special diets, both religious and medical. This training has proven to be very valuable to all associates to ensure they are doing the right thing from day one! Our initial training and ongoing training through our Star Chat program, Monthly Quality Assurance Checklist, and District Support visits will ensure that all our associates are well trained to provide quality service to the Boone County Sheriff’s Office.



## Management Plan for Supervision of Detainees

Managing detainee 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 detainee work forces.

All kitchen detainee workers will be under the direct supervision of Trinity supervisors and food service director at all times. Your Trinity food service director will be a Certified ServSafe Instructor, and all supervisors are Certified ServSafe Food Safety Managers.

When the shift reports, the detainees are briefed on the meal plan and any new detainees are assigned positions. New detainee workers 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 detainee 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 detainee workers will be maintained and updated as needed.

Trinity staff are instructed to work with the Officers to handle any disputes to ensure the operation runs smoothly at all times. Doors are kept locked and detainees are instructed to remain in the break area during any down times.



### Staff/Detainee 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. All Trinity staff receive extensive pre-service and ongoing training on the effective methods of detainee supervision, detainee training, detainee 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.

As correctional food service supervisors, our Food Service Directors are expected to become part of your system and controls. Although they are not correctional officers, they fill the gap that is created in the kitchen environment. To correctly bridge this gap and still accomplish all food service goals using detainee labor, they strive to gain the respect of the detainees. Respect is the one "positive" emotion that motivates all workers (inside or outside of a correctional environment) to accomplish the tasks required of them.



## Staff Schedules

### Scenario 1 - No Detainee Labor

FSD	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<b>FSD</b>	<b>0600-1500</b>	<b>OFF</b>	<b>OFF</b>	<b>0600-1500</b>	<b>0600-1500</b>	<b>0600-1500</b>	<b>0600-1500</b>
Team Member	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<b>FT FSW</b>	<b>OFF</b>	<b>0500-1400</b>	<b>0500-1400</b>	<b>OFF</b>	<b>0500-1400</b>	<b>0500-1400</b>	<b>0500-1400</b>
<b>FT FSW</b>	<b>0500-1400</b>	<b>OFF</b>	<b>OFF</b>	<b>0500-1400</b>	<b>0600-1400</b>	<b>0600-1400</b>	<b>0600-1400</b>
<b>PT FSW</b>	<b>0600-1400</b>	<b>OFF</b>	<b>OFF</b>	<b>0600-1400</b>	<b>OFF</b>	<b>0600-1400</b>	<b>OFF</b>
<b>PT FSW</b>	<b>OFF</b>	<b>0600-1400</b>	<b>0600-1400</b>	<b>OFF</b>	<b>0600-1400</b>	<b>OFF</b>	<b>OFF</b>
<b>FT Cook</b>	<b>OFF</b>	<b>0500-1400</b>	<b>0500-1400</b>	<b>OFF</b>	<b>0500-1400</b>	<b>0500-1400</b>	<b>0500-1400</b>
<b>PT Cook</b>	<b>0500-1400</b>	<b>OFF</b>	<b>OFF</b>	<b>0500-1400</b>	<b>OFF</b>	<b>OFF</b>	<b>0500-1400</b>
Service Times	Prep	Serve	Clean-up				
Breakfast	0500	0700	0800				
Lunch	0900	1100	1300				
Dinner	1200	1830	N/A				

\*Cold dinner negates cleanup of dinner service in the evenings.

### Scenario 2 - Detainee Labor Provided by County

FSD	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<b>FSD</b>	<b>0600-1500</b>	<b>OFF</b>	<b>OFF</b>	<b>0600-1500</b>	<b>0600-1500</b>	<b>0600-1500</b>	<b>0600-1500</b>
Team Member	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<b>FT FSS</b>	<b>OFF</b>	<b>0500-1400</b>	<b>0500-1400</b>	<b>OFF</b>	<b>0500-1400</b>	<b>0500-1400</b>	<b>0500-1400</b>
<b>FT FSS</b>	<b>0500-1400</b>	<b>0600-1400</b>	<b>0600-1400</b>	<b>0500-1400</b>	<b>OFF</b>	<b>OFF</b>	<b>OFF</b>
Service Times	Prep	Serve	Clean-up				
Breakfast	0500	0700	0800				
Lunch	0900	1100	1300				
Dinner	1200	1830	N/A				

\*Cold dinner negates cleanup of dinner service in the evenings.

## Job Descriptions

TRINITY SERVICES  
GROUP, INC.



### Job Description

<b>Position Title:</b>	<b>Food Service Director I</b>	<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 and/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 a single site, stand-alone food service operation in a facility with only one kitchen. Supervises a team of Unit Managers or 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 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, 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 members'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 employee, 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



TRINITY SERVICES  
GROUP, INC.



### Job Description

<b>Position Title:</b>	<b>Food Service Supervisor</b>	<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 an 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 Detainee Job Descriptions

### COOK'S HELPER

**Purpose:** to assist staff in the preparation and cooking of menu items.

**Duties:**

*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.

*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.

*In the area of Sanitation will:*

- Clean all production areas prior to the completion of the 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.

### DIET CLERK

**Purpose:** to assist the diet supervisor in the preparation and cooking of dietary paperwork and dietary menu items.

**Duties:**

*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.

*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.

*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.

*All kitchen 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.

### **Duties:**

*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.
- 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.

*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.

*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.
- Assist in any other duties deemed necessary.

## 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:**

*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.

*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.

*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.

*All kitchen 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.

### Duties:

#### *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.
- Put all items on proper racks and place in dish machine for complete washing and sanitizing.
- Check after 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.

#### *In the 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.

#### *In the area of Sanitation will:*

- Completely break down and clean the dish machine at the end of the shift.
- Empty trash container before the end of the 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.

## SANITATION WORKER

**Purpose:** to maintain a clean and sanitary Dining Room.

### Duties:

#### *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.

#### *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.

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



## CART RUNNER

**Purpose:** to move tray delivery carts under the direction of a Trinity Food Service Worker.

**Duties:**

*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.

*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.

*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.

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

## WAREHOUSE WORKER

**Purpose:** to assist in receiving, transporting and maintaining storage of all products.

**Duties:**

*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.

*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.

*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.

#### 5.14. Performance Methodology:

*The offeror should provide the following information regarding the proposed approach to provide food services to the Boone County Jail:*

5.14.1. ***Food and Kitchen Supplies Sources and Grade:*** Describe the sources the vendor uses to obtain food and kitchen supplies for detainee meals that would be prepared for the Boone County Jail. Identify suppliers the vendor routinely uses ( e.g. Sysco, U.S. Foods, etc.) and describe the relationship the vendor has with its routine suppliers ( e.g., term contract, spot purchases, etc.). ***In addition, what USDA Grade food will the offeror serve on its menu - specify by grade specific to food type, e.g., eggs, poultry, canned vegetables, canned fruit, etc.)***

Trinity Services Group is in the third year of a long term partnership with Shaver Foods, our broadline supplier In Missouri. Shaver Foods specializes in the corrections industry and will work to shop products from multiple qualified suppliers on a consistent basis to ensure we are able to receive competitive pricing and conforming quality products. Shaver carries a limited number of Trinity-sourced products as well as their own private branded products. Trinity Services Group will also purchase bread, dairy and produce type of items from local distributors.

Trinity 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.

We have 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’s 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’s quality assurance expectations are met if the supplier achieves an acceptable result.



## 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.



Item Name	Purchase Unit	Source
Margarine Solids	30/1 lb	Shaver
Sugar Powdered	1/50 lb	Shaver
Vanilla Extract Imitation	4/1 GA	Shaver
Mix Muffin Blueberry	1/50 LB	Shaver
Bread Sliced White	Loaf	Bimbo
Tomato Crushed CND/BAG	6/107 OZ	Shaver
Tomato Paste CND/BAG	6/107 oz	Shaver
Beans Green FRZ	1/30 lb	Shaver
Broccoli Cut FRZ	1/35 lb	Shaver
Carrots - Sliced Diced Julienne FRZ	1/30 lb	Shaver
Com Cut FRZ	1/30 lb	Shaver
Peas Green FRZ	1/30 lb	Shaver
Mix Spice Cake	50 Pound	Shaver
Mix Yellow Cake	1/50 LB	Shaver
Mix Sugar Cookie Basic	1/50 lb	Shaver
Meatball Beef FC .5 WZ	2/5 LB	Shaver
Patty Salisbury FC 3 WZ	1/30 LB	Shaver
Patty Hamburger FC 3 WZ	1/30 lb	Shaver
Turkey Frank 10:1	10/1 LB	Shaver
Turkey/Chicken Ground	1/50 lb	Shaver
Turkey E&P	1/50 lb avg	Shaver
Turkey Ham	1/15#AV	Shaver
Egg Medium Fresh	1/15 DZ	Ole Tyme Produce
Cheese Sliced Imitation	1/30 LB	Shaver
Cheese Shredded Cheddar Imitation	4/5 lb	Shaver
Carrots Fresh	1/50 lb	Ole Tyme Produce
Celery Fresh	1/24 ct	Ole Tyme Produce
Onion Yellow Fresh	50 Pound	Ole Tyme Produce
Pepper Green Bell Fresh	1/25 lb	Ole Tyme Produce
Tortilla Com 6"	6/120 CT	Shaver
Cereal Crisp Rice Bulk	1/33 lb	Shaver
Pasta Noodles Egg	1/10 lb	Shaver
Pasta Macaroni Elbow	1/20 LB	Shaver
Pasta Rotini	1 Pound	Shaver
Rice White Parboiled	1/50 LB	Shaver
Mix Regular Biscuit	1/50 lb	Shaver
Mix Cheese Sauce FC	12/25.5 oz	Food Concepts
Mix Combread	1/50 LB	Shaver
Mix Country Gravy FC	1/25.5 lb	Food Concepts
Flour AP Bulk	1/50 lb	Shaver
Sugar Brown	1/50 LB	Shaver
Sugar Granulated	1/50 LB	Shaver
Relish Sweet Pickle	4/1 Gallon	Shaver
Soy Sauce	4/1 gal	Shaver
Sauce Worcestershire	4/1 GA	Shaver
Chili Powder	1/20 lb	Food Concepts
Cinnamon Ground	Pound	Food Concepts
Cumin Ground	1 Pound	Food Concepts
Garlic Granulated	1 Pound	Food Concepts
Ginger Ground	1 Pound	Food Concepts
Oregano Ground	50 Pound	Food Concepts
Paprika	1/20 lb	Food Concepts



Item Name	Purchase Unit	Source
Pepper Ground Black	1/5 lb	Food Concepts
Pepper Cayenne	1/20 lb	Food Concepts
Salt	1/50 lb	Shaver
Italian Seasoning	1 Pound	Food Concepts
Poultry Seasoning	1/20 lb	Food Concepts
Thyme Ground	12/4 OZ	Food Concepts
Pepper Crushed Red Flakes	1/20 lb	Food Concepts
Kitchen Bouquet	QT	Sysco
Ketchup CND/BAG	6/107 OZ	Shaver
Mustard Yellow Bulk	4/1 Gallon	Shaver
Beans Navy Dry	1/50 LB	Shaver
Beans Pinto Dry	1 Pound	Shaver
Potato Instant Flakes/Granules	1/40 lb	Shaver
Potato Sliced Dehydrated Dry	25 LB	Shaver
Dressing Salad Reg PC 9 GR	1000 Each	Shaver
Oil Vegetable Salad	1/35 LB	Shaver
Shortening Vegetable Solid	1/50 LB	Shaver
Vinegar White	4/1 GA	Shaver
Dressing Salad Regular	30 Pound	Shaver
Whey/Milk Non Fat Powder Baking	1/50 lb	Shaver
Cornstarch	1/50 LB	Shaver
Beverage Dairy Drink Vanilla FC	25 lb	Food Concepts
Cereal Corn Flakes Bulk	1/40 LB	Shaver
Jelly Assorted PC .5	200/1/2 oz.	Shaver
Peanut Butter PC 2	200-2 Oz	Shaver
Margarine PC	12/90 ct	Shaver
Base Beef Economy	1/25 lb	Food Concepts
Base Chicken Economy	1/25 lb	Food Concepts
Cabbage Slaw Mix Shredded	4/5 LB	Ole Tyme Produce
Liquid Smoke	1/1 GA	Shaver
Patty Meatloaf FC 3 WZ	54/3oz	Shaver
Bread Bun Hamburger	8 EA	Bimbo
Mix Chocolate Pudding FC-202	6/3 lb	Food Concepts
Mix Brown Beef Gravy FC	12/25 oz.	Food Concepts
Patty Chicken Breast Breaded FC 3 WZ	90/3 oz	Shaver
Beverage Dairy Drink Vanilla PC	100-23 gm	Food Concepts
Beverage Milk 2% 1/2 Pint	70/.5 Pint	Prairie Farms
TSG Roll & Loaf Base 7.1	48/7.1 oz	Food Concepts
Sausage Smoked Link 3.2	10#	Shaver
Ketchup PC 7 GR	1000/7 gm	Shaver
Beverage Lemonade Clear HY ECO FC 56gr	144/56 gr.	Food Concepts
Mustard Yellow PC 1/6 OZ	1000-1/6 Oz	Shaver



#### 5.14.2 Description of Vendor's Typical Menu including *Milk*:

The vendor should address how the vendor's typical menu ensures meeting dietary RDA's and ACA standards. Provide sample menus and address how the menu items meet RDA and ACA standards.

Trinity's menus will meet the daily requirements specified by your facility. In addition, we will prepare meals for traditional holidays, special medical and religious diets, and lockdown meals as required. Menus are developed based on the per day calorie count set by the facility. Menus are reviewed annually.

Working with Regional Dietitians, our Menu Development Team creates standard and unified menus from the more than 4600 recipes stored in our database using our Test Kitchen. The Test Kitchen also develops menus and standardized recipes, and tests alternate products and cooking methods. All recipes use quality foods and meet nutritional requirements.

Once a menu is approved by our internal departments, it is sent to the facility for approval. Upon approval, the Food Service Director uses NetMenu™, described in our proposal, to print out recipes and production worksheets that are sized to the anticipated counts for a meal.

*What Kind of Milk: The offeror should clearly identify if the offeror is providing 1% milk in ½ pint cartons, instant milk powder packets, or calcium fortified drink as part of its daily regular menu:*

Trinity is proposing 2% milk in 1/2 pint cartons.



Trinity Services Group

BOONE COUNTY MO 2019 HHC

Regular

Week 2

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
<b>Breakfast</b>													
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	Oatmeal w/ Brown Sugar	1 Cup
Boiled Egg	2 Each	Turkey Ham	2 WZ	Peanut Butter	1 Each	Boiled Egg	2 Each	Turkey Ham	2 WZ	Peanut Butter	1 Each	Boiled Egg	2 Each
Blueberry Muffin	2 1/48 Cut	Coffee Cake	2 1/48 Slice	Biscuit	2 Each 1/48 Cut	Blueberry Muffin	2 1/48 Cut	Coffee Cake	2 1/48 Slice	Biscuit	2 Each 1/48 Cut	Blueberry Muffin	2 1/48 Cut
Milk 2%	1 Each	Milk 2%	1 Each	Jelly	2 Each	Milk 2%	1 Each	Milk 2%	1 Each	Jelly	2 Each	Milk 2%	1 Each
				Milk 2%	1 Each					Milk 2%	1 Each		
<b>Lunch</b>													
BBQ Turkey	3/4 Cup	Patty Charbroil	1 Each	Turkey & Gravy	3/4 Cup	Jambalaya	1 1/4 Cup	Chicken Patty	1 Each	Chili Mac	1 1/4 Cup	Frankfurter Turkey	2 Each
Potato Salad	1 Cup	Hamburger Bun	1 Each	Mashed Potatoes	1 Cup	Carrots	1/2 Cup	Oven Brownd Potatoes	1 Cup	Corn Seasoned	1/2 Cup	Ranch Beans	1 Cup
Pinto Beans	1/2 Cup	Sliced Cheese	1/2 WZ	Green Beans	1/2 Cup	Cornbread	1 1/48 Cut	Green Beans	1/2 Cup	Cornbread	1 1/48 Cut	Coleslaw	1/2 Cup
Dinner Roll	1 Each	Italian Pasta Salad	1 Cup	Dinner Roll	1 Each	Margarine PC	2 Each	Bread	2 Slice	Margarine PC	2 Each	Bread	2 Slice
Pudding	1/2 Cup	Coleslaw	1/2 Cup	Pudding	1/2 Cup	Iced Cake	1/48 Slice	Ketchup	2 Each	Iced Cake	1/48 Slice	Mustard PC	2 Each
Beverage	1 Cup	Salad Dressing PC	1 Each	Beverage	1 Cup	Beverage	1 Cup	Puttiding	1/2 Cup	Beverage	1 Cup	Puttiding	1/2 Cup
		Iced Cake	1/48 Slice					Beverage	1 Cup			Beverage	1 Cup
		Beverage	1 Cup										
<b>Dinner</b>													
Turkey Salami	3 WZ	Turkey Bologna	3 WZ	Turkey Ham	3 WZ	Turkey Salami	3 WZ	Turkey Bologna	3 WZ	Turkey Ham	3 WZ	Turkey Salami	3 WZ
Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices
Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice
Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each
Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each
Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ
Snickerdoodle Cookie	2 WZ	Sugar Cookie	2 WZ	Snickerdoodle Cookie	2 WZ	Sugar Cookie	2 WZ	Snickerdoodle Cookie	2 WZ	Sugar Cookie	2 WZ	Snickerdoodle Cookie	2 WZ
Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup

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Dietary Consultant *Jenifer L. Swain, RD #822741*

Approval Date 1/15/2019

BAFO for RFP 02-09JAN19 - Food Services



**Trinity Services Group**

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**Regular**

**Week 3**

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
Breakfast													
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
Turkey Ham	2 WZ	Peanut Butter	1 Each	Boiled Egg	2 Each	Turkey Ham	2 WZ	Peanut Butter	1 Each	Boiled Egg	2 Each	Turkey Ham	2 WZ
Coffee Cake	2 1/48 Slice	Biscuit	2 Each 1/48 Cut	Blueberry Muffin	2 1/48 Cut	Coffee Cake	2 1/48 Slice	Biscuit	2 Each 1/48 Cut	Blueberry Muffin	2 1/48 Cut	Coffee Cake	2 1/48 Slice
Milk 2%	1 Each	Jelly	2 Each	Milk 2%	1 Each	Milk 2%	1 Each	Jelly	2 Each	Milk 2%	1 Each	Milk 2%	1 Each
		Milk 2%	1 Each					Milk 2%	1 Each				
Lunch													
Patty Charbroil	1 Each	Turkey à la King	3/4 Cup	Meat Sauce	3/4 Cup	Frankfurter Turkey	2 Each	BBQ Turkey	3/4 Cup	Spanish Rice w/ Meat	1 1/4 Cup	Chicken Patty	1 Each
Sliced Cheese	1/2 WZ	Rice Pilaf	1 Cup	Rotini	1 Cup	Macaroni & Cheese	1 Cup	Beans Baked	1 Cup	Corn Seasoned	1/2 Cup	Gravy Brown	2 FZ
Hamburger Bun	1 Each	Corn Seasoned	1/2 Cup	Carrots	1/2 Cup	Coleslaw	1/2 Cup	Green Beans	1/2 Cup	Cornbread	1 1/48 Cut	Seasoned Rice	1 Cup
Oven Browned Potatoes	1 Cup	Dinner Roll	1 Each	Garlic Bread	2 Slice	Bread	2 Slice	Dinner Roll	1 Each	Margarine PC	2 Each	Green Beans	1/2 Cup
Italian Pasta Salad	1/2 Cup	Margarine PC	2 Each	Iced Cake	1/48 Slice	Mustard PC	2 Each	Iced Cake	1/48 Slice	Pudding	1/2 Cup	Biscuit	1 Each 1/48 Cut
Ketchup	2 Each	Pudding	1/2 Cup	Beverage	1 Cup	Pudding	1/2 Cup	Beverage	1 Cup	Beverage	1 Cup	Margarine PC	2 Each
Iced Cake	1/48 Slice	Beverage	1 Cup			Beverage	1 Cup					Iced Cake	1/48 Slice
Beverage	1 Cup											Beverage	1 Cup
Dinner													
Turkey Bologna	3 WZ	Turkey Ham	3 WZ	Turkey Salami	3 WZ	Turkey Bologna	3 WZ	Turkey Ham	3 WZ	Turkey Salami	3 WZ	Turkey Bologna	3 WZ
Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices
Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice
Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each
Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each
Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ
Sugar Cookie	2 WZ	Snickerdoodle Cookie	2 WZ	Sugar Cookie	2 WZ	Snickerdoodle Cookie	2 WZ	Sugar Cookie	2 WZ	Snickerdoodle Cookie	2 WZ	Sugar Cookie	2 WZ
Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup

Dietary Consultant Jessie L. Sawyer, RD #822741

Approval Date 1/15/2019

Trinity Services Group

BOONE COUNTY MO 2019 HHC

Regular

Week 4

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
<b>Breakfast</b>													
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	Oatmeal w/ Brown Sugar	1 Cup
Peanut Butter	1 Each	Boiled Egg	2 Each	Turkey Ham	2 WZ	Peanut Butter	1 Each	Boiled Egg	2 Each	Turkey Ham	2 WZ	Peanut Butter	1 Each
Biscuit	2 Each 1/48 Cut	Blueberry Muffin	2 1/48 Cut	Coffee Cake	2 1/48 Slice	Biscuit	2 Each 1/48 Cut	Blueberry Muffin	2 1/48 Cut	Coffee Cake	2 1/48 Slice	Biscuit	2 Each 1/48 Cut
Jelly	2 Each	Milk 2%	1 Each	Milk 2%	1 Each	Jelly	2 Each	Milk 2%	1 Each	Milk 2%	1 Each	Jelly	2 Each
Milk 2%	1 Each					Milk 2%	1 Each					Milk 2%	1 Each
<b>Lunch</b>													
Rotini Casserole	1 1/4 Cup	Patty Charbroil	1 Each	Corndog	1 Slice	Meatloaf	1 Each	Spanish Rice w/ Meat	1 1/4 Cup	Chili Mac	1 1/4 Cup	T Ham & Navy Beans	1 1/4 Cup
Mixed Vegetables	1/2 Cup	Hamburger Bun	1 Each	Coleslaw	1/2 Cup	Country Cream Gravy	2 FZ	Corn Seasoned	1/2 Cup	Peas	1/2 Cup	Coleslaw	1/2 Cup
Dinner Roll	1 Each	Sliced Cheese	1/2 WZ	Fried Potatoes	1 Cup	Mashed Potatoes	1 Cup	Cornbread	1 1/48 Cut	Cornbread	1 1/48 Cut	Cornbread	1 1/48 Cut
Margarine PC	2 Each	Macaroni Salad	1 Cup	Mustard PC	2 Each	Peas & Carrots	1/2 Cup	Margarine PC	2 Each	Margarine PC	2 Each	Margarine PC	2 Each
Pudding	1/2 Cup	BBQ Beans	1/2 Cup	Ketchup	2 Each	Dinner Roll	1 Each	Pudding	1/2 Cup	Iced Cake	1/48 Slice	Pudding	1/2 Cup
Beverage	1 Cup	Ketchup	2 Each	Pudding	1/2 Cup	Iced Cake	1/48 Slice	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup
		Iced Cake	1/48 Slice	Beverage	1 Cup	Beverage	1 Cup						
		Beverage	1 Cup										
<b>Dinner</b>													
Turkey Ham	3 WZ	Turkey Salami	3 WZ	Turkey Bologna	3 WZ	Turkey Ham	3 WZ	Turkey Salami	3 WZ	Turkey Bologna	3 WZ	Turkey Ham	3 WZ
Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices
Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice
Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each
Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each
Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ
Snickerdoodle Cookie	2 WZ	Sugar Cookie	2 WZ	Snickerdoodle Cookie	2 WZ	Sugar Cookie	2 WZ	Snickerdoodle Cookie	2 WZ	Sugar Cookie	2 WZ	Snickerdoodle Cookie	2 WZ
Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup

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Dietary Consultant Janet L. Sawyer, RD #822741

Approval Date 1/15/2019



Average Cycle Nutrition Analysis By Diet



Trinity Services Group

BOONE COUNTY MO 2019 HHC

Diet: Regular

\_TSG Standard - Male Sedentary

Week 1 - DAILY SUMMARY

	KCAL	PRO	CHO	FAT	CHOL	VITA R	VITC	CA	FE	NA	TDFB	SFA	FATR				
	KCAL	Gram	Gram	Gram	MG	AE	MG	MG	MG	MG	Gram	Gram	Gram				
Nutritional Goal	2,446.00	56.00	336.00	76.00	300.00	625.00	75.00	800.00	6.00	4,000.00	25.00	20.00	2.50				
Friday	3033	88.41	389.54	127.94	137	509	154.4	1026	18.2	5543	27.8	31.314	5.9				
Saturday	2469	82.5	343.65	84.37	522	330	161.8	860	18.44	4253	16.8	22.44	1.102				
Sunday	2921	74.59	399.53	112.81	212	545	168.4	1119	18.33	4621	14.9	27.924	6.656				
Monday	2972	82.57	378.6	129.49	156	813	144.1	1049	16.58	6008	23.5	29.724	1.772				
Tuesday	2750	91.26	394.32	90.1	510	455	148	994	20.26	4987	23.5	25.174	2.991				
Wednesday	2777	80.97	373.31	106.45	260	524	176.2	1061	18.9	4794	22	28.925	4.857				
Thursday	3053	84.07	400.38	126.9	122	570	143.5	1041	17.48	5112	18.8	28.38	3.432				

Daily Average

Meals	2,853.57	83.48	382.76	111.15	274.14	535.14	156.63	1,021.43	18.31	5,045.43	21.04	27.70	3.82	NaN	NaN	NaN	NaN
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Daily Average %

Week 1	116.66%	149.07%	113.92%	146.25%	91.38%	85.62%	208.84%	127.68%	305.17%	126.14%	84.16%	138.50%	152.80%				
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Average Cycle Nutrition Analysis By Diet

Trinity Services Group

BOONE COUNTY MO 2019 HHC

Diet: Regular

\_TSG Standard - Male Sedentary

Week 2 - DAILY SUMMARY

	KCAL	PRO	CHO	FAT	CHOL	VITA R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
Nutritional Goal	2,446.00	56.00	336.00	76.00	300.00	625.00	75.00	800.00	6.00	4,000.00	25.00	20.00	2.50				
Friday	2473	84.03	355.75	78.05	522	352	149.3	816	18.47	4300	20.9	20.95	1.094				
Saturday	2937	79.54	402.33	112.14	185	457	179.1	1061	17.88	5181	15.7	28.066	3.979				
Sunday	2893	84.86	365.86	124.06	148	391	180.7	900	16.93	5100	23.1	29.714	4.445				
Monday	2642	72.65	350.24	104.18	524	1259	147.6	902	16.91	5283	16.7	27.478	6.14				
Tuesday	2784	79.42	388.53	101.88	175	263	172.6	1006	17.23	5009	16.7	24.087	2.398				
Wednesday	3107	81.58	392.71	139.38	189	500	152.7	1066	16.91	4850	21.1	33.778	5.081				
Thursday	2463	89.81	333.87	84.45	547	313	163.4	1035	19.83	5196	26	21.779	1.332				

Daily Average

Meals	2,757.00	81.70	369.90	106.31	327.14	505.00	163.63	969.43	17.74	4,988.43	20.03	26.55	3.50	NaN	NaN	NaN	NaN
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Daily Average %

Week 2	112.71%	145.89%	110.09%	139.88%	109.05%	80.80%	218.17%	121.18%	295.67%	124.71%	80.12%	132.75%	140.00%				
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Average Cycle Nutrition Analysis By Diet



Trinity Services Group

BOONE COUNTY MO 2019 HHC

Diet: Regular

\_TSG Standard - Male Sedentary

Week 3 - DAILY SUMMARY

	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATR				
	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
Nutritional Goal	2,446.00	56.00	336.00	76.00	300.00	625.00	75.00	800.00	6.00	4,000.00	25.00	20.00	2.50				
Friday	3005	78.66	422.35	111.75	176	391	162.9	1055	17.74	5126	13.1	28.473	4.121				
Saturday	2929	82.65	389.33	119.3	120	397	141.9	941	17.84	5195	21.6	28.562	4.554				
Sunday	2716	75.87	356.45	108.1	546	1240	141.7	972	17.55	4268	15.1	26.954	5.579				
Monday	2661	79.74	379.95	90.29	213	201	174.8	1128	17.36	5870	17.5	22.68	2.383				
Tuesday	3009	89.4	406.35	116.72	131	370	154.5	1034	19.59	4839	27.8	28.15	3.847				
Wednesday	2627	79.31	330.29	110.99	594	567	159.1	933	18.06	4564	20.8	29.388	3.146				
Thursday	3040	76.69	416.46	117.2	178	493	165.1	1143	17	6077	13.3	28.253	7.15				

Daily Average

Meals	2,855.29	80.33	385.88	110.62	279.71	522.71	157.14	1,029.43	17.88	5,134.14	18.46	27.49	4.40	NaN	NaN	NaN	NaN
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Daily Average %

Week 3	116.73%	143.45%	114.85%	145.55%	93.24%	83.63%	209.52%	128.68%	298.00%	128.35%	73.84%	137.45%	176.00%				
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Average Cycle Nutrition Analysis By Diet

Trinity Services Group

BOONE COUNTY MO 2019 HHC

Diet: Regular

\_TSG Standard - Male Sedentary

Week 4 - DAILY SUMMARY

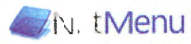
	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
Nutritional Goal	2,446.00	56.00	336.00	76.00	300.00	625.00	75.00	800.00	6.00	4,000.00	25.00	20.00	2.50				
Friday	2866	84.94	351.78	127.79	206	647	147	1015	18.27	4613	22.5	31.889	4.106				
Saturday	2768	88.01	384.69	97	511	456	141.3	940	18.31	5124	19.1	25.477	2.895				
Sunday	2849	76.61	392.54	108.61	214	223	183.7	1076	16.93	5918	18.5	26.28	2.505				
Monday	3100	82.79	394.61	136.53	123	794	180.7	1041	17.38	5101	22.8	34.506	5.619				
Tuesday	2627	79.31	330.29	110.99	594	567	159.1	933	18.06	4564	20.8	29.388	3.146				
Wednesday	2966	77.02	399.27	117.94	242	665	182.6	1110	18.19	4806	19.2	30.419	7.159				
Thursday	2824	88.03	360.95	118.24	142	254	160.6	977	17.57	5568	29.2	28.97	2.8				

Daily Average

Meals	2,857.14	82.39	373.45	116.73	290.29	515.14	165.00	1,013.14	17.82	5,099.14	21.73	29.56	4.03	NaN	NaN	NaN	NaN
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Daily Average %

Week 4	116.81%	147.13%	111.15%	153.59%	96.76%	82.42%	220.00%	126.64%	297.00%	127.48%	86.92%	147.80%	161.20%				
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BOONE COUNTY MO 2019 HHC Diet: SUMMARY

Regular

\_TSG Standard - Male Sedentary

	KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATR Gram				
Nutritional Goal	2,446.00	56.00	336.00	76.00	300.00	625.00	75.00	800.00	6.00	4,000.00	25.00	20.00	2.50				
Week 1	2,853.57	83.48	382.76	111.15	274.14	535.14	156.63	1,021.43	18.31	5,045.43	21.04	27.70	3.82	NaN	NaN	NaN	NaN
Week 2	2,757.00	81.70	369.90	106.31	327.14	505.00	163.63	969.43	17.74	4,988.43	20.03	26.55	3.50	NaN	NaN	NaN	NaN
Week 3	2,855.29	80.33	385.88	110.62	279.71	522.71	157.14	1,029.43	17.88	5,134.14	18.46	27.49	4.40	NaN	NaN	NaN	NaN
Week 4	2,857.14	82.39	373.45	116.73	290.29	515.14	165.00	1,013.14	17.82	5,099.14	21.73	29.56	4.03	NaN	NaN	NaN	NaN

Cycle Average

Total	2,830.75	81.98	378.00	111.20	292.82	519.50	160.60	1,008.36	17.94	5,066.79	20.32	27.83	3.94	0.00	0.00	0.00	0.00
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# Sack Menu

## Trinity Services Group

## BOONE COUNTY MO

## Sack Meal

## Week 1

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Lunch													
Turkey Bologna	2 WZ	Turkey Ham	2 WZ	Turkey Salami	2 WZ	Turkey Bologna	2 WZ	Turkey Ham	2 WZ	Turkey Salami	2 WZ	Turkey Bologna	2 WZ
Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ	Sliced Cheese	1 WZ
Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice
Mustard PC	2 Each	Mustard PC	2 Each	Mustard PC	2 Each	Mustard PC	2 Each	Mustard PC	2 Each	Mustard PC	2 Each	Mustard PC	2 Each
Chip Potato	1 OZ	Sugar Cookie	2 WZ	Chip Potato	1 OZ	Sugar Cookie	2 WZ	Chip Potato	1 OZ	Sugar Cookie	2 WZ	Chip Potato	1 OZ
Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup
Fruit	1 Each	Fruit	1 Each	Fruit	1 Each	Fruit	1 Each	Fruit	1 Each	Fruit	1 Each	Fruit	1 Each



## STATEMENT OF NUTRITIONAL ADEQUACY

The bid menus reviewed by Trinity Services Group for Boone County to be served as the Regular menu in **adult** general population. The menus, as written and analyzed, meet or exceed the recommended nutrient amounts as specified by Recommended Dietary Allowances from the National Academy of Sciences, American Correctional Association, and National Commission on Correctional Health Care.

*Jennifer L. Sowers, RD #822741*

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Jennifer L. Sowers, R.D.  
East Region Dietitian for Trinity Services Group  
Registration Number: 822741  
January 4, 2019

### 5.14.3 Description of Special Menus

The vendor should describe the vendor's ability to meet special dietary needs, e.g., Kosher, vegan, etc. and provide sample menus.

Attention to the special dietary needs of the inmate population is a critical area of concern. Our Dietary Program will meet all the requirements of your facility and the American Correctional Association (ACA), as well as the recommendations of the National Academy of Sciences, Board of Medicine, and the National Commission on Correctional Health Care of the American Medical Association. In addition, our program will meet the dietary guidelines set forth by the Academy of Nutrition and Dietetics and the American Diabetes Association.

For your review, we have provided the Table of Contents from *Trinity's Diet Manual for Correction Institutions*, along with descriptions of special diet accommodations.

We have also included several sample special diet menus. These menus are only samples of what can be provided for detainees with special dietary needs. For more complex cases or special reviews/audits, our dietitian is on call or available for direct visits to your facility to meet all special diet requests.

<b><u>Table of Contents</u></b>	
<b>Section I</b>	<b>General Information</b>
	Introduction Diet Manual Acknowledgement Dietary Management Procedures Restricted Diet Guidelines Local Written Policy on Religious Diets Restricted Diet Orders/Cancellations Standard Medical Diet Order Form
<b>II</b>	<b>Regular Menu and Diet Meal Patterns</b>
	Regular Menu Restricted Diet Spreadsheets Standard Restricted Diets Facility Diet Spreadsheets
<b>III</b>	<b>Restricted Diet Parameters/Guidelines</b>
	Clear Liquid Diet Full Liquid Diet Long Term Full Liquid Diet Dental Mechanical Diet High Protein, High Calories (Also used for pregnancy) Diabetic Consistent Carbohydrate Calorie Controlled – 1800 and 2500 Heart Healthy (Low Sodium, Low Chol, Low Fat) Higher Fiber Renal (Restricted Protein, Sodium Potassium) Food Allergy/Food Intolerance
<b>IV</b>	<b>Appendix of Forms</b>
	Suicide Watch/Finger Foods Disciplinary Meal Plan/Loaf Low Lactose Diet Purine Restricted Diet Gluten Free Diet Coumadin/Vit K Restriction Menu Substitutions Approved Substitution Guidelines Support Management of Unplanned Diet Orders



## Diet Manual Excerpts

Trinity has provided the following excerpts from our Diet Manual for your review.

### **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*
3. *Medical diets shall be ordered by a Health Care Provider or Medical Authority. Medical diets will be ordered, revised or canceled according to local policies and procedures at each institution. Prescriptions for diets should be specific and provided in writing to the food service department.*
  4. *Dietary education of inmates is the responsibility of the medical and/or dental staff.*
  5. *The regular menu will be the basis for all restricted diets developed by the Registered Dietitian. Requests for food based on inmate preference shall not be considered and should not be ordered by health care providers.*
  6. *The Regional Dietitian is available for nutrition consultation upon request by the health care provider or medical authority. Please contact the FSD for contact information.*

### **Restricted Diet Guidelines**

1. *Trinity Services Group 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.*
2. *Restricted diets will be evaluated by a Registered Dietitian (RD) at least annually to ensure they meet the nationally recommended allowances published by the National Academy of Sciences and/or contract parameters.*

### **Regular Menu and Diet Meal Patterns**

- *The regular menu is developed by your Regional Registered Dietitian 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 the 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 corrections 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 <i>diabetics</i> .
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.

Trinity Services Group

SAMPLE MENU

Kosher

Week 1

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
<b>Breakfast</b>													
Cold Cereal	2 Cup	Cold Cereal	2 Cup	Cold Cereal	2 Cup	Cold Cereal	2 Cup	Cold Cereal	2 Cup	Cold Cereal	2 Cup	Cold Cereal	2 Cup
Boiled Egg	1 Each	Peanut Butter	1 Each	Boiled Egg	1 Each	Boiled Egg	1 Each	Boiled Egg	1 Each	Boiled Egg	1 Each	Boiled Egg	1 Each
Fruit	1 Each	Jelly	2 Each	Fruit	1 Each	Fruit	1 Each	Fruit	1 Each	Fruit	1 Each	Fruit	1 Each
Bread	3 Slice	Fruit	1 Each	Bread	3 Slice	Bread	3 Slice	Bread	3 Slice	Bread	3 Slice	Bread	3 Slice
Milk 2%	2 Cup	Bread	3 Slice	Milk 2%	2 Cup	Milk 2%	2 Cup	Milk 2%	2 Cup	Milk 2%	2 Cup	Milk 2%	2 Cup
		Milk 2%	2 Cup										
<b>Lunch</b>													
Kosher Entree	Each	Peanut Butter	1 Each	Kosher Entree	Each	Kosher Entree	Each	Kosher Entree	Each	Kosher Entree	Each	Kosher Entree	Each
Bread	3 Slice	Jelly	2 Each	Bread	3 Slice	Bread	3 Slice	Bread	3 Slice	Bread	3 Slice	Bread	3 Slice
Tossed Salad	1 Cup	Bread	3 Slice	Tossed Salad	1 Cup	Tossed Salad	1 Cup	Tossed Salad	1 Cup	Tossed Salad	1 Cup	Tossed Salad	1 Cup
Italian Dressing	2 Each	Tossed Salad	1 Cup	Italian Dressing	2 Each	Italian Dressing	2 Each	Italian Dressing	2 Each	Italian Dressing	2 Each	Italian Dressing	2 Each
Cookie	6 Each	Italian Dressing	2 Each	Cookie	6 Each	Fruit	1 Each	Cookie	6 Each	Fruit	1 Each	Cookie	6 Each
Beverage	1 Each	Fruit	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each
		Beverage	1 Each										
<b>Dinner</b>													
Kosher Entree	Each	Peanut Butter	1 Each	Kosher Entree	Each	Kosher Entree	Each	Kosher Entree	Each	Kosher Entree	Each	Kosher Entree	Each
Bread	3 Slice	Jelly	2 Each	Bread	3 Slice	Bread	3 Slice	Bread	3 Slice	Bread	3 Slice	Bread	3 Slice
Tossed Salad	1 Cup	Bread	3 Slice	Tossed Salad	1 Cup	Tossed Salad	1 Cup	Tossed Salad	1 Cup	Tossed Salad	1 Cup	Tossed Salad	1 Cup
Italian Dressing	2 Each	Tossed Salad	1 Cup	Italian Dressing	2 Each	Italian Dressing	2 Each	Italian Dressing	2 Each	Italian Dressing	2 Each	Italian Dressing	2 Each
Fruit	1 Each	Italian Dressing	2 Each	Fruit	1 Each	Cookie	6 Each	Fruit	1 Each	Cookie	6 Each	Fruit	1 Each
Beverage	1 Each	Cookie	6 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each
		Beverage	1 Each										





Trinity Services Group

SAMPLE MENU

Heart Healthy

Week 1

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
<b>Breakfast</b>													
Hot Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup
Pancakes	2 Each	Boiled Egg	1 Each	Egg Patty	2 WZ	Peanut Butter	1 Tbsp	Pancakes	2 Each	Egg Patty	2 WZ	Ground Poultry	1 WZ
Turkey Ham	2 WZ	Wheat Bread	2 Slice	Wheat Bread	2 Slice	Sliced Cheese	1/2 WZ	Turkey Ham	1 WZ	Turkey Ham	1 WZ	Wheat Bread	2 Slice
Diet Syrup	1 Each	Apple Sliced CND	1/2 Cup	Turkey Bologna	1 WZ	Fruit	1/2 Cup	Diet Syrup	1 Each	Wheat Bread	2 Slice	Boiled Potatoes	1 Cup
Fruit	1/2 Cup	Milk 2%	1 Each	Fruit	1/2 Cup	Wheat Bread	2 Slice	Fruit	1/2 Cup	Fruit	1/2 Cup	Margarine	2 Tsp
Coffee	1 Cup	Coffee	1 Cup	Milk 2%	1 Each	Coffee	1 Cup	Milk 2%	1 Each	Coffee	1 Cup	Coffee	1 Cup
Milk 2%	1 Each	Beverage	1 Cup	Margarine	1 Tsp	Milk 2%	1 Each	Coffee	1 Cup	Milk 2%	1 Each	Milk 2%	1 Each
Beverage	1 Cup	Sweetner	2 Each	Coffee	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup
Sweetner	2 Each			Beverage	1 Cup	Sweetner	2 Each	Sweetner	2 Each	Sweetner	2 Each	Sweetner	2 Each
				Sweetner	2 Each								
<b>Lunch</b>													
Fish Patty	1 Each	Taco Shells	2 Each	Turkey Roll	3 WZ	Burger	1 Each	Chicken 1/4 Plain	Ea. Skinless	Green Beans	1 Cup	Beef & Gravy	3/4 Cup
Hamburger Bun	1 Each	Diet Ground Poultry	3 Wz	Mashed Potatoes	1 Cup	Mashed Potatoes	3/4 Cup	Rice	3/4 Cup	Turkey Roll	2 WZ	Rotini	3/4 Cup
Boiled Potatoes	3/4 Cup	Shredded Lettuce	1/2 Cup	Gravy	1 FZ	Country Cream Gravy	1 FZ	Salad	1 Cup	Sliced Cheese	1 WZ	Carrots	1 Cup
Diet Carrots	1 Cup	Shredded Cheese	1/2 WZ	Wheat Bread	2 Slice	Diet Carrots	1 Cup	Italian Dressing	1 FZ	Wheat Bread	2 Slice	Wheat Bread	2 Slice
Tartar Sauce	1 Tsp	Picante Sauce	1 FZ	Broccoli	1 Cup	Dinner Roll	1 Each	Wheat Bread	2 Slice	Boiled Potatoes	1 Cup	Fruit Chilled	1 Cup
Fruit Chilled	1 Cup	Rice	3/4 Cup	Fruit Chilled	1 Cup	Fruit Chilled	1 Cup	Fruit	1 Cup	Mustard	1/2 FZ	Beverage	1 Cup
Beverage	1 Cup	Pinto Beans	3/4 Cup	Beverage	1 Cup	Margarine	1 Tsp	Margarine	1 Tsp	Fruit	1 Cup		
		Fruit Chilled	1 Cup			Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup		
		Beverage	1 Cup										
<b>Dinner</b>													
Turkey E&P	3 WZ	Meatloaf Patty	Ea.	Chicken Patty	3 WZ	Spaghetti	3/4 Cup	Goulash Casserole	Cup	Turkey Salad	3 FZ	Chili Con Carne	3/4 Cup
Rice	3/4 Cup	Marinara Sauce	1/2 FZ	Wheat Bread	2 Slice	Ground Poultry	2 WZ	Green Beans	1 Cup	Green Beans	1 Cup	Rice	3/4 Cup
Diet Mixed Vegetables	1/2 Cup	Baked Potato	1 Each	Boiled Potatoes	3/4 Cup	Green Beans	1 Cup	Salad	1 Cup	Shredded Lettuce	1 Cup	Salad	1 Cup
Salad	1 Cup	Carrots	1 Cup	Green Beans	1 Cup	Salad	1 Cup	Italian Dressing	1 FZ	Boiled Potatoes	3/4 Cup	Italian Dressing	1 FZ
Italian Dressing	1 FZ	Dinner Roll	1 Each	Salad Dressing PC	2 Each	Italian Dressing	1 FZ	Wheat Bread	2 Slice	Wheat Bread	2 Slice	Fruit	1/2 Cup
Margarine	1 Tsp	Fruit	1 Cup	Fruit	1 Cup	Wheat Bread	2 Slice	Margarine	1 Tsp	Fruit Chilled	1 Cup	Wheat Bread	2 Slice
Wheat Bread	2 Slice	Margarine	1 Tsp	Beverage	1 Cup	Margarine	1 Tsp	Fruit	1 Cup	Beverage	1 Cup	Margarine	1 Tsp
Fruit	1 Cup	Beverage	1 Cup			Fruit	1/2 Cup	Beverage	1 Cup			Beverage	1 Cup
Beverage	1 Cup					Beverage	1 Cup						

Trinity Services Group

SAMPLE MENU

Diabetic Diet with Snack - 2500

Week 1



Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
<b>Breakfast</b>													
Hot Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup
Pancakes	2 Each	Boiled Egg	1 Each	Egg Patty	2 WZ	Peanut Butter	1 Tbsp	Pancakes	2 Each	Pancakes	2 Each	Egg Patty	2 WZ
Turkey Ham	2 WZ	Wheat Bread	2 Slice	Wheat Bread	2 Slice	Sliced Cheese	1/2 WZ	Turkey Ham	1 WZ	Turkey Ham	1 WZ	Turkey Ham	1 WZ
Diet Syrup	1 Each	Apple Sliced CND	1/2 Cup	Turkey Bologna	1 WZ	Fruit	1/2 Cup	Diet Syrup	1 Each	Wheat Bread	2 Slice	Wheat Bread	2 Slice
Fruit	1/2 Cup	Milk 2%	1 Each	Fruit	1/2 Cup	Wheat Bread	2 Slice	Fruit	1/2 Cup	Fruit	1/2 Cup	Fruit	1/2 Cup
Coffee	1 Cup	Coffee	1 Cup	Milk 2%	1 Each	Coffee	1 Cup	Milk 2%	1 Each	Coffee	1 Cup	Coffee	1 Cup
Milk 2%	1 Each	Beverage	1 Cup	Margarine	1 Tsp	Milk 2%	1 Each	Coffee	1 Cup	Milk 2%	1 Each	Milk 2%	1 Each
Beverage	1 Cup	Sweetner	2 Each	Coffee	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup
Sweetner	2 Each			Beverage	1 Cup	Sweetner	2 Each	Sweetner	2 Each	Sweetner	2 Each	Sweetner	2 Each
				Sweetner	2 Each								
<b>Lunch</b>													
Fish Patty	1 Each	Taco Shells	2 Each	Turkey Roll	3 WZ	Burger	1 Each	Chicken 1/4 Plain	Ea. Skinless	Green Beans	1 Cup	Beef & Gravy	3/4 Cup
Hamburger Bun	1 Each	Diet Ground Poultry	3 Wz	Mashed Potatoes	1 Cup	Mashed Potatoes	3/4 Cup	Rice	3/4 Cup	Turkey Roll	2 WZ	Rotini	3/4 Cup
Boiled Potatoes	3/4 Cup	Shredded Lettuce	1/2 Cup	Gravy	1 FZ	Country Cream Gravy	1 FZ	Salad	1 Cup	Sliced Cheese	1 WZ	Carrots	1 Cup
Diet Carrots	1 Cup	Shredded Cheese	1/2 WZ	Wheat Bread	2 Slice	Diet Carrots	1 Cup	Italian Dressing	1 FZ	Wheat Bread	2 Slice	Wheat Bread	2 Slice
Tartar Sauce	1 Tsp	Picante Sauce	1 FZ	Broccoli	1 Cup	Dinner Roll	1 Each	Wheat Bread	2 Slice	Boiled Potatoes	1 Cup	Fruit Chilled	1 Cup
Fruit Chilled	1 Cup	Rice	3/4 Cup	Fruit Chilled	1 Cup	Fruit Chilled	1 Cup	Fruit	1 Cup	Mustard	1/2 FZ	Beverage	1 Cup
Beverage	1 Cup	Pinto Beans	3/4 Cup	Beverage	1 Cup	Margarine	1 Tsp	Margarine	1 Tsp	Fruit	1 Cup		
		Fruit Chilled	1 Cup			Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup		
		Beverage	1 Cup										
<b>Dinner</b>													
Turkey E&P	3 WZ	Meatloaf Patty	Ea.	Chicken Patty	3 WZ	Spaghetti	3/4 Cup	Goulash Casserole	Cup	Turkey Salad	3 FZ	Chili Con Carne	3/4 Cup
Rice	3/4 Cup	Marinara Sauce	1/2 FZ	Wheat Bread	2 Slice	Ground Poultry	2 WZ	Green Beans	1 Cup	Green Beans	1 Cup	Rice	3/4 Cup
Diet Mixed Vegetables	1/2 Cup	Baked Potato	1 Each	Boiled Potatoes	3/4 Cup	Green Beans	1 Cup	Salad	1 Cup	Salad	1 Cup	Salad	1 Cup
Salad	1 Cup	Carrots	1 Cup	Green Beans	1 Cup	Salad	1 Cup	Italian Dressing	1 FZ	Shredded Lettuce	1 Cup	Salad	1 Cup
Italian Dressing	1 FZ	Dinner Roll	1 Each	Salad Dressing PC	2 Each	Italian Dressing	1 FZ	Wheat Bread	2 Slice	Boiled Potatoes	3/4 Cup	Italian Dressing	1 FZ
Margarine	1 Tsp	Fruit	1 Cup	Fruit	1 Cup	Wheat Bread	2 Slice	Margarine	1 Tsp	Wheat Bread	2 Slice	Fruit	1/2 Cup
Wheat Bread	2 Slice	Margarine	1 Tsp	Beverage	1 Cup	Margarine	1 Tsp	Fruit	1 Cup	Fruit Chilled	1 Cup	Wheat Bread	2 Slice
Fruit	1 Cup	Beverage	1 Cup	Snack 1 T.Ham 2 SL	1 Sack	Fruit	1/2 Cup	Beverage	1 Cup	Beverage	1 Cup	Margarine	1 Tsp
Beverage	1 Cup	Snack 1 T.Ham 2 SL	1 Sack	Wheat		Beverage	1 Cup	Snack 1 T.Ham 2 SL	1 Sack	Snack 1 T.Ham 2 SL	1 Sack	Beverage	1 Cup
Snack 1 T.Ham 2 SL	1 Sack	Wheat				Snack 1 T.Ham 2 SL	1 Sack	Wheat		Wheat		Snack 1 T.Ham 2 SL	1 Sack
Wheat						Wheat						Wheat	

Trinity Services Group

SAMPLE MENU

Mechanical Soft/Edentulous Week 1

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
<b>Breakfast</b>													
Hot Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup
Pancakes	2 Each	Boiled Egg	2 Each	Egg Patty	3 WZ	Egg Patty	3 WZ	Pancakes	2 Each	Egg Patty	3 WZ	Creamed Poultry	3/4 Cup
Turkey Ham	1 WZ	Muffin	1/54 Cut	Cheese Biscuit	1/40 Ct	Sliced Cheese	1/2 WZ	Sausage Patty	1 WZ	Turkey Ham	2 WZ	Gravy	
	Chopped	Milk 2%	1 Each	Turkey Bologna	1 WZ	Biscuit	1/40		Chopped		Chopped	Biscuit	1/40
Syrup	2 FZ	Margarine	1/2 FZ	Milk 2%	1 Each	Margarine	1/2 FZ	Syrup	2 FZ	Biscuit	1/40	Grilled Potatoes	1 Cup
Margarine	1/2 FZ	Coffee	1 Cup	Margarine	1/2 FZ	Coffee	1 Cup	Margarine	1/2 FZ	Margarine	1 Tbsp	Margarine	1/2 FZ
Coffee	1 Cup	Beverage	1 Cup	Coffee	1 Cup	Milk 2%	1 Each	Milk 2%	1 Each	Coffee	1 Cup	Coffee	1 Cup
Milk 2%	1 Each	Sweetner	2 Each	Beverage	1 Cup	Beverage	1 Cup	Coffee	1 Cup	Milk 2%	1 Each	Milk 2%	1 Each
Beverage	1 Cup			Sweetner	2 Each	Sweetner	2 Each	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup
Sweetner	2 Each							Sweetner	2 Each	Sweetner	2 Each	Sweetner	2 Each
<b>Lunch</b>													
Fish Patty	3 WZ	Taco Shells	2 Each	Turkey Roll	3 WZ	Country Fried Steak	3 WZ	BBQ Chicken	1 -No Skin, Chopped	Navy Bean Soup	1 Cup	Beef & Gravy	2/4 cup
	Chopped	Taco Mix	1/2 Cup		Chopped		Chopped		Chopped	Turkey Bologna	2 WZ	Rotini	1 Cup
Hamburger Bun	1 Each	Shredded Lettuce	1/2 Cup	Mashed Potatoes	1 Cup	Mashed Potatoes	1 Cup	Rice Pilaf	1 Cup		Chopped	Carrots	1/2 Cup
Au Gratin Potatoes	1 Cup	Shredded Cheese	1 WZ	Gravy	3 FZ	Country Cream Gravy	3 FZ	Corn	1/2 Cup	Sliced Cheese	1 WZ	Biscuit	1/40
Peas	1/2 Cup	Spanish Rice	1 Cup	Wheat Bread	2 Slice	Mixed Vegetables	1/2 Cup	Biscuit	1/40	Wheat Bread	4 Slice	Margarine	1/2 FZ
Tartar Sauce	1/2 FZ	Refried Beans	1 Cup	Broccoli	1/2 Cup	Dinner Roll	1 Each	Margarine	1/2 FZ	Potato Salad	1 Cup	Pudding	1/2 Cup
Fruit Chilled	1/2 Cup	Picante Sauce	1 FZ	Pudding Cake	1/54 Cut	Margarine	1/2 FZ	Cake	1/54 Slice	Mustard	1/2 FZ	Beverage	1 Cup
Beverage	1 Cup	Cake	1/54 Cut	Beverage	1 Cup	Cookie	2 Each	Beverage	1 Cup	Fruit	1/2 Cup		
		Beverage	1 Cup			Beverage	1 Cup			Beverage	1 Cup		
<b>Dinner</b>													
Turkey E&P	3 WZ	Meatloaf Patty	Ea.	Chicken Patty	3 WZ	Spagnetti	1 Cup	Goulash Casserole	1-1/2 Cup	Turkey Salad	3 FZ	Chili Con Carne	1 Cup
	Chopped	Marinara Sauce	1 FZ		Chopped	Marinara Sauce & Meat	1 Cup	Green Beans	1/2 Cup	Mixed Vegetables	1/2 Cup	Rice	1 Cup
Rice	1 Cup	Baked Potato	1 Each	Hamburger Bun	1 Each	Green Beans	1/2 Cup	Salad	1 Cup	Shredded Lettuce	1/4 Cup	Italian Dressing	1 FZ
Gravy	3 FZ	Carrots	1/2 Cup	Dill Pickle	2 Each	Salad	1 Cup	Italian Dressing	1 FZ	Fried Potatoes	1 Cup	Salad	1 Cup
Mixed Vegetables	1/2 Cup	Dinner Roll	1 Each	Fried Potatoes	1 Cup	Italian Dressing	1 FZ	Dinner Roll	1 Each	Tortilla	1 Each	Cake	1/54 Slice
Salad	1 Cup	Margarine	1/2 FZ	Pasta Salad	1 Cup	Cornbread	1/54 Cut	Margarine	1/2 FZ	Cookie	2 Each	Cornbread	1/54 Cut
Italian Dressing	1 FZ	Spice Cake	1/54 Slice	Salad Dressing PC	2 Each	Margarine	1/2 FZ	Cookie	2 Each	Beverage	1 Cup	Margarine	1/2 FZ
Margarine	1 Tbsp	Beverage	1 Cup	Fruit	1/2 Cup	Cake	1/54 Cut	Beverage	1 Cup			Beverage	1 Cup
Wheat Bread	2 Slice			Beverage	1 Cup	Beverage	1 Cup						
Pudding	1/2 Cup												
Beverage	1 Cup												



Trinity Services Group

SAMPLE MENU

Wasting Syndrome - CC

Week 1

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
<b>Breakfast</b>													
Hot Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup
Pancakes	2 Each	Boiled Egg	2 Each	Egg Patty	3 WZ	Egg Patty	3 WZ	Pancakes	2 Each	Egg Patty	3 WZ	Creamed Poultry	3/4 Cup
Turkey Ham	1 WZ	Muffin	1/54 Cut	Cheese Biscuit	1/40 Ct	Sliced Cheese	1/2 WZ	Sausage Patty	1 WZ	Turkey Ham	2 WZ	Gravy	
Syrup	2 FZ	Milk 2%	1 Each	Turkey Bologna	1 WZ	Biscuit	1/40	Syrup	2 FZ	Biscuit	1/40	Biscuit	1/40
Margarine	1/2 FZ	Margarine	1/2 FZ	Milk 2%	1 Each	Margarine	1/2 FZ	Margarine	1/2 FZ	Margarine	1 Tbsp	Grilled Potatoes	1 Cup
Coffee	1 Cup	Coffee	1 Cup	Margarine	1/2 FZ	Coffee	1 Cup	Milk 2%	1 Each	Coffee	1 Cup	Margarine	1/2 FZ
Milk 2%	1 Each	Beverage	1 Cup	Coffee	1 Cup	Milk 2%	1 Each	Coffee	1 Cup	Milk 2%	1 Each	Coffee	1 Cup
Beverage	1 Cup	Sweetner	2 Each	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Milk 2%	1 Each
Sweetner	2 Each			Sweetner	2 Each	Sweetner	2 Each	Sweetner	2 Each	Sweetner	2 Each	Beverage	1 Cup
												Sweetner	2 Each
<b>Lunch</b>													
Fish Patty	1 Each	Taco Shells	2 Each	Turkey Roll	3 WZ	Country Fried Steak	3 WZ	BBQ Chicken	1/4 Each	Navy Bean Soup	1 Cup	Beef & Gravy	3/4 Cup
Hamburger Bun	1 Each	Taco Mix	1/2 Cup	Mashed Potatoes	1 Cup	Mashed Potatoes	1 Cup	Rice Pilaf	1 Cup	Turkey Bologna	2 WZ	Rotini	1 Cup
Au Gratin Potatoes	1 Cup	Shredded Lettuce	1/2 Cup	Gravy	3 FZ	Country Cream Gravy	3 FZ	Corn	1/2 Cup	Sliced Cheese	1 WZ	Carrots	1/2 Cup
Peas	1/2 Cup	Shredded Cheese	1 WZ	Wheat Bread	2 Slice	Mixed Vegetables	1/2 Cup	Biscuit	1/40	Wheat Bread	4 Slice	Biscuit	1/40
Tartar Sauce	1/2 FZ	Spanish Rice	1 Cup	Broccoli	1/2 Cup	Dinner Roll	1 Each	Margarine	1/2 FZ	Potato Salad	1 Cup	Margarine	1/2 FZ
Fruit Chilled	1/2 Cup	Refried Beans	1 Cup	Pudding Cake	1/54 Cut	Margarine	1/2 FZ	Cake	1/54 Slice	Mustard	1/2 FZ	Pudding	1/2 Cup
Beverage	1 Cup	Picante Sauce	1 FZ	Beverage	1 Cup	Cookie	2 Each	Beverage	1 Cup	Fruit	1/2 Cup	Beverage	1 Cup
		Cake	1/54 Cut			Beverage	1 Cup			Beverage	1 Cup		
		Beverage	1 Cup										
<b>Dinner</b>													
Turkey E&P	3 WZ	Meatloaf Patty	Ea.	Chicken Patty	3 WZ	Spaghetti	1 Cup	Goulash Casserole	1-1/2 Cup	Turkey Salad	3 FZ	Chili Con Carne	1 Cup
Rice	1 Cup	Marinara Sauce	1 FZ	Hamburger Bun	1 Each	Marinara Sauce & Meat	1 Cup	Green Beans	1/2 Cup	Mixed Vegetables	1/2 Cup	Rice	1 Cup
Gravy	3 FZ	Baked Potato	1 Each	Dill Pickle	2 Each	Green Beans	1/2 Cup	Salad	1 Cup	Shredded Lettuce	1/4 Cup	Italian Dressing	1 FZ
Mixed Vegetables	1/2 Cup	Carrots	1/2 Cup	Fried Potatoes	1 Cup	Salad	1 Cup	Italian Dressing	1 FZ	Fried Potatoes	1 Cup	Salad	1 Cup
Salad	1 Cup	Dinner Roll	1 Each	Pasta Salad	1 Cup	Italian Dressing	1 FZ	Dinner Roll	1 Each	Tortilla	1 Each	Cake	1/54 Slice
Italian Dressing	1 FZ	Margarine	1/2 FZ	Salad Dressing PC	2 Each	Cornbread	1/54 Cut	Margarine	1/2 FZ	Cookie	2 Each	Cornbread	1/54 Cut
Margarine	1 Tbsp	Spice Cake	1/54 Slice	Fruit	1/2 Cup	Margarine	1/2 FZ	Cookie	2 Each	Beverage	1 Cup	Margarine	1/2 FZ
Wheat Bread	2 Slice	Beverage	1 Cup	Beverage	1 Cup	Cake	1/54 Cut	Beverage	1 Cup	Snack Meal Wasting	1 Sack	Beverage	1 Cup
Pudding	1/2 Cup	Snack Meal Wasting	1 Sack	Snack Meal Wasting	1 Sack	Beverage	1 Cup	Snack Meal Wasting	1 Sack	CCA		Snack Meal Wasting	1 Sack
Beverage	1 Cup	CCA		CCA		Snack Meal Wasting	1 Sack	CCA				CCA	
Snack Meal Wasting	1 Sack					CCA							
CCA													

**Trinity Services Group**

**SAMPLE MENU**

**Vegetarian Lacto/Ovo Week 1**

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
Breakfast													
Hot Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup
Pancakes	2 Each	Boiled Egg	2 Each	Egg Patty	3 WZ	Egg Patty	3 WZ	Pancakes	2 Each	Egg Patty	3 WZ	Peanut Butter	2 Tbsp
Peanut Butter	1 WZ	Muffin	1/54 Cut	Cheese Biscuit	1/40 Ct	Sliced Cheese	1/2 WZ	Peanut Butter	1 WZ	Margarine	1 Tbsp	Biscuit	1/40
Syrup	2 FZ	Milk 2%	1 Each	Milk 2%	1 Each	Biscuit	1/40	Syrup	2 FZ	Biscuit	1/40	Grilled Potatoes	1 Cup
Margarine	1/2 FZ	Margarine	1/2 FZ	Margarine	1/2 FZ	Margarine	1/2 FZ	Margarine	1/2 FZ	Coffee	1 Cup	Margarine	1/2 FZ
Coffee	1 Cup	Coffee	1 Cup	Coffee	1 Cup	Coffee	1 Cup	Milk 2%	1 Each	Milk 2%	1 Each	Coffee	1 Cup
Milk 2%	1 Each	Beverage	1 Cup	Beverage	1 Cup	Milk 2%	1 Each	Coffee	1 Cup	Beverage	1 Cup	Milk 2%	1 Each
Beverage	1 Cup	Sweetner	2 Each	Sweetner	2 Each	Beverage	1 Cup	Beverage	1 Cup	Sweetner	2 Each	Beverage	1 Cup
Sweetner	2 Each					Sweetner	2 Each	Sweetner	2 Each			Sweetner	2 Each
Lunch													
Vegetarian Patty	1 Each	Taco Shells	2 Each	Vegetarian Patty	1 Each	Vegetarian Patty	1 Each	Pinto Beans	1 Cup	Green Beans	1 Cup	Pinto Beans	1 Cup
Hamburger Bun	1 Each	Shredded Lettuce	1/2 Cup	Mashed Potatoes	1 Cup	Mashed Potatoes	1 Cup	Rice Pilaf	1 Cup	Sliced Cheese	3 WZ	Rotini	1 Cup
Au Gratin Potatoes	1 Cup	Shredded Cheese	2 WZ	Wheat Bread	2 Slice	Mixed Vegetables	1 Cup	Corn	1/2 Cup	Lettuce Leaf	Leaf	Carrots	1 Cup
Peas	1/2 Cup	Spanish Rice	1 Cup	Broccoli	1/2 Cup	Dinner Roll	1 Each	Biscuit	1/40	Wheat Bread	4 Slice	Biscuit	1/40
Tartar Sauce	1/2 FZ	Refried Beans	1 Cup	Fruit Chilled	1/2 Cup	Margarine	1/2 FZ	Margarine	1/2 FZ	Potato Salad	1 Cup	Margarine	1/2 FZ
Fruit Chilled	1/2 Cup	Picante Sauce	1 FZ	Beverage	1 Cup	Cookie	2 Each	Cake	1/54 Slice	Mustard	1/2 FZ	Pudding	1/2 Cup
Beverage	1 Cup	Gelatin	1/2 Cup			Beverage	1 Cup	Beverage	1 Cup	Fruit	1/2 Cup	Beverage	1 Cup
		Beverage	1 Cup							Beverage	1 Cup		
Dinner													
Pinto Beans	1 Cup	Pinto Beans	1 Cup	Vegetarian Patty	1 Each	Spaghetti	1 Cup	Macaroni	1 Cup	Pinto Beans	1 Cup	Ranch/Chili Beans	1 Cup
Rice	1 Cup	Marinara Sauce	1 FZ	Hamburger Bun	1 Each	Meatless Sauce	1/2 Cup	Cheese Shred	2 WZ	Mixed Vegetables	1 Cup	Rice	Cup
Mixed Vegetables	1/2 Cup	Baked Potato	1 Each	Diced Onion	1 Ounce	Green Beans	1/2 Cup	Mozzarella		Shredded Lettuce	1 Cup	Italian Dressing	1 FZ
Salad	1 Cup	Carrots	1 Cup	Fried Potatoes	1 Cup	Salad	1 Cup	Green Beans	1/2 Cup	Fried Potatoes	1 Cup	Salad	1 Cup
Italian Dressing	1 FZ	Dinner Roll	1 Each	Pasta Salad	1 Cup	Italian Dressing	1 FZ	Salad	1 Cup	Tortilla	1 Each	Cake	1/54 Slice
Margarine	1 Tbsp	Margarine	1/2 FZ	Mustard	1/2 FZ	Cornbread	1/54 Cut	Italian Dressing	1 FZ	Cookie	2 Each	Cornbread	1/54 Cut
Wheat Bread	2 Slice	Spice Cake	1/54 Slice	Ketchup	1/2 FZ	Margarine	1/2 FZ	Dinner Roll	1 Each	Beverage	1 Cup	Margarine	1/2 FZ
Pudding	1/2 Cup	Beverage	1 Cup	Fruit	1/2 Cup	Cake	1/54 Cut	Margarine	1/2 FZ			Beverage	1 Cup
Beverage	1 Cup			Beverage	1 Cup	Beverage	1 Cup	Cookie	2 Each				
								Beverage	1 Cup				



Trinity Services Group

SAMPLE MENU Allergy - Intolerance - CC Week 1

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
<b>Breakfast</b>													
Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup
Boiled Potatoes	1 1/2 Cup	Boiled Potatoes	1 1/2 Cup	Boiled Potatoes	1 1/2 Cup	Turkey Ham	3 WZ	Boiled Potatoes	1 1/2 Cup	Turkey Ham	2 WZ	Turkey Ham	2 WZ
Turkey Ham	2 WZ	Turkey Bologna	2 WZ	Turkey Bologna	1 WZ	Fruit	1/2 Cup	Turkey Ham	2 WZ	Boiled Potatoes	1 1/2 Cup	Boiled Potatoes	1 1/2 Cup
Syrup	2 FZ	Apple Sliced CND	1/2 Cup	Fruit	1/2 Cup	Boiled Potatoes	1 1/2 Cup	Syrup	2 FZ	Margarine	1 FZ	Margarine	1 FZ
Fruit	1/2 Cup	Milk 2%	1 Each	Milk 2%	1 Each	Margarine	1 FZ	Margarine	1 FZ	Fruit	1/2 Cup	Coffee	1 Cup
Margarine	1 FZ	Margarine	1 FZ	Margarine	1 FZ	Coffee	1 Cup	Fruit	1/2 Cup	Coffee	1 Cup	Milk 2%	1 Each
Coffee	1 Cup	Coffee	1 Cup	Coffee	1 Cup	Milk 2%	1 Each	Milk 2%	1 Each	Milk 2%	1 Each	Beverage	1 Cup
Milk 2%	1 Each	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Coffee	1 Cup	Beverage	1 Cup	Sweetner	2 Each
Beverage	1 Cup	Sweetner	2 Each	Sweetner	2 Each	Sweetner	2 Each	Beverage	1 Cup	Sweetner	2 Each		
Sweetner	2 Each							Sweetner	2 Each				
<b>Lunch</b>													
Ground Poultry	3 WZ	Diet Ground Poultry	3 Wz	Turkey Roll	3 WZ	Diet Ground Poultry	3 Wz	Chicken 1/4 Plain	1 Each	Green Beans	1 Cup	Diced Beef	3 WZ
Boiled Potatoes	1 1/2 Cup	Shredded Lettuce	1 Cup	Mashed Potatoes	1 1/2 Cup	Mashed Potatoes	1 1/2 Cup	Rice	1 1/2 Cup	Turkey Roll	3 WZ	Rice	1 1/2 Cup
Diet Peas	1 Cup	Rice	1 1/2 Cup	Broccoli	1 Cup	Diet Carrots	1 Cup	Diet Carrots	1 Cup	Lettuce Leaf	Leaf	Carrots	1 Cup
Margarine	1 FZ	Pinto Beans	1 Cup	Margarine	1 FZ	Fruit Chilled	1 Cup	Fruit	1/2 Cup	Boiled Potatoes	2 Cup	Margarine	1 FZ
Fruit Chilled	1 Cup	Fruit Chilled	1/2 Cup	Fruit Chilled	1 Cup	Margarine	1 FZ	Margarine	1 FZ	Fruit	1 Cup	Fruit Chilled	1 Cup
Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup
<b>Dinner</b>													
Turkey E&P	3 WZ	Diet Ground Poultry	3 Wz	Diet Ground Poultry	3 Wz	Rice	1 1/2 Cup	Diet Ground Poultry	3 Wz	Turkey E&P	2 WZ	Ground Poultry	2 WZ
Rice	1 Cup	Baked Potato	1 Each	Boiled Potatoes	1 1/2 Cup	Ground Poultry	2 WZ	Boiled Potatoes	1 1/2 Cup	Boiled Potatoes	1 1/2 Cup	Rice	2 Cup
Diet Mixed Vegetables	1/2 Cup	Carrots	1 Cup	Green Beans	1 Cup	Green Beans	1 Cup	Salad	1 Cup	Green Beans	1 Cup	Green Beans	1 Cup
Salad	1 Cup	Fruit	1 Cup	Fruit	1 Cup	Salad	2 Cup	Pinto Beans	1 Cup	Fruit Chilled	1 Cup	Salad	1 Cup
Margarine	1 FZ	Margarine	1 FZ	Beverage	1 Cup	Margarine	1 FZ	Fruit	1/2 Cup	Beverage	1 Cup	Fruit	1/2 Cup
Fruit	1 Cup	Beverage	1 Cup			Fruit	1 Cup	Beverage	1 Cup			Margarine	1 FZ
Beverage	1 Cup					Beverage	1 Cup					Beverage	1 Cup





Trinity Services Group

SAMPLE MENU

1800KCAL - Diabetic Diet

Week 1

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
<b>Breakfast</b>													
Oatmeal	1 Cup	Egg Patty	1 1/2 WZ	Cold Cereal	1 Cup	Breakfast Gravy	1/2 Cup	Cold Cereal	1 Cup	Hash	1/2 Cup	Breakfast Gravy	1/2 Cup
Pancakes	1 Each	Grits	1 Cup	Pancakes	1 Each	Oatmeal	1/2 Cup	Pancakes	1 Each	Grits	1 Cup	Oatmeal	1/2 Cup
Diet Syrup PC	1 Each	Hash Browns	1/2 Cup	Diet Syrup PC	1 Each	Biscuit	1 Each 1/48 Cut	Diet Syrup PC	1 Each	Grapes	4 Oz	Biscuit	1 Each 1/48 Cut
Margarine	1 Tsp	Diet Jelly PC	1 Each	Turkey Bologna	1 WZ	Margarine	1 Tsp	Margarine	1 Tsp	Margarine	1 Tsp	Margarine	1 Tsp
Sausage	1 WZ	Margarine	1 Tsp	Margarine	1 Tsp	Grapes	4 Oz	Turkey Ham	1 WZ	Sugar Substitute PC	1 Each	Margarine	1 Tsp
Sugar Substitute PC	1 Each	Sugar Substitute PC	1 Each	Sugar Substitute PC	1 Each	Margarine	1 Tsp	Sugar Substitute PC	1 Each	Milk 2%	8 FZ	Sugar Substitute PC	1 Each
Milk 2%	8 FZ	Milk 2%	8 FZ	Milk 2%	8 FZ	Sugar Substitute PC	1 Each	Milk 2%	8 FZ	Coffee	1 Cup	Milk 2%	8 FZ
Coffee	1 Cup	Coffee	1 Cup	Coffee	1 Cup	Milk 2%	8 FZ	Coffee	1 Cup			Coffee	1 Cup
						Coffee	1 Cup						
<b>Lunch</b>													
Frankfurter Turkey	1 Each	T Ham & Navy Beans	1 Cup	Sloppy Joe	3 WZ	Burrito Filling	1/2 Cup	Turkey Bologna	2 WZ	Burger Patty	3 WZ	Chili Con Carne	3/4 Cup
Oven Brown Potatoes	1/2 Cup	Rice	1/3 Cup	Hamburger Bun	1 Each	Salsa	1 FZ	Tossed Salad	1/2 Cup	Fried Potatoes	1/2 Cup	Rice	1/3 Cup
Cabbage	1/2 Cup	Green Beans	1/2 Cup	Cottage Fried Potatoes	1/2 Cup	Shredded Lettuce	1/4 Cup	Italian Dressing PC	1 Each	Coleslaw	1/2 Cup	Green Beans	1/2 Cup
Mustard	1 FZ	Bread	2 Slice	Mixed Vegetables	1/2 Cup	Pinto Beans	1 Cup	Mustard	1 FZ	Bread	2 Slice	Cornbread	1 1/48 Cut
Hot Dog Bun	2 Each	Margarine	1 Tsp	Fruit	1/2 Cup	Fried Cabbage	1/2 Cup	Chip Potato	1 OZ	Ketchup	1 FZ	Fruit	1/2 Cup
Fruit	1/2 Cup	Fruit	1/2 Cup	Beverage	1 Cup	Taco Shells	1 Each	Bread	2 Slice	Fruit	1/2 Cup	Beverage	1 Cup
Beverage	1 Cup	Beverage	1 Cup			Fruit	1/2 Cup	Fruit	1/2 Cup	Beverage	1 Cup		
						Beverage	1 Cup	Beverage	1 Cup				
<b>Dinner</b>													
Marinara Sauce & Meat	3/4 Cup	Salisbury Patty	3 WZ	Country Stew	3/4 Cup	Turkey Ala King	3/4 Cup	Chicken QTR	2 WZ - meat only	Turkey Chow Mein	3/4 Cup	Burger Patty	3 WZ
Spaghetti	1/2 Cup	Mashed Potatoes	1/2 Cup	Macaroni	1/2 Cup	Rice	1/3 Cup	Mashed Potatoes	1/2 Cup	Rice	1/3 Cup	Pinto Beans	1/2 Cup
Green Beans	1/2 Cup	Gravy	2 FZ	Tossed Salad	1/2 Cup	Carrots	1/2 Cup	Gravy	2 FZ	Carrots	1/2 Cup	Cabbage	1/2 Cup
Margarine Garlic	1 Tsp	Mixed Vegetables	1/2 Cup	Italian Dressing PC	1 Each	Biscuit	1 Each 1/48 Cut	Mixed Vegetables	1/2 Cup	Biscuit	1 Each 1/48 Cut	Bread	2 Slice
Bread	2 Slice	Bread	2 Slice	Cornbread	1 1/48 Cut	Margarine	1 Tsp	Margarine	1 Tsp	Margarine	1 Tsp	Margarine	1 Tsp
Fruit	1/2 Cup	Margarine	1 Tsp	Margarine	1 Tsp	Fruit	1/2 Cup	Cornbread	1 1/48 Cut	Fruit	1/2 Cup	Fruit	1/2 Cup
Beverage	1 Cup	Fruit	1/2 Cup	Peaches	1/2 Cup	Beverage	1 Cup	Margarine	1 Tsp	Beverage	1 Cup	Beverage	1 Cup
Snack 83 [WB-TH]	1 Sack	Snack 83 [WB-TH]	1 Sack	Snack 83 [WB-TH]	1 Sack	Snack 83 [WB-TH]	1 Sack	Fruit	1/2 Cup	Beverage	1 Cup	Snack 83 [WB-TH]	1 Sack
		Beverage	1 Cup	Beverage	1 Cup			Snack 83 [WB-TH]	1 Sack	Snack 83 [WB-TH]	1 Sack		
								Beverage	1 Cup				



Trinity Services Group

SAMPLE MENU

HIGH FIBER

Week 1

Thursday		Friday		Saturday		Sunday		Monday		Tuesday		Wednesday	
<b>Breakfast</b>													
Oatmeal	1 Cup	Grits	1 Cup	Grits	1 Cup	Oatmeal	1 Cup	Grits	1 Cup	Oatmeal	1 Cup	Grits	1 Cup
Scrambled Egg	3 WZ	Wheat Bread	2 Slice	Wheat Bread	2 Slice	Wheat Bread	2 Slice	Wheat Bread	2 Slice	Wheat Bread	2 Slice	Wheat Bread	2 Slice
Wheat Bread	2 Slice	Jelly	1 FZ	Grilled Turkey Ham	1 WZ	Scrambled Egg	3 WZ	Sausage	1 WZ	Breakfast Gravy	3/4 Cup	Sausage	1 WZ
Oven Browned Potatoes	1 Cup	Margarine	1 Tbsp	Wheat Bread	2 Slice	Oven Browned Potatoes	1 Cup	Hash Browns	1 Cup	Grilled Potatoes	1 Cup	Hash Browns	1 Cup
Margarine	1 Tbsp	Breakfast Sausage ®	2 WZ	Jelly	1 FZ	Margarine	1 Tbsp	Margarine	1 Tbsp	Margarine	1 Tbsp	Margarine	1 Tbsp
Jelly	1 FZ	Milk 2%	1 Each	Margarine	1 Tbsp	Milk 2%	1 Each	Milk 2%	1 Each	Milk 2%	1 Each	Milk 2%	1 Each
Milk 2%	1 Each			Milk 2%	1 Each								
<b>Lunch</b>													
Macaroni & Cheese w/T Ham	1 1/2 Cup	Spaghetti	1 1/2 Cup	Shephards Pie	1-1/4 Cup	Jambalaya w/ Rice	1 1/2 Cup	Turkey Ham	3 WZ	Burger Patty	1 Each 3 Wz	Goulash Casserole	1 1/4 Cup
Pinto Beans	1 1/2 Cup	Peas	1/2 Cup	Cheesy Mashed Potatoes	1 Cup	Seasoned Cabbage	1/2 Cup	Chili Beans	1 1/2 Cup	Wheat Bread	2 Slice	Peas & Carrots	1/2 Cup
Wheat Bread	2 Slice	Cornbread	1/54 Cut	Wheat Bread	2 Slice	Dinner Roll	1 Each	Sliced Cheese	1 WZ	Macaroni Salad	1 Cup	Cornbread	1 1/54 Cut
Margarine	1 Tbsp	Margarine	1 Tbsp	Margarine	1 Tbsp	Margarine	1 Tbsp	Wheat Bread	4 Slice	Mustard	2 Tbsp	Margarine	1 Tbsp
Fruit	1 Each	Fruit	1 Each	Fruit	1 Each	Fruit	1 Each	Mustard	1 Tbsp	Fruit	1 Each	Fruit	1 Each
Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Fruit	1 Each	Fruit	1 Each	Beverage	1 Cup
								Beverage	1 Cup	Beverage	1 Cup		
<b>Dinner</b>													
Frankfurter Turkey	2 Each	Cheeseburger Casserole	1 1/2 Cup	Chili Mac	1 Cup	Salisbury Patty	3 WZ	Turkey Ala King	1 1/4 Cup	Sloppy Joe	1/2 Cup	Chili Con Carne	1 1/4 cup
Wheat Bread	2 Slice	O'Brien Potatoes	1 Cup	Peas & Carrots	1/2 Cup	Gravy	1/4 Cup	Rice	1 Cup	Wheat Bread	2 Slice	Rice	1 Cup
Potato Salad	1 Cup	Mixed Vegetables	1/2 Cup	Dinner Roll	1 Each	Mashed Potatoes	1 Cup	Carrots Glazed	1/2 Cup	Pinto Beans	1 1/2 Cup	Fried Cabbage	1/2 Cup
Carrots & Green Beans	1/2 Cup	Wheat Bread	2 Slice	Margarine	1 Tbsp	Coleslaw	1/2 Cup	Dinner Roll	1 Each	Macaroni Salad	1/2 Cup	Dinner Roll	1 Each
Ketchup	1 Tbsp	Margarine	1 Tbsp	Fruit	1 Each	Wheat Bread	2 Slice	Margarine	1 Tbsp	Fruit	1 Each	Margarine	1 Tbsp
Fruit	1 Each	Fruit	1 Each	Beverage	1 Cup	Margarine	1 Tbsp	Fruit	1 Each	Beverage	1 Cup	Fruit	1 Each
Beverage	1 Cup	Beverage	1 Cup			Beverage	1 Cup	Beverage	1 Cup			Beverage	1 Cup



**Trinity Services Group**

**SAMPLE MENU**

**Consistent Carbohydrate**

**Week 1**

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
<b>Breakfast</b>													
Cold Cereal	1 Cup	Egg Patty	3 WZ	Boiled Egg	2 Each	Egg Patty	3 WZ	Cold Cereal	1 Cup	Farina	1 1/4 Cup	Breakfast Gravy	1 Cup
Pancakes	2 Each	Farina	1 1/4 Cup	Cold Cereal	1 Cup	Oatmeal	1 1/4 Cup	French Toast Bake	2 1/54 Cut	Egg Patty	3 WZ	Biscuit	1 Each 1/48 Cut
Diet Syrup	1 Each	Biscuit	1 Each 1/48 Cut	White Bread	2 Slice	White Bread	2 Slice	Diet Syrup	1 Each	White Bread	2 Slice	Cold Cereal	1 Cup
Margarine	2/3 WZ	Hash Browns	1 Cup	Fruit	1 Each	Cottage Fried Potatoes	1 Cup	Turkey Ham	1 WZ	Diet Jelly	1 Each	Margarine	2/3 WZ
Sausage	1 WZ	Diet Jelly	1 Each	Diet Jelly	1 Each	Margarine	2/3 WZ	Margarine	2/3 WZ	Margarine	2/3 WZ	Sweetner	2 PK 1 Gr
Sweetner	2 PK 1 Gr	Margarine	2/3 WZ	Margarine	2/3 WZ	Sweetner	2 PK 1 Gr	Sweetner	2 PK 1 Gr	Sweetner	2 PK 1 Gr	Apple Juice	4 FZ
Milk 2%	1 Cup	Sweetner	2 PK 1 Gr	Sweetner	2 PK 1 Gr	Sweetner	2 PK 1 Gr	Milk 2%	1 Cup	Milk 2%	1 Cup	Sweetner	2 PK 1 Gr
		Milk 2%	1 Cup	Milk 2%	1 Cup	Milk 2%	1 Cup					Milk 2%	1 Cup
<b>Lunch</b>													
Burger Patty	3 WZ	Turkey Ham	2 WZ	Turkey Bologna	2 WZ	Taco Shells	2 Each	Frankfurter Turkey	2 Each	Turkey Ham	2.5 WZ	Turkey	3 WZ
White Bread	2 Slice	Pinto Beans	1 Cup	Sliced Cheese	1/2 WZ	Taco Mix	1/2 Cup	Hot Dog Bun	2 Each	White Bread	2 Slice	Oven Brown Potatoes	1 Cup
Gravy	2 FZ	Mixed Vegetables	1/2 Cup	White Bread	2 Slice	Shredded Cheese	1 WZ	Beans Baked	1 Cup	Sliced Cheese	1/2 WZ	Green Beans	1/2 Cup
Mashed Potatoes	1 Cup	Coleslaw	1/2 Cup	Potato Salad	1 Cup	Salsa	1 Tbsp	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	White Bread	2 Slice
Peas	1/2 Cup	Cornbread	1 1/48 Cut	Pinto Beans	1 Cup	Refried Beans	1 Cup	Seasoned Cabbage	1/2 Cup	Potato Salad	1 Cup	Applesauce	1/2 Cup
Applesauce	1/2 Cup	Margarine	2/3 WZ	Mustard PC	1 Each (1/6 Oz)	Corn Seasoned	1/2 Cup	Applesauce	1/2 Cup	Pinto Beans	1 Cup	Beverage	1 Cup
Beverage	1 Cup	Applesauce	1/2 Cup	Applesauce	1/2 Cup	Fruit	1 Each	Beverage	1 Cup	Beverage	1 Cup		
		Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup						
<b>Dinner</b>													
Marinara Sauce & Meat	3/4 Cup	Bean & Cheese Burrito	2 Each	BBQ Turkey	4 WZ	Chicken Patty	3 WZ	Spanish Rice with Meat	1-1/4 Cup	Country Stew	1-1/4 Cup	Chili Con Carne	1 1/4 cup
Macaroni	1 Cup	Rice	1 Cup	Rice	1 Cup	Gravy	2 FZ	Pinto Beans	1 Cup	Macaroni	1 Cup	Rice	1 Cup
Garlic Bread	2 Slice	Peas & Carrots	1/2 Cup	Broccoli	1/2 Cup	Macaroni	1 Cup	Corn Seasoned	1/2 Cup	White Bread	2 Slice	Tossed Salad	1/2 Cup
Green Beans	1/2 Cup	Applesauce	1/2 Cup	White Bread	2 Slice	Carrots	1/2 Cup	Cornbread	1 1/48 Cut	Margarine	2/3 WZ	Diet Vinegar & Oil Dressing	1 FZ
Tossed Salad	1/2 Cup	Beverage	1 Cup	Margarine	2/3 WZ	White Bread	2 Slice	Margarine	2/3 WZ	Coleslaw	1/2 Cup	Cornbread	1 1/48 Cut
Diet Vinegar & Oil Dressing	1 FZ			Applesauce	1/2 Cup	Margarine	2/3 WZ	Applesauce	1/2 Cup	Applesauce	1/2 Cup	Margarine	2/3 WZ
Applesauce	1/2 Cup			Beverage	1 Cup	Applesauce	1/2 Cup	Beverage	1 Cup	Beverage	1 Cup	Applesauce	1/2 Cup
Beverage	1 Cup					Beverage	1 Cup					Beverage	1 Cup

**5.14.4 Description of Nutritional Supplement and Snack Food Items**

List each Nutritional Supplement that the offeror will provide:

List each Snack Food the offeror will provide (e.g., fruits, milk, snack crackers, etc.):

The following are only a few examples of nutritional supplements that we can provide. Each diet type, nutritional supplement and snack option will be suggested by our dietician to meet your requests and will be mutually agreed upon by your administration or doctor to meet all special needs

**Ensure**

CONTAINS ZERO (0%) JUICE			
Nutrition Facts			
Serving Size 1 bottle (8 fl oz)			
Amount Per Serving			
Calories 350	Calories from Fat 100		
% DV*		% DV*	
Total Fat 11g	17%	Sodium 220mg	9%
Saturated Fat 1g	5%	Potassium 400mg	11%
Trans Fat 0g		Total Carb. 50g	17%
Polyunsaturated Fat 4.5g		Dietary Fiber 0g	0%
Monounsaturated Fat 5g		Sugars 20g	
Cholesterol 10mg	3%	Protein 13g	26%
Vitamin A 25%	Vitamin C 60%	Calcium 30%	
Iron 25%	Vitamin D 80%	Vitamin E 30%	
Vitamin K 25%	Thiamin 25%	Riboflavin 25%	
Niacin 25%	Vitamin B <sub>6</sub> 25%	Folate 25%	
Vitamin B <sub>12</sub> 25%	Biotin 25%	Pantothenic Acid 25%	
Phosphorus 30%	Iodine 25%	Magnesium 25%	
Zinc 25%	Selenium 30%	Copper 25%	
Manganese 60%	Chromium 25%	Molybdenum 60%	
Chloride 6%			

\*Percent Daily Values (DV) are based on a 2,000 calorie diet.

INGREDIENTS: WATER, CORN, BANANOCORN, SUGAR, MILK, PECTIN, CONCENTRATED CARAMEL, CORN OIL, SOY PROTEIN ISOLATE, LESS THAN 1% OF: WHEY, PHOSPHORUS, LECITHIN, MAGNESIUM PHOSPHATE, POTASSIUM CITRATE, NATURAL AND ARTIFICIAL FLAVOR, SODIUM CITRATE, SOY LECTIN, CALCIUM PHOSPHATE, POTASSIUM CHLORIDE, CHOLINE CHLORIDE, ASCORBIC ACID, SALT, CARRAGEENAN, POTASSIUM HYDROXIDE, FERROUS SULFATE, D-ALPHA-TOCOPHERYL ACETATE, ZINC SULFATE, INOSITOL, MANGANESE SULFATE, CALCIUM HYDROXYBENZOATE, FOLIC ACID, COPPER SULFATE, VITAMIN A PALMITATE, THIAMINE CHLORIDE HYDROCHLORIDE, PYRIDOXINE HYDROCHLORIDE, BIOPFLAVIN, CHROMIUM CHLORIDE, FOLIC ACID, SODIUM MOLYBDATE, BIOTIN, SODIUM SELENATE, POTASSIUM IODIDE, PHTHALONONE, VITAMIN D, and ENZYMOLOGICAL AMYLASE. CONTAINS MILK AND SOY INGREDIENTS. Abbott Nutrition, Abbott Laboratories, Columbus, Ohio 43219-3034 USA

**Peanut Butter**

**Product Information**

Description	PEANUT BUTTER 10/5 LB	MIN #	1050PB	UPC Code	
Brand	SUNSHINE	Master UOM		UOM's per Case	10
				CN Label	

**Storage Information**

Storage Type	Dry	Shelf Life (months)	10	Lot Code Example	10115
<b>Case Information</b>		<b>Pallet Information</b>		Date Coding System	Julian Dates
Height (inches)	18	Ti	10	Hazardous Item	
Width (inches)	12	Hi	4	Date Coding System	10 months from date of pack in 6 digit
Depth (inches)	15	Total Cases	40	Description	
Cube (inches)	1.88	Total Pallet	2,080		
Gross Case Weight	52	Weight			

**Nutritional Information (based on individual servings)**

Suggested Ind. Serving Size	Tbsp	Selenium (ug)	1	Carbohydrates (g)	5.00
Suggested Ind. Serving QTY	2	Cholesterol (mg)	0	Sugars	0.02
	32	Total Fat (g)	140	Vitamin A (ug)	2.00
Servings per Case	500	Saturated Fat (g)	0	Vitamin B (12 ug)	2.00
Calories	200	Trans Fat (g)	0	Vitamin B3 (niacin-mg)	1.00
Calories from Fat	17	Polyunsaturated (g)	0	Vitamin B1 (thiacin-mg)	1.00
Sodium (mg)	100	Monounsaturated (g)	0	Vitamin B2 (riboflavin-mg)	1.00
Dietary Fiber (g)	30	Potassium (mg)	2	Vitamin C (mg)	2.00
Protein (g)	9	Iron (mg)	12	Vitamin D (iu)	
Calcium (mg)	2	Folate (ug)	0	Vitamin E (mg)	1.00

For all dry dry product, the nutritional information must be listed as the final reconstituted product



# Turkey Bologna

**Product Description:** TURKEY BOLOGNA 10 LB (STICK)

**Product Code #:** 22655-83004

**INGREDIENTS: MECHANICALLY SEPARATED TURKEY, WATER, CORN SYRUP, MODIFIED FOOD STARCH, SALT, CONTAINS 2% OR LESS OF POTASSIUM LACTATE, VITAMIN C (ASCORBIC ACID), DEXTROSE, SODIUM PHOSPHATE, SODIUM NITRITE, OLEORESIN OF PAPRIKA, SODIUM DIACETATE, FLAVORINGS.**

**Nutritional Information:**

Nutritional Values for 100 gram

Provide values for one of the below and indicate which is provided.

raw, AP

prepared

excluding added ingredients

Calories	250.79	
Calories from fat	147.72	
Protein	15	grams
Carbohydrates	9	grams
Dietary fiber	0	grams
Fat, total	16	grams
Saturated Fat	4.98	grams
Trans Fat	0	grams
Cholesterol	80.25	mg
Water	57.52	grams

Vitamin A	0.48	IU
Thiamin B1	0.05	mg
Riboflavin B2	0.2	mg
Niacin B3	2.93	mg
Vitamin B6	0.29	mg
Vitamin B12	0.3	mcg
Biotin	0	meg
Vitamin C	21.42	mg
Vitamin D	9.63	IU
Vitamin E	0	IU
Folate	7.24	mg
Pantothenic Acid	1.04	mg
Vitamin K	0.02	mcg
Calcium	17.37	mg
Copper	0.13	mg
Iron	1.65	mg
Magnesium	19.44	mg
Phosphorous	164.62	mg
Potassium	234.95	mg
Sodium	869.06	mg
Zinc	3.59	mg

\* No values for these nutrients

**Packs/Cs:** 2, 10 Lb. Frozen Sticks. 20 Lb. Net Weight Case.

**Shelf-Life Information:** 275 Days Frozen, Guaranteeing 1/2 of that to Customer's DC.

**Days if stored below 40 F:** \_\_\_\_\_

**Days if stored below 0 F:** 275 Days. \_\_\_\_\_

**Storage Recommendation:** Frozen, Below 0 F.

**Weapons free packaging with Quick-To-Ash Characteristics.**

**Vendor Name:** Butterball, LLC  
**Address:** One Butterball Lane  
Garner, NC 27529

\_\_\_\_\_  
**Phone Number:** 1-800-523-4559

**Fax Number:** 919-658-5865



## Turkey Ham

**Product Description:** Turkey Ham - 25% Water Added

**Product Code #:** 74308 64902

**(Salt, Sodium Diacetate, Flavorings), Smoke Flavor, Sodium Erythorbate, Sodium Lactate, Sodium Nitrite, Sodium Phosphate.**

### Nutritional Information:

Nutritional Values for 100 gram

Provide values for one of the below and indicate which is provided.

raw, AP

prepared

excluding added ingredients

Calories	124.86	
Calories from fat	49.81	
Protein	15.54	grams
Carbohydrates	2.44	grams
Dietary fiber	0.01	grams
Fat, total	5.53	grams
Saturated Fat	1.42	grams
Trans Fat	0	grams
Cholesterol	52.24	mg
Water	73.2	grams

Vitamin A	0	IU
Thiamin B1	0	mg
Riboflavin B2	0	mg
Niacin B3	0	mg
Vitamin B6	0	mg
Vitamin B12	0	mcg
Biotin	0	mcg
Vitamin C	0	mg
Vitamin D	0	IU
Vitamin E	0	IU
Folate	0	mg
Pantothenic Acid	0	mg
Vitamin K	*	mg
Calcium	6.76	mg
Copper	0	mg
Iron	1.13	mg
Magnesium	0.22	mg
Phosphorous	0.01	mg
Potassium	2.34	mg
Sodium	1117	mg
Zinc	0.01	mg

\* No values for these nutrients



**Packs/Cs:** 2, 7.5 lb average Catch Wt Case.

**Shelf-Life Information:** 275 Days Frozen, Guaranteeing 1/2 of that to Customer's DC.

**Days if stored below 40 F:** \_\_\_\_\_

**Days if stored below 0 F:** 275 Days. \_\_\_\_\_

**Storage Recommendation:** Frozen, below 0 F

**Weapons free packaging with Quick-To-Ash Characteristics.**

**Vendor Name:**

**Address:**

\_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

**Fax Number:**



#### 5.14.5 Description of Routine Daily Kitchen Operations:

Address the vendor's proposed routine daily kitchen operation tasks including meal preparation, serving, and clean-up, and include a proposed schedule for a routine day that covers the previously stated primary tasks:

We have provided the Table of Contents from our Operations Policies and Procedures Manual and our Policies and Procedures for Food Production for your review. Our manual is proprietary, but available to you on request.

### **OPERATIONS POLICIES AND PROCEDURES MANUAL**

#### **Table of Contents**

HR-101	MANAGER REQUIREMENTS
HR-102	MANAGER TRAINING REQUIREMENTS
HR-103	HOURLY TEAM MEMBER TRAINING REQUIREMENTS
HR-104	ADMINISTRATIVE TEAM MEMBER TRAINING
QA-201	QA OPA RECORD
QA-202	MONTHLY WEEKLY SHIFT INSPECTION WATER TEMPS
QA-203	TEMPERATURE CONTROL LOGS
QA-204	BUDGETING AND PURCHASING
MEN-301	CYCLE MENUS
MEN-302	DIETARY ALLOWANCE
MEN-303	NEW RECIPE IMPLEMENTATION PROCESS
MEN-304	TITLE 15 MENU REQUIREMENTS FOR CALIFORNIA
MEN-305	PERMANENT MENU CHANGE PROCEDURE
MEN-306	ALTERNATE MEAL SERVICE
MEN-307	TEMPORARY MENU SUBSTITUTIONS
MEN-308	RESTRICTED DIETS
MEN-309	MEDICAL AND RELIGIOUS DIET SYSTEM
MEN-310	RESTRICTED DIET SYSTEM
MEN-311	DIET MENU PROCEDURES
MEN-312	MEDICAL DIET LOG
MEN-313	RELIGIOUS DIET ORDERS
SS-401	HEALTH AND SAFETY REGULATIONS
SS-402	EMERGENCY CONTINGENCY PLANS
SS-403	KNIFES KEYS YEAST
SS-404	FOOD GROWN PRODUCED IN SYSTEM
SS-405	EQUIPMENT MAINTENANCE WORK
PRO-501	STANDARDIZED RECIPES
PRO-502	PORTION CONTROL
PRO-503	FOOD PRODUCTION PLAN
PRO-504	PRE PREPARATION PULL RECORD
PRO-505	TRAY LINE PLANNING DIAGRAM
PRO-506	STAFF VISITOR MEAL SIGN IN LOG
PRO-507	PANNING AND PORTIONING
PRO-508	THERMOMETER CALIBRATION
TK-001	NEW RECIPE IMPLEMENTATION PROCESS
TK-002	NUTRITIONAL EVALUATION OF RECIPES AND INGREDIENTS
TK-003	TEST PILOT LOCATIONS
TK-004	PROCESS FORMAT TESTING
TK-005	ACCOUNTABILITY PROCESS FOR TEST KITCHEN
TK-006	RECIPE CONCERN REPORTING
TTO-101	KIOSK ORDERING
TTO-102	HOT FOOD SALES ACCOUNTING

## Policy and Procedures Manual Excerpts

### Policies and Procedures Manual

TRINITY SERVICES  
GROUP



<b>SUBJECT: FOOD PRODUCTION PLAN</b>	<b>PROCEDURE NUMBER: PRO-503</b>
<b>ORIGINATING DEPARTMENT: QUALITY ASSURANCE</b>	<b>DATE ISSUED: <u>5/1/2014</u></b>
<b>INITIATED BY: ACA STANDARDS FS055, FS056/ALDF STANDARDS 4A-05, 4A-06, 4A-08/ACI STANDARDS 4-4314, 4-4315, 4-4317</b>	<b>SUPERSEDES: ALL PRIOR</b>

#### POLICY:

The Food Production Plan is used as a management tool for control and accountability. It is an audit control point documenting the actual menu served, on what day, how much was prepared, how many residents were served, etc. It is a management tool to direct team members on what recipe to use, when to prepare items, who prepares the items, etc. This completed form must be kept on file for 3 years or local mandate.

**RESPONSIBILITY:** All Foodservice Personnel

**DEFINITIONS:** None

**STANDARD:** FS-055, FS-056/ALDF-4A-05, ALDF-4A-06, ALDF-4A-08/ACI-4-4314, ACI-4-4315, ACI-4-4317

Written policy, procedure and practice require that 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 and that accurate records are maintained of all meals served

#### PROCEDURES:

To assist in filling out the form correctly, please follow these directions:

**AREA:**

- **DATE:** The day the meal will be served.
- **CYCLE:** State the number of the menu cycle.
- **DAY:** Day of the week.
- **MEAL:** Breakfast, Lunch Brunch or Dinner.
- **FORECAST:** Forecast number of meals total and for each service line.
- **ACTUAL:** Record actual number of meals served total and by line.
- **MENU ITEM:** List every item as it appears on the menu.
- **RECIPE NUMBER:** List the recipe number.
- **PORTIONS TO MAKE:** The projected number of meal to prepare. This amount should be filled in daily due to changing population counts.
- **PARTICIPATION:** /Population Count - Population of institution; expected percentage of participation of each item.
- **RECIPE:** Indicate number of times to multiply recipe by to insure accurate recipe explosion.
- **BULK TO MAKE:** Indicate the total quantity of pans / gallons to make based on volume.



## Policies and Procedures Manual

TRINITY SERVICES  
GROUP



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### FOOD PRODUCTION PLAN

- **SERVING PLAN:** Indicate the size and quantity of pans / gallons of finished product.
- **SERVING UTENSILS:** Indicate the proper serving utensil.
- **FOOD TEMPERATURES:**
  - Record cook to, holding and serving temperatures on production records.
  - Enter the start, mid, and ending food serving temperatures.
  - Record time and temperature on food holding temperature log when transporting food.
- **LINE:** Specify the amount of food for each of the serving lines (if applicable).
- **TRANSPORT:** Ensure proper amount of portions are being sent and temperatures are recorded. If food is removed from Temperature control, Time must be recorded on transport log.
- **TIME VS. TEMPERATURE:** If Time is used as a control point, service and discard time must be documented (4 hours US Food Code- Check local agency for required standard).
- **PORTIONS LEFT:** Indicate the portions left over.
- **PORTIONS USED:** Indicate actual portions served.
- **ACTUAL PERCENTAGE PARTICIPATION:** Actual participation served by product.

### REQUIRED DOCUMENTATION:

- Food Production Program (Program Specific)
- Pull Sheets
- Meal Projections
- Meal Count Sheets
- Substitution Logs
- Food Holding Temperature logs
- Quality Assessment Form
- Transport Log (Time & Temperature)





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

# TRANSPORT LOG

DATE \_\_\_\_\_

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## BREAKFAST

Menu Item	Temp

Pod	Time	Discard	Pod	Time	Discard
A			G		
B			H		
C			I		
D			J		
E			K		
F			L		
MD			INT		

COMMENTS

TSG Signature \_\_\_\_\_ Client Signature \_\_\_\_\_

## LUNCH

Menu Item	Temp

Pod	Time	Discard	Pod	Time	Discard
A			G		
B			H		
C			I		
D			J		
E			K		
F			L		
MD			INT		

COMMENTS

TSG Signature \_\_\_\_\_ Client Signature \_\_\_\_\_

## DINNER

Menu Item	Temp

Pod	Time	Discard	Pod	Time	Discard
A			G		
B			H		
C			I		
D			J		
E			K		
F			L		
MD			INT		

COMMENTS

TSG Signature \_\_\_\_\_ Client Signature \_\_\_\_\_



## Proposed Daily Schedule

<b>Service Times</b>	<b>Prep</b>	<b>Serve</b>	<b>Clean-up</b>
<b>Breakfast</b>	<b>0500</b>	<b>0700</b>	<b>0800</b>
<b>Lunch</b>	<b>0900</b>	<b>1100</b>	<b>1300</b>
<b>Dinner</b>	<b>1200</b>	<b>1830</b>	<b>N/A</b>

**\*Cold dinner negates cleanup of dinner service in the evenings.**



**5.14.6 Kitchen Equipment, Appliances, and Smallwares, Etc. the Vendor will Supply:**

**List the Kitchen Equipment and Appliances the offeror will provide:**

Trinity is not providing any additional equipment, but we will assist and consult with our suppliers to pass on our contracted costs to Boone County at no mark up if Boone County decides to purchase new kitchen equipment and appliances.

**From the following list, check each smallware item the offeror will provide:**

<b>Serving Food Trays (Dinnerware)</b>	✓
<b>Cups</b>	✓
<b>Straws</b>	✓
<b>Cup Lids</b>	✓
<b>Sporks</b>	✓
<b>Forks</b>	✓
<b>Spoons</b>	✓
<b>Sharps for Food Preparation</b>	✓
<b>Pots, Pans, and Cooking Trays</b>	✓
<b>Food Preparation Utensils and Tools</b>	✓
<b>Food Serving Utensils</b>	✓
<b>Food Storage, Labelling, and Serving Supplies, Non-Paper - Disposable</b>	✓
<b>Food Storage, Labelling, and Serving Supplies, Paper - Disposable</b>	✓
<b>Ware Washing Chemicals/Soaps and Supplies</b>	Per the RFP, the County shall be responsible for the replacement of soaps and chemicals for sanitation and dish washing in the kitchen. Trinity will provide any non-chemical supplies.
<b>Other Dishwasher Supplies/ Soaps/Degreasers/Scouring Pads</b>	
<b>Other Kitchen Cleaning Supplies</b>	✓
<b>Hair Nets, Beard Covers and Aprons</b>	✓
<b>Disposable Food Handler Gloves</b>	✓

***5.14.7 List additional smallwares not identified above that the offeror will provide:***

Trinity will assess additional supplies on a case by case basis. If our annual supply budget had not been met we will allocate those funds towards the additional supplies.

**5.14.8 Single Point of Contact Information:**

Provide the contact name, phone number and e-mail for the primary contact person who will be the Single Point of Contact for the Boone County Jail regarding food service issues:

**Michael Byess, District Manager**

**Phone: 931-239-6755**

**Email: michael.byess@trinityservicesgroup.com**



### 5.13.9 Food Safety and Handling

Describe the vendor’s routine operating procedures to ensure food safety and handling.

Our policy is to provide quality food service to the correctional environment. This means, the 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.

A Quality Assurance program is in effect in all our facilities and encompasses all aspects of the food service 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.*

Components of Food Safety Plan	
FOOD SAFETY PLAN/DESCRIPTION OF THIS FACILITY.....	Page 3
<b>CATEGORIZING MENU ITEMS</b>	
Procedures Followed when Categorizing Menu Items .....	Page 6
Chart - Menu Items Categorized According to Process 1, 2 or 3 .....	Page 7-8
<b>IDENTIFIED CONTROL MEASURES (CCPS)</b>	
Process 1 .....	Page 9
Process 2 .....	Page 10
Process 3 .....	Page 11
Process 1 – Chart (for posting as job aid) .....	Page 12
Process 2 – Chart (for posting as job aid) .....	Page 13
Process 3 – Chart (for posting as job aid) .....	Page 14
Minimum Internal Cooking Temperature Chart .....	Page 15
Informing Food Service Employees .....	Page 16
<b>STANDARD OPERATING PROCEDURES</b>	
Index .....	Page 17
General/Specific to Process 1 .....	Pages 18-46
Specific to Process 2 .....	Pages 47-48
Specific to Process 3 .....	Pages 49-52
<b>MONITORING</b>	
Monitoring Responsibilities .....	Page 53
<b>CORRECTIVE ACTIONS</b>	
Corrective Action Responsibilities .....	Page 54
Summary of Specific Corrective Actions for Critical Control Points .....	Pages 55-57
<b>RECORDKEEPING</b>	
Responsibilities for Recordkeeping/Location & Retention of Records .....	Page 58
Records in Use by Site .....	Pages 60-73
<b>EMPLOYEE HEALTH / TRAINING</b>	
Employee Orientation & Ongoing Training .....	Page 74
New Employee Orientation Agreement .....	Page 75
Training Calendar .....	Page 77
In-service Training Session Roster .....	Page 78
<b>REVIEW OF FOOD SAFETY PLAN &amp; CHECKLIST</b> .....	Page 79-81
<b>IMPORTANT TERMS</b> .....	Pages 82-83

## 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.

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 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.





## Hairnets Are Required Past This Point

477 Commerce Blvd  
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## Return to Supplier





This area for holding of  
damaged, spoiled, or  
recalled food only.

## Do Not Use!

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### Hot Holding CCP HACCP Compliance Plan

-  **STANDARD:**
  - D Maintain hot potentially hazardous food at 140° F/60° C or above during display/service.
-  **MONITORING**
  - D Check hot potentially hazardous food temperatures at least once every 2 hours with an approved thermometer.
  - Record these temperatures.*
  - D Check temperatures of all hot potentially hazardous foods removed from warmer or brought from kitchen for service.
-  **CORRECTIVE ACTION:**
  - D Reheat food that has been held below 140° F/60° C for 2 hours or less to at least 165° F/74° C.
  - D Discard food that has been held below 140° F/60° C for more than 2 hours.
-  **RECORD-KEEPING:**
  - D Maintain Food Holding Temperature log or equivalent record.

*Note: In all cases, compliance with stricter jurisdictional requirements is necessary*

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## Wash Your Hands!

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## 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 each 24 hours
- 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 (per "Truth in Menu" Rules)
- All portion sizes stated on the menu are in edible portion form, unless otherwise stated
- 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.

## 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

## 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 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
- 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



## 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



## HACCP Procedures

Trinity Services Group uses standard HACCP procedures in all food service operations. We have provided excerpts from our HACCP Manual for your review.

**PROCESS 1 - Chart**  
**No Cook**

**GENERAL**  
Hand Washing, Health & Personal Hygiene, No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use, Visitors in Food Service, Using & Calibrating Food Thermometers, Facility and Equipment Maintenance, Approved Food Source, Handling a Food Recall

**RECEIVE**  
Receiving Deliveries

**STORE**  
Storing Food, Storing and Using Chemicals, Preventing Cross Contamination During Storage (and Preparation)

**PREPARE**  
Washing & Handling Fresh Fruits & Vegetables, Thawing Potentially Hazardous Foods, Controlling Time and Temperature During Preparation, Date Marking Ready-to-Eat/Potentially Hazardous Foods, Preventing Cross-Contamination During Storage and Preparation, Cleaning & Sanitizing Food Contact Surfaces, Wiping Cloths

**HOLDING**  
CCP: Hold Potentially Hazardous Foods at or Below 40°F. Check and Record Temperatures.

**SERVE**  
Transporting Food to Satellite Kitchens, Serving Food, Preventing Cross-Contamination at Food Bars/Self Service, Wiping Cloths

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**PROCESS 2 - Chart**  
**Cook/Reheat & Serve Same Day**

**GENERAL**  
Hand Washing, Health & Personal Hygiene, No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use, Visitors in Food Service, Using & Calibrating Food Thermometers, Facility and Equipment Maintenance, Approved Food Source, Handling a Food Recall

**RECEIVE**  
Receiving Deliveries

**STORE**  
Storing Food, Storing and Using Chemicals, Preventing Cross Contamination During Storage (and Preparation)

**PREPARE**  
Washing & Handling Fresh Fruits & Vegetables, Thawing Potentially Hazardous Food, Controlling Time & Temperature During Preparation, Preventing Cross-Contamination During Storage and Preparation, Date Marking Ready-to-Eat/Potentially Hazardous Foods, Cleaning & Sanitizing Food Contact Surfaces, Wiping Cloths

**COOK/HEAT FULLY COOKED COMMERCIALY PROCESSED PRODUCTS**  
CCP: Cook/Reheat Fully Cooked Commercial Products to Minimum Internal Temperatures for at Least 15 Seconds. Check & Record Temperatures.

**HOT HOLD**  
CCP: Hold Potentially Hazardous Foods At or Above 140°F. Check & Record Temperatures.

**SERVE**  
Transporting Food to Satellite Kitchens, Serving Food, Preventing Cross-Contamination at Food Bars/Self Service, Wiping Cloths

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**PROCESS 3 - Chart**  
**Cook, Cool, Reheat, Serve (Complex)**

**GENERAL**  
Hand Washing, Health & Personal Hygiene, No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use, Visitors in Food Service, Storing & Using Poisonous or Toxic Chemicals, Using & Calibrating Food Thermometers, Facility and Equipment Maintenance, Approved Food Source, Handling a Food Recall

**RECEIVE**  
Receiving Deliveries

**STORE**  
Storing Food, Storing & Using Chemicals, Preventing Cross Contamination During Storage and Preparation

**PREPARE**  
Washing & Handling Fresh Fruits & Vegetables, Thawing, Controlling Time and Temperature During Preparation, Preventing Cross-Contamination During Storage & Preparation, Date Marking Ready-to-Eat Potentially Hazardous Foods, Cleaning & Sanitizing Food Contact Surfaces, Wiping Cloths

**COOK/REHEAT FULLY COOKED, COMMERCIALY PROCESSED PRODUCTS**  
CCP: Cook Potentially Hazardous Foods to Minimum Internal Temperatures for at Least 15 Seconds. Check & Record Temperatures

**COOL**  
CCP: Cool Potentially Hazardous Foods from 140°F to Minimum Internal Temperature of 70°F or Less within 2 Hours & to 40°F or Less within an Additional 4 Hours. Check & Record Temperatures/Develop Cooling Study & SOP for Each Item

**REHEAT LEFTOVERS/ITEMS PREPARED ON PRIOR DAY**  
CCP: Reheat Potentially Hazardous Foods to Internal Temperature of 165°F or More within 2 Hours. Check & Record Temperatures.

**HOT HOLD**  
CCP: Hold Potentially Hazardous Foods At or Above 140°F. Check & Record Temperatures.

**SERVE**  
Transporting Food to Satellite Kitchens, Holding Potentially Hazardous Foods, Serving Food, Preventing Cross-Contamination at Food Bars/Self Service, Wiping Cloths

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## 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 a sample page of the 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.		
2.A.2.	The most current Health Inspection report is available.		
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.		
2.A.4.	Medical clearance is documented and current for staff and inmates.		
2.A.5.	TSG employees wear ID badges per institutional policy.		
2.A.6.	The Human Resources required signage is posted where it is visible to all Trinity employees.		
<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.		
2.A.8.	Diet training is provided to Trinity food handlers.		
2.A.9.	ACA 40-hour certification training is provided to Trinity food handlers.		
2.A.10.	Contract required training is provided to Trinity staff.		
2.A.11.	Inmate food handlers are provided with pre-assignment training.		
2.A.12.	All food handler training is recorded in a training log or similar log.		
<b>Menu and Recipes</b>			
2.A.13.	Certified menus are signed and dated by the dietitian.		
2.A.14.	All certified menus are reviewed by the dietitian per contract.		
2.A.15.	The medical/therapeutic diet menu is available.		
2.A.16.	There is a Medical/therapeutic Diet procedure established and followed.		
2.A.17.	The Medical Diet Manual or handbook is available.		
2.A.18.	Standardized recipes for the menu are exploded per updated counts, printed, and available.		
2.A.19.	There is an Emergency Menu and required supplies in storage.		
<b>Production and Portion Control</b>			
2.A.20.	There is a Production Pull process established and followed.		
2.A.21.	There is a Production Sheet for each meal.		

#### 5.14.10 Sanitation and Hygiene Protocol

Describe the vendor's routine operating procedures regarding kitchen sanitation, waste removal and general hygiene requirements the vendor requires kitchen staff to follow.

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 will 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.

Our cleanliness program begins with a cleaning and sanitizing schedule that has been established for the entire operation.

- Our Staff are assigned specific cleaning and sanitizing tasks for their assigned work area or position
- The Food Service Director will check daily to make sure these assigned tasks have been completed
- Our Staff are expected to "clean as you go" during the workday and keep their work area neat and orderly
- Cleaning schedules for each job are posted in their work area(s).
- Our Staff are responsible for completing any additional cleaning tasks assigned by the Food Service Director.

By keeping work areas clean and neat, following daily cleaning schedules, cleaning and sanitizing equipment and utensils, wiping up food spills, and storing cleaning chemicals will help ensure our food is prepared and served in a clean and sanitary environment. A sanitation program is also 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
- Initial and ongoing employee training

These steps will ensure the standards implemented will continue at optimum levels.

## Red Sanitizer Buckets

Cross contamination is a serious issue and Trinity's staff are trained to do everything possible to prevent cross-contamination and keep our customers safe. Our on-site Team will use sanitation buckets at every food prep area. The buckets are typically stored on a shelf below and away from food and food contact items. Our Staff will follow these simple guidelines for safe sanitizer bucket use:

1. Sanitizer test strips will be used to monitor the sanitizer concentration of the solution.
2. The sanitizer solution will be changed every 2-4 hours or more as needed to keep the water clean and the sanitizer effective.
3. Only FDA approved sanitizer chemicals will be used.
4. Wipe cloths will be used for cleaning food contact surfaced during food prep and service. In addition, food contact items will be sent to the ware washing station for proper cleaning and sanitizing every 4 hours during service or as needed.



# Cleaning Checklists and Inspections

Trinity Services Group



DAILY CLEANING SCHEDULE

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Wax store room <input type="checkbox"/>	Detail doors <input type="checkbox"/>	Detail tilt skittle <input type="checkbox"/>	Detail stove <input type="checkbox"/>	Detail kettle <input type="checkbox"/>	Detail mixer <input type="checkbox"/>	Detail slicer <input type="checkbox"/>
Wax office <input type="checkbox"/>	Detail base boards <input type="checkbox"/>	Clean north walls <input type="checkbox"/>	Clean east walls <input type="checkbox"/>	Clean south walls <input type="checkbox"/>	Clean west walls <input type="checkbox"/>	Clean lights <input type="checkbox"/>
Clean spice room <input type="checkbox"/>	Clean storage racks <input type="checkbox"/>	Clean interior refrig. <input type="checkbox"/>	Clean ice machine <input type="checkbox"/>	Detail walk in <input type="checkbox"/>	Detail store room <input type="checkbox"/>	Detail freezer <input type="checkbox"/>
Clean HAZMAT Room <input type="checkbox"/>	Detail dish machine <input type="checkbox"/>	Clean drains <input type="checkbox"/>	Detail hot hold cab. <input type="checkbox"/>	Detail serv. Line <input type="checkbox"/>	Detail grill <input type="checkbox"/>	Detail table legs <input type="checkbox"/>
Detail rest rooms <input type="checkbox"/>	Clean vents <input type="checkbox"/>	Clean ovens <input type="checkbox"/>	Clean ovens <input type="checkbox"/>	Detail drink mach. <input type="checkbox"/>	Descal dish mach. <input type="checkbox"/>	Clean drains <input type="checkbox"/>
Clean hoods/filters <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>
Polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>
Wax store room <input type="checkbox"/>	Detail doors <input type="checkbox"/>	Detail tilt skittle <input type="checkbox"/>	Detail stove <input type="checkbox"/>	Detail kettle <input type="checkbox"/>	Detail mixer <input type="checkbox"/>	Detail slicer <input type="checkbox"/>
Wax office <input type="checkbox"/>	Detail base boards <input type="checkbox"/>	Clean north walls <input type="checkbox"/>	Clean east walls <input type="checkbox"/>	Clean south walls <input type="checkbox"/>	Clean west walls <input type="checkbox"/>	Clean lights <input type="checkbox"/>
Clean spice room <input type="checkbox"/>	Clean storage racks <input type="checkbox"/>	Clean interior refrig. <input type="checkbox"/>	Clean ice machine <input type="checkbox"/>	Detail walk in <input type="checkbox"/>	Detail store room <input type="checkbox"/>	Detail freezer <input type="checkbox"/>
Clean HAZMAT Room <input type="checkbox"/>	Detail dish machine <input type="checkbox"/>	Clean drains <input type="checkbox"/>	Detail hot hold cab. <input type="checkbox"/>	Detail serv. Line <input type="checkbox"/>	Detail grill <input type="checkbox"/>	Detail table legs <input type="checkbox"/>
Detail rest rooms <input type="checkbox"/>	Clean vents <input type="checkbox"/>	Clean ovens <input type="checkbox"/>	Clean ovens <input type="checkbox"/>	Detail drink mach. <input type="checkbox"/>	Descal dish mach. <input type="checkbox"/>	Clean drains <input type="checkbox"/>
Clean hoods/filters <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>	Clean hood/vents <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>
Polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>	polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>
Wax store room <input type="checkbox"/>	Detail doors <input type="checkbox"/>	Detail tilt skittle <input type="checkbox"/>	Detail stove <input type="checkbox"/>	Detail kettle <input type="checkbox"/>	Detail mixer <input type="checkbox"/>	Detail slicer <input type="checkbox"/>
Wax office <input type="checkbox"/>	Detail base boards <input type="checkbox"/>	Clean north walls <input type="checkbox"/>	Clean east walls <input type="checkbox"/>	Clean south walls <input type="checkbox"/>	Clean west walls <input type="checkbox"/>	Clean lights <input type="checkbox"/>
Clean spice room <input type="checkbox"/>	Clean storage racks <input type="checkbox"/>	Clean interior refrig. <input type="checkbox"/>	Clean ice machine <input type="checkbox"/>	Detail walk in <input type="checkbox"/>	Detail store room <input type="checkbox"/>	Detail freezer <input type="checkbox"/>
Clean HAZMAT Room <input type="checkbox"/>	Detail dish machine <input type="checkbox"/>	Clean drains <input type="checkbox"/>	Detail hot hold cab. <input type="checkbox"/>	Detail serv. Line <input type="checkbox"/>	Detail grill <input type="checkbox"/>	Detail table legs <input type="checkbox"/>
Detail rest rooms <input type="checkbox"/>	Clean vents <input type="checkbox"/>	Clean ovens <input type="checkbox"/>	Clean ovens <input type="checkbox"/>	Detail drink mach. <input type="checkbox"/>	Descal dish mach. <input type="checkbox"/>	Clean drains <input type="checkbox"/>
Clean hoods/filters <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>	Clean hood/vents <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>
Polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>	polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>
Wax store room <input type="checkbox"/>	Detail doors <input type="checkbox"/>	Detail tilt skittle <input type="checkbox"/>	Detail stove <input type="checkbox"/>	Detail kettle <input type="checkbox"/>	Detail mixer <input type="checkbox"/>	Detail slicer <input type="checkbox"/>
Wax office <input type="checkbox"/>	Detail base boards <input type="checkbox"/>	Clean north walls <input type="checkbox"/>	Clean east walls <input type="checkbox"/>	Clean south walls <input type="checkbox"/>	Clean west walls <input type="checkbox"/>	Clean lights <input type="checkbox"/>
Clean spice room <input type="checkbox"/>	Clean storage racks <input type="checkbox"/>	Clean interior refrig. <input type="checkbox"/>	Clean ice machine <input type="checkbox"/>	Detail walk in <input type="checkbox"/>	Detail store room <input type="checkbox"/>	Detail freezer <input type="checkbox"/>
Clean HAZMAT Room <input type="checkbox"/>	Detail dish machine <input type="checkbox"/>	Clean drains <input type="checkbox"/>	Detail hot hold cab. <input type="checkbox"/>	Detail serv. Line <input type="checkbox"/>	Detail grill <input type="checkbox"/>	Detail table legs <input type="checkbox"/>
Detail rest rooms <input type="checkbox"/>	Clean vents <input type="checkbox"/>	Clean ovens <input type="checkbox"/>	Clean ovens <input type="checkbox"/>	Detail drink mach. <input type="checkbox"/>	Descal dish mach. <input type="checkbox"/>	Clean drains <input type="checkbox"/>
Clean hoods/filters <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>	Clean hood/vents <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>	Clean hood/filters <input type="checkbox"/>
Polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>	polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>	Polish pipes <input type="checkbox"/>



## TRINITY SERVICES GROUP

**Daily Inspection Report** DATE: \_\_\_\_\_

RATING				
<b>S = SATISFACTORY</b>				
<b>U = UNSATISFACTORY</b>				
	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 )				

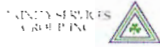




# Weekly Cleaning Schedule

FOR THE WEEK OF:

	MON		TUE		WED		THUR		FRI		SAT		SUN	
TASK	Name	DONE	Name2	DONE	Name7	DONE	Name4	DONE	Name5	DONE	Name6	DONE	Name3	DONE
Sweep/mop floors including under serving line														
Behind and under equipment M/S														
Both coolers M/S														
Dry storage M/S														
Clean all shelves incl. coolers														
clean ovens														
Clean/fill spice containers														
wipe all carts down														
Wipe walls/doors														
Clean koolaid containers														
Wipe down/clean tray racks														
Dish area clean														
Steamer, tilt skillet cleaned														
Clean baking rack														
All trash emptied/cleaned														
All drains cleaned														

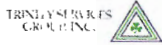


## TRINITY SERVICES GROUP

**Weekly Inspection Report** DATE: \_\_\_\_\_

<b>RATING</b>
<b>S=SATISFACTORY</b>
<b>U=UNSATISFACTORY</b>

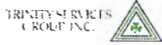
	S	U	N/A	ACTION TAKEN FOR ALL "U" RATINGS
<b>DishWashing Area:</b>				
Floors Clean and Dry ( no excess food on floors )				
Floor Drains Clean and free of food debris ( working properly )				
DishMachine does not have excessive lime/calcium build up				
All gauges working ( no condensation on glass )				
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				



## TRINITY SERVICES GROUP

<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				
<b>Walk in Cooler:</b>				
Lights and light sheilds 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 sheilds 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 sheilds 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 )				



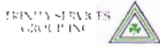


## TRINITY SERVICES GROUP

<b>Monthly Inspection Report</b>	DATE: _____
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<b>RATING</b>
<b>S = SATISFACTORY</b>
<b>U = UNSATISFACTORY</b>

	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				
DishMachine curtains are in good condition ( not yellowing or tearing, none missing )				
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 )				
Chemicals are properly handled and secured				
<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				



## TRINITY SERVICES GROUP

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				
<b>Walk in Cooler:</b>				
Lights and light sheilds 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 property				
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 sheilds present, clean, and working				
Floors are clean and dry				
Walls are clean				
Shelves are clean ( top and under )				
Fans are clean and working property				
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 sheilds present, clean, and working				
Floors are clean and dry				
Walls are clean				
Shelves are clean ( top and under )				
Fans are clean and working property				
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 )				
<b>Open Areas:</b>				







## Kitchen Equipment Cleaning

Trinity maintains detailed cleaning instructions for each piece of equipment in the kitchen. We have provided a few examples following.

### Mixer Cleaning Instructions



DO NOT USE A HOSE TO CLEAN THE MIXER- it should be washed with a clean, damp cloth. The base allows ample room for cleaning under the mixer. The apron may be removed by loosening the thumb screws. Behind this apron is an access cover which may be removed for cleaning.

The drip cup-splash guard should be removed periodically and wiped clean.

# DO NOT THROW WATER ON MIXER



## Kettle Cleaning Instructions



1. Turn unit off.
2. Remove drain screen (if applicable). Thoroughly wash and rinse the screen either in a sink or a dishwasher.
3. Prepare a warm water and mild detergent solution in the unit.
4. Remove food soil using a nylon brush.
5. Loosen food which is stuck by allowing it to soak at a low temperature setting.
6. Drain unit.
7. Rinse interior thoroughly.
8. If the unit is equipped with a Tangent Draw-Off Valve, clean as follows:
  - a) Disassemble the draw-off valve first by turning the valve knob counter-clockwise, then turning the large hex nut counter-clockwise until the valve stem is free of the valve body.
  - b) In a sink, wash and rinse the inside of the valve body using a nylon brush.
  - c) Use a nylon brush to clean tangent draw-off tube.
  - d) Rinse with fresh water.
  - e) Reassemble the draw-off valve by reversing the procedure for disassembly. The valve's hex nut should be hand tight only.
9. If the unit is equipped with a Butterfly Valve, clean as follows:
  - a) Place valve in open position.
  - b) Wash using a warm water and mild detergent solution.
  - c) Remove food deposits using a nylon brush.
  - d) Rinse with fresh water.
  - e) Leave valve open when unit is not in use.
10. Using mild soapy water and a damp sponge, wash the exterior, rinse, and dry.

**DO NOT THROW WATER ON CONTROL PANEL**

# Dishwasher Cleaning Instructions



## CLEANING

The machine must be thoroughly cleaned at the end of each working shift, or at least twice a day. Use only products formulated to be safe on stainless steel.

1. Turn the Motor and Power switches OFF.
2. Open the door(s). Standard door interlock switches prevent machine operation with inspection door(s) open.
3. Check the upper and lower final rinse nozzles to make sure they are free of lime and solids.
4. Open drain(s) by pulling drain lever(s) up.
5. Remove wash arms. Remove wash arm end caps and push any nozzle obstructions into the wash arms. Thoroughly flush the wash arms in a sink and replace the wash arm end caps.
6. Clean off any scraps from machine walls.
7. Clean dish tables in the dishwasher.
8. Remove all strainer pans and strainer basket(s). Empty contents into garbage can or disposer and thoroughly clean pans and basket(s).
9. Clean pump intake strainer.
10. On C54A, CRS76A, CCS76A and CPW90A machines, remove both flow back strainer pans and clean.
11. Remove curtains. Thoroughly scrub, rinse and allow to dry at the end of each day's operation. See Curtain Installation for proper curtain installation.
13. Thoroughly wash out the interior of the machine with a heavy-duty hose fitted with a squeeze valve. Remove remaining soil with a cloth or soft brush and mild cleanser. Rinse again with hose. Do not allow food soil to accumulate on the bottom of the tank.
14. Return all strainer pans, strainer basket(s) and the pump intake strainer to their original locations.
15. Install upper wash arms. Rest the manifold on the rear hanger bracket with the open end of the arm next to the wash pipe and rotate the arm upward to latch it.
16. Insert the lower wash arm at an angle between the conveyor and install the retainer over the pin. Rotate the arm toward the catch and engage the hook into the notch.
17. Leave door(s) open and curtains removed while machine is not in use. This will allow the interior to air out and dry.



#### 5.14.11 Vocational Training

The vendor should describe details of any existing food service vocational training programs the vendor uses or has developed for used to educate detainees in food service.

Trinity provides inmate training in many jails across the nation. All operations use a basic inmate-training program developed by our training department which is available online to all managers and locations. There are basic skills and knowledge that all food service personnel must have in order to prepare and serve food, 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 primary objective of our Inmate Training Program is to teach inmates skills that will give them the confidence and knowledge to perform their assigned job at a level that meets the requirements of the kitchen operation and the facility. The training process is not complicated or difficult to understand – it is simple and concise.

Before any inmate, regardless of previous experience, begins work in the kitchen, he or she must complete our initial inmate training program. 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 can advance by achieving appropriate levels of competency. Supervisory personnel formally evaluate an inmate's performance on a routine basis.

We expect all food service workers, regardless of status, to perform their duties in a safe, efficient manner, and in accordance with all jurisdictional laws and regulations.



## 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).

 <b>Inmate Training and Development Program</b> <b>TABLE OF CONTENTS</b>	
<b>Section I: Food Safety and Sanitation</b>	<b>Section II: Kitchen Skills</b>
1-1 Orientation	2-1 What is a Menu
1-2 Handwashing Procedures	2-2 What is a Recipe
1-3 Proper Use of Disposable Gloves	2-3 What is a Pull/Prep Sheet
1-4 Eight Rules of Safe Food Handling	2-4 What is a Food Production Record/Plan
1-5 The Basics of Foodborne Illness	2-5 Using Prep Time Safely
1-6 Cross-Contamination	2-6 Types of Knives
1-7 Cloth Contamination	2-7 Basic Knife Skills
1-8 How to Sanitize a Food Preparation Table	2-8 Knife Safety Tips
1-9 Material Safety Data Sheets	2-9 Kitchen Equipment – Safety Precautions
1-10 The Three Compartment Sink	2-10 Kitchen Equipment – Grinding, Slicing, and Pureeing
1-11 Operating a Dish Machine	2-11 Kitchen Equipment – Kettles and Steamers
1-12 How to Sanitize a Thermometer	2-12 Kitchen Equipment – Stoves, Ranges and Ovens
1-13 Thawing Foods Properly	2-13 Kitchen Equipment – Griddles and Grills
1-14 Cooling Procedures	2-14 Kitchen Equipment – Types of Refrigeration
1-15 Reheating Foods	2-15 Kitchen Equipment – Cleaning
1-16 Handling Leftovers	2-16 Kitchen Equipment – How to Operate
1-17 Proper Portion Controls at the Serving Line	
1-18 Setting Up a Serving Line (Steam Table)	



## Vocational Program

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 food service 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 food service environment.

## 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. 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.

## 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

### Additional Hands-on Development Opportunities

In facilities equipped with Officer Dining Rooms, Trinity proposes to re-open these facilities to implement the Trinity Take-Out 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 Take Out 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.





# Inmate Training Success Stories



## Two Flagler Jail Inmates Earn Food Handling Certifications, Ready Them for Jobs

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 Ovideo, is no longer at the jail. He was booked in April on a probation violation charge.

<http://flaglerlive.com/45270/flagler-jail-jobs/>

Flagler Live, the only full service print news organization serving Flagler County, Florida published an article highlighting 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.

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.

An article about Trinity at the Yuma County Detention Center, AZ, is on the following pages.



## 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 about \$711,706, or about \$1,950 each day. The food is prepared in the 3,000 square feet YCDC kitchen, which is



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.

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."

#### ***5.14.12 Reports and Record Keeping:***

*The vendor should submit samples of its routine reports regarding daily kitchen operations. In addition the vendor should provide samples of “incidents” or “accidents” reports. In general the vendor should address its record keeping practices and address what reporting it can make available to the County.*

### **Daily Kitchen Operations**

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**

<b>Cooking Time:</b>	<b>Serving Pan:</b>	<b>Yield:</b> 100 1 Cup
<b>Cooking Temp:</b>	<b>Serving Utensil:</b>	<b>Portions:</b> 100 1 Cup
<b>Internal Temp:</b>		

**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.



CBORD NetMenu

### 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 temperatu

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

CBORD NetMenu

### 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 (6010-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:

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



CBORD NetMenu

On-Hand Inventory

Inventory Based On Activity through: 4/15/2015

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>



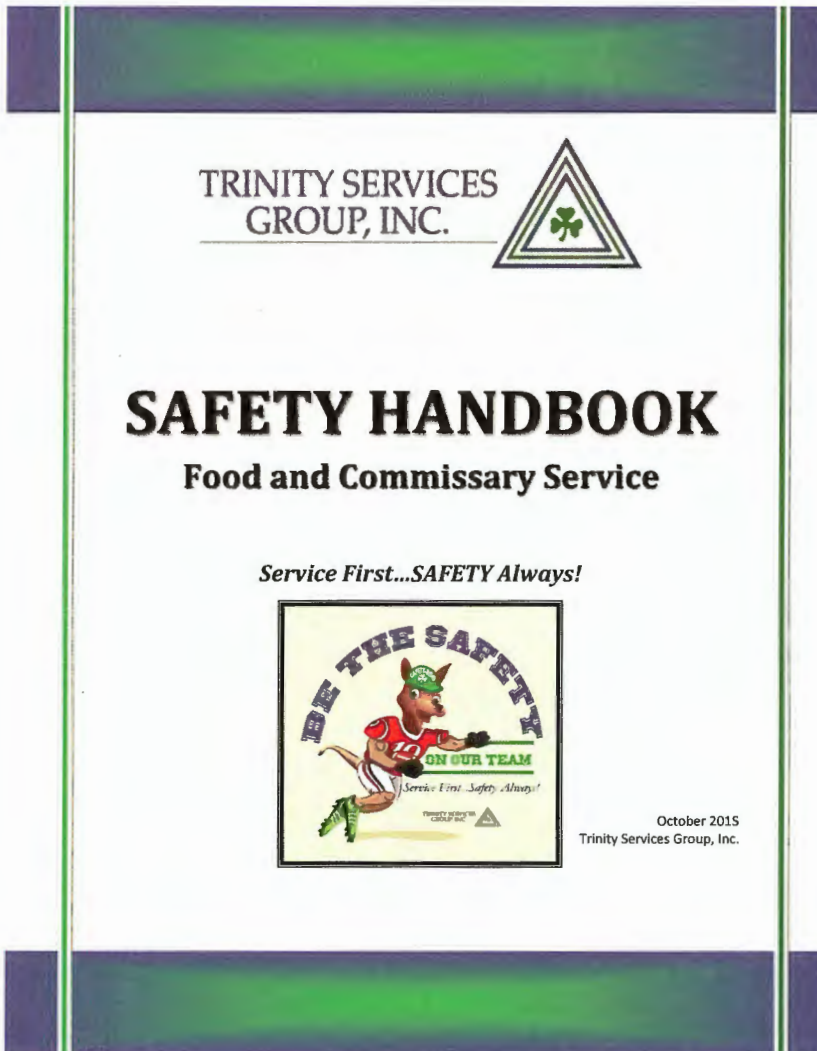
## Workplace Safety Responsibilities

Trinity counts on all of our team members to take a “Service First...Safety Always” attitude. As part of the Trinity Management Team, it is vitally important to achieve our goals of operational excellence and preferred employer status by ensuring safety is given as much importance as customer satisfaction.

Our safety objective, “Service First...Safety Always,” covers safety in every aspect of our lives. We promote safety on the job and safety at home. Topics dealing with safety will be covered regularly through communications such as our STAR Chat.

When a team member is away from work due to an injury or illness, we cannot operate at the level of excellence we are trying to obtain. Trinity provides a Safety Handbook to provide important information and tools necessary to prevent injuries, identifying hazards, responding and reporting the injury appropriately if someone is injured, and how to keep team members involved and injury free.

It is each Team Member’s responsibility to follow the policies and procedures included in our Safety Handbook. Our Safety Handbook is proprietary, but a copy can be provided on request.



# Safety Orientation Checklist



## TEAM MEMBER SAFETY ORIENTATION CHECKLIST

Team Member Name: \_\_\_\_\_

- Read and understands the Safety Policy Statement.
- Understands Team Member’s Responsibilities (*Before an Injury*).
- Reviewed the Key Safety Rules for an Injury Free Workplace.
- Has been instructed on the reporting procedures for unsafe conditions or hazards.
- Reviewed the Workers’ Compensation Policy.
- Has been informed and understands Team Member’s Responsibilities (*After an Injury*).
- Has been informed about the elements of the Safety Program that outlines the Company’s safety efforts.
- Has been informed of the team safety meeting schedule and procedures were explained.
- Has been shown where the first aid supplies are located and who to notify for first aid.
- Had the emergency procedures explained and understands how to respond during any emergencies that could occur.
- Has been shown around the location(s) and how to operate a fire extinguisher.
- Has been informed of general work rules and location rules.
- Has been trained on the safe methods to perform the specific job the team member was assigned, including any hazards associated with that job.
- Has participated in the job specific training outlined on the Acknowledgement of Safety Training form.

The signatures document that the above orientation was completed on the date noted below. Both parties accept responsibility for maintaining a safe and healthful work environment.

Team Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Quarterly Safety Inspection Checklist



## QUARTERLY SAFETY INSPECTION – Food Service

Location Name: \_\_\_\_\_ Location #: \_\_\_\_\_

Inspected By: \_\_\_\_\_ Date: \_\_\_\_\_

	YES	NO	N/A	COMMENTS (For all items marked "NO" - please indicate why).
<b>GENERAL</b>				
Safety Handbook printed and accessible				
Safety Bulletin Boards maintained with up-to-date information				
TSG Safety Policy posted				
Safety Orientation and Safety Pledge sign-off in personnel file				
Labor Law/Work Comp posters are posted				
OSHA 300 logs posted from Feb 1-April 30				
<b>SAFETY EDUCATION AND TRAINING</b>				
STARChat training conducted monthly and documented				
Roo's Safety Picks, Food Safety/Safety tips being shared weekly with team members				
Safety moments, near misses and safety slogans being shared on safety calls				
JSAs (Job Safety Analysis) used to train team members				
District Safety Leader conducting monthly safety calls and preparing/distributing meeting notes of call				
Unit Safety Leader appointed				
Proper lifting techniques have been trained and being used by team members				
Safety Orientation being conducted for all new hires				
Return to Work program fully utilized				
Progressive discipline procedures and training in place and properly documented for violations of safe work practices				
<b>WORKERS' COMPENSATION</b>				
All Accident/Incidents reported to WC Carrier within 24 hours of occurrence				
Approved Medical Provider list posted and utilized				
Accident Investigation Reports completed for ALL accident/incidents				
<b>FOOD PREPARATION, COOKING and DISHWASHING AREA</b>				
All floors clean, dry and in good condition				
Slip resistant mats used where needed and in good condition				
Drains working properly, clean and free of standing water				
Slicers, mixers, steamers, grills and other equipment are in good working condition				
Mixers equipped with bowl guards				



Location Name:	YES	NO	N/A	Location #:
				COMMENTS (For all items marked "NO" - please indicate why).
<b>FOOD PREPARATION, COOKING and DISHWASHING AREA</b>				
Grill and fryer exhaust system in good repair				
Sufficient number of trash containers available, in proper condition and emptied as needed				
Food contact surfaces clean, sanitized and uncluttered				
Chemicals/cleaning supplies stored separately from food and service ware				
Food prep sink not used for hand washing				
Knife/Utensil storage areas being utilized, and all knives and utensils being accounted for				
Wet floor signs being used – spills cleaned immediately				
Dishwashing machine in good working condition, clean interior and exterior, proper wash and rinse temperatures				
Pot sink, storage carts, and storage shelving clean and in good repair				
Pot sink not used for handwashing				
Cleaned equipment and utensils properly stored to protect from contamination				
<b>STORAGE AREAS/FREEZERS</b>				
Products and supplies being stored properly on shelves - light items on the top shelves – heavy on bottom shelves				
All items being stored 6" above the floor				
No ice build-up in walk-in freezers and around freezer doors				
Walk-in refrigerators and freezers have emergency door lock releases				
Dollies and hand trucks in good condition				
Correct type of ladder and stool is being used in storage area and in good condition				
All equipment and tools in good working condition				
<b>FIRE PROTECTION/EMERGENCY PROCEDURES</b>				
Ansul system inspected and in working condition				
Fire extinguishers visible, unobstructed, inspected, tagged, and charged				
NFPA approved flammable storage locker being used for flammable items				
All compressed gas tanks being secured to a permanent structure				
Team members have been trained on facility emergency procedures				
Emergency phone numbers are accessible for team members				
Exits clear, visible and accurately marked				
Emergency lighting functional and tested monthly				
<b>HAZARD COMMUNICATION</b>				
Hazard Communication training conducted for new hires, annual refresher, and when new chemicals are introduced				
SDS Binder being maintained, updated, and available				



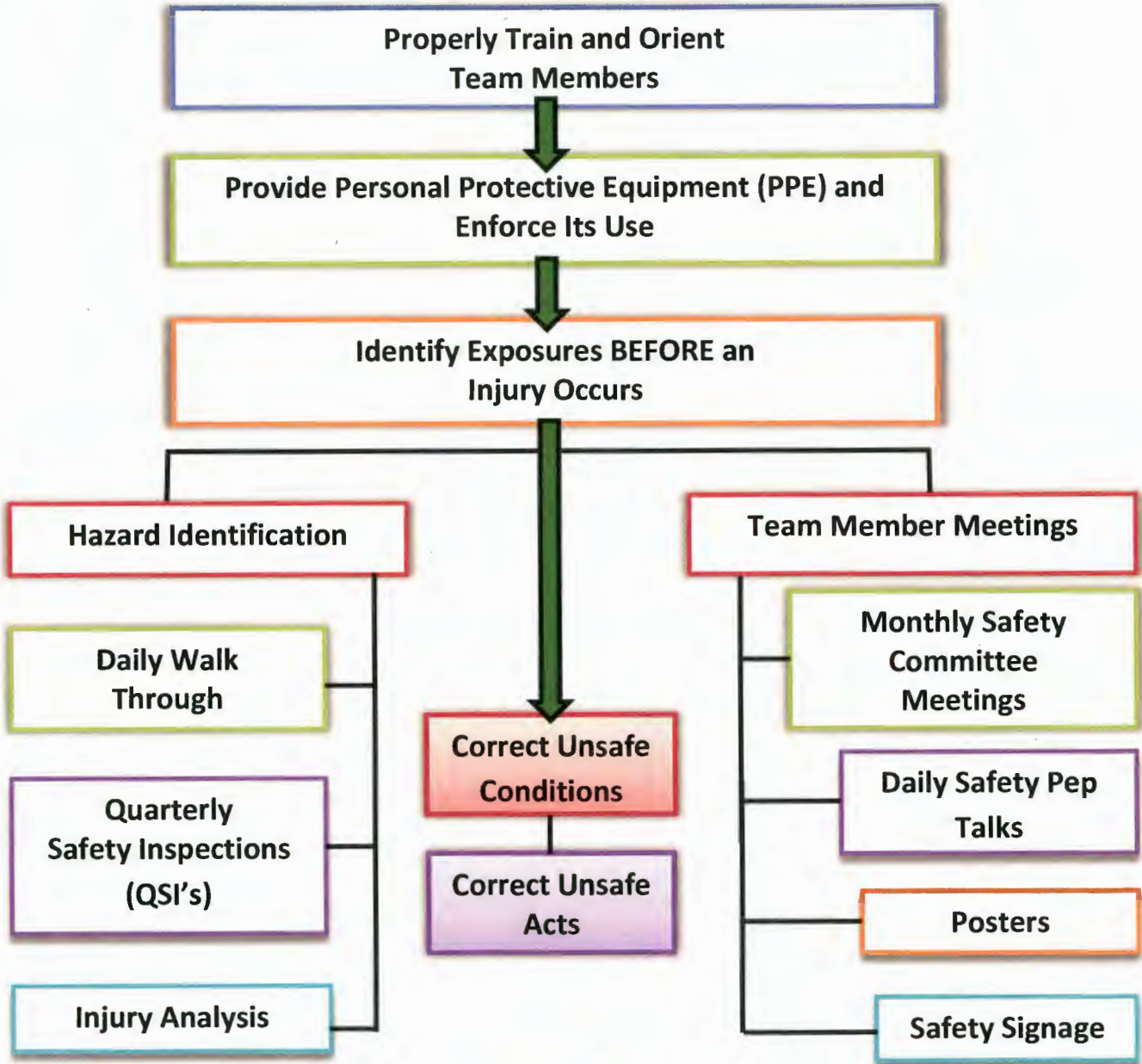
Location Name:				Location #:
	YES	NO	N/A	COMMENTS (For all items marked "NO" - please indicate why).
<b>HAZARD COMMUNICATION – continued</b>				
Chemicals are correctly labeled with the manufacturer's label				
<b>PHYSICAL/ELECTRICAL HAZARDS</b>				
All aisle ways are clear and free of obstruction				
Loading dock in good repair				
Stairs are in good repair, well lit and have handrails				
All changes in elevation on floors are painted bright yellow				
Electrical panels are not blocked				
All light bulbs have covers				
Electrical connections, outlets, cords, circuit breakers and GFCIs in good condition				
Ensure all Emergency Exits and All doorways are free from obstruction at all times				
Ensure that extension cords are not plugged into each other				
Electrical cords are not in walkways				
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)/FIRST AID</b>				
Slip resistant shoes being worn by team members and management				
Cut resistant gloves being used correctly if allowed at facility				
Oven mitts/burn guards used properly				
Safety goggles being used when working with chemicals				
Team member training in PPE use and care conducted and documented				
Bloodborne Pathogens Kits available (Body fluid clean up)				
Eye Wash Station available and functional				
First aid kits adequately stocked and accessible				
<b>PERSONAL HYGIENE</b>				
Hand sinks used only for handwashing purposes				
Hands washed frequently and correctly				
Aprons and towels not used to dry hands after washing				
Hands washed prior to putting on disposable gloves				
Disposable gloves being worn and changed when torn, dirty or contaminated				
Hair nets being worn				

**RECOMMENDATIONS/COMMENTS (For each item marked "No," please indicate below your recommendations, team member responsible for ensuring item is corrected, and when it will be completed by).**


Please use back of form if you need more space.



## Injury Prevention





**NOTICE OF UNSAFE WORK CONDITION** (5/01/15)

**To:** Director of Safety and Claims  
Trinity Services Group, Inc.  
477 Commerce Blvd.  
Oldsmar, FL 34677

**From:** Team Member Concerned About an Injury Free Workplace

**Date:** \_\_\_\_\_

**RE:** Unit Number of Work Location: \_\_\_\_\_  
Address of Work Location: \_\_\_\_\_  
\_\_\_\_\_

I feel that the item(s) listed on this form, present an unsafe work condition to me, my fellow team members, or others. Please investigate and take the necessary action.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Thank you for sharing my concern.

Team Member Name (Optional): \_\_\_\_\_

***Team members who report unsafe work conditions or practices are protected by law. This report may be submitted without fear or threat of job security. All reports will be given the appropriate attention whether signed or not. However, you must provide enough information, so we can properly address your concern.***

***Director of Safety and Claims***



TRINITY SERVICES  
GROUP, INC.



### Supervisor's Accident Investigation Form

**Instructions:** Complete this form as soon as possible after every accident/incident.

This is a report of a: <input type="checkbox"/> Lost Time <input type="checkbox"/> Medical Only <input type="checkbox"/> Incident		Unit # _____
Date of Injury:	This report is made by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Other	

**Step 1: Injured Team member (complete this part for each injured Team member)**

Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: _____
Facility Name:	Job title at time of incident:	
Facility Address:		
Telephone Number:	Date of Hire: _____	
Part of body affected: (shade all that apply)	Nature of injury: (most serious one)	This Team member works:
	<input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: Other _____	<input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Temporary
		Date Hired: _____ Months doing this job: _____

**Step 2: Describe the accident**

Exact location of the accident:	Exact time:
What part of Team member's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities <input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> Other _____	
Names of witnesses (if any):	





### Team Member's Accident Investigation Report

**Instructions:** Team members will use this form to report **all** work related injuries, *no matter how minor*. This form will be completed by the team member as soon as possible (*within 24 hours*) and given to a supervisor for further action.

Name:	
Job title:	Supervisor:
Location Name:	Location # (Site Code):
Did you report this injury to your supervisor immediately? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of injury:	Time of injury:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what happened at the time of the injury. ( <i>Continue on the back if necessary</i> ):	
What could have been done to prevent this injury?	
What part(s) of your body were injured?	
Did you go to an approved WC doctor about this injury? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, you <b>must</b> sign Waiver of Medical Treatment form. If you decide to seek treatment, you <b>must</b> inform your supervisor before seeking treatment.	Did you sign Waiver of Medical Treatment form? <input type="checkbox"/> Yes <input type="checkbox"/> No
I, _____, acknowledge that the information provided is a full and truthful account of the injury that occurred on _____ 20 ____.	
Your signature:	Date:



#### 5.14.13 Subcontractors:

If the vendor intends to subcontract any part of specified performance tasks to any subcontractor then the vendor should describe any subcontractors by name, location and task that the subcontractor(s) will perform.

Trinity does not plan to use subcontractors in the performance of this contract.

#### 5.14.14 Other

Describe any other features of the vendor's proposed food service program that would be beneficial for the County to know in order to evaluate the potential the vendor's service may bring to the County.

We have included information for the following:

- Employee Training
- Security
- Emergency Contingency Plan
- Transition Plan
- Trinity Take-Out

## Employee 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 managers, or supervisors, 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.

We guarantee Boone County 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 employees with a comprehensive orientation to Boone County's and Trinity's policies, procedures, and standards
- Require each management employee 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
- 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 Boone County's Orientation Program, Trinity offers a comprehensive orientation process called "Rookie's Fast Track." This two week program is facilitated in a virtual classroom environment that allows for interactive webinar training and interactive sessions with the team member's Buddy and Food Service Director. A basic outline of the Rookie's Fast Track training is shown below.



ROOKIE'S FAST TRACK			
Week	Day	Topics	Delivery Method
1	1	Intro to Client	FSD
		New Hire Orientation	Webinar
		Intro to Team Members	Buddy
		Outline Training Program/Expectations	FSD
		Common Sense Common Practice	Video
		Review Daily Operations	FSD
		Games Criminals Play: How You Can Profit by Knowing Them	Book/Webinar
		Prison Rape Elimination Act (PREA)	Webinar/Video
		Inmate Supervision Do's and Don't's	Webinar
		<i>On the Floor - Managing a Shift</i>	<u>Buddy/POM Chart</u>
	2	Contraband	Webinar
		Tool Control	Webinar
		Key Control	Webinar
		Chemical Control	Webinar
		<i>On the Floor - Managing a Shift</i>	<u>Buddy/POM Chart</u>
	3	Basic Food Bourne Illness	Webinar
		Cross Contamination	Webinar
		Cleaning and Sanitation	Webinar
		Clothing Contamination	Webinar
		Safe Food Environment	Webinar
		Review Health Inspection Report	Webinar/FSD
		Line Setup	Buddy
<i>On the Floor - Managing a Shift</i>	<u>Buddy/POM Chart</u>		
	4	<i>On the Floor - Managing a Shift</i>	<u>Buddy/POM Chart</u>
	5	<i>On the Floor - Managing a Shift</i>	<u>Buddy/POM Chart</u>

Week	Day	Topic	Delivery Method
2	1	Rules of Storage	Webinar
		Proper Food Thawing	Webinar
		Proper Food Cooling	Webinar
		Proper Food Reheating	Webinar
		Taking Temperatures	Webinar
		Storage Areas	Buddy
	2	Proper Leftover Handling	Webinar
		Proper Portion Control (Line)	Webinar
		Recipe Compliance	Webinar
		The Food Flow	Buddy
	3	Pan & Portion Control (Production)	Webinar
		Financial Impact Knowledge 101	Webinar
		Dishroom	Buddy
	4	Production/Serving/Line/Production Paperwork Buddy	Buddy
	5	Sanitation	Buddy
3		ServSafe Training	Handler's Test

### T.A.R.G.E.T. Program

The T.A.R.G.E.T. Program is designed to support new employees' orientation to Trinity by pairing them with an experienced employee to help navigate the first 90 days. Responsibilities of the T.A.R.G.E.T. include:

- Being an informal resource for the new employee on policies, procedures, work rules, norms, etc.
- Identifying support resources for the new hire's first 90 days
- Providing additional introductions and help the new employee get to know other employees
- Helping identify any factors that may cause the new hire to leave the Company
- Meeting with the new employee regularly to provide support, answer questions and offer assistance

T.A.R.G.E.T.s are rewarded incentive points in Trinity's Reward and Recognition Program. Points are awarded at 90 days, with extra points awarded for each day the new employee stays on the job during the 90 days. Bonus points are awarded if the new employee is still on staff in six months.





## 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

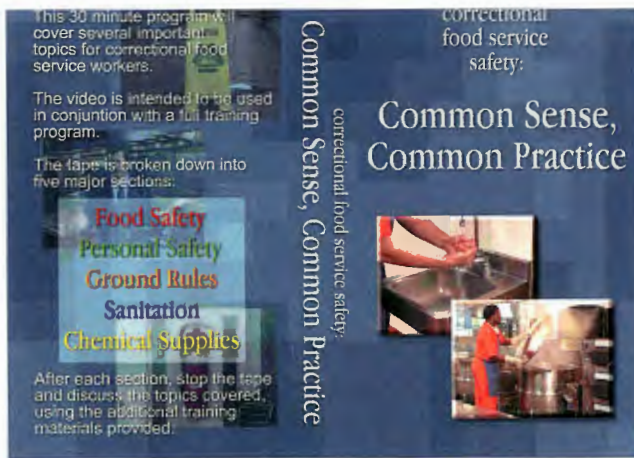
#### • Avoidance and Protection Tools

- 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, USFDA, 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 employee 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.

**Prison Rape Elimination Act**  
What do the pieces have to do with me?

The Law  
PREA  
Reporting  
Misconduct  
Manipulation

TRINITY SERVICES  
GROUP, INC.

## STAR Chat

STAR Chat is a monthly training program designed to effectively communicate important information to our employees. We use the acronym STAR to represent our “Supervisor Training and Refresher.” STAR Chat communicates Trinity’s expectations of our employees, the reasons certain actions are important, and helps our employees become active participants in ensuring your facility is a safe, secure, and an efficient place to work. STAR Chat sessions also enable Trinity to communicate important company information to each of our employees.



Each distribution includes several topic outlines and a facilitator’s checklist to help the session flow smoothly. Each unit manager is responsible for holding at least one of these sessions every month for all his/her employees, and an attendance verification sheet is completed at every session. STAR Chat also includes sessions for ongoing management training. Below are several STAR Chat samples.

**PROPERLY HOT HOLDING FOOD**

**Reminder:** Potentially hazardous food must be reheated to 165°F/74°C for 15 seconds.

**Verification**  
The unit manager or his or her designated team member in charge is responsible for daily oversight and formal verification at least weekly of routine monitoring of hot holding temperatures.

Unit managers are required to formally verify at least weekly that critical control points are effectively monitored. All Trinity temperature logs require review and approval at least weekly by a manager, including their signature following this oversight.

Let's all be diligent to make sure that we keep our food hot and safe for our customers.

**Record-Keeping**  
Record hot holding temperatures on the Food Holding Temperature Log, or similar record, at least once every 30 minutes. Remember, the reason for monitoring hot holding temperatures is to take corrective action! The important thing is what you do with the information you gather, not how much 'paper' (records) you accumulate.

**QA**  
For more information, please refer to the Quality Assurance Manual - Properly Hot Holding Food - Section 5.13

**Proper Stacking For Safety**

In addition to using secure stacking methods, you'll need to consider the height and weight of the material being stacked to prevent a collapse. Heavy materials should generally be stacked close to the ground (if stacked on shelves) and not too high. Bricks, for example, should only be stacked seven feet high, and if the pile is higher than four feet, the top of the pile should be tapered (two inches back for every foot of height above four feet).

Lastly—and this may seem obvious—when removing materials from a stack, always take them from the top of the stack first.

**THINK SAFETY FIRST**

You should also take into consideration the type of material you're stacking because some materials have specific requirements.

Bagged materials, which are very common in some warehouses, must use tapered stacking (a bit like a pyramid, with the layers getting narrower the higher up they are) in interlocking rows.

**Red Sanitizer Buckets**

2. Change the sanitizer solution frequently. Dirty sanitizer solution is nothing more than a nasty soup. Buckets should be changed every 2-4 hours or more as needed to keep the water clean and the sanitizer effective in use.

4. Wipe cloths are used for cleaning food contact surfaced during food prep and service. Food contact items must always be sent to the warewashing station for proper cleaning and sanitizing every 4 hours during service or as needed such as, after using cutting boards and knives with raw animal products.

3. Only use FDA approved sanitizer chemicals. Quaternary ammonium is different than the detergent, ammonia. If you prefer chlorine based sanitizer, old fashioned bleach is recommended. Never use scented Bleach. The third approved sanitizer is iodine. Many glass washing machines at bars and school pot sinks use iodine. Research each sanitizer to decide which chemical is best for your operation.

Gross contamination is a serious issue and we must do everything possible to prevent cross-contamination and keep our customers safe.

**What Would You Do?**

**Scenario # 3**  
What would you do if an inmate touched you?  
a) Ignore it  
b) Start a casual conversation  
c) Become friends  
d) Back away and let the inmate know they are not allowed to touch staff members.

**Scenario # 4**  
What would you do if you walked into a cooler and found two inmates engaging in sexual misconduct?  
a) Walk out and let them finish  
b) Separate them  
c) Walk out and call a Correctional Officer  
d) Lock them in

The correct action would be to Walk out and call a Correctional Officer. According to the Prison Rape Elimination Act (PREA) the correctional facility and the Correctional Officers have the responsibility to take certain measures with all PREA incidents. At NO time will Trinity staff get involved with any PREA incidents, except to report what they found.

Always remember SAFETY FIRST! Trinity Services Group wants all of our team members to make it home safe to be with your family and friends.

**Be Safe**



## 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 Food Handlers 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 four- 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, 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 8- to 16-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).

## 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. No purses, bags or backpacks will be allowed in the facility. If any Trinity team member is suspected of bringing contraband into the facility, an investigation will be launched and appropriate actions will take place if deemed necessary.

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 smallwares, chemicals, etc. also helps maintain accountability of contraband type items. Also, each tray is inspected for accuracy, portioning, and cleanliness as it moves through the serving line and each cart is inspected for accuracy before the line begins, as well as after it ends.

Deliveries and vehicle transport of trays are inspected by our staff to ensure no foreign items are brought into the food services areas. Unloading is supervised by Trinity Staff. Any incidents or suspicion of the passing of contraband are reported immediately to the facility Administration.

## Tool Control

All Class A and Class B contraband will 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 Director and facility's Administration will 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 Administration will be made covering the details of the loss of tool or knife.





## 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 pieces
- 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 responsibility for custody and security is placed on all food service personnel. Under no circumstance will a food service employee fail to take proper correctional action. Neglect in this respect is considered a serious violation of these policies and procedures. Situations in which a food service worker defaults on his/her custody responsibility will result in disciplinary actions.

Money, including small change, can be used to buy contraband from the free world. Inmates are not allowed to possess currency, and our staff are instructed to not bring it into the institution, unless a secured locker is provided. Currency and credit cards will be placed in secured lockers when staff are in inmate contact areas.

*The following pages contain excerpts from our Policy & Procedures Manual and sample security forms.*





**Policies and Procedures Manual****TRINITY SERVICES  
GROUP**

<b>SUBJECT: SHARPS/KEYS/YEAST (MANDATORY)</b>	<b>PROCEDURE NUMBER: SS-003</b>
<b>ORIGINATING DEPARTMENT: QUALITY ASSURANCE</b>	<b>DATE ISSUED: 5/1/2014</b>
<b>INITIATED BY: ACA STANDARDS FS057, ALDF 2D-01 / ALDF-2D-02, ACI 4-4096 / 4-4195</b>	<b>SUPERSEDES: ALL PRIOR</b>

**POLICY:**

To control any article which might be used as a weapon, keys, utensils and yeast .

**RESPONSIBILITY:** All Foodservice Personnel

**DEFINITIONS:** None

**STANDARD:** FS057, ALDF-2D-02, ACI 4-4096

Written policy and procedure govern the control and use of foodservice keys, tools, and culinary equipment.

**PROCEDURES:****KNIVES / SHARPS**

- A list of all "potential weapons" must be developed from the kitchen equipment. The list should be a joint effort between foodservice and security.
- All Knives / Sharps should be tethered and attached to the respective workstation.
- All knives and other controlled kitchen utensils will be numbered by engraving a number on the upper metal part near a handle or some other easily observed area.
- The equipment will be listed by the appropriate number on the Controlled Items Inventory Sheet.
- At the beginning of every work day, a counting of the "sharps" inventory will take place and the staff member will sign the sheet to signify every piece of equipment listed was there at that time.
- At the close of every work day, the visual count of every piece of equipment listed on the same sheet will be made and the staff will sign that the same inventory was there at the end of the day.
- During the day, the Controlled Item Sign-Out Sheet is used to document check out of equipment to staff and check in of that same equipment.
- Mid-morning and mid-afternoon or at "Count" times for the facilities, visual inventory is made by a staff member. The form is initialed by the staff member that "the equipment was present and accounted for".

**REQUIRED DOCUMENTATION:**

- Utensil Movement Log.
- Utensil Daily Inventory/Issue Log.
- Monthly Utensil Inventory



**Policies and Procedures Manual**

**TRINITY SERVICES  
GROUP**



**PROCEDURES:**

**KEY CONTROL**

**FOR KEY SETS MANAGED WITHIN THE FACILITY:**

- There will be no issue of individual key sets.
- Every key set will be signed in/out at the time of use and return. (See attached form.)

**FOR KEY SETS ISSUED TO ASSOCIATES:**

- When the keys are issued, fill out a Key Issue Record. Require the employee to sign the form and file appropriately.
- Extra keys will be inventoried, labeled and kept in the Management Office Key Control Center.

**GENERAL KEY CONTROL:**

- All keys will be kept by Trinity Services Group Staff associates only. **NO KEYS WILL BE GIVEN TO AN INMATE AT ANY TIME, FOR ANY REASON!**
- All freezers, coolers, dry storage rooms, chemical storage areas, knife/sharp cabinets, and miscellaneous controlled areas shall be secured at all time.
- A staff member must accompany an inmate when in these areas to prevent pilferage, ie. drinking milk and juice in the dairy cooler, or eating cookies in the walk-in.
- Security officers should search all inmates at the end of their shift before leaving the kitchen area.
- This is the basic plan for handling keys in a Trinity Services Group managed unit. If your facility requires a different procedure, put the plan in writing, obtain administration approval signature and send copy to the Regional Office.

**REQUIRED DOCUMENTATION:**

- Key Control Document.
- Key Issue Document

**PROCEDURES:**

**YEAST CONTROL:**

- Yeast will be kept locked in a secure area at all times and under the control of a Trinity Services Group staff member.
- The yeast will be inventoried upon opening and closing each day.
- A sample Daily Yeast Control Form is attached. The form must be filled out each day with the following information:
  - Amount of yeast on hand when opening and staff signature.
  - The amount of yeast received, if any, the new total and a staff signature.
  - The amount of yeast used for baking that day.
  - The amount of yeast on hand at the end of the day and a staff signature.
  - Yeast will only be issued to a staff member. Only a staff member will mix the yeast into the menu item dough. No inmate shall be involved in this process.

**REQUIRED DOCUMENTATION:**

- Daily Yeast Control Form.

TRINITY SERVICES  
GROUP, INC.



**UTENSILS DAILY INVENTORY/ISSUE LOG**

DATE: \_\_\_\_\_ MEAL: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

ITEM	PAR	INVENT	ISSUED KIT	ISSUED ODR	RETURNED KIT	RETURNED ODR	IN/OUT SFT. CH.
Rubber Spatula Large	2						
Wire Whip Large	1						
Wire Whip Medium	1						
Wire Whip Small	1						
Service Spoons Solid	4						
Service Spoons Slot	2						
Ladle 8 oz	2						
Ladle 2 oz	3						
Ladle 1 oz	2						
Spoodle 8 oz Solid	1						
Spoodle 8 oz Perf	1						
Spoodle 6 oz Solid	3						
Spoodle 3 oz Solid	2						
Spoodle 2 oz Solid	2						
Measuring Cup 1 c	1						
Scoop # 12	2						
Grill Spatula Small	2						
Grill Spatula Large	2						
Rubber Spatula Small	2						
Plastic Spoons ODR Lg	2						
Plastic Spoons ODR Sml	2						
Plastic Tongs ODR	8						
Plastic Ladle 1 oz ODR	8						
Pan Cake Disp.	1						







## Emergency 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.

## Menu Protocol

Trinity operations follow a 2-tier menu protocol whenever there is a need to modify the regular menu meals due to an emergency. The protocol stipulates menu patterns for use when the food service kitchen is unable to perform normal operations. It ensures that basic inmate nutritional needs are met during an emergency while utilizing resources on hand.

An emergency may be an episode or series of episodes that affect the food service kitchen to the extent that normal operating procedures are curtailed during:

- Natural disasters
- Mass disturbances, escapes or events resulting in complete facility lock-down
- Environmental catastrophes such as fire, flood and biochemical spills
- Disease outbreaks
- Mass evacuations

The regular menu is substituted or modified depending on the severity of the emergency. Two levels of emergency menus may be implemented: Tier 1 or Tier 2.

Tier 1 meal pattern is implemented during emergencies when there is limited or no staff/inmate labor, no vendor deliveries, limited or no power supply, or limited or no functioning equipment. This menu pattern is put into effect for no longer than three days or 9 consecutive meals, with the expectation that food service operations will return to normal or close-to-normal after three days.



Tier 2 meal pattern is implemented as a transitional phase after Tier 1 or during emergencies with less severity than Tier 1 when almost all operating standards can be met. This may be a prolonged phase but the expectation is an eventual return to normal operating standards.

The Trinity protocol outlines Meal Patterns for Tiers 1 and 2. These meal patterns allow the food service director to develop sets of menus utilizing on-hand supplies and at the same time ensure nutritional adequacy during an emergency.

Tier 1 and Tier 2 sample menus:

	TIER 1		TIER 2	
<b>B R E A K F A S T</b>	CHEESE	2 WZ	BOILED EGGS	2 EA
	BREAD	2 SLICES	BREAD	3 SLICES
	MARGARINE	1 TBSP	MARGARINE	1 TBSP
	FRUIT	1 EA	FRUIT	1 EA
	DAIRY DRINK	1 CUP	DAIRY DRINK	1 CUP
<b>L U N C H</b>	DELI MEAT	4 WZ	HAMBURGER	3 WZ
	BREAD	3 SLICES	HAMBURGER BUN	1 EA
	MAYO DRESSING	2 TBSP	BAKED POTATO	1 EA
	DUPLEX COOKIE	4 EA	MARGARINE	1 TBSP
	BEVERAGE	1 CUP	CARROTS	½ CUP
			PUDDING	½ CUP
<b>D I N N E R</b>	PEANUT BUTTER	2 TBSP	TURKEY SALAD	½ CUP
	BREAD	3 SLICES	BISCUIT 1/40	2 EA
	JELLY	2 TBSP	TOSSED SALAD	1 CUP
	BROWNIE 1/54	1 PC	DUPLEX COOKIE	4 EA
	BEVERAGE	1 CUP	BEVERAGE	1 CUP



## **Procedures for Emergency Preparedness**

### **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 Director 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.



## 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 implementation 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 time line can be compressed or expanded to meet your schedule and needs.



**TRINITY SERVICES GROUP  
6 WEEK TRANSITION / IMPLEMENTATION PLAN CHECKLIST**

<b>UNIT NAME:</b>
<b>UNIT NUMBER:</b>
<b>OPENING DATE:</b>
<b>DISTRICT MANAGER:</b>

**6 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 / MGR		
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		

**5 WEEKS PRIOR TO OPENING DATE**

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		
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		
Meet with the institution staff to review progress.	DM/MGR		

**4 WEEKS PRIOR TO OPENING DATE**

TASK	ASSIGNED TO	DATE COMPLETE	SPECIAL NOTES
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		

**3 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		
Meet with institution staff to review progress.	DM / MGR		

**2 WEEKS PRIOR TO OPENING DATE**

TASK	ASSIGNED TO	DATE COMPLETE	SPECIAL NOTES
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		
Develop Billing Summary sheets and invoice procedure-review with client.	DM		
Review contract in detail with client.	DM		

**1 WEEK 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		



## Trinity Take-Out

As a value add, Trinity Services Group is interested in discussing our Trinity Take Out (TTO) program. This a la carte ordering program was designed specifically for the purpose of inmate behavior management and is detailed in this proposal. This program generates revenue that can be used to further reduce the price per meal offered, establish an equipment maintenance fund or can be returned to Clay County in the form of a commission.



### Sample Operating Plan

- A monthly calendar is distributed, giving advance notice of available meals
- All items are approved by the Facility
- A full menu is presented to staff and/or inmates a week before delivery
- Eligible “Good Behavior” inmates receive the menu
- Orders are collected and funds are debited from the inmates’ account
- Food is prepared and delivered fresh
- If an inmate receives disciplinary action between order and delivery and/or is unable to receive the order, money is not refunded

### Sample Secure Delivery Schedule

- Inmate eligibility is determined each Friday
- Orders are collected by 8:00 a.m. on Saturday
- One item per week limit (inmates only)
- Delivery is between Noon & 1:00 p.m. on Saturday
- ID badge is needed to receive the order



**TTO Menu Includes:**

- 100% All Beef Burger
- 100% All Beef Cheeseburger
- Loaded Ground Beef Nachos
- Loaded Ground Beef Burrito
- Chef Salad
- Italian Meatball Hoagie
- Classic Philly Cheese Steak
- Chili Cheese All Beef Frank
- Classic All Beef Pepperoni Pizza
- Classic Vegetable Pizza
- Chicken Parmesan Kaiser
- Chili Cheese Loaded Baked Potato
- Navajo Taco
- Chicken Tender Meal
- Southern Fried Chicken with Buttermilk Bath
- Cuban Sandwich
- Outrageous Brownie
- Double Chocolate Chip Brownie
- Cinnamon Roll with Cream Cheese Frosting

Navajo Taco



100% All Beef Cheeseburger



Cuban



Chef Salad



Southern Fried Chicken with Buttermilk Bath



Outrageous Brownie



Chicken Parmesan Kaiser



Cinnamon Roll with Cream Cheese Frosting



Chili Cheese All Beef Frank



Classic Philly Cheese Steak



Classic All Beef Pepperoni Pizza



Classic Vegetable Pizza



Chili Cheese Loaded Baked Potato



Italian Meatball Hoagie



Loaded Ground Beef Burrito



Loaded Ground Beef Nachos





***5.14.15 Kitchen Equipment Repair and Replacement:***

***Describe the offeror's approach to repairing kitchen equipment in the Jail kitchen that the County owns and the offeror's orientation on replacement of kitchen equipment when repair is deemed insufficient.***

Trinity is not providing any additional equipment, but we will assist and consult on repairs needed and offer to work with our suppliers to pass on our contracted costs at no mark up to the County.

**5.14.16 Staffing:**

**Identify the number of full-time kitchen staff will the offeror provide daily in the event that County provides no detainee labor: If the offeror will provide more than two (2) full-time personnel for kitchen work in the event the County does provide detainee labor, then identify the number of full-time kitchen staff the offeror will provide daily to staff the Jail kitchen**

Trinity has provided two pricing plans and staff schedules based on scenario one and scenario two of the Boone County RFP 30-20JUL18 BAFO.

**Scenario 1** — Should Trinity provide all staff to operate the Boone County kitchen without inmate labor we would employ a total of 7 team members led by a full time Food Service Director overseeing a staff of three full time and three part time team members. There would be at a minimum, three staff members scheduled daily. We have included a Scenario 1 Staff Schedule on page 42.

**Scenario 2** — Should Boone County provide inmate labor, Trinity Services Group would employ a total of three full time staff. Our team would consist of a Food Service Director and two Full time Food Service Supervisors. There would be two full time Trinity team members scheduled daily. We have included the Scenario 2 Staff Schedule on page 42.

# **BEST AND FINAL OFFER FORM #4**



# Best and Final Offer Form #4

## Concerns

1. Trinity Services Group has quoted a 3% increase for the 1st, 2nd, 3rd and 4th renewal contract periods. The RFP states that the percentage of price adjustment quoted is applied to the original price. In effect the maximum price increase that Trinity Services Group could request is always just 3% of the original price.

*In its BAFO #1 Response, Trinity Services Group shall reassess its 3% quotation for the first, 2nd, 3rd and 4th renewal contract periods, and accordingly re-submit percentages that will be applied to original pricing, i.e., NOT compounded year to year.*

**Trinity Services Group has read and understands. We have re-submitted our quotation in our response to Form 3.**

2. Trinity Services Group has provided a phone number for Captain Mulcahy of the Cape Girardeau County Jail that does not work.

*In its BAFO #1 Response, Trinity Services Group shall provide an accurate phone number for this reference.*

**Trinity Services Group has read and understands. We have corrected the phone number in our response to Form 3.**

# Boone County Purchasing



**Liz Palazzolo, CPPO, C.P.M.**  
Senior Buyer

613 E. Ash Street, Room 109  
Columbia, MO 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390  
E-mail: [lpalazzolo@boonecountymo.org](mailto:lpalazzolo@boonecountymo.org)

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February 15, 2019

Trinity Services Group  
477 Commerce Boulevard  
Oldsmar, FL 34677

Via E-mail: [Jacque.woosley@trinityservicesgroup.com](mailto:Jacque.woosley@trinityservicesgroup.com)

**RE: Best and Final Offer (BAFO) Request #1 to RFP 02-09JAN19 – Food Services**

Dear Ms. Woosley:

This letter shall constitute an official request by the County of Boone - Missouri to enter into competitive negotiations with your organization. Included with this letter are four attachments.

The first attachment is a Best and Final Offer Request #1 Form for this Request for Proposal. The Best and Final Offer Form must be completed, signed by an authorized representative of your organization, and returned with your detailed BAFO response.

The second attachment is a BAFO #1 RFP Revisions List that identifies changes and revisions made to the Request for Proposal. Said changes are part of this Best and Final Offer Request. Your Best and Final Offer #1 response shall acknowledge the revisions. You may do so by specifically incorporating a direct response in your Best and Final Offer to each revision, or you may acknowledge your acceptance of all revisions by signing the Best and Final Request #1 form.

In your response to BAFO Request #1, you may make any modification, addition, or deletion deemed necessary to your proposal. While it is not necessary for you to resubmit your entire proposal, a third attachment that is being provided with this letter is the BAFO Request #1 Vendor Response and Pricing Pages. There are some modifications to the original Vendor Response and Pricing Pages that the offeror will want to ensure are addressed in the Best and Final Offer. The offeror is advised to complete the BAFO Request #1 Vendor Response and Pricing Pages as applicable, however in order to ensure that all information necessary for a full evaluation of the proposal has been submitted, the offeror may consider fully completing the BAFO Request #1 Vendor Response and Pricing Pages.

The fourth attachment is a listing of concerns regarding the Trinity Services Group proposal that the County requests Trinity Services Group specifically address in its BAFO #1 Response.

Please understand that your response to this BAFO request is your final opportunity to ensure that (1) all mandatory requirements of the RFP have been met, (2) all RFP requirements are adequately described since all areas of the proposal are subject to evaluation, and (3) this is your best offer, including a reduction or other change to pricing. Also, make sure your response to this BAFO request addresses the latest version of each paragraph/exhibit of the RFP.

Please provide a *written sealed response* no later than by **Noon (12:00 P.M.) on February 22, 2019**. Your company's Best and Final Offer will be subject to evaluation in addition to the original proposal.

You are reminded that pursuant to Section 610.021 RSMo, proposal documents including any best and final offer documents are considered closed records and shall not be divulged in any manner until after a contract is executed or all proposals are rejected. Furthermore, you and your agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all questions or comments regarding the RFP, the evaluation, etc., to me, the Buyer of Record. Neither you nor your agents may contact any other County employee or evaluation committee member regarding any of these matters during the negotiation and evaluation process. Inappropriate contacts or release of information about your proposal response or BAFO are grounds for suspension and/or exclusion from specific procurements.

If you have any questions regarding this request, please call (573) 886-4392 or e-mail [lpalazzolo@boonecountymo.org](mailto:lpalazzolo@boonecountymo.org). I sincerely appreciate your efforts in working with Boone County - Missouri to ensure a thorough evaluation of your proposal.

Sincerely,

Liz Palazzolo, CPPO, C.P.M.  
Senior Buyer

cc: Evaluation Committee Members  
RFP File

Attachments: Best and Final Offer (BAFO) #1 Form, BAFO #1 Revisions List, BAFO #1 Vendor Response Pages, BAFO #1 Concerns

**BEST AND FINAL OFFER FORM #1**

**BOONE COUNTY, MISSOURI**

**PROPOSAL NUMBER AND DESCRIPTION: *RFP 02-09JAN19 – Food Services***

**BEST AND FINAL OFFER FORM #1**

This Best and Final Offer (BAFO) is issued in accordance with the Instructions to Offerors and is hereby incorporated into and made a part of any resulting Contract Documents between the offeror and Boone County.

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all terms and conditions, requirements, and specifications of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests. The offeror agrees that the language of the original RFP as modified by any previously issued RFP amendments and by this and any previously issued BAFO requests shall govern in the event of a conflict with offeror's proposal.

By: \_\_\_\_\_  
**Liz Palazzolo, CPPO, C.P.M.**  
**Senior Buyer**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Federal Tax ID (or Social Security #): \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Contact Name and E-Mail Address to receive documents for electronic signature:

\_\_\_\_\_



**BEST AND FINAL OFFER FORM #2**

**BOONE COUNTY - MISSOURI**

**PROPOSAL NUMBER AND DESCRIPTION: RFP 02-09JAN19 – Food Services**

**BAFO #1 REVISIONS LIST**

This BAFO #1 Revisions List is hereby incorporated into and made a part of the Request for Proposal Documents. The offeror is reminded that receipt of this Revisions List must be acknowledged and submitted along with the Best and Final Offer via sealed mail to:

Boone County Purchasing  
Attn: Liz Palazzolo  
613 E. Ash Street  
Columbia, Missouri 65201

**OFFEROR RESPONSE TO CHANGED REQUIREMENTS:** Requirements of **RFP 02-09JAN19 – Food Services** have been revised by the BAFO Request #1 as follows:

NOTE: All changes as a result of this BAFO request to existing text are noted in ***bolded and italicized*** font.

1. Paragraph 3.3.1 has been **REVISED** as follows:

3.3.1 ***The contractor shall be responsible for ensuring that a sufficient number of full-time kitchen personnel are provided daily in order to successfully perform all meal preparation and service required herein.*** The contractor shall ensure that an adequate staff of ***contractor*** employees shall be on duty for the efficient, prompt and sanitary service of food on a daily basis throughout the contract period. The contractor's kitchen personnel shall be subjected to periodic health examinations as required by law at the contractor's cost. The contractor shall submit to the County evidence of compliance with all health regulations, including results of health exams and possession of food handlers' certification upon request of the County.

2. Paragraph 3.3.10 has been **REVISED** as follows:

3.3.10 ***Detainee Labor – Vocational Training: The County prefers that the contractor provide all kitchen staff. In the event the County awards Scenario Two pricing, the contractor shall provide a minimum of two (2) full-time staff personnel daily, and the County will make Detainee labor available to clean facilities, and to prepare and serve prepared foods in coordination with the contractor's staff.*** The Sheriff or his/her designee will provide at least three (3) detainees and as many as (5) detainees for each meal. In the assignment of job duties, the contractor shall ensure that no detainee supervise another detainee. The Sheriff reserves the right to suspend detainee labor being made available to the contractor at any time if, in the opinion of the Sheriff or his/her designee, the presence of detainee labor presents a safety or security concern to the facility or to any person present in the facility. If detainee labor is suspended or not adequately provided, the contractor reserves the right to request an increase in the price per meal ***consistent with pricing quoted for Scenario One***. Said request shall be presented to the Sheriff's Department which shall review said request and make recommendation to the Purchasing Department to amend contract pricing if the request is approved; no such change in pricing shall be considered authorized if not amended in writing by way of a formal amendment to the contract, and approved by the Boone County Commission. Such request would not be unreasonably denied by the County.

3. Paragraph 3.3.10 (a) has been **REVISED** as follows (Note: Text has been **deleted**):

3.3.10(a) Vocational Training: It is highly desirable that the contractor provide standard training for detainee laborers at no cost to the County. Any detainee receiving vocational training under the contract first must be designated by the County Sheriff's Department Classification Officer as a "Detainee Worker." Vocational training shall not occur until both the County and the contractor mutually agree regarding the training program to be offered.

4. Paragraph 3.6.2 (a) has been **REVISED** as follows:

3.6.2(a) **Weekly Invoicing and Monthly Payments**: The contractor shall submit to the County, on a weekly basis, an *itemized* invoice for the detainee census count total for the day or the actual total meals served whichever is greater. ***Invoices will be processed by the County for payment on a monthly basis from an accurate invoice; payment will be made within thirty (30) days of the last invoice for the previous month.***

5. Paragraph 3.7.3 has been **REVISED** as follows:

3.7.3 **Contract Period**: The initial contract period shall run **Date of Award (as determined by signature of the Boone County Commission) through One Year**. The contract shall have four (4), one (1)-year renewal periods, or any portion thereof, following the completion of the initial/original contract term. After the completion of the final renewal term, the contract will continue on a month-to-month basis until either party terminates the contract by providing the other party with thirty (30) calendar days prior written notice.

6. Paragraph 3.2.7 has been **REVISED** as follows:

3.2.7 **Meal Preparation and Service**: The contractor shall supervise all meal preparation and service to ensure quality, sanitation, texture, consistency, appearance, therapeutic modifications, and temperature. The contractor shall freeze one sample tray from each meal served for a minimum of 72-hours. The contractor shall ensure that all meals are served at appropriate temperatures, e.g. 140-degrees Fahrenheit for hot meals, and 45-degrees Fahrenheit for sack lunches. Meals shall be served in a manner that makes them palatable and visibly pleasing, complete with condiments (e.g., salad dressing, salt, pepper, catsup, and mustard as appropriate). ***The contractor shall serve meals at the following designated times:***

***Breakfast: Start – 7:00 A.M.***

***Lunch: Start – 11:00 A.M.***

***Dinner: Start – 6:30 P.M.***

***Delivery Finish – 8:00 A.M.***

***Delivery Finish – 12:00 P.M. (Noon)***

***Delivery Finish – 7:15 P.M.***

**BEST AND FINAL OFFER FORM #3 - RFP 30-20JUL18 – On-Site Scanning Services**

**BAFO REQUEST #1 VENDOR RESPONSE AND PRICING PAGES**

*The offeror is advised to complete the following pages as part of the offeror’s Best and Final offer #1 Response. If previously submitted information does not change as a result of this BAFO Request #1, then the offeror has the option of not completing the following pages. HOWEVER, THE OFFEROR IS ADVISED THAT ADDITIONAL INFORMATION REQUESTS HAVE BEEN INCORPORATED HEREIN, AND THE OFFEROR IS ADVISED TO PROVIDE THE ADDITIONAL INFORMATION BEING REQUESTED AS A RESULT OF THIS BAFO REQUEST – SEE THE **BOLDED AND ITALICIZED FONT**.*

**5.1 PRICING:**

The vendor must submit a total firm, fixed price per meal below for all identified line items. No other pricing will be paid by the County with the exception of doctor-prescribed snacks and food supplements that must be billed separately. The pricing below must cover all costs of providing food service as specified herein.

The meal price charged shall be based on the weekly detainee census count or actual meal count, whichever is greater. All Boone County Sheriff Department staff meals shall be billed at the same applicable rate that is being charged for detainee meals.

*The offeror must price both Scenario One and Scenario Two. Scenario One pricing must be based on the offeror providing all necessary kitchen staff with no use of detainee workers. Scenario Two pricing must be based on the offeror providing kitchen staff and also using provided detainee workers.*

**SCENARIO ONE PRICING: OFFEROR PROVIDES ALL KITCHEN STAFF – NO  
DETAINEE WORKERS PROVIDED**

<b>LINE ITEM</b>	<b>DETAINEE CENSUS SCALE COUNT - MEAL DESCRIPTION</b>	<b>FIRM, FIXED UNIT PRICE</b>
5.1	136-160	\$ _____ /Per Meal
5.2	161-185	\$ _____ /Per Meal
5.3.	186-210	\$ _____ /Per Meal
5.4	211+	\$ _____ /Per Meal
5.5	<i>Per Each Kosher Meal</i>	\$ _____ /Per Kosher Meal
5.6	<i>Snack – total one price covers all snacks price</i>	\$ _____ /Per Snack

**SCENARIO TWO PRICING: OFFEROR PROVIDES KITCHEN STAFF –DETAINEE WORKERS PROVIDED BY THE COUNTY**

<b>LINE ITEM</b>	<b>DETAINEE CENSUS SCALE COUNT - MEAL DESCRIPTION</b>	<b>FIRM, FIXED UNIT PRICE</b>
5.7	136-160	\$ _____/Per Meal
5.8	161-185	\$ _____/Per Meal
5.9	186-210	\$ _____/Per Meal
5.10	211+	\$ _____/Per Meal
5.5	<i>Per Each Kosher Meal</i>	\$ _____/Per Kosher Meal
5.11	<i>Snack – total one price covers all snacks price</i>	\$ _____/Per Snack

**5.12 Renewal Options – applies to all line items**

The County shall have the sole option to renew the contract in one-year increments, or any portion thereof, for a total accumulated period of four (4) additional years following the initial term. If the options are exercised, pricing must be the same as quoted for the initial contract period subject to the specific percentage of price adjustment quoted below for the applicable renewal contract period. Prices for the renewal period must not exceed the maximum percent of increase for the applicable renewal period stated on the Pricing Page of the contract.

The vendor must respond with a firm, fixed percentage of increase or decrease. Do not quote BOTH a Maximum Increase and a Minimum Decrease – quote one or the other. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE i.e., reference to a CPI adjustment shall be deemed unacceptable.

If a percentage is "0%" or is not proposed (i.e., left blank), the County must have the right to execute the option at the same price(s) proposed for the initial contract period.

In conducting the cost evaluation, Boone County will evaluate pricing that determines the potential maximum financial liability to the County.

**All percentages must be applied to the firm pricing quoted for the initial (original/first) contract period. The offeror is cautioned that percentages that are the same value for successive renewal options must be calculated against original, not**

compounded, pricing.

**5.12.1 Renewal Option Percentage Price Adjustment**

**1<sup>st</sup> Renewal Period: 2<sup>nd</sup> Year of Contract**

\_\_\_\_\_ %

Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR

DECREASE: Maximum Increase: \_\_\_\_\_

OR Minimum Decrease: \_\_\_\_\_

**5.12.2 Renewal Option Percentage Price Adjustment**

**2<sup>nd</sup> Renewal Period: 3<sup>rd</sup> Year of Contract**

\_\_\_\_\_ %

Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR

DECREASE: Maximum Increase: \_\_\_\_\_

OR Minimum Decrease: \_\_\_\_\_

**5.12.3 Renewal Option Percentage Price Adjustment**

**3<sup>rd</sup> Renewal Period: 4<sup>th</sup> Year of Contract**

\_\_\_\_\_ %

Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR

DECREASE: Maximum Increase: \_\_\_\_\_

OR Minimum Decrease: \_\_\_\_\_

**5.12.4 Renewal Option Percentage Price Adjustment**

**4<sup>th</sup> Renewal Period: 5<sup>th</sup> Year of Contract**

\_\_\_\_\_ %

Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE OR

DECREASE: Maximum Increase: \_\_\_\_\_

OR Minimum Decrease: \_\_\_\_\_

**5.13 Vendor's Experience, Expertise and Reliability:**

The evaluation of the vendor's proposed experience, expertise, and reliability must be subjective based on the ability of the vendor to perform the requirements stated herein. Therefore, the vendor should present detailed information regarding their experience and reliability. The following information should be provided by the vendor in order to assist Boone County in evaluation of the vendor's experience and reliability. The County reserves the right to use this information, including information gained from any other source, in the evaluation process.

Failure to submit requested information may negatively impact the evaluation of the proposal. The County is under no obligation to obtain information from the vendor not submitted with the proposal that may impact the subjective evaluation of the vendor's proposal.

**5.13.1 Company History:**

The vendor should describe in the available space the company's background in provision of food services to County jails like the Boone County Jail. Also identify when the company was founded, and how long the company has been serving the national and Missouri market, etc:

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**5.13.2 Professional Standards**

Describe all professional organizations and standards the vendor adopts and integrates into provision of jail-based food services:

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**5.13.3 Vendor's References:**

Provide at least three (3) references for whom the vendor has performed detainee or inmate food services in the past twelve (12) months:

• **Reference 1**

Company/Entity Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact's Title: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone Number and Area Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Description of Equipment/Services Furnished: \_\_\_\_\_

Availability of Reference: \_\_\_\_\_

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• **Reference 2**

Company/Entity Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact's Title: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone Number and Area Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Description of Equipment/Services Furnished: \_\_\_\_\_

Availability of Reference: \_\_\_\_\_

\_\_\_\_\_

• **Reference 3**

Company/Entity Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact's Title: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Telephone Number and Area Code: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Description of Equipment Furnished: \_\_\_\_\_

Availability of Reference: \_\_\_\_\_

**5.13.4 Personnel Expertise Summary:**

Expertise of **key personnel** who will be assigned tasks as defined herein will be considered in the subjective evaluation of proposals. The vendor should identify the names and provide a brief description of the background, including educational degrees and certifications, of key personnel who will be assigned as key contact personnel for the County in administering the contract and also to supervise food services operations for the County. Identify the title the staff person will be assigned under the prospective contract and emphasize the expertise the person brings for consideration.

Organizational Chart - In addition, the vendor should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The organizational chart should include (1) The relationship of service personnel to management and support personnel, (2) The names of the personnel and the working titles of each, and (3) Any proposed subcontractors including management, supervisory, and other key personnel. The organizational chart should outline the team proposed for this project and the relationship of those team members to each other and to the management structure of the vendor's organization.

**(Also attach resumes for key personnel)**

Personnel	Background and Expertise of Personnel
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1. \_\_\_\_\_  
(Name)  
  
\_\_\_\_\_  
(Title)

2. \_\_\_\_\_  
(Name)  
  
\_\_\_\_\_  
(Title)

3. \_\_\_\_\_  
(Name)  
  
\_\_\_\_\_  
(Title)

4. \_\_\_\_\_  
(Name)  
  
\_\_\_\_\_  
(Title)

**5.14. Performance Methodology:**

*The offeror should provide the following information regarding the proposed approach to provide food services to the Boone County Jail:*

**5.14.1 Food and Kitchen Supplies Sources and Grade:** Describe the sources the vendor uses to obtain food and kitchen supplies for detainee meals that would be prepared for the Boone County Jail. Identify suppliers the vendor routinely uses (e.g. Sysco, U.S. Foods, etc.) and describe the relationship the vendor has with its routine suppliers (e.g., term contract, spot purchases, etc.). ***In addition, what USDA Grade food will the offeror serve on its menu – specify by grade specific to food type, e.g., eggs, poultry, canned vegetables, canned fruit, etc.)***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**5.14.2 Description of Vendor’s Typical Menu including Milk:**

The vendor should address how the vendor’s typical menu ensures meeting dietary RDA’s and ACA standards. Provide sample menus and address how the menu items meet RDA and ACA standards.



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***What Kind of Milk: The offeror should clearly identify if the offeror is providing 2% milk in ½ pint cartons, instant milk powder packets, or calcium fortified drink as part of its daily regular menu:***

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**5.14.3** Description of Special Menus:

The vendor should describe the vendor’s ability to meet special dietary needs, e.g., Kosher, vegan, etc. and provide sample menus:

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**5.14.4** ***Description of Nutritional Supplement and Snack Food Items:***

***List each Nutritional Supplement that the offeror will provide:***

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***List each Snack Food the offeror will provide (e.g., fruits, milk, snack crackers, etc.):***

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**5.14.5** Description of Routine Daily Kitchen Operations:

Address the vendor’s proposed routine daily kitchen operation tasks including meal preparation, serving, and clean-up, and include a proposed schedule for a routine day that covers the previously stated primary tasks:

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**5.14.6** ***Kitchen Equipment, Appliances, and Smallwares, Etc. the Vendor will Supply:***

***List the Kitchen Equipment and Appliances the offeror will provide:***

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***From the following list, check each smallware item the offeror will provide:***

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<i>Serving Food Trays (Dinnerware)</i>	
<i>Cups</i>	
<i>Straws</i>	
<i>Cup Lids</i>	
<i>Sporks</i>	
<i>Forks</i>	
<i>Spoons</i>	
<i>Sharps for Food Preparation</i>	
<i>Pots, Pans, and Cooking Trays</i>	
<i>Food Preparation Utensils and Tools</i>	
<i>Food Serving Utensils</i>	
<i>Food Storage, Labelling, and Serving Supplies, Non-Paper - Disposable</i>	
<i>Food Storage, Labelling, and Serving Supplies, Paper - Disposable</i>	
<i>Ware Washing Chemicals/Soaps and Supplies</i>	
<i>Other Dishwasher Supplies/ Soaps/Degreasers/Scouring Pads</i>	
<i>Other Kitchen Cleaning Supplies</i>	
<i>Hair Nets, Beard Covers and Aprons</i>	
<i>Disposable Food Handler Gloves</i>	

5.14.7 *List additional smallwares not identified above that the offeror will provide:*

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**5.14.8 Single Point of Contact Information:**

Provide the contact name, phone number and e-mail for the primary contact person who will be the Single Point of Contact for the Boone County Jail regarding food service issues:

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**5.14.9 Food Safety and Handling:**

Describe the vendor's routine operating procedures to ensure food safety and handling:

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**5.14.10 Sanitation and Hygiene Protocol:**

Describe the vendor's routine operating procedures regarding kitchen sanitation, waste removal and general hygiene requirements the vendor requires kitchen staff to follow:

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**5.14.11 Vocational Training:**

The vendor should describe details of any existing food service vocational training programs the vendor uses or has developed for used to educate detainees in food service:

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**5.14.12 Reports and Record Keeping:**

The vendor should submit samples of its routine reports regarding daily kitchen operations. In addition the vendor should provide samples of "incidents" or "accidents" reports. In general the vendor should address its record keeping practices and address what reporting it can make available to the County:

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5.14.13 Subcontractors:

If the vendor intends to subcontract any part of specified performance tasks to any subcontractor then the vendor should describe any subcontractors by name, location and task that the subcontractor(s) will perform:

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5.14.14 Other:

Describe any other features of the vendor's proposed food service program that would be beneficial for the County to know in order to evaluate the potential the vendor's service may bring to the County:

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5.14.15 ***Kitchen Equipment Repair and Replacement:***

***Describe the offeror's approach to repairing kitchen equipment in the Jail kitchen that the County owns and the offeror's orientation on replacement of kitchen equipment when repair is deemed insufficient.***

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5.14.16 ***Staffing:***

***Identify the number of full-time kitchen staff will the offeror provide daily in the event that County provides no detainee labor:***

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***If the offeror will provide more than two (2) full-time personnel for kitchen work in the event the County does provide detainee labor, then identify the number of full-time kitchen staff the offeror will provide daily to staff the Jail kitchen:***

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**BEST AND FINAL OFFER FORM #4 - RFP 02-09JAN19 – Food Services**

**Trinity Services Group, Inc.  
Best and Final Offer Request #1**

**Concerns**

1. Trinity Services Group has quoted a 3% increase for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> renewal contract periods. The RFP states that the percentage of price adjustment quoted is applied to the original price. In effect the maximum price increase that Trinity Services Group could request is always just 3% of the original price.

*In its BAFO #1 Response, Trinity Services Group shall reassess its 3% quotation for the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> renewal contract periods, and accordingly re-submit percentages that will be applied to original pricing, i.e., NOT compounded year to year.*

2. Trinity Services Group has provided a phone number for Captain Mulcahy of the Cape Girardeau County Jail that does not work.

*In its BAFO #1 Response, Trinity Services Group shall provide an accurate phone number for this reference.*



TRINITY SERVICES  
GROUP

# Proposal for Food Services Term and Supply



**County of Boone - Missouri**

**RFP #02-09JAN19**

**January 17, 2019**

**COPY**

TRINITY SERVICES  
GROUP



January 15, 2019

Liz Palazzolo, Senior Buyer  
Boone County Purchasing  
613 Ash Street  
Columbia, Missouri 65201

Dear Ms. Palazzolo:

Trinity Services Group, Inc. is proud to submit our proposal for the professional management of the detainee food service program for Boone County Sheriff's Office. Trinity has provided quality food service for the corrections industry for over 30 years.

Our commitment to your staff and to the detainees is to deliver a quality food service program, which includes good food, properly trained staff, fiscal responsibility and efficient response while maintaining safety and security. Trinity's programs are built upon a solid foundation of operating systems, controls and strong local management, and comply with the American Correctional Association Standards for Food Service. Trinity's qualified teams are part of our plan to attain our mutual goals of security with no detainee disruptions, and because of our partnership with Keefe Group, Trinity now boasts a large backup and emergency support presence at our corporate headquarters located in St. Louis, Missouri.

We welcome any questions you may have and we look forward to our presentation so that we can elaborate on our proposal and capabilities for providing services to Boone County. Please feel free to contact our representative, Jacque Woosley, at 636-399-4406 or [jacque.woosley@trinityservicesgroup.com](mailto:jacque.woosley@trinityservicesgroup.com) with any questions.

Sincerely,

A handwritten signature in blue ink that reads "David M. Miller". The signature is written in a cursive style.

David M. Miller  
Chief Operating Officer



**ADDENDUM #1 to RFP#30-20JUL18**

**Boone County Purchasing**

613 E. Ash Street, Room 109

Columbia, MO 65201

*Liz Palazzolo, Senior Buyer*

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: [lpalazzolo@boonecountymo.org](mailto:lpalazzolo@boonecountymo.org)

**BOONE COUNTY, MISSOURI**

**Request for Proposal 02-09JAN19 – Food Services, Term and Supply**

**ADDENDUM # 1 - Issued December 19, 2018**

**Prospective offerors are hereby notified of the following revisions to Request for Proposal 02-09JAN18:**

- 1. The **proposal submittal deadline** is extended:

FROM: 2:00 P.M. January 9, 2019

**CHANGED TO: 2:00 P.M. Central Time January 17, 2019**

Sealed proposals will be accepted until **2:00 P.M. Central Time on Thursday, January 17, 2019** in the Boone County Purchasing Office, 613 E. Ash, Room 109, Columbia, MO 65201.

- 2. Paragraph 1.2 is **REVISED** as follows:

- 1.2 **Proposal Submission Deadline:** All proposals shall be **delivered before 2:00 P.M., Central Time, on Thursday, January 17, 2019** to:

Boone County Purchasing Department  
Liz Palazzolo, Senior Buyer  
613 E. Ash Street, Room 109  
Columbia, Missouri 65201-4460

- 3. Paragraph 1.5 is **REVISED** as follows:

- 1.5 **Proposal Opening:** Proposals will be opened publicly at 2:00 P.M. on **January 17, 2019** but only the names of offerors will be read aloud at the proposal opening. Following contract execution or rejection of all proposal responses, all responses will become a part of the public record and will be released to any person or firm who requests access. **Missouri Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents (e.g., Section 610.021 RSMo), the County’s proposal file becomes part of the public record at time of contract execution or when all proposals have been rejected.



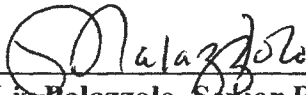
4. Paragraph 4.1.1(b) is REVISED as follows:

4.1.1(b) The proposals must be delivered no later than **2:00 P.M. on January 17, 2019**. Proposals will not be accepted after this date and time.

5. Paragraph 3.1.2 is REVISED as follows:

3.1.2 *The contractor shall provide food services to provide a minimum two (2) hot meals and one (1) cold meal per day, i.e., three (3) meals per day, example, one (1) hot meal at breakfast, one (1) hot meal at lunch, and one (1) cold meal at dinner.* Regular meal times shall be with no more than fourteen (14) hours between the evening meal and the following day's breakfast meal.

This addendum is issued in accordance with the RFP paragraph 1.8 and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Proposal including the *Vendor Response and Pricing Pages*.

By:   
Liz Palazzolo, Senior Buyer  
Boone County Purchasing

The OFFEROR has examined **Addendum #1** to Request for Proposal #02-09JAN19, **Food Services - Term and Supply** receipt of which is hereby acknowledged:

Company Name: Trinity Services Group, Inc.

Address: 477 Commerce Blvd.

City & State: Oldsmar, FL 34677

Phone Number: 813-854-4264 Fax Number: 813-855-2330

E-mail: dave.miller@trinityservicesgroup.com

Authorized Representative Signature:  Date: January 7, 2019

Authorized Representative Printed Name: David M. Miller



**ADDENDUM #2 to RFP#02-09JAN19**

**Boone County Purchasing**

613 E. Ash Street, Room 109

Columbia, MO 65201

*Liz Palazzolo, Senior Buyer*

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: [lpalazzolo@boonecountymo.org](mailto:lpalazzolo@boonecountymo.org)

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**BOONE COUNTY, MISSOURI**

**Request for Proposal 02-09JAN19 – Food Services, Term and Supply**

**ADDENDUM # 2 - Issued January 4, 2019**

**Prospective offerors are hereby notified of the following revisions to  
Request for Proposal 02-09JAN18:**

1. **Attachments Three and Four** are **ADDED**.
2. Paragraph 3.4.5(k) is **ADDED** as follows:

**3.4.5.(k) Scheduled Thorough “Deep” Cleaning: At no additional cost to the County, the contractor shall perform a thorough and scheduled cleaning of the kitchen including appliances (stoves, ovens, refrigerators, storage, etc.) that meets recommendations of the City of Columbia, Missouri Food Code as adopted in 2014. The thorough “deep” cleaning of the kitchen shall meet the sole satisfaction of the Boone County Sheriff’s Department. The thorough “deep” cleaning of the kitchen shall occur at no less than a quarterly interval for the duration of the contract period, or as otherwise directed by City of Columbia, Missouri Food Code or the Boone County Sheriff. The City of Columbia, Missouri Food Code can be found here and shall be incorporated into the contract by reference:**

**[https://www.como.gov/health/wp-content/uploads/sites/13/2018/05/2014-City-of-Columbia-Food-Code\\_Searchable.pdf](https://www.como.gov/health/wp-content/uploads/sites/13/2018/05/2014-City-of-Columbia-Food-Code_Searchable.pdf)**

3. Paragraph 4.5.6(a) is **REVISED** as follows:
  - a. Offerors are cautioned about the use of specific words in the RFP. Where the words “must” or “**shall**” are used, they signify a required minimum function of system capacity that will heavily impact the offeror’s final response rating. Where the words “should,” “may” or “desired” are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the offeror’s final response rating.

4. Paragraph 1.7 is **REVISED** as follows:

1.7 Guideline for Written Questions: **All questions regarding this Request for Proposal should be submitted in writing, prior to the RFP opening and no later than 5:00 P.M., January 10, 2019** (which allows enough time to issue an addendum answering the questions). All questions must be mailed, faxed or e-mailed to the attention of Liz Palazzolo. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at www.showmeboone.com (Select Purchasing, then Current Bid Opportunities). Submit questions to:

Liz Palazzolo, Senior Buyer  
613 E. Ash Street, Room 109  
Columbia, Missouri 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390  
E-mail: [lpalazzolo@boonecountymmo.org](mailto:lpalazzolo@boonecountymmo.org)

5. The **proposal submittal deadline** is extended:

FROM: 2:00 P.M. January 17, 2019

**CHANGED TO: 2:00 P.M. Central Time January 22, 2019**

Sealed proposals will be accepted until **2:00 P.M. Central Time on Tuesday, January 22, 2019** in the Boone County Purchasing Office, 613 E. Ash, Room 109, Columbia, MO 65201.

6. Paragraph 1.2 is **REVISED** as follows:

1.2 Proposal Submission Deadline: All proposals shall be **delivered before 2:00 P.M., Central Time, on Tuesday, January 22, 2019** to:

Boone County Purchasing Department  
Liz Palazzolo, Senior Buyer  
613 E. Ash Street, Room 109  
Columbia, Missouri 65201-4460

7. Paragraph 1.5 is **REVISED** as follows:

1.5 Proposal Opening: Proposals will be opened publicly at 2:00 P.M. on **January 22, 2019** but only the names of offerors will be read aloud at the proposal opening. Following contract execution or rejection of all proposal responses, all responses will become a part of the public record and will be released to any person or firm who requests access. **Missouri Sunshine Laws**: Due to applicable sunshine laws and regulations concerning public documents (e.g., Section 610.021 RSMo), the County's proposal file becomes part of the public record at time of contract execution or when all proposals have been rejected.

8. Paragraph 4.1.1(b) is **REVISED** as follows:

4.1.1(b) The proposals must be delivered no later than **2:00 P.M. on January 22, 2019**. Proposals will not be accepted after this date and time.

9. Paragraph 2.3.1 is **REVISED** as follows:

2.3.1 A ***second and final*** tour of the Boone County Detention facility located at 2121 County Drive in Columbia, Missouri will be conducted to ensure that the offeror understands the requirements. **The tour will start at 2:30 P.M. on Wednesday, January 9, 2019.**

10. Paragraph 2.3.2 is **REVISED** as follows:

2.3.2 Offerors interested in submitting a proposal shall be provided ***one last opportunity to attend a second*** scheduled tour. Offerors are advised that the County strongly encourages all offerors to attend this ***last scheduled tour if they have not previously toured the facility or have no prior knowledge of the kitchen facility at the Jail. In order to accommodate the County's procurement and award schedule, and in order to minimize detention center scheduling disruptions, no other touring opportunities will be provided.***

\*\*\*\*\*

11. The County received the following questions (in black font) and is providing the following responses (in blue font):

- 1. Please provide a copy of the current cycle menus in place for inmates.  
See Attachment Three
- 2. Are the hot and cold meals served on different style trays?  
Yes
- 3. What is the calorie level of the current inmate menu being served?  
Week 1 = 2,808  
Week 2 = 2,846  
Week 3 = 2,857  
Week 4 = 2,802  
Average = 2,828
- 4. Will the county consider multiple menu options from one vendor?  
Yes
- 5. Please confirm that staff meals are the same as the inmate tray?  
Yes
- 6. Does the county want a separate menu for staff?  
No
- 7. What is the current procedure for A) staff meal ordering, B) billing, C) payment by staff, D) meal cost, etc.?

- A. Staff order a meal the day of the meal request usually before 10:00 A.M.
  - B. Staff meals are billed in conjunction with detainee meals, just noted differently.
  - C. Staff meals are paid by the County at the same time detainee meals.
  - D. Staff meals are to be at the same cost as detainee meals.
8. Please provide copies of recent billing invoices and meal count sheets from the past few months that show the numbers served for each of the various types of meals served such as regular meals, special diets, sack lunches, staff meals, snacks, etc.  
See Attachment Four
9. Please verify the current ADP at the facility. Are there plans for facility expansion during the next 5 years?  
No.

Please describe if so.

The ADP for 2018 as of November 30, 2018 is 211.

10. What are the inmate meal service times for breakfast, lunch, and dinner (start to finish)?
- |                               |                                     |
|-------------------------------|-------------------------------------|
| Breakfast = Start – 7:00 A.M. | Delivery Finish – 8:00 A.M.         |
| Lunch = Start – 11:00 A.M.    | Delivery Finish – 12:00 P.M. (Noon) |
| Dinner = Start – 6:30 P.M.    | Delivery Finish – 7:15 P.M.         |

11. What are the Staff Meal service times?

Same as the detainee meal times

12. What time does the kitchen open and close each day?

It varies but normal times are 5:00 AM till approximately 2:00PM

13. Are any Juveniles being housed at the facility?

No.

If so, please detail how many and what menu adjustments are made to feed them.

N/A

14. Are any Holiday/Spirit Lifter meals requested under the contract?

Yes, if possible.

If so, please list how many? Currently Holiday meals are July 4<sup>th</sup>, Thanksgiving and Christmas.

15. How many sack lunches are required daily?.

Please provide the current sack lunch menu.

The Jail does not currently do sack lunches

Are there any special menu requirements for any of the work details?

No

16. Is there currently a program in place that provides the ability for inmates to order fresh foods from the kitchen and pay for those foods with their commissary account?

No.

If so, please provide information on this program for the following:

- Approved menus and prices
- Service schedules (when inmates order-when they are delivered)
- Who delivers the completed orders?
- What was the 2017 sales volume in dollars?
- What is the current commission rate?
- What was the annual dollar commissions realized in 2017?
- Are there any restrictions or limits for purchases?
- Does the program allow for family and friends to also order items on the menu via phone or internet? If not is this something the facility would approve of?
- How many inmates on average are eligible to participate in this program on any given week?

N/A

17. Regarding Inmate workers, the follow questions are asked:

- A. What are the shift times they work?  
5:30 A.M. – 2:00 P.M.
- B. What task are they currently providing?  
Assisting the cook with meal preparation and clean up.
- C. Are they paid and if so by whom and how much?  
No.
- D. Do they receive double portions and can the contractor bill for double portions?  
Double portions will be up to the contractor and the county will not be billed for double portions.

18. A. How many current food service employees are working in the operation?

2.

B. Does the administration feel the current level of supervision is satisfactory?

If there are 2 staff members present yes.

C. Please provide the current staff positions, work schedules, etc.

This will need to be requested through the current contractor.

19. What are the approved hours for product and supply deliveries to the facility?

Whenever the contractor can accept. Boone County staff will not accept, sign for or stock deliveries.

20. How many inmates are on special diets at this time and what types of diets are they on?

The following are special diets/trays for December 27, 2018 for the lunch meal.

Kosher = 2

Veggie = 5

Veggie Paper Tray = 2

No Nuts = 2

No Animal = 1

Diabetic = 3

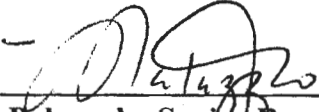
Diabetic Paper Tray = 1

Paper Tray = 5

21. Is the food service providing meals to any other agency near the facility such as Meals on Wheels, etc.?

No.

This addendum is issued in accordance with the RFP paragraph 1.8 and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Proposal including the *Vendor Response and Pricing Pages*.

By:   
Liz Palazzolo, Senior Buyer  
Boone County Purchasing

The OFFEROR has examined **Addendum #2** to Request for Proposal #02-09JAN19, **Food Services - Term and Supply** receipt of which is hereby acknowledged:

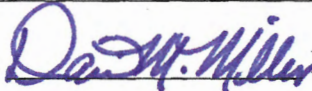
Company Name: Trinity Services Group, Inc.

Address: 477 Commerce Blvd.

City & State: Oldsmar, FL 34677

Phone Number: 813-854-4264 Fax Number: 813-855-2330

E-mail: dave.miller@trinityservicesgroup.com

Authorized Representative Signature:  Date: 1/10/2019

Authorized Representative Printed Name: David M. Miller



**ADDENDUM #3 to RFP#02-09JAN19**

**Boone County Purchasing**

613 E. Ash Street, Room 109

Columbia, MO 65201

*Liz Palazzolo, Senior Buyer*

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: [lpalazzolo@boonecountymo.org](mailto:lpalazzolo@boonecountymo.org)

**BOONE COUNTY, MISSOURI**

**Request for Proposal 02-09JAN19 – Food Services, Term and Supply**

**ADDENDUM # 3 - Issued January 14, 2019**

**Prospective offerors are hereby notified of the following revisions**

**to**

**Request for Proposal 02-09JAN18:**

1. Paragraph 3.4.2(a) is **REVISED** as follows:

3.4.2(a) County/Contractor Supplied Equipment: The County shall provide the contractor with the initial inventory of supplies (i.e., hand utensils, cleaning equipment, trays, pans, pots, dishes, glasses, silverware, etc.) and capital equipment at the start of the contract. The contractor shall supply as needed, any foodservice supplies including smallwares. *As applicable, the contractor shall discuss the existing food inventory with the Sheriff's Department and the previous contractor, and agree on an equitable disposition of exiting food inventory at the time the contract transitions between contractors at no additional cost to the County.*

2. **ADD** Attachment Five as attached hereto.

\*\*\*\*\*

3. The County received the following questions (in black font) and is providing the following responses (in blue font):

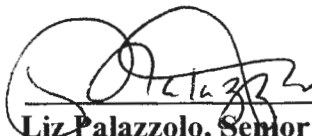
1. Please provide a copy of the current cycle menus in place for inmates.  
See Attachment Five
2. Please explain what the milk that is being billed separately is used for?  
Pregnant detainees receive extra milk rations.
3. Please clarify if there is a specific list of special menus to be supplied in the RFP response?  
The County may have detainees who have special menu needs due to medical or religious reasons. The County has no requirement other than to meet the special needs as presented by



the detainee. The County wants to see special menu options for these special cases that the vendor can make available.

4. **Must there be two food service employees present at all times the kitchen is open? Is the one food service employee present sufficient?**  
That would be up to the vendor and their employees' capabilities. Paragraph 3.3.1 of the RFP addresses the need for proper staffing to ensure contract responsibilities are performed. Proper supervision must be present to supervise the detainee workers. In addition, there needs to be sufficient staff to have the product prepared and ready to service in a timely manner.
5. **Is powdered milk acceptable? Is milk in cartons preferred?**  
Powdered milk is acceptable if it meets RDA's. Milk in individual-serve cartons (e.g., 1/2 pint) is preferred.
6. **Are condiments served in packets or bulk?**  
Condiments are served in single serve packets with the exception of BBQ sauce.
7. **Must the incoming vendor purchase the outgoing vendor's inventory ?**  
See paragraph 3.4.2(a) as REVISED in this addendum.
8. **When is the anticipated start date (cut-over) for service at the Jail?**  
June, 2019
9. **Does the current vendor own cold trays for evening meals? If so, is the current vendor willing to sell the trays to the incoming vendor. If so, at what price?**  
Yes the trays are owned by the current contractor. The current contractor's willingness to sell to an incoming contractor is unknown. The issue of sale of the trays would be a question to be explored and resolved between the two vendors.
10. **Who is responsible for grease trap cleaning?**  
Currently the County takes responsibility for cleaning the grease trap.

This addendum is issued in accordance with the RFP paragraph 1.8 and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror's Proposal including the *Vendor Response and Pricing Pages*.

By:   
 Liz Palazzolo, Senior Buyer  
 Boone County Purchasing

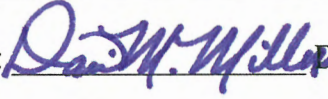
The OFFEROR has examined **Addendum #3** to Request for Proposal #02-09JAN19, **Food Services - Term and Supply** receipt of which is hereby acknowledged:

Company Name: Trinity Services Group, Inc.  
 Address: 477 Commerce Blvd.

City & State: Oldsmar, FL 34677

Phone Number: 813-854-4264 Fax Number: 813-855-2330

E-mail: dave.miller@trinityservicesgroup.com

Authorized Representative Signature:  Date: 1/14/2019

Authorized Representative Printed Name: David M. Miller

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# Executive Summary

Trinity Services Group is the largest independent, comprehensive food service provider dedicated to the corrections industry operating for more than 30 years. Operating in 35 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.

Throughout the country, TKC Holdings which includes Trinity Services Group (food service) and Keefe Group (commissary) has a vast network of proud and satisfied clients that champion our solution-based philosophy. Our corporate headquarters are located in **St. Louis, Missouri** and 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.

## We Understand YOUR Needs

We are excited to have an opportunity to earn a food service partnership with Boone County Jail. We will treat Boone County as if you are our **ONLY** business. A local focus empowers our on site manager to make decisions that best address your food service needs. Our national resources and expertise provides our on site kitchen manager with the support necessary to ensure any issues are resolved immediately. Trinity would ensure that staff were committed to providing the appropriate training and direct supervision of the detainee food service workers. Our plan is carefully developed based on *what is important to you*. Our offer addresses the following items:

- Trinity understands that staff retention and reliability are extremely critical in a jail environment. Trinity has completed a wage analysis for Boone County and we are confident that our salaries for staffing will attract and retain the highest quality applicants. We welcome a joint staffing analysis effort with Boone County to give first consideration to retain any staff that you express an interest in keeping in the kitchen.
- Our staffing plan will add an additional part-time employee in the kitchen to employ three team members.
- ***Train to ingrain*** is one of our key philosophies. Employees are provided the proper tools to achieve; they perform the job with expertise and confidence. Training is an investment that provides your facility with the best, most capable staff; our associates are critical to our success. All staff will receive our comprehensive training and we will incorporate the Boone County Jail Policy and Procedure manual. All staff will be ServSafe Certified and will receive HAACP training. We will require all staff to attend and successfully complete the Boone County PREA training.
- The majority of the kitchens we currently operate are set up to utilize detainee labor. Detainees will be assigned positions, provided with our full staff training, and are supervised by Trinity staff at all times. Our training programs provide the detainee with the skills to perform assigned tasks in a consistent manner. Detainees can be a vital part of the equation in a successful food service program. It is imperative that when assigned a task, the detainee workers understand what the task involves and what is expected of them. Our comprehensive, hands-on approach to teaching pre-screened detainees specific and usable skills in the food service industry will benefit them exponentially when they return to the outside world. Detainee workers will receive double meal portions at no additional cost to the county.

## Right People in the Right Positions

Trinity has recently added new key positions to support our growth in the Midwest region including a Vice President of Operations, General Manager, District Manager and Regional Sales Director. We encourage you to please contact our current partnerships in your region: Jefferson County, Cole County and Cape Girardeau.

- **Michael Cook** is the General Manager with responsibility for accounts in the State of Missouri. He is devoted to building a team that meet quality standards and provides optimum customer service.
- **Michael Byess** is the District Manager with responsibility for accounts in the State of Missouri. He has over 15 years of experience providing impeccable management in the corrections and is dedicated to developing and training employees to create a positive team atmosphere that delivers impeccable performance.
- Dietitian **Jennifer Sowers** provides oversight to ensure strict conformity with all dietary requirements.
- **Matt Stimpson** is the Vice President with responsibility for the Midwestern United States. He works proactively with his team to provide the support and tools necessary to perform the tasks at hand.
- **Jacque Woosley** is the District Sales Manager with responsibility for clients in the State of Missouri, where she resides. She has 8 years of experience in correctional contract management and is dedicated to ensuring the highest level of integrity to create a long term partnership.

The experience of these key people, and of the other team members they will assemble, will more than meet the needs of this project and provide *unparalleled service* for your facility.

Trinity Services Group provides you with highly trained staff, which in turn provide Boone County with superior tools, support, backup, systems, accountability, detailed reporting and audit trails. Our team will work in conjunction with yours with the goal of establishing a long term partnership in Boone County. Together, all of these things combine to provide high quality food service. Trinity's synergistic approach affords the best overall operation, **value and price** for the Boone County Detention Center.

Successful food services is dependent on both the service management within the institution and outside the four walls. Our versatility, innovative thinking and willingness to think outside the box are the reasons you too will become a long-term Trinity Services Group customer. We realize that the only way to establish long-term customer loyalty is by *earning* it, and this can only be accomplished by consistently meeting and exceeding your needs and expectations.



## 5. VENDOR RESPONSE AND PRICING PAGES

In compliance with this Request for Proposal and subject to all the conditions thereof, the offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies).

Company Name: Trinity Services Group, Inc.

Address: 477 Commerce Blvd.

Oldsmar, FL 34677

Telephone: 813-854-4264 Fax: 813-855-2330

Federal Tax ID (or Social Security #): 59-3026703

Print Name: David M. Miller Title: Chief Operating Officer

Signature: *David M. Miller* Date: January 7, 2019

Contact Name and E-Mail Address:

Jacque Woosley, Regional Sales Director / jacque.woosley@trinityservicesgroup.com

**NOTE:** The offeror must clearly state in writing any restrictions or deviations from specifications and requirements stated herein. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with specifications stated in the RFP, including all technical and cost requirements, terms and conditions. The vendor must agree that the proposal if selected for award by the County will be included as part of the final contract with the County.

**Cooperative Procurement:** The vendor should indicate by checking "Yes" or "No" in the indicated space if the vendor will honor the submitted prices and terms for purchase by other entities in Boone County that participate in cooperative purchasing with Boone County, Missouri?

           Yes                        x   No

(Continued on next page)

**5.1. PRICING:**

The vendor must submit a total firm, fixed price per meal below for all identified line items. No other pricing will be paid by the County with the exception of doctor-prescribed snacks and food supplements that must be billed separately. The pricing below must cover all costs of providing food service as specified herein.

The meal price charged shall be based on the weekly detainee census count or actual meal count, whichever is greater. All Boone County Sheriff Department staff meals shall be billed at the same applicable rate that is being charged for detainee meals.

<u>LINE ITEM</u>	<u>DETAINEE CENSUS SCALE COUNT - MEAL DESCRIPTION</u>	<u>UNIT PRICE</u>
5.1	110 and below	\$ <u>1.920</u> /Per Meal
5.2.	111-135	\$ <u>1.663</u> /Per Meal
5.3.	136-160	\$ <u>1.494</u> /Per Meal
5.4.	161-185	\$ <u>1.376</u> /Per Meal
5.5.	186-210	\$ <u>1.288</u> /Per Meal
5.6	211+	\$ <u>1.220</u> /Per Meal
5.7	Per Each Kosher Meal	\$ <u>5.00</u> /Per Kosher Meal
5.8	Snack – total one price covers all snacks price	\$ <u>0.25</u> /Per Snack

**5.9 Renewal Options – applies to all line items with the exception of the discount**

The County must have the sole option to renew the contract in one-year increments, or any portion thereof, for a total accumulated period of four (4) additional years following the initial term. If the options are exercised, pricing must be the same as quoted for the initial contract period subject to the specific percentage of price adjustment quoted below for the applicable renewal contract period. Prices for the renewal period must not exceed the maximum percent of increase for the applicable

renewal period stated on the Pricing Page of the contract.

The vendor must respond with a firm, fixed percentage of increase or decrease. Do not quote BOTH a Maximum Increase and a Minimum Decrease – quote one or the other. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE i.e., reference to a CPI adjustment shall be deemed unacceptable.

If a percentage is "0%" or is not proposed (i.e., left blank), the County must have the right to execute the option at the same price(s) proposed for the initial contract period.

In conducting the cost evaluation, Boone County will evaluate pricing that determines the potential maximum financial liability to the County.

**All percentages must be applied to the firm pricing quoted for the initial contract period.** The offeror is cautioned that percentages that are the same value for successive renewal options must be calculated against original, not compounded, pricing.

**5.9.1 Renewal Option Percentage Price Adjustment**

**1<sup>st</sup> Renewal Period: January 1, 2020 – December 31, 2020**

3 %

Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE

OR DECREASE: Maximum Increase: ✓

OR Minimum Decrease: \_\_\_\_\_

**5.9.2 Renewal Option Percentage Price Adjustment**

**2<sup>nd</sup> Renewal Period: January 1, 2021 – December 31, 2021**

3 %

Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE

OR DECREASE: Maximum Increase: ✓

OR Minimum Decrease: \_\_\_\_\_

**5.9.3 Renewal Option Percentage Price Adjustment**

**3<sup>rd</sup> Renewal Period: January 1, 2022 – December 31, 2022**

3 %

Applied to original bid pricing

Vendor must identify below by checking appropriately as an INCREASE

OR DECREASE: Maximum Increase: ✓

OR Minimum Decrease: \_\_\_\_\_

**5.9.4 Renewal Option Percentage Price Adjustment**

**4<sup>th</sup> Renewal Period: January 1, 2023 – December 31, 2023**

3 %

Applied to original bid pricing



Vendor must identify below by checking appropriately as an INCREASE  
OR DECREASE: Maximum Increase:   ✓    
OR Minimum Decrease:

## 5.10 Experience, Expertise and Reliability

*The evaluation of the vendor's proposed experience, expertise, and reliability must be subjective based on the ability of the vendor to perform the requirements stated herein. Therefore, the vendor should present detailed information regarding their experience and reliability. The following information should be provided by the vendor in order to assist Boone County in evaluation of the vendor's experience and reliability. The County reserves the right to use this information, including information gained from any other source, in the evaluation process.*

*Failure to submit requested information may negatively impact the evaluation of the proposal. The County is under no obligation to obtain information from the vendor not submitted with the proposal that may impact the subjective evaluation of the vendor's proposal.*

### 5.10.1 Company History:

*The vendor should describe in the available space the company's background in provision of food services to County jails like the Boone County Jail. Also identify when the company was founded, and how long the company has been serving the national and Missouri market, etc:*

Trinity Services Group, Inc. is based in the Tampa Bay, FL area and was formed in 1990. Trinity's rapid growth attracted national attention, and in April 2000 we became a subsidiary of Compass Group USA. In 2012, H.I.G. Capital acquired Trinity Services Group, Inc. and another division of Compass, Canteen Correctional Services. ***This combination of resources resulted in a nationwide company focused solely on serving the corrections industry, and afforded us more than 40 years of experience in the corrections industry.***

In October 2016, **Trinity Services Group, Inc., Keefe Commissary Network, LLC, and Courtesy Products, Inc. formed TKC Holdings, Inc.** under the common ownership of H.I.G. Capital. The immediate benefits of the combined companies have included more breadth, scale, flexibility and capability to compete effectively and **better serve our customers**. Each of the iconic operating companies that have achieved so much success thus far will continue to operate independently.

Our 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 and Special Diets. Our nationwide purchasing network also ensures our ability to deliver cost efficiencies to our clients. Our food service clients across the United States 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. Serving these various types of facilities allows us to expand our service knowledge, enhance problem-solving expertise and develop innovative solutions for our clients. We have operated in Missouri since 2010.

## 5.10.2 Professional Standards

*Describe all professional organizations and standards the vendor adopts and integrates into provision of Jail-based food services:*

### Local, State and Federal Standards

**Facility Standards:** 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 Standards:** Our Standard Operating Procedures are designed, at a minimum, to meet ACA Standards.

**NCCHC Standards:** Our menu is designed to satisfy the dietary guidelines for adults and is nutritionally approved for incarcerated adults.

**HACCP Standards:** Our Staff is trained to understand the specific hazards of food handling and the prevention necessary to ensure food safety.

## 5.10.3 Vendor's References

*Provide at least three (3) references for whom the vendor has performed detainee or detainee food services in the past twelve (12) months:*

### Reference 1

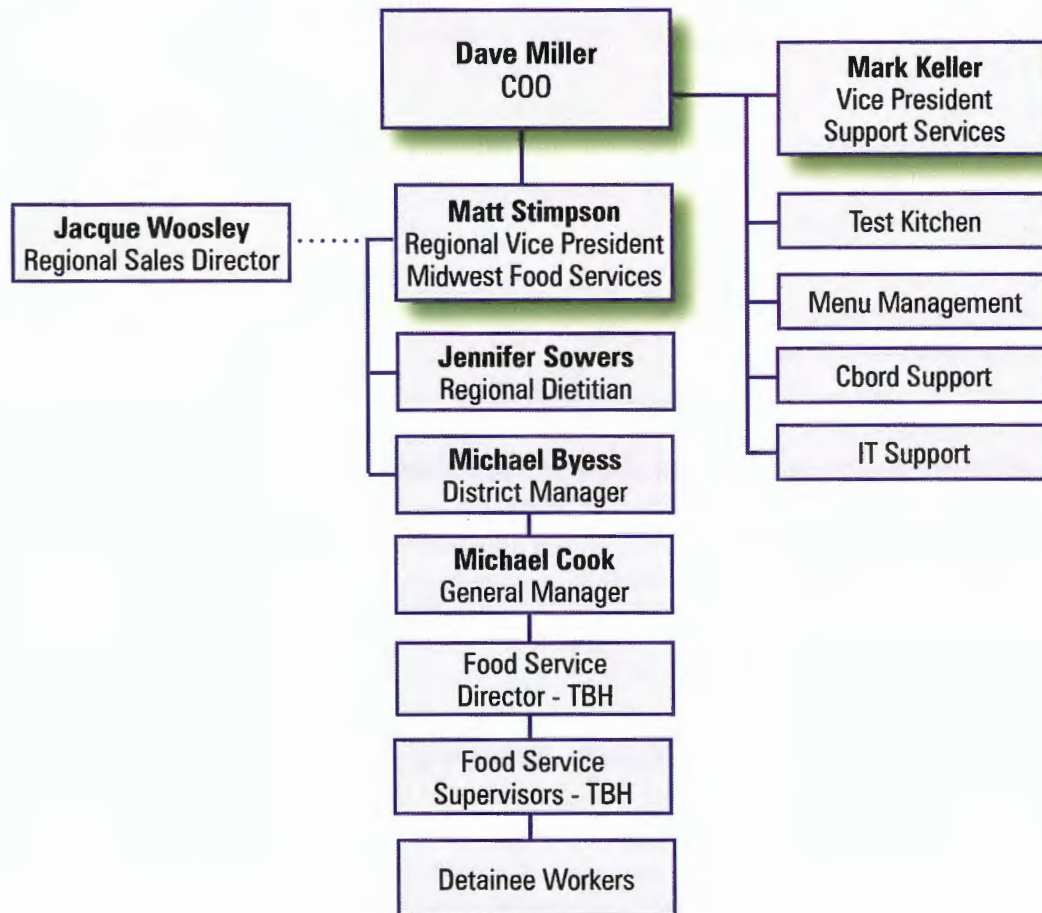
Company/Entity Name:	<b>Cape Girardeau County Jail</b>
Contact Name:	<b>Captain J.P. Mulcahy</b>
Contact's Title:	<b>Jail Administrator</b>
City/State:	<b>Jackson, MO</b>
Telephone Number:	<b>(573) 204-2902</b>
E-mail Address:	<b>jpso5@clas.net</b>
Description of Equipment/ Services Furnished:	<b>Food Service Management</b>

### 5.10.4 Personnel Expertise Summary:

*Expertise of key personnel who will be assigned tasks as defined herein will be considered in the subjective evaluation of proposals. The vendor should identify the names and provide a brief description of the background, including educational degrees and certifications, of key personnel who will be assigned as key contact personnel for the County in administering the contract and also to supervise food services operations for the County. Identify the title the staff person will be assigned under the prospective contract and emphasize the expertise the person brings for consideration.*

*Organizational Chart - In addition, the vendor should provide an organizational chart showing the staffing and lines of authority for the key personnel to be used. The organizational chart should include (1) The relationship of service personnel to management and support personnel, (2) The names of the personnel and the working titles of each, and (3) Any proposed subcontractors including management, supervisory, and other key personnel. The organizational chart should outline the team proposed for this project and the relationship of those team members to each other and to the management structure of the vendor's organization.*

### Support for Boone County



*Director Operations, Health Care Tiger Team , 2012 – 2013*

Investigate, evaluate, and assess underperforming accounts to aid in improving operations. Perform analysis and devise strategic recommendations to stabilize or grow operations to improve financial viability. Oversee and implement strategic plans and changes to aid in meeting company objectives and goals. Ensures company operations comply with client contracts. Conduct feasibility studies, pricing, and maintains quality service to all clients. Provides leadership and training to company personnel to aid in providing optimum service to clients.

*General Manager, Multi-Unit, 2006 – 2012*

Provided management and support at St. John Macomb Hospital, St. John Oakland Hospital, and St. John River District Hospital, which included approximately 650 beds. Led and provided strategic direction to build and maintain client relationships and foster new business opportunities to enhance profitability for the company. Directed business practices in order to uphold the company's mission and values. Drafted new and emerging business solutions for sustained growth and effective day-to-day operations over 10.5 million in managed volume.

**St. John Macomb Hospital .....2006 – 2012**

*Retail Manager*

**Crittenton Hospital .....2002 – 2005**

*Retail Manager*

Oversaw food quality, cash handling, and customer service in a retail food operation located in a hospital. Developed branded concepts, in-house formats, and signature designs to ensure complete client satisfaction and retention. Implemented business practices in order to further the company's mission and values. Contributed to account revenue and operating profit through the development and implementation of services. Capitalized on opportunities to enhance growth.

**HDS Services ..... 2001 – 2002**

*Assistant Unit Director, Abbott Labs-Ross Products Division*

Provided support by ensuring that staff was following the proper implementation of operating standards and procedures. Developed appropriate communication tools for company divisions. Interacted with organizational leadership to accomplish projects timely and correctly. Routinely oversaw numerous complex projects. Managed and oversaw budgets and employees. Aided in providing training and employee development.

**EDUCATION**

Bachelors of Science, Hospitality Management – Ferris State University

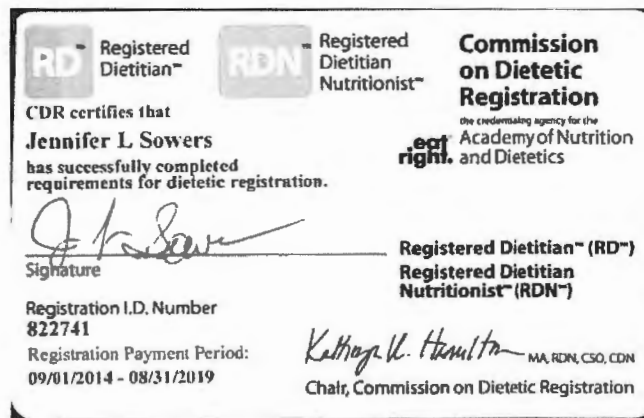
## EDUCATION

Virginia Polytechnic Institute and State University, Blacksburg, VA - B.S. Dietetics

Virginia Department of Health - Richmond, VA - Approved Pre-professional Practice Program (AP4)  
*900+ hours of work experience - community rotation, clinical rotation, food service management rotation*

## ASSOCIATIONS/MEMBERSHIPS

- Member, American Dietetics Association
- Registered Dietitian
- Member, Southwest VA Dietetic Association
- Licensed Dietitian in the State of North Carolina
- Hillsville Zoning Appeals Board Member
- Board Member for Carroll County Social Services - Former Chair, Former Vice-Chair
- Former Member of Head Start Advisory Board



**ABL Management ..... 2011 - 2015**

*District Manager*

Foster client relationships and negotiate client contracts to increase new business opportunities and profitability for the Company. Provide strategic direction to the district by promoting best business practices in order to uphold Company mission and values. Assess financial risk and opportunities of the account portfolio and communicate results to the client and ABL senior management; initiate action plans as necessary. Develop and execute strategic plan by implementing short and long-term goals that align with the scope of service, mission and values.

- Leader of 26 county jails and juvenile detention facilities encompassing foodservice operations. Portfolio of 18 million in managed volume.
- Fostered a professional business relationship with the client by directly negotiating the change process and all matters pertaining to account operations during opening transition period to ABL. Developed into a partnership allowing for value driven objectives and goals in concert with client’s business model.

**Aramark ..... 2009 – 2011**

*Food Service Director- Cobb County Jail*

Investigate, evaluate, and assess under-performing account to aid in improving operations. Perform analysis and devise strategic recommendations to stabilize or grow operations to improve financial viability. Oversee and implement strategic plans and changes to aid in meeting company objectives and goals. Ensures company operations comply with client contracts.

**Town Village, Homewood, Al ..... 2007 – 2009**

*Executive Chef*

**Thompson Hospitality, Morgan State ..... 2006 – 2007**

*Executive Chef*

**Mississippi College ..... 2004 – 2006**

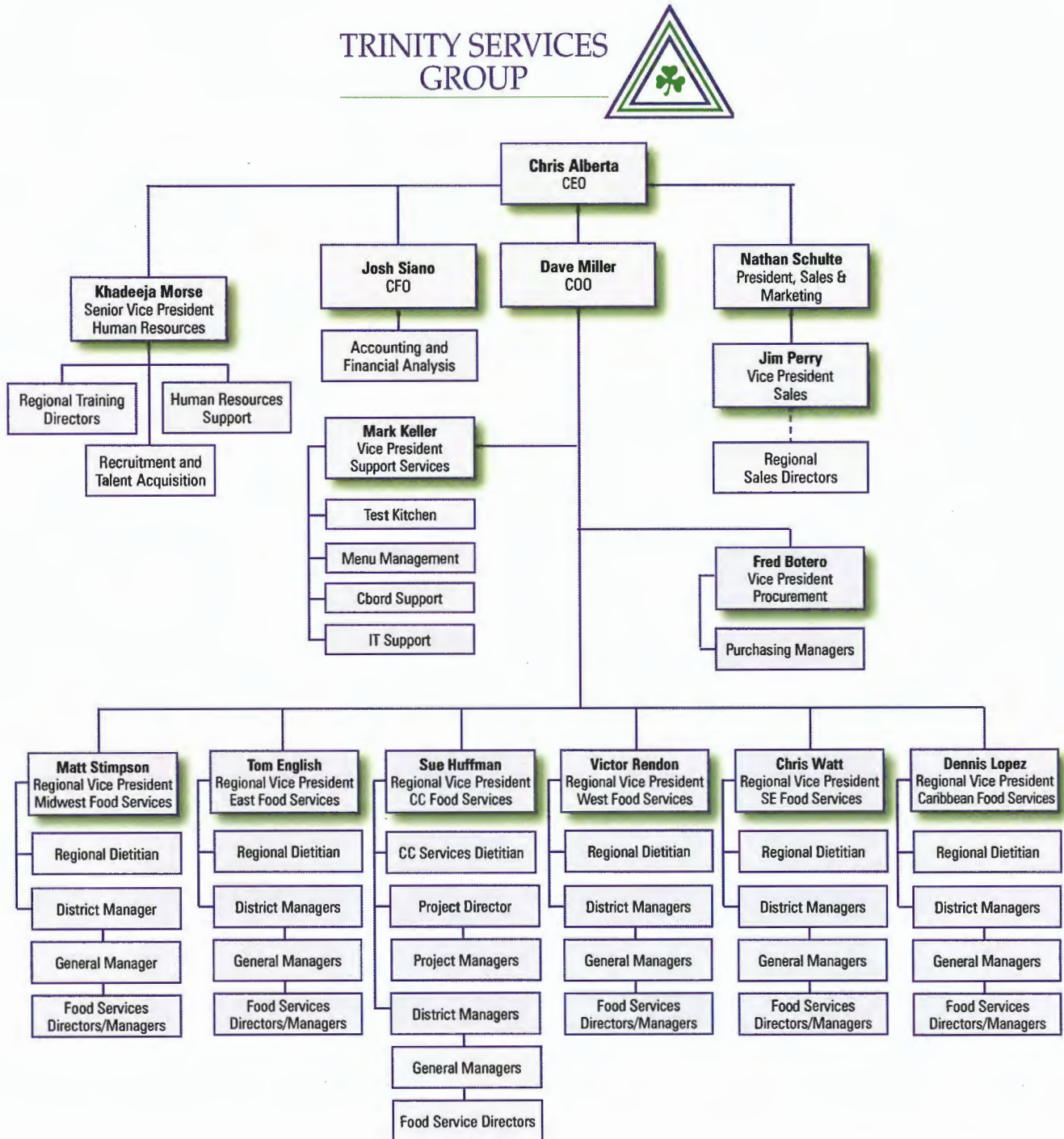
*Executive Chef*

**EDUCATION and CREDENTIALS**

- Associate of Cullinary Arts – Culinard, Homewood, AL
- ServSafe Certified Food Safety Manager
- ProMgmt Certified in Nutrition
- ProMgmt Certified in Professional Cooking
- ProMgmt Certified in Professional Baking

## 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.





## Support of On-site Employees

Trinity's overall support program starts with the following foundation:

1. Policies and procedures in place are designed to meet the obligations of the contract, as well as meet all applicable standards and regulations monitored by local or corrections affiliated agencies.
2. The Senior management team works through the transition process with the facility team.
3. Corporate Trinity teams such as Human Resources, Accounting, IT, Payroll, Fleet Management, Purchasing and Operations initiate the transition process.
4. Aggressive recruiting begins the search for the qualified site staff team. Once the team is hired, an orientation and training process begins and moves through a schedule which tracks all components to ensure timely completion.
5. Senior management works with the new staff (shadowing concept) through the transition and opening processes. Once established, the teams will slowly pull away and follow up with the site food service director and staff as needed.
6. Senior management returns regularly to conduct site visits/audits to ensure all aspects of the agreement are being provided for to the satisfaction of the client. Coaching, training and additional support are provided where needed.
7. Our Dietitian, Human Resources and other Corporate teams are always available via phone or e-mail to provide support whenever needed. Our training department schedules routine follow up sessions in areas of production, safety, and ServSafe training. All food service employees of Trinity are required to complete and maintain ServSafe certifications.
8. Trinity encourages facility security training be provided whenever applicable so we are completely aware of the agency expectations. Trinity maintains documentation of all logs or forms for easy inspection by the facility or visiting Trinity management.

## Management Plan for Supervision of Detainees

Managing detainee 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 detainee work forces.

All kitchen detainee workers will be under the direct supervision of Trinity supervisors and food service director at all times. Your Trinity food service director will be a Certified ServSafe Instructor, and all supervisors are Certified ServSafe Food Safety Managers.

When the shift reports, the detainees are briefed on the meal plan and any new detainees are assigned positions. New detainee workers 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 detainee 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 detainee workers will be maintained and updated as needed.

Trinity staff are instructed to work with the Officers to handle any disputes to ensure the operation runs smoothly at all times. Doors are kept locked and detainees are instructed to remain in the break area during any down times.



### Staff/Detainee 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. All Trinity staff receive extensive pre-service and ongoing training on the effective methods of detainee supervision, detainee training, detainee 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.

As correctional food service supervisors, our Food Service Directors are expected to become part of your system and controls. Although they are not correctional officers, they fill the gap that is created in the kitchen environment. To correctly bridge this gap and still accomplish all food service goals using detainee labor, they strive to gain the respect of the detainees. Respect is the one "positive" emotion that motivates all workers (inside or outside of a correctional environment) to accomplish the tasks required of them.

## Job Descriptions

TRINITY SERVICES  
GROUP, INC.



### Job Description

<b>Position Title:</b>	<b>Food Service Director I</b>	<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 and/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 a single site, stand-alone food service operation in a facility with only one kitchen. Supervises a team of Unit Managers or 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 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, 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.

- **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 members'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 employee, 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

**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 an 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.

## Sample Detainee Job Descriptions

### COOK'S HELPER

**Purpose:** to assist staff in the preparation and cooking of menu items.

**Duties:**

*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.

*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.

*In the area of Sanitation will:*

- Clean all production areas prior to the completion of the 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.

### DIET CLERK

**Purpose:** to assist the diet supervisor in the preparation and cooking of dietary paperwork and dietary menu items.

**Duties:**

*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.

*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.

*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.

*All kitchen 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.

### Duties:

#### *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.
- Put all items on proper racks and place in dish machine for complete washing and sanitizing.
- Check after 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.

#### *In the 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.

#### *In the area of Sanitation will:*

- Completely break down and clean the dish machine at the end of the shift.
- Empty trash container before the end of the 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.

## SANITATION WORKER

**Purpose:** to maintain a clean and sanitary Dining Room.

### Duties:

#### *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.

#### *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.

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

## 5.11 Performance Methodology

### Operational Overview

Trinity's considerable experience with correctional food service has allowed us to refine our operating procedures so that we will provide an efficient, cost effective and quality food service program. Our registered dietitians develop your menus and meal plans to meet the specified dietary requirements of Boone County Jail. Our procurement team ensures we have the best food and supplies needed to produce all required meals for your facility. Our management and kitchen staff are qualified and trained in the duties of meal preparations, sanitation and distribution. We are confident that, together, we can establish an ideal meal program that works within the Boone County guidelines.

We have provided several critical components of our Food Service Operations for your review on the following pages.

### Local, State and Federal 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 approved 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

A **4-Week Cycle Menu** is included and was developed to meet your requested daily nutritional goals, as well as applicable standards. All menus will be presented to the Sheriff's office for approval before implementation.

**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 to meet all special diet requests. Our Dietary Program will meet all the requirements of your facility and the American Correctional Association (ACA), as well as the recommendations of the National Academy of Sciences, Board of Medicine, and the National Commission on Correctional Health Care of the American Medical Association. In addition, our program will meet the dietary guidelines set forth by the Academy of Nutrition and Dietetics and the American Diabetes Association.

**Holiday and Spirit Lifter Meals** meals will be served on July 4th, Thanksgiving and Christmas. We can accommodate additional request if your needs change.

**Snacks and Nutritional Supplements** will be provided and billed upon request. Item will be billed separately from the price per meal.





## 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 rates and benefit programs are designed to attract and maintain a quality workforce. Key components include:

- District Manager Support
- Detailed Job Descriptions
- Competitive Wage Analysis
- Employee Benefit Programs
- ServSafe Training (required for all Trinity Staff)
- In-Service Training
- Human Resources Support
- Employee Recognition

## Inmate Labor

Trinity will utilize inmate workers 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 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 dedicated officer supervising meal service will verify the number of trays and deliver trays to respective Inmates. The Meal Delivery Schedule will be in accordance with the facility's meal serving times.

## Staff Meals

Staff meals will be billed at the same cost as detainee meal and will be noted separately in the weekly billing count.

## Catering and Special Events

Catering and Special Events could include Breakfast, Lunch, Dinner, cookies, pastries, celebrations cakes, or a customized package. Upon request, our on-site staff can prepare fresh food items for these special events. We will review the needs of each specific occasion and mutually agree on an acceptable plan and cost.

## Billing Procedures

We will prepare and provide food service statements to your facility. The statements will reflect the exact number of meals served. Our transparent philosophy provides any back up material you require to ensure an easy and open audit trail exists.

### 5.11.1 Procurement Methods/Processes

*Describe the procurement methods/processes the vendor uses to obtain food and food supplies for detainee meals that would be prepared for the Boone County Jail. Identify suppliers the vendor routinely uses (e.g. Sysco, U.S. Foods, etc.) and describe the relationship the vendor has with its routine suppliers (e.g., term contract, spot purchases, etc.)*

Trinity 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's 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's quality assurance expectations are met if the supplier achieves an acceptable result.

Trinity is in the second year of a long term supply agreement with Shaver Foods, our broadline supplier in Missouri.

#### Vendor Complaint/Issue Resolution Process

Trinity 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 will take 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.

## 5.12.2 Description of Trinity's Typical Menu

*The vendor should address how the vendor's typical menu ensures meeting dietary RDA's and ACA standards. Provide sample menus and address how the menu items meet RDA and ACA standards.*

Trinity's menus will meet the daily requirements specified by your facility. In addition, we will prepare meals for traditional holidays, special medical and religious diets, and lockdown meals as required. Menus are developed based on the per day calorie count set by the facility. Menus are reviewed annually.

Working with Regional Dietitians, our Menu Development Team creates standard and unified menus from the more than 4600 recipes stored in our database using our Test Kitchen. The Test Kitchen also develops menus and standardized recipes, and tests alternate products and cooking methods. All recipes use quality foods and meet nutritional requirements.

Once a menu is approved by our internal departments, it is sent to the facility for approval. Upon approval, the Food Service Director uses NetMenu™, described in our proposal, to print out recipes and production worksheets that are sized to the anticipated counts for a meal.

### Menu Substitution Policy

Substitutions are only made for:

1. Vendor failure to deliver
2. Equipment malfunctions causing inability to properly prepare the menu item
3. Internal disasters (i.e. Power Failure)
4. Food item unfit for inmate consumption

When substitutions are a necessary, you will be notified PRIOR to service and approval will be obtained before implementing substitutions in the menu. All menu substitutions will be recorded on the Menu Substitution Log for reference of the reason for the substitution, the nutritional value, contract compliance, and facility approval. All substitutions are approved by the Food Service Director and at the end of each month, he/she will review, sign, and file the log. A complete list of approved substitutions is recorded in the Menu Substitutions section of our Diet Manual.

### Meal Quality

Our policy is to provide quality food service to the correctional environment. This means, the staff is constantly on alert, monitoring all phases of food production and service, which includes purchasing, receiving and food storage. The result is a high-quality, safe menu for inmates at an affordable price for the facility.

# Four Week Cycle Menu

Trinity Services Group

BOONE COUNTY MO 2019 HHC

Regular

Week 1

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
<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
Peanut Butter	1 Each	Boiled Egg	2 Each	Turkey Ham	2 WZ	Peanut Butter	1 Each	Boiled Egg	2 Each	Turkey Ham	2 WZ	Peanut Butter	1 Each
Biscuit	2 Each 1/48 Cut	Blueberry Muffin	2 1/48 Cut	Coffee Cake	2 1/48 Slice	Biscuit	2 Each 1/48 Cut	Blueberry Muffin	2 1/48 Cut	Coffee Cake	2 1/48 Slice	Biscuit	2 Each 1/48 Cut
Jelly	2 Each	Milk 2%	1 Each	Milk 2%	1 Each	Jelly	2 Each	Milk 2%	1 Each	Milk 2%	1 Each	Jelly	2 Each
Milk 2%	1 Each					Milk 2%	1 Each					Milk 2%	1 Each
<b>Lunch</b>													
T Ham & Navy Beans	1 1/4 Cup	Meatballs	3 WZ	Meat Sauce	3/4 Cup	Corndog	1 Slice	Patty Charbroil	1 Each	Rotini Casserole	1 1/4 Cup	Chicken Patty	1 Each
Peas	1/2 Cup	Country Cream Gravy	2 FZ	Rotini	1 Cup	Carrots	1/2 Cup	Hamburger Bun	1 Each	Peas	1/2 Cup	Spanish Rice	1 Cup
Cornbread	1 1/48 Cut	Rice	1 Cup	Green Beans	1/2 Cup	Fried Potatoes	1 Cup	BBQ Beans	1 Cup	Cornbread	1 1/48 Cut	Mixed Vegetables	1/2 Cup
Margarine PC	2 Each	Coleslaw	1/2 Cup	Garlic Bread	2 Slice	Ketchup	2 Each	Potato Salad	1/2 Cup	Margarine PC	2 Each	Bread	2 Slice
Iced Cake	1/48 Slice	Dinner Roll	1 Each	Iced Cake	1/48 Slice	Pudding	1/2 Cup	Ketchup	2 Each	Pudding	1/2 Cup	Iced Cake	1/48 Slice
Beverage	1 Cup	Pudding	1/2 Cup	Beverage	1 Cup	Beverage	1 Cup	Iced Cake	1/48 Slice	Beverage	1 Cup	Beverage	1 Cup
		Beverage	1 Cup					Beverage	1 Cup				
<b>Dinner</b>													
Turkey Ham	3 WZ	Turkey Salami	3 WZ	Turkey Bologna	3 WZ	Turkey Ham	3 WZ	Turkey Salami	3 WZ	Turkey Bologna	3 WZ	Turkey Ham	3 WZ
Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices
Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice
Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each
Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each
Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ
Sugar Cookie	2 WZ	Snickerdoodle Cookie	2 WZ	Sugar Cookie	2 WZ	Snickerdoodle Cookie	2 WZ	Sugar Cookie	2 WZ	Snickerdoodle Cookie	2 WZ	Sugar Cookie	2 WZ
Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup

Dietary Consultant

*Jeff Z. Sawyer, RD #822741*

Approval Date

1/15/2019

Trinity Services Group

BOONE COUNTY MO 2019 HHC

Regular

Week 3

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
<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
Turkey Ham	2 WZ	Peanut Butter	1 Each	Boiled Egg	2 Each	Turkey Ham	2 WZ	Peanut Butter	1 Each	Boiled Egg	2 Each	Turkey Ham	2 WZ
Coffee Cake	2 1/48 Slice	Biscuit	2 Each 1/48 Cut	Blueberry Muffin	2 1/48 Cut	Coffee Cake	2 1/48 Slice	Biscuit	2 Each 1/48 Cut	Blueberry Muffin	2 1/48 Cut	Coffee Cake	2 1/48 Slice
Milk 2%	1 Each	Jelly	2 Each	Milk 2%	1 Each	Milk 2%	1 Each	Jelly	2 Each	Milk 2%	1 Each	Milk 2%	1 Each
		Milk 2%	1 Each					Milk 2%	1 Each				
<b>Lunch</b>													
Patty Charbroil	1 Each	Turkey à la King	3/4 Cup	Meat Sauce	3/4 Cup	Frankfurter Turkey	2 Each	BBQ Turkey	3/4 Cup	Spanish Rice w/ Meat	1 1/4 Cup	Chicken Patty	1 Each
Sliced Cheese	1/2 WZ	Rice Pilaf	1 Cup	Rotini	1 Cup	Macaroni & Cheese	1 Cup	Beans Baked	1 Cup	Corn Seasoned	1/2 Cup	Gravy Brown	2 FZ
Hamburger Bun	1 Each	Corn Seasoned	1/2 Cup	Carrots	1/2 Cup	Coleslaw	1/2 Cup	Green Beans	1/2 Cup	Cornbread	1 1/48 Cut	Seasoned Rice	1 Cup
Oven Browned Potatoes	1 Cup	Dinner Roll	1 Each	Garlic Bread	2 Slice	Bread	2 Slice	Dinner Roll	1 Each	Margarine PC	2 Each	Green Beans	1/2 Cup
Italian Pasta Salad	1/2 Cup	Margarine PC	2 Each	Iced Cake	1/48 Slice	Mustard PC	2 Each	Iced Cake	1/48 Slice	Pudding	1/2 Cup	Biscuit	1 Each 1/48 Cut
Ketchup	2 Each	Pudding	1/2 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Margarine PC	2 Each
Iced Cake	1/48 Slice	Beverage	1 Cup									Iced Cake	1/48 Slice
Beverage	1 Cup											Beverage	1 Cup
<b>Dinner</b>													
Turkey Bologna	3 WZ	Turkey Ham	3 WZ	Turkey Salami	3 WZ	Turkey Bologna	3 WZ	Turkey Ham	3 WZ	Turkey Salami	3 WZ	Turkey Bologna	3 WZ
Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices	Sliced Cheese	2 Slices
Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice	Bread	4 Slice
Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each	Mustard PC	1 Each
Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each	Salad Dressing PC	1 Each
Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ	Chip Potato	1 OZ
Sugar Cookie	2 WZ	Snickerdoodle Cookie	2 WZ	Sugar Cookie	2 WZ	Snickerdoodle Cookie	2 WZ	Sugar Cookie	2 WZ	Snickerdoodle Cookie	2 WZ	Sugar Cookie	2 WZ
Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup

5.11 Performance Methodology | 77

Dietary Consultant

*Janet L. Sawyer, RD #822-741*

Approval Date

1/15/2019



Average Cycle Nutrition Analysis By Diet

Trinity Services Group

BOONE COUNTY MO 2019 HHC

Diet: Regular

\_TSG Standard - Male Sedentary

Week 1 - DAILY SUMMARY

	KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
Nutritional Goal	2,446.00	56.00	336.00	76.00	300.00	625.00	75.00	800.00	6.00	4,000.00	25.00	20.00	2.50				
Friday	3033	88.41	389.54	127.94	137	509	154.4	1026	18.2	5543	27.8	31.314	5.9				
Saturday	2469	82.5	343.65	84.37	522	330	161.8	860	18.44	4253	16.8	22.44	1.102				
Sunday	2921	74.59	399.53	112.81	212	545	168.4	1119	18.33	4621	14.9	27.924	6.656				
Monday	2972	82.57	378.6	129.49	156	813	144.1	1049	16.58	6008	23.5	29.724	1.772				
Tuesday	2750	91.26	394.32	90.1	510	455	148	994	20.26	4987	23.5	25.174	2.991				
Wednesday	2777	80.97	373.31	106.45	260	524	176.2	1061	18.9	4794	22	28.925	4.857				
Thursday	3053	84.07	400.38	126.9	122	570	143.5	1041	17.48	5112	18.8	28.38	3.432				

Daily Average

Meals	2,853.57	83.48	382.76	111.15	274.14	535.14	156.63	1,021.43	18.31	5,045.43	21.04	27.70	3.82	NaN	NaN	NaN	NaN
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Daily Average %

Week 1	116.66%	149.07%	113.92%	146.25%	91.38%	85.62%	208.84%	127.68%	305.17%	126.14%	84.16%	138.50%	152.80%				
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Average Cycle Nutrition Analysis By Diet

Trinity Services Group

BOONE COUNTY MO 2019 HHC

Diet: Regular

\_TSG Standard - Male Sedentary

Week 3 - DAILY SUMMARY

	KCAL KCAL	PRO Gram	CHO Gram	FAT Gram	CHOL MG	VITA_R MG	VITC MG	CA MG	FE MG	NA MG	TDFB Gram	SFA Gram	FATRN Gram				
Nutritional Goal	2,446.00	56.00	336.00	76.00	300.00	625.00	75.00	800.00	6.00	4,000.00	25.00	20.00	2.50				
Friday	3005	78.66	422.35	111.75	176	391	162.9	1055	17.74	5126	13.1	28.473	4.121				
Saturday	2929	82.65	389.33	119.3	120	397	141.9	941	17.84	5195	21.6	28.562	4.554				
Sunday	2716	75.87	356.45	108.1	546	1240	141.7	972	17.55	4268	15.1	26.954	5.579				
Monday	2661	79.74	379.95	90.29	213	201	174.8	1128	17.36	5870	17.5	22.68	2.383				
Tuesday	3009	89.4	406.35	116.72	131	370	154.5	1034	19.59	4839	27.8	28.15	3.847				
Wednesday	2627	79.31	330.29	110.99	594	567	159.1	933	18.06	4564	20.8	29.388	3.146				
Thursday	3040	76.69	416.46	117.2	178	493	165.1	1143	17	6077	13.3	28.253	7.15				

Daily Average

Meals	2,855.29	80.33	385.88	110.62	279.71	522.71	157.14	1,029.43	17.88	5,134.14	18.46	27.49	4.40	NaN	NaN	NaN	NaN
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Daily Average %

Week 3	116.73%	143.45%	114.85%	145.55%	93.24%	83.63%	209.52%	128.68%	298.00%	128.35%	73.84%	137.45%	176.00%				
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Average Cycle Nutrition Analysis By Diet

BOONE COUNTY MO 2019 HHC Diet: **SUMMARY**

Regular

\_TSG Standard - Male Sedentary

	KCAL	PRO	CHO	FAT	CHOL	VITA_R	VITC	CA	FE	NA	TDFB	SFA	FATRN				
	KCAL	Gram	Gram	Gram	MG	MG	MG	MG	MG	MG	Gram	Gram	Gram				
Nutritional Goal	2,446.00	56.00	336.00	76.00	300.00	625.00	75.00	800.00	6.00	4,000.00	25.00	20.00	2.50				
Week 1	2,853.57	83.48	382.76	111.15	274.14	535.14	156.63	1,021.43	18.31	5,045.43	21.04	27.70	3.82	NaN	NaN	NaN	NaN
Week 2	2,757.00	81.70	369.90	106.31	327.14	505.00	163.63	969.43	17.74	4,988.43	20.03	26.55	3.50	NaN	NaN	NaN	NaN
Week 3	2,855.29	80.33	385.88	110.62	279.71	522.71	157.14	1,029.43	17.88	5,134.14	18.46	27.49	4.40	NaN	NaN	NaN	NaN
Week 4	2,857.14	82.39	373.45	116.73	290.29	515.14	165.00	1,013.14	17.82	5,099.14	21.73	29.56	4.03	NaN	NaN	NaN	NaN

Cycle Average

Total	2,830.75	81.98	378.00	111.20	292.82	519.50	160.60	1,008.36	17.94	5,066.79	20.32	27.83	3.94	0.00	0.00	0.00	0.00
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## STATEMENT OF NUTRITIONAL ADEQUACY

The bid menus reviewed by Trinity Services Group for Boone County to be served as the Regular menu in **adult** general population. The menus, as written and analyzed, meet or exceed the recommended nutrient amounts as specified by Recommended Dietary Allowances from the National Academy of Sciences, American Correctional Association, and National Commission on Correctional Health Care.

*Jennifer L. Sowers, RD #822741*

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Jennifer L. Sowers, R.D.  
East Region Dietitian for Trinity Services Group  
Registration Number: 822741  
January 4, 2019

## Diet Manual Excerpts

Trinity has provided the following excerpts from our Diet Manual for your review.

### 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*
3. *Medical diets shall be ordered by a Health Care Provider or Medical Authority. Medical diets will be ordered, revised or canceled according to local policies and procedures at each institution. Prescriptions for diets should be specific and provided in writing to the food service department.*
  4. *Dietary education of inmates is the responsibility of the medical and/or dental staff.*
  5. *The regular menu will be the basis for all restricted diets developed by the Registered Dietitian. Requests for food based on inmate preference shall not be considered and should not be ordered by health care providers.*
  6. *The Regional Dietitian is available for nutrition consultation upon request by the health care provider or medical authority. Please contact the FSD for contact information.*

### Restricted Diet Guidelines

1. *Trinity Services Group 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.*
2. *Restricted diets will be evaluated by a Registered Dietitian (RD) at least annually to ensure they meet the nationally recommended allowances published by the National Academy of Sciences and/or contract parameters.*

### Regular Menu and Diet Meal Patterns

- *The regular menu is developed by your Regional Registered Dietitian 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 the 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 corrections environment are considerations for the development of the regular menu in addition to nutritional requirements.*

Trinity Services Group

SAMPLE MENU

Kosher

Week 1

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
<b>Breakfast</b>													
Cold Cereal	2 Cup	Cold Cereal	2 Cup	Cold Cereal	2 Cup	Cold Cereal	2 Cup	Cold Cereal	2 Cup	Cold Cereal	2 Cup	Cold Cereal	2 Cup
Boiled Egg	1 Each	Peanut Butter	1 Each	Boiled Egg	1 Each	Boiled Egg	1 Each	Boiled Egg	1 Each	Boiled Egg	1 Each	Boiled Egg	1 Each
Fruit	1 Each	Jelly	2 Each	Fruit	1 Each	Fruit	1 Each	Fruit	1 Each	Fruit	1 Each	Fruit	1 Each
Bread	3 Slice	Fruit	1 Each	Bread	3 Slice	Bread	3 Slice	Bread	3 Slice	Bread	3 Slice	Bread	3 Slice
Milk 2%	2 Cup	Bread	3 Slice	Milk 2%	2 Cup	Milk 2%	2 Cup	Milk 2%	2 Cup	Milk 2%	2 Cup	Milk 2%	2 Cup
		Milk 2%	2 Cup										
<b>Lunch</b>													
Kosher Entree	Each	Peanut Butter	1 Each	Kosher Entree	Each	Kosher Entree	Each	Kosher Entree	Each	Kosher Entree	Each	Kosher Entree	Each
Bread	3 Slice	Jelly	2 Each	Bread	3 Slice	Bread	3 Slice	Bread	3 Slice	Bread	3 Slice	Bread	3 Slice
Tossed Salad	1 Cup	Bread	3 Slice	Tossed Salad	1 Cup	Tossed Salad	1 Cup	Tossed Salad	1 Cup	Tossed Salad	1 Cup	Tossed Salad	1 Cup
Italian Dressing	2 Each	Tossed Salad	1 Cup	Italian Dressing	2 Each	Italian Dressing	2 Each	Italian Dressing	2 Each	Italian Dressing	2 Each	Italian Dressing	2 Each
Cookie	6 Each	Italian Dressing	2 Each	Cookie	6 Each	Fruit	1 Each	Cookie	6 Each	Fruit	1 Each	Cookie	6 Each
Beverage	1 Each	Fruit	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each
		Beverage	1 Each										
<b>Dinner</b>													
Kosher Entree	Each	Peanut Butter	1 Each	Kosher Entree	Each	Kosher Entree	Each	Kosher Entree	Each	Kosher Entree	Each	Kosher Entree	Each
Bread	3 Slice	Jelly	2 Each	Bread	3 Slice	Bread	3 Slice	Bread	3 Slice	Bread	3 Slice	Bread	3 Slice
Tossed Salad	1 Cup	Bread	3 Slice	Tossed Salad	1 Cup	Tossed Salad	1 Cup	Tossed Salad	1 Cup	Tossed Salad	1 Cup	Tossed Salad	1 Cup
Italian Dressing	2 Each	Tossed Salad	1 Cup	Italian Dressing	2 Each	Italian Dressing	2 Each	Italian Dressing	2 Each	Italian Dressing	2 Each	Italian Dressing	2 Each
Fruit	1 Each	Italian Dressing	2 Each	Fruit	1 Each	Cookie	6 Each	Fruit	1 Each	Cookie	6 Each	Fruit	1 Each
Beverage	1 Each	Cookie	6 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each	Beverage	1 Each
		Beverage	1 Each										

Trinity Services Group

SAMPLE MENU

Diabetic Diet with Snack - 2500

Week 1

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
<b>Breakfast</b>													
Hot Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup
Pancakes	2 Each	Boiled Egg	1 Each	Egg Patty	2 WZ	Peanut Butter	1 Tbsp	Pancakes	2 Each	Egg Patty	2 WZ	Ground Poultry	1 WZ
Turkey Ham	2 WZ	Wheat Bread	2 Slice	Wheat Bread	2 Slice	Sliced Cheese	1/2 WZ	Turkey Ham	1 WZ	Turkey Ham	1 WZ	Wheat Bread	2 Slice
Diet Syrup	1 Each	Apple Sliced CND	1/2 Cup	Turkey Bologna	1 WZ	Fruit	1/2 Cup	Diet Syrup	1 Each	Wheat Bread	2 Slice	Fruit	1/2 Cup
Fruit	1/2 Cup	Milk 2%	1 Each	Fruit	1/2 Cup	Wheat Bread	2 Slice	Fruit	1/2 Cup	Fruit	1/2 Cup	Margarine	2 Tsp
Coffee	1 Cup	Coffee	1 Cup	Milk 2%	1 Each	Coffee	1 Cup	Milk 2%	1 Each	Coffee	1 Cup	Coffee	1 Cup
Milk 2%	1 Each	Beverage	1 Cup	Margarine	1 Tsp	Milk 2%	1 Each	Coffee	1 Cup	Milk 2%	1 Each	Milk 2%	1 Each
Beverage	1 Cup	Sweetner	2 Each	Coffee	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup
Sweetner	2 Each			Beverage	1 Cup	Sweetner	2 Each	Sweetner	2 Each	Sweetner	2 Each	Sweetner	2 Each
				Sweetner	2 Each								
<b>Lunch</b>													
Fish Patty	1 Each	Taco Shells	2 Each	Turkey Roll	3 WZ	Burger	1 Each	Chicken 1/4 Plain	Ea. Skinless	Green Beans	1 Cup	Beef & Gravy	3/4 Cup
Hamburger Bun	1 Each	Diet Ground Poultry	3 WZ	Mashed Potatoes	1 Cup	Mashed Potatoes	3/4 Cup	Rice	3/4 Cup	Turkey Roll	2 WZ	Rotini	3/4 Cup
Boiled Potatoes	3/4 Cup	Shredded Lettuce	1/2 Cup	Gravy	1 FZ	Country Cream Gravy	1 FZ	Salad	1 Cup	Sliced Cheese	1 WZ	Carrots	1 Cup
Diet Carrots	1 Cup	Shredded Cheese	1/2 WZ	Wheat Bread	2 Slice	Diet Carrots	1 Cup	Italian Dressing	1 FZ	Wheat Bread	2 Slice	Wheat Bread	2 Slice
Tartar Sauce	1 Tsp	Picante Sauce	1 FZ	Broccoli	1 Cup	Dinner Roll	1 Each	Wheat Bread	2 Slice	Boiled Potatoes	1 Cup	Fruit Chilled	1 Cup
Fruit Chilled	1 Cup	Rice	3/4 Cup	Fruit Chilled	1 Cup	Fruit Chilled	1 Cup	Fruit	1 Cup	Mustard	1/2 FZ	Beverage	1 Cup
Beverage	1 Cup	Pinto Beans	3/4 Cup	Beverage	1 Cup	Margarine	1 Tsp	Margarine	1 Tsp	Fruit	1 Cup		
		Fruit Chilled	1 Cup			Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup		
		Beverage	1 Cup										
<b>Dinner</b>													
Turkey E&P	3 WZ	Meatloaf Patty	Ea.	Chicken Patty	3 WZ	Spaghetti	3/4 Cup	Goulash Casserole	Cup	Turkey Salad	3 FZ	Chili Con Carne	3/4 Cup
Rice	3/4 Cup	Marinara Sauce	1/2 FZ	Wheat Bread	2 Slice	Ground Poultry	2 WZ	Green Beans	1 Cup	Green Beans	1 Cup	Rice	3/4 Cup
Diet Mixed Vegetables	1/2 Cup	Baked Potato	1 Each	Boiled Potatoes	3/4 Cup	Green Beans	1 Cup	Salad	1 Cup	Shredded Lettuce	1 Cup	Salad	1 Cup
Salad	1 Cup	Carrots	1 Cup	Green Beans	1 Cup	Salad	1 Cup	Italian Dressing	1 FZ	Boiled Potatoes	3/4 Cup	Italian Dressing	1 FZ
Italian Dressing	1 FZ	Dinner Roll	1 Each	Salad Dressing PC	2 Each	Italian Dressing	1 FZ	Wheat Bread	2 Slice	Wheat Bread	2 Slice	Fruit	1/2 Cup
Margarine	1 Tsp	Fruit	1 Cup	Fruit	1 Cup	Wheat Bread	2 Slice	Margarine	1 Tsp	Fruit Chilled	1 Cup	Wheat Bread	2 Slice
Wheat Bread	2 Slice	Margarine	1 Tsp	Beverage	1 Cup	Margarine	1 Tsp	Fruit	1 Cup	Beverage	1 Cup	Margarine	1 Tsp
Fruit	1 Cup	Beverage	1 Cup	Snack 1 T.Ham 2 SL	1 Sack	Fruit	1/2 Cup	Beverage	1 Cup	Snack 1 T.Ham 2 SL	1 Sack	Beverage	1 Cup
Beverage	1 Cup	Snack 1 T.Ham 2 SL	1 Sack	Wheat		Beverage	1 Cup	Snack 1 T.Ham 2 SL	1 Sack	Wheat		Snack 1 T.Ham 2 SL	1 Sack
Snack 1 T.Ham 2 SL	1 Sack	Wheat				Snack 1 T.Ham 2 SL	1 Sack	Wheat				Wheat	
Wheat						Wheat						Wheat	

Trinity Services Group

SAMPLE MENU

Pregnancy

Week 1

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
<b>Breakfast</b>													
Hot Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup
Pancakes	2 Each	Boiled Egg	2 Each	Egg Patty	3 WZ	Egg Patty	3 WZ	Pancakes	2 Each	Egg Patty	3 WZ	Creamed Poultry	3/4 Cup
Turkey Ham	1 WZ	Muffin	1/54 Cut	Cheese Biscuit	1/40 Ct	Sliced Cheese	1/2 WZ	Sausage Patty	1 WZ	Turkey Ham	2 WZ	Gravy	
Syrup	2 FZ	Milk 2%	1 Each	Turkey Bologna	1 WZ	Biscuit	1/40	Syrup	2 FZ	Biscuit	1/40	Biscuit	1/40
Margarine	1/2 FZ	Margarine	1/2 FZ	Milk 2%	1 Each	Margarine	1/2 FZ	Margarine	1/2 FZ	Margarine	1 Tbsp	Grilled Potatoes	1 Cup
Coffee	1 Cup	Coffee	1 Cup	Margarine	1/2 FZ	Coffee	1 Cup	Milk 2%	1 Each	Coffee	1 Cup	Margarine	1/2 FZ
Milk 2%	1 Each	Beverage	1 Cup	Coffee	1 Cup	Milk 2%	1 Each	Coffee	1 Cup	Milk 2%	1 Each	Coffee	1 Cup
Beverage	1 Cup	Sweetner	2 Each	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Milk 2%	1 Each
Sweetner	2 Each			Sweetner	2 Each	Sweetner	2 Each	Sweetner	2 Each	Sweetner	2 Each	Beverage	1 Cup
												Sweetner	2 Each
<b>Lunch</b>													
Fish Patty	1 Each	Taco Shells	2 Each	Turkey Roll	3 WZ	Country Fried Steak	3 WZ	BBQ Chicken	1/4 Each	Navy Bean Soup	1 Cup	Beef & Gravy	3/4 Cup
Hamburger Bun	1 Each	Taco Mix	1/2 Cup	Mashed Potatoes	1 Cup	Mashed Potatoes	1 Cup	Rice Pilaf	1 Cup	Turkey Bologna	2 WZ	Rotini	1 Cup
Au Gratin Potatoes	1 Cup	Shredded Lettuce	1/2 Cup	Gravy	3 FZ	Country Cream Gravy	3 FZ	Corn	1/2 Cup	Sliced Cheese	1 WZ	Carrots	1/2 Cup
Peas	1/2 Cup	Shredded Cheese	1 WZ	Wheat Bread	2 Slice	Mixed Vegetables	1/2 Cup	Biscuit	1/40	Wheat Bread	4 Slice	Biscuit	1/40
Tartar Sauce	1/2 FZ	Spanish Rice	1 Cup	Broccoli	1/2 Cup	Dinner Roll	1 Each	Margarine	1/2 FZ	Potato Salad	1 Cup	Margarine	1/2 FZ
Fruit Chilled	1/2 Cup	Refried Beans	1 Cup	Pudding Cake	1/54 Cut	Margarine	1/2 FZ	Cake	1/54 Slice	Mustard	1/2 FZ	Pudding	1/2 Cup
Beverage	1 Cup	Picante Sauce	1 FZ	Beverage	1 Cup	Cookie	2 Each	Beverage	1 Cup	Fruit	1/2 Cup	Beverage	1 Cup
		Cake	1/54 Cut			Beverage	1 Cup			Beverage	1 Cup		
		Beverage	1 Cup										
<b>Dinner</b>													
Turkey E&P	3 WZ	Meatloaf Patty	Ea.	Chicken Patty	3 WZ	Spaghetti	1 Cup	Goulash Casserole	1-1/2 Cup	Turkey Salad	3 FZ	Chili Con Carne	1 Cup
Rice	1 Cup	Marinara Sauce	1 FZ	Hamburger Bun	1 Each	Marinara Sauce & Meat	3/4 Cup	Green Beans	1/2 Cup	Mixed Vegetables	1/2 Cup	Rice	1 Cup
Gravy	3 FZ	Baked Potato	1 Each	Dill Pickle	2 Each	Green Beans	1 Cup	Salad	1 Cup	Shredded Lettuce	1/4 Cup	Italian Dressing	1 FZ
Mixed Vegetables	1/2 Cup	Carrots	1/2 Cup	Fried Potatoes	1 Cup	Salad	1 Cup	Italian Dressing	1 FZ	Fried Potatoes	1 Cup	Salad	1 Cup
Salad	1 Cup	Dinner Roll	1 Each	Pasta Salad	1 Cup	Italian Dressing	1 FZ	Dinner Roll	1 Each	Tortilla	1 Each	Cake	1/54 Slice
Italian Dressing	1 FZ	Margarine	1/2 FZ	Salad Dressing PC	2 Each	Cornbread	1/54 Cut	Margarine	1/2 FZ	Cookie	2 Each	Cornbread	1/54 Cut
Margarine	1 Tbsp	Spice Cake	1/54 Slice	Fruit	1/2 Cup	Margarine	1/2 FZ	Cookie	2 Each	Beverage	1 Cup	Margarine	1/2 FZ
Wheat Bread	2 Slice	Beverage	1 Cup	Beverage	1 Cup	Cake	1/54 Cut	Beverage	1 Cup	Snack Preg/Juv CCA	1 Sack	Beverage	1 Cup
Pudding	1/2 Cup	Snack Preg/Juv CCA	1 Sack	Snack Preg/Juv CCA	1 Sack	Beverage	1 Cup	Snack Preg/Juv CCA	1 Sack			Snack Preg/Juv CCA	1 Sack
Beverage	1 Cup					Snack Preg/Juv CCA	1 Sack						
Snack Preg/Juv CCA	1 Sack												

Trinity Services Group

SAMPLE MENU

Vegetarian Lacto/Ovo

Week 1

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
<b>Breakfast</b>													
Hot Cereal	1 Cup	Cold Cereal	1 Cup	Cold Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup	Hot Cereal	1 Cup
Pancakes	2 Each	Boiled Egg	2 Each	Egg Patty	3 WZ	Egg Patty	3 WZ	Pancakes	2 Each	Egg Patty	3 WZ	Peanut Butter	2 Tbsp
Peanut Butter	1 WZ	Muffin	1/54 Cut	Cheese Biscuit	1/40 Ct	Sliced Cheese	1/2 WZ	Peanut Butter	1 WZ	Margarine	1 Tbsp	Biscuit	1/40
Syrup	2 FZ	Milk 2%	1 Each	Milk 2%	1 Each	Biscuit	1/40	Syrup	2 FZ	Biscuit	1/40	Grilled Potatoes	1 Cup
Margarine	1/2 FZ	Margarine	1/2 FZ	Margarine	1/2 FZ	Margarine	1/2 FZ	Margarine	1/2 FZ	Margarine	1/2 FZ	Coffee	1 Cup
Coffee	1 Cup	Coffee	1 Cup	Coffee	1 Cup	Coffee	1 Cup	Milk 2%	1 Each	Milk 2%	1 Each	Coffee	1 Cup
Milk 2%	1 Each	Beverage	1 Cup	Beverage	1 Cup	Milk 2%	1 Each	Coffee	1 Cup	Beverage	1 Cup	Milk 2%	1 Each
Beverage	1 Cup	Sweetner	2 Each	Sweetner	2 Each	Beverage	1 Cup	Beverage	1 Cup	Sweetner	2 Each	Beverage	1 Cup
Sweetner	2 Each					Sweetner	2 Each	Sweetner	2 Each			Sweetner	2 Each
<b>Lunch</b>													
Vegetarian Patty	1 Each	Taco Shells	2 Each	Vegetarian Patty	1 Each	Vegetarian Patty	1 Each	Pinto Beans	1 Cup	Green Beans	1 Cup	Pinto Beans	1 Cup
Hamburger Bun	1 Each	Shredded Lettuce	1/2 Cup	Mashed Potatoes	1 Cup	Mashed Potatoes	1 Cup	Rice Pilaf	1 Cup	Sliced Cheese	3 WZ	Rotini	1 Cup
Au Gratin Potatoes	1 Cup	Shredded Cheese	2 WZ	Wheat Bread	2 Slice	Mixed Vegetables	1 Cup	Corn	1/2 Cup	Lettuce Leaf	Leaf	Carrots	1 Cup
Peas	1/2 Cup	Spanish Rice	1 Cup	Broccoli	1/2 Cup	Dinner Roll	1 Each	Biscuit	1/40	Wheat Bread	4 Slice	Biscuit	1/40
Tartar Sauce	1/2 FZ	Refried Beans	1 Cup	Fruit Chilled	1/2 Cup	Margarine	1/2 FZ	Margarine	1/2 FZ	Potato Salad	1 Cup	Margarine	1/2 FZ
Fruit Chilled	1/2 Cup	Picante Sauce	1 FZ	Beverage	1 Cup	Cookie	2 Each	Cake	1/54 Slice	Mustard	1/2 FZ	Pudding	1/2 Cup
Beverage	1 Cup	Gelatin	1/2 Cup			Beverage	1 Cup	Beverage	1 Cup	Fruit	1/2 Cup	Beverage	1 Cup
		Beverage	1 Cup							Beverage	1 Cup		
<b>Dinner</b>													
Pinto Beans	1 Cup	Pinto Beans	1 Cup	Vegetarian Patty	1 Each	Spaghetti	1 Cup	Macaroni	1 Cup	Pinto Beans	1 Cup	Ranch/Chili Beans	1 Cup
Rice	1 Cup	Marinara Sauce	1 FZ	Hamburger Bun	1 Each	Meatless Sauce	1/2 Cup	Cheese Shred	2 WZ	Mixed Vegetables	1 Cup	Rice	Cup
Mixed Vegetables	1/2 Cup	Baked Potato	1 Each	Diced Onion	1 Ounce	Green Beans	1/2 Cup	Mozzarella		Shredded Lettuce	1 Cup	Italian Dressing	1 FZ
Salad	1 Cup	Carrots	1 Cup	Fried Potatoes	1 Cup	Salad	1 Cup	Green Beans	1/2 Cup	Fried Potatoes	1 Cup	Salad	1 Cup
Italian Dressing	1 FZ	Dinner Roll	1 Each	Pasta Salad	1 Cup	Italian Dressing	1 FZ	Salad	1 Cup	Tortilla	1 Each	Cake	1/54 Slice
Margarine	1 Tbsp	Margarine	1/2 FZ	Mustard	1/2 FZ	Cornbread	1/54 Cut	Italian Dressing	1 FZ	Cookie	2 Each	Cornbread	1/54 Cut
Wheat Bread	2 Slice	Spice Cake	1/54 Slice	Ketchup	1/2 FZ	Margarine	1/2 FZ	Dinner Roll	1 Each	Beverage	1 Cup	Margarine	1/2 FZ
Pudding	1/2 Cup	Beverage	1 Cup	Fruit	1/2 Cup	Cake	1/54 Cut	Margarine	1/2 FZ			Beverage	1 Cup
Beverage	1 Cup			Beverage	1 Cup	Beverage	1 Cup	Cookie	2 Each				
								Beverage	1 Cup				

Trinity Services Group

SAMPLE MENU

Vegan

Week 1

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
<b>Breakfast</b>													
Grits w/ Sugar	1 1/2 Cup	Oatmeal w/ Sugar	1 1/2 Cup	Oatmeal w/ Sugar	1 1/2 Cup	Grits w/ Sugar	1 1/2 Cup	Oatmeal w/ Sugar	1 1/2 Cup	Grits w/ Sugar	1 1/2 Cup	Oatmeal w/ Sugar	1 1/2 Cup
Vegetarian Patty	1 Each	Peanut Butter	2 Tbsp	Pancakes	3 Each	Peanut Butter	2 Tbsp	Vegetarian Patty	1 Each	Pancakes	3 Each	Vegetarian Patty	1 Each
Coffeecake	1/54 Slice	Tortilla Flour	2 Each	Syrup	1/4 Cup	Jelly	1 FZ	Coffeecake	1/54 Slice	Syrup	1/4 Cup	Tortilla Flour	2 Each
Jelly	1 FZ	Jelly	1 FZ	Sliced Potatoes	1 Cup	Tortilla Flour	2 Each	Jelly	1 FZ	Sliced Potatoes	1 Cup	Jelly	1 FZ
Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup
<b>Lunch</b>													
Pinto Beans	1 1/2 Cup	Vegetarian Patty	1 Each	Pinto Beans	1 1/2 Cup	Vegetarian Patty	1 Each	Pinto Beans	1 1/2 Cup	Vegetarian Patty	1 Each	Pinto Beans	1 1/2 Cup
Sliced Potatoes	1 1/2 Cup	Rotini	1 1/2 Cup	Rice	1 1/2 Cup	Rice	1 1/2 Cup	Sliced Potatoes	1 1/2 Cup	Rotini	1 1/2 Cup	Sliced Potatoes	1 1/2 Cup
Green Beans	1/2 Cup	Vegetables Mixed	1/2 Cup	Corn	1/2 Cup	Cabbage	1/2 Cup	Corn	1/2 Cup	Carrots	1/2 Cup	Vegetables Mixed	1/2 Cup
Tortilla Flour	2 Each	Tortilla Flour	2 Each	Tortilla Flour	2 Each	Tortilla Flour	2 Each	Tortilla Flour	2 Each	Tortilla Flour	2 Each	Tortilla Flour	2 Each
Cake Yellow Vegan	1/54 Slice	Pineapple Tidbits	1/2 Cup	Cake Yellow Vegan	1/54 Slice	Applesauce	1/2 Cup	Cake Yellow Vegan	1/54 Slice	Applesauce	1/2 Cup	Cake Yellow Vegan	1/54 Slice
Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup
<b>Dinner</b>													
Soy Chili	1 Cup	Veg Spaghetti Sauce	1 Cup	Soy Chop Suey	1 Cup	Cass Chili Mac Beans Soy Vegan	1 Cup	Vegetarian Taco Mix	1 Cup	Soy Sloppy Joe	1 Cup	Vegetarian Patty	1 Each
Rice	1 1/2 Cup	Spaghetti	1 1/2 Cup	Rice	1 1/2 Cup	Sliced Potatoes	1 1/2 Cup	Rice	1 1/2 Cup	Rice	1 1/2 Cup	Rice	1 1/2 Cup
Pinto Beans	1 1/2 Cup	Peas	1/2 Cup	Carrots	1/2 Cup	Vegetables Mixed	1/2 Cup	Peas	1/2 Cup	Cabbage	1/2 Cup	Green Beans	1/2 Cup
Tortilla Flour	2 Each	Tortilla Flour	2 Each	Tortilla Flour	2 Each	Tortilla Flour	2 Each	Tortilla Flour	2 Each	Tortilla Flour	2 Each	Tortilla Flour	2 Each
Applesauce	1/2 Cup	Cake Yellow Vegan	1/54 Slice	Applesauce	1/2 Cup	Tortilla Flour	2 Each	Pineapple Tidbits	1/2 Cup	Cake Yellow Vegan	1/54 Slice	Pineapple Tidbits	1/2 Cup
Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Cake Yellow Vegan	1/54 Slice	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup

Trinity Services Group

SAMPLE MENU

Renal

Week 1

Friday		Saturday		Sunday		Monday		Tuesday		Wednesday		Thursday	
<b>Breakfast</b>													
Oatmeal	1/2 Cup	Cold Cereal	1 Cup	Oatmeal	1/2 Cup	Cold Cereal	1 Cup	Oatmeal	1/2 Cup	Oatmeal	1/2 Cup	Oatmeal	1/2 Cup
Boiled Egg	1 Each	Boiled Egg	1 Each	Boiled Egg	1 Each	Boiled Egg	1 Each	Boiled Egg	1 Each	Boiled Egg	1 Each	Boiled Egg	1 Each
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
Margarine	1 Tbsp	Margarine	1 Tbsp	Margarine	1 Tbsp	Margarine	1 Tbsp	Margarine	1 Tbsp	Margarine	1 Tbsp	Margarine	1 Tbsp
Jelly	1 FZ	Jelly	1 FZ	Jelly	1 FZ	Jelly	1 FZ	Jelly	1 FZ	Jelly	1 FZ	Jelly	1 FZ
Milk 1%	1 Cup	Milk 1%	1 Cup	Milk 1%	1 Cup	Milk 1%	1 Cup	Milk 1%	1 Cup	Milk 1%	1 Cup	Milk 1%	1 Cup
Apple Juice	4 FZ	Apple Juice	4 FZ	Apple Juice	4 FZ	Apple Juice	4 FZ	Apple Juice	4 FZ	Apple Juice	4 FZ	Apple Juice	4 FZ
<b>Lunch</b>													
Diet Ground Poultry	2 WZ	Diet Ground Poultry	2 WZ	Burger Patty	2 WZ	Salad Poultry GRD	2 WZ	Diet Ground Poultry	2 WZ	Salad Poultry GRD	2 WZ	Burger Patty	2 WZ
Rice	1 Cup	Macaroni	1 Cup	Macaroni	1 Cup	Macaroni	1 Cup	Macaroni	1 Cup	Macaroni	1 Cup	Macaroni	1 Cup
Cabbage	1/2 Cup	Cabbage	1/2 Cup	Hamburger Bun	1 Each	Green Beans	1/2 Cup	Cabbage	1/2 Cup	Cabbage	1/2 Cup	Carrots	1/2 Cup
White Bread	2 Slice	Dinner Roll	1 Each	Green Beans	1/2 Cup	White Bread	2 Slice	Dinner Roll	1 Each	Margarine	1 Tbsp	White Bread	2 Slice
Margarine	1 Tbsp	Margarine	1 Tbsp	Margarine	1 Tbsp	Margarine	1 Tbsp	Margarine	1 Tbsp	Iced Cake	1/54 Slice	Margarine	1 Tbsp
Sugar Cookie	2 Each	Sugar Cookie	2 Each	Sugar Cookie	2 Each	Iced Cake	1/54 Slice	Sugar Cookie	2 Each	Beverage	1 Cup	Sugar Cookie	2 Each
Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup
<b>Dinner</b>													
Beef Patty	2 WZ	Beef Patty	2 WZ	Diet Ground Poultry	2 WZ	Diet Ground Poultry	2 WZ	Turkey	2 WZ	Beef Patty	2 WZ	Diet Ground Poultry	2 WZ
Rotini	1 Cup	Rice	1 Cup	Rice	1 Cup	Rice	1 Cup	Rice	1 Cup	Rice	1 Cup	Rice	1 Cup
Green Beans	1/2 Cup	White Bread	2 Slice	White Bread	2 Slice	Mixed Vegetables	1/2 Cup	Green Beans	1/2 Cup	Carrots	1/2 Cup	Mixed Vegetables	1/2 Cup
Dinner Roll	1 Each	Carrots	1/2 Cup	Margarine	1 Tbsp	Dinner Roll	1 Each	Dinner Roll	1 Each	Dinner Roll	1 Each	White Bread	2 Slice
Margarine	1 Tbsp	Iced Cake	1/54 Slice	Corn	1/2 Cup	Margarine	1 Tbsp	Margarine	1 Tbsp	Margarine	1 Tbsp	Margarine	1 Tbsp
Iced Cake	1/54 Slice	Margarine	1 Tbsp	Sugar Cookie	2 Each	Iced Cake	1/54 Slice	Iced Cake	1/54 Slice	Iced Cake	1/54 Slice	Iced Cake	1/54 Slice
Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup



Trinity Services Group

SAMPLE MENU

Consistent Carbohydrate

Week 1

Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
<b>Breakfast</b>													
Cold Cereal	1 Cup	Egg Patty	3 WZ	Boiled Egg	2 Each	Egg Patty	3 WZ	Cold Cereal	1 Cup	Farina	1 1/4 Cup	Breakfast Gravy	1 Cup
Pancakes	2 Each	Farina	1 1/4 Cup	Cold Cereal	1 Cup	Oatmeal	1 1/4 Cup	French Toast Bake	2 1/54 Cut	Egg Patty	3 WZ	Biscuit	1 Each 1/48
Diet Syrup	1 Each	Biscuit	1 Each 1/48	White Bread	2 Slice	White Bread	2 Slice	Diet Syrup	1 Each	White Bread	2 Slice	Cut	
Margarine	2/3 WZ			Fruit	1 Each	Cottage Fried Potatoes	1 Cup	Turkey Ham	1 WZ	Diet Jelly	1 Each	Cold Cereal	1 Cup
Sausage	1 WZ	Hash Browns	1 Cup	Diet Jelly	1 Each	Margarine	2/3 WZ	Margarine	2/3 WZ	Margarine	2/3 WZ	Margarine	2/3 WZ
Sweetner	2 PK 1 Gr	Diet Jelly	1 Each	Margarine	2/3 WZ	Sweetner	2 PK 1 Gr	Sweetner	2 PK 1 Gr	Sweetner	2 PK 1 Gr	Apple Juice	4 FZ
Milk 2%	1 Cup	Margarine	2/3 WZ	Sweetner	2 PK 1 Gr	Milk 2%	1 Cup	Milk 2%	1 Cup	Milk 2%	1 Cup	Sweetner	2 PK 1 Gr
		Sweetner	2 PK 1 Gr	Milk 2%	1 Cup							Milk 2%	1 Cup
		Milk 2%	1 Cup										
<b>Lunch</b>													
Burger Patty	3 WZ	Turkey Ham	2 WZ	Turkey Bologna	2 WZ	Taco Shells	2 Each	Frankfurter Turkey	2 Each	Turkey Ham	2.5 WZ	Turkey	3 WZ
White Bread	2 Slice	Pinto Beans	1 Cup	Sliced Cheese	1/2 WZ	Taco Mix	1/2 Cup	Hot Dog Bun	2 Each	White Bread	2 Slice	Oven Brown Potatoes	1 Cup
Gravy	2 FZ	Mixed Vegetables	1/2 Cup	White Bread	2 Slice	Shredded Cheese	1 WZ	Beans Baked	1 Cup	Sliced Cheese	1/2 WZ	Green Beans	1/2 Cup
Mashed Potatoes	1 Cup	Coleslaw	1/2 Cup	Potato Salad	1 Cup	Salsa	1 Tbsp	Mustard PC	1 Each (1/6 Oz)	Mustard PC	1 Each (1/6 Oz)	White Bread	2 Slice
Peas	1/2 Cup	Cornbread	1 1/48 Cut	Pinto Beans	1 Cup	Refried Beans	1 Cup	Seasoned Cabbage	1/2 Cup	Potato Salad	1 Cup	Applesauce	1/2 Cup
Applesauce	1/2 Cup	Margarine	2/3 WZ	Mustard PC	1 Each (1/6 Oz)	Corn Seasoned	1/2 Cup	Applesauce	1/2 Cup	Pinto Beans	1 Cup	Beverage	1 Cup
Beverage	1 Cup	Applesauce	1/2 Cup	Applesauce	1/2 Cup	Fruit	1 Each	Beverage	1 Cup	Applesauce	1/2 Cup		
		Beverage	1 Cup	Beverage	1 Cup	Beverage	1 Cup			Beverage	1 Cup		
<b>Dinner</b>													
Marinara Sauce & Meat	3/4 Cup	Bean & Cheese Burrito	2 Each	BBQ Turkey	4 WZ	Chicken Patty	3 WZ	Spanish Rice with Meat	1-1/4 Cup	Country Stew	1-1/4 Cup	Chili Con Carne	1 1/4 cup
Macaroni	1 Cup	Rice	1 Cup	Rice	1 Cup	Gravy	2 FZ	Pinto Beans	1 Cup	Macaroni	1 Cup	Rice	1 Cup
Garlic Bread	2 Slice	Peas & Carrots	1/2 Cup	Broccoli	1/2 Cup	Macaroni	1 Cup	Corn Seasoned	1/2 Cup	White Bread	2 Slice	Tossed Salad	1/2 Cup
Green Beans	1/2 Cup	Applesauce	1/2 Cup	White Bread	2 Slice	Carrots	1/2 Cup	Cornbread	1 1/48 Cut	Margarine	2/3 WZ	Diet Vinegar & Oil	1 FZ
Tossed Salad	1/2 Cup	Beverage	1 Cup	Margarine	2/3 WZ	White Bread	2 Slice	Margarine	2/3 WZ	Coleslaw	1/2 Cup	Dressing	
Diet Vinegar & Oil	1 FZ			Applesauce	1/2 Cup	Margarine	2/3 WZ	Applesauce	1/2 Cup	Applesauce	1/2 Cup	Cornbread	1 1/48 Cut
Dressing				Beverage	1 Cup	Applesauce	1/2 Cup	Beverage	1 Cup	Beverage	1 Cup	Margarine	2/3 WZ
Applesauce	1/2 Cup					Beverage	1 Cup					Applesauce	1/2 Cup
Beverage	1 Cup											Beverage	1 Cup

## Turkey Bologna

**Product Description:** TURKEY BOLOGNA 10 LB (STICK)

**Product Code #:** 22655-83004

**INGREDIENTS: MECHANICALLY SEPARATED TURKEY, WATER, CORN SYRUP, MODIFIED FOOD STARCH, SALT, CONTAINS 2% OR LESS OF POTASSIUM LACTATE, VITAMIN C (ASCORBIC ACID), DEXTROSE, SODIUM PHOSPHATE, SODIUM NITRITE, OLEORESIN OF PAPRIKA, SODIUM DIACETATE, FLAVORINGS.**

**Nutritional Information:**

Nutritional Values for 100 gram

Provide values for one of the below and indicate which is provided.

raw, AP

prepared

excluding added ingredients

Calories	250.79	
Calories from fat	147.72	
Protein	15	grams
Carbohydrates	9	grams
Dietary fiber	0	grams
Fat, total	16	grams
Saturated Fat	4.98	grams
Trans Fat	0	grams
Cholesterol	80.25	mg
Water	57.52	grams

Vitamin A	0.48	IU
Thiamin B1	0.05	mg
Riboflavin B2	0.2	mg
Niacin B3	2.93	mg
Vitamin B6	0.29	mg
Vitamin B12	0.3	mcg
Biotin	0	meg
Vitamin C	21.42	mg
Vitamin D	9.63	IU
Vitamin E	0	IU
Folate	7.24	mg
Pantothenic Acid	1.04	mg
Vitamin K	0.02	mcg
Calcium	17.37	mg
Copper	0.13	mg
Iron	1.65	mg
Magnesium	19.44	mg
Phosphorous	164.62	mg
Potassium	234.95	mg
Sodium	869.06	mg
Zinc	3.59	mg

\* No values for these nutrients

## Turkey Ham

**Product Description:** Turkey Ham - 25% Water Added

**Product Code #:** 74308 64902

**(Salt, Sodium Diacetate, Flavorings), Smoke Flavor, Sodium Erythorbate, Sodium Lactate, Sodium Nitrite, Sodium Phosphate.**

### Nutritional Information:

Nutritional Values for 100 gram

Provide values for one of the below and indicate which is provided.

raw, AP

prepared

excluding added ingredients

Calories	124.86	
Calories from fat	49.81	
Protein	15.54	grams
Carbohydrates	2.44	grams
Dietary fiber	0.01	grams
Fat, total	5.53	grams
Saturated Fat	1.42	grams
Trans Fat	0	grams
Cholesterol	52.24	mg
Water	73.2	grams

Vitamin A	0	IU
Thiamin B1	0	mg
Riboflavin B2	0	mg
Niacin B3	0	mg
Vitamin B6	0	mg
Vitamin B12	0	mcg
Biotin	0	mcg
Vitamin C	0	mg
Vitamin D	0	IU
Vitamin E	0	IU
Folate	0	mg
Pantothenic Acid	0	mg
Vitamin K	*	mg
Calcium	6.76	mg
Copper	0	mg
Iron	1.13	mg
Magnesium	0.22	mg
Phosphorous	0.01	mg
Potassium	2.34	mg
Sodium	1117	mg
Zinc	0.01	mg

\* No values for these nutrients

## 5.11.5 Description of Routine Daily Kitchen Operations

*Address the vendor's proposed routine daily kitchen operation tasks including meal preparation, serving, and clean-up, and include a proposed schedule for a routine day that covers the previously stated primary tasks.*

We have provided the Table of Contents from our Operations Policies and Procedures Manual and our Policies and Procedures for Food Production for your review. Our manual is proprietary, but available to you on request.

### OPERATIONS POLICIES AND PROCEDURES MANUAL Table of Contents

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SS-404	FOOD GROWN PRODUCED IN SYSTEM
SS-405	EQUIPMENT MAINTENANCE WORK
PRO-501	STANDARDIZED RECIPES
PRO-502	PORTION CONTROL
PRO-503	FOOD PRODUCTION PLAN
PRO-504	PRE PREPARATION PULL RECORD
PRO-505	TRAY LINE PLANNING DIAGRAM
PRO-506	STAFF VISITOR MEAL SIGN IN LOG
PRO-507	PANNING AND PORTIONING
PRO-508	THERMOMETER CALIBRATION
TK-001	NEW RECIPE IMPLEMENTATION PROCESS
TK-002	NUTRITIONAL EVALUATION OF RECIPES AND INGREDIENTS
TK-003	TEST PILOT LOCATIONS
TK-004	PROCESS FORMAT TESTING
TK-005	ACCOUNTABILITY PROCESS FOR TEST KITCHEN
TK-006	RECIPE CONCERN REPORTING
TTO-101	KIOSK ORDERING
TTO-102	HOT FOOD SALES ACCOUNTING

**Policies and Procedures Manual****TRINITY SERVICES  
GROUP****FOOD PRODUCTION PLAN**

- **SERVING PLAN:** Indicate the size and quantity of pans / gallons of finished product.
- **SERVING UTENSILS:** Indicate the proper serving utensil.
- **FOOD TEMPERATURES:**
  - Record cook to, holding and serving temperatures on production records.
  - Enter the start, mid, and ending food serving temperatures.
  - Record time and temperature on food holding temperature log when transporting food.
- **LINE:** Specify the amount of food for each of the serving lines (if applicable).
- **TRANSPORT:** Ensure proper amount of portions are being sent and temperatures are recorded. If food is removed from Temperature control, Time must be recorded on transport log.
- **TIME VS. TEMPERATURE:** If Time is used as a control point, service and discard time must be documented (4 hours US Food Code- Check local agency for required standard).
- **PORTIONS LEFT:** Indicate the portions left over.
- **PORTIONS USED:** Indicate actual portions served.
- **ACTUAL PERCENTAGE PARTICIPATION:** Actual participation served by product.

**REQUIRED DOCUMENTATION:**

- Food Production Program (Program Specific)
- Pull Sheets
- Meal Projections
- Meal Count Sheets
- Substitution Logs
- Food Holding Temperature logs
- Quality Assessment Form
- Transport Log (Time & Temperature)



# TRANSPORT LOG

DATE \_\_\_\_\_

TRINITY SERVICES  
GROUP, INC.



## BREAKFAST

Menu Item	Temp

Pod	Time	Discard	Pod	Time	Discard
A			G		
B			H		
C			I		
D			J		
E			K		
F			L		
MD			INT		

COMMENTS

TSG Signature \_\_\_\_\_ Client Signature \_\_\_\_\_

## LUNCH

Menu Item	Temp

Pod	Time	Discard	Pod	Time	Discard
A			G		
B			H		
C			I		
D			J		
E			K		
F			L		
MD			INT		

COMMENTS

TSG Signature \_\_\_\_\_ Client Signature \_\_\_\_\_

## DINNER

Menu Item	Temp

Pod	Time	Discard	Pod	Time	Discard
A			G		
B			H		
C			I		
D			J		
E			K		
F			L		
MD			INT		

COMMENTS

TSG Signature \_\_\_\_\_ Client Signature \_\_\_\_\_

TSG029 RE

### **5.11.6 Equipment, Smallwares, Etc. the Vendor will Supply**

*Provide the contact name, phone number and e-mail for the primary contact person who will be the Single Point of Contact for the Boone County Jail regarding food service issues.*

Trinity will provide hand utensils, cleaning equipment, trays, pans, pots, dishes, glasses, silverware, etc.

### **5.11.7 Single Point of Contact Information**

*Provide the contact name, phone number and e-mail for the primary contact person who will be the Single Point of Contact for the Boone County Jail regarding food service issues.*

**Michael Byess, District Manager**

**Phone: 931-239-6755**

**Email: michael.byess@trinityservicesgroup.com**



## 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.





# Hairnets Are Required Past This Point

477 Commerce Blvd  
Okeechobee, FL 34977  
trinityservicesgroup.com  
p.813.954.4264

 TRINITY SERVICES GROUP

## Return to Supplier





This area for holding of  
damaged, spoiled, or  
recalled food only.

### Do Not Use!

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p.813.954.4264


 TRINITY SERVICES GROUP

### Hot Holding CCP HACCP Compliance Plan

-  **STANDARD:**
  - ▷ Maintain hot potentially hazardous food at 140°F/60°C or above during display/service.
-  **MONITORING**
  - ▷ Check hot potentially hazardous food temperatures at least once every 2 hours with an approved thermometer.
  - Record these temperatures.*
  - ▷ Check temperatures of all hot potentially hazardous foods removed from warmer or brought from kitchen for service.
-  **CORRECTIVE ACTION:**
  - ▷ Reheat food that has been held below 140°F/60°C for 2 hours or less to at least 165°F/74°C.
  - ▷ Discard food that has been held below 140°F/60°C for more than 2 hours.
-  **RECORD-KEEPING:**
  - ▷ Maintain *Food Holding Temperature log* or equivalent record.

*Note: In all cases, compliance with stricter jurisdictional requirements is necessary*

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# Wash Your Hands!

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## 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

## 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 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
- 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

## HACCP Procedures

Trinity Services Group uses standard HACCP procedures in all food service operations. We have provided excerpts from our HACCP Manual for your review.

**PROCESS 1 - Chart**  
**No Cook**

**GENERAL**  
Hand Washing, Health & Personal Hygiene, No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use, Visitors in Food Service, Using & Calibrating Food Thermometers, Facility and Equipment Maintenance, Approved Food Source, Handling a Food Recall

**RECEIVE**  
Receiving Deliveries

**STORE**  
Storing Food, Storing and Using Chemicals, Preventing Cross Contamination During Storage (and Preparation)

**PREPARE**  
Washing & Handling Fresh Fruits & Vegetables, Thawing Potentially Hazardous Foods, Controlling Time and Temperature During Preparation, Date Marking Ready-to-Eat/Potentially Hazardous Foods, Preventing Cross-Contamination During Storage and Preparation, Cleaning & Sanitizing Food Contact Surfaces, Wiping Cloths

**HOLDING**  
CCP: Hold Potentially Hazardous Foods at or Below 40°F. Check and Record Temperatures.

**SERVE**  
Transporting Food to Satellite Kitchens, Serving Food, Preventing Cross-Contamination at Food Bars/Self Service, Wiping Cloths

Page 12

**PROCESS 2 - Chart**  
**Cook/Reheat & Serve Same Day**

**GENERAL**  
Hand Washing, Health & Personal Hygiene, No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use, Visitors in Food Service, Using & Calibrating Food Thermometers, Facility and Equipment Maintenance, Approved Food Source, Handling a Food Recall

**RECEIVE**  
Receiving Deliveries

**STORE**  
Storing Food, Storing and Using Chemicals, Preventing Cross Contamination During Storage (and Preparation)

**PREPARE**  
Washing & Handling Fresh Fruits & Vegetables, Thawing Potentially Hazardous Food, Controlling Time & Temperature During Preparation, Preventing Cross-Contamination During Storage and Preparation, Date Marking Ready-to-Eat/Potentially Hazardous Foods, Cleaning & Sanitizing Food Contact Surfaces, Wiping Cloths

**COOK/HEAT FULLY COOKED COMMERCIALY PROCESSED PRODUCTS**  
CCP: Cook/Reheat Fully Cooked Commercial Products to Minimum Internal Temperatures for at Least 15 Seconds. Check & Record Temperatures.

**HOT HOLD**  
CCP: Hold Potentially Hazardous Foods At or Above 140°F. Check & Record Temperatures.

**SERVE**  
Transporting Food to Satellite Kitchens, Serving Food, Preventing Cross-Contamination at Food Bars/Self Service, Wiping Cloths

Page 13

**PROCESS 3 - Chart**  
**Cook, Cool, Reheat, Serve (Complex)**

**GENERAL**  
Hand Washing, Health & Personal Hygiene, No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use, Visitors in Food Service, Storing & Using Poisonous or Toxic Chemicals, Using & Calibrating Food Thermometers, Facility and Equipment Maintenance, Approved Food Source, Handling a Food Recall

**RECEIVE**  
Receiving Deliveries

**STORE**  
Storing Food, Storing & Using Chemicals, Preventing Cross Contamination During Storage and Preparation

**PREPARE**  
Washing & Handling Fresh Fruits & Vegetables, Thawing, Controlling Time and Temperature During Preparation, Preventing Cross-Contamination During Storage & Preparation, Date Marking Ready-to-Eat Potentially Hazardous Foods, Cleaning & Sanitizing Food Contact Surfaces, Wiping Cloths

**COOK/REHEAT FULLY COOKED, COMMERCIALY PROCESSED PRODUCTS**  
CCP: Cook Potentially Hazardous Foods to Minimum Internal Temperatures for at Least 15 Seconds. Check & Record Temperatures

**COOL**  
CCP: Cool Potentially Hazardous Foods from 140°F to Minimum Internal Temperature of 70°F or Less within 2 Hours & to 40°F or Less within an Additional 4 Hours. Check & Record Temperatures/Develop Cooling Study & SOP for Each Item

**REHEAT LEFTOVERS/ITEMS PREPARED ON PRIOR DAY**  
CCP: Reheat Potentially Hazardous Foods to Internal Temperature of 165°F or More within 2 Hours. Check & Record Temperatures.

**HOT HOLD**  
CCP: Hold Potentially Hazardous Foods At or Above 140°F. Check & Record Temperatures.

**SERVE**  
Transporting Food to Satellite Kitchens, Holding Potentially Hazardous Foods, Serving Food, Preventing Cross-Contamination at Food Bars/Self Service, Wiping Cloths

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## 5.11.9 Sanitation and Hygiene Protocol

*Describe the vendor's routine operating procedures regarding kitchen sanitation, waste removal and general hygiene requirements the vendor requires kitchen staff to follow.*

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 will 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.

Our cleanliness program begins with a cleaning and sanitizing schedule that has been established for the entire operation.

- Our Staff are assigned specific cleaning and sanitizing tasks for their assigned work area or position
- The Food Service Director will check daily to make sure these assigned tasks have been completed
- Our Staff are expected to “clean as you go” during the workday and keep their work area neat and orderly
- Cleaning schedules for each job are posted in their work area(s).
- Our Staff are responsible for completing any additional cleaning tasks assigned by the Food Service Director.

By keeping work areas clean and neat, following daily cleaning schedules, cleaning and sanitizing equipment and utensils, wiping up food spills, and storing cleaning chemicals will help ensure our food is prepared and served in a clean and sanitary environment. A sanitation program is also 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



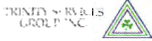
# Cleaning Checklists and Inspections

Trinity Services Group



DAILY CLEANING SCHEDULE

SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<input type="checkbox"/> Wax store room <input type="checkbox"/> Wax office <input type="checkbox"/> Clean spice room <input type="checkbox"/> Clean HAZMAT Room <input type="checkbox"/> Detail rest rooms <input type="checkbox"/> Clean hoods/filters <input type="checkbox"/> Polish pipes	<input type="checkbox"/> Detail doors <input type="checkbox"/> Detail base boards <input type="checkbox"/> Clean storage racks <input type="checkbox"/> Detail dish machine <input type="checkbox"/> Clean vents <input type="checkbox"/> Clean hood/filters <input type="checkbox"/> Polish pipes	<input type="checkbox"/> Detail tilt skittle <input type="checkbox"/> Clean north walls <input type="checkbox"/> Clean interior refrig. <input type="checkbox"/> Clean drains <input type="checkbox"/> Clean ovens <input type="checkbox"/> Clean hood/filters <input type="checkbox"/> Polish pipes	<input type="checkbox"/> Detail stove <input type="checkbox"/> Clean east walls <input type="checkbox"/> Clean ice machine <input type="checkbox"/> Detail hot hold cab. <input type="checkbox"/> Clean ovens <input type="checkbox"/> Clean hood/filters <input type="checkbox"/> Polish pipes	<input type="checkbox"/> Detail kettle <input type="checkbox"/> Clean south walls <input type="checkbox"/> Detail walk in <input type="checkbox"/> Detail serv. Line <input type="checkbox"/> Detail drink mach. <input type="checkbox"/> Clean hood/filters <input type="checkbox"/> Polish pipes	<input type="checkbox"/> Detail mixer <input type="checkbox"/> Clean west walls <input type="checkbox"/> Detail store room <input type="checkbox"/> Detail grill <input type="checkbox"/> Descale dish mach. <input type="checkbox"/> Clean hood/filters <input type="checkbox"/> Polish pipes	<input type="checkbox"/> Detail slicer <input type="checkbox"/> Clean lights <input type="checkbox"/> Detail freezer <input type="checkbox"/> Detail table legs <input type="checkbox"/> Clean drains <input type="checkbox"/> Clean hood/filters <input type="checkbox"/> Polish pipes
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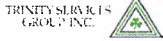
TRINITY SERVICES GROUP

<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 )				

# Weekly Cleaning Schedule

FOR THE WEEK OF:

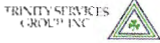
	MON		TUE		WED		THUR		FRI		SAT		SUN	
TASK	Name	DONE	Name2	DONE	Name7	DONE	Name4	DONE	Name5	DONE	Name6	DONE	Name3	DONE
Sweep/mop floors including under serving line														
Behind and under equipment M/S														
Both coolers M/S														
Dry storage M/S														
Clean all shelves incl. coolers														
clean ovens														
Clean/fill spice containers														
wipe all carts down														
Wipe walls/doors														
Clean koolaid containers														
Wipe down/clean tray racks														
Dish area clean														
Steamer, tilt skillet cleaned														
Clean baking rack														
All trash emptied/cleaned														
All drains cleaned														



## TRINITY SERVICES GROUP

<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				
<b>Walk in Cooler:</b>				
Lights and light sheilds 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 sheilds 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 sheilds 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 )				





TRINITY SERVICES GROUP

<b>Monthly Inspection Report</b>	DATE: _____
----------------------------------	-------------

<b>RATING</b>
<b>S = SATISFACTORY</b>
<b>U = UNSATISFACTORY</b>

	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				
DishMachine curtains are in good condition ( not yellowing or tearing, none missing )				
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 )				
Chemicals are properly handled and secured				
<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				



## Kitchen Equipment Cleaning

Trinity maintains detailed cleaning instructions for each piece of equipment in the kitchen. We have provided a few examples following.

### Mixer Cleaning Instructions



DO NOT USE A HOSE TO CLEAN THE MIXER- it should be washed with a clean, damp cloth. The base allows ample room for cleaning under the mixer. The apron may be removed by loosening the thumb screws. Behind this apron is an access cover which may be removed for cleaning.

The drip cup-splash guard should be removed periodically and wiped clean.

# DO NOT THROW WATER ON MIXER

## Dishwasher Cleaning Instructions



### CLEANING

The machine must be thoroughly cleaned at the end of each working shift, or at least twice a day. Use only products formulated to be safe on stainless steel.

1. Turn the Motor and Power switches OFF.
2. Open the door(s). Standard door interlock switches prevent machine operation with inspection door(s) open.
3. Check the upper and lower final rinse nozzles to make sure they are free of lime and solids.
4. Open drain(s) by pulling drain lever(s) up.
5. Remove wash arms. Remove wash arm end caps and push any nozzle obstructions into the wash arms. Thoroughly flush the wash arms in a sink and replace the wash arm end caps.
6. Clean off any scraps from machine walls.
7. Clean dish tables in the dishwasher.
8. Remove all strainer pans and strainer basket(s). Empty contents into garbage can or disposer and thoroughly clean pans and basket(s).
9. Clean pump intake strainer.
10. On C54A, CRS76A, CCS76A and CPW90A machines, remove both flow back strainer pans and clean.
11. Remove curtains. Thoroughly scrub, rinse and allow to dry at the end of each day's operation. See Curtain Installation for proper curtain installation.
13. Thoroughly wash out the interior of the machine with a heavy-duty hose fitted with a squeeze valve. Remove remaining soil with a cloth or soft brush and mild cleanser. Rinse again with hose. Do not allow food soil to accumulate on the bottom of the tank.
14. Return all strainer pans, strainer basket(s) and the pump intake strainer to their original locations.
15. Install upper wash arms. Rest the manifold on the rear hanger bracket with the open end of the arm next to the wash pipe and rotate the arm upward to latch it.
16. Insert the lower wash arm at an angle between the conveyor and install the retainer over the pin. Rotate the arm toward the catch and engage the hook into the notch.
17. Leave door(s) open and curtains removed while machine is not in use. This will allow the interior to air out and dry.

## 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).

		<h2 style="text-align: center;">Inmate Training and Development Program</h2> <h3 style="text-align: center;">TABLE OF CONTENTS</h3>
<h4>Section I: Food Safety and Sanitation</h4>	<h4>Section II: Kitchen Skills</h4>	
<ul style="list-style-type: none"> <li>1-1 Orientation</li> <li>1-2 Handwashing Procedures</li> <li>1-3 Proper Use of Disposable Gloves</li> <li>1-4 Eight Rules of Safe Food Handling</li> <li>1-5 The Basics of Foodborne Illness</li> <li>1-6 Cross-Contamination</li> <li>1-7 Cloth Contamination</li> <li>1-8 How to Sanitize a Food Preparation Table</li> <li>1-9 Material Safety Data Sheets</li> <li>1-10 The Three Compartment Sink</li> <li>1-11 Operating a Dish Machine</li> <li>1-12 How to Sanitize a Thermometer</li> <li>1-13 Thawing Foods Properly</li> <li>1-14 Cooling Procedures</li> <li>1-15 Reheating Foods</li> <li>1-16 Handling Leftovers</li> <li>1-17 Proper Portion Controls at the Serving Line</li> <li>1-18 Setting Up a Serving Line (Steam Table)</li> </ul>	<ul style="list-style-type: none"> <li>2-1 What is a Menu</li> <li>2-2 What is a Recipe</li> <li>2-3 What is a Pull/Prep Sheet</li> <li>2-4 What is a Food Production Record/Plan</li> <li>2-5 Using Prep Time Safely</li> <li>2-6 Types of Knives</li> <li>2-7 Basic Knife Skills</li> <li>2-8 Knife Safety Tips</li> <li>2-9 Kitchen Equipment – Safety Precautions</li> <li>2-10 Kitchen Equipment – Grinding, Slicing, and Pureeing</li> <li>2-11 Kitchen Equipment – Kettles and Steamers</li> <li>2-12 Kitchen Equipment – Stoves, Ranges and Ovens</li> <li>2-13 Kitchen Equipment – Griddles and Grills</li> <li>2-14 Kitchen Equipment – Types of Refrigeration</li> <li>2-15 Kitchen Equipment – Cleaning</li> <li>2-16 Kitchen Equipment – How to Operate</li> </ul>	

## Additional Hands-on Development Opportunities

In facilities equipped with Officer Dining Rooms, Trinity proposes to re-open these facilities to implement the Trinity Take-Out 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 Take Out 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.



## 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 about \$711,706, or about \$1,950 each day. The food is prepared in the 3,000 square foot YCDC kitchen, which is



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.

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.

### 5.11.11 Reports and Record Keeping

*The vendor should submit samples of its routine reports regarding daily kitchen operations. In addition the vendor should provide samples of "incidents" or "accidents" reports. In general the vendor should address its record keeping practices and address what reporting it can make available to the County.*

#### Daily Kitchen Operations

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



CBORD NetMenu

Production Recipe

**Salad Pasta w/ Mixed Veg (1340-FS)****All**

<b>Cooking Time:</b>	<b>Serving Pan:</b>	<b>Yield:</b> 100 1 Cup
<b>Cooking Temp:</b>	<b>Serving Utensil:</b>	<b>Portions:</b> 100 1 Cup
<b>Internal Temp:</b>		

**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.

CBORD NetMenu

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 (6010-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:

All products thawed under refrigeration keeping its temperat

Poultry and casseroles 165° F; \*15 seconds

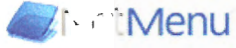
Ground Meat: including beef, and ground seafood 165° F

**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



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>

## Safety Orientation Checklist

TRINITY SERVICES  
GROUP, INC.



### TEAM MEMBER SAFETY ORIENTATION CHECKLIST

Team Member Name: \_\_\_\_\_

- Read and understands the Safety Policy Statement.
- Understands Team Member's Responsibilities (*Before an Injury*).
- Reviewed the Key Safety Rules for an Injury Free Workplace.
- Has been instructed on the reporting procedures for unsafe conditions or hazards.
- Reviewed the Workers' Compensation Policy.
- Has been informed and understands Team Member's Responsibilities (*After an Injury*).
- Has been informed about the elements of the Safety Program that outlines the Company's safety efforts.
- Has been informed of the team safety meeting schedule and procedures were explained.
- Has been shown where the first aid supplies are located and who to notify for first aid.
- Had the emergency procedures explained and understands how to respond during any emergencies that could occur.
- Has been shown around the location(s) and how to operate a fire extinguisher.
- Has been informed of general work rules and location rules.
- Has been trained on the safe methods to perform the specific job the team member was assigned, including any hazards associated with that job.
- Has participated in the job specific training outlined on the Acknowledgement of Safety Training form.

The signatures document that the above orientation was completed on the date noted below. Both parties accept responsibility for maintaining a safe and healthful work environment.

Team Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

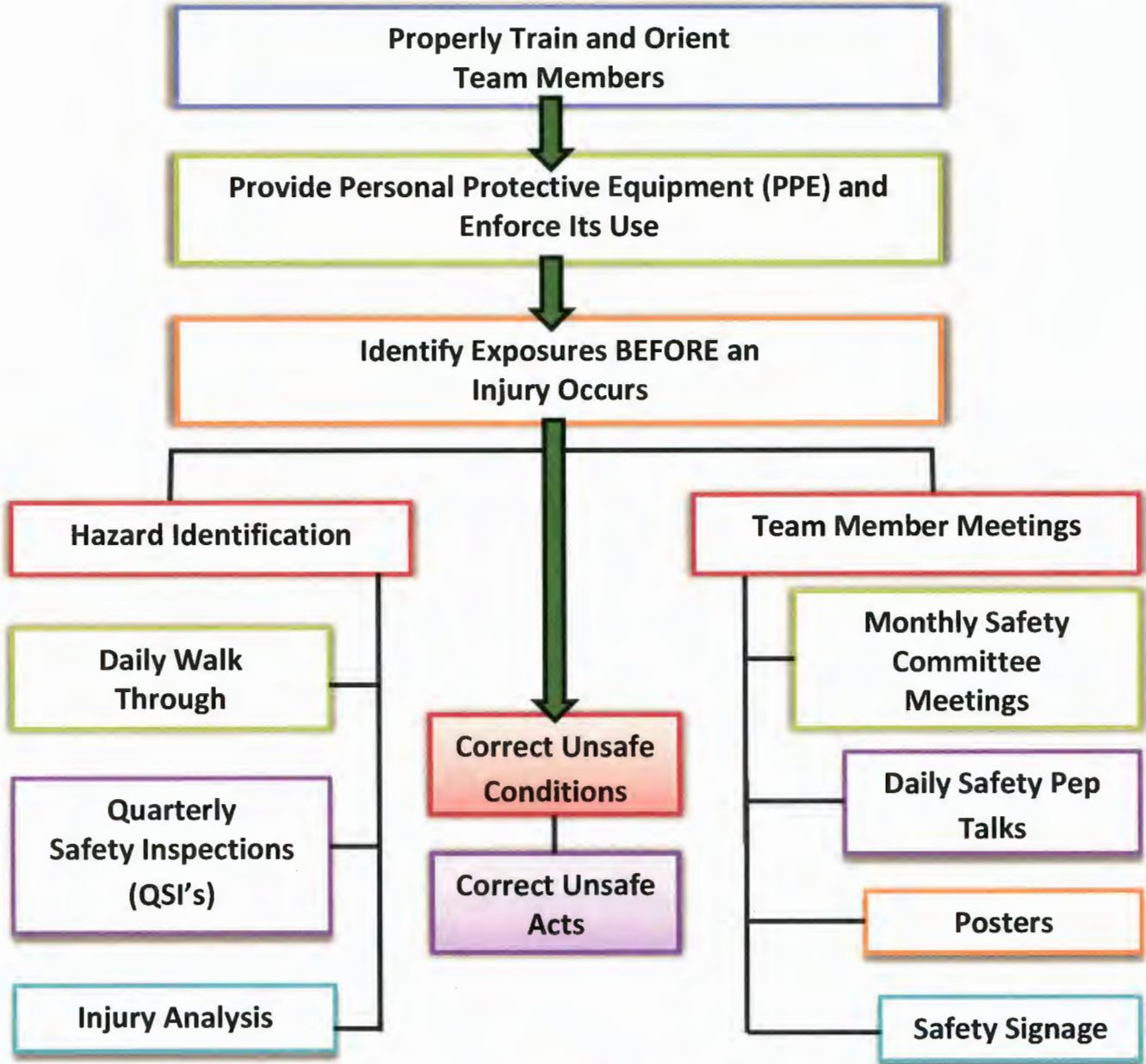
TRINITY SERVICES  
GROUP, INC.



Location Name:	YES	NO	N/A	Location #:
				COMMENTS (For all items marked "NO" - please indicate why).
<b>FOOD PREPARATION, COOKING and DISHWASHING AREA</b>				
Grill and fryer exhaust system in good repair				
Sufficient number of trash containers available, in proper condition and emptied as needed				
Food contact surfaces clean, sanitized and uncluttered				
Chemicals/cleaning supplies stored separately from food and service ware				
Food prep sink not used for hand washing				
Knife/Utensil storage areas being utilized, and all knives and utensils being accounted for				
Wet floor signs being used – spills cleaned immediately				
Dishwashing machine in good working condition, clean interior and exterior, proper wash and rinse temperatures				
Pot sink, storage carts, and storage shelving clean and in good repair				
Pot sink not used for handwashing				
Cleaned equipment and utensils properly stored to protect from contamination				
<b>STORAGE AREAS/FREEZERS</b>				
Products and supplies being stored properly on shelves - light items on the top shelves – heavy on bottom shelves				
All items being stored 6" above the floor				
No ice build-up in walk-in freezers and around freezer doors				
Walk-in refrigerators and freezers have emergency door lock releases				
Dollies and hand trucks in good condition				
Correct type of ladder and stool is being used in storage area and in good condition				
All equipment and tools in good working condition				
<b>FIRE PROTECTION/EMERGENCY PROCEDURES</b>				
Ansul system inspected and in working condition				
Fire extinguishers visible, unobstructed, inspected, tagged, and charged				
NFPA approved flammable storage locker being used for flammable items				
All compressed gas tanks being secured to a permanent structure				
Team members have been trained on facility emergency procedures				
Emergency phone numbers are accessible for team members				
Exits clear, visible and accurately marked				
Emergency lighting functional and tested monthly				
<b>HAZARD COMMUNICATION</b>				
Hazard Communication training conducted for new hires, annual refresher, and when new chemicals are introduced				
SDS Binder being maintained, updated, and available				



## Injury Prevention

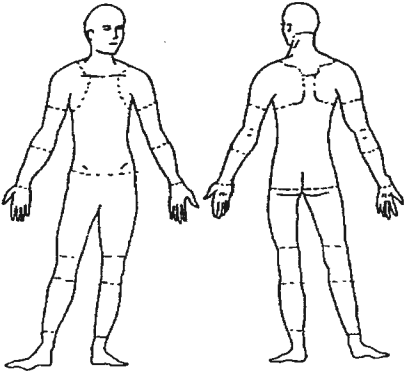




### Supervisor's Accident Investigation Form

**Instructions:** Complete this form as soon as possible after every accident/incident.

This is a report of a: <input type="checkbox"/> Lost Time <input type="checkbox"/> Medical Only <input type="checkbox"/> Incident		Unit # _____
Date of Injury:	This report is made by: <input type="checkbox"/> Supervisor <input type="checkbox"/> Other	

Step 1: Injured Team member (complete this part for each injured Team member)		
Name:	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth: _____
Facility Name:	Job title at time of incident:	
Facility Address:		
Telephone Number:	Date of Hire: _____	
Part of body affected: (shade all that apply)  	Nature of injury: (most serious one) <input type="checkbox"/> Abrasion, scrapes <input type="checkbox"/> Amputation <input type="checkbox"/> Broken bone <input type="checkbox"/> Bruise <input type="checkbox"/> Burn (heat) <input type="checkbox"/> Burn (chemical) <input type="checkbox"/> Concussion (to the head) <input type="checkbox"/> Crushing Injury <input type="checkbox"/> Cut, laceration, puncture <input type="checkbox"/> Hernia <input type="checkbox"/> Illness <input type="checkbox"/> Sprain, strain <input type="checkbox"/> Damage to a body system: Other _____	This Team member works: <input type="checkbox"/> Regular full time <input type="checkbox"/> Regular part time <input type="checkbox"/> Temporary  Date Hired: _____  Months doing this job: _____

Step 2: Describe the accident	
Exact location of the accident:	Exact time: _____
What part of Team member's workday? <input type="checkbox"/> Entering or leaving work <input type="checkbox"/> Doing normal work activities	
<input type="checkbox"/> During meal period <input type="checkbox"/> During break <input type="checkbox"/> Working overtime <input type="checkbox"/> Other _____	
Names of witnesses (if any):    	

TRINITY SERVICES  
GROUP, INC.

### Team Member's Accident Investigation Report

**Instructions:** Team members will use this form to report **all** work related injuries, *no matter how minor*. This form will be completed by the team member as soon as possible (*within 24 hours*) and given to a supervisor for further action.

Name:	
Job title:	Supervisor:
Location Name:	Location # (Site Code):
Did you report this injury to your supervisor immediately? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of injury:	Time of injury:
Names of witnesses (if any):	
Where, exactly, did it happen?	
What were you doing at the time?	
Describe step by step what happened at the time of the injury. ( <i>Continue on the back if necessary</i> ):	
What could have been done to prevent this injury?	
What part(s) of your body were injured?	
Did you go to an approved WC doctor about this injury? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, you <b>must</b> sign Waiver of Medical Treatment form. If you decide to seek treatment, you <b>must</b> inform your supervisor before seeking treatment.	Did you sign Waiver of Medical Treatment form? <input type="checkbox"/> Yes <input type="checkbox"/> No
I, _____, acknowledge that the information provided is a full and truthful account of the injury that occurred on _____ 20 ____.	
Your signature:	Date:



## Employee 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 managers, or supervisors, 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.

We guarantee Boone County 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 employees with a comprehensive orientation to Boone County's and Trinity's policies, procedures, and standards
- Require each management employee 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
- 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.

Week	Day	Topic	Delivery Method
2	1	Rules of Storage	Webinar
		Proper Food Thawing	Webinar
		Proper Food Cooling	Webinar
		Proper Food Reheating	Webinar
		Taking Temperatures	Webinar
		Storage Areas	Buddy
	2	Proper Leftover Handling	Webinar
		Proper Portion Control (Line)	Webinar
		Recipe Compliance	Webinar
		The Food Flow	Buddy
	3	Pan & Portion Control (Production)	Webinar
		Financial Impact Knowledge 101	Webinar
		Dishroom	Buddy
	4	Production/Serving/Line/Production Paperwork Buddy	Buddy
	5	Sanitation	Buddy
3		ServSafe Training	Handler's Test

## T.A.R.G.E.T. Program

The T.A.R.G.E.T. Program is designed to support new employees' orientation to Trinity by pairing them with an experienced employee to help navigate the first 90 days. Responsibilities of the T.A.R.G.E.T. include:

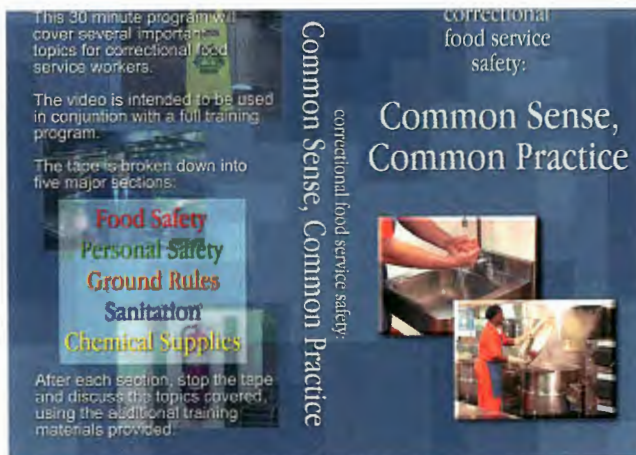
- Being an informal resource for the new employee on policies, procedures, work rules, norms, etc.
- Identifying support resources for the new hire's first 90 days
- Providing additional introductions and help the new employee get to know other employees
- Helping identify any factors that may cause the new hire to leave the Company
- Meeting with the new employee regularly to provide support, answer questions and offer assistance

T.A.R.G.E.T.s are rewarded incentive points in Trinity's Reward and Recognition Program. Points are awarded at 90 days, with extra points awarded for each day the new employee stays on the job during the 90 days. Bonus points are awarded if the new employee is still on staff in six months.



## 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, USFDA, 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

## STAR Chat

STAR Chat is a monthly training program designed to effectively communicate important information to our employees. We use the acronym STAR to represent our "Supervisor Training and Refresher." STAR Chat communicates Trinity's expectations of our employees, the reasons certain actions are important, and helps our employees become active participants in ensuring your facility is a safe, secure, and an efficient place to work. STAR Chat sessions also enable Trinity to communicate important company information to each of our employees.



Each distribution includes several topic outlines and a facilitator's checklist to help the session flow smoothly. Each unit manager is responsible for holding at least one of these sessions every month for all his/her employees, and an attendance verification sheet is completed at every session. STAR Chat also includes sessions for ongoing management training. Below are several STAR Chat samples.

**PROPERLY HOT HOLDING FOOD**

**Reminder:** Potentially hazardous food must be reheated to 165°F/74°C for 15 seconds.

**Verification**  
The unit manager or his or her designated team member in charge is responsible for daily oversight and formal verification at least weekly of routine monitoring of hot holding temperatures.  
Unit managers are required to formally verify at least weekly that critical control points are effectively monitored. All Trinity temperature logs require review and approval at least weekly by a manager, including their signature following this oversight.  
Let's all be diligent to make sure that we keep our food hot and safe for our customers.

**Record-Keeping**  
Record hot holding temperatures on the Food Holding Temperature Log, or similar record, at least once every 30 minutes. Remember, the reason for monitoring hot holding temperatures is to take corrective action! The important thing is what you do with the information you gather; not how much "paper" (records) you accumulate.

**QA**  
Assurance

*For more information, please refer to the Quality Assurance Manual - Properly Hot Holding Food - Section 5.1.1.*

**Proper Stacking For Safety**

In addition to using secure stacking methods, you'll need to consider the height and weight of the material being stacked to prevent a collapse. Heavy materials should generally be stacked close to the ground (if stacked on shelves) and not too high. Bricks, for example, should only be stacked seven feet high, and if the pile is higher than four feet, the top of the pile should be tapered (two inches back for every foot of height above four feet).

Lastly—and this may seem obvious—when removing materials from a stack, always take them from the top of the stack first.

You should also take into consideration the type of material you're stacking because some materials have specific requirements.

Bagged materials, which are very common in some warehouses, must use tapered stacking (a bit like a pyramid, with the layers getting narrower the higher up they are) in interlocking rows.

**THINK  
SAFETY  
FIRST**

**Red Sanitizer Buckets**

2 Change the sanitizer solution frequently. Dirty sanitizer solution is nothing more than a nasty soup. Buckets should be changed every 2-4 hours or more as needed to keep the water clean and the sanitizer effective in use.

4 Wipe cloths are used for cleaning food contact surfaces during food prep and service. Food contact items must always be sent to the warewashing station for proper cleaning and sanitizing every 4 hours during service or as needed such as after using cutting boards and knives with raw animal products.

3 Only use FDA approved sanitizer chemicals. Quaternary ammonium is different than the detergent, ammonia. If you prefer chlorine based sanitizer, old fashioned bleach is recommended. Never use scented bleach. The third approved sanitizer is iodine. Many glass washing machines at bars and school pot sinks use iodine. Research each sanitizer to decide which chemical is best for your operation.

Cross contamination is a serious issue and we must do everything possible to prevent cross-contamination and keep our customers safe.

**What Would You Do?**

**Scenario #3**



What would you do if an inmate touched you?

- Ignore it
- Start a casual conversation
- Become friends
- Back away and let the inmate know they are not allowed to touch staff members.

At no time can an inmate touch a staff/team member. Inmates will attempt to have physical contact in their efforts to manipulate someone. Correct may be Casual touch. Accidental bump or spit a walk by brush. At no time should an inmate be close enough to have contact with our team members. If this happens, you must immediately address it with the inmate and document the incident with the facility staff. This will ensure that the inmate cannot accuse you of any misconduct.

**Scenario #4**



What would you do if you walked into a cooler and found two inmates engaging in sexual misconduct?

- Walk out and let them finish
- Separate them
- Walk out and call a Correctional Officer
- Lock them in

The correct action would be to Walk out and call a Correctional Officer. According to the Prison Rape Elimination Act (PREA) the correctional facility and the Correctional Officers have the responsibility to take certain measures with all PREA incidents. At NO time will Trinity staff get involved with any PREA incidents, except to report what they found.

Always remember SAFETY FIRST! Trinity Services Group what's all of our team members to make it home safe to be with your family and friends.

**Be Safe**

## 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.*

## Tool Control

All Class A and Class B contraband will 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 Director and facility's Administration will 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 Administration will be made covering the details of the loss of tool or knife.



**Policies and Procedures Manual**

TRINITY SERVICES  
GROUP



<b>SUBJECT: SHARPS/KEYS/YEAST (MANDATORY)</b>	<b>PROCEDURE NUMBER: SS-003</b>
<b>ORIGINATING DEPARTMENT: QUALITY ASSURANCE</b>	<b>DATE ISSUED: <u>5/1/2014</u></b>
<b>INITIATED BY: ACA STANDARDS FS057, ALDF 2D-01 / ALDF-2D-02, ACI 4-4096 / 4-4195</b>	<b>SUPERSEDES: ALL PRIOR</b>

**POLICY:**

To control any article which might be used as a weapon, keys, utensils and yeast .

**RESPONSIBILITY:** All Foodservice Personnel

**DEFINITIONS:** None

**STANDARD:** FS057, ALDF-2D-02, ACI 4-4096

Written policy and procedure govern the control and use of foodservice keys, tools, and culinary equipment.

**PROCEDURES:****KNIVES / SHARPS**

- A list of all "potential weapons" must be developed from the kitchen equipment. The list should be a joint effort between foodservice and security.
- All Knives / Sharps should be tethered and attached to the respective workstation.
- All knives and other controlled kitchen utensils will be numbered by engraving a number on the upper metal part near a handle or some other easily observed area.
- The equipment will be listed by the appropriate number on the Controlled Items Inventory Sheet.
- At the beginning of every work day, a counting of the "sharps" inventory will take place and the staff member will sign the sheet to signify every piece of equipment listed was there at that time.
- At the close of every work day, the visual count of every piece of equipment listed on the same sheet will be made and the staff will sign that the same inventory was there at the end of the day.
- During the day, the Controlled Item Sign-Out Sheet is used to document check out of equipment to staff and check in of that same equipment.
- Mid-morning and mid-afternoon or at "Count" times for the facilities, visual inventory is made by a staff member. The form is initialed by the staff member that "the equipment was present and accounted for".

**REQUIRED DOCUMENTATION:**

- Utensil Movement Log.
- Utensil Daily Inventory/Issue Log.
- Monthly Utensil Inventory



**UTENSILS DAILY INVENTORY/ISSUE LOG**

DATE: \_\_\_\_\_ MEAL: \_\_\_\_\_ SUPERVISOR: \_\_\_\_\_

ITEM	PAR	INVENT	ISSUED KIT	ISSUED ODR	RETURNED KIT	RETURNED ODR	IN/OUT SFT. CH.
Rubber Spatula Large	2						
Wire Whip Large	1						
Wire Whip Medium	1						
Wire Whip Small	1						
Service Spoons Solid	4						
Service Spoons Slot	2						
Ladle 8 oz	2						
Ladle 2 oz	3						
Ladle 1 oz	2						
Spoodle 8 oz Solid	1						
Spoodle 8 oz Perf	1						
Spoodle 6 oz Solid	3						
Spoodle 3 oz Solid	2						
Spoodle 2 oz Solid	2						
Measuring Cup 1 c	1						
Scoop # 12	2						
Grill Spatula Small	2						
Grill Spatula Large	2						
Rubber Spatula Small	2						
Plastic Spoons ODR Lg	2						
Plastic Spoons ODR Sml	2						
Plastic Tongs ODR	8						
Plastic Ladle 1 oz ODR	8						
Pan Cake Disp.	1						





Tier 2 meal pattern is implemented as a transitional phase after Tier 1 or during emergencies with less severity than Tier 1 when almost all operating standards can be met. This may be a prolonged phase but the expectation is an eventual return to normal operating standards.

The Trinity protocol outlines Meal Patterns for Tiers 1 and 2. These meal patterns allow the food service director to develop sets of menus utilizing on-hand supplies and at the same time ensure nutritional adequacy during an emergency.

Tier 1 and Tier 2 sample menus:

	TIER 1		TIER 2	
<b>B R E A K F A S T</b>	CHEESE	2 WZ	BOILED EGGS	2 EA
	BREAD	2 SLICES	BREAD	3 SLICES
	MARGARINE	1 TBSP	MARGARINE	1 TBSP
	FRUIT	1 EA	FRUIT	1 EA
	DAIRY DRINK	1 CUP	DAIRY DRINK	1 CUP
<b>L U N C H</b>	DELI MEAT	4 WZ	HAMBURGER	3 WZ
	BREAD	3 SLICES	HAMBURGER BUN	1 EA
	MAYO DRESSING	2 TBSP	BAKED POTATO	1 EA
	DUPLEX COOKIE	4 EA	MARGARINE	1 TBSP
	BEVERAGE	1 CUP	CARROTS	½ CUP
<b>D I N N E R</b>	PEANUT BUTTER	2 TBSP	TURKEY SALAD	½ CUP
	BREAD	3 SLICES	BISCUIT 1/40	2 EA
	JELLY	2 TBSP	TOSSED SALAD	1 CUP
	BROWNIE 1/54	1 PC	DUPLEX COOKIE	4 EA
	BEVERAGE	1 CUP	BEVERAGE	1 CUP

## 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.

**TRINITY SERVICES GROUP**  
**6 WEEK TRANSITION / IMPLEMENTATION PLAN CHECKLIST**

<b>UNIT NAME:</b>
<b>UNIT NUMBER:</b>
<b>OPENING DATE:</b>
<b>DISTRICT MANAGER:</b>

**6 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 / MGR		
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		

**4 WEEKS PRIOR TO OPENING DATE**

TASK	ASSIGNED TO	DATE COMPLETE	SPECIAL NOTES
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
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		
Develop Billing Summary sheets and invoice procedure-review with client.	DM		
Review contract in detail with client.	DM		

**1 WEEK 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		

**TTO Menu Includes:**

- 100% All Beef Burger
- 100% All Beef Cheeseburger
- Loaded Ground Beef Nachos
- Loaded Ground Beef Burrito
- Chef Salad
- Italian Meatball Hoagie
- Classic Philly Cheese Steak
- Chili Cheese All Beef Frank
- Classic All Beef Pepperoni Pizza
- Classic Vegetable Pizza
- Chicken Parmesan Kaiser
- Chili Cheese Loaded Baked Potato
- Navajo Taco
- Chicken Tender Meal
- Southern Fried Chicken with Buttermilk Bath
- Cuban Sandwich
- Outrageous Brownie
- Double Chocolate Chip Brownie
- Cinnamon Roll with Cream Cheese Frosting

100% All Beef Cheeseburger



Cuban



Chef Salad



Outrageous Brownie



Chicken Parmesan Kaiser



Cinnamon Roll with Cream Cheese Frosting



Classic Philly Cheese Steak



Classic All Beef Pepperoni Pizza



Classic Vegetable Pizza



Italian Meatball Hoagie



Loaded Ground Beef Burrito



Loaded Ground Beef Nachos



**CERTIFICATION REGARDING LOBBYING**

*(The vendor should complete and return with the proposal)*

***Certification for Contracts, Grants, Loans, and Cooperative Agreements***

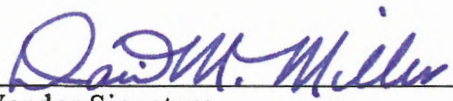
The undersigned certifies, to the best of his or her knowledge and belief, that:

(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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loan, 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 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.

  
Vendor Signature

January 7, 2019  
Date



*(The vendor should complete and return with the proposal)*

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are 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 recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant must attach an explanation to this proposal.

David M. Miller, Chief Operating Officer

\_\_\_\_\_  
Name and Title of Authorized Representative

*David M. Miller*

\_\_\_\_\_  
Signature

January 7, 2019

\_\_\_\_\_  
Date





Company ID Number:19170

Client Company ID Number:1213595

**THE E-VERIFY**  
**MEMORANDUM OF UNDERSTANDING**  
**FOR EMPLOYERS USING A WEB SERVICES E-VERIFY EMPLOYER AGENT**

**ARTICLE I**  
**PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS), the TKC Holdings, Inc (Employer), and the Web Services E-Verify Employer Agent. The purpose of this agreement is to set forth terms and conditions which the Employer and the Web Services E-Verify Employer Agent will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the E-Verify Employer Agent, the Social Security Administration (SSA), and DHS.

References in this MOU to the Employer include the Web Services E-Verify Employer Agent when acting on behalf of the Employer.

For purposes of this MOU, the E-Verify browser refers to the website that provides direct access to the E-Verify system: <https://e-verify.uscis.gov/emp>. You may access E-Verify directly free of charge via the E-Verify browser.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

**ARTICLE II**  
**RESPONSIBILITIES**

**A. RESPONSIBILITIES OF THE EMPLOYER**

1. For purposes of this MOU, references to the Employer include the Web Services E-Verify Employer Agent when acting on behalf of the Employer.
2. By enrolling in E-Verify and signing the applicable MOU, the Employer asserts that it is a legitimate company which intends to use E-Verify for legitimate purposes only and in accordance with the laws, regulations and DHS policies and procedures relating to the use of E-Verify.
3. The Employer agrees to display the following notices supplied by DHS (through the Web Services E-Verify Employer Agent) in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
  - A. Notice of E-Verify Participation
  - B. Notice of Right to Work
4. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
5. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual. The Employer will obtain the E-Verify User Manual from the Web Services E-Verify Employer Agent, and will be notified by the Web Services E-Verify Employer Agent when a new version of the E-Verify User Manual becomes available.
6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
  - A. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo



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Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).
15. The Employer agrees that it will use the information it receives from E-Verify (through its Web Services E-Verify Employer Agent) only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as Personal Identification Numbers and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.
16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident - Password" in the subject line of your email when sending a breach report to E-Verify.
17. The Employer acknowledges that the information it receives from SSA through its Web Services E-Verify Employer Agent is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.
18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.
19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.
20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.
21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see ) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.
22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by



Company ID Number:19170

Client Company ID Number:1213595

13. The Web Services E-Verify Employer Agent agrees to ensure that all notices, referral letters and any other materials otherwise including instructions regarding tentative nonconfirmations, will be consistent with the most current E-Verify tentative nonconfirmation notices and referral letters, which are available on E-Verify's website.
14. The Web Services E-Verify Employer Agent agrees that any system or interface it develops will follow the steps for creating E-Verify cases and processing tentative nonconfirmations, as laid out in the ICA, this MOU and the User Manual, including but not limited to allowing an employer to close an invalid case where appropriate, allowing an employer to refer a tentative nonconfirmation only when an employee chooses to contest a tentative nonconfirmation (no automatic referrals), and referring a tentative nonconfirmation to the appropriate agency at the time the employer prints the referral letter and provides the letter to the employee. The Web Services E-Verify Employer Agent understands that any failure to make its system or interface consistent with proper E-Verify procedures can result in DHS terminating the Web Services E-Verify Employer Agent's agreement and access with or without notice.
15. When the Web Services E-Verify Employer Agent receives notice from a client company that it has received a contract with the FAR clause, then the Web Services E-Verify Employer Agent must update the company's E-Verify profile within 30 days of the contract award date.
16. If data is transmitted between the Web Services E-Verify Employer Agent and its client, then the Web Services E-Verify Employer Agent agrees to protect personally identifiable information during transmission to and from the Web Services E-Verify Employer Agent.
17. The Web Services E-Verify Employer Agent agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at . Please use "Privacy Incident - Password" in the subject line of your email when sending a breach report to E-Verify.
18. The Web Services E-Verify Employer Agent agrees to fully cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, including permitting DHS, SSA, their contractors and other agents, upon reasonable notice, to review Forms I-9, employment records, and all records pertaining to the Web Services E-Verify Employer Agent's use of E-Verify, and to interview it and its employees regarding the use of E-Verify, and to respond in a timely and accurate manner to DHS requests for information relating to their participation in E-Verify.
  - A. The Web Services E-Verify Employer Agent agrees to cooperate with DHS if DHS requests information about the Web Services E-Verify Employer Agent's interface, including requests by DHS to view the actual interface operated by the Web Services E-Verify Employer Agent as well as related business documents. The Web Services E-Verify Employer Agent agrees to demonstrate for DHS the functionality of its interface to E-Verify upon request.
  - B. The Web Services E-Verify Employer Agent agrees to demonstrate, if requested by DHS, that it has provided training to its clients that meets E-Verify standards. Training programs must provide a focused study of the topics covered in the E-Verify User Manual and pertinent Supplemental Guides. Furthermore, training programs and materials must be updated as E-Verify changes occur. The Web Services E-Verify Employer Agent is encouraged to incorporate information from existing E-Verify materials, including the Enrollment Quick Reference Guide, the E-Verify Employer Agent Client Handbook (formerly known as the Designated Agent Client Handbook), and existing tutorials and manuals into their training program. E-Verify also encourages the Web Services E-Verify Employer Agent to supervise first-time use of the E-Verify browser or Web Services interface by its staff and Employer clients as part of any training program. The Web Services E-Verify Employer Agent agrees to submit its training program materials to DHS for review upon request.
 

Failure to provide adequate training could, in some instances, lead to penalties as described in Article V.F.1. of this MOU.
19. The Web Services E-Verify Employer Agent shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Web Services E-Verify Employer Agent shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your Web Services E-Verify Employer Agent services and any claim to that effect is false.
20. The Web Services E-Verify Employer Agent shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.
21. The Web Services E-Verify Employer Agent agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see ) and, other than pursuant to the specific terms of such license, may not



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- iii. The Employer has reviewed the information reflected in the Form I-9 either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).
- F. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:
- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
  - ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
  - iii. The Form I-9 contains no SSN or is otherwise incomplete.
- Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.
- G. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.
3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

#### **D. RESPONSIBILITIES OF SSA**

1. SSA agrees to allow DHS to compare data provided by the Employer (through the E-Verify Employer Agent) against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.
2. SSA agrees to safeguard the information the Employer provides (through the E-Verify Employer Agent) through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).
3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the E-Verify Employer Agent.
4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the E-Verify Employer Agent.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

#### **E. RESPONSIBILITIES OF DHS**

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer (through the E-Verify Employer Agent) to conduct, to the extent authorized by this MOU:
  - A. Automated verification checks on alien employees by electronic means, and
  - B. Photo verification checks (when available) on employees.
2. DHS agrees to assist the E-Verify Employer Agent with operational problems associated with its participation in E-Verify. DHS agrees to provide the E-Verify Employer Agent names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the E-Verify Employer Agent with access to E-Verify training materials as well as



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- contest the finding, while their case is still pending.
- 2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
- 3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
- 4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.
- 5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.
- 6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:
  - A. Scanning and uploading the document, or
  - B. Sending a photocopy of the document by express mail (furnished and paid for by the employer).
- 7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.
- 8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
- 9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

**ARTICLE IV**

**SERVICE PROVISIONS**

**A. NO SERVICE FEES**

- 1. SSA and DHS will not charge the Employer or the Web Services E-Verify Employer Agent for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

**ARTICLE V**

**SYSTEM SECURITY AND MAINTENANCE**

**A. DEVELOPMENT REQUIREMENTS**

- 1. Software developed by Web Services E-Verify Employer Agents must comply with federally-mandated information security policies and industry security standards to include but not limited to:
- 2. Public Law 107-347, "E-Government Act of 2002, Title III, Federal Information Security Management Act (FISMA)," December 2002.
- 3. Office of Management and Budget (OMB) Memorandum (M-10-15), "FY 2010 Reporting Instructions for the Federal Information Security Management Act and Agency Privacy Management," April 2010.
- 4. National Institute of Standards and Technology (NIST) Special Publication (SP) and Federal Information Processing Standards Publication (FIPS).
- 5. International Organization for Standardization/International Electrotechnical Commission (ISO/IEC) 27002, Information Technology — Security Techniques — Code of Practice for Information Security Management.
- 6. The Web Services E-Verify Employer Agent agrees to update its Web Services interface to reflect system enhancements within six months from the date DHS notifies the Web Services User of the system update. The Web Services User will receive notice from DHS in the form of an Interface Control Agreement (ICA). The Web Services E-Verify Employer Agent agrees to institute changes to its interface as identified in the ICA, including all functionality identified and all data elements detailed therein.
- 7. The Web Services E-Verify Employer Agent agrees to demonstrate progress of its efforts to update its Web Services interface if and when DHS requests such progress reports.



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software.

### C. DATA PROTECTION AND PRIVACY REQUIREMENTS

1. Web Services E-Verify Employer Agents must practice proper Internet security; this means using HTTP over SSL/TLS (also known as HTTPS) when accessing DHS information resources such as E-Verify [NIST SP 800-95]. Internet security practices like this are necessary because Simple Object Access Protocol (SOAP), which provides a basic messaging framework on which Web Services can be built, allows messages to be viewed or modified by attackers as messages traverse the Internet and is not independently designed with all the necessary security protocols for E-Verify use.
2. In accordance with DHS standards, the Web Services E-Verify Employer Agent agrees to maintain physical, electronic, and procedural safeguards to appropriately protect the information shared under this MOU against loss, theft, misuse, unauthorized access, and improper disclosure, copying use, modification or deletion.
3. Any data transmission requiring encryption shall comply with the following standards:
  - A. Products using FIPS 197 Advanced Encryption Standard (AES) algorithms with at least 256-bit encryption that has been validated under FIPS 140-2.
  - B. NSA Type 2 or Type 1 encryption.
4. User ID Management (Set Standard): All information exchanged between the parties under this MOU will be done only through authorized Web Services E-Verify Employer Agent representatives identified above.
5. The Web Services E-Verify Employer Agent agrees to use the E-Verify browser instead of its own interface if it has not yet upgraded its interface to comply with the Federal Acquisition Regulation (FAR) system changes. In addition, Web Services E-Verify Employer Agents whose interfaces do not support the Form I-9 from 2/2/2009 or 8/7/2009 should also use the E-Verify browser until the system upgrade is completed.
6. The Web Services E-Verify Employer Agent agrees to use the E-Verify browser instead of its own interface if it has not completed updates to its system within six months from the date DHS notifies the Web Services E-Verify Employer Agent of the system update. The Web Services E-Verify Employer Agent can resume use of its interface once it is up-to-date, unless the Web Services E-Verify Employer Agent has been suspended or terminated from continued use of the system.

### D. COMMUNICATIONS

1. Web Services E-Verify Employer Agents and Software Developers agree to develop an electronic system that is not subject to any agreement that would restrict access to and use of by an agency of the United States.
2. The Web Services E-Verify Employer Agent agrees to develop effective controls to ensure the integrity, accuracy and reliability of its electronic system.
3. The Web Services E-Verify Employer Agent agrees to develop an inspection and quality assurance program that regularly, at least once per year, evaluates the electronic system, and includes periodic checks of electronically stored information. The Web Services E-Verify Employer Agent agrees to share the results of its regular inspection and quality assurance program with DHS upon request.
4. The Web Services E-Verify Employer Agent agrees to develop an electronic system with the ability to produce legible copies of applicable notices, letters, etc.
5. All information exchanged between the parties under this MOU will be in accordance with applicable laws, regulations, and policies, including but not limited to, information security guidelines of the sending party with respect to any information that is deemed Personally Identifiable Information (PII), including but not limited to the employee or applicant's Social Security number, alien number, date of birth, or other information that may be used to identify the individual.
6. Suspected and confirmed information security breaches must be reported to DHS according to Article II.A.17. Reporting such breaches does not relieve the Web Services E-Verify Employer Agent from further requirements as directed by state and local law. The Web Services E-Verify Employer Agent is subject to applicable state laws regarding data protection and incident reporting in addition to the requirements herein.

### E. SOFTWARE DEVELOPER RESTRICTIONS

1. The Web Services E-Verify Employer Agent agrees that if it develops a Web Services interface and sells such interface, then it can be held liable for any misuse by the company that purchases the interface. It is the responsibility of the Web Services E-Verify Employer Agent to ensure that its interface is used in accordance with E-Verify policies and procedures.





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If you have any questions, contact E-Verify at 1-888-464-4218.

Approved by:

Employer <i>TKC Holdings, Inc.</i>	
Name (Please Type or Print) <i>Sara E. LaMartina</i>	Title <i>VP of HR</i>
Signature <i>Sara E. LaMartina</i>	Date <i>7/13/2017</i>
E-Verify Employer Agent NCYCLES	
Name (Please Type or Print) Kelly Lang	Title
Signature Electronically Signed	Date July 13, 2017
Department of Homeland Security - Verification Division	
Name	Title
Signature	Date



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<b>Information Required for the E-Verify Program</b>	
<b>Information relating to your Company:</b>	
Company Name	TKC Holdings, Inc
Company Facility Address	1260 Andes Blvd St Louis, MO 63132
Company Alternate Address	1260 Andes Blvd St Louis, MO 63132
County or Parish	Saint Louis
Employer Identification Number	81-2608849
North American Industry Classification Systems Code	Merchant Wholesalers, Nondurable Goods (424)
Parent Company	
Number of Employees	5,000 to 9,999
Number of Sites Verified for	812



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**Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:**

Name	Sara LaMartina
Phone Number	(314) 214-2725
Fax Number	(314) 213-1122
Email Address	slamartina@tkcholdings.com

**Sealed Response Enclosed**

**RFP# 02-09JAN19  
Food Services**

**Due Date and Time  
January 22, 2019 - 2:00 p.m.**

Submitted by



**TRINITY SERVICES  
GROUP, INC.**

**477 Commerce Blvd., Oldsmar, FL 34677**

01-13-19 A09:26 IN



**MO 652 9-01**



**UPS NEXT DAY AIR**

**1**

TRACKING #: 1Z 866 W85 01 9581 9795



BILLING: P/P

Reference # 1: 88020  
Reference # 2: Boone

88020

CS 21-0-21 MAGNISO PL SA 10/2018



249-2019

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

June Session of the April Adjourned

Term. 20 19

County of Boone

In the County Commission of said county, on the

20th

day of

June

20 19

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby award Contract 30-30MAY19 Off-Site Scanning and Records Management Services for the Circuit Clerk's Office to American Micro Company of Kansas City, Missouri.

Terms of the award are stipulated in the attached Purchase Agreement. It is further ordered the Acting Presiding Commissioner is hereby authorized to sign said Purchase Agreement.

Done this 20th day of June 2019.

ATTEST:

*Brianna L. Lennon*  
Brianna L. Lennon  
Clerk of the County Commission

*Absent*  
Daniel K. Atwill  
Presiding Commissioner  
*Fred J. Parry*  
Fred J. Parry  
District I Commissioner  
*Janet M. Thompson*  
Janet M. Thompson  
Acting Presiding Commissioner

# Boone County Purchasing

**Liz Palazzolo**  
Senior Buyer



613 E. Ash, Room 109  
Columbia, MO 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390

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## MEMORANDUM

TO: Boone County Commission  
FROM: Liz Palazzolo, CPPO, C.P.M.  
DATE: June 13, 2019  
RE: 30-30MAY19, Off-Site Scanning and Records Management Services for the Circuit Clerk's Office

Request for Proposal RFP 30-30MAY19 solicited proposals for Off-Site Scanning and Records Management Services for the Boone County Circuit Clerk's Office. One proposal, and two "No Bids" were received in response to this RFP request. The only proposal is from American Micro Company of Kansas City, Missouri. It is noted that the RFP was advertised and posted on the Purchasing web-page in an effort to obtain competitive proposals. The proposal from American Micro Company is the lowest and best proposal, and is acceptable to the Circuit Clerk's Office for award of contract.

The initial contract period will run from the Date of Award through One Year, with four one-year renewal options.

Payment will be paid from the following Department/Account:

- Department 2860, Circuit Clerk Garnishment Fee/Account 71100 – Outside Services – Total: \$24,000.00.

Attachments: Bid Tabulation

/lp

cc: Debbie Lee, Circuit Clerk's Office  
RFP File



**PURCHASE AGREEMENT  
FOR  
OFF-SITE SCANNING AND RECORDS MANAGEMENT SERVICES  
for the Boone County Circuit Clerk's Office**

**THIS AGREEMENT** dated the 20th day of June 2019 is made between Boone County, Missouri, a political subdivision of the State of Missouri through the Boone County Commission, herein "County" and **American Micro Company** herein "Contractor."

**IN CONSIDERATION** of the parties' performance of the respective obligations contained herein, the parties agree as follows:

**1. Contract Documents** - This agreement shall consist of this Purchase Agreement for **Off-Site Scanning and Records Management Services**, County of Boone Request for Proposal number **30-30MAY19** in its entirety including the Instructions and General Conditions, Introduction and General Information, Scope of Work, Proposal Submission Information, the un-executed Vendor Response/Pricing Page(s), Certification Regarding Debarment, Certification Regarding Lobbying, Work Authorization Certification, Boone County's Standard Terms and Conditions, and Attachment One of said RFP as well as the Contractor's proposal response dated **May 20, 2019**, executed by **Mark A. Zecy** on behalf of the Contractor, and the e-mail clarification dated **June 06, 2019** also from **Mark A. Zecy**. All such documents shall constitute the contract documents, which are attached hereto and incorporated herein by reference. Service or product data, specification and literature submitted with the proposal response may be permanently maintained in the County Purchasing Office bid file for this RFP if not attached. In the event of conflict between any of the foregoing documents, including the Instructions and General Conditions, Introduction and General Information, Scope of Work, Proposal Submission Information, the un-executed Vendor Response/Pricing Page(s), Certification Regarding Debarment, Certification Regarding Lobbying, Work Authorization Certification, Boone County's Standard Terms and Conditions, and Attachment One of said RFP shall prevail and control over the Contractor's proposal response.

**2. Contract Period** – The initial contract period shall be the **Date of Award shown above through One Year**. The County shall have the option to renew the contract period for four (4) one-year periods subsequent to the initial contract period.

**3. Purchase** - The County agrees to purchase from the Contractor and the Contractor agrees to supply the County with the **Off-Site Scanning and Records Management Services** at the following prices:

<b>Firm, Fixed Pricing</b>	
Line Item 5.3.1 Total price per page to perform all off-site scanning services including producing the image and storing to microfilm and thumb drive, and providing all necessary materials, supplies, labor, support, transportation, freight, handling, insurance and any other costs to perform services as described herein.	<u>\$.063</u> per page
Line Item 5.3.2 Per Diem Per Person – must include all travel, food, and lodging costs	<u>\$250.00</u> per day per person for travel, food and lodging for on-site work



Line Item 5.3.3 Document Preparation	\$ <u>25.00</u> per hour
Item 5.3.4 Project Management/Consultation	\$ <u>200.00</u> per hour
Item 5.3.5 Data processing programming necessary for files interface	\$ <u>200.00</u> per hour
Item 5.3.6 Annual Maintenance for Enterprise License, 5-Users, Concurrent for PaperVision	\$ <u>1,125.00</u> total per year Annual maintenance for 5-concurrent users for PaperVision

**4. Performance Delivery** – The Contractor agrees to deliver contractual services as specified in **RFP 30-30MAY19 Off-Site Scanning and Records Management Services**. All services, and as applicable any supplies, shall be delivered to the Boone County Circuit Clerk’s Office, 705 E. Walnut, Columbia, MO 65201. All deliveries are FOB Destination, Freight Prepaid and Allowed.

**5. Billing and Payment** - All billing shall be invoiced to the Boone County Circuit Clerk’s Office. Billings may only include the prices listed in the Contractor’s proposal response. No additional fees for delivery or extra services or taxes shall be included as additional charges in excess of the charges in the Contractor’s proposal response to the specifications. The County agrees to pay all correct monthly invoices within thirty calendar days of receipt; the Contractor agrees to honor any cash or prompt payment discounts offered in its bid response if the County makes payment as provided therein. In the event of a billing dispute, the County reserves the right to withhold payment on the disputed amount; in the event the billing dispute is resolved in favor of the Contractor, the County agrees to pay interest at a rate of 9% per annum on disputed amounts withheld commencing from the last date that payment was due.

**6. Binding Effect** - This agreement shall be binding upon the parties hereto and their successors and assigns for so long as this agreement remains in full force and effect.

**7. Entire Agreement** - This agreement constitutes the entire agreement between the parties and supersedes any prior negotiations, written or verbal, and any other bid or bid specification or contractual agreement. This agreement may only be amended in writing by the Boone County Purchasing Office on behalf of the Boone County Circuit Clerk’s Office using the same formality as this agreement.

**8. Termination** - This agreement may be terminated by the County upon thirty calendar days advance written notice for any of the following reasons or under any of the following circumstances:

- a. The County may terminate this agreement due to material breach of any term or condition of this agreement, or
- b. The County may terminate this agreement if in the opinion of the Boone County Commission if delivery of products are delayed or products delivered are not in conformity with bidding specifications or variances authorized by County, or
- c. If appropriations are not made available and budgeted for any calendar year.

Commission Order # \_\_\_\_\_

**IN WITNESS WHEREOF** the parties through their duly authorized representatives have executed this agreement on the day and year first above written.

**AMERICAN MICRO COMPANY**

DocuSigned by:  
by Mark Eley  
F47393C222BE41D...  
CEO  
title \_\_\_\_\_

**BOONE COUNTY, MISSOURI**

by: Boone County Commission  
DocuSigned by:  
Daniel K. Atwill  
78B49B94DD6049F...  
Daniel K. Atwill, Presiding Commissioner

APPROVED AS TO FORM:

DocuSigned by:  
Charles J. DeHaven  
56E0A0EDB9A044E...  
County Counselor

ATTEST:

DocuSigned by:  
Brianna L. Lennon by MT  
7DB2DA366BF6495...  
Brianna Lennon, County Clerk

**AUDITOR CERTIFICATION**

In accordance with RSMo 50.660, I hereby certify that a sufficient unencumbered appropriation balance exists and is available to satisfy the obligation(s) arising from this contract. (Note: Certification is not required if the terms of this contract do not create a measurable county obligation at this time.)

Fund: 2860 - Account: 71100: \$24,000.00

DocuSigned by:  
Jane E. Peterford  
EB91DB247AAC49D...  
Signature

6/11/2019

Date

Appropriation Account

**STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI**

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
4. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
9. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase from other vendors.

15. The County, from time to time, uses federal grant funds for the procurement of goods and services. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the *Federal Transit Administration's Best Practices Procurement Manual – Appendix A*. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.
16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. For all bid responses over \$25,000, if any manufactured goods or commodities proposed with bid/proposal response are manufactured or produced outside the United States, this MUST be noted on the Bid/Proposal Response Form or a Memo attached.
19. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
20. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.

*Revised 1/17/2018*

**Liz Palazzolo**

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**From:** Mark Zecy <mzecy@americanmicrokc.com>  
**Sent:** Thursday, June 06, 2019 2:48 PM  
**To:** Liz Palazzolo  
**Subject:** Re: Clarification Request RFP 30-30MAY 19 Off-Site Scanning and Records Management Services

Liz,  
I guess it's my bad but I didn't interpret it that way. Using the language you stated below, it would be:

- Year 1. 3%
- Year 2. 5.6%
- Year 3. 8.64%
- Year 4. 11.8%

Mark A. Zecy  
Pardon any typos - Sent from my iPhone

On Jun 6, 2019, at 1:06 PM, Liz Palazzolo <[LPalazzolo@boonecountymmo.org](mailto:LPalazzolo@boonecountymmo.org)> wrote:

Hi Mark: American Micro quoted a 3% price increase for each of the four renewal options. The language of the RFP indicates that the percentage is applied to original pricing. In effect this means that there is only a 3% maximum increase over original pricing available for each of the 4 renewal options, i.e., it is not a rolling/compounded increase. Please confirm this is American Micro's intent. Thank you

**Liz Palazzolo**  
*Senior Buyer*  
**Boone County Purchasing**  
Phone: 573-886-4392  
Fax: 573-886-4390  
613 E. Ash, Room 109  
Columbia, MO 65201

# COUNTY OF BOONE - MISSOURI



## **REQUEST FOR PROPOSAL FOR OFF-SITE SCANNING AND RECORDS MANAGEMENT SERVICES FOR THE BOONE COUNTY CIRCUIT CLERK'S OFFICE RFP # 30-30MAY19**

*Release Date: April 30, 2019*

**Submittal Deadline:  
May 30, 2019  
not later than 2:00 P.M. CST**

**Boone County Purchasing  
613 E. Ash Street  
Columbia, Missouri 65201**

**Liz Palazzolo, Senior Buyer  
Phone: (573) 886-4392 Fax: (573) 886-4390  
E-mail: [lpalazzolo@boonecountymo.org](mailto:lpalazzolo@boonecountymo.org)**



## NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting proposals in response to this Request for Proposals (RFP) for the following:

**RFP #: 30-30MAY19 – Off-Site Scanning and Records Management Services for the Boone County Circuit Clerk’s Office**

Sealed proposals will be accepted until **2:00 P.M. on May 30, 2019** in the Boone County Purchasing Office, Room 109, located at 613 E. Ash Street, Columbia, MO 65201.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4392; fax (573) 886-4390 or e-mail: [lpalazzolo@boonecountymmo.org](mailto:lpalazzolo@boonecountymmo.org).

Vendors may obtain further information on the Boone County Web Page at <https://www.showmeboone.com/>

Liz Palazzolo, CPPO, C.P.M.  
Senior Buyer

***Insertion: April 30, 2019  
COLUMBIA MISSOURIAN***



## 1. INSTRUCTIONS AND GENERAL CONDITIONS

- 1.1 Delivery of Proposals: Sealed proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received at the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.
- 1.2 Proposal Closing: All proposals must be **delivered before 2:00 P.M. Central Time on May 30, 2019** to:

Boone County Purchasing Department  
Liz Palazzolo, Senior Buyer  
613 E. Ash Street, Room 109  
Columbia, Missouri 65201-4460
- 1.2.1 The County will not accept any proposals received after 2:00 P.M.  
Late proposal responses may be returned unopened if the vendor requests within ten (10) business days after RFP opening. All returns will be made at the vendor's expense.
- 1.3 Sealed Proposals Required: Proposals must be submitted in a sealed envelope identified with the proposal number and date of closing. List the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed." No fax or electronic transmitted proposals will be accepted.
  - 1.3.1 If the offeror chooses not to submit a proposal, please return the enclosed *No Bid Response Page* and note the reason.
- 1.4 Bid Opening: Proposals will be opened publicly shortly after 2:00 P.M. on **May 30, 2019** but only the names of offerors will be read aloud at the proposal opening. Following contract execution or rejection of all proposal responses, all responses will become a part of the public record and will be released to any person or firm who requests access. **Missouri Sunshine Laws:** Due to applicable sunshine laws and regulations concerning public documents (e.g., Section 610.021 RSMo), the County's proposal file becomes part of the public record at time of contract execution or when all proposals have been rejected.
- 1.5 If the offeror has obtained this proposal document from the Boone County Purchasing Web Page or from a source other than the Boone County Purchasing Department, prior to submitting the proposal the offeror is advised to check with the Boone County Purchasing Department in order to ensure that the RFP solicitation package is



complete, i.e., the offeror has all addenda and attachments as applicable. The Boone County Purchasing Department shall not be responsible for providing RFP addenda if the vendor has not been added to the official Vendor list for this Request for Proposal.

- 1.7 **Guideline for Written Questions:** *All questions regarding this Request for Proposal should be submitted in writing, prior to the RFP opening and no later than 5:00 P.M., May 17, 2019* (which allows enough time to issue an addendum answering the questions). All questions must be mailed, faxed or e-mailed to the attention of Liz Palazzolo. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at [www.showmeboone.com](http://www.showmeboone.com) (Select Purchasing, then Current Bid Opportunities). Submit questions to:

Liz Palazzolo, Senior Buyer  
613 E. Ash Street, Room 109  
Columbia, Missouri 65201  
Phone: (573) 886-4392  
Fax: (573) 886-4390  
E-mail: [lpalazzolo@boonecountymo.org](mailto:lpalazzolo@boonecountymo.org)

- 1.8 **RFP Addenda:** In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Boone County Purchasing Department. Verbal conversations or agreements with any officer, agent, or employee of the County which modify any terms or obligations of this RFP are invalid.



## 2. INTRODUCTION AND GENERAL INFORMATION

### 2.1 Introduction:

2.1.1 This document constitutes a request for sealed proposals for **Off-Site Scanning and Records Management Services for the Boone County Circuit Clerk's Office** as set forth herein.

2.1.2 Organization: This document, referred to as a Request for Proposal (RFP), is divided into the following parts:

- 1) Instructions and General Conditions
- 2) Introduction and General Information
- 3) Scope of Work
- 4) Proposal Submission Information
- 5) Vendor Response/Pricing Page(s)
- 6) Certification Regarding Debarment
- 7) Certification Regarding Lobbying
- 8) Work Authorization Certification
- 9) "No Bid" Response Form
- 10) Boone County Standard Terms and Conditions
- 11) Attachment One: "Missouri Secretary of State Guidelines for Microfilming Public Records"

2.1.3 Purpose: The purpose of this Request for Proposal (RFP) is to obtain a contractor to provide **Off-Site Scanning and Records Management Services for the Boone County Circuit Clerk's Office**.

### 2.2 Background Information:

2.2.1 Boone County is situated in Central Missouri and includes nine communities: six cities and three towns. The County has a population of approximately 175,000 and contains 685 square miles.

2.2.2 The Boone County Circuit Clerk's Office is dedicated to providing quality, efficient, courteous and professional service to the public, the judiciary and related agencies.

2.2.3 The Boone County Circuit Clerk's Office has approximately 30,000 files to be scanned in addition to other records. All information presented herein is based on estimates and is not a guarantee of an actual amount of work the County has for a prospective contractor. Files contain either 8.5X11 or 8.5X14 size paper, black ink on white background. The following describes how the files are stored and the quantity:

- 705-type Banker's Boxes (10"H X 12"W X 24"D size): 5 boxes – each box holds approximately 11 reams 8.5X11 size paper, or 5,500 sheets;
- 725-type Banker's Boxes (10"H X 12"W X 15"D size): 332 boxes – each box holds approximately 7 reams 8.5X11 size paper, or 3,500 sheets;
- Standard 4-drawer file cabinets (in vault – County will retrieve): estimated 77 cabinets – files stored here are not a priority to scan; actual volume is not known.

- a. The Circuit Clerk's Office prepares the documents before scanning by removing staples, boxing files, and preparing a "case form" for all files in any given box. Typically, the Circuit Clerk's Office prepares 25-30 boxes prior to requesting pick-up for off-site scanning.

### **2.3 Tour:**

- 2.3.1 The offeror may schedule a site visit if the offeror would like to see the files stored on-site in the Circuit Clerk's Office. To arrange a site visit, please contact the Buyer of Record, Liz Palazzolo at 573-886-4392. The County will attempt to accommodate the offeror's request but the offeror must understand that the County's decision to allow access when requested shall only occur during the County's normal business hours, and only if normal business operations are not disrupted.



### 3. SCOPE OF WORK:

#### 3.1 General Requirements:

- 3.1.1 The contractor shall perform off-site scanning and records management services for the Boone County Circuit Clerk's Office upon request, pursuant to general requirements stated herein.
- a. Specifically the contractor shall pick-up boxes of files from the Boone County Circuit Clerk's Office located at the Boone County Courthouse, 705 E. Walnut, Columbia, Missouri, 65201. The contractor shall perform off-site scanning of file documentation, and produce 16mm microfilm that the contractor will send to the Missouri Secretary of State, and a digital record stored on a thumb-drive(s) that will be sent to the Boone County Circuit Clerk's Office. In addition, the contractor shall provide on-going software maintenance including upgrades that enables the Boone County Circuit Clerk's Office to access stored files for desk-top applications.
  - b. Original materials shall be shred by the contractor after the final order of destruction has been issued by the Court En Banc. The Circuit Clerk's Office will e-mail the contractor the signed form that authorizes destruction.
  - c. With the exception of the costs for the on-going maintenance/upgrades of the software, all other costs for providing off-site scanning and records management services including all materials, supplies, labor, shipping, freight, handling and insurance shall be included in the quoted per-page price shown on the Vendor Response and Pricing Pages of the contract. Annual software maintenance shall be priced separately as quoted on the Vendor Response and Pricing Pages. Software upgrades and support shall be provided at no additional cost to the County.
- 3.1.2 The contractor shall provide all necessary labor, materials, supplies, equipment, hardware, and support staffing to successfully perform requested off-site scanning and records management services for the County.
- a. The Per Diem Per Person price shall only be paid in the event the County requests on-site consultation from the contractor, and it may be invoiced in addition to the quoted per-hour price for Project Management/Consultation.
  - b. The document preparation price shall only be paid in the event the County requests document preparation from the contractor. In the event the contractor finds that documents require additional preparation prior to performing off-site scanning, the contractor must contact the Boone County Circuit Clerk's Office and advise the

Office of the need for additional preparation. The County must approve the charge for document preparation before it is allowed for invoicing.

- c. In the event data processing/programming is necessary for files interface capability, the contractor shall be paid in accordance with the quoted hourly price shown on the Vendor Response and Pricing Pages. The contractor must obtain the County's prior approval before conducting any data processing/programming.
- d. The County shall pay no other pricing.

3.1.3 The contractor shall provide all supplies and materials as indicated but not necessarily limited to the following on an as needed, as much needed basis:

- a. 705-type Banker's Boxes (e.g., 10"H X 12"W X 24"D size) cardboard boxes with lids;
- b. 725-type Banker's Boxes (e.g., 10"H X 12"W X 15"D size) cardboard box with fold-over lid/button/string fastening;
- c. USB memory strips;
- d. 16mm microfilm cassette tapes;
- e. Bar codes for labelling box contents

3.1.4 The contractor shall understand and agree that the County shall own all original, scanned and microfilmed data.

### 3.2 Specific Tasks for Off-Site Scanning Services:

3.2.1 The contractor shall perform professional off-site scanning of records upon the request of the Boone County Circuit Clerk's Office.

3.2.2 **JPEG/TIFF Conversion:** The contractor shall scan black and white documents into TIFF, and color images into JPEG. Group IV compression must be used in the conversion process. Until image enhancement has been completed, all TIFF images must be sequentially numbered by a zero filled 8-digit number and stored in folders named by the plaintiff's last name, plaintiff's first name, defendant's last name, defendant's first name and the case number. If this information is not available, then the contractor shall be stored by the document number range for approximately 1,000 documents. Although these are not the final images, the County expects these images to be delivered on separate Hard Drive, or on FTP of FTP-encrypted.

3.2.3 **USB Hard Drives, Storage and Back-Up:** All completed formatted scanned records must be copied to two (2) sets of external USB hard drives. One hard drive will be shipped to the County for review and on-site back-up, and one set will be stored at no cost by the contractor for additional processing and off-site back-up.

3.2.4 **Automatic Image Enhancement:** As needed, the contractor must automatically de-skew and remove solid black borders on each TIFF image for optimum file compression. De-speckling shall not be performed on scanned images.

- 3.2.5 **Excess Border Removal:** As needed, the contractor shall provide manual cropping to provide a more accurate original page size, using fewer bytes per image, and allow for better performance of the contractor's scanning system and overall appearance of every image. No data or marginal notations shall be removed from the image during this process.
- 3.2.6 **Double Inspect & Verify:** The contractor must visually inspect 100% of the TIFF images for poor quality. Because image quality is subjective, the contractor shall understand and agree that the County shall require a second-pass inspection by a second inspector that the contractor shall provide (see also paragraph 3.2.9 herein). The poor-quality images identified by the first and second inspector must be consolidated by the contractor into one report of poor-quality images for the County's review and approval.
- 3.2.7 **Manually Group & Index:** In the event computer index data is not available, the contractor must manually group individual pages together for each document and index each document by the document number.
- 3.2.8 **Double Group, Index & Verify:** Manual grouping and indexing is prone to human errors, therefore the County is requiring double-grouping and indexing to help eliminate the errors. The contractor shall group and index 100% of the images a second time by a second indexer. The documents and indexes identified by the first indexer and the second indexer must be compared electronically, and any mismatches must be inspected, verified or corrected by a third indexer to guarantee the highest grouping and indexing accuracy possible.
- 3.2.9 **Second Review, Index & Verify:** Manual grouping and indexing is prone to human errors therefore the County is requiring a second review with indexing to help eliminate the errors, i.e., the contractor shall group and index 100% of the images a second time by a second indexer. The documents and indexes identified by the first indexer and the second indexer must be compared electronically, and any mismatches must be inspected, verified or corrected by a third indexer to guarantee the highest grouping and indexing accuracy possible.
- 3.2.10 **Image Enhancement:** The contractor must have the ability to adjust the poor contrast of an entire page or any specific area on a page without degrading the quality of the rest of the page to provide the most legible images possible. If the County is not satisfied with the legibility of any image, at any time, the contractor shall enhance the TIFF image from the JPEG backup image without having to physically re-scan the original media.
- 3.2.11 **Dual Polarity Correction:** If there are photostat pages, they will be white-background with black text. As needed, the contractor must have the ability to correct dual polarity so the entire page contains white background with black writing in cases where dual polarity pages are found.
- 3.2.12 **Formatting:** The contractor must format the images and indexes to the requirements of PaperVision software.
- 3.3 **Specific Requirements for Microfilming Records:**

- 3.3.1 Regarding all aspects of preparing and providing completed microfilm records to the County, the contractor must at minimum adhere to current Missouri Secretary of State "Guidelines for Microfilming Public Records" found at this website (see also **Attachment One**): <http://www.sos.mo.gov/archives/pubs/mfing>. **Attachment One** is incorporated into the contract by reference.
- a. Records Retention: The contractor must understand and agree that state law requires human legible/readable copy of digital information, and the contractor's services must assist Boone County's compliance with Missouri Secretary of State requirements.
- 3.3.2 In producing microfilm for the County, the contractor must use equipment that is like or comparable to Kodak ImageGuard TM Processing Lab for processing the microfilm to archival standards as defined by the Association for Information and Image Management (AIIM) and the American National Standards Institute (ANSI).
- 3.3.3 The contractor must produce one original roll and one duplicate Silver Negative Halide 35 mm roll microfilm for all images sent to the contractor for microfilming.
- 3.3.4 Each roll of first-generation Silver Halide 35mm film (preservation master negative) must be inspected by the contractor frame by frame for visible defects and missing pages.
- 3.3.5 The contractor must review the digital images to ensure that there are no missing images.
- 3.3.6 The original microfilm shall be sent by the contractor to the Missouri Secretary of State's Office for archiving on the County's behalf. All microfilm produced by the contractor must be deemed acceptable by the Missouri Secretary of State. The contractor must correct any cited deficiency at no additional cost to the County.
- 3.3.7 The contractor must understand and agree that the images contained on a roll of microfilm will be determined by the Boone County Circuit Clerk's Office. The contractor must provide advice if requested by the County at no additional cost.
- 3.3.8 Each microfilm roll must contain index marks indicating the beginning of each document and page consistent with Missouri Secretary of State Guidelines for Local Records Microfilming.
- 3.3.9 Labelling: The contractor must label the outside of the microfilm so that a user will have a clear understanding of the information contained on a specific roll. Microfilm labelling must include a designation of the images contained, such as, "Circuit Court cases from January 1970 through December 1970."
- 3.3.10 The microfilm roll must contain blip marks indicating the beginning of each document and page.
- 3.3.11 The contractor shall insert an index of all documents on the microfilm at the beginning of each microfilm roll. The index image must describe the roll's entire contents and include the file names of the files that are stored on the microfilm, and include a date range from beginning to end.

### **3.4 Microfilm Quality and Testing Requirements**

- 3.4.1 Microfilm tapes must be processed with a leader and trailer on microfilm rolls sized in accordance with Missouri Secretary of State Guidelines.
- 3.4.2 Under no circumstances must microfilm have splices.
- 3.4.3 Upon request, the contractor must conduct a one-time application of brown-tone/silver-lock prior to storage in the pure vault at no additional charge to the County.
- 3.4.4 The contractor must conduct and document appropriate resolution, density, and methylene blue tests at intervals sufficient to ensure microfilm products meet or exceed the requirements defined in current State of Missouri Guidelines for Local Records Microfilming, and provide results to the Boone County Circuit Clerk's Office in a format identified by the County, e.g., written or e-mail, at no additional charge to the County.
- 3.4.5 The contractor must send certified results to the specific County office requesting service that addresses film resolution. Film resolution results must accompany each roll of first-generation film. Resolution test results must be no less than 110 lines/m for images captured by a planetary camera. The contractor must add a resolution and density target at the beginning of each roll.
- 3.4.6 Upon request, the contractor must send certified results for density that must accompany each roll of first and second-generation film to the specific County office that has requested service. The contractor must add a resolution and density target at the beginning of each roll.
- 3.4.7 Upon request, the contractor must send certified results of residual thiosulfate concentration that must accompany each roll of first and second-generation film. The methylene blue test specified in ANSI PH4.8-1985 must be used to verify film quality.

### **3.5 Software Requirements:**

- 3.5.1 The contractor shall provide on-going annual maintenance on PaperVision software for five (5) concurrent users.
- 3.5.2 All software updates shall be loaded to the County's server.
- 3.5.3 Software shall not be a "Software as a Service" product that requires the County's access and use of the contractor's web-based portal.
- 3.5.4 The software shall allow barcoded index fields to be associated with the imaged record to allow the user to look-up a record from any index or combination of index values.
- 3.5.5 Annotation capabilities shall also be possible allowing the user to redact text (i.e., black-out or white-out) and send redacted text from the user's desktop via e-mail without changing the original imaged record.



- 3.5.6 The software shall create an audit record of user activity such as who accessed an image, printed it, and/or e-mailed it.
- 3.5.7 The software also can allow for user-limitations to be set specific to each user as the County may determine appropriate.
- 3.5.8 Toll-free and/or on-line user/customer supports shall be provided free of charge to the County. All software upgrades and related training shall also be provided at no additional expense to the County.

**3.6 Other General Requirements:**

- 3.6.1 **Confidentiality:** The contractor must treat all records that the contractor has been allowed access to in order to perform contract services in a confidential manner. The contractor must be responsible for maintaining the confidentiality of the County records and data, which cannot be sold, shared or otherwise disclosed to other companies or individuals without written permission from the County.
- 3.6.2 **Coordination:** The contractor shall fully coordinate all contract activities with those activities of the Boone County Circuit Clerk's Office. As the work of the contractor progresses, advice and information on matters covered by the contract shall be made available by the contractor to the Boone County Circuit Clerk's Office throughout the effective period of the contract.
- 3.6.3 **Correction of Work /Re-Scanning Required:** The contractor must promptly correct and/or re-scan all completed work rejected by the County as faulty, defective, or failing to conform to specifications contained herein. The contractor must bear all costs of correcting and/or re-scanning such rejected work.
- 3.6.4 **Sub-Contractors:** The contractor must not employ subcontractors without the advance written permission of the County.
- 3.6.5 **Right to Inspect:** The contractor must allow inspection of the contractor's process at the request of the County.
- 3.6.6 **Invoices:** The contractor must submit itemized invoices for completion of requested service. Payment will be made within thirty (30) calendar days from receipt of an accurate monthly statement. The contractor's invoice must note any amount and invoices that are past due. The contractor shall send invoices to:

Boone County Circuit Clerk's Office  
Attn: Administration  
705 E. Walnut  
Columbia, MO 65201

- a. The contractor shall invoice in accordance with pricing shown on the Vendor Response and Pricing Pages. Itemization on the invoice shall adhere to applicable unit pricing in effect at the time of the invoice. All hourly pricing shall be prorated to the

quarter hour as applicable to the service performed. Invoices shall identify the following at minimum.

- i Contractor name;
- ii Billing point of contact, address, phone number and e-mail;
- iii Remittance address
- iv Invoice date;
- v Invoice Number or unique identifier;
- vi Boone County Contract Number;
- vii Purchase Order Number;
- viii Account/Customer Name;
- ix Contract line item number with description, quantity, unit of measure, contract unit price, and extended price by line item;
- x Total invoice amount
- xi Payment terms that shall comply with contract terms

3.6.7 **Warranty:** The contractor warrants that the work including materials/supplies provided must conform to professional standards of care and practice in effect at the time the work is performed, be of the highest quality, and be free from all faults, defects, or errors. Whenever required by the specifications of the Request for Proposal, the contractor warrants that all materials/supplies provided must be new. If the contractor is notified in writing of a fault, deficiency or error in the work provided within one (1) year from completion of the work, the contractor must, at the County's option, either re-perform such portions of the work to correct such fault, defect or error, at no additional cost to the County, or refund to the County, the charge paid by the County, which is attributable to such portions of the faulty, defective or erroneous work, including the costs for re-performance of the work provided by other contractors.

3.6.8 **Insurance Requirements:** The contractor must not commence work under the contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County, nor must the contractor allow any subcontractor to commence work on their subcontract until all similar insurance required of the subcontractor has been so obtained and approved. All policies must be in amount(s), form(s) and company(ies) satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide. Insurance limits indicated below may be lowered at the discretion of the County.

- a. The contractor must purchase and maintain in force, at its own expense, property insurance covering any loss or damage of the County owned records.
- b. **Compensation Insurance:** The contractor must take out and maintain during the life of the contract, Employee's Liability and Worker's Compensation Insurance for all of their employees employed at the site of work, and in case any work is sublet, the contractor must require the subcontractor similarly to provide Worker's Compensation Insurance for all of the latter's employees unless such employees are covered by the protection afforded by the contractor. Worker's Compensation coverage

must meet Missouri statutory limits. Employers' Liability limits must be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit. In case any class of employees engaged in hazardous work under the contract at the site of the work is not protected under the Worker's Compensation Statute, the contractor must provide and must cause each subcontractor to provide Employers' Liability Insurance for the protection of their employees not otherwise protected.

- c. **Compensation General Liability Insurance:** The contractor must take out and maintain during the life of the contract, such comprehensive general liability insurance as must protect them and any subcontractor performing work covered by the contract, from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or for any subcontractor or by anyone directly or indirectly employed by them. The amounts of insurance must be not less than \$2,000,000.00 combined single limit for any one occurrence covering both bodily injury and property damage, including accidental death. If the contract involves any underground/digging operations, the general liability certificate must include X, C, and U (Explosion, Collapse, and Underground) coverage. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance must also be included.
- d. The contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. **Contractor agrees to include the County as an Additional Insured on the umbrella or Excess Liability, unless the Certificate of Insurance states that the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.**
- e. **Business Automobile Liability** – The contractor shall maintain during the life of the contract, automobile liability insurance in the amount of not less than \$2,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; non-owned and both on and off the site of work.
- f. **Subcontractors:** The contractor shall cause each subcontractor to purchase and maintain insurance of the types and amounts specified herein. Limits of such coverage may be reduced only upon written agreement of the County. The contractor shall provide to the County copies of certificates of insurance evidencing coverage for each

subcontractor. Subcontractors' commercial general liability and business automobile liability insurance shall name the County as an Additional Insured and have the Waiver of Subrogation endorsements added.

- g. Proof of Carriage of Insurance:** The contractor shall furnish the County with Certificate(s) of Insurance which name the County as an Additional Insured in an amount as required in the contract. The Certificate of Insurance shall provide that there will be no cancellation, non-renewal or reduction of coverage without 30 days prior written notice to the County. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the services provided.
- h. Indemnity Agreement:** To the fullest extent permitted by law, the contractor must indemnify, hold harmless and defend the County, its directors, officers, agents, and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of the contractor, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with contractor or a subcontract for part of the services), of anyone directly or indirectly employed by contractor or by any subcontractor, or of anyone for whose acts the contractor or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require the contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

  - i. Nothing in these requirements shall be construed as a waiver of any governmental immunity of the County, its officials nor any of its employees in the course of their official duties.
  - ii. Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

**Certificate Holder address:**  
County of Boone, Missouri  
C/O Purchasing Department  
613 E. Ash Street  
Columbia, MO 65201

**3.6.9 Contract Terms and Conditions:** The contractor must be prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement or its rights, title or interest therein, or its power to execute such

agreement to any other person, company or corporation without the prior consent and approval in writing by the County.

- 3.6.10 **Contract Period:** The initial contract period shall run **Date of Award through One Year**. The contract shall have four (4), one (1)-year renewal periods, or any portion thereof, following the completion of the initial/original contract term. After the completion of the final renewal term, the contract will continue on a month-to-month basis until either party terminates the contract by providing the other party with thirty (30) calendar days prior written notice.
- 3.6.11 **Cancellation Agreement:** The County reserves the right to cancel the contract without cause by giving not less than thirty (30) calendar days prior notice to the contractor in writing of the intention to cancel, or with cause, if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified. Failure of the contractor to comply with any of the provisions of the contract may be considered a material breach of contract and must be cause for immediate termination of the contract at the discretion of Boone County. Boone County may allow the contractor reasonable opportunity to cure material breach, but is not required to do so.
- 3.6.12 **Fiscal Non-Funding Clause:** In the event sufficient budgeted funds are not available for a new fiscal period, the County must notify the provider of such occurrence and the contract must terminate on the last day of the current fiscal period without penalty or expense to the County.
- 3.6.13 **Estimated Usage:** The services specified herein are estimates and do not constitute a guarantee on the part of the County.
- 3.6.14 **Pricing:** The contract will be awarded on a firm, fixed price basis for the entirety of the initial/original contract period. Prices are subject to adjustment only upon renewal of the contract period, subject to quotations on the Vendor Response Page for the specific renewal period; adjusted pricing must be effective on the renewal date and must remain firm through the entirety of the specific renewal period.
- a. **Price Increase:** It shall be the responsibility of the contractor to notify the County sixty (60) calendar days prior to the end of the current contract period of any pending price increase which will take effect at the beginning of the ensuing renewal period.
  - b. If the option for renewal is exercised by the County, the contractor must agree that the prices for the renewal period must not exceed the maximum percent of increase for the applicable renewal period stated on the Vendor Response Pages of the contract.

- c. If renewal percentages are not provided (i.e., left blank), or are quoted as “zero,” then prices for the renewal period(s) shall be the same as during the initial/original contract period. All pricing adjustments shall be calculated using the initial/original pricing.
  
- d. **Freight, Shipping and Handling Costs:** The contractor shall be responsible for all costs of shipping, handling and freight.



#### 4. PROPOSAL SUBMISSION INFORMATION

##### 4.1. SUBMISSION OF PROPOSALS:

4.1.1 When submitting a proposal, the offeror should include the **original and two (2) copies for a total of three (3) copies**. The offeror should also include an **electronic copy of the proposal on a removable storage drive**.

a. The offeror must submit the proposal to:

Boone County Purchasing Department  
Attn: Liz Palazzolo, Senior Buyer  
613 E. Ash Street, Room 109  
Columbia, MO 65201

b. The proposals must be delivered no later than **2:00 P.M. on May 30, 2019**. Proposals will not be accepted after this date and time.

4.1.2. **Terms and Conditions:** The offeror agrees that by submitting an offer, Boone County's Terms and Conditions as incorporated herein must become part of the contract, and in the event of conflict between any terms the offeror submits, the terms and conditions of the County govern.

##### 4.2 ORGANIZATION OF PROPOSAL:

4.2.1 To facilitate the evaluation process, the offeror is encouraged to organize their proposal into distinctive sections that correspond with the individual evaluation categories described herein.

a. Each distinctive section should be titled with each individual evaluation category and all material related to that category should be included therein.

b. The signed response page from the original RFP and all signed amendments should be placed at the beginning of the proposal.

c. The offeror is advised that the proposal should, at a minimum, address all mandatory and desired services, equipment, materials, etc. Responses will fully describe how the service will be performed and what hardware/software (if any) is required at the County to access the service.

4.2.2 The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories, and that the County is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any offeror whose responses deviate from the outlined specifications may automatically be disqualified.

**4.3 OFFEROR'S CONTACTS WITH PURCHASING:**

4.3.1 Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

**4.4 VALIDITY OF PROPOSAL RESPONSE:**

4.4.1 Offerors must agree that proposals must remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

**4.5 EVALUATION OF PROPOSALS**

4.5.1 Evaluation and Award Process: After determining a responsible offeror and a responsive proposal through the determination that the proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) will use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal. The evaluation will include an assessment of cost, the offeror's experience, expertise and reliability, proposed methodology, contractor support, and if requested by the County, an assessment of sample(s).

4.5.2 In order to conduct an evaluation of proposals, the vendor is advised to complete the Vendor Response Page, all parts, and to return the completed pages with the vendor's proposal. Failure to provide information necessary to evaluate the vendor's response may render the proposal incapable of award consideration. The County is not obligated to obtain information necessary for evaluation from the vendor. When evaluating responses, the County reserves the right to consider relevant information and fact, whether gained from the response, from a vendor, from the vendor's references, or from any other source.

4.5.3 After an initial evaluation process, a question and answer interview may be conducted with the offeror, if deemed necessary by the County. In addition, the offeror may be asked to make an oral presentation of their proposal to the evaluation team at a designated Boone County location. Attendance cost must be at the offeror's expense. All arrangements and scheduling will be coordinated by the County.



4.5.4 Competitive Negotiation of Proposals: The offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions must apply:

- a. Negotiations may be conducted in person, in writing, or by telephone.
- b. Negotiations will only be conducted with potentially acceptable proposals. The County reserves the right to limit negotiations to those proposals, which received the highest rankings during the initial evaluation phase.
- c. Terms, conditions, prices, methodology, or other features of the offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.
- d. The mandatory requirements of the Request for Proposal must not be negotiable and must remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.

4.5.5 Evaluation of the Vendor's Experience, Expertise and Reliability: Experience, expertise, and reliability of the offeror's organization are considered subjectively in the evaluation process. Therefore, the offeror is advised to submit any information, which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP, and outlines the expertise of key personnel who will be assigned tasks to perform for Boone County.

- a. Qualifications Statement/References/Certifications/Licenses: The offeror should provide the following information related to previous and current services/contracts performed by the offeror's organization and any proposed subcontractors which are similar to the requirements of this RFP.
- b. State the names and capacity of the professional staff assigned to work on the County account and a brief resume of their background, experience and include any certifications. Indicate professional staff training history. Indicate professional staff experience. The proposal should also include how the professional personnel will operate organizationally and the name and the title of the person who will direct the work.
- c. Name other businesses or preferably any government agencies/municipalities for which the vendor has provided similar services in the last three (3) years and provide a current contact name, email address and phone number for each account.
- d. The offeror should submit a copy of all licenses, certifications, accreditation, and/or permits, which may be required by state, federal,

and/or local law, statute, or regulation in the course of conduct of the offeror's business. If not submitted with the proposal, the County reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

4.5.6 Evaluation of the Vendor's Proposed Method of Performance and Sample Inspection: Proposals will be subjectively evaluated based on the offeror's distinctive plan for performing the requirements of the RFP. Therefore, the offeror should present a written narrative, which demonstrates the method or manner in which the offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action. The County will be evaluating the offeror's adherence to mandatory performance requirements as well as other features of the offeror's proposed approach to performing the work described herein.

- a. Offerors are cautioned about the use of specific words in the RFP. Where the words "must" or "shall" are used, they signify a required minimum function of system capacity that will heavily impact the offeror's final response rating. Where the words "should," "may" or "desired" are used, they signify that the feature or capacity is desirable but not mandatory; therefore, the specifications in question will possess minimal impact on the offeror's final response rating.
- b. The method by which the proposed method of performance is written will be left to the discretion of the offeror. However, the offeror should address each specific paragraph and subparagraph of the specifications by paragraph and page number as an item for discussion. Immediately below these numbers, write descriptions of how, when, by whom, with what, to what degree, why, where, etc., the requirements will be satisfied.

4.5.7 Samples: The vendor is strongly encouraged to submit samples of completed scanning work as part of their proposal with a "before" and "after" view similar to the work the County requests in this RFP. If not submitted, Boone County reserves the right to request samples as part of the evaluation process, i.e., before any contract award(s) is made. Boone County also reserves the right not to request a sample for evaluation if the County is otherwise familiar with the offeror's work or deems a sample unnecessary for further evaluation. The County reserves the right to request that the vendor create a sample in which case the County will provide data electronically to the offeror, and the offeror must be able to convert the image to microfilm and return it to the County for inspection within the time-frame specified by the County. Failure to provide a sample may negatively impact the evaluation of the offeror's proposal. The offeror must understand and agree that all samples must be furnished free of expense to the County, and that the sample will not be returned by the County.

4.5.8 Rejection / Withdrawal of Proposals Response:

- a. Rejection of Proposals: The right is reserved by the County at its discretion to reject any or all proposals or parts thereof. The County

reserves the right to waive defects or informality, to negotiate with offerors and to accept the proposal deemed to be in the best interest of the County.

- b. Withdrawal of Proposals: Proposals may be withdrawn on written request from the offeror at the address shown in the solicitation prior to the time of acceptance.
- c. Negligence on the part of the offeror in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.



## 5. VENDOR RESPONSE AND PRICING PAGES

- 5.1 The offeror should submit three (3) complete copies of the offeror's response in a single-sealed envelope, clearly marked on the outside, left corner with the offeror's company name and return address, the Request for Proposal (RFP) number and the proposal opening due date and time. In addition, the bidder shall complete the following as indicated below and submit said completed form with each copy of the proposal response.

In compliance with this Request for Proposal and subject to all the conditions thereof, the offeror agrees to furnish the services/equipment/supplies requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this RFP and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies. In addition, the County uses *DocuSign* when making a contract award. When providing a Contact Name and E-Mail Address below, the Contact and E-Mail address provided must be a person who has the legal authority to contractually bind the offeror's/bidder's company in a contract with the County.

Company Name: AMERICAN MICRO CO.

Address: 1933 TROOST AVE

KANSAS CITY, MO 64108

Telephone: 816-221-0123

Fax: 816-221-2458

Federal Tax ID (or Social Security #): 44-0629220

Print Name: MARK A. ZECCY

Title: CEO

Signature: Mark A. Zeccy

Date: 5-20-19

Contact Name and E-Mail Address to receive documents for electronic signature:

MZECCY@AMERICANMICROCO.COM

**NOTE:** The offeror must clearly state in writing any restrictions or deviations from specifications and requirements stated herein. In the absence of such statement, the County will assume that all items/services offered are in strict compliance with specifications stated in the RFP, including all technical and cost requirements, terms and conditions. The vendor must agree that the proposal if selected for award by the County will be included as part of the final contract with the County.

**5.2 Cooperative Procurement:** The vendor should indicate by checking "Yes" or "No" in the indicated space if the vendor will honor the submitted prices and terms for purchase by other entities in Missouri Circuit Courts that participate in cooperative purchasing with Boone County, Missouri?

Yes       No

**5.3 PRICING:**

**Off-Site Scanning and Records Management Services:** The offeror must price all line items. The offeror must submit firm, fixed pricing for each line item that includes all necessary materials, supplies, labor, support, transportation, freight, handling, insurance and any other costs for provision of services as defined herein. The County shall pay no additional prices.

Line Item	Description of Service	Firm, Fixed Unit Price
5.3.1	Total price per page to perform all off-site scanning services including producing the image and storing to microfilm and thumb drive, and providing all necessary materials, supplies, labor, support, transportation, freight, handling, insurance and any other costs to perform services as described herein.	\$ <u>0.063</u> per page
5.3.2	Per Diem Per Person – must include all travel, food, and lodging costs	\$ <u>250.00</u> per day per person for travel, food and lodging for on-site work
5.3.3	Document Preparation	\$ <u>25.00</u> per hour
5.3.4	Project Management/Consultation	\$ <u>200.00</u> per hour
5.3.5	Data processing programming necessary for files interface	\$ <u>200.00</u> per hour
5.3.6	Annual Maintenance for Enterprise License, 5-Users, Concurrent	\$ <u>1,125.00</u> total per year annual maintenance for 5-concurrent users

**5.4 Renewal Options:**

The County must have the sole option to renew the contract in one-year increments, or any portion thereof, for a total accumulated period of four (4) additional years following the initial term. If the options are exercised, pricing must be the same as quoted for the initial contract period subject to the specific percentage of price adjustment quoted below for the applicable renewal contract period. Prices for the renewal period must not exceed the maximum percent of increase for the applicable renewal period stated on the Pricing Page of the contract.

The vendor must respond with a firm, fixed percentage of increase or decrease. Do not quote BOTH a Maximum Increase and a Minimum Decrease – quote one or the other. Statements such as "a percentage of the then-current price" or "consumer price index" are NOT ACCEPTABLE i.e., reference to a CPI adjustment shall be deemed unacceptable.

If a percentage is not proposed (i.e., left blank), or if it is quoted as zero (0%), the County must have the right to execute the option at the same price(s) proposed for the initial contract period.

In conducting the cost evaluation, Boone County will evaluate pricing that determines the potential maximum financial liability to the County.

**All percentages must be applied to the firm pricing quoted for the initial (i.e., the first) contract period.** The offeror is cautioned that percentages that are the same value for successive renewal options must be calculated against original, not compounded, pricing.

**5.4.1 Renewal Option Percentage Price Adjustment**

**1<sup>st</sup> Renewal Period**

3 %

**Above quoted percentage shall be applied to original bid pricing – that is, the first/initial contract period**

Vendor must identify below by checking appropriately as an INCREASE OR

DECREASE: Maximum Increase:  \_\_\_\_\_

OR Minimum Decrease:  \_\_\_\_\_

**5.4.2 Renewal Option Percentage Price Adjustment**

**2nd Renewal Period**

3 %

**Above quoted percentage shall be applied to original bid pricing – that is, the first/initial contract period**

Vendor must identify below by checking appropriately as an INCREASE OR

DECREASE: Maximum Increase:  \_\_\_\_\_

OR Minimum Decrease:  \_\_\_\_\_

5.4.3 **Renewal Option Percentage Price Adjustment**  
**3rd Renewal Period**

3 %

**Above quoted percentage shall be applied to original bid pricing – that is, the first/initial contract period**

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE: Maximum Increase: ✓  
OR Minimum Decrease: \_\_\_\_\_

5.4.4 **Renewal Option Percentage Price Adjustment**  
**4th Renewal Period**

3 %

**Above quoted percentage shall be applied to original bid pricing – that is, the first/initial contract period**

Vendor must identify below by checking appropriately as an INCREASE OR DECREASE: Maximum Increase: ✓  
OR Minimum Decrease: \_\_\_\_\_

\*\*\*\*\*

5.5 **Vendor's Experience and Reliability:**

**Company History:** The vendor should describe in the available space the company's background in performing professional off-site scanning and records management services, e.g., when the company was founded, how long the company has been serving the Missouri market, etc:

The offeror should provide reference contact information below regarding provision of off-site scanning and records management services similar to what is being offered to Boone County:

**Vendor's References:**

Company/Entity Name: CHRISTIAN LEONARD CIRCUIT CLERK

Contact Name: BARB STILLINGS

Contact's Title: CIRCUIT CLERK

City: D'ZARK State: MO

Telephone Number and Area Code: 417-581-6372

E-mail Address: BARB.STILLINGS@COURTS.MO.GOV

Description of Equipment/Services Furnished: SCANNING SRV & PAPERWORK

Availability of Reference: 8-5 MON-FRI

Company/Entity Name: BOONE COUNTY CIRCUIT CLERK

Contact Name: SHARON ANDERSON  
 Contact's Title: DEPUTY CIRCUIT CLERK  
 City: JUPITER State: FL  
 Telephone Number and Area Code: 407-625-4310  
 E-mail Address: SHARON.ANDERSON@COURTS.VI.GOV  
 Description of Equipment/Services Furnished: SCANNING SV & PAPERWORK  
 Availability of Reference: 8-5 MON-FRI

**5.6 Proposed Method of Performance and Contractor Support**

**Off-Site Scanning:**

SEE ATTACHED

5.6.1 Describe where off-site scanning work will be performed and what resources, procedures are in place to ensure successful and timely completion of scanning work:

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5.6.2 Describe scanning protocols that will be followed to ensure document confidentiality/security:

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5.6.3 Describe the offeror's time-line for conducting scanning work, describe the typical time-line for from receipt of documents to completion of scanning and submission of completed, approved records to the Circuit Clerk's Office:

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5.6.4 Describe how the offeror will perform required records management for the Circuit Clerk's Office:

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SEE ATTACHED

**Single Point of Contact:**

5.6.5 Describe below how the vendor will perform as a single point of contact for the County regarding the scanning work to be done:

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Provide Contact Information for the Single Point of Contact:

Name/Title: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Address: \_\_\_\_\_

**Direct or Subcontracted Work:**

5.6.7 Address in the space provided if the off-site scanning services will be done by the vendor's staff or if the vendor intends to use a subcontractor(s) to perform any of the off-site scanning services. If any subcontractors are to be used, then identify the subcontractor by name and location.

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**Warranty:**

5.6.8 Address in the space provided warranty terms and length on labor and finished product the vendor offers on the off-site scanning and records management services performed for the County:

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**Software:**

5.6.9 Address in the space provided what software applications the County will need in order to use the vendor's product, e.g. Microsoft SQL, etc.

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SEE ATTACHED

5.6.10 Address how the vendor will provide on-going annual maintenance for PaperVision software for five (5) concurrent users, including updates/upgrades:

NEXT PAGE

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5.6.11 Provide Details about the Vendor's Toll-Free Phone/E-mail Support:

Toll-Free Phone #: \_\_\_\_\_

E-Mail Support/Web Address: \_\_\_\_\_

Describe Support Hours: \_\_\_\_\_

Describe Other Details about Offered Support: \_\_\_\_\_

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## 5.6 Proposed Method of Performance and Contractor Support

### Off-Site Scanning

#### 5.6.1

All off-site scanning will be performed at 1933 Troost Avenue, Kansas City, MO 64108. We have over 6 high speed scanners, over 35 employees to ensure that the project is completed according to spec. Any boxes brought into American Micro are labeled, entered into our backlog system, scheduled for production scanning, indexing, Quality Control, export, and written out to a thumb drive and microfilm. All of this is in conjunction with communicating with Boone County Circuit Clerk for turnaround and any issues that come up.

#### 5.6.2

There are no camera phones allowed in the production area. All records are treated confidentially per our employee handbook. We have 35 security cameras recording everyone's actions without being able to record any paper records. We perform background checks on all employees. We are the only tenant in a 50,000 square foot building with a monitored security system. We are also sprinklered. All boxes are kept on pallets and covered in plastic when not in use in the event that a sprinkler went off accidentally.

#### 5.6.3

Once the records are scheduled for pick up, we bring them into our facility for tagging to track all boxes. They are scheduled for any prepping if needed. Afterwards, they go to the scanner where the images will be scanned, and the barcode read to create the indexes. After this process, a Project Manager picks up the scanned images on the system and begins the Quality Control process of checking the images for folded corners and double documents. Grouping the documents together and matching them with the index values captured at the time of scanning is the next step before the images are exported out into a PaperVision Enterprise. Once these images are written out in the export, they are delivered back to Boone County Circuit Clerk for uploading to their server. This process takes approximately 10-12 weeks depending on how many boxes we would be receiving.

#### 5.6.4

American Micro will provide records management by working with the county on implementing and exploring options, with the PaperVision Enterprise software. The software has already been set up by us to help provide user rights, along with audit trails of every record that has been looked at and either printed, annotated, or any number of actions that are all dictated by the user rights given by the Administrator.

#### 5.6.5

The single point of contact for American Micro will be:

Mark A. Zecy      CEO

American Micro

1933 Troost Ave

Kansas City, MO 64108

816-221-0123

[mzecy@americanmicrokc.com](mailto:mzecy@americanmicrokc.com)

5.6.7

No work will be subcontracted out from our facility. All work will be done in house.

5.6.8

The warranty is 90 days from the date we send the digital images back to you. We will not shred anything until you inform us by email that you have authorized us to shred the records. Before this happens, Boone County CC should review the images to see if there are any issues. This is why we give you 90 days to review. Once shredded, there is nothing that can be done to 'change' a scan if we don't have the original.

5.6.9

For PaperVision Enterprise, the county will need to run Microsoft SQL v12 or newer. Currently, the county is already using this.

5.6.10

American Micro is an authorized reseller of the PaperVision Enterprise software and we maintain two people who help install and support the software. Upgrades are available on the website and while we can inform you of them, you really don't want us performing upgrades without your authority. The upgrades are nothing more than just running the installer on the platform PaperVision Enterprise server.

5.6.11

800-589-1100

[support@americanmicrokc.com](mailto:support@americanmicrokc.com)

8-5 Monday through Friday

Also 877-374-3569 for specific people identified by BCCC

*(The vendor should complete and return with the proposal)*

**Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are 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 recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant must attach an explanation to this proposal.

MARK A. ZECY CEO  
 Name and Title of Authorized Representative

Mark A. Zecy 5-20-19  
 Signature Date

*(The vendor should complete and return with the proposal)*

**CERTIFICATION REGARDING LOBBYING**

*Certification for Contracts, Grants, Loans, and Cooperative Agreements*

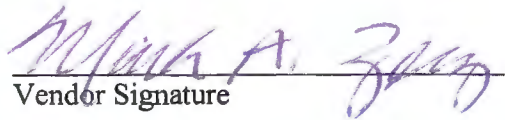
The undersigned certifies, to the best of his or her knowledge and belief, that:

(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 subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loan, 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 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.

  
Vendor Signature

  
Date

**Liz Palazzolo**  
**Senior Buyer**



**Boone County Purchasing**  
**613 E. Ash Street, Room 109**  
**Columbia, MO 65201**  
**Phone: (573) 886-4392**  
**Fax: (573) 886-4390**

**INSTRUCTIONS FOR COMPLIANCE WITH HOUSE BILL 1549**

House Bill 1549 addresses the Department of Homeland Security's and the Social Security Administration's E-Verify Program (Employment Eligibility Verification Program) that requires the County to verify "lawful presence" of individuals when we contract for work/service; verify that contractor has programs to verify lawful presence of their employees when contracts exceed \$5,000; and a requirement for OSHA safety training for public works projects.

The County is required to obtain certification that the bidder awarded the attached contract participates in a federal work authorization program. To obtain additional information on the Department of Homeland Security's E-Verify program, go to:

[http://www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm)

Please complete and return form *Work Authorization Certification Pursuant to 285.530 RSMo* if the contract amount is in excess of \$5,000. Attach to this form the *E-Verify Memorandum of Understanding* that the vendor completed when enrolling. The link for that form is:  
<http://www.uscis.gov/files/nativedocuments/save-mou.pdf>

Additional information may be obtained from:  
<http://www.uscis.gov/files/nativedocuments/MOU.pdf>

If the vendor is an Individual/Proprietorship, then the vendor must return the attached *Certification of Individual Bidder*. On that form, the vendor may do **one of the three options** listed. Be sure to attach any required information for those options as detailed on the *Certification of Individual Bidder*. If the vendor chooses option number two, then the vendor will also need to complete and return the attached form *Affidavit*.













**"No Bid" Response Form**

**Boone County Purchasing**  
613 E. Ash Street, Room 109  
Columbia, MO 65201

Liz Palazzolo, Senior Buyer  
(573) 886-4392 Fax: (573) 886-4390  
E-Mail: lpalazzolo@boonecountymo.org

**"NO BID RESPONSE FORM"**

**NOTE: THE VENDOR SHOULD COMPLETE AND RETURN THIS FORM ONLY IF THE VENDOR DOES NOT WANT TO SUBMIT A BID**

If the vendor does not wish to respond to this bid request, but would like to remain on the Boone County vendor list **for this service/commodity**, please remove form and return to the Purchasing Department by mail, e-mail or fax.

**Bid: RFP #30-30MAY19 – Off-Site Scanning and Records Management Services for the Boone County Circuit Clerk's Office**

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Contact: \_\_\_\_\_

Date: \_\_\_\_\_

Reason(s) for Not Submitting Proposal Response :

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STANDARD TERMS AND CONDITIONS - BOONE COUNTY, MISSOURI**

1. Contractor shall comply with all applicable federal, state, and local laws and failure to do so, in County's sole discretion, shall give County the right to terminate this Contract.
2. Responses shall include all charges for packing, delivery, installation, etc., (unless otherwise specified) to the Boone County Department identified in the Request for Bid and/or Proposal.
3. The Boone County Commission has the right to accept or reject any part or parts of all bids, to waive technicalities, and to accept the offer the County Commission considers the most advantageous to the County. Boone County reserves the right to award this bid on an item-by-item basis, or an "all or none" basis, whichever is in the best interest of the County.
4. Bidders must use the bid forms provided for the purpose of submitting bids, must return the bid and bid sheets comprised in this bid, give the unit price, extended totals, and sign the bid. The Purchasing Director reserves the right, when only one bid has been received by the bid closing date, to delay the opening of bids to another date and time in order to revise specifications and/or establish further competition for the commodity or service required. The one (1) bid received will be retained unopened until the new Closing date, or at request of bidder, returned unopened for re-submittal at the new date and time of bid closing.
5. When products or materials of any particular producer or manufacturer are mentioned in our specifications, such products or materials are intended to be descriptive of type or quality and not restricted to those mentioned.
6. Do not include Federal Excise Tax or Sales and Use Taxes in bid process, as law exempts the County from them.
7. The delivery date shall be stated in definite terms, as it will be taken into consideration in awarding the bid.
8. The County Commission reserves the right to cancel all or any part of orders if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must notify the Purchasing Department.
9. In case of default by the Contractor, the County of Boone will procure the articles or services from other sources and hold the Bidder responsible for any excess cost occasioned thereby.
10. Failure to deliver as guaranteed may disqualify Bidder from future bidding.
11. Prices must be as stated in units of quantity specified, and must be firm. Bids qualified by escalator clauses may not be considered unless specified in the bid specifications.
12. No bid transmitted by fax machine or e-mail will be accepted.
13. The County of Boone, Missouri expressly denies responsibility for, or ownership of any item purchased until same is delivered to the County and is accepted by the County.
14. The County reserves the right to award to one or multiple respondents. The County also reserves the right to not award any item or group of items if the services can be obtained from a state or other governmental entities contract under more favorable terms. The resulting contract will be considered "Non-Exclusive". The County reserves the right to purchase from other vendors.
15. The County, from time to time, uses federal grant funds for the procurement of goods and services.

Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to the funds used by the County for said procurement, and contract clauses required by the federal government in such circumstances are incorporated herein by reference. These clauses can generally be found in the *Federal Transit Administration's Best Practices Procurement Manual – Appendix A*. Any questions regarding the applicability of federal clauses to a particular bid should be directed to the Purchasing Department prior to bid opening.

16. In the event of a discrepancy between a unit price and an extended line item price, the unit price shall govern.
17. Should an audit of Contractor's invoices during the term of the Agreement, and any renewals thereof, indicate that the County has remitted payment on invoices that constitute an over-charging to the County above the pricing terms agreed to herein, the Contractor shall issue a refund check to the County for any over-charges within 30-days of being notified of the same.
18. For all bid responses over \$25,000, if any manufactured goods or commodities proposed with bid/proposal response are manufactured or produced outside the United States, this MUST be noted on the Bid/Proposal Response Form or a Memo attached.
19. **For all titled vehicles and equipment the dealer must use the actual delivery date to the County on all transfer documents** including the Certificate of Origin (COO,) Manufacturer's Statement of Origin (MSO,) Bill of Sale (BOS,) and Application for Title.
20. **Equipment and serial and model numbers** - The contractor is strongly encouraged to include equipment serial and model numbers for all amounts invoiced to the County. If equipment serial and model numbers are not provided on the face of the invoice, such information may be required by the County before issuing payment.

*Revised 1/17/2018*

*End of Document*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/31/2018

**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 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> Hays Companies 1200 Main Street, Suite #2310  Kansas City MO 64105	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (816) 474-3535      FAX (A/C, No): (816) 842-5795 E-MAIL ADDRESS: lrobb@hayscompanies.com														
<b>INSURED</b> American Micro Company 1933 Troost Avenue  Kansas City MO 64108	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: center;">NAIC #</th> </tr> <tr> <td>INSURER A: Atlantic Specialty Insurance</td> <td style="text-align: center;">27154</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Atlantic Specialty Insurance	27154	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES      CERTIFICATE NUMBER: GL/AL/WC/UL 4 18/19      REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO. JECT <input type="checkbox"/> LOC OTHER:			711-01-39-32-0005	6/1/2018	5/1/2019	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td style="text-align: right;">\$ 300,000</td></tr> <tr><td>MED EXP (Any one person)</td><td style="text-align: right;">\$ 10,000</td></tr> <tr><td>PERSONAL &amp; ADV INJURY</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td style="text-align: right;">\$ 2,000,000</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000	MED EXP (Any one person)	\$ 10,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000		\$
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	\$																				
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			711-01-39-32-0005	6/1/2018	5/1/2019	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>BODILY INJURY (Per person)</td><td style="text-align: right;">\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td style="text-align: right;">\$</td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td style="text-align: right;">\$</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
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A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$			711-01-39-32-0005	6/1/2018	6/1/2019	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td style="text-align: right;">\$ 4,000,000</td></tr> <tr><td>AGGREGATE</td><td style="text-align: right;">\$ 4,000,000</td></tr> <tr><td></td><td style="text-align: right;">\$</td></tr> </table>	EACH OCCURRENCE	\$ 4,000,000	AGGREGATE	\$ 4,000,000		\$								
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AGGREGATE	\$ 4,000,000																				
	\$																				
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N    N/A If yes, describe under DESCRIPTION OF OPERATIONS below			406-04-07-93-0005	6/1/2018	6/1/2019	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input checked="" type="checkbox"/> PER STATUTE</td> <td><input type="checkbox"/> OTH-ER</td> <td></td> </tr> <tr><td>E.L. EACH ACCIDENT</td><td></td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td></td><td style="text-align: right;">\$ 1,000,000</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td></td><td style="text-align: right;">\$ 1,000,000</td></tr> </table>	<input checked="" type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTH-ER		E.L. EACH ACCIDENT		\$ 1,000,000	E.L. DISEASE - EA EMPLOYEE		\$ 1,000,000	E.L. DISEASE - POLICY LIMIT		\$ 1,000,000		
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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)

<b>CERTIFICATE HOLDER</b>  Boone County Circuit Clerk Columbia, MO	<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  James Hays/LRCBB
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**ADDENDUM #1 to RFP#30-20JUL18**

**Boone County Purchasing**

613 E. Ash Street, Room 109

Columbia, MO 65201

*Liz Palazzolo, Senior Buyer*

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: [lpalazzolo@boonecountymo.org](mailto:lpalazzolo@boonecountymo.org)

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**BOONE COUNTY, MISSOURI**

**Request for Proposal 30-30MAY19 – Off-Site Scanning and Records Management Services  
for the Boone County Circuit Clerk’s Office**

**ADDENDUM # 1 - Issued May 22, 2019**

**Prospective offerors are hereby notified of the following revisions to Request for Proposal 02-09JAN18:**

1. Items (12) Attachment Two, Sample Case Forms and (13) Attachment Three, Cost History Sample are **ADDED** to paragraph 2.1.2
2. Paragraph 3.1.1(b) is **REVISED** as follows:
  - b. Original materials shall be shredded by the contractor after the final order of destruction has been issued by the Court En Banc. The Circuit Clerk’s Office will e-mail the contractor the signed form that authorizes destruction *after the Court En Banc which meets monthly has issued the order. The Circuit Clerk’s Office will coordinate with the contractor to ensure that scanned original records can be disposed of in a timely manner.*
3. Paragraph 3.2.3 is **REVISED** as follows:

**3.2.3 USB Hard (Thumb) Drive, Storage and Back-Up:** All completed formatted scanned records must be copied to *one (1)* external USB hard *drive*. *This* hard drive *shall* be shipped to the County for review and on-site back-up.
4. Paragraph 3.2.7 is **DELETED**.
5. Paragraph 3.2.8 is **DELETED**.
6. Paragraph 3.3.3 is **REVISED** as follows:

3.3.3 The contractor must produce one original *16mm roll and one duplicate thumb-drive for all images sent to the contractor for microfilming. The original roll shall be sent to the Missouri Secretary of State and the thumb drive shall be sent to the Boone County Circuit Clerk.*



7. Paragraph 3.3.4 is **REVISED** as follows:

**3.3.4 Each 16mm microfilm roll and each thumb-drive must be inspected by the contractor frame by frame for visible defects and missing pages before submitting to the Missouri Secretary of State or to the Boone County Circuit Clerk.**

8. Paragraph 3.3.7 is **DELETED**.

9. Paragraph 3.3.8 is **REVISED**:

**3.3.8 Each microfilm roll must contain index marks indicating the beginning *and end* of each document and page consistent with Missouri Secretary of State Guidelines for Local Records Microfilming.**

10. Paragraph 3.3.10 is **REVISED**:

**3.3.10 The microfilm roll must contain blip marks indicating the beginning *and end* of each document and page.**

11. Paragraph 3.5.2 is **REVISED** as follows:

**3.5.2 *The contractor shall provide all PaperVision updates/upgrades and shall coordinate with the Circuit Clerk's IT Department regarding loading the update/upgrade to the County's server.***

\*\*\*\*\*

12. The County received the following questions and is providing the following responses:

a. On page 9, section 3.2.12, it states that the contractor must format the images and indexes to the requirements of PaperVision software. Does the County Circuit Clerk's Office currently own and utilize PaperVision Software and do they have a software vendor that currently provides support, maintenance and upgrades for the application? What version of PaperVision is the County using – can a detailed list of the modules installed and used by the County be provided?

**Response:** Yes. American Micro is the current vendor that provides both scanning and PaperVision software including support. The County owns five concurrent site licenses to PaperVision and so is only seeking on-going support (see paragraphs 3.5.1 through 3.5.5 of the RFP). The County is using PaperVision Release 84. A detailed listing of modules is not available.

b. On page 11, section 3.5.1, it states that the contractor shall provide on-going annual maintenance on PaperVision software for five concurrent users. Will bidders who do not sell and service PaperVision software be eligible for award of the scanning services project if they are able to meet the PaperVision formatting requirements outlined in section 3.2.12? Is there a reason the County would not award the scanning portion to one vendor and the software maintenance to a vendor who sells and supports PaperVision since they are two completely different services? Excluding vendors that meet that requirement but are not PaperVision resellers/supporters would limit open competition for the RFP.

**Response:** The County requires maintenance on PaperVision software and does not intend to shift to a different software given the County's investment in the licenses and user training, in addition to the fact the County records are already stored to the PaperVision format. The County prefers to keep both scanning and maintenance of PaperVision performed by one provider.

- c. In section 3.1.1, the requirements are 16mm microfilm. In 3.3.3 and 3.3.4, the requirements are for 35mm microfilm. Which is the correct requirement?

**Response:** 16mm – Addendum #1 corrects references to 35mm in the RFP and revises them to 16mm.

- d. In section 3.2.2, it appears that the final indexing fields for each individual file will be: the plaintiff's last name, plaintiff's first name, defendant's last name, defendant's first name and the case number. Is this correct?

**Response:** Please see Attachment Two

- e. In section 2.2.3, it lists the approximate number of sheets of paper per box. Can you tell us the average number of separate case files per box or can you give an estimate of the total number of case files for the project? This will help to determine the level of effort for indexing of the files.

**Response:** On average, there are 50-files per each box – file size determines the number per box – if the file is thin, then as many as 130 files can be stored in a box. If the file is thicker, then fewer files are in the box.

- f. Will the County be able to provide a data extract from their case file management software application that contains the plaintiff and defendant names along with the associated case file numbers? If so, that can be used to streamline the indexing process by limiting the number of index fields that need to be manually keyed. Utilizing a data report will decrease the overall project cost.

**Response:** No.

- g. Who provides the microfilm roll numbers – will the contractor be responsible?

**Response:** The Circuit Clerk's Office will provide the initial numbering and then the numbering will be sequential for later batches.

- h. How does the staff at the Circuit Clerk's Office access scanned records in PaperVision?

**Response:** By case number if it's known; if not then by name.

- i. Section 2.2.3 describes 30,000 files that are "in addition to other records." Will these files be similar in nature to the boxed files described in that section, and will they be prepared by the County as described in paragraph 2.2.3(a)?

**Response:** Yes.

- j. Paragraph 2.2.3(a) mentions a Case Form. Can that be shared?

**Response: Yes – see Attachment Two**

- k. Paragraph 3.1.1(b) indicates that the County will provide a “final order of destruction.” What is the estimated timeframe between delivery of images and microfilm, and the notice to authorize files destruction, i.e., how long will the County’s files have to be on the contractor’s floor?

**Response: The Court En Banc meets monthly. Depending on when the specific scanning work is completed and accepted by the County, and when the Court En Banc regularly meets determines when the notice to destroy can be sent to the contractor. A guesstimate is anywhere from 30-60 days after completed and accepted scanning work has been received by the County.**

- l. Paragraph 3.1.3 lists boxes as one of the supplies the contractor must provide, can the County confirm?

**Response: The contractor is required to provide all materials as identified in paragraphs 3.1.3 (a) through (e).**

- m. Paragraph 3.2.7 indicates that computer index data may not be available for some records and that these records must be indexed by document number. Can the County provide a document number that will need to be indexed?

**Response: Paragraphs 3.2.7 and 3.2.8 have been deleted by this Addendum.**

- n. Paragraph 3.3.7 indicates that County will determine the images contained on a roll of microfilm – please explain.

**Response: Paragraph 3.3.7 has been deleted by this Addendum.**

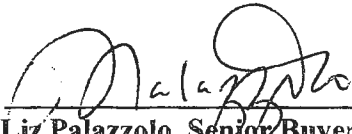
- o. Paragraph 5.6.4 requests information from the offeror regarding how records management will be performed. Should the offeror describe how it will perform tasks in the Scope of Work?

**Response: Yes. The offeror can address each paragraph in the Scope of Work in its proposal to detail how it will perform scanning and records management services.**

- p. Will the County need access to the files sent to the contractor for scanning before scanning is completed?

**Response: It’s possible but it has never been requested at the time of this Addendum, so the possibility remains unlikely. The County is willing to coordinate with the contractor in a case like this.**

This addendum is issued in accordance with the RFP paragraph 1.8 and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal including the *Vendor Response and Pricing Pages*.

By:   
Liz Palazzolo, Senior Buyer  
Boone County Purchasing

The OFFEROR has examined Addendum #1 to Request for Proposal #30-30MAY19 Off-Site Scanning and Records Management Services for the Boone County Circuit Clerk's Office receipt of which is hereby acknowledged:

Company Name: AMERICAN MICRO CO.

Address: 1933 TRUST

KC, MO 64108

Telephone: 816-221-0123 Fax: 816-221-2958

Federal Tax ID (or Social Security #): 44-0629220

Print Name: MARK A. ZECY Title: CEO

Signature: Mark A. Zecy Date: 5-28-19

Contact Name and E-Mail Address to receive documents for electronic signature in **DocuSign**:

MARK ZECY MZECY@AMERICANMICROKC.COM








# Invoice

Attachment Three – RFP 30-30MAY19

Date	Invoice #
10/17/2018	

<b>Bill To</b>
BOONE COUNTY CIRCUIT CLERK CAROL RUMBLE 705 E. WALNUT COLUMBIA, MO 65201

<b>Ship To</b>
BOONE COUNTY CIRCUIT CLERK CAROL RUMBLE 705 E. WALNUT COLUMBIA, MO 65201

S.O. No.	P.O. No.	Terms	Due Date	Rep	Ship D...	Ship Via	Project	Customer Pho...	Job #
74704		Net 15	11/1/2018	100	8/20/2018	ACTION	CASE FILES	573-886- <del>XXXX</del>	15314
Item	Description				Ordered	Prev. Invoiced	Invoiced	Rate	Amount
	CASE FILES 30 BOXES 14 BOXES Misdemeanors & Felonies MF1496-MF1509 13 BOXES Civil AC & SC cases CV2040-CV2052 2 BOXES Confidential Paternity cases P634-P635 1 BOX Family Court Adult Abuse cases Docket Sheets Only AA1								
SB-PLANT L...	REMOVAL OF STAPLES				13	0	13	1.00	13.00
SB-SCANNIN...	SCANNING DOCUMENTS				64.620	0	64.620	0.062	4.006.44
SB-OUTPUT ...	ARCHIVE WRITER / INCLUDED IN PRICE 9 ROLLS (ROLL 5036 TO 5044)				1	0	1	0.00	0.00
SB-THUMBD...	THUMB DRIVE / INCLUDED IN PRICE				1	0	1	0.00	0.00
SB-SHREDDI...	SHREDDING OF DOCUMENTS / INCLUDED IN PRICE				1	0	1	0.00	0.00
We Appreciate Your Business. Thank You							<b>Subtotal</b>		
							<b>Sales Tax (0.0%)</b>		
							<b>Total</b>		
							<b>Payments/Credits</b>		
							<b>Balance Due</b>		





**ADDENDUM #2 to RFP#30-30MAY19**

**Boone County Purchasing**

613 E. Ash Street, Room 109

Columbia, MO 65201

*Liz Palazzolo, Senior Buyer*

Phone: (573) 886-4392 – Fax: (573) 886-4390

Email: [lpalazzolo@boonecountymo.org](mailto:lpalazzolo@boonecountymo.org)

**BOONE COUNTY, MISSOURI**


**Request for Proposal 30-30MAY19 – Off-Site Scanning and Records Management Services  
for the Boone County Circuit Clerk’s Office**

**ADDENDUM # 2 - Issued May 22, 2019**

**Prospective offerors are hereby notified of the following revisions to Request for Proposal 30-30MAY19:**

1. Addendum #2 corrects reference to the RFP number in Addendum #1. Both Addendum #1 and Addendum #2 pertain to **RFP 30-30MAY19**.

This addendum is issued in accordance with the RFP paragraph 1.8 and is hereby incorporated into and made a part of the Request for Proposal Documents. Offerors are reminded that receipt of this addendum should be acknowledged and submitted with Offeror’s Proposal including the *Vendor Response and Pricing Pages*.

By:   
 Liz Palazzolo, Senior Buyer  
 Boone County Purchasing

The OFFEROR has examined **Addendum #2** to Request for Proposal #30-30MAY19 **Off-Site Scanning and Records Management Services for the Boone County Circuit Clerk’s Office** receipt of which is hereby acknowledged:

Company Name: AMERICAN MICRO

Address: 1933 TRENT AVE

KE, MO 64108

Telephone: 816-221-0123 Fax: 816-221-2498

Federal Tax ID (or Social Security #): 44-57629220

Print Name: MARK A. ZECY Title: CEO

Signature: Mark A. Zecy Date: 5-28-19

Contact Name and E-Mail Address to receive documents for electronic signature in **DocuSign**:

MARK ZECY MZECY@AMERICANMEROX.COM

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI }  
County of Boone } ea.

June Session of the April Adjourned

Term. 2019

In the County Commission of said county, on the 20th day of June 2019

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby appoint the following:

Name	Board	Period
Penny Kuhns-Knarr	Judicial & Law Enforcement Task Force	July 1, 2019 thru June 30, 2022

Done this 20th day of June 2019.

ATTEST:

*Brianna L. Lennon*  
Brianna L. Lennon  
Clerk of the County Commission

*Absent*  
Daniel K. Atwill  
Presiding Commissioner

*Fred J. Parry*  
Fred J. Parry  
District I Commissioner

*Janet M. Thompson*  
Janet M. Thompson  
Acting Presiding Commissioner

Dan Atwill, Presiding Commissioner  
Fred J. Parry, District I Commissioner  
Janet Thompson, District II Commissioner



Boone County Government Center  
801 E. Walnut, Room 333  
Columbia, MO 65201  
573-886-4305 - FAX 573-886-4311  
E-mail: commission@boonecountymo.org

# Boone County Commission

## BOONE COUNTY BOARD OR COMMISSION APPLICATION FORM

**Board or Commission:** Judicial & Law Enforcement Task Force  
**Name:** Penny Lyn Kuhns-Knarr  
**Home Address:** 5422 North Rocky Fork Drive  
**City:** Columbia **Zip Code:** MO  
**Business Address:** 300 S Providence  
**City:** Columbia **Zip Code:** 65203  
**At which address would you prefer to be contacted?**       
**E-mail:** penny.knarr@gmail.com  
**Phone (Home):** 573-256-2252 **Phone (Work):** 573-874-1132  
**Fax:**                                     

**Qualifications:**

I was a part of a tour to the Boone County Jail yesterday with the Chamber of Commerce program Leadership Columbia. I met with my mentor this morning wondering "how can I make a difference?" So I decided to take action and look to see what County Board or Commission I could join to make a difference. When I saw this opening, I thought it was fate. I am proud to be a resident of Boone County and would work hard on this Task Force.

**Past Community Service:**

I worked for the American Cancer Society in Columbia from 1996 to 2000. I have been a volunteer for them ever since, particularly for the Relay for Life Program. I have been an active volunteer for the Food Bank. I served as a Board member for Grade A Plus. I have worked for the Columbia Chamber of Commerce for 3 years and know our community.

**References:**

Stacye Smith, Shelter Insurance Julie Warden, Boone Supported Living Whitney Schieber, Columbia Chamber of Commerce Jerry Dowell, Alzheimer's Association

**I have no objections to the information in this application being made public. To the best of my knowledge at this time I can serve a full term if appointed. I do hereby certify that the above information is true and accurate.**

\_\_\_\_\_  
Applicant Signature

**Return Application  
To:**

**Boone County Commission Office  
Boone County Government Center  
801 East Walnut, Room 333  
Columbia, MO 65201  
Fax: 573-886-4311**

An Affirmative Action/Equal Opportunity Institution

251-2019

# CERTIFIED COPY OF ORDER

STATE OF MISSOURI

} ea.

June Session of the April Adjourned

Term. 20 19

County of Boone

In the County Commission of said county, on the

20th

day of

June

20 19

the following, among other proceedings, were had, viz:

Now on this day, the County Commission of the County of Boone does hereby approve the Organizational Use of the Boone County Government Center Chambers by the City of Columbia on August 9, 2019 from 8:00 am to 5:30 pm.

Done this 20th day of June 2019.

ATTEST:

*Brianna L. Lennon*  
Brianna L. Lennon  
Clerk of the County Commission

*Absent*  
Daniel K. Atwill  
Presiding Commissioner

*Fred J. Parry*  
Fred J. Parry  
District I Commissioner

*Janet M. Thompson*  
Janet M. Thompson  
Acting Presiding Commissioner

Daniel K. Atwill, Presiding Commissioner  
Fred J. Parry, District I Commissioner  
Janet M. Thompson, District II Commissioner



Roger B. Wilson  
Boone County Government Center  
801 East Walnut, Room 333  
Columbia, MO 65201-7732  
573-886-4305 • FAX 573-886-4311

# Boone County Commission

## APPLICATION FOR ORGANIZATIONAL USE OF BOONE COUNTY CONFERENCE ROOMS

The undersigned organization hereby applies for a use permit to use Boone County Government conference rooms as follows:

Organization: City of Columbia

Address: PO Box 6015

City: Columbia State: Mo ZIP Code: 65205

Phone: 573-441-5495 Website: COMO.GOV

Individual Requesting Use: JANET Godon Position in Organization: Planner

Facility requested:  Chambers  Room 301  Room 311  Room 332  Centralia Clinic

Event: Missouri Transportation Summit (in partnership with Missouri Bicycle & Pedestrian Federation)

Description of Use (ex. Speaker, meeting, reception): Speaker

Date(s) of Use: Friday, August 9

Start Time of Setup: 8:00  AM  PM Start Time of Event: \_\_\_\_\_ AM/PM

End Time of Event: 5:00  AM  PM End Time of Cleanup: \_\_\_\_\_ AM/PM

The undersigned organization agrees to abide by the following terms and conditions in the event this application is approved:

1. To abide by all applicable laws, ordinances and county policies in using Boone County Government conference rooms.
2. To remove all trash or other debris that may be deposited (by participants) in rooms by the organizational use.
3. To repair, replace, or pay for the repair or replacement of damaged property including carpet and furnishings in rooms.
4. To conduct its use in such a manner as to not unreasonably interfere with Boone County Government building functions.
5. To indemnify and hold the County of Boone, its officers, agents and employees, harmless from any and all claims, demands, damages, actions, causes of action or suits of any kind or nature including costs, litigation expenses, attorney fees, judgments, settlements on account of bodily injury or property damage incurred by anyone participating in or attending the organizational use of rooms as specified in this application.

Organization Representative/Title: City of Columbia - Janet Godon / Planner

Phone Number: 573-441-5495 / 823-5503 cell Date of Application: 6/13/19

Email Address: Janet.Godone@COMO.gov

Applications may be submitted in person or by mail to the Boone County Commission, 801 E. Walnut, Room 333, Columbia, MO 65201 or by email to [commission@boonecountymo.org](mailto:commission@boonecountymo.org).

## PERMIT FOR ORGANIZATIONAL USE OF BOONE COUNTY GOVERNMENT CONFERENCE ROOMS

The County of Boone hereby grants the above application for permit in accordance with the terms and conditions above written. The above permit is subject to termination for any reason by duly entered order of the Boone County Commission.

ATTEST:

BOONE COUNTY, MISSOURI

Braunna L. Lennon, et  
County Clerk

Janet Godon  
County Commissioner

DATE: 6-20-19