



**STATE OF OKLAHOMA CONTRACT WITH TRINITY SERVICES GROUP INC. DBA
TRINITY CORRECTIONS GROUP, INC.**

This State of Oklahoma Contract (“Contract”) is entered into between the State of Oklahoma by and through the Oklahoma Department of Corrections (ODOC) ("State") and Trinity Services Group Inc. dba Trinity Corrections Group, Inc. (“Supplier”) and is effective as of the effective date set forth on a properly issued purchase order or, if no effective date is listed, the date of last signature to this Contract. The initial Contract term, which begins on the effective date of the Contract, is two (2) years and there are three (3) one-year options to renew the Contract.

Purpose

The State is awarding this Contract for potential Suppliers to provide a contract for management services pertinent to Food Service Operations for Oklahoma Department of Corrections (ODOC), as more particularly described in certain Contract Documents. This Contract memorializes the agreement of the parties with respect to negotiated terms of the Contract that is being awarded to Supplier.

Now, therefore, in consideration of the foregoing and the mutual promises set forth herein, the receipt and sufficiency of which are hereby acknowledged the parties agree as follows:

1. The parties agree that Supplier has not yet begun performance of work under this Contract. Issuance of a purchase order is required prior to payment to a Supplier.
2. The following Contract Documents are attached hereto and incorporated herein:
 - 2.1. Attachment A – Solicitation #EV00000605;
 - 2.2. Attachment A1 – Non-Negotiable General Terms;
 - 2.3. Exhibit 1 – Executive Summary;
 - 2.4. Exhibit 2 - Bidder Reference Worksheet;
 - 2.5. Exhibit 3 – Scope of Work;
 - 2.6. Exhibit 4 - Facility Information;
 - 2.7. Exhibit 5 - Facility Food Service Equipment;
 - 2.8. Exhibit 6 - Bidder Requirements Food Services;
 - 2.9. Exhibit 7 - Pricing Template;
 - 2.10. Attachment B – Negotiable General Terms;
 - 2.11. Attachment C - Agency Terms;
 - 2.12. Attachment D - State IT Terms;
 - 2.13. Attachment E1 - Pricing Sheet;
 - 2.14. Attachment E2 - Additional Bidder Terms;
 - 2.15. Amendment#1 - Closing date Extended;
 - 2.16. Amendment#2 - Closing date Extended; and
 - 2.17. Amendment #3 - Q&A.

3. The parties additionally agree:
 - 3.2. Except for Audited Financials and information deemed confidential by the State pursuant to applicable law, rule, regulation or policy, the parties agree Contract terms and information are not confidential and are disclosable without further approval of or notice to Supplier.
 - 3.3. To the extent any term or condition in any Contract Document, including via a hyperlink or uniform resource locator, conflicts with an applicable Oklahoma and/or United States law or regulation, such term or condition is void and unenforceable. By executing any Contract Document which contains a conflicting term or condition, the State or Customer makes no representation or warranty regarding the enforceability of such term or condition and the State or Customer does not waive the applicable Oklahoma and/or United States law or regulation which conflicts with the term or condition.
4. The parties recognize that while the State of Oklahoma is executing this contract, payment obligations rest solely with the Oklahoma Department of Corrections and OMES shall not be responsible for such. Please send invoices and billing inquiries to:

Oklahoma Department of Corrections
Attn: Business Services Accounting
4345 N Lincoln Blvd,
Oklahoma City, OK 73105
Invoice Email: antwonette.kimble@doc.ok.gov;
jennifer.mcalister@doc.ok.gov

Attachments referenced in this section are attached hereto and incorporated herein.

5. Parties acknowledge that responses to Specification and Requirements as detailed in pages 53 – 298 of the Supplier’s Bid Response are herein incorporated by reference.
6. Both parties agree and acknowledge that the Oklahoma Department of Corrections (ODOC) has 1) reviewed the contents of the Supplier’s pricing sheet; and 2) chosen the “Proposal 1: Your Preferred Hot, Cold, Hot Meal Pattern.” Further, both parties agree that the pricing shall be based upon the “Scaled Pricing for the HCH Meal Pattern (Includes Equipment Investment),” more specifically the 18,900 – 19,399 at a PPM rate of \$1.678 due to ODOC's current population count, which may increase or decrease over the course of the contract.
7. EQUIPMENT FUND. Supplier shall provide Client with a capital investment in the amount of eight million dollars (\$8,000,000.00) for the purpose of purchasing new equipment necessary for Supplier's production processes to be effective ("Capital Investment").
 - A. The Capital Investment will be amortized over sixty (60) months. Should the Agreement expire or be terminated prior to the full sixty (60) month Capital Investment amortization period, the State agrees to repay Supplier the unamortized value of the Capital Investment within thirty (30) days of the Agreement's expiration or termination. For example, if the State terminated this Agreement with twelve (12) months remaining, the State would be responsible for reimbursing Supplier the unamortized amount of one million six hundred thousand (\$1,600,000) or (\$8,000,000/60months x 12 months remaining).

- B. All equipment purchased with the Capital Investment (whether by the state or Supplier) will be the property of the State, subject to the repayment obligations of this Section, and the State will be responsible for paying all sales taxes assessed on the equipment unless the State is exempt from the payment of sales tax. Supplier will maintain, repair, and replace all other food service equipment in accordance with this Agreement.
8. Any reference to a Contract Document refers to such Contract Document as it may have been amended. If and to the extent any provision is in multiple documents and addresses the same or substantially the same subject matter but does not create an actual conflict, the more recent provision is deemed to supersede earlier versions.


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SIGNATURES

The undersigned represent and warrant that they are authorized, as representatives of the party on whose behalf they are signing, to sign this Contract and to bind their respective party thereto.

**STATE OF OKLAHOMA
by and through the OKLAHOMA
DEPARTMENT OF CORRECTIONS (ODOC)**

**TRINITY SERVICES GROUP INC. DBA TRINITY
CORRECTIONS GROUP, INC.**

By: 
By: Steven Harpe (May 13, 2025 09:38 CDT)

By: 
By: James Perry (May 9, 2025 12:02 CDT)

Name: Steven Harpe

Name: James Perry

Title: Director

Title: Sr. Vice President

Date: May 13, 2025

Date: May 9, 2025

Agency Counsel

**STATE OF OKLAHOMA by and through the
OKLAHOMA DEPARTMENT OF CORRECTIONS (ODOC)**

Approved as to form and content:

By: 
By: Kari Hawkins (May 9, 2025 12:08 CDT)

By: 
By: Ashlee Clemmons (May 9, 2025 14:17 CDT)

Name: Kari Hawkins

Name Ashlee Clemmons

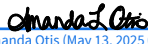
Title: General Counsel

Title: Chief Financial Officer

Date: May 9, 2025

Date: May 9, 2025

The State Purchasing Director is signing solely to ensure state agency compliance with provisions of the Oklahoma Central Purchasing Act pursuant to 74 O.S., 85.5 concerning acquisitions by state agencies.

By: 
By: Amanda Otis (May 13, 2025 09:49 CDT)

Name: Amanda Otis

Title: State Purchasing Director

Date: May 13, 2025

Attachment A

Solicitation No. EV00000605

This Solicitation is a Contract Document and is a request for proposal in connection with the Contract awarded on behalf of the Oklahoma Department of Corrections by and through the Office of Management and Enterprise Services as more particularly described below. Any defined term used herein but not defined herein shall have the meaning ascribed in the General Terms or other Contract document.

I. PURPOSE

The Office of Management and Enterprise Services (OMES), Central Purchasing Division, is seeking responses on behalf of the Oklahoma Department of Corrections (ODOC) from potential Suppliers to provide a contract for management services. A Contract resulting from this Solicitation may be designated for use as a Statewide Contract.¹

The Contract is awarded on behalf of ODOC for food management services.

1. Contract Term and Renewal Options:

- 1.1. The initial Contract term, which begins on the effective date of the Contract, is one year and there are (4) one-year options to renew the Contract.

2. Solicitation Criterion:

- 2.1. The Bid will be evaluated using a best value criterion, based on the following:

- i. Price- **Exhibit#7**
- ii. Ability to meet specifications- **Exhibit#6**

- 2.2 Scope and Description:

- i. The Bid Response must reflect for each requirement on **Exhibit 3 – Scope of Work**.
- ii. The Bid Response shall show the ability of the Bidder to meet or exceed the following mandatory specifications on **Exhibit 6 – Bidder Requirements**.
- iii. Pricing shall be proposed using the **Exhibit 7 – Pricing** shall be returned in original, Microsoft Excel format.

- 2.3. Executive Summary and Company Information are on **Exhibit 1 - Executive Summary and Company Information**.

- 2.4. All Technical responses are on **Exhibit 6 – Bidder Requirements**.

¹ 74 O.S. 85.5(G)(3)

2.5. Business References are to be on **Exhibit 2 – Bidder Reference Worksheet**.

Mandatory Site Visits – Each Bidder Shall Have a Minimum of 1 Rep at Each Site

Facility Name	Date	Time (Central Time)
Jess Dunn Correctional Center	01/06/2025	9:00 am
Great Plains Correctional Center	01/06/2025	10:30 am
R.B. Dick Conner Correctional Center	01/06/2025	10:30 am
Eddie Warrior Correctional Center	01/06/2025	11:30 am
Charles E “Bill” Johnson Correctional Center	01/07/2025	9:00 am
Lexington Assessment & Reception Center	01/07/2025	9:30 am
Joseph Harp Correctional Center	01/07/2025	11:30 am
James Crabtree Correctional Center	01/07/2025	12:00 pm
Oklahoma State Reformatory	01/07/2025	12:00 pm
Mabel Bassett Correctional Center	01/08/2025	9:30 am
Oklahoma State Penitentiary	01/08/2025	9:30 am
Mack Alford Correctional Center	01/08/2025	9:30 am
Jackie Brannon Correctional Center	01/08/2025	11:30 am
John Lilley Correctional Center	01/08/2025	12:00 pm
Howard McLeod Correctional Center	01/08/2025	12:30 pm
Lawton Community Corrections Center	01/09/2025	9:00 am
Allen Gamble Correctional Center	01/09/2025	9:30 am
Jim E Hamilton Correctional Center	01/09/2025	10:00 am
Northeast Oklahoma Community Corrections Center	01/09/2025	10:00 am
Enid Community Corrections Center	01/09/2025	11:00 am
Union City Community Corrections Center	01/09/2025	1:00 pm
Clara Waters Community Corrections Center	01/09/2025	2:00 pm

**Attachment A1 -
NON-NEGOTIABLE GENERAL TERMS**

In addition to other terms contained in an applicable Contract document, Supplier and State agree to the following General Terms:

1 Scope and Contract Renewal

- 1.1** Supplier may not add products or services to its offerings under the Contract without the State's prior written approval. Such request may require a competitive bid of the additional products or services. If the need arises for goods or services outside the scope of the Contract, Supplier shall contact the State.
- 1.2** At no time during the performance of the Contract shall the Supplier have the authority to obligate any Customer for payment for any products or services (a) when a corresponding encumbering document is not signed or (b) over and above an awarded Contract amount. Likewise, Supplier is not entitled to compensation for a product or service provided by or on behalf of Supplier that is neither requested nor accepted as satisfactory.
- 1.3** If applicable, prior to any Contract renewal, the State shall subjectively consider the value of the Contract to the State, the Supplier's performance under the Contract, and shall review certain other factors, including but not limited to the: a) terms and conditions of Contract documents to determine validity with current State and other applicable statutes and rules; b) current pricing and discounts offered by Supplier; and c) current products, services and support offered by Supplier. If the State determines changes to the Contract are required as a condition precedent to renewal, the State and Supplier will cooperate in good faith to evidence such required changes in an Amendment. Further, any request for a price increase in connection with a renewal or otherwise will be conditioned on the Supplier providing appropriate documentation supporting the request.
- 1.4** Upon mutual agreement, the Parties may extend the Contract for ninety (90) days beyond a final renewal term. The Parties may to the extent allowable by law, choose to exercise subsequent ninety (90) day extensions.
- 1.5** Supplier understands that supplier registration expires annually and, pursuant to OAC 260:115-3-3, Supplier shall maintain its supplier registration with the State as a precondition to a renewal of the Contract.

2 Contract Effectiveness

- 2.1 Unless specifically agreed in writing otherwise, the Contract is effective upon the date last signed by the parties. Supplier shall not commence work, commit funds, incur costs, or in any way act to obligate the State until a proper purchase order has been issued.
- 2.2 Any Contract document shall be legibly written in ink or typed. All Contract transactions, and any Contract document related thereto, may be conducted by electronic means pursuant to the Oklahoma Uniform Electronic Transactions Act.

3 Modification of Contract Terms and Contract documents

- 3.1 The Contract may only be modified, amended, or expanded by an Amendment. Any change to the Contract, including the addition of work or materials, the revision of payment terms, or the substitution of work or materials made unilaterally by the Supplier, is a material breach of the Contract. Unless otherwise specified by applicable law or rules, such changes, including without limitation, any unauthorized written Contract modification, shall be void and without effect and the Supplier shall not be entitled to any claim under the Contract based on those changes. No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in the Contract.
- 3.2 Any additional terms on an ordering document provided by Supplier are of no effect and are void unless mutually executed. OMES bears no liability for performance, payment or failure thereof by the Supplier or by a Customer other than OMES in connection with an Acquisition.
- 3.3 Except for information deemed confidential by the State pursuant to applicable law, rule, regulation, or policy, the parties agree Contract terms are not confidential and are disclosable without further approval of or notice to Supplier.
- 3.4 Unless mutually agreed to in writing by the State of Oklahoma by and through the Office of Management and Enterprise Services, no Contract document or other terms and conditions or clauses, including via a hyperlink or uniform resource locator, shall supersede or conflict with the terms of this Contract or expand the State's or Customer's liability or reduce the rights of Customer or the State.
- 3.5 To the extent any term or condition in any Contract document, including via a hyperlink or uniform resource locator, conflicts with an applicable Oklahoma

and/or United States law or regulation, such term or condition is void and unenforceable. By executing any Contract document which contains a conflicting term or condition, the State or Customer makes no representation or warranty regarding the enforceability of such term or condition and the State or Customer does not waive the applicable Oklahoma and/or United States law or regulation which conflicts with the term or condition.

4 Pricing

- 4.1** Pursuant to 68 O.S. §§ 1352, 1356, and 1404, State agencies are exempt from the assessment of State sales, use, and excise taxes. Further, State agencies and political subdivisions of the State are exempt from Federal Excise Taxes pursuant to Title 26 of the United States Code. Any taxes of any nature whatsoever payable by the Supplier shall not be reimbursed.
- 4.2** Pursuant to 74 O.S. §85.40, all travel expenses of Supplier must be included in the total Acquisition price.
- 4.3** The price of a product offered under the Contract shall include and Supplier shall prepay all shipping, packaging, delivery and handling fees. All product deliveries will be free on board Customer's Destination. No additional fees shall be charged by Supplier for standard shipping and handling. If Customer requests expedited or special delivery, Customer may be responsible for any charges for expedited or special delivery
- 4.4** Any product to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the Customer at Destination. The Customer assumes no responsibility for a product until accepted by the Customer. Title and risk of loss or damage to a product shall be the responsibility of the Supplier until accepted. The Supplier shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance
- 4.5** Pursuant to OAC 260:115-9-1, payment for an Acquisition does not constitute final acceptance of the Acquisition. If subsequent inspection affirms that the Acquisition does not meet or exceed the specifications of the order or that the Acquisition has a latent defect, the Supplier shall be notified as soon as is reasonably practicable. The Supplier shall retrieve and replace the Acquisition at Supplier's expense or, if unable to replace, shall issue a refund to Customer. Refund under this section shall not be an exclusive remedy.

5 Invoices and Payments

5.1 Supplier shall be paid upon submission of a proper invoice(s) at the prices stipulated in the Contract in accordance with 74 O.S. §85.44B which requires that payment be made only after products have been provided and accepted or services rendered and accepted This section shall not prohibit the payment of membership dues or payment for subscriptions to magazines, periodicals or books or for payment to vendors providing subscription services under 74 O.S. 85.44B.

The following terms additionally apply:

- A.** An invoice shall contain the purchase order number, description of products or services provided and the dates of such provision.
- B.** Failure to provide a timely and proper invoice may result in delay of processing the invoice for payment. Proper invoice is defined at OAC 260:10-1-2.
- C.** Payment of all fees under the Contract shall be due NET 30 days, but shall not be deemed late until 45 days. Payment and interest on late payments are governed by 62 O.S. §34.72. Such interest is the sole and exclusive remedy for late payments by a State agency and no other late fees are authorized to be assessed pursuant to Oklahoma law.
- D.** The date from which an applicable early payment discount time is calculated shall be from the receipt date of a proper invoice. There is no obligation, however, to utilize an early payment discount.
- E.** If an overpayment or underpayment has been made to Supplier any subsequent payments to Supplier under the Contract may be adjusted to correct the account. A written explanation of the adjustment will be issued to Supplier.
- F.** If the Supplier accepts payment by Purchase Card they shall do so according to Oklahoma law.

6 Oklahoma Open Records Act

Supplier acknowledges that all State agencies and certain other Customers are subject to the Oklahoma Open Records Act set forth at 51 O.S. §24A-1 et seq. Supplier also acknowledges that compliance with the Oklahoma Open Records Act and all opinions of the Oklahoma Attorney General concerning the Act is required. Customer may be provided access to Supplier Confidential Information. State agencies are subject to the Oklahoma Open Records Act and Supplier acknowledges information marked

confidential information will be disclosed to the extent permitted under the Open Records Act and in accordance with this section. Nothing herein is intended to waive the State Purchasing Director's authority under OAC 260:115-3-9 in connection with Bid information requested to be held confidential by a Bidder. Notwithstanding the foregoing, Supplier Confidential Information shall not include information that: (i) is or becomes generally known or available by public disclosure, commercial use or otherwise and is not in contravention of this Contract; (ii) is known and has been reduced to tangible form by the receiving party before the time of disclosure for the first time under this Contract and without other obligations of confidentiality; (iii) is independently developed without the use of any of Supplier Confidential Information; (iv) is lawfully obtained from a third party (without any confidentiality obligation) who has the right to make such disclosure or (v) pricing provided to the State. In addition, the obligations in this section shall not apply to the extent that the applicable law or regulation requires disclosure of Supplier Confidential Information, provided that the Customer provides reasonable written notice, pursuant to Contract notice provisions, to the Supplier so that the Supplier may promptly seek a protective order or other appropriate remedy.

7 Conflict of Interest

In addition to any requirement of law or of a professional code of ethics or conduct, the Supplier, its employees are required to disclose any outside activity or interest that conflicts or may conflict with the best interest of the State. Prompt disclosure is required under this section if the activity or interest is related, directly or indirectly, to any person or entity currently under contract with or seeking to do business with the State, its employees or any other third-party individual or entity awarded a contract with the State. Further, as long as the Supplier has an obligation under the Contract, any plan, preparation or engagement in any such activity or interest shall not occur without prior written approval of the State. Any conflict of interest shall, at the sole discretion of the State, be grounds for partial or whole termination of the Contract.

8 State Shall Not Indemnify

The State of Oklahoma cannot lawfully agree to indemnify a private contractor. The credit of the State shall not be given, pledged, or loaned to any individual, company, corporation, or association, municipality, or political subdivision of the State pursuant to Oklahoma Constitution article 10, Section 15, OAC 260:115-7-32(k)(3)(A) and Attorney General Opinion 2012-18.

9 Indemnification Coordination of Defense

9.1 In connection with indemnification obligations under the Contract, when a State agency is a named defendant in any filed or threatened lawsuit, the defense of the State agency shall be coordinated by the Attorney General of Oklahoma, or the Attorney General may authorize the Supplier to control the defense and any related settlement negotiations; provided, however, Supplier shall not agree to any settlement of claims against the State without obtaining advance written concurrence from the Attorney General. If the Attorney General does not authorize sole control of the defense and settlement negotiations to Supplier, Supplier shall have authorization to equally participate in any proceeding related to the indemnity obligation under the Contract and shall remain responsible to indemnify the applicable Indemnified Parties.

10 Termination for Funding Insufficiency

10.1 Notwithstanding anything to the contrary in any Contract document, the State may terminate the Contract in whole or in part if funds sufficient to pay obligations under the Contract are not appropriated or received from an intended third-party funding source. In the event of such insufficiency, Supplier will be provided at least fifteen (15) calendar days' written notice of termination. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated. The determination by the State of insufficient funding shall be accepted by, and shall be final and binding on, the Supplier.

10.2 Upon receipt of notice of a termination, Supplier shall immediately comply with the notice terms and take all necessary steps to minimize the incurrence of costs allocable to the work affected by the notice. If a purchase order or other payment mechanism has been issued and a product or service has been accepted as satisfactory prior to the effective date of termination, the termination does not relieve an obligation to pay for the product or service but there shall not be any liability for further payments ordinarily due under the Contract or for any damages or other amounts caused by or associated with such termination. Any amount paid to Supplier in the form of prepaid fees that are unused when the Contractor certain obligations are terminated shall be refunded.

10.3 The State's exercise of its right to terminate the Contract under this section shall not be considered a default or breach under the Contract or relieve the Supplier of any liability for claims arising under the Contract.

11 Suspension of Supplier

11.1 Supplier may be subject to Suspension without advance notice and may additionally be suspended from activities under the Contract if Supplier fails to

comply with confidentiality, privacy, security, environmental or safety requirements applicable to Supplier's performance or obligations under the Contract.

- 11.2** Upon receipt of a notice pursuant to this section, Supplier shall immediately comply with the notice terms and take all necessary steps to minimize the incurrence of costs allocable to the work affected by the notice. If a purchase order or other payment mechanism has been issued and a product or service has been accepted as satisfactory prior to receipt of notice by Supplier, the Suspension does not relieve an obligation to pay for the product or service but there shall not be any liability for further payments ordinarily due under the Contract during a period of Suspension or suspended activity or for any damages or other amounts caused by or associated with such Suspension or suspended activity. A right exercised under this section shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law. Any amount paid to Supplier in the form of prepaid fees attributable to a period of Suspension or suspended activity shall be refunded.
- 11.3** Such Suspension may be removed, or suspended activity may resume, at the earlier of such time as a formal notice is issued that authorizes the resumption of performance under the Contract or at such time as a purchase order or other appropriate encumbrance document is issued. This subsection is not intended to operate as an affirmative statement that such resumption will occur.

12 Certification Regarding Debarment, Suspension, and Other Responsibility Matters

The certification made by Supplier with respect to Debarment, Suspension, certain indictments, convictions, civil judgments and terminated public contracts is a material representation of fact upon which reliance was placed when entering into the Contract. A determination that Supplier knowingly rendered an erroneous certification, in

addition to other available remedies, may result in whole or partial termination of the Contract for Supplier's default. Additionally, Supplier shall promptly provide written notice to the State Purchasing Director if the certification becomes erroneous due to changed circumstances.

13 Certification Regarding State Employees Prohibition From Fulfilling Services

Pursuant to 74 O.S. § 85.42, the Supplier certifies that no person involved in any manner in development of the Contract employed by the State shall be employed to fulfill any services provided under the Contract.

14 Notices

All notices, approvals or requests allowed or required by the terms of any Contract shall be in writing, reference the Contract with specificity and deemed delivered upon receipt or upon refusal of the intended party to accept receipt of the notice. Notice information may be updated in writing to the other party as necessary.

In addition to other notice requirements in the Contract and the designated Supplier contact provided in a successful Bid, notices shall be sent to the State at the email address set forth below.

Notwithstanding any other provision of the Contract, confidentiality, breach and termination-related notices shall be delivered to the address below in addition to e-mail.

If sent to the State:

State Purchasing Director
2401 North Lincoln Blvd., Second Floor
Oklahoma City, Oklahoma 73105

With a copy, which shall not constitute notice, to:

Purchasing Division Deputy General Counsel
2401 North Lincoln Blvd., Second Floor
Oklahoma City, Oklahoma 73105

15 Miscellaneous

15.1 Choice of Law and Venue

Any claim, dispute, or litigation relating to the Contract documents, in the singular or in the aggregate, shall be governed by the laws of the State of Oklahoma without regard to application of choice of law principles. Pursuant to 74 O.S. §85.7(F), where Federal awards are involved, applicable federal laws, rules and regulations shall govern to the extent necessary to insure ensure compliance with the terms of the Federal award. Venue for any action, claim, dispute, or litigation relating in any way to the Contract documents, shall be in Oklahoma County, Oklahoma. The State expressly declines any terms that minimize its rights under Oklahoma Law, including but not limited to, Statutes of Limitations.

15.2 Employment Relationship

The Contract does not create an employment relationship. Individuals providing products or performing services pursuant to the Contract are not employees of the State or Customer and, accordingly are not eligible for any rights or benefits whatsoever accruing to such employees.

15.3 Failure to Enforce

Failure by the State or a Customer at any time to enforce a provision of, or exercise a right under, the Contract shall not be construed as a waiver of any such provision. Such failure to enforce or exercise shall not affect the validity of any Contract document, or any part thereof, or the right of the State or a Customer to enforce any provision of, or exercise any right under, the Contract at any time in accordance with its terms. Likewise, a waiver of a breach of any provision of a Contract document shall not affect or waive a subsequent breach of the same provision or a breach of any other provision in the Contract.

15.4 Invalid Term or Condition

To the extent any term or condition in the Contract conflicts with a compulsory applicable State or United States law or regulation, such Contract term or condition is void and unenforceable. By executing any Contract document which contains a conflicting term or condition, no representation or warranty is made regarding the enforceability of such term or condition. Likewise, any applicable State or federal law or regulation which conflicts with the Contract or any non-conflicting applicable State or federal law or regulation is not waived.

15.5 Severability

If any provision of a Contract document, or the application of any term or condition to any party or circumstances, is held invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable and the application of such provision to other parties or circumstances shall remain valid and in full force and effect. If a court finds that any provision of this contract is invalid or unenforceable, but that by limiting such provision it would become valid and enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

15.6 Section Headings

The headings used in any Contract document are for convenience only and do not constitute terms of the Contract.

15.7 Sovereign Immunity

Notwithstanding any provision in the Contract, the Contract is entered into subject to the State's Constitution, statutes, common law, regulations, and the doctrine of sovereign immunity, none of which are waived by the State nor any other right or defense available to the State; provided, however, that the parties hereby agree that the doctrine of sovereign immunity does not apply to actions grounded in contract and therefore does not prohibit Supplier from pursuing claims arising under the Contract against the State and Customers.

15.8 Survival

As applicable, performance under all license, subscription, service agreements, statements of work, transition plans and other similar Contract documents entered into between the parties under the terms of the Contract shall survive Contract expiration. Additionally, rights and obligations under the Contract which by their nature should survive including, without limitation, certain payment obligations invoiced prior to expiration or termination; confidentiality obligations; security incident and data breach obligations and indemnification obligations, remain in effect after expiration or termination of the Contract.

15.9 Gratuities

The Contract may be immediately terminated, in whole or in part, by written notice if it is determined that the Supplier, its authorized employee, agent, or another representative acting within the scope of their authority violated any federal, State or local law, rule or ordinance by offering or giving a gratuity to any State employee directly involved in the Contract. In addition, Suspension or Debarment of the Supplier may result from such a violation.

15.10 Import/Export Controls

Neither party will use, distribute, transfer or transmit any equipment, services, software or technical information provided under the Contract (even if incorporated into other products) except in compliance with all applicable import and export laws, conventions and regulations.

EXHIBIT 1 to
STATE OF OKLAHOMA CONTRACT WITH
Trinity Services Group Inc. dba Trinity Corrections Group, Inc.
RESULTING FROM SOLICITATION NO. EV00000605

Section Two: Executive Summary and Company Information EXHIBIT 01: OFFEROR RESPONSE WORKSHEET		
Offeror must provide complete and succinct responses to each item below. Insert your responses into this worksheet directly into the yellow boxes If your response does not fit into the boxes below a clearly labeled response (Example: 7.2.etc). will be considered. Offeror should provide all information necessary to demonstrate Offeror's ability to meet the requirements of this RFP and the RFP's Scope of Work. Responses to the below questions in this Attachment are mandatory and will be evaluated. Failure to respond to any question may result in your proposal being deemed nonresponsive.		
Any bidder responses left blank to any of the below requirements will not proceed further in the evaluation phase.		
Section Two: Executive Summary and Company Information		
Bidders Instructions		Record Responses Below
7.2	Bidder marketing information, general company information and other similar resources the Bidder wishes to provide	
7.2.a	Provide the length of time the Bidder has been in business	
7.2.b	Insert a brief description of the company	
7.2.c	Indicate Company size and organization structure (an Organizational chart is recommended)	
7.2.d	The number of years the Bidder has been providing products and/or services of the type requested, (must be at least 36months)	
7.2.e	Describe the core competency of the company	
7.2.f	Estimated Number of clients	
7.2.g	Average client size (i.e., employee count)	

**EXHIBIT 2 to
STATE OF OKLAHOMA CONTRACT WITH
Trinity Services Group Inc. dba Trinity Corrections Group, Inc.
RESULTING FROM SOLICITATION NO. EV00000605**

**Oklahoma Department of Corrections
Food Management Services
Exhibit 2 Reference Survey**

Supplier Name: _____
Reference Organization Name: _____
Reference Contact Name: _____
Reference Phone Number: _____
Reference Email: _____

1. Please describe the organizational structure of your agency (i.e. Private Company, State Government, Federal Government, etc)

2. Please describe the work that the supplier did for you, including the size and scope of the project and the type and number of population being served.

3. When did the contract take place and what was its duration? Is it still in effect?

4. Did supplier successfully deliver the contract requirements/responsibilities?
 Yes No
5. What was working with the supplier's staff like (professional: easy to work with, unprofessional: difficult to work with)?
 Professional, easy to work with Unprofessional, difficult to work with
6. How well did the supplier communicate with you?
 Outstanding, no issues Minor lack of communication, was resolved
 Severe lack of communication, was resolved Severe lack of communication, not resolved
7. What were some of the frustrations with the supplier along the way, if any?
 No issues Minor issues that were resolved
 Significant issues that were resolved Significant issues that were not resolved
8. Would you hire the supplier again?
 Yes No

**EXHIBIT 2 to
STATE OF OKLAHOMA CONTRACT WITH
Trinity Services Group Inc. dba Trinity Corrections Group, Inc.
RESULTING FROM SOLICITATION NO. EV00000605
Scope of Work**

1. General Requirements

- 1.1. The contractor shall provide all food management services for all ODOC facilities listed in Exhibit 4 – Facility Information.
- 1.2. At any time during the agreement period of the contract, ODOC has the right to add, remove, expand, consolidate, relocate or separate any facilities.
- 1.3. Should there be a significant inmate population count change over the course of the agreement period of this contract, due to factors such as legislative passage of bills, etc., the contractor shall consult with ODOC to ensure continuation of needs of the contract are being met.
 - 1.3.1. ODOC will not assume any financial obligations of the contractor associated with such change, nor shall ODOC be responsible for any displacement expenses or loss of salary that may be incurred by the contractor’s personnel, associates and subcontractors.
- 1.4. The contractor understands that all services provided are the sole responsibility of the contractor and that ODOC will provide oversight that all services are being met to ODOC’s satisfaction.
- 1.5. The contractor understands that all expenses incurred by contractor or its personnel under this contract are the sole responsibility of the contractor.
- 1.6. The contractor understands that ODOC/Agri-Services division has the mission to produce, purchase and provide food items needed to meet ODOC Master Menu requirements, while providing meaningful employment to inmate workers. The contractor will be responsible for partnering with and utilizing ODOC/Agri-Services to fulfill food item requirements over the duration of this contract.
 - 1.6.1. ODOC/Agri-Services will ensure that it is providing pricing to the contractor that is competitive with open market pricing for its food items.
- 1.7. The contractor may offer meals to facility staff/guests at a cost not to exceed the cost offered to the inmate population.
 - 1.7.1. The payment mechanism (cash, credit card, etc) utilized by facility staff/guests will be agreed to by the contractor and ODOC after contract award.
- 1.8. The contractor shall be responsible for purchasing all shelf-stable food and beverages that ODOC has on hand at the time of implementation of this contract. ODOC will take steps to reduce the inventory to the lowest possible levels and still serve the inmate population before this date.

2. Facilities

Exhibit 3 – Scope of Work

- 2.1. All ODOC facilities have kitchen facilities, including coolers, freezers and a limited amount of dry goods storage space.
 - 2.1.1. ODOC food service equipment is primarily owned by ODOC. An inventory of each facility's equipment is provided in Exhibit 5 – Facility Food Service Equipment.
 - 2.1.1.1. The contractor may use available ODOC food service equipment at each facility.
 - 2.1.1.1.1. The contractor will be responsible for maintenance and repairs of ODOC-owned equipment.
 - 2.1.1.1.2. The contractor will be responsible for procuring all new and replacement equipment. Should the contractor, choose it may offer ODOC the options below or propose an alternative, which will be agreed to by ODOC and the awarded contractor.
 - 2.1.1.2.1. The contractor may offer all new and replacement equipment at no-interest financing for a determined length of period agreeable in writing by ODOC and the awarded contractor.
 - 2.1.1.2.2. At the conclusion of the contract, the awarded contractor may offer to sell any contractor-owned equipment that is in good-working condition at a value agreeable in writing by ODOC and awarded contractor.
- 2.2. ODOC currently utilizes inmate labor in its kitchens, food service and storage facilities.
- 2.3. All ODOC facilities have network access which will be made available to the contractor. Should additional equipment be needed for additional connectivity and/or bandwidth necessary to operate the food service operations, it will be the sole responsibility of the contractor to provide, install and maintain.
- 2.4. Only specified areas of the facility will be available for the food service and its storage. No other areas of the facility will be made available to the contractor for storage.
- 2.5. Contractors will have the opportunity to observe the location of each facility's food service and storage area during the scheduled site visit.
 - 2.5.1. The purpose of the on-site inspection is to allow bidders the opportunity for visual inspection and familiarization with the facilities.
 - 2.5.2. All questions regarding the facilities must be held and provided in writing to the OMES contact provided for the solicitation.
 - 2.5.3. Bidders are prohibited from scheduling an on-site inspection at any facility at a time/date different than what's specified in the solicitation.

Exhibit 3 – Scope of Work

- 2.5.4. Each bidder is solely responsible for the inspection, examination and assessment of each facility that may affect or impact the performance of the food service operations. The bidder's failure to inspect any facility during the on-site inspection in no way relieves the bidder of performance over the course of the contract.

3. Contractor Requirements

- 3.1. The contractor shall have a minimum of 10 years documented experience service private, federal, state and/or local jail systems of similar size and score with various meal delivery systems.

4. Administrative Office

- 4.1. Within 120 calendar days after award of this contract, the contractor, at its sole expense, shall provide and maintain an administrative office in Oklahoma City, Oklahoma, for the contractor's management personnel to offer direction and supervision of all the contractor's assigned personnel. Contractor shall provide all equipment/furnishings to meet their needs. ODOC will not provide any office space, equipment, or furnishings to the contractor.

5. Policies and Procedures

- 5.1. Within 60 days after contract award, the contractor shall develop and provide a policies and procedures manual for each facility, which will govern all food service operations.

- 5.1.1. The contractor's policies and procedures shall comply with all ODOC policies and procedures. ODOC shall have the final approval over each contractor's policies and procedures manual.

- 5.1.2. The contractor's policies and procedures must include, but not be limited to

- 5.1.2.1 Employee attendance

- 5.1.2.2 Employee attire and badges

- 5.1.2.3 Staff conduct and performance

- 5.1.2.4 Payroll and benefits

- 5.1.2.5 Operations and facility security including

- 5.1.2.5.1. Tool control

- 5.1.2.5.2. Prohibition on socializing with inmates

- 5.1.2.5.3. Disciplinary actions

- 5.1.2.5.4. Drug-Free workplace

Exhibit 3 – Scope of Work

- 5.1.2.5.5. Employee fingerprint-based criminal history record checks
- 5.1.2.5.6. Sanitation and equipment maintenance.
- 5.1.2.5.7. New employee orientation
- 5.1.2.5.8. On-going employee training and development
- 5.1.2.5.9. Emergency operation plan to provide continuity of service during a catastrophe or disaster, whether natural or manmade.
- 5.1.3. Such policies and procedure manual must contain, at a minimum, consistently applied principles and procedures relating to personnel matters (i.e., selection, training, performance evaluation, and progressive corrective action), inventory control, etc., which are compatible with ODOC's policies and procedures.
- 5.1.4. In the event of any inconsistencies between the contractor's policies and procedures manual and those dictated by ODOC, ODOC's policies shall take precedence.
- 5.1.5. The contractor and its personnel shall implement and comply with all relevant federal and Oklahoma state laws and procedures that pertain to food management services.
- 5.1.6. The contractor and its personnel shall comply with all applicable Oklahoma state laws, rules, regulations, guidelines, internal ODOC policy and procures that pertain to ODOC properties.
- 5.1.7. The contractor shall be responsible for ensuring that all personnel, equipment, tools and supplies/materials comply with any and all ODOC policies and procedures.
- 5.1.8. Any modifications made to the contractor's policies and procedures prior to implementation shall be approved in writing by ODOC.

6. Transition and Implementation

- 6.1. Within 60 days after contractor award, the contractor shall provide a draft "Transition and Implementation Plan" to ODOC for review and approval.
 - 6.1.2. The contractor's "Transition and Implementation Plan" shall provide for a seamless transition with minimal interruption of the provision of food services to inmates and include but not limited to
 - 6.1.2.1. An overall transition and implementation project timeline
 - 6.1.2.2. Individual tasks or deliverables
 - 6.1.2.3. Contractor staff assigned to each task

Exhibit 3 – Scope of Work

6.1.2.4. Milestone review dates

6.1.3. The “Transition and Implementation Plan” shall include, but not be limited to

6.1.3.1. The functional areas of communications

6.1.3.2. Human resources and staffing

6.1.3.3. Nutritional and operational support

6.1.3.4. Finance and accounting

6.1.3.5. Information technology

6.1.3.6. Opening team planning.

6.1.4. The contractor must receive ODOC approval in writing regarding the contractor’s “Transition and Implementation Plan” prior to implementation.

6.1.5. Within 180 days after contract award, the contractor must be fully operational in all facilities, including, but not limited to

6.1.5.1. Installing any necessary equipment and supplies

6.1.5.2. Providing and training any required personnel necessary

6.1.5.3. Full implementation of all food service operations

6.1.5.4. Establishing a statewide administrative office in Oklahoma City, Oklahoma.

7. **Inventory**

7.1. The contractor shall provide all materials, equipment and supplies to perform all services relating to this contract.

7.2. Within 30 days after contract award, the contractor and ODOC shall jointly inventory and issue an inventory report that consolidates all chemicals and food service supplies.

7.2.1. The contractor will take ownership of and credit ODOC of the amount agreed to for all items within 45 days after issuance of inventory report.

7.3. The contractor shall keep an on-going inventory report for all locations to be made available within 24 business hours of ODOC request.

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- 7.4. ODOC will randomly conduct inventory checks at facilities to ensure that acceptable levels of inventory are always readily available.

8. Information Technology Requirements

- 8.1. The contractor shall provide all hardware and software necessary, at contractor's expense, to ensure no/minimal levels of interruptions of food management services at all facilities at any time. ODOC has a food service software program that the contractor may utilize should they deem it useful in this contract. Interfacing with the current or future ODOC software applications will be the sole responsibility of the supplier.

- 8.1.1. Hardware and software must be approved by and will be managed by the Oklahoma Office of Management & Enterprises Services (OMES).

- 8.1.2. All maintenance, repairs and replacement to hardware will be at the contractor's expense.

- 8.1.3. The contractor shall provide a plan for destruction of data prior to the contract expiration, termination or cancellation. Such plan shall be approved by OMES.

- 8.1.4. The contractor shall keep an on-going inventory report of all hardware and software to include but not limited to

- 8.1.4.1. Description

- 8.1.4.2. Serial number

- 8.1.4.3. Purchase date

9. Staffing Plan

- 9.1. Staffing Plan – With bid proposal, the contractor must supply a staffing plan, which will be the basis of for staffing through the term of the contract. The staffing plan must include, but not limited to

- 9.1.1. Minimum number of staff needed at each location with position and job descriptors.

- 9.1.2. The contractor shall submit in writing, any proposed modifications to the staffing plan to the ODOC representative(s) prior to implementation. No modifications are allowed without written approval by the ODOC representative(s).

- 9.1.3. The contractor shall ensure that the approved minimum staffing plan and scheduled hours of coverage throughout the duration of the contract.

- 9.1.3.1. At no time shall one person work more than two contiguous shifts.

Exhibit 3 – Scope of Work

- 9.1.4. The contractor shall ensure that all contractor management and line staff positions are filled for the entire scheduled work period(s) as scheduled.
- 9.1.5. The contractor shall maintain an adequate number of employees, including adequate relief personnel, on duty at all times to ensure the efficient operation of the food service operations.
- 9.1.6. The contractor shall ensure that all staff meet or exceed all the applicable licensing or certifications required by their profession set by the State of Oklahoma.
 - 9.1.6.1. The contractor shall ensure that all licensing or certifications are kept current, in good standing and provided to the ODOC representative(s) at the time of full-service implementation and at any requested time over the course of the contract.
- 9.1.7. The contractor shall provide management staff and line staff for each facility to provide oversight of work provided by inmate labor for the complete provision of food service operations, including meal preparation, meal service and cleanup.
- 9.1.8. The contractor shall understand and agree that certain situations necessitate that particular full-time equivalent (FTE) position(s) not be vacated for a given period of time, contingent upon the services provided. Final determinations of the situations shall be made by ODOC.
 - 9.1.8.1. When a vacancy or an absence occurs in a position that is normally occupied by an approved and qualified contractor personnel, the contractor must immediately provide an approved and qualified temporary/interim person. Additionally, the contractor shall report all vacancies to ODOC representative(s) within 24 hours of the position becoming vacant.
 - 9.1.8.1.1. Any of the contractor's temporary/interim personnel shall meet the minimum qualifications for that position. Failure to provide personnel for positions as agreed upon in the approved staffing plan may be deemed as a breach of contract by ODOC. If the contractor is unable to fill a vacant position, ODOC may temporarily fill vacancies with ODOC staff at the expense of the contractor.
- 9.1.9. If ODOC is dissatisfied with the scope of the services delivered, the contractor shall agree to provide appropriate staffing levels to address any issues identified. If the contractor does not achieve or does not correct ODOC's identified issue(s), or fails to maintain compliance with contractual obligations, additional monitoring, and regulatory action may be employed by ODOC and the contractor may be subject to liquidated damages as identified in Section 17.6.

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9.1.10. The contractor shall not substitute hours worked at locations other than the ODOC facilities or the contractor's statewide administrative office to fulfill requirements of this contract.

9.1.10.1. In the event that the contractor's staff provide service as more than one facility, the hours worked at a particular facility shall only apply toward services to that facility.

9.1.11. Continuity of food service operations is critical in a correctional environment. To attract and retain staff, the contractor shall agree to pay all employees a competitive wage throughout the duration of the contract. The contractor shall provide quarterly reports on wages to the ODOC representative(s).

9.1.12. The contractor shall utilize a timekeeping service acceptable by ODOC, which shall be used to substantiate and document the contractor's personnel worktime. The contract shall keep a log of this time for all employees and made available upon request by ODOC at any time over the course of the contract.

9.2. ODOC Current Staffing – Currently, there are ODOC employees working in food service positions, both within the facilities and in administrative positions.

9.2.1. Current, qualified, ODOC employees eligible for hire shall have the first right of refusal to be hired by contractor for positions in this contract. Contractor's offer shall be a minimum of 125% of their current salary paid by ODOC and include the contractor's standard benefits package.

9.2.1.1. The contractor shall provide continuous healthcare coverage to ensure access to healthcare is uninterrupted if they transition to employment with the contractor.

9.2.1.2. A written notice of the offer, including salary, benefits and employment status (i.e., contract, at-will, etc.) shall be provided to each ODOC employee in the affected food service position before they are required to make a decision. ODOC employees shall be given a reasonable amount of time to accept, counter or reject the contractor's offer.

9.2.1.3. ODOC employees that accept the contractor's offer of employment may only be terminated for cause for a period of one year after the employees have transferred to the contractor employment.

9.3. Personnel

9.3.1. The contractor's personnel shall include a minimum of one at each facility with a current Manager Certification Certificate from ServSafe, an American National Standard's Institute approved certification program.

Exhibit 3 – Scope of Work

- 9.3.2. Each of the contractor's personnel shall have the following completed successfully in accordance with ODOC Policy OP-110210 (<https://oklahoma.gov/doc/organization/quality-assurance/auditing-and-compliance/policies-and-procedures/personnel-11.html>) with documentation submitted to the ODOC contract monitor in a reasonable amount of time to review/approve prior to on-duty date:
- 9.3.2.1. Pre-employment background investigation
 - 9.3.2.2. Drug testing (ODOC Policy OP-110601 and OP-110603 <https://oklahoma.gov/doc/organization/quality-assurance/auditing-and-compliance/policies-and-procedures/personnel-11.html>)
 - 9.3.2.3. Medical exams (ODOC Policy OP-140116 <https://oklahoma.gov/doc/organization/quality-assurance/auditing-and-compliance/policies-and-procedures/health-services-14.html>)
- 9.3.3. Uniforms – The contractor must provide ODOC-approved uniforms for all assigned personnel and must be dressed appropriately for the duties they are performing.
- 9.3.3.1. Designated contractor staff uniforms must be separate and distinct from ODOC personnel.
 - 9.3.3.2. The contractor's personnel's uniforms must be cleaned and maintained by the contractor.
- 9.3.4. Tuberculosis Testing – The contractor shall ensure that all contractor's personnel whose duties will be performed within an ODOC facility will be tested for, and free of, tuberculosis prior to the start of service delivery. Proof of negative testing shall be provided to ODOC prior to start of service and as requested over the course of the contract.
- 9.3.4.1. Testing shall be completed annually for existing contractor personnel.
 - 9.3.4.2. All testing shall be provided at contractor expense.
- 9.3.5. Weekly Work Schedule – The contractor shall provide the facility's warden/administrator or designee a weekly work schedule for all contractor's personnel a minimum of two weeks prior to the beginning of the weekly work schedule.
- 9.3.5.1. The weekly work schedule must identify the contractor's personnel assigned to each facility and each person's days/hours of work for the week.

Exhibit 3 – Scope of Work

- 9.3.6. Staff Conduct – The contractor and its personnel must adhere to all security guidelines required by ODOC in its policies and procedures.
- 9.3.7. Safety Requirements – The contractor must maintain safety measures and practices of contractor’s personnel and any inmate workers assigned to food service. The contractor shall be responsible for proper training outside of all ODOC training. Contractor any its personnel will be required to complete all ODOC training as required.
 - 9.3.7.1. ODOC will conduct inspections of any or all of the contractor and its safety practices at any location as it deems necessary.
- 9.3.8. Personnel Actions – ODOC will have the right to review any actions and access to all documentation of actions taken by the contractor with the contractor’s personnel who are identified as not meeting the obligations of the contract or are found to be in violation of ODOC’s policies and procedures.
- 9.3.9. ODOC Policies, Procedures and Rules – The contractor shall ensure that all contractor’s personnel comply with all applicable ODOC, state of Oklahoma and federal policies in procedures regarding this contract.
 - 9.3.9.1. Within 24 hours of a violation or attempted violation to any policies and procedures, the contractor shall inform in writing to the facility’s warden/administrator or designee with a copy to the ODOC representative of this contract. The notice shall include the proposed action to be taken by the contractor.
 - 9.3.9.2. ODOC will not have any direct control over the contractor’s personnel. Any ODOC and contractor approved action to be taken will be completed by the contractor.
- 9.4. If the contractor and ODOC cannot agree to an action of a violation or attempted violation, the contractor shall immediately replace the personnel with appropriate part-time or overtime personnel until a full-time replacement meeting ODOC’s approval can be assigned.
- 9.5. Inmate Workforce
 - 9.5.1. The contractor shall utilize inmate workers provided by ODOC to assist in the food service operations, except for periods of lockdowns or other ODOC-defined emergencies.
 - 9.5.2. The inmate workers will not be considered employees of the contractor for any purposes and ODOC will be responsible for paying inmate workers.
 - 9.5.3. The contractor shall provide food service operations training to the inmate workers utilized in these operations.

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- 9.5.3.1. All training provided to the inmate workers must be documented by an ODOC-approved method and made available on request by ODOC in a reasonable amount of time.
- 9.5.4. Inmate workers duties shall include food preparation, serving, sanitation and other activities that the contractor deems appropriate in the operations.
- 9.5.5. The contractor will work with each ODOC facility to ensure an appropriate number of inmate workers are provided.
 - 9.5.5.1. The contractor may request the facility to remove an inmate worker from assignment to food service.
- 9.5.6. The contractor shall provide hairnets, beard guards, gloves, aprons, etc., for all inmate workers assigned to the food service operations.
- 9.5.7. The contractor shall report to the ODOC representative or designee any inmates observed violating rules of conduct.
 - 9.5.7.1. In the event of a violation, the contractor shall complete the appropriate memorandum to assigned custody personnel when rules violations are witnessed.

9.6. Orientation and Training

- 9.6.1. The contractor and ODOC shall implement an ODOC-approved orientation and training to follow sections 5.1.2.5.7 and 5.1.2.5.8 for all of the contractor's personnel.
 - 9.6.1.1. The contractor shall keep written documentation of all of the training required to be completed by its personnel and record of compliance by all personnel with its training.
- 9.6.2. Minimally, the contractor's orientation and training shall include all of ODOC's employee training as required by ODOC policy "Training 0- 10" located at <https://oklahoma.gov/doc/organization/quality-assurance/auditing-and-compliance/policies-and-procedures/training-10.html>
- 9.6.3. The contractor understands that its personnel may participate in cross training with ODOC personnel.
- 9.6.4. Contractor specific training – The contractor shall agree to require its personnel to participate in additional training as deemed necessary by ODOC to ensure successful compliance with this contract.

Exhibit 3 – Scope of Work

- 9.6.5. Hazard Analysis Critical Control Points (HACCP) – The contractor shall ensure that all of its personnel have International HACCP-recognized certifications.
- 9.6.6. The contractor shall ensure that all new employees participate in the contractor’s food service orientation program and ongoing in-service training.
- 9.6.7. The contractor shall ensure that all contractor personnel is training in food handling and sanitation on a quarterly and annual basis as required by ServSafe.

10. Food Management Requirements

- 10.1. The contractor shall obtain ODOC’s approval prior to initiating or modifying any food service protocols and/or procedures.
- 10.2. The contractor shall procure all food and non-food items, dietary supplies, office supplies, etc., to provide quality food service operations.
- 10.3. The contractor shall be on-site at each facility to prepare, serve and clean up after food service delivery.
- 10.4. The contractor shall ensure that all meals and snacks are served within the time ranges as determined by the ODOC representative or designee.
- 10.5. The contractor shall ensure that all recipes used in the preparation of food are approved by ODOC prior to implementation.
- 10.6. The contractor shall ensure that all portion sizes of meals are approved by ODOC prior to implementation.
 - 10.6.1. The contractor shall allow the inmate the option to receive or reject all food items.
- 10.7. At any time, ODOC may evaluate meals for caloric values, minimum dietary reference intakes and presentation and may taste food products for quality.
 - 10.7.1. ODOC has the right to reject all foods that fail to meet its standards.
- 10.8. All menus must meet or exceed the minimum Recommended Daily Allowance or Dietary Reference Intakes (RDA or DRI) as published by the Institute of Medicine of the National Academies and found at <https://www.nationalacademies.org/our-work/summary-report-of-the-dietary-reference-intakes>
 - 10.8.1. Menus must meet all requirements for the following

Exhibit 3 – Scope of Work

- 10.8.1.1. Sodium
- 10.8.1.2. Cholesterol
- 10.8.1.3. Fiber
- 10.8.1.4. Calcium
- 10.8.1.5. Iron
- 10.8.1.6. Vitamins A, C and D
- 10.8.1.7. Protein
- 10.8.1.8. Carbohydrates
- 10.8.1.9. Total fat
- 10.8.1.10. Saturated fat

10.9. The contractor shall use ODOC's standards for menus to provide all meals and snack and all must be approved in writing by ODOC prior to implementation.

10.9.1. Master Menu

- 10.9.1.1. Three meals will be served with a 24-hour period, of which at least two will be hot meals.
- 10.9.1.2. During normal operation, there will be no more than 14 hours between evening meal and breakfast.
- 10.9.1.3. On occasion as work assignment dictates, two sack lunches may be permitted.
- 10.9.1.4. During special inmate events or services, variations may be allowed provided basic nutritional requirements are met.
- 10.9.1.5. Diets served as part of the Master Menu shall contain entrees of no less than 80% animal protein with no fillers and no more than 20% texturized vegetable protein.

10.9.2. Medical/therapeutic diet

- 10.9.2.1. Medical/therapeutic diets will be developed by the contractor in consultation with ODOC medical services staff. The medical diets will be evaluated and

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approved annually by the ODOC chief medical officer. Prescribed medical diets are as follows

10.9.2.1.1. Diet for health

10.9.2.1.2. Mechanical soft

10.9.2.1.3. Renal

10.9.2.1.4. Clear liquid diet

10.9.2.1.5. Full liquid diet

10.9.2.1.6. Neutropenic diet

10.9.2.1.7. Food allergy diet

10.9.2.1.7.1. Diets prescribed due to allergies will be based on a documented need as determined by medical testing or observation by a qualified health care professional (QHCP) and be validated by a QHCP.

10.9.2.1.8. Gluten free diet

10.9.2.2. All medical diets require a medical provider's order documented in the electronic health record. Upon initiation of the medical provider's order, a copy of the electronic medical diet request will be forwarded to the contractor. Medical diet request forms will be retained at least three years after origination.

10.9.2.3. Medical diet orders will be rewritten annually, as clinically indicated upon a change of diet, or cancellation by the medical provider. Cancellations or changes will be documented in the electronic health record and a copy of the electronic medical diet request will be forwarded to the contractor.

10.9.3. Religious diet

10.9.3.1. ODOC has established modification of the menus to provide alternate protein sources for any inmate unable to eat the regular protein source. The alternative protein source will be designated on the menu. Food known or believed to contain pork or pork by-products will be designated on a posted menu for each meal. Available diets are as follows:

10.9.3.1.1. Kosher

10.9.3.1.2. Halal

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10.9.3.2. For Kosher/Halal food items that have been removed from the original packaging and wrapped for individual meal service, inmates can request and will be granted appointments with food service staff to review Kosher/Halal food packaging labels and/or documentation to verify the food item is Kosher or Halal approved.

10.9.4. Vegetarian (meat-free)

10.9.5. Sack lunches

10.9.5.1. Inmates required to be away from the facility and/or unable to eat in the dining facility will be provided meals in accordance with standards established by ODOC and the master menu sack lunch guidelines. The sack lunch menu will be developed and reviewed annually by a registered/licensed dietitian.

10.9.5.2. All sandwiches, desserts and vegetables will be wrapped in a manner to prevent contamination. Fruits will not be wrapped, with the exception of loose fruits such as raisins or figs. Fruit will be washed prior to being placed in the sack lunch. Condiments will be of the pre-packaged individual serving variety. Sandwiches and perishable items will be held at 40 degrees Fahrenheit or below.

10.9.6. Snacks

10.9.6.1. Orders for medically required snacks will be written in accordance with the medical diet guidelines and included as part of the diet order. The order will be written by the QHCP or dentist.

10.10. All menus must be consistent with an average of 55% carbohydrates, 30% fat and 15% protein based off the recommended dietary guidelines and reference intakes as identified by the United States Department of Agriculture (USDA).

10.10.1. All diets must be designed to be balanced in color, flavor and texture.

10.10.2. Menus shall contain a daily average of 2,800 calories and less than 3.5 grams of sodium for all inmates.

10.11. Emergency Menu – The contractor shall maintain a seven day inventory of shelf-stable food and supplies at each facility and ready to be utilized in the event of an ODOC-defined emergency prohibiting regular food delivery and service.

10.12. Special event meals should be served to the entire inmate population, not just select groups and must be approved prior to implementation by the ODOC representative or designee.

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10.13. The contractor shall be responsible for providing all non-food supplies in quantities sufficient to ensure compliance with all minimum service requirements of this contract at no additional cost to ODOC, to include but not limited to

10.13.1. Paper supplies

10.13.2. Chemical and cleaning supplies

10.13.3. Small wares

10.14. All toxic materials used for cleaning shall meet ODOC regulations as well as state and federal regulations.

10.15. Other meals served under the Master Menu shall include:

10.15.1. Confinement

10.15.2. Infirmary

10.15.3. Administrative segregation

10.15.4. Sack lunches

10.15.5. Transportation sack lunches

10.15.6. Work release sack lunches

10.15.7. Medical/therapeutic diets

10.15.8. Staff/guest meals

11. Sanitation Requirements

11.1. The contractor shall establish policies and procedures which defines sanitation procedures and that comply with all applicable federal, state and local regulations.

11.2. The contractor shall be responsible for responsible for maintaining cleanliness and sanitation in the food service operations.

11.2.1. All cleaning supplies used in the food service operations shall meet or exceed approved Occupational Safety Health Administration standards.

11.2.1.1. Safety Data Sheets (SDS) must accompany all cleaning supplies utilized.

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11.2.1.1.1. The contractor shall be responsible for providing a copy of all SDS sheets to ODOC upon request.

11.2.2. The contractor shall conduct weekly documented inspections of food service supplies and equipment to ensure optical cleanliness and suitability for continued use and made available to ODOC representative within three days of inspection completion and any other ODOC staff upon request.

11.2.3. The contractor shall ensure that its personnel exercise due care in the use of all equipment.

12. Inspections

12.1. The ODOC representative or designee may, at any time, inspect any aspect of the food service operations, including, but not limited to, food/meals, food storage areas, food preparation and service areas, etc in accordance with ODOC Policy.

<https://oklahoma.gov/doc/organization/quality-assurance/auditing-and-compliance/policies-and-procedures/food-services-07.html>

12.1.1. The Oklahoma Department of Health, or local/county health department, may conduct periodic, comprehensive, unannounced inspections of the complete food service operations.

12.1.1.1. If any priority violations are noted, the contractor shall implement an immediate corrective action plan. A follow-up inspection will be conducted if corrections cannot be completed at the time of inspections.

12.1.2. Should there be any notification of a suspected foodborne illness, the contractor shall report the notification to the ODOC representative or designee within 24 hours of suspicion.

13. Security Requirements

13.1. ODOC will provide primary security in all of its facilities that receive services in this contact, to include security in the dining rooms at each meal in accordance with ODOC Policy.

<https://oklahoma.gov/doc/organization/quality-assurance/auditing-and-compliance/policies-and-procedures/security-04.html>

13.1.1. The contractor shall be responsible for maintaining security of all sharp items and caustic materials, as well as all inventories. The contractor shall be responsible for maintaining strict tool control at all times in accordance with ODOC Policy OP-040107.

<https://oklahoma.gov/doc/organization/quality-assurance/auditing-and-compliance/policies-and-procedures/security-04.html>

Exhibit 3 – Scope of Work

- 13.1.1.1. All tool control logs shall be made available to ODOC representative or designee at any time.
- 13.1.2. The contractor shall be responsible for keeping all areas securely locked and unavailable to inmates outside of approved times.
 - 13.1.2.1. Duplicate keys for the ODOC food service area shall be maintained in a location at the facility determined by the ODOC facility warden or designee.
 - 13.1.2.2. The contractor shall immediately report any lost or misplaced keys to the ODOC facility warden or designee.
 - 13.1.2.3. The contractor's personnel who lost or misplaced the key(s) shall submit a written report to ODOC representative or designee by the end of their work shift.
 - 13.1.2.4. The contractor shall be responsible for any costs incurred due to lost or misplaced keys and lose inventory as a result of lost or misplaced keys.
- 13.1.3. ODOC will provide identification cards for all contractor personnel.
 - 13.1.3.1. Identification cards must be always worn by the contractor's personnel when inside a facility and made easily seen by anyone at the facility.

14. Emergency Situations

- 14.1. Emergency situations shall be defined as extraordinary situations deemed by ODOC to warrant a change in normal operations.
 - 14.1.1. In the event of an emergency situation, the contractor shall continue to serve meals in compliance with ODOC's emergency policies, emergency plans/operations and/or specifically instructed by the ODOC representative or designee.
 - 14.1.2. The contractor must have an ODOC-approved emergency response plan with a minimum of a one-week shelf-stable supply of food item and disposal serving items in place for providing emergency meals including, but not limited to
 - 14.1.2.1. Power failure
 - 14.1.2.2. Electrical surges or current fluctuations
 - 14.1.2.3. Acts of God (e.g. tornado, etc.)
 - 14.1.2.4. Delays or failures of transportation

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- 14.1.2.5. Equipment shortages
- 14.1.2.6. Contractor's failures
- 14.1.2.7. Fires
- 14.1.2.8. Other disturbances
- 14.1.3. The emergency plan must ensure the provision of contingency that all meals will meet basic nutritional requirements.
- 14.1.4. If the emergency is the result of ODOC's actions (for example, power outage caused by ODOC construction work), then ODOC will be responsible for the replacement cost of replenishing the shelf-stable food and disposable serving items.
- 14.1.5. The contractor shall make sack lunches available for ODOC staff during emergency situations upon request of the ODOC representative or designee.
 - 14.1.5.1. ODOC will be responsible for payment of staff meals in these situations.
 - 14.1.5.2. These meals must be broken out separately on invoices.

15. General Quality Standards and Quality Review Requirements

- 15.1. To maintain and monitor food service operations, the contractor shall develop and implement an ODOC-approved quality control report and programs that includes, but is not limited to
 - 15.1.1. All federal, state, local and ODOC inspection requirements.
 - 15.1.2. Compliance with relevant American Correctional Association (ACA) standards and policies.
 - 15.1.3. A no-cost sample meal tray for each meal. The tray will be sampled and evaluated by the ODOC representative or designee to ensure adequate quality and temperatures using an ODOC-approved evaluation form.
 - 15.1.3.1. Poor evaluations or meal deficiencies will be reviewed with the ODOC representative or designee at time of occurrence.
 - 15.1.3.1.1. The contractor will be given an opportunity to correct said deficiencies and present corrective measures.

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15.1.3.2. Completed evaluation forms will be submitted to the ODOC representative weekly.

15.2. ODOC will hold monthly surveys of the inmate population at each facility to determine food preferences, quality of food served and responsiveness to the menu.

15.2.1. The contractor shall maintain a minimum rating of 90% of all meals prepared that are rated good or better.

15.2.1.1. If scores are 80% or below for two consecutive weeks, the contractor shall develop and implement a plan of corrective action in coordination with the ODOC representative or designee.

15.2.2. Survey results will be used in the annual evaluation of the contractor by ODOC.

15.3. The contractor shall conduct a Plate Waste Study when recommending a change to the master menu. The study must include, but not limited to

15.3.1. Facility name

15.3.2. Date

15.3.3. Cycle menu week/meal

15.3.4. Food items served

15.3.5. Number of inmates/staff served

15.3.6. Number of inmates/staff who refused the item at point of service.

15.3.7. Number of inmates/staff who took the item and ate a portion of it

15.3.8. Number of inmates/staff who took the item but ate none of it

15.4. The contractor shall furnish a written quality control report, plan and manual that applies to each facility for ODOC approval. This must include a formalized, internal inspection report format, providing daily, weekly and monthly inspections.

15.5. The contractor shall submit a monthly quality control report to the ODOC representative or designee detailing the contractor's compliance with the provisions of the contract.

16. General Reporting and Records Requirements

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- 16.1. The contractor must maintain all records and documentation required to ensure adequate food service operations. The contractor must maintain complete and accurate record keeping and documentation on-site as required by ODOC.
 - 16.1.1. Digital copies of all records must be made available to ODOC in a reasonable time upon request.
 - 16.1.2. All documents must be retained by the contractor at each facility for the duration of the contract and all renewal periods.
 - 16.1.3. The contractor shall be considered in violation of the contractor if any records are not made available in a reasonable amount of time of ODOC request.
 - 16.1.4. After contract expiration, termination or cancelling of contract, the contractor must submit all records to ODOC in a reasonable amount of time.
- 16.2. The contractor must maintain reports including, but not limited to
 - 16.2.1. Competitive Wage Report - A minimum of once a quarter, the contractor shall provide quarterly wages to the ODOC representative or designee.
 - 16.2.2. Comprehensive Summary Report – By no later than August 31 each year of the contract, the contractor shall submit an annual report for the period of July 1 through June 30 to the ODOC representative or designee. The annual report must include a comprehensive summary of the contractor’s activities throughout the preceding year. The report shall include, but not limited to
 - 16.2.2.1. Production sheets with similar information found in the ODOC policy completed on a per meal basis.
 - 16.2.2.2. Monthly inventory logs showing the perpetual inventory maintained monthly on all food products in the kitchen with inventory counted by contractor staff at the beginning and end of each calendar month. Inventory records must indicate all receipts for purchases and/or transfers, disbursements and spoilage.
 - 16.2.2.3. The contractor shall maintain documentation of the actual Master Menu served, on a monthly basis, with identification of any modifications for the previous month.
 - 16.2.2.4. The actual diet menu served, on a monthly basis, with identification of any modifications for the previous month.
 - 16.2.2.5. Diet receipts, signed by inmates and staff, indicating receipt of Medical/therapeutic diets.

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- 16.2.2.6. All documentation of food products and supplies received at each facility, indicating cost, quality, vendor and invoice number.
- 16.2.2.7. All record and documents indicating the total meal count with all back-up documentation.
- 16.2.2.8. All records and documents indicating the number of employees and hours worked by each of contractor's personnel each week.
- 16.2.2.9. Any health department inspection reports.
- 16.2.2.10. A copy of any and all additional inspection reports conducted by any other entity.
- 16.2.2.11. Any and all forms, reports, or documentation that ODOC decides are necessary to manage a food service operation or to facilitate the monitoring of this contract.
- 16.2.2.12. Monthly reports for equipment expenditures.

16.2.3. Contractor Personnel and Inmate Worker Time Sheet Reports

- 16.2.3.1. Contractor personnel time sheet documentation – The contractor shall establish use of an ODOC-approved timekeeping system to substantiate an employee's actual on-site work.
 - 16.2.3.1.1. Actual schedules worked and time logs documenting the hours worked each week by each of the contractor's personnel shall be maintained at each facility and made available to the ODOC representative or designee upon request.
- 16.2.3.2. Inmate Worker Time Records – The contractor shall maintain records for each inmate worker in accordance with ODOC policy.

16.2.4. Food Related Reports

- 16.2.4.1. Weekly report on menu modifications – due by Wednesday of the following week.
- 16.2.4.2. Weekly Health & Safety Sanitation reports - due by Wednesday of the following week.
- 16.2.4.3. Monthly Food Usage Report – due by the 10th day of the following month.

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- 16.2.4.4. Monthly Participation Rate – due by the 10th day of the following month.
- 16.2.4.5. Staffing Levels and Vacancy – due by the 10th day of the following month.
- 16.2.4.6. Broken and Repaired Equipment Report – due by the 10th day of the following month.
- 16.2.4.7. Number of specific dietary meals per individual, location and agencywide – due by the 10th of the following month.
- 16.2.4.8. Specific meal(s) served per individual - – due by the 10th of the following month.
- 16.2.4.9. Total number of meals prepared per individual, location and agencywide – due by the 10th of the following month.
- 16.2.4.10. Total number of meals served per individual, location and agencywide – due by the 10th of the following month.

17. Monitoring Requirements and Liquidated Damages

17.1. Contract Monitoring

17.1.1. ODOC will monitor the contract throughout the duration to ensure financial and contractual compliance.

17.1.1.1. If ODOC determines the contractor to be at a high-risk for non-compliance, ODOC has the right to impose special conditions or restrictions.

17.1.1.1.1. Written notification will be provided to the contractor at the time of determination of high-risk and of any special conditions or restrictions to be imposed. The special conditions or restrictions may include but are not limited to

17.1.1.1.1.1. Requiring additional, more detailed financial reports or other documentation

17.1.1.1.1.2. Additional contract monitoring

17.1.1.1.1.3. Requiring the contractor to obtain technical or management assistance

17.1.1.1.1.4. Establishing additional prior approvals from ODOC

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17.1.2. ODOC will have on staff monitoring personnel for contract management assistance throughout the contract.

17.2. Independent Audit

17.2.1. At any point throughout the duration of the contract, ODOC may obtain an independent compliance and performance audit of the services provided in the contract. ODOC will formulate the specific indicators to be audited.

17.2.1.1. ODOC will provide the contractor with all reports concerning the review of services and action plans to address any identified deficiencies within a time specified by ODOC.

17.3. Deficiency Notice

17.3.1. The contractor shall understand and agree that if ODOC, through its review and evaluation of contractual performance, determines the services being performed by the contractor at any facility are considered unacceptable, ODOC will provide written notice to the contractor's representative. ODOC will ensure that all deficiency notices contain recommended remedies as well as acceptable terms of reconciliation.

17.3.1.1. ODOC will deliver deficiency notices to the contractor by electronic mail with a delivery receipt.

17.3.1.2. Upon receipt of the deficiency notice, the contractor shall have one week to either correct the deficiency(ies) to the sole satisfaction of ODOC or demonstrate good cause as to why the deficiency(ies) cannot be resolved in that time frame.

17.4. Performance Bond

17.4.1. The contractor shall provide a performance bond in the amount of \$5,000,000.00. The bond shall remain in effect until expiration of the contract including all renewal periods. The contractor shall provide the performance bond to the Contracting Officer ten (10) calendar days prior to the contract start date. The contractor shall provide proof of performance bond renewal with each subsequent twelve (12) month contract renewal. The form of the bond shall be the standard form of performance bond such as usually and customarily written and issues by surety companies licensed and authorized to do business in the State of Oklahoma. The bond shall not be pledged against any debt or security for any lien. After securing the performance bond, it shall be the responsibility of the contractor to notify the issuing surety of any change of circumstances. The bond will be used in the event of insolvency or failure by the contractor for any reason, to fulfill its obligations under the contract. After notification of default procedures, collections against the bond are in addition to any other remedies as authorized by law and do not constitute a waiver of any additional remedy.

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17.4.2. All bond submittals shall contain all terms of the bond or applicable to the bond.

17.4.3. Said bond shall be conditioned upon the faithful performance of the contract.

17.4.4. This guarantee shall be submitted in the form of good and sufficient bond drawn upon an Insurance or Bonding Company authorized to do business in the State of Oklahoma.

17.4.5. The bond shall be retained by ODOC to ensure there are no existing judgements, claims, accounts, liens, or other similar type of obligations outstanding and unpaid arising under the resultant contract or from labor or materials having been furnished for or delivered to this project. With presentation by the contractor of the final invoice, the contractor is representing that all persons or entities furnishing labor or materials used in this project, or under said contract, have been paid in full. Upon submission of the final invoice, the contractor shall provide a written statement from the Bonding Company specifically releasing the State of Oklahoma from any responsibility should any unpaid accounts or claims arise against the contractor for labor or material furnished under said contract or delivered and used in said project.

17.4.6. The contractor and the Surety(-ies), jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the State to pay for the labor, materials and equipment furnished for use in the performance of this contract, which is incorporated herein by reference.

17.5. Payment Indemnification

17.5.1. The contractor shall be responsible for issuing payments for services performed by the contractor's employees and will indemnify and hold the ODOC harmless from all claims whatsoever growing out of the lawful demands of employees, subcontractors, suppliers or any third party incurred in the furtherance of the performance of the contract.

17.5.2. The contractor shall furnish, at the ODOC's request, satisfactory evidence that all obligations of nature herein above designated have been paid, discharged or waived.

17.6. Liquidated Damages

17.6.1. The contractor agrees to the importance of this contract and performance standards are agreed to herein. ODOC and the contractor agree that in the event of failure to meet the contract requirements, deliverable dates or any standard performance within the time frame set forth in each section, damages may be sustained by ODOC that it may be impractical and extremely difficult to ascertain and determine the actual damages which the State will sustain by result of such failure. It is therefore agreed that ODOC, at its sole option may require the contractor to pay liquidated damages for such failures with the following provisions:

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17.6.1.1. The payment of liquidated damages will be taken out as a deduction from the contractor's monthly invoice.

17.6.1.2. The contractor shall understand that liquidated damages shall not be construed as a penalty.

17.6.2. For any failure by the contractor to meet any performance standard, project task, project, deliverable date, or time frames specified herein, ODOC shall require the contractor to pay liquidated damages of \$1,000.00 per business day, to begin two business days after failure to meet per affected facility until such task, deliverable or performance standard or timeframe for each business day thereafter until such task, deliverable or performance standard is completed, rectified and accepted by ODOC. ODOC will notify the contractor of the first instance of failure to meet one (1) or more defined standards and request a corrective plan by the due date and where no extension has been granted, the ODOC may, at its discretion, invoke the appropriate remedy per this schedule.

18. Payments and Invoicing

18.1. Payments – ODOC will submit payments to the contractor at the remittance addressed listed on the contractor's purchase order, preferably through electronic funds transfer (EFT).

18.2. Invoicing – ODOC will not be under any obligation to pay for and contractor shall not begin invoicing ODOC until the food service operations are fully operational, as determined by ODOC.

18.2.1. The contractor shall submit electronic itemized invoices for the daily population count provided by ODOC to

18.2.1.1. Itemized invoices shall include the type and number of meals served at each location for the time period specified.

18.2.1.2. Invoices for the period of the 1st through the 15th of the month shall be submitted no later than the 20th of the same month.

18.2.1.3. Invoices for the period of the 16th through the end of the monthly shall be submitted no later than the 5th of the next month.

18.2.2. The contractor shall show all credits for inventory in the itemized invoice.

18.2.3. The contractor shall submit all monthly reports and other documentation required for the month no later than the 10th of the next month for reconciliation with the invoice for the end of the month.

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- 18.2.3.1. Final invoices are due no later than 30 calendar days of the expiration of the contract. ODOC will have no obligation to pay an invoice submitted after the due date.
- 18.2.3.2. The contractor should pay all of its service providers within 45 calendar days of being invoiced.
- 18.2.4. Payment withholding or rejection – Notwithstanding any other payment provision of this contract, if the contractor fails to perform required work or services, fails to submit reports when due, or is indebted to the United States, ODOC may withhold payment or reject invoices under the contract.
- 18.2.5. No other payments – Other than the payments specified above, no other payments or reimbursement shall be made to the contractor for any reason whatsoever including, but not limited to
 - 18.2.5.1. Taxes
 - 18.2.5.2. Travel expenses
 - 18.2.5.3. Shipping charges
 - 18.2.5.4. Insurance
 - 18.2.5.5. Interest
 - 18.2.5.6. Penalties
 - 18.2.5.7. Termination payments
 - 18.2.5.8. Attorney fees
 - 18.2.5.9. Liquidated damages
- 18.2.6. Denial of payment or reimbursement – If a request by the contractor for payment or reimbursement is denied, ODOC will provide the contractor with a detailed justification for the denial.
- 18.2.7. Contractor overpayment – If ODOC discovers that it overpaid the contractor, the contractor shall deduct the overpayment from the next invoice.
- 18.2.8. Invoice auditing – ODOC and/or a designee will audit contractor's invoices with supporting documentation, as determined by ODOC. Each invoice will be audited to

Exhibit 3 – Scope of Work

ensure that inventory and production records support that meals were prepared in accordance with Master Menu requirements.

Exhibit 4 - Facility Information

Abbreviation	Name	Address	City	Zip	Security Classification	Population Type (Male/Female)	Total Facility Population as of 10/21/2024	Total Facility Operating Capacity	# of Facility Lockdowns Previous 12 Months	Segregated Housing Unit (SHU) total population as of 10/21/2024	Loading Dock?	Delivery Hours
AGCC	Allen Gamble Correctional Center	6888 E 133rd Road	Holdenville	74848	Medium/Maximum	Male	1695	1723	2	174	Yes	8am-4pm M-F
BJCC	Charles E. 'Bill' Johnson Correctional Center	1856 E. Flynn Street	Alva	73717	Minimum	Male	532	601	0	13	Yes	8am-4:30pm M-Th
CWCCC	Clara Waters Community Corrections Center	9901 N I-35 Service Road	Oklahoma City	73131	Community	Male	263	304	0	10	No	8am-5:00pm M-Th
DCCC	R.B. Dick Conner Correctional Center	129 Conner Road	Hominy	74035	Medium	Male	1214	1216	0	42	Yes	8am-4pm M-F
ECCC	Enid Community Corrections Center	2020 E. Maine Ave	Enid	73701	Community	Male	83	98	0	0	No	8am-4:30pm M-Th
EWCC	Dr. Eddie Warrior Correctional Center	601 N. Oak Street	Taft	74463	Minimum	Female	892	999	2	11	Yes	8am-4pm M-F
GPCC	Great Plains Correctional Center	700 Sugar Creek Road	Hinton	73047	Medium	Male	2021	2047	0	130	Yes	8am-4pm M-F
HMCC	Howard McLeod Correctional Center	19603 E. Whippoorwill Lane	Atoka	74525	Minimum	Male	681	691	0	36	No	8am-4pm M-F
JBCC	Jackie Brannon Correctional Center	900 N. West Street	McAlester	74502	Minimum	Male	442	453	3	2	No	8am-2pm M-F
JCCC	James Crabtree Correctional Center	216 N. Murray Street	Helena	73741	Minimum/Medium	Male	1168	1175	1	37	Yes	8am-4pm M-F
JDCC	Jess Dunn Correctional Center	601 South 124th Street West	Taft	74463	Minimum	Male	954	960	0	42	Yes	8am-4pm M-F
JEHCC	Jim E Hamilton Correctional Center	53468 Mineral Springs Road	Hodgen	74939	Minimum	Male	725	730	0	21	No	8am-4pm M-F
JHCC	Joseph Harp Correctional Center	16161 Moffat Road	Lexington	73051	Minimum	Male	1304	1373	0	18	No	6:30am-2:00pm M-F
JLCC	John H. Lilley Correctional Center	407971 Highway 62 E.	Boley	74829	Medium	Male	827	836	0	13	No	8am-4pm M-F
LARC	Lexington Assessment & Reception Center	15151 State Highway 39	Lexington	73051	Minimum/Medium/Maximum	Male	1304	1462	0	39	No	7am-3pm M-F
LCCC	Lawton Community Corrections Center	605 Southwest Coombs Road	Lawton	73501	Community	Male	145	162	0	N/A	No	8am-4:30pm M-Th
MACC	Mack Alford Correctional Center	13001 North Highway 69	Atoka	74525	Minimum/Medium	Male	799	805	1	54	No	8am-4pm M-F
MBCC	Mabel Bassett Correctional Center	29501 Kickapoo Street	McLoud	74851	Minimum/Medium	Female	1279	1274	0	31	Yes	8am-3pm M-F
NOCCC	Northeast Oklahoma Community Corrections Center	442586 E. 250 Road	Vinita	74301	Community	Male	481	525	0	4	Yes	8am-5pm M-F
OSP	Oklahoma State Penitentiary	1301 N. West Street	McAlester	74502	Minimum/Medium/Maximum	Male	872	917	24/7	32	No	7am-4pm M-F
OSR	Oklahoma State Reformatory	1700 East First Street	Granite	73547	Minimum/Medium/Maximum	Male	1019	1042	0	39	Yes	8am-5pm M-F
UCCCC	Union City Community Corrections Center	700 North Highway 81	Union City	73090	Community	Male	201	224	0	6	No	8am-4:30pm M-Th

Exhibit 5 - Facility Food Service Equipment

Facility/Location	Brand	Model	Description	Serial #
Allen Gamble Correctional Center (AGCC)	Unknown	Unknown	Pan Rack Enclosed 8 Pan	
Allen Gamble Correctional Center (AGCC)	Unknown	Unknown	Pan Rack Enclosed 38 Pan	
Allen Gamble Correctional Center (AGCC)	Unknown	Unknown	Pan Rack Enclosed 38 Pan	
Allen Gamble Correctional Center (AGCC)	Unknown	Unknown	Pan Rack Enclosed 38 Pan	
Allen Gamble Correctional Center (AGCC)	Unknown	Unknown	Pan Rack Enclosed 38 Pan	
Allen Gamble Correctional Center (AGCC)	Unknown	Unknown	Pan Rack Enclosed 8 Pan	
Allen Gamble Correctional Center (AGCC)	Unknown	Unknown	Pan Rack Enclosed 38 Pan	
Allen Gamble Correctional Center (AGCC)	Unknown	Unknown	Pan Rack	
Allen Gamble Correctional Center (AGCC)	Unknown	Unknown	Pan Rack	
Allen Gamble Correctional Center (AGCC)	Unknown	Unknown	Pan Rack	
Allen Gamble Correctional Center (AGCC)	Unknown	Unknown	Pan Rack	
Allen Gamble Correctional Center (AGCC)	Unknown	Unknown	Pan Rack	
Allen Gamble Correctional Center (AGCC)	Unknown	Unknown	Pan Rack	
Allen Gamble Correctional Center (AGCC)	Unknown	Unknown	Pan Rack	
Allen Gamble Correctional Center (AGCC)	Unknown	Unknown	Tray Drying Rack 4 Tier	
Allen Gamble Correctional Center (AGCC)	Unknown	Unknown	Tray Drying Rack 4 Tier	
Allen Gamble Correctional Center (AGCC)	Unknown	Unknown	Tray Drying Rack 4 Tier	
Allen Gamble Correctional Center (AGCC)	Univex	NA	Univex 80 Qt Mixer	
Allen Gamble Correctional Center (AGCC)	Univex	SRM80+	Univex 80 Qt Mixer	M21040231
Allen Gamble Correctional Center (AGCC)	Vulcan	VC4GDSEFCAR5	Vulcan Double Stack Oven Bottom	482028360
Allen Gamble Correctional Center (AGCC)	Vulcan	VC4GDSEFCAR5	Vulcan Double Stack Oven Top	482028359
Allen Gamble Correctional Center (AGCC)	Vulcan	VC4GDSEFCAR5	Vulcan Double Stack Oven Bottom	481988991
Allen Gamble Correctional Center (AGCC)	Vulcan	VC4GDSEFCAR5	Vulcan Double Stack Oven Top	481988992
Allen Gamble Correctional Center (AGCC)	Vulcan	VC4GDSEFCAR5	Vulcan Double Stack Oven Bottom	482050212
Allen Gamble Correctional Center (AGCC)	Vulcan	VC4GDSEFCAR5	Vulcan Double Stack Oven Top	482054611
Allen Gamble Correctional Center (AGCC)	Vulcan	VC4GDSEFCAR5	Vulcan Double Stack Oven Bottom	481928074
Allen Gamble Correctional Center (AGCC)	Vulcan	VC4GDSEFCAR5	Vulcan Double Stack Oven Top	481923596
Allen Gamble Correctional Center (AGCC)	Vulcan	vC4GDSEFCAR5	Vulcan Double Stack Oven Bottom	481953871
Allen Gamble Correctional Center (AGCC)	Vulcan	VC4GDSEFCAR5	Vulcan Double Stack Oven Top	481953870
Allen Gamble Correctional Center (AGCC)	Univex	1000M	Univex Meat Slicer	03236400
Allen Gamble Correctional Center (AGCC)	Univex	BC18	Univex 18" Bowl Cutter	10215303
Allen Gamble Correctional Center (AGCC)	Crown	GS40	Crown 40gal Braising Pan	1071193TT0508
Allen Gamble Correctional Center (AGCC)	Vulcan	VG40	Vulcan 40gal Braising Pan	463034515
Allen Gamble Correctional Center (AGCC)	Crown	GS40	Crown 40gal Braising Pan	10659911SS2659
Allen Gamble Correctional Center (AGCC)	Vulcan	NA	Vulcan 6 Burner Stove/Oven	
Allen Gamble Correctional Center (AGCC)	Manitowoc	KYT1700A261	Manitowoc Ice Maker	1120541833
Allen Gamble Correctional Center (AGCC)	Manitowoc	K970	Manitowoc Ice Bin	1120529211
Allen Gamble Correctional Center (AGCC)	Hobart	FT1000SE	Hobart Conveyor Dishwasher	271197675

Allen Gamble Correctional Center (AGCC)	Unknown	Unknown	Work Table SS W/Back Splash	
Allen Gamble Correctional Center (AGCC)	Vulcan	NA	Vulcan 100gal Kettle	3034882
Allen Gamble Correctional Center (AGCC)	Vulcan	NA	Vulcan 100gal Kettle	
Allen Gamble Correctional Center (AGCC)	Vulcan	NA	Vulcan 100gal Kettle	
Allen Gamble Correctional Center (AGCC)	Vulcan	CAW	Vulcan 100gal Kettle	SEFCCB
Allen Gamble Correctional Center (AGCC)	Vulcan	MSA72101	Vulcan 72" Griddle	650114088
Allen Gamble Correctional Center (AGCC)	Vulcan	MSA72101	Vulcan 72" Griddle	650138503
Allen Gamble Correctional Center (AGCC)	Vulcan	MSA72101	Vulcan 72" Griddle	
Allen Gamble Correctional Center (AGCC)	Unknown	Unknown	Worktable 30x72 ss with backsplash	
Allen Gamble Correctional Center (AGCC)	Garrett	PD6500i	Metal detector in chow hall	4513
Allen Gamble Correctional Center (AGCC)	FWE	PST-32	Food warmer	164870702
Allen Gamble Correctional Center (AGCC)	FWE	PST-32	Food warmer	164870701
Bill Johnson Correctional Center (BJCC)	Manitowoc	B970	Manitowoc Ice Bin - South Ice Room	110698434
Bill Johnson Correctional Center (BJCC)	Manitowoc	SD1492N3	Manitowoc Ice Machine - South Ice Room	110699309
Bill Johnson Correctional Center (BJCC)	Manitowoc	B970	Manitowoc Ice Bin - West Ice Room	110698431
Bill Johnson Correctional Center (BJCC)	Food Warming Equipment	N/A	FWE food warmer / unable to get SN # and Model #	08196971
Bill Johnson Correctional Center (BJCC)	Traulsen	RH332W-X0024	Traulsen Refrigerator - south reach in	T31160B13
Bill Johnson Correctional Center (BJCC)	Continental	3RENSS	Continental Refrigerator - middle reach in	16134060
Bill Johnson Correctional Center (BJCC)	Manitowoc	SD1492N3	Manitowoc Ice Machine - West Ice Room	110699315
Bill Johnson Correctional Center (BJCC)	Norlake	R72-S	Norlake AdvantEDGE - North Reach-In	R72S-16020005
Bill Johnson Correctional Center (BJCC)	Hobart	84186C	Hobart Buffalo Chopper	31-1525-327
Bill Johnson Correctional Center (BJCC)	Vollrath	SLP300/S	Vollrath Meat Slicer	K322-00468190-129
Bill Johnson Correctional Center (BJCC)	Manitowoc	B570	Manitowoc Ice Bin - North Wall	110557227
Bill Johnson Correctional Center (BJCC)	Manitowoc	ID0452A-16	Manitowoc Ice Machine - North Wall	1101290106
Bill Johnson Correctional Center (BJCC)	Cook's Correctional	ER-100JP	Enclosed pan rack with J/P	
Bill Johnson Correctional Center (BJCC)	Cook's Correctional	BP-300	Sheet pan rack 3" spacing	
Bill Johnson Correctional Center (BJCC)	Cook's Correctional	BP-300	Sheet pan rack 3" spacing	
Bill Johnson Correctional Center (BJCC)	Cook's Correctional	BP-300	Sheet pan rack 3" spacing	
Bill Johnson Correctional Center (BJCC)	Cook's Correctional	BP-300	Sheet pan rack 3" spacing	
Bill Johnson Correctional Center (BJCC)	Food Warming Equipment	HLC-4W6-1-DRN	FWE Steam Table	154484701
Bill Johnson Correctional Center (BJCC)	Unknown	Unknown	Food warmer	8196981
Bill Johnson Correctional Center (BJCC)	Garland	8491	Garland Grill (left) / unable to get SN #	
Bill Johnson Correctional Center (BJCC)	Garland	8491	Garland Grill (right) / unable to get SN #	
Bill Johnson Correctional Center (BJCC)	Vulcan	SG4D-1	Vulcan Oven - Cooks Top Left	48-1620382
Bill Johnson Correctional Center (BJCC)	Vulcan	SG4D-1	Vulcan Oven - Cooks Bottom Left	48-1619778
Bill Johnson Correctional Center (BJCC)	Garland	nwre	Garland Stove / unable to get SN #	
Bill Johnson Correctional Center (BJCC)	Vulcan	SG4-SEFAAC	Vulcan Oven - Cooks Top Right	481995533
Bill Johnson Correctional Center (BJCC)	Vulcan	SG4-SEFAAC	Vulcan Oven - Cooks Bottom Right	481995532
Bill Johnson Correctional Center (BJCC)	Delfield	SSH2N-S-282	Delfield food warmer / bakers area	1208152002837

Bill Johnson Correctional Center (BJCC)	Hobart	HL800	Hobart Legacy mixer	31-1546-097
Bill Johnson Correctional Center (BJCC)	Food Warming Equipment	TS-1826-14	FWE food warmer / bakers area	217381601
Bill Johnson Correctional Center (BJCC)	Vulcan	SG4-SEFAAC	Vulcan Oven / bakers bottom left	481952941
Bill Johnson Correctional Center (BJCC)	Vulcan	SG4-SEFAAC	Vulcan Oven / bakers top left	481952940
Bill Johnson Correctional Center (BJCC)	Vulcan	SG4D-1	Vulcan Oven / bakers bottom right	481617323
Bill Johnson Correctional Center (BJCC)	Vulcan	SG4D-1	Vulcan Oven / bakers top right	48-1617811
Clara Waters Community Corrections Center (CWCCC)	Manitowoc	D570	Ice Bin on Bottom of ice machine	00003164
Clara Waters Community Corrections Center (CWCCC)	Norlake	R49-S	Refrigerator	18040107
Clara Waters Community Corrections Center (CWCCC)	Hobart	6430	Potato Peeler	27-1159-310
Clara Waters Community Corrections Center (CWCCC)	Vulcan	VHFA18	Warming Rack	WMP0006614
Clara Waters Community Corrections Center (CWCCC)	Globe	1119	Meat cutter	S1300001507
Clara Waters Community Corrections Center (CWCCC)	Vulcan	VHFA18	Warming Rack	WM0006617
Clara Waters Community Corrections Center (CWCCC)	Vulcan	VHFA18	Warming Rack	WM0004645
Clara Waters Community Corrections Center (CWCCC)	Hobart	9496	Meat Grinder	561-035099
Clara Waters Community Corrections Center (CWCCC)	Duke	E5CBPG M	Steam table	11081535
Clara Waters Community Corrections Center (CWCCC)	Vulcan	HEG60D	Vulcan Flat Top Grill	Cf1006647e06
Clara Waters Community Corrections Center (CWCCC)	Vulcan	60SS10BN	Vulcan Gas Range	481948439
Clara Waters Community Corrections Center (CWCCC)	Unknown	Unknown	Stainless 2 Shelf Utility Cart	
Clara Waters Community Corrections Center (CWCCC)	Duke	Duke Steam Table	Steam Table	6073112
Clara Waters Community Corrections Center (CWCCC)	Vulcan	VC4GD-11D15OK	Vulcan Double Stack Ovens	481964292/481964295
Clara Waters Community Corrections Center (CWCCC)	Silverking	SKMAJ2/C4	Silver King Ice Cream Machine	CNDP244857A
Clara Waters Community Corrections Center (CWCCC)	Unknown	Unknown	Stainless 2 Shelf Utility Cart	
Clara Waters Community Corrections Center (CWCCC)	InSinkErator	ss100	InSinkErator Garbage Disposal	20089157564
Clara Waters Community Corrections Center (CWCCC)	Manitowoc	IYT1200W-261	Manitowoc Icemaker	1120412982
Clara Waters Community Corrections Center (CWCCC)	Hobart	Hobart	Convection Oven	EC77051555006
Clara Waters Community Corrections Center (CWCCC)	Hobart	Hobart	Convection Oven	EC7705155007
Clara Waters Community Corrections Center (CWCCC)	Globe	SP30	Globe Mixer	7321421
Clara Waters Community Corrections Center (CWCCC)	Cleveland	SGL00T	Cleveland Tilt Skillet	190523052048
Clara Waters Community Corrections Center (CWCCC)	Cook's Correctional	630-5430DT	Dishwasher Drying Rack	
Clara Waters Community Corrections Center (CWCCC)	inSinkErator	Ss100-28	InSinkErator Garbage Disposal	17059158874
Clara Waters Community Corrections Center (CWCCC)	Advance Tabco	Double Sink Stainless Steel	Dish washing sink	
Dick Conner Correctional Center (DCCC)	Jade Range	NA	Jade Range Flat top Grill	
Dick Conner Correctional Center (DCCC)	Jade Range	NA	Jade Range flat top grill	
Dick Conner Correctional Center (DCCC)	Cleveland	NA	Cleveland Hot Pot	
Dick Conner Correctional Center (DCCC)	Unknown	Unknown	Hotpot	
Dick Conner Correctional Center (DCCC)	Unknown	Unknown	Hot Pot	
Dick Conner Correctional Center (DCCC)	Vulcan	SC-45	Coffee Pot	16349
Dick Conner Correctional Center (DCCC)	Unknown	Unknown	Electric Tilt Skillet	
Dick Conner Correctional Center (DCCC)	Blodgett	NA	Blodgett Oven	

Dick Conner Correctional Center (DCCC)	Dual Flow	NA	DualFlow Oven	
Dick Conner Correctional Center (DCCC)	Dual Flow	NA	Dual Flow Oven	
Dick Conner Correctional Center (DCCC)	Blodgett	NA	Blodgett Oven	
Dick Conner Correctional Center (DCCC)	Cleveland	NA	Gas Tilt Skillet	
Dick Conner Correctional Center (DCCC)	Unknown	Unknown	Wash Bay	
Dick Conner Correctional Center (DCCC)	Midea	NA	Refrigerator	
Dick Conner Correctional Center (DCCC)	Unknown	Unknown	Steam table	
Dick Conner Correctional Center (DCCC)	Unknown	Unknown	Prep sink	
Dick Conner Correctional Center (DCCC)	Unknown	Unknown	Prep sink	
Dick Conner Correctional Center (DCCC)	Baxter	BXA2G	Walk in oven	241051903
Dick Conner Correctional Center (DCCC)	Hobart	HL800	Hobart stand mixer	311615807
Dick Conner Correctional Center (DCCC)	Hobart	H600D	Hobart stand mixer	1489356
Dick Conner Correctional Center (DCCC)	Hobart	EQT meat slicer	Hobart EQT meat slicer	311569002
Dick Conner Correctional Center (DCCC)	Blodgett	Dual Flow	Blodgett Dual Flow	
Dick Conner Correctional Center (DCCC)	Blodgett	Dual Flow	Blodgett Dual Flow stackable oven	
Dick Conner Correctional Center (DCCC)	Blodgett	Dual Flow	Blodgett Dual Flow stackable oven	
Dick Conner Correctional Center (DCCC)	Blodgett	Dual Flow	Blodgett Dual Flow stackable oven	
Dick Conner Correctional Center (DCCC)	Baxter	N/A	Baxter Walk-in Oven	
Dick Conner Correctional Center (DCCC)	Scotsman	MC1030MA-32	Scotsman Ice Machine	
Dick Conner Correctional Center (DCCC)	Scotsman	MC1030MA-32	Scotsman Ice Machine	
Dick Conner Correctional Center (DCCC)	Scotsman	MC1030MA-32	Scotsman Ice Machine	
Dick Conner Correctional Center (DCCC)	Scotsman	MC1030MA-32	Scotsman Ice Machine	
Dick Conner Correctional Center (DCCC)	Scotsman	B530S	Scotsman Ice Bin	
Dick Conner Correctional Center (DCCC)	Scotsman	B530S	Scotsman Ice Bin	
Dick Conner Correctional Center (DCCC)	Scotsman	B530S	Scotsman Ice Bin	
Dick Conner Correctional Center (DCCC)	Scotsman	B530S	Scotsman Ice Bin	
Dick Conner Correctional Center (DCCC)	Cambro	UPC800131	Front Loading Food Pan Carrier	
Dick Conner Correctional Center (DCCC)	Cambro	UPC800131	Front Loading Food Pan Carrier	
Dick Conner Correctional Center (DCCC)	Scotsman	MC1030MA-32	Scotsman Ice Machine	
Dick Conner Correctional Center (DCCC)	Scotsman	MC1030MA-32	Scotsman Ice Machine	
Dick Conner Correctional Center (DCCC)	Scotsman	B530S	Scotsman Ice Bin	
Dick Conner Correctional Center (DCCC)	Scotsman	B530S	Scotsman Ice Bin	
Dick Conner Correctional Center (DCCC)	Manitowoc	Qd0202a	Ice Machine in building 3	980565802
Dick Conner Correctional Center (DCCC)	Manitowoc	S170	Ice Bin located in building 3	980522554
Eddie Warrior Correctional Center (EWCC)	Byer	E305M	Byer 5 Well Steam Table	07183727
Eddie Warrior Correctional Center (EWCC)	Blodgett	SHO100G	Blodgett convection oven	051815CR004T
Eddie Warrior Correctional Center (EWCC)	Vulcan	VC6GD-11D150K	Vulcan convection oven	481923614
Eddie Warrior Correctional Center (EWCC)	Vulcan	VC6GD-11D150K	Vulcan convection oven	481923615
Eddie Warrior Correctional Center (EWCC)	Blodgett	SHO-100-G	Convection oven	051815CR009B

Eddie Warrior Correctional Center (EWCC)	Metro	C5	Metro C5 Food Warming Cabinet	
Eddie Warrior Correctional Center (EWCC)	Vulcan	VC6GD-11D150K	Vulcan convection oven	481994893
Eddie Warrior Correctional Center (EWCC)	Vulcan	VC6GD-11D150K	Vulcan convection oven	481994892
Eddie Warrior Correctional Center (EWCC)	Vulcan	VC4GD-SEFCAG	Vulcan convection oven	481710620
Eddie Warrior Correctional Center (EWCC)	Vulcan	VCAGD-SEFCAG	Vulcan convection oven	481710619
Eddie Warrior Correctional Center (EWCC)	Vulcan	NA	Vulcan tilt skillet	463020603
Eddie Warrior Correctional Center (EWCC)	Vulcan	K40GL	Vulcan steam pot	46-3035688
Eddie Warrior Correctional Center (EWCC)	Globe	G12	Globe Slicer	543116
Eddie Warrior Correctional Center (EWCC)	Hatco	NA	Hatco toaster	3893581826
Eddie Warrior Correctional Center (EWCC)	Cecilware	FE100N	Cecil ware coffee pot	L276976
Eddie Warrior Correctional Center (EWCC)	Scotsman	C14482R-3D	Scotsman ice machine top	17031320016696
Eddie Warrior Correctional Center (EWCC)	Traulsen	620010	Traulsen reach in refrigerator	T91574C15
Eddie Warrior Correctional Center (EWCC)	Scotsman	6h1100BB-A	Scotsman ice machine bottom	
Eddie Warrior Correctional Center (EWCC)	unknown	EG-246	equipment stand for gas griddle	EG-246
Eddie Warrior Correctional Center (EWCC)	Vulcan	MSA72-101	Gas griddle	650163904
Eddie Warrior Correctional Center (EWCC)	Globe	SP60 2023	Industrial Stand Mixer	7652965
Eddie Warrior Correctional Center (EWCC)	Scotsman	MDT5N40A-1J	Ice maker dispenser (top unit)	11101320014666
Eddie Warrior Correctional Center (EWCC)	New Age	715347359239	tray drying rack	
Eddie Warrior Correctional Center (EWCC)	New Age	715347359239	tray drying rack	
Eddie Warrior Correctional Center (EWCC)	Metro	C5	Metro C5 Food Warming Cabinet	C5HME047729
Eddie Warrior Correctional Center (EWCC)	Vulcan	365-Y1Cg	Vulcan stove/ oven	650084392
Eddie Warrior Correctional Center (EWCC)	Norlake	R49-S	Reach-in refrigerator	R49S-18050079
Eddie Warrior Correctional Center (EWCC)	Metro	C5	Metro C5 Food Warming Cabinet	C5CME048706
Eddie Warrior Correctional Center (EWCC)	Metro	C5	Metro C5 Food Warming Cabinet	C5CME048705
Eddie Warrior Correctional Center (EWCC)	Metro	C5	Metro C5 Food Warming Cabinet	C5HME047985
Eddie Warrior Correctional Center (EWCC)	unknown	unknown	Baker's table with wood top	
Eddie Warrior Correctional Center (EWCC)	Set-N-Serve	WCMD6	refrigerated salad bar	41496
Eddie Warrior Correctional Center (EWCC)	Metro	C5	Metro C5 Food Warming Cabinet	C5HME048022
Eddie Warrior Correctional Center (EWCC)	Manitowoc	D970	Manitowoc Ice Bin	
Eddie Warrior Correctional Center (EWCC)	Hobart	HS6-1	13" Meat Slicer	
Eddie Warrior Correctional Center (EWCC)	Manitowoc	IDT1500A	Manitowoc Ice Maker	
Eddie Warrior Correctional Center (EWCC)	Manitowoc	IDT1500A	Manitowoc Ice Maker	
Enid Community Corrections Center (ECCC)	Manitowoc	D570	Manitowoc D570 Ice Maker	1120424344
Enid Community Corrections Center (ECCC)	Frigidaire	FFTR1814QS1	Frigidaire Refrigerator	BA52303812
Enid Community Corrections Center (ECCC)	Frigidaire	FFTR1814WD	Frigidaire Refrigerator	BA72135117
Enid Community Corrections Center (ECCC)	Manitowoc	B570	Manitowoc Ice Machine	1109911981
Enid Community Corrections Center (ECCC)	Frigidaire	FRT13CRHW0	Frigidaire Refrigerator	BA94408684
Enid Community Corrections Center (ECCC)	Samsung	Rf28t5001sr/a	Samsung Refrigerator	0B5X4BBR508146L
Enid Community Corrections Center (ECCC)	Curtis	EP304SW	4 Well electric steamtable portable hot food serving	05244614

Enid Community Corrections Center (ECCC)	Manitowoc	970	Manitowoc Ice Machine Bin	1120400727
Enid Community Corrections Center (ECCC)	Manitowoc	IDT1500W-261	Manitowoc Ice Machine Head	11203988104
Enid Community Corrections Center (ECCC)	Vulcan	VC5GD-11D1Z	Vulcan Convection Oven	482015796
Enid Community Corrections Center (ECCC)	Vulcan	60SS-6B24GN	Vulcan 60" Range, 6 burners with 24" Griddle	481994848
Enid Community Corrections Center (ECCC)	Hobart	2612	Hobart 2612 Commercial Deli Meat Slicer	S6-1305-566
Enid Community Corrections Center (ECCC)	Salvajor	200	Salvajor 200 Commercial Garbage Disposer	11291
Enid Community Corrections Center (ECCC)	Globe	SP30	Globe Model 30qt. 3-speed Mixer	7320949
Enid Community Corrections Center (ECCC)	Norlake	R49-S	Reach-In Refrigerator	R49S-18010072
Great Plains Correctional Center (GPCC)	Unknown	Unknown	Wash table / Single Sink Table	
Great Plains Correctional Center (GPCC)	Univex	Univex Mixer	Mixer	
Great Plains Correctional Center (GPCC)	Vulcan	VE40	Tilt skillet	
Great Plains Correctional Center (GPCC)	Vulcan	00034396	Tilt skillet	
Great Plains Correctional Center (GPCC)	Vulcan	VC66ED	Vulcan Oven	
Great Plains Correctional Center (GPCC)	Vulcan	VC66ED	Vulcan Oven	
Great Plains Correctional Center (GPCC)	Vulcan	VC66ED	Vulcan Oven	
Great Plains Correctional Center (GPCC)	Vulcan	VC66ED	Vulcan Oven	
Great Plains Correctional Center (GPCC)	Vulcan	VC66ED	Vulcan oven	
Great Plains Correctional Center (GPCC)	Vulcan	VC66ED	Vulcan oven	
Great Plains Correctional Center (GPCC)	Hobart	HCM450 Cutter/Mixer	Buffalo Chopper	
Great Plains Correctional Center (GPCC)	Unknown	Unknown	Wash Bay	
Great Plains Correctional Center (GPCC)	Vulcan	Vulcan flat top grill - griddle	Vulcan flat top grill - griddle	
Great Plains Correctional Center (GPCC)	Vulcan	Vulcan flat top grill - griddle	Vulcan flat top grill - griddle	
Great Plains Correctional Center (GPCC)	Globe	S13	Globe Meat Slicer	S13-00-001836
Great Plains Correctional Center (GPCC)	Globe	G12	Globe Meat Slicer	533238
Great Plains Correctional Center (GPCC)	Unknown	Unknown	Wash table / Single Sink Table	
Great Plains Correctional Center (GPCC)	Vulcan	Vulcan steam kettle	Vulcan steam kettle	
Great Plains Correctional Center (GPCC)	Vulcan	Vulcan steam kettle	Vulcan steam kettle	
Great Plains Correctional Center (GPCC)	Vulcan	Vulcan steam kettle	Vulcan steam kettle	
Great Plains Correctional Center (GPCC)	Vulcan	Vulcan steam kettle	Vulcan steam kettle	
Great Plains Correctional Center (GPCC)	Prep Table	Prep Table	Prep Table	
Great Plains Correctional Center (GPCC)	Prep Table	Prep Table	Prep Table	
Great Plains Correctional Center (GPCC)	Prep Table	Prep Table	Prep Table	
Great Plains Correctional Center (GPCC)	Prep Table	Prep Table	Prep Table	
Great Plains Correctional Center (GPCC)	Unknown	Unknown	Hand wash bay	
Great Plains Correctional Center (GPCC)	FWE	PS-1220-45	Warmer	
Great Plains Correctional Center (GPCC)	FWE	PS-1220-45	Warmer	
Great Plains Correctional Center (GPCC)	FWE	PS-1220-45	Warmer	
Great Plains Correctional Center (GPCC)	FWE	PS-1220-45	Warmer	
Great Plains Correctional Center (GPCC)	FWE	PS-1220-45	Heated holding pan server	

Great Plains Correctional Center (GPCC)	FWE	PS-1220-45	Warmer	
Great Plains Correctional Center (GPCC)	Unknown	Unknown	Dish wash bay	
Great Plains Correctional Center (GPCC)	Piper	941	Warmer	
Great Plains Correctional Center (GPCC)	Hoshizaki	B900SF	Ice Machine Bottom Storage	E51581A
Great Plains Correctional Center (GPCC)	Hoshizaki	KM-901MAH	Ice Machine Top Section	
Great Plains Correctional Center (GPCC)	Hoshizaki	E00147A	Leased Ice machine and bin from GEO	
Great Plains Correctional Center (GPCC)	Thermo-Kool	Unknown	Walk-in Freezer	
Great Plains Correctional Center (GPCC)	Thermo-Kool	Unknown	Walk-in Freezer	
Great Plains Correctional Center (GPCC)	Thermo-Kool	Unknown	Walk-in Freezer	
Great Plains Correctional Center (GPCC)	Thermo-Kool	Unknown	Walk-in Freezer	
Great Plains Correctional Center (GPCC)	FWE	FWE Mobile Cooler	FWE Mobile Cooler	
Great Plains Correctional Center (GPCC)	Baxter	Baxter Rotisserie Oven	Baxter Rotisserie Oven	
Great Plains Correctional Center (GPCC)	Hoshizaki	E00147A	Leased Ice machine and bin from GEO	
Great Plains Correctional Center (GPCC)	Vulcan	365-Y1Cg	Vulcan Stove	
Great Plains Correctional Center (GPCC)	Hobart	CL44E	Hobart Dishwasher	85-1089526
Great Plains Correctional Center (GPCC)	Hobart	CL44E	Hobart Dishwasher	85-1089527
Great Plains Correctional Center (GPCC)	Waring	Warning Model MX1000XTX	Waring Extreme High Power Blender	
Howard McLeod Correctional Center (HMCC)	Vulcan	N/A	Steam pot	
Howard McLeod Correctional Center (HMCC)	Vulcan	N/A	Steam pot middle	
Howard McLeod Correctional Center (HMCC)	Vulcan	N/A	Steam pot	
Howard McLeod Correctional Center (HMCC)	Everest	NA	Three door refrigerator	BBFKC0551A
Howard McLeod Correctional Center (HMCC)	Metro	NA	Hot holding cabinet	
Howard McLeod Correctional Center (HMCC)	Hobart	NA	Buffalo chopper	
Howard McLeod Correctional Center (HMCC)	Unknown	Unknown	Milk dispenser	
Howard McLeod Correctional Center (HMCC)	Vulcan	NA	Oven	
Howard McLeod Correctional Center (HMCC)	Vulcan	N/A	Oven	
Howard McLeod Correctional Center (HMCC)	Unknown	Unknown	Flat top grill	
Howard McLeod Correctional Center (HMCC)	Vulcan	NA	Vulcan Flat Top	
Howard McLeod Correctional Center (HMCC)	Vulcan	NA	Vulcan Food Warmer	
Howard McLeod Correctional Center (HMCC)	Unknown	Unknown	Steam Table	
Howard McLeod Correctional Center (HMCC)	Serve Well	NA	Serve Well Steam Table	
Howard McLeod Correctional Center (HMCC)	Unknown	Unknown	Steam Table	
Howard McLeod Correctional Center (HMCC)	Mile High Equipment	NA	Ice Dispenser	S74A1710MH012
Howard McLeod Correctional Center (HMCC)	Grindmaster	A7446E	Grandmaster Coffee Machine	
Howard McLeod Correctional Center (HMCC)	Globe	3600	Deli Slicer	368440
Howard McLeod Correctional Center (HMCC)	Hobart	NA	Stand Mixer	11433036
Howard McLeod Correctional Center (HMCC)	Manitowoc	K970	Manitowoc Ice Bin	1120213245
Howard McLeod Correctional Center (HMCC)	Manitowoc	NA	Manitowoc Ice Maker	
Howard McLeod Correctional Center (HMCC)	Manitowoc	D570	Manitowoc Ice Bin	

Howard McLeod Correctional Center (HMCC)	Manitowoc	NA	Manitowoc Ice Maker	1120415652
Howard McLeod Correctional Center (HMCC)	Groen	NA	Groen Tilt Skillet	
Howard McLeod Correctional Center (HMCC)	Vulcan	VC4ED	Vulcan Oven	
Howard McLeod Correctional Center (HMCC)	Vulcan	VC4ED	Vulcan Oven	
Howard McLeod Correctional Center (HMCC)	Vulcan	VC4ED	Vulcan Oven	
Howard McLeod Correctional Center (HMCC)	Vulcan	VC4ED	Vulcan Oven	
Howard McLeod Correctional Center (HMCC)	Hobart	HL600	Hobart Stand Mixer	311621390
Howard McLeod Correctional Center (HMCC)	Metro	C5	Metro Food Warmer	
Howard McLeod Correctional Center (HMCC)	Vulcan	NA	Vulcan Food Warmer	
Howard McLeod Correctional Center (HMCC)	Vulcan	VC44ED	Double Convection Oven	
Howard McLeod Correctional Center (HMCC)	Vulcan	VC44ED	Double Convection Oven	
Howard McLeod Correctional Center (HMCC)	Vulcan	VE40	Electric Tilt Skillet	463040679
Howard McLeod Correctional Center (HMCC)	C5TM	C5E9-CFC-U	NON-INSULATED HEATED CABINET	C5E002642
Howard McLeod Correctional Center (HMCC)	C5TM	C5E9-CFC-U	NON-INSULATED HEATED CABINET	C5E002646
Howard McLeod Correctional Center (HMCC)	CLEANCUT	13" MEAT SLICER	13" ELECTRIC SLICER	311672678
Jackie Brannon Correctional Center (JBCC)	Ditto Dean	EM30	Ditto Dean Mixer	197900436002
Jackie Brannon Correctional Center (JBCC)	True	Ts_49	Reach in refrigerator	3636371
Jackie Brannon Correctional Center (JBCC)	Metro	C519-HFC-4	Heater Cabinet	CSHME052840
Jackie Brannon Correctional Center (JBCC)	Salvador	500	Dishwasher Garbage disposal	21830
Jackie Brannon Correctional Center (JBCC)	Vulcan	VC 4GD11d150K	Bottom Left Baker Oven	541049034
Jackie Brannon Correctional Center (JBCC)	Servend	M90 1267564M90SL ICE	Ice machine Dining Room	610122337
Jackie Brannon Correctional Center (JBCC)	Salvajor	500	Garbage disposal 3 comp sink	23403
Jackie Brannon Correctional Center (JBCC)	Vulcan	Vc4gd11d150k	Top left bakers oven	541049111
Jackie Brannon Correctional Center (JBCC)	Wells	SS-206T	Right Hot Table Serving Line	
Jackie Brannon Correctional Center (JBCC)	Greon	AH1E60	Medium cook pot	105053
Jackie Brannon Correctional Center (JBCC)	Groen	AH1E80	Large Cook Pot	103053/IT107870C150
Jackie Brannon Correctional Center (JBCC)	Hobart	HS6N	Meat Slicer	31617357
Jackie Brannon Correctional Center (JBCC)	Hobart	84186C	Hobart Buffalo Chopper	311615921
Jackie Brannon Correctional Center (JBCC)	Vulcan	VC4GD11D150K	Top right baker oven	481951677
Jackie Brannon Correctional Center (JBCC)	Vulcan	BC4GD11D150K	Bottom right baker oven	481951676
Jackie Brannon Correctional Center (JBCC)	Salvador	500	Cook area garbage disposal	21831
Jackie Brannon Correctional Center (JBCC)	Silverking	SKMAJ2	Milk Dispenser	SAJK81033A
Jackie Brannon Correctional Center (JBCC)	Metro	C5 1 Series	Warmer 1	C5HME052840
Jackie Brannon Correctional Center (JBCC)	Metro	C5	Warmer 3	C5HME04021
Jackie Brannon Correctional Center (JBCC)	Metro	C5	Warmer 4	C5HME047562
Jackie Brannon Correctional Center (JBCC)	Garland	NA	Big Flat Grill	1807100101595
Jackie Brannon Correctional Center (JBCC)	Vulcan	NA	Small Flat Grill	GT2600912A0001
Jackie Brannon Correctional Center (JBCC)	Curtis	RU25512	Curtis tea kettle	14685759
Jackie Brannon Correctional Center (JBCC)	Wells		Hot Table Serving Line	

Jackie Brannon Correctional Center (JBCC)	Manitowoc	F1300	Ice Bin	F100003776
Jackie Brannon Correctional Center (JBCC)	Manitowoc	Indigo NXT	Ice machine	1120836931
Jackie Brannon Correctional Center (JBCC)	Vulcan	VHFA18	Food warmer	WM0006174
Jackie Brannon Correctional Center (JBCC)	Southbend	BGLT-30	Tilt skillet	J03973-1-1
Jackie Brannon Correctional Center (JBCC)	Vulcan	Oven	Cooks Oven Top Right	541016539
Jackie Brannon Correctional Center (JBCC)	Vulcan	Oven	Cooks Oven Bottom Right	541016540
Jackie Brannon Correctional Center (JBCC)	Vulcan	Oven	Cooks oven top left	541049075
Jackie Brannon Correctional Center (JBCC)	Vulcan	Oven	Cooks Oven Bottom left	541049076
Jackie Brannon Correctional Center (JBCC)	Hobart	HL800	Floor Mixer	311570265
Jackie Brannon Correctional Center (JBCC)	Baxter	Proofer	Proofer	242018Y16
James Crabtree Correctional Center (JCCC)	Midea	Unknown	Midea Refrigerator	341B53107010C051320948
James Crabtree Correctional Center (JCCC)	Insinkerator	SS30025	Insinkerator Garbage Disposal	22031322051
James Crabtree Correctional Center (JCCC)	True	TH23	True Hot Box	10234689
James Crabtree Correctional Center (JCCC)	True	TH 24	True Hot Box	C10234689
James Crabtree Correctional Center (JCCC)	Vulcan	VO6ED	Vulcan Double Stacked Oven	481922815
James Crabtree Correctional Center (JCCC)	True	TH23	True Hot Box	10234690
James Crabtree Correctional Center (JCCC)	Hobart	HRO330	Hobart Rotisserie Oven	
James Crabtree Correctional Center (JCCC)	Vulcan	VO63	Vulcan Double Stacked Oven	481922816
James Crabtree Correctional Center (JCCC)	Evercrest	ESR1	EverCrest Refrigerator	
James Crabtree Correctional Center (JCCC)	Dayton	13X473	Aluminum-Deck Platform Truck	
James Crabtree Correctional Center (JCCC)	Dayton	13X476	Aluminum-Deck Platform Truck	
James Crabtree Correctional Center (JCCC)	Dayton	13X473	Aluminum-Deck Platform Truck	
James Crabtree Correctional Center (JCCC)	Vulcan	VC4ED	Double oven	481997567
James Crabtree Correctional Center (JCCC)	Legion	TGSP2440	Griddle Tilt Skillet	TMDGS7310860
James Crabtree Correctional Center (JCCC)	Unknown	Unknown	Food Mixer	11056344
James Crabtree Correctional Center (JCCC)	Vulcan	NA	Steam Kettle	46303690
James Crabtree Correctional Center (JCCC)	Vulcan	NA	Steam Kettle	463036792
James Crabtree Correctional Center (JCCC)	Duke	NA	Steam Kettle	D308183551
James Crabtree Correctional Center (JCCC)	Manitowoc	F1300	Ice Machine	
James Crabtree Correctional Center (JCCC)	Globe	NA	Meat Slicer	385N01917
James Crabtree Correctional Center (JCCC)	FWE	NA	Hot Box	185849101
James Crabtree Correctional Center (JCCC)	Globe	NA	Electric Mixer	7651951
James Crabtree Correctional Center (JCCC)	Cleveland	NA	Steam Kettle	WT2507-08-01
James Crabtree Correctional Center (JCCC)	Unknown	Unknown	Food delivery Cart	112123DCA
James Crabtree Correctional Center (JCCC)	Unknown	Unknown	Coffee Maker	14118284
James Crabtree Correctional Center (JCCC)	Unknown	Unknown	Griddle	650090040
James Crabtree Correctional Center (JCCC)	Unknown	Unknown	Griddle	77200046
James Crabtree Correctional Center (JCCC)	Unknown	Unknown	Food Mixer	311456709
James Crabtree Correctional Center (JCCC)	Victory	NA	Reach in Refrigerator	DO974996

James Crabtree Correctional Center (JCCC)	Unknown	Unknown	Hot Food Cart	SMTL002281486
James Crabtree Correctional Center (JCCC)	Unknown	Unknown	100 Gal Steam Table	250708H01
James Crabtree Correctional Center (JCCC)	Baxter	NA	Roll In Rotating Oven	241051274
James Crabtree Correctional Center (JCCC)	Vulcan	VC4ED	Double Oven	481997562
James Crabtree Correctional Center (JCCC)	Oliver	NA	Bread Slicer	64015088
James Crabtree Correctional Center (JCCC)	Vulcan	Vulcan	4 burner stove	
James Crabtree Correctional Center (JCCC)	Dayton	5PKH7	Self-Dumping Steel Hopper	
James Crabtree Correctional Center (JCCC)	Curtis	FS-3-2424-24RL	3 compartment sink	FS-3-2424-24RL
Jess Dunn Correctional Center (JDCC)	Norlake	R23-S	Refrigerator for Kosher/Halal Food	
Jess Dunn Correctional Center (JDCC)	Globe	3600N	Meat Slicer	3600N 00067; 3600200067
Jess Dunn Correctional Center (JDCC)	Unknown	Unknown	Serving Line	
Jess Dunn Correctional Center (JDCC)	Unknown	Unknown	Serving Line	
Jess Dunn Correctional Center (JDCC)	Unknown	Unknown	Food Warmer	
Jess Dunn Correctional Center (JDCC)	Unknown	Unknown	Overhead vent with suppression system	
Jess Dunn Correctional Center (JDCC)	Food Warming Equipment	PHTT-12	Precise Humidity Holding Food Warmer	206649601
Jess Dunn Correctional Center (JDCC)	Food Warming Equipment	PHTT-12	Precise Humidity Holding Food Warmer	206649602
Jess Dunn Correctional Center (JDCC)	Unknown	Unknown	Hot Pot	
Jess Dunn Correctional Center (JDCC)	Unknown	Unknown	Hot Pot	
Jess Dunn Correctional Center (JDCC)	Unknown	Unknown	Hot Pot	
Jess Dunn Correctional Center (JDCC)	Vulcan	VE40	Tilting Skillet	463032586
Jess Dunn Correctional Center (JDCC)	Unknown	Unknown	Serving Line	
Jess Dunn Correctional Center (JDCC)	Unknown	Unknown	Dish Pit	
Jess Dunn Correctional Center (JDCC)	Hobart	HL600C	60qt Legacy Mixer	311456707
Jess Dunn Correctional Center (JDCC)	Unknown	Unknown	Tea Kettle	16687
Jess Dunn Correctional Center (JDCC)	Unknown	Unknown	JDCC food service serving line	
Jess Dunn Correctional Center (JDCC)	Silverking	Triple Valve Milk Dispenser	JDCC food service milk machine	HNDP267202A
Jess Dunn Correctional Center (JDCC)	Manitowoc	Ice machine	JDCC food service large ice machine upper	F100102742
Jess Dunn Correctional Center (JDCC)	Manitowoc	Ice machine	JDCC food service large ice machine lower	1120293631
Jess Dunn Correctional Center (JDCC)	Manitowoc	Ice machine	JDCC food service small ice machine upper	
Jess Dunn Correctional Center (JDCC)	Manitowoc	Ice machine	JDCC food service small ice machine lower	
Jess Dunn Correctional Center (JDCC)	Norlake	R23-S	JDCC food service refrigerator	
Jess Dunn Correctional Center (JDCC)	FWE	Unknown	JDCC food service warmer	
Jess Dunn Correctional Center (JDCC)	Blickman Health Industries	Unknown	JDCC food service warmer box	
Jess Dunn Correctional Center (JDCC)	Baxter	Unknown	JDCC food service large oven	BXA1E
Jess Dunn Correctional Center (JDCC)	Metro	1 series	JDCC food service warmer	
Jess Dunn Correctional Center (JDCC)	Hobart	H6001	JDCC food service Hobart mixer	11234882
Jess Dunn Correctional Center (JDCC)	Hobart	Double oven	JDCC food service oven in bake room	
Jess Dunn Correctional Center (JDCC)	Baxter	OV500E1	Baxter Electric Roll-In Oven	
Jess Dunn Correctional Center (JDCC)	Hobart	VS9-12	Vegetable Attachment for Slicer	

Jess Dunn Correctional Center (JDCC)	Whirlpool	WDTA50SAKZ	Whirlpool Dishwasher	
Jess Dunn Correctional Center (JDCC)	Hobart	Unknown	Food slicer attachment	
Jim E. Hamilton Correctional Center (JEHCC)	Vulcan	Rack		
Jim E. Hamilton Correctional Center (JEHCC)	Explain	Dishwasher	Ecolab Lease	
Jim E. Hamilton Correctional Center (JEHCC)	Waring	Commercial blender		529061
Jim E. Hamilton Correctional Center (JEHCC)	Globe	S13-15	Meat slicer	S1315000094
Jim E. Hamilton Correctional Center (JEHCC)	Vulcan	Double warmer		
Jim E. Hamilton Correctional Center (JEHCC)	Vulcan	Double door warmer		2305155007
Jim E. Hamilton Correctional Center (JEHCC)	Vulcan	6 burner gas stove		
Jim E. Hamilton Correctional Center (JEHCC)	Hobart	HL600C	Mixer	311466909
Jim E. Hamilton Correctional Center (JEHCC)	True	Freezer	Cooler 2	2305235002
Jim E. Hamilton Correctional Center (JEHCC)	Manitowoc	M11-150	Ice dispensing in dining room	06BC0400827
Jim E. Hamilton Correctional Center (JEHCC)	Victory	NA	Victory Warming Cabinet	
Jim E. Hamilton Correctional Center (JEHCC)	Victory	NA	Victory Warming Cabinet	
Jim E. Hamilton Correctional Center (JEHCC)	Manitowoc	B570	Manitowoc Ice Bin left	
Jim E. Hamilton Correctional Center (JEHCC)	Manitowoc	B570	Manitowoc Ice Bin	1101190493
Jim E. Hamilton Correctional Center (JEHCC)	Manitowoc	B570	Manitowoc Ice Bin right	
Jim E. Hamilton Correctional Center (JEHCC)	Manitowoc	IY0606W261	Manitowoc Ice Maker left	1101201886
Jim E. Hamilton Correctional Center (JEHCC)	Manitowoc	IY0606W261	Manitowoc Ice Maker middle	1101197477
Jim E. Hamilton Correctional Center (JEHCC)	Manitowoc	IY0606W261	Manitowoc Ice Maker	1101201902
Jim E. Hamilton Correctional Center (JEHCC)	Vulcan	NA	Vulcan Warming Cabinet	
Jim E. Hamilton Correctional Center (JEHCC)	Hobart	HL8000C	Hobart Upright Mixer	311570111
Jim E. Hamilton Correctional Center (JEHCC)	Vulcan	NA	Vulcan Range	
Jim E. Hamilton Correctional Center (JEHCC)	Unknown	Unknown	Tilt skillet	
Jim E. Hamilton Correctional Center (JEHCC)	Unknown	Unknown	5 Well Steam Table	
Jim E. Hamilton Correctional Center (JEHCC)	Cecilware	NA	Cecilware Coffee Pot	
Jim E. Hamilton Correctional Center (JEHCC)	Vulcan	NA	Vulcan Bean Pot	N6947
Jim E. Hamilton Correctional Center (JEHCC)	Vulcan	NA	Vulcan Bean Pot	N3946
Jim E. Hamilton Correctional Center (JEHCC)	Vulcan	NA	Vulcan Flat Top	
Jim E. Hamilton Correctional Center (JEHCC)	True	NA	True Manufacturing Refrigerator	
Jim E. Hamilton Correctional Center (JEHCC)	Unknown	Unknown	Food Warming Cabinet	C5CM002790
Jim E. Hamilton Correctional Center (JEHCC)	Vulcan	VC4ED	Vulcan Convection Oven	481923245
Jim E. Hamilton Correctional Center (JEHCC)	Vulcan	VC4ED	Vulcan Convection Oven	481323244
Jim E. Hamilton Correctional Center (JEHCC)	Unknown	Unknown	Food Warming Cabinet	C5M002785
Jim E. Hamilton Correctional Center (JEHCC)	Adcraft	NA	Adcraft Food Warming Cabinet	202108174
Jim E. Hamilton Correctional Center (JEHCC)	Metro	HM2000	Metro Food Warming Cabinet	
John Lilley Correctional Center (JLCC)	Berkeley	Berkel	Mixer/Blender	0719411
John Lilley Correctional Center (JLCC)	Vulcan	VC4GD-11D150K	Vulcan Double Stack Oven	481993580
John Lilley Correctional Center (JLCC)	Vulcan	VC4GD-11D150K	Vulcan Double Stack Oven	481993577

John Lilley Correctional Center (JLCC)	Vulcan	VC4GD-11D150K	Vulcan Double Stack Oven	481993519
John Lilley Correctional Center (JLCC)	Vulcan	VC4GD-11D150K	Vulcan Double Stack Oven	481991057
John Lilley Correctional Center (JLCC)	Vulcan	VC4GD-11D150K	Vulcan Double Stack Oven	481991052
John Lilley Correctional Center (JLCC)	Vulcan	VC4GD-11D150K	Vulcan Double Stack Oven	481998914
John Lilley Correctional Center (JLCC)	Vulcan	VC4GD-11D150K	Vulcan Double Stack Oven	481991056
John Lilley Correctional Center (JLCC)	Vulcan	VC4GD-11D150K	Vulcan Double Stack Oven	481993557
John Lilley Correctional Center (JLCC)	Hobart	HL800	Hobart Mixer	311618929
John Lilley Correctional Center (JLCC)	Cecilware	FE200	Coffee Urn	L269471
John Lilley Correctional Center (JLCC)	Scotsman	C1030SR - 32A	Ice Machine	07121320015890
John Lilley Correctional Center (JLCC)	Manitowoc	F1325	Ice Machine #2	F100103891 -25017
John Lilley Correctional Center (JLCC)	Traulsen	RHT 232WREHHS	#1 Traulsen Reach - In Cooler	T507240L96
John Lilley Correctional Center (JLCC)	Continental	3R	#2 Reach - In Cooler	153B8225
John Lilley Correctional Center (JLCC)	BOHN	ADT104AJ	#1 BOHN Walk - In Cooler	D96G11305
John Lilley Correctional Center (JLCC)	BOHN	ADT156AJ	#2 BOHN Walk In Cooler	D96005246
John Lilley Correctional Center (JLCC)	BOHN	LET200BJ	BOHN Walk - In Freezer	D96C08540
John Lilley Correctional Center (JLCC)	Hobart	84186	Buffalo Chopper	561066017
John Lilley Correctional Center (JLCC)	BLAKESLEE	XC60	Potato Peeler	12665426AAB
John Lilley Correctional Center (JLCC)	SALVAJOR	500	Garbage Disposal #1	22506
John Lilley Correctional Center (JLCC)	SALVAJOR	500	Garbage Disposal #2 -Dish Pit	22194
John Lilley Correctional Center (JLCC)	SALVAJOR	500	Garbage Disposal #3 Dishroom	21285
John Lilley Correctional Center (JLCC)	SALVAJOR	500	Garbage Disposal	23552
John Lilley Correctional Center (JLCC)	Traulsen	PRI 1-32 H	Proofing Cabinet	C560000796
John Lilley Correctional Center (JLCC)	Garland	G6-10RR	Range/Oven	G6-10RR-0001
John Lilley Correctional Center (JLCC)	Hobart	CRO-1G	Rack Oven	25-1003653
John Lilley Correctional Center (JLCC)	Vulcan	VGLT60	Steam Kettle	S-AP-1050025-2DD745
John Lilley Correctional Center (JLCC)	Vulcan	VGLT-60	Steam Kettle	N-AP-1050027-2DD747
John Lilley Correctional Center (JLCC)	Scotsman	IS 160	Ice Dispenser	S-5622871
John Lilley Correctional Center (JLCC)	Scotsman	IS 160	Ice Dispenser	N-S65L-996692-09N
John Lilley Correctional Center (JLCC)	Star	872MA	Griddle	GM8720417A0002
John Lilley Correctional Center (JLCC)	Star	872MA	Griddle	GM8720417A0001
John Lilley Correctional Center (JLCC)	Metro	C569-SDC-L	Warmer	C560000795
John Lilley Correctional Center (JLCC)	Metro	C569L-SFS-L	Warmer	C56E005192L
John Lilley Correctional Center (JLCC)	Metro	C539-HFS-4BU	Warmer	C5HME064131
John Lilley Correctional Center (JLCC)	Metro	C539-HFS-4BU		C5HME024141
John Lilley Correctional Center (JLCC)	True	T-49	Reach in cooler	6627086
John Lilley Correctional Center (JLCC)	Salvajor	Model 500	Garbage Disposal	23357
John Lilley Correctional Center (JLCC)	Garland	Garland	Garland 10 Burner	
John Lilley Correctional Center (JLCC)	500 Disposer	5Hp Disposer Basic Unit		
Joseph Harp Correctional Center (JHCC)	Rhino Cart	630-M-150-GR	Large Cart	

Joseph Harp Correctional Center (JHCC)	Rhino Cart	630-M-150-GR	Large Cart	
Joseph Harp Correctional Center (JHCC)	Rhino Cart	630-M-102-GR	Small Cart	
Joseph Harp Correctional Center (JHCC)	Rhino Cart	630-M-102-GR	Small Cart	
Joseph Harp Correctional Center (JHCC)	Unknown	12U1225	Hand pallet truck	
Joseph Harp Correctional Center (JHCC)	Vulcan	VC4GD	Vulcan Convection Oven	
Joseph Harp Correctional Center (JHCC)	Hobart	6460-1	Hobart Potato Peeler	
Joseph Harp Correctional Center (JHCC)	FSE	MRRF-1D	Large Refrigerator	
Joseph Harp Correctional Center (JHCC)	Groen	NHFP4	40 Gallon Braising Pan w/ Tilt	N17855HCF
Joseph Harp Correctional Center (JHCC)	Groen	BBP40G	40 Gallon Braising Pan w/ Tilt	J13621811
Joseph Harp Correctional Center (JHCC)	Vulcan	EL972a	Vulcan 6 Burner Flat Top Grill/Griddle	481177534
Joseph Harp Correctional Center (JHCC)	Vulcan	EL972a	Vulcan 6 Burner Flat Top Grill/Griddle	481177535
Joseph Harp Correctional Center (JHCC)	Metro	C59LSFSL	Metro Heating Box	C56E005333L
Joseph Harp Correctional Center (JHCC)	Metro	C59LSFSL	Metro Heating Box	C56E005212L
Joseph Harp Correctional Center (JHCC)	Metro	C59LSFSL	Metro Heating Box	C56E005215L
Joseph Harp Correctional Center (JHCC)	Metro	C59LSFSL	Metro Heating Box	C56E005214L
Joseph Harp Correctional Center (JHCC)	Sharp	R-216CF5	Kosher Microwave 1	51649
Joseph Harp Correctional Center (JHCC)	Dayton	8M219A	Large Floor Fan	
Joseph Harp Correctional Center (JHCC)	Dayton	8M219A	Large Floor Fan	
Joseph Harp Correctional Center (JHCC)	Dayton	8M219A	Large Floor Fan	
Joseph Harp Correctional Center (JHCC)	Hobart	84186	Hobart Food Processor - Large	311603483
Joseph Harp Correctional Center (JHCC)	Vulcan	SD4G	Vulcan Convection Over	48135153
Joseph Harp Correctional Center (JHCC)	Vulcan	SD4G	Vulcan Convection Over	481361503
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Aluminum Food Locker	
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Walk-In Oven Rack, Single	
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Walk-In Oven Rack, Single	
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Walk-In Oven Rack, Single	
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Walk-In Oven Rack, Single	
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Walk-In Oven Rack, Single	
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Walk-In Oven Rack, Single	
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Walk-In Oven Rack, Single	
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Walk-In Oven Rack, Single	
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Walk-In Oven Rack, Double	
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Walk-In Oven Rack, Double	
Joseph Harp Correctional Center (JHCC)	Muffin Monster	NA	Dish Pit Disposal	
Joseph Harp Correctional Center (JHCC)	Dayton	3M505J	Wall-Mounted Fan	
Joseph Harp Correctional Center (JHCC)	Jones Zylon	NA	Tray / Pan Drying Rack	
Joseph Harp Correctional Center (JHCC)	Follet	110CM	Ice Dispenser	
Joseph Harp Correctional Center (JHCC)	Follet	110CM	Ice Dispenser	110CM-NT-L
Joseph Harp Correctional Center (JHCC)	Follet	110CM	Ice Dispenser	96MC011587

Joseph Harp Correctional Center (JHCC)	Vulcan	VC4GD	Vulcan Convection Oven	481T590858
Joseph Harp Correctional Center (JHCC)	Vulcan	VC4GD	Vulcan Convection Oven	481T590857
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Stainless Steel Serving Island	
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Small, Metal, Delivery Cart	
Joseph Harp Correctional Center (JHCC)	Grindmaster	FE-300N	3-Phase Coffee Maker/Urn, Grindmaster Coffee Urn	N746307
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	3-Phase Coffee Maker/Urn	NL209018
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	4-Step Mobile Steps	
Joseph Harp Correctional Center (JHCC)	Samsung	NA	Wall Mounted TV, 43"	00028782
Joseph Harp Correctional Center (JHCC)	Samsung	NA	Wall Mounted TV, 43"	00028781
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	3-Step Mobile Steps	
Joseph Harp Correctional Center (JHCC)	Salvajor	300	Food Disposal	49143
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Two-Well Vegetable Sink w/ Prep Area	
Joseph Harp Correctional Center (JHCC)	Hobart	NA	Powered Potato Peeler	27157479
Joseph Harp Correctional Center (JHCC)	Bradley	NA	Eye Washing Station	
Joseph Harp Correctional Center (JHCC)	Metro	c569l-sfs-l	Hot box	C5GE006212L
Joseph Harp Correctional Center (JHCC)	Metro	c569l-sfs-l	Hot box	
Joseph Harp Correctional Center (JHCC)	Cambro	N/A	Cambro Beverage Service Cart	
Joseph Harp Correctional Center (JHCC)	Cambro	N/A	Cambro Beverage Service Cart	
Joseph Harp Correctional Center (JHCC)	Cambro	N/A	Cambro Beverage Service Cart	
Joseph Harp Correctional Center (JHCC)	Cambro	N/A	Cambro Beverage Service Cart	
Joseph Harp Correctional Center (JHCC)	Cambro	N/A	Cambro Beverage Service Cart	
Joseph Harp Correctional Center (JHCC)	Cambro	N/A	Cambro Beverage Service Cart	
Joseph Harp Correctional Center (JHCC)	Cambro	N/A	Cambro Beverage Service Cart	
Joseph Harp Correctional Center (JHCC)	Cambro	N/A	Cambro Beverage Service Cart	
Joseph Harp Correctional Center (JHCC)	Hobart	84186	Hobart Food Processor - Small	56874616
Joseph Harp Correctional Center (JHCC)	Cleveland	KGL80T	80 Gallon Tilt Kettle	170423052962
Joseph Harp Correctional Center (JHCC)	Cleveland	KGL80T	80 Gallon Tilt Kettle	220423057442
Joseph Harp Correctional Center (JHCC)	Globe	3600P	Globe Meat Slicer - Large	3603921
Joseph Harp Correctional Center (JHCC)	Globe	3600P	Globe Meat Slicer - Small	370903
Joseph Harp Correctional Center (JHCC)	Vulcan	CBFTHS	Vulcan Hot Box	482000198
Joseph Harp Correctional Center (JHCC)	True	T-23	True Refrigerator	1273529
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Stainless Steel Serving Counters	
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Stainless Steel Serving Counters	
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Stainless Steel Serving Counters	17042305962
Joseph Harp Correctional Center (JHCC)	Silverking	SK31MP	SilverKing Beverage Dispenser	SOB227722M
Joseph Harp Correctional Center (JHCC)	Hatco	TK-72	Hatco Kosher Toaster	3760500717
Joseph Harp Correctional Center (JHCC)	Hobart	H-600T	Hobart 60 QT Mixer	1452720
Joseph Harp Correctional Center (JHCC)	Hobart	H-600T	Hobart 60 QT Mixer	11190485
Joseph Harp Correctional Center (JHCC)	Hobart	H-600T	Hobart 60 QT Mixer	44420513

Joseph Harp Correctional Center (JHCC)	Manitowoc	SD110724208	Manitowoc Ice Make w/ Ice Bin	110724208
Joseph Harp Correctional Center (JHCC)	Manitowoc	SD110724208	Manitowoc Ice Make w/ Ice Bin	110640176
Joseph Harp Correctional Center (JHCC)	Hobart	CR01G	Hobart Compact Rack Oven	251003647
Joseph Harp Correctional Center (JHCC)	Baxter	OV500G2EE	Baxter Double Rack Oven	242039435
Joseph Harp Correctional Center (JHCC)	Hobart	PEQ2	Hobart Roll-In Proofer	321047358
Joseph Harp Correctional Center (JHCC)	Follet	110CM	Follet Ice Dispenser	59640012020
Joseph Harp Correctional Center (JHCC)	Follet	110CM	Follet Ice Dispenser	L59640
Joseph Harp Correctional Center (JHCC)	Follet	110CM	Follet Ice Dispenser	L60734
Joseph Harp Correctional Center (JHCC)	Servend	M90	Servend Ice Dispenser	96MCO11587
Joseph Harp Correctional Center (JHCC)	Servend	M90	Servend Ice Dispenser	96MC011588
Joseph Harp Correctional Center (JHCC)	Rhino Cart	N/A	Rhino Cart Food Delivery Cart	173428
Joseph Harp Correctional Center (JHCC)	Rhino Cart	N/A	Rhino Cart Food Delivery Cart	
Joseph Harp Correctional Center (JHCC)	Rhino Cart	N/A	Rhino Cart Food Delivery Cart	
Joseph Harp Correctional Center (JHCC)	Rhino Cart	N/A	Rhino Cart Food Delivery Cart	
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Expanded Metal Food Delivery Cart	
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Expanded Metal Food Delivery Cart	
Joseph Harp Correctional Center (JHCC)	Zylon	N/A	Tray Drying Rack	171703
Joseph Harp Correctional Center (JHCC)	Grindmaster	FE-300	Grindmaster Coffee Urn	L209018
Joseph Harp Correctional Center (JHCC)	Salvajor	500	Garbage Disposal	23174
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Stainless Steel Serving Island	2105153004
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Stainless Steel Serving Island	
Joseph Harp Correctional Center (JHCC)	Unknown	Unknown	Stainless Steel Serving Island	
Joseph Harp Correctional Center (JHCC)	Oliver	732N	Oliver Bread Slicer	190694
Joseph Harp Correctional Center (JHCC)	Thermo-Kool	Unknown	Walk-in Freezer	
Lexington Assessment and Reception Center (LARC)	Unknown	Unknown	Drying Rack	
Lexington Assessment and Reception Center (LARC)	Hobart	HL800	Commercial Food Preparing Machine	31-1616-721
Lexington Assessment and Reception Center (LARC)	Vulcan	N/A	Flat grill	
Lexington Assessment and Reception Center (LARC)	Vulcan	VG40	Tilt skillet	46-3036406
Lexington Assessment and Reception Center (LARC)	Dayton	RCV 2G25E	Pressure Washer 1000PSI 2.0GPM	3201422028527337
Lexington Assessment and Reception Center (LARC)	Thurmaduke	N/A	Warming table	
Lexington Assessment and Reception Center (LARC)	Hoshizaki	DCM-700BAE	Ice Machine	H00522E
Lexington Assessment and Reception Center (LARC)	Curtis	RU225	Coffee Brewing Equipment	32506
Lexington Assessment and Reception Center (LARC)	Vollrath	37095-00000-BNA	Portable Warming Buffet Bar	X116-00253129-001
Lexington Assessment and Reception Center (LARC)	Wells	N/A	Griddle grill	
Lexington Assessment and Reception Center (LARC)	Unknown	Unknown	Commercial Food Mixer	
Lexington Assessment and Reception Center (LARC)	Kenmore	N/A	White chest deep freezer	D80-46630001
Lexington Assessment and Reception Center (LARC)	Vulcan	N/A	Portable warming box	
Lexington Assessment and Reception Center (LARC)	Manitowoc	B970	Ice bin	1101227014
Lexington Assessment and Reception Center (LARC)	Manitowoc	SY1405W	Ice machine top only	110579291

Lexington Assessment and Reception Center (LARC)	True	T-72	3 door reach in cooler	4851577
Lexington Assessment and Reception Center (LARC)	Unknown	Unknown	Single door warming box	
Lexington Assessment and Reception Center (LARC)	Traulsen	AHF332W-FHG	3 door warming box	T86793G17
Lexington Assessment and Reception Center (LARC)	Vulcan	VHFA18	Movable warming box	WM0004564
Lexington Assessment and Reception Center (LARC)	True	T-72	3 door reach in cooler	296238
Lexington Assessment and Reception Center (LARC)	Dayton	32HD11	Quiet Hand Pallet Truck	
Lexington Assessment and Reception Center (LARC)	Cook's Correctional	630-RHINO	Tray cart	
Lexington Assessment and Reception Center (LARC)	Cook's Correctional	630-RHINO	Tray cart	
Lexington Assessment and Reception Center (LARC)	Cook's Correctional	630-RHINO	Tray cart	
Lexington Assessment and Reception Center (LARC)	Cook's Correctional	630-RHINO	Tray cart	
Lexington Assessment and Reception Center (LARC)	True	TA2R-2S	Double door reach in cooler	5091968
Lexington Assessment and Reception Center (LARC)	Vulcan	VC4GD-10	Double Stack Standing Oven	54-1013742
Lexington Assessment and Reception Center (LARC)	Hobart	84186	Buffalo Chopper	5G1-173-453
Lexington Assessment and Reception Center (LARC)	Globe	S13-15	Meat Slicer	S13-15-000149
Lexington Assessment and Reception Center (LARC)	Vulcan	N/A	Flat Grill-#2	
Lexington Assessment and Reception Center (LARC)	ALFA	VC-888H	Slicer attachment for mixer	
Lexington Assessment and Reception Center (LARC)	Unknown	Unknown	Steam Kettle	210523058221
Lexington Assessment and Reception Center (LARC)	Unknown	Unknown	Steam Kettle	210523058220
Lexington Assessment and Reception Center (LARC)	Dayton	4NEK1	20" Dual Speed Buffer	4NEK103789
Lexington Assessment and Reception Center (LARC)	Crown	VDL100	Steam kettle	AP-1048068-9BB-5061
Lexington Assessment and Reception Center (LARC)	Groen	GPTS60	Steam Kettle	9494
Lexington Assessment and Reception Center (LARC)	Manitowoc	IDT 1500 A-261	Ice Machine Refrigeration Unit	1120426041
Lexington Assessment and Reception Center (LARC)	Manitowoc	F1325	1325 lb Ice Bin	F10010525214918
Mabel Bassett Correctional Center (MBCC)	Waring	Waring commercial	Heavy Duty Blender	00019714
Mabel Bassett Correctional Center (MBCC)	Univex	BC14	Buffalo Chopper/ Bowl Cutter	3185493
Mabel Bassett Correctional Center (MBCC)	Hobart	HA6N	Meat Slicer	311567564
Mabel Bassett Correctional Center (MBCC)	Unknown	N/A	Stainless steal brewer	
Mabel Bassett Correctional Center (MBCC)	Unknown	N/A	Stainless Steel Brewer	
Mabel Bassett Correctional Center (MBCC)	Unknown	N/A	Dish Washing Table	
Mabel Bassett Correctional Center (MBCC)	BIG JOE	D-40	Electric Pallet Truck	3321702661
Mabel Bassett Correctional Center (MBCC)	Vulcan	Unknown	Double section convection oven	
Mabel Bassett Correctional Center (MBCC)	Vulcan	Unknown	Griddle #2	481206177
Mabel Bassett Correctional Center (MBCC)	Vulcan	Unknown	Griddle #1	481206176
Mabel Bassett Correctional Center (MBCC)	Unknown	Unknown	Kettle #3 (small)	
Mabel Bassett Correctional Center (MBCC)	Unknown	Unknown	Kettle #2	
Mabel Bassett Correctional Center (MBCC)	Unknown	N/A	No Description	
Mabel Bassett Correctional Center (MBCC)	Vulcan	VG40	40 Gallon Gas Skillet	463046035
Mabel Bassett Correctional Center (MBCC)	Globe	SP60	Planetary Mixer	7613473
Mabel Bassett Correctional Center (MBCC)	Cres Cor	H137SUA12C (D)	Warmer #3	CAGJ1139801764

Mabel Bassett Correctional Center (MBCC)	Globe	S13	Heavy Duty Slicer, Manual 13"	S13-00-003824
Mabel Bassett Correctional Center (MBCC)	Durham	EPT243610SPN95	General Purpose Steel-Deck Platform Truck	
Mabel Bassett Correctional Center (MBCC)	Durham	EPT243610SPN95	General Purpose Steel-Deck Platform Truck	
Mack Alford Correctional Center (MACC)	Unknown	Unknown	Tray Drying Rack	
Mack Alford Correctional Center (MACC)	Coffee Urn	10 Gallon		14865091
Mack Alford Correctional Center (MACC)	Coffee Urn	6 Gallon		
Mack Alford Correctional Center (MACC)	C5	3 Series	Hot Box	
Mack Alford Correctional Center (MACC)	C5	3 Series	Hot Box	
Mack Alford Correctional Center (MACC)	Baxter	Roll in	Roll In Rotating Oven	24-2012605
Mack Alford Correctional Center (MACC)	Curtis	URN-600-12		14877221
Mack Alford Correctional Center (MACC)	New Age	715347211018	Mobil tray drying rack	715347211018
Mack Alford Correctional Center (MACC)	Manitowoc	IDT0900W261	Manitowoc ice machine	1120768749
Mack Alford Correctional Center (MACC)	Manitowoc	D570	Manitowoc ice bin	1120788790
Mack Alford Correctional Center (MACC)	Manitowoc	IY0606W261	Ice Machine	1120406105
Mack Alford Correctional Center (MACC)	Manitowoc	D570	Manitowoc ice bin	1120418618
Mack Alford Correctional Center (MACC)	General Electric	NA	Chest type freezer	SL109027
Mack Alford Correctional Center (MACC)	Silverking	SKMAJ3	Milk dispenser	NBBM05811A
Mack Alford Correctional Center (MACC)	Frigidaire	FRT18L4FW3	Frigidaire Refrigerator	BA72345463
Mack Alford Correctional Center (MACC)	Manitowoc	D570	Manitowoc ice bin	1120788791
Mack Alford Correctional Center (MACC)	Manitowoc	IDT0900W261	Manitowoc ice machine	1120652628
Mack Alford Correctional Center (MACC)	Cook's Correctional	630-rhino-2	Food service insulated cart	
Mack Alford Correctional Center (MACC)	Robot coupe	CL55	vegetable slicer	
Mack Alford Correctional Center (MACC)	Manitowoc	D570	Manitowoc ice bin kitchen	1120562238
Mack Alford Correctional Center (MACC)	Manitowoc	1yt0750w-261	Manitowoc ice maker top kitchen	1120578566
Mack Alford Correctional Center (MACC)	Manitowoc	D570	Manitowoc ice bin kitchen	1120562239
Mack Alford Correctional Center (MACC)	Manitowoc	1yto750w-261	Manitowoc ice machine top kitchen	1120578569
Mack Alford Correctional Center (MACC)	Thurmaduke	E-4-CBSS-SW M	Food Warmer/ Food Line	10201977
Mack Alford Correctional Center (MACC)	Thurmaduke	E-4-CBSS-SW M	Food Warmer/ Food Line	10201987
Mack Alford Correctional Center (MACC)	Silverking	Skmaj2-c4	Silver King beverage cooler	Dsdp373121a
Mack Alford Correctional Center (MACC)	FWE	My-12	Warmer kitchen	207024003
Mack Alford Correctional Center (MACC)	Metro	C5e9-cfc-u	Metro E series Warmer kitchen	C5e002443
Mack Alford Correctional Center (MACC)	Falcon	Msa72-101	Gas grill kitchen	650199100
Mack Alford Correctional Center (MACC)	Castle	N/a	Gas grill kitchen/ unable to get sn#	
Mack Alford Correctional Center (MACC)	Vulcan	Vc4gd11d25ok	Vulcan oven kitchen/ unable to get sn#	
Mack Alford Correctional Center (MACC)	Vulcan	Vcagd11d25ok	Vulcan oven kitchen	48194510
Mack Alford Correctional Center (MACC)	Vulcan	Vcagd11d25ok	Vulcan kitchen/not able to get sn#	
Mack Alford Correctional Center (MACC)	Vulcan	N/A	Tilt skillet kitchen	
Mack Alford Correctional Center (MACC)	Cleveland	KEL-60	Cleveland kitchen kettle	231023059914
Mack Alford Correctional Center (MACC)	Garden	DHT/60	Heiden kitchen kettle	75485

Mack Alford Correctional Center (MACC)	Vulcan	K60glt	Vulcan kitchen kettle	46-3034204
Mack Alford Correctional Center (MACC)	Hobart	HL800	Hobart mixer kitchen	31-1605-996
Mack Alford Correctional Center (MACC)	Globe	S13	Globe slicer kitchen	S13-00-000142
Mack Alford Correctional Center (MACC)	Vollrath	VCBA118-37	Frozen Drink Machine	002000638769
Northeast Oklahoma Community Corrections Center (NOCCC)	SECO	4424210	Serving line	96386311
Northeast Oklahoma Community Corrections Center (NOCCC)	SECO	4422175	SECO Serving Line Table	963856N
Northeast Oklahoma Community Corrections Center (NOCCC)	Duke	Duke serving line	Serving line	
Northeast Oklahoma Community Corrections Center (NOCCC)	Silverking	SKMAJ3-C4	Milk machine	BRDP336450A
Northeast Oklahoma Community Corrections Center (NOCCC)	Unknown	Unknown	Flat top	
Northeast Oklahoma Community Corrections Center (NOCCC)	Turbo air	Unknown	Food warmer	K3H21G31341
Northeast Oklahoma Community Corrections Center (NOCCC)	Unknown	Unknown	Flat top	
Northeast Oklahoma Community Corrections Center (NOCCC)	Unknown	Unknown	Wash bay	
Northeast Oklahoma Community Corrections Center (NOCCC)	Everest	Unknown	Commercial refrigerator	BCBKF0766A
Northeast Oklahoma Community Corrections Center (NOCCC)	Scotsman	8948s	Ice machine	21051320011462
Northeast Oklahoma Community Corrections Center (NOCCC)	Vulcan	VC4ED	Vulcan Oven	
Northeast Oklahoma Community Corrections Center (NOCCC)	Unknown	Unknown	Stainless Steel Dish Bay	
Northeast Oklahoma Community Corrections Center (NOCCC)	Cleveland	Cleveland Tilt Skillet	Tilt skillet	
Northeast Oklahoma Community Corrections Center (NOCCC)	Vulcan	VC4ED	Vulcan Oven	
Northeast Oklahoma Community Corrections Center (NOCCC)	Vulcan	VC4ED	Vulcan Oven	
Northeast Oklahoma Community Corrections Center (NOCCC)	Vulcan	VC4ED	Vulcan Oven	
Northeast Oklahoma Community Corrections Center (NOCCC)	Crown	Elt80	Steam kettle	1054925ss1021
Northeast Oklahoma Community Corrections Center (NOCCC)	Globe	SP60	Globe Mixer	7652692
Northeast Oklahoma Community Corrections Center (NOCCC)	Hobart	H600t	Stand mixer	11357169
Northeast Oklahoma Community Corrections Center (NOCCC)	Turbo Air	M3H24-1	Turbo Air Heated Cabinet	K3H21G31339
Northeast Oklahoma Community Corrections Center (NOCCC)	Garland	Garland	10 burner gas stove with oven	
Northeast Oklahoma Community Corrections Center (NOCCC)	Turbo Air	M3H24-1	Turbo Air Heated Cabinet	K3H21G31342
Northeast Oklahoma Community Corrections Center (NOCCC)	True	T-49	Commercial refrigerator	1369142
Northeast Oklahoma Community Corrections Center (NOCCC)	Univex	Pm91	Buffalo chopper	P012084
Northeast Oklahoma Community Corrections Center (NOCCC)	Globe	3600n	Meat slicer	3600n03071
Northeast Oklahoma Community Corrections Center (NOCCC)	Hobart	Hs8	Slicer	311567739
Northeast Oklahoma Community Corrections Center (NOCCC)	Hobart	Unknown	Hobart meat slicer	31-1567639
Northeast Oklahoma Community Corrections Center (NOCCC)	Unknown	Unknown	Double compartment sink	
Northeast Oklahoma Community Corrections Center (NOCCC)	Vulcan	Vulcan	Vulcan Double Stack Ovens	541064800
Northeast Oklahoma Community Corrections Center (NOCCC)	Vulcan	Vulcan	Vulcan 8 Burner Stove and Grill	
Oklahoma City Community Corrections Center (OKCCCC)	Larkin	Cooles	Walk in fridge behind kitchen	2450
Oklahoma State Penitentiary (OSP)	New Age	N/A	Drying rack	
Oklahoma State Penitentiary (OSP)	Cook's Correctional	630-Rhino	Food delivery cart	
Oklahoma State Penitentiary (OSP)	Cook's Correctional	N/A	Food delivery cart	
Oklahoma State Penitentiary (OSP)	Unknown	Unknown	Tray delivery cart	

Oklahoma State Penitentiary (OSP)	New Age	N/A	Drying racks	
Oklahoma State Penitentiary (OSP)	New Age	N/A	Drying rack	
Oklahoma State Penitentiary (OSP)	FWE	HLC-6W6-1DRN	Hot food line	228253201
Oklahoma State Penitentiary (OSP)	FWE	HLC-6w6-1-DRN	Hot serving line	228253202
Oklahoma State Penitentiary (OSP)	Vulcan	K60GL	Steampot	46-3025040
Oklahoma State Penitentiary (OSP)	Vulcan	K60GL	Steam pot	46-3024863
Oklahoma State Penitentiary (OSP)	Vulcan	K60GL	Steam pot	46-3024800
Oklahoma State Penitentiary (OSP)	Manitowoc	F1325	Ice bin	F100102749-01627
Oklahoma State Penitentiary (OSP)	Adcraft	PW120	Proofer	
Oklahoma State Penitentiary (OSP)	Vulcan	Vc4gd-11d25ok	Oven	481922832
Oklahoma State Penitentiary (OSP)	Vulcan	Vc4gd-11d25ok	Oven	481922830
Oklahoma State Penitentiary (OSP)	Vulcan	Vc4gd-11d25ok	Oven	48191984
Oklahoma State Penitentiary (OSP)	Vulcan	BC4GD-11D25OK	Oven	4819179827
Oklahoma State Penitentiary (OSP)	Vulcan	VC4GD-D25Ok	Oven	481917981
Oklahoma State Penitentiary (OSP)	Vulcan	Vc4gd-11d25ok	Oven	481917980
Oklahoma State Penitentiary (OSP)	Few	TST30-13CD	Hotbox	228108702
Oklahoma State Penitentiary (OSP)	Globe	G12	Slicer	541459
Oklahoma State Penitentiary (OSP)	Manitowoc	IYT1500W-261	Ice machine bin	1120420195
Oklahoma State Penitentiary (OSP)	Globe	Globe SP80	Mixer	
Oklahoma State Penitentiary (OSP)	Vulcan	VC4GD-11D25OK	Oven	481923576
Oklahoma State Penitentiary (OSP)	Vulcan	VC4GD-11D25OK	Oven	481923575
Oklahoma State Penitentiary (OSP)	Vulcan	VC4GD-11D25OK	Oven	491922833
Oklahoma State Penitentiary (OSP)	Vulcan	VC4GD-11D25OK	Oven	481922835
Oklahoma State Reformatory (OSR)	Vulcan	VE40	Tilt Skillet	46-3044449
Oklahoma State Reformatory (OSR)	SOUTHBEND	SLG5/22CCH	Southbend Double Stack Convection Oven	16G44285
Oklahoma State Reformatory (OSR)	unknown	unknown	large 250 pound mixer	
Oklahoma State Reformatory (OSR)	Univex	SRM 40T	40 quart mixer	M16020168
Oklahoma State Reformatory (OSR)	Hobart	unknown	85 quart mixer	31-1627-330
Oklahoma State Reformatory (OSR)	Cleveland	KDL80SH	Cleveland Steam Jacketed Kettle	200423051064
Oklahoma State Reformatory (OSR)	Groen	unknown	Groen 80 gal Steam Kettle	71798
Oklahoma State Reformatory (OSR)	Vulcan	VE40	Electric tilt skillet	46-3033793
Oklahoma State Reformatory (OSR)	Cleveland	SLG40TR	gas tilt skillet	KE95586-6A
Oklahoma State Reformatory (OSR)	unknown	D43888A	4 burner gas range	2105143006
Oklahoma State Reformatory (OSR)	SOUTHBEND	19F14819	FLAT TOP GRILL	19F148L9
Oklahoma State Reformatory (OSR)	unknown	LBC	walk in oven	S-60341
Oklahoma State Reformatory (OSR)	Turbo Air	M3H47-2	hot box	K3H41G52032
Oklahoma State Reformatory (OSR)	Arctic Air	AF49	reach in refrigerator	6179884
Oklahoma State Reformatory (OSR)	Turbo Air	M3H47-2	hot box line	K3H41G52030
Oklahoma State Reformatory (OSR)	Standex	NR241SSS-0	Kosher ice box	1911308519

Oklahoma State Reformatory (OSR)	dayton	493X17A	pallet jack	493X17A
Oklahoma State Reformatory (OSR)	Hobart	Hs8N	slicer	311496032
Oklahoma State Reformatory (OSR)	Rison	unknown	buffalo chopper	
Oklahoma State Reformatory (OSR)	Manitowoc	IDT1200A-261	ice machine	1120853123
Oklahoma State Reformatory (OSR)	Manitowoc	IDT1200A-261	ice machine	1120853126
Oklahoma State Reformatory (OSR)	Unknown	Unknown	Double Rotating Oven	241051192
Union City Community Corrections Center (UCCCC)	FWE	PST32	Food Warmer	186077101
Union City Community Corrections Center (UCCCC)	Thermo-Kool	#FTF1377290	Walk-in Freezer	13070704
Union City Community Corrections Center (UCCCC)	Thermo-Kool	TK-3678-F-R	Walk-in Freezer	32857TURT
Union City Community Corrections Center (UCCCC)	Thermo-Kool	TK3678-F-R	Walk-in Cooler	32857
Union City Community Corrections Center (UCCCC)	Vulcan	VC4GD11D250K	Vulcan Double Oven	481923572
Union City Community Corrections Center (UCCCC)	Salvajor	200	Commercial Food Waste Disposal	59568
Union City Community Corrections Center (UCCCC)	Advance Tabco	Triple Sink	Advance Tabco Triple Sink	
Union City Community Corrections Center (UCCCC)	Vulcan	VE40	Vulcan Tilt Skillet	46-3024090
Union City Community Corrections Center (UCCCC)	Metro	C519-cfc-u	Metro c5 proofer	C5cme024906
Union City Community Corrections Center (UCCCC)	Vulcan	4 Burner Gas Stovetop	Vulcan 4 Burner Gas Stovetop	
Union City Community Corrections Center (UCCCC)	Vulcan	Char broiler/Grill	Vulcan Char broiler/Grill	
Union City Community Corrections Center (UCCCC)	Vulcan	Hot Box	Vulcan Hot Box	
Union City Community Corrections Center (UCCCC)	Globe	Globe Meat Slicer	Globe Meat Slicer	
Union City Community Corrections Center (UCCCC)	Manitowoc	D400	Manitowoc ice Machine	1120720706
Union City Community Corrections Center (UCCCC)	Globe	Sp30	Globe mixer	7315893
Union City Community Corrections Center (UCCCC)	Hobart	HL400	Hobart Mixer	31-1457-193

**Section Seven: Response to Specifications and Requirements
EXHIBIT 06: Bidder Requirements**

Supplier must provide a response to each requirement below as "Yes/No". By providing "Yes" as a response, it is understood that Supplier has read, understands and shall comply with requirement.

Should the Supplier respond "No" to any requirements, the Supplier must not respond to any remaining requirements as ODOC will not evaluate response and proposal will be deemed nonresponsive.

Exhibit 03: Scope of Work

Line		Yes/No
<u>1 - General Requirements</u>		
1	1.1. The contractor shall provide all food management services for all ODOC facilities.	
2	1.2. At any time during the agreement period of the contract, ODOC has the right to add, remove, expand, consolidate, relocate or separate any facilities	
3	1.3. Should there be a significant inmate population count change over the course of the agreement period of this contract, due to factors such as legislative passage of bills, etc., the contractor shall consult with ODOC to ensure continuation of needs of the contract are being met.	
4	1.3.1. ODOC will not assume any financial obligations of the contractor associated with such change, nor shall ODOC be responsible for any displacement expenses or loss of salary that may be incurred by the contractor's personnel, associates and subcontractors.	
5	1.4. The contractor understands that all services provided are the sole responsibility of the contractor and that ODOC will provide oversight that all services are being met to ODOC's satisfaction.	
6	1.5. The contractor understands that all expenses incurred by contractor or its personnel under this contract are the sole responsibility of the contractor.	
7	1.6. The contractor understands that ODOC/Agri-Services division has the mission to produce, purchase and provide food items needed to meet ODOC Master Menu requirements, while providing meaningful employment to inmate workers. The contractor will be responsible for partnering with and utilizing ODOC/Agri-Services to fulfill food item requirements over the duration of this contract.	
8	1.8. The contractor shall be responsible for purchasing all shelf-stable food and beverages that ODOC has on hand at the time of implementation of this contract. ODOC will take steps to reduce the inventory to the lowest possible levels and still serve the inmate population before this date.	
<u>2 - Facilities</u>		
9	2.1.1.1. The contractor will be responsible for maintenance and repairs of ODOC-owned equipment.	
10	2.1.1.2. The contractor will be responsible for procuring all new and replacement equipment.	
11	2.3. All ODOC facilities have network access which will be made available to the contractor. Should additional equipment be needed for additional connectivity and/or bandwidth necessary to operate the food service operations, it will be the sole responsibility of the contractor to provide, install and maintain.	

12	2.4. Only specified areas of the facility will be available for the food service and its storage. No other areas of the facility will be made available to the contractor for storage.	
13	2.5. Contractors will have the opportunity to observe the location of each facility's food service and storage area during the scheduled site visit.	
14	2.5.2. All questions regarding the facilities must be held and provided in writing to the OMES contact provided for the solicitation.	
15	2.5.3. Bidders are prohibited from scheduling an on-site inspection at any facility at a time/date different than what's specified in the solicitation.	
16	2.5.4. Each bidder is solely responsible for the inspection, examination and assessment of each facility that may affect or impact the performance of the food service operations. The bidder's failure to inspect any facility during the on-site inspection in no way relieves the bidder of performance over the course of the contract.	
<u>3 - Contractor Requirements</u>		
17	3.1. The contractor shall have a minimum of 10 years documented experience service private, federal, state and/or local jail systems of similar size and score with various meal delivery systems.	
<u>4 - Administrative Office</u>		
18	4.1. Within 120 calendar days after award of this contract, the contractor, at its sole expense, shall provide and maintain an administrative office in Oklahoma City, Oklahoma, for the contractor's management personnel to offer direction and supervision of all the contractor's assigned personnel. Contractor shall provide all equipment/furnishings to meet their needs. ODOC will not provide any office space, equipment, or furnishings to the contractor.	
<u>5 - Policies and Procedures</u>		
19	5.1. Within 60 days after contact award, the contractor shall develop and provide a policies and procedures manual for each facility, which will govern all food service operations.	
20	5.1.1. The contractor's policies and procedures shall comply with all ODOC policies and procedures. ODOC shall have the final approval over each contractor's policies and procedures manual.	
21	5.1.3. Such policies and procedure manual must contain, at a minimum, consistently applied principles and procedures relating to personnel matters (i.e., selection, training, performance evaluation, and progressive corrective action), inventory control, etc., which are compatible with ODOC's policies and procedures.	
22	5.1.4. In the event of any inconsistencies between the contractor's policies and procedures manual and those dictated by ODOC, ODOC's policies shall take precedence.	
23	5.1.5. The contractor and its personnel shall implement and comply with all relevant federal and Oklahoma state laws and procedures that pertain to food management services.	
24	5.1.6. The contractor and its personnel shall comply with all applicable Oklahoma state laws, rules, regulations, guidelines, internal ODOC policy and procures that pertain to ODOC properties.	
25	5.1.7. The contractor shall be responsible for ensuring that all personnel, equipment, tools and supplies/materials comply with any and all ODOC policies and procedures.	
26	5.1.8. Any modifications made to the contractor's policies and procedures prior to implementation shall be approved in writing by ODOC.	
<u>6 - Transition and Implementation</u>		

27	6.1. Within 60 days after contractor award, the contractor shall provide a draft "Transition and Implementation Plan" to ODOC for review and approval.	
28	6.1.2. The contractor's "Transition and Implementation Plan" shall provide for a seamless transition with minimal interruption of the provision of food services to inmates	
29	6.1.4. The contractor must receive ODOC approval in writing regarding the contractor's "Transition and Implementation Plan" prior to implementation.	
30	6.1.5. Within 180 days after contract award, the contractor must be fully operational in all facilities.	
<u>7 - Inventory</u>		
31	7.1. The contractor shall provide all materials, equipment and supplies to perform all services relating to this contract.	
32	7.2. Within 30 days after contract award, the contractor and ODOC shall jointly inventory and issue an inventory report that consolidates all chemicals and food service supplies.	
33	7.2.1. The contractor will take ownership of and credit ODOC of the amount agreed to for all items within 45 days after issuance of inventory report.	
34	7.3. The contractor shall keep an on-going inventory report for all locations to be made available within 24 business hours of ODOC request.	
35	7.4. ODOC will randomly conduct inventory checks at facilities to ensure that acceptable levels of inventory are always readily available.	
<u>8 - Information Technology Requirements</u>		
36	8.1. The contractor shall provide all hardware and software necessary, at contractor's expense, to ensure no/minimal levels of interruptions of food management services at all facilities at any time. ODOC has a food service software program that the contract may utilize should they deem it useful in this contract. Interfacing with the current or future ODOC software applications will be the sole responsibility of the supplier.	
37	8.1.1. Hardware and software must be approved by and will be managed by the Oklahoma Office of Management & Enterprises Services (OMES).	
38	8.1.2. All maintenance, repairs and replacement to hardware will be at the contractor's expense.	
39	8.1.3. The contractor shall provide a plan for destruction of data prior to the contract expiration, termination or cancellation. Such plan shall be approved by OMES.	
40	8.1.4. The contractor shall keep an on-going inventory report of all hardware and software.	
<u>9 - Staffing Plan</u>		
41	9.1. Staffing Plan – With bid proposal, the contractor must supply a staffing plan, which will be the basis of for staffing through the term of the contract.	
42	9.1.2. The contractor shall submit in writing, any proposed modifications to the staffing plan to the ODOC representative(s) prior to implementation. No modifications are allowed without written approval by the ODOC representative(s).	
43	9.1.3. The contractor shall ensure that the approved minimum staffing plan and scheduled hours of coverage throughout the duration of the contract	
44	9.1.3.1. At no time shall one person work more than two contiguous shifts.	
45	9.1.4. The contractor shall ensure that all contractor management and line staff positions are filled for the entire scheduled work period(s) as scheduled.	
46	9.1.5. The contractor shall maintain an adequate number of employees, including adequate relief personnel, on duty at all times to ensure the efficient operation of the food service operations.	

47	9.1.6. The contractor shall ensure that all staff meet or exceed all the applicable licensing or certifications required by their profession set by the State of Oklahoma.	
48	9.1.6.1. The contractor shall ensure that all licensing or certifications are kept current, in good standing and provided to the ODOC representative(s) at the time of full-service implementation and at any requested time over the course of the contract.	
49	9.1.7. The contractor shall provide management staff and line staff for each facility to provide oversight of work provided by inmate labor for the complete provision of food service operations, including meal preparation, meal service and cleanup.	
50	9.1.8. The contractor shall understand and agree that certain situations necessitate that particular full-time equivalent (FTE) position(s) not be vacated for a given period of time, contingent upon the services provided. Final determinations of the situations shall be made by ODOC.	
51	9.1.8.1. When a vacancy or an absence occurs in a position that is normally occupied by an approved and qualified contractor personnel, the contractor must immediately provide an approved and qualified temporary/interim person. Additionally, the contractor shall report all vacancies to the ODOC representative(s) within 24 hours of the position becoming vacant.	
52	9.1.8.1.1. Any of the contractor's temporary/interim personnel shall meet the minimum qualifications for that position. Failure to provide personnel for positions as agreed upon in the approved staffing plan may be deemed as a breach of contract by ODOC. If the contractor is unable to fill a vacant position, ODOC may temporarily fill vacancies with ODOC staff at the expense of the contractor.	
53	9.1.9. If ODOC is dissatisfied with the scope of the services delivered, the contractor shall agree to provide appropriate staffing levels to address any issues identified. If the contractor does not achieve or does not correct ODOC's identified issue(s), or fails to maintain compliance with contractual obligations, additional monitoring, and regulatory action may be employed by ODOC and the contractor may be subject to liquidated damages.	
54	9.1.10. The contractor shall not substitute hours worked at locations other than the ODOC facilities or the contractor's statewide administrative office to fulfill requirements of this contract.	
55	9.1.10.1. In the event that the contractor's staff provide service as more than one facility, the hours worked at a particular facility shall only apply toward services to that facility.	
56	9.1.11. Continuity of food service operations is critical in a correctional environment. To attract and retain staff, the contractor shall agree to pay all employees a competitive wage throughout the duration of the contract. The contractor shall provide quarterly reports on wages to the ODOC representative(s).	
57	9.1.12. The contractor shall utilize a timekeeping service acceptable by ODOC, which shall be used to substantiate and document the contractor's personnel worktime. The contract shall keep a log of this time for all employees and made available upon request by ODOC at any time over the course of the contract.	
58	9.2.1. Current, qualified, ODOC employees eligible for hire shall have the first right of refusal to be hired by contractor for positions in this contract. Contractor's offer shall be a minimum of 125% of their current salary paid by ODOC and include the contractor's standard benefits package.	
59	9.2.1.1. The contractor shall provide continuous healthcare coverage to ensure access to healthcare is uninterrupted if they transition to employment with the contractor.	
60	9.2.1.2. A written notice of the offer, including salary, benefits and employment status (i.e., contract, at-will, etc.) shall be provided to each ODOC employee in the affected food service position before they are required to make a decision. ODOC employees shall be given a reasonable amount of time to accept, counter or reject the contractor's offer.	
61	9.2.1.3. ODOC employees that accept the contractor's offer of employment may only be terminated for cause for a period of one year after the employees have transferred to contractor employment.	
62	9.3.1. The contractor's personnel shall include a minimum of one at each facility with a current Manager Certification Certificate from ServSafe, an American National Standard's Institute approved certification program.	

63	<p>9.3.2. Each of the contractor's personnel shall have the following completed successfully in accordance with ODOC Policy OP-110210 (https://oklahoma.gov/doc/organization/quality-assurance/auditing-and-compliance/policies-and-procedures/personnel-11.html) with documentation submitted to the ODOC contract monitor in a reasonable amount of time to review/approve prior to on-duty date:</p> <ul style="list-style-type: none"> Pre-employment background investigation Drug testing Medical exams 	
64	<p>9.3.3. Uniforms – The contractor must provide ODOC-approved uniforms for all assigned personnel and must be dressed appropriately for the duties they are performing. Designated contractor staff uniforms must be separate and distinct from ODOC personnel. The contractor's personnel's uniforms must be cleaned and maintained by the contractor.</p>	
65	<p>9.3.4. Tuberculosis Testing – The contractor shall ensure that all contractor's personnel whose duties will be performed within an ODOC facility will be tested for, and free of, tuberculosis prior to the start of service delivery. Proof of negative testing shall be provided to ODOC prior to start of service and as requested over the course of the contract. Testing shall be completed annually for existing contractor personnel. All testing shall be provided at contractor expense.</p>	
66	<p>9.3.5. Weekly Work Schedule – The contractor shall provide the facility's warden/administrator or designee a weekly work schedule for all contractor's personnel a minimum of two weeks prior to the beginning of the weekly work schedule.</p>	
67	<p>9.3.6. Staff Conduct – The contractor and its personnel must adhere to all security guidelines required by ODOC in its policies and procedures.</p>	
68	<p>9.3.7. Safety Requirements – The contractor must maintain safety measures and practices of contractor's personnel and any inmate workers assigned to food service. The contractor shall be responsible for proper training outside of all ODOC training. Contractor any its personnel will be required to complete all ODOC training as required.</p>	
69	<p>9.3.7.1. ODOC will conduct inspections of any or all of the contractor and its safety practices at any location as it deems necessary.</p>	
70	<p>9.3.8. Personnel Actions – ODOC will have the right to review any actions and access to all documentation of actions taken by the contractor with the contractor's personnel who are identified as not meeting the obligations of the contract or are found to be in violation of ODOC's policies and procedures.</p>	
71	<p>9.3.9. ODOC Policies, Procedures and Rules – The contractor shall ensure that all contractor's personnel comply with all applicable ODOC, state of Oklahoma and federal policies in procedures regarding this contract.</p>	
72	<p>9.3.9.1. Within 24 hours of a violation or attempted violation to any policies and procedures, the contractor shall inform in writing to the facility's warden/administrator or designee with a copy to the ODOC representative of this contract. The notice shall include the proposed action to be taken by the contractor.</p>	
73	<p>9.3.9.2. ODOC will not have any direct control over the contractor's personnel. Any ODOC and contractor approved action to be taken will be completed by the contractor.</p>	
74	<p>9.4. If the contractor and ODOC cannot agree to an action of a violation or attempted violation, the contractor shall immediately replace the personnel with appropriate part-time or overtime personnel until a full-time replacement meeting ODOC's approval can be assigned.</p>	
75	<p>9.5.1. The contractor shall utilize inmate workers provided by ODOC to assist in the food service operations, except for periods of lockdowns or other ODOC-defined emergencies.</p>	
76	<p>9.5.2. The inmate workers will not be considered employees of the contractor for any purposes and ODOC will be responsible for paying inmate workers.</p>	
77	<p>9.5.3. The contractor shall provide food service operations training to the inmate workers utilized in these operations.</p>	

78	9.5.3.1. All training provided to the inmate workers must be documented by an ODOC-approved method and made available on request by ODOC in a reasonable amount of time.	
79	9.5.4. Inmate workers duties shall include food preparation, serving, sanitation and other activities that the contractor deems appropriate in the operations.	
80	9.5.5. The contractor will work with each ODOC facility to ensure an appropriate number of inmate workers are provided.	
81	9.5.6. The contractor shall provide hairnets, beard guards, gloves, aprons, etc., for all inmate workers assigned to the food service operations.	
82	9.5.7. The contractor shall report to the ODOC representative or designee any inmates observed violating rules of conduct.	
83	9.5.7.1. In the event of a violation, the contractor shall complete the appropriate memorandum to assigned custody personnel when rules violations are witnessed.	
84	9.6.1. The contractor and ODOC shall implement an ODOC-approved orientation and training to follow sections 5.1.2.5.7 and 5.1.2.5.8 for all of the contractor's personnel.	
85	9.6.1.1. The contractor shall keep written documentation of all of the training required to be completed by its personnel and record of compliance by all personnel with its training.	
86	9.6.2. Minimally, the contractor's orientation and training shall include all of ODOC's employee training as required by ODOC policy.	
87	9.6.3. The contractor understands that its personnel may participate in cross training with ODOC personnel.	
88	9.6.4. Contractor specific training – The contractor shall agree to require its personnel to participate in additional training as deemed necessary by ODOC to ensure successful compliance with this contract.	
89	9.6.5. Hazard Analysis Critical Control Points (HACCP) – The contractor shall ensure that all of its personnel have International HACCP-recognized certifications.	
90	9.6.6. The contractor shall ensure that all new employees participate in the contractor's food service orientation program and ongoing in-service training.	
91	9.6.7. The contractor shall ensure that all contractor personnel is training in food handling and sanitation on a quarterly and annual basis as required by ServSafe.	
92	9.6.5. Hazard Analysis Critical Control Points (HACCP) – The contractor shall ensure that all of its personnel have International HACCP-recognized certifications.	
93	9.6.6. The contractor shall ensure that all new employees participate in the contractor's food service orientation program and ongoing in-service training.	
94	9.6.7. The contractor shall ensure that all contractor personnel is training in food handling and sanitation on a quarterly and annual basis as required by ServSafe.	
<u>10 - Food Management Requirements</u>		
95	10.1. The contractor shall obtain ODOC's approval prior to initiating or modifying any food service protocols and/or procedures.	
96	10.2. The contractor shall procure all food and non-food items, dietary supplies, office supplies, etc., to provide quality food service operations.	
97	10.3. The contractor shall be on-site at each facility to prepare, serve and clean up after food service delivery.	
98	10.4. The contractor shall ensure that all meals are served within the time ranges as determined by the ODOC representative or designee.	
99	10.5. The contractor shall ensure that all recipes used in the preparation of food are approved by ODOC prior to implementation.	

100	10.6. The contractor shall ensure that all portion sizes of meals are approved by ODOC prior to implementation.	
101	10.6.1. The contractor shall allow the inmate the option to receive or reject all food items.	
102	10.7. At any time, ODOC may evaluate meals for caloric values, minimum dietary reference intakes and presentation and may taste food products for quality.	
103	10.7.1. ODOC has the right to reject all foods that fail to meet its standards.	
104	10.8. All menus must meet or exceed the minimum Recommended Daily Allowance or Dietary Reference Intakes (RDA or DRI) as published by the Institute of Medicine of the National Academies.	
105	10.9. The contractor shall use ODOC's standards for menus to provide all meals and snack and all must be approved in writing by ODOC prior to implementation	
106	10.9.1.1. All menus must be approved in writing by ODOC prior to implementation.	
107	10.9.1.1. Three meals will be served with a 24-hour period, of which at least two will be hot meals.	
108	10.9.1.2. During normal operation, there will be no more than 14 hours between evening meal and breakfast.	
109	10.9.1.5. Diets served as part of the Master Menu shall contain entrees of no less than 80% animal protein with no fillers and no more than 20% texturized vegetable protein.	
110	10.9.2.1. Medical/therapeutic diets will be developed by the contractor in consultation with ODOC medical services staff. The medical diets will be evaluated and approved annually by the ODOC chief medical officer.	
111	10.9.2.2. All medical diets require a medical provider's order documented in the electronic health record. Upon initiation of the medical provider's order, a copy of the electronic medical diet request will be forwarded to the contractor. Medical diet request forms will be retained at least three years after origination.	
112	10.9.2.3. Medical diet orders will be rewritten annually, as clinically indicated upon a change of diet, or cancellation by the medical provider. Cancellations or changes will be documented in the electronic health record and a copy of the electronic medical diet request will be forwarded to the contractor.	
113	10.9.3.2. Kosher/Halal food items that have been removed from the original packaging and wrapped for individual meal service, inmates can request and will be granted appointments with food service staff to review Kosher/Halal food packaging labels and/or documentation to verify the food item is Kosher or Halal approved.	
114	10.9.5.1. Inmates required to be away from the facility and/or unable to eat in the dining facility will be provided meals in accordance with standards established by ODOC and the master menu sack lunch guidelines. The sack lunch menu will be developed and reviewed annually by a registered/licensed dietitian.	
115	10.9.5.2. All sandwiches, desserts and vegetables will be wrapped in a manner to prevent contamination. Fruits will not be wrapped, with the exception of loose fruits such as raisins or figs. Fruit will be washed prior to being placed in the sack lunch. Condiments will be of the pre-packaged individual serving variety. Sandwiches and perishable items will be held at 40 degrees Fahrenheit or below.	
116	10.9.6.1. Orders for medically required snacks will be written in accordance with the medical diet guidelines and included as part of the diet order. The order will be written by the QHCP or dentist.	
117	10.10. All menus must be consistent with an average of 55% carbohydrates, 30% fat and 15% protein based off the recommended dietary guidelines and reference intakes as identified by the United States Department of Agriculture (USDA).	
118	10.10.1. All diets must be designed to be balanced in color, flavor and texture.	
119	10.10.2. Menus shall contain a daily average of 2,800 calories and less than 3.5 grams of sodium for all inmates.	

120	10.11. Emergency Menu – The contractor shall maintain a seven-day inventory of shelf-stable food supplies at each facility and ready to be utilized in the event of an ODOC-defined emergency prohibiting regular food delivery and service.	
121	10.12. Special event meals should be served to the entire inmate population, not just select groups and must be approved prior to implementation by the ODOC representative or designee.	
122	10.13. The contractor shall be responsible for providing all non-food supplies in quantities sufficient to ensure compliance with all minimum service requirements of this contract at no additional cost to ODOC.	
123	10.14. All toxic materials used for cleaning shall meet ODOC regulations as well as state and federal regulations.	
<u>11 - Sanitation Requirements</u>		
124	11.1. The contractor shall establish policies and procedures which defines sanitation procedures and that comply with all applicable federal, state and local regulations.	
125	11.2. The contractor shall be responsible for maintaining cleanliness and sanitation in the food service operations.	
126	11.2.1. All cleaning supplies used in the food service operations shall meet or exceed approved Occupational Safety Health Administration standards.	
127	11.2.1.1. Safety Data Sheets (SDS) must accompany all cleaning supplies utilized.	
128	11.2.1.1.1. The contractor shall be responsible for providing a copy of all SDS sheets to ODOC upon request.	
129	11.2.2. The contractor shall conduct weekly documented inspections of food service supplies and equipment to ensure optical cleanliness and suitability for continued use and made available to ODOC representative within three days of inspection completion and any other ODOC staff upon request.	
130	11.2.3. The contractor shall ensure that its personnel exercise due care in the use of all equipment.	
<u>12 - Inspections</u>		
131	12.1. The ODOC representative or designee may, at any time, inspect any aspect of the food service operations, including, but not limited to, food/meals, food storage areas, food preparation and service areas, etc in accordance with ODOC Policy.	
132	12.1.1. The Oklahoma Department of Health, or local/county health department, may conduct periodic, comprehensive, unannounced inspections of the complete food service operations.	
133	12.1.1.1. If any priority violations are noted, the contractor shall implement an immediate corrective action plan. A follow-up inspection will be conducted if corrections cannot be completed at the time of inspections.	
134	12.1.2. Should there be any notification of a suspected foodborne illness, the contractor shall report the notification to the ODOC representative or designee within 24 hours of suspicion.	
<u>13 - Security Requirements</u>		
135	13.1. ODOC will provide primary security in all of its facilities that receive services in this contact, to include security in the dining rooms at each meal in accordance with ODOC Policy.	
136	13.1.1. The contractor shall be responsible for maintaining security of all sharp items and caustic materials, as well as all inventories. The contractor shall be responsible for maintaining strict tool control at all times in accordance with ODOC Policy.	
137	13.1.1.1. All tool control logs shall be made available to ODOC representative or designee at any time.	
138	13.1.2. The contractor shall be responsible for keeping all areas securely locked and unavailable to inmates outside of approved times.	

139	13.1.2.1. Duplicate keys for the ODOC food service area shall be maintained in a location at the facility determined by the ODOC facility warden or designee.	
140	13.1.2.2. The contractor shall immediately report any lost or misplaced keys to the ODOC facility chief of security or designee.	
141	13.1.2.3. The contractor's personnel who lost or misplaced the key(s) shall submit a written report to ODOC representative or designee by the end of their work shift.	
142	13.1.2.4. The contractor shall be responsible for any costs incurred due to lost or misplaced keys and lose inventory as a result of lost or misplaced keys.	
143	13.1.3. ODOC will provide identification cards for all contractor personnel.	
144	13.1.3.1. Identification cards must be always worn by the contractor's personnel when inside a facility and made easily seen by anyone at the facility.	
<u>14 - Emergency Situations</u>		
145	14.1. Emergency situations shall be defined as extraordinary situations deemed by ODOC to warrant a change in normal operations.	
146	14.1.1. In the event of an emergency situation, the contractor shall continue to serve meals in compliance with ODOC's emergency policies, emergency plans/operations and/or specifically instructed by the ODOC representative or designee.	
147	14.1.2. The contractor must have an ODOC-approved emergency response plan with a minimum of a one-week shelf-stable supply of food item and disposable serving items in place for providing emergency meals.	
148	14.1.3. The emergency plan must ensure the provision of contingency that all meals will meet basic nutritional requirements.	
149	14.1.4. If the emergency is the result of ODOC's actions (for example, power outage caused by ODOC construction work), then ODOC will be responsible for the replacement cost of replenishing the shelf-stable food and disposable serving items.	
150	14.1.5. The contractor shall make sack lunches available for ODOC staff during emergency situations upon request of the ODOC representative or designee. ODOC will be responsible for payment of staff meals in these situations. These meals must be broken out separately on invoices.	
<u>15 - General Quality Standards and Quality Review Requirements</u>		
151	15.1. To maintain and monitor food service operations, the contractor shall develop an implement an ODOC-approved quality control report and programs.	
152	15.1.3. The contractor shall furnish a no-cost sample meal tray for each meal. The tray will be sampled and evaluated by the ODOC representative or designee to ensure adequate quality and temperatures using an ODOC-approved evaluation form.	
153	15.2. ODOC will hold monthly surveys of the inmate population at each facility to determine food preferences, quality of food served and responsiveness to the menu.	
154	15.2.1. The contractor shall maintain a minimum rating of 90% of all meals prepared that are rated good or better.	
155	15.2.1.1. If scores are 80% or below for two consecutive weeks, the contractor shall develop and implement a plan of corrective action in coordination with the ODOC representative or designee.	
156	15.2.2. Survey results will be used in the annual evaluation of the contractor by ODOC.	
157	15.3. The contractor shall conduct a Plate Waste Study when recommending a change to the master menu.	

158	15.4. The contractor shall furnish a written quality control report, plan and manual that applies to each facility for ODOC approval. This must include a formalized, internal inspection report format, providing daily, weekly and monthly inspections	
159	15.5. The contractor shall submit a monthly quality control report to the ODOC representative or designee detailing the contractor's compliance with the provisions of the contract.	
<u>16 - General Reporting and Records Requirements</u>		
160	16.1. The contractor must maintain all records and documentation required to ensure adequate food service operations. The contractor must maintain complete and accurate record keeping and documentation on-site as required by ODOC.	
161	16.1.1. Digital copies of all records must be made available to ODOC in a reasonable time upon request.	
162	16.1.2. All documents must be retained by the contractor at each facility for the duration of the contract and all renewal periods.	
163	16.1.3. The contractor shall be considered in violation of the contractor if any records are not made available in a reasonable amount of time of ODOC request.	
164	16.1.4. After contract expiration, termination or cancelling of contract, the contractor must submit all records to ODOC in a reasonable amount of time.	
165	16.2. The contractor must maintain reports including, but not limited to: Competitive Wage Report - A minimum of once a quarter, the contractor shall provide quarterly wages to the applicable ODOC representative or designee. Comprehensive Summary Report – By no later than August 31 each year of the contract, the contractor shall submit an annual report for the period of July 1 through June 30 to the applicable ODOC representative or designee. Contractor personnel time sheet documentation – The contractor shall establish use of an ODOC-approved timekeeping system to substantiate an employee's actual on-site work. Inmate Worker Time Records – The contractor shall maintain records for each inmate worker in accordance with ODOC policy. Food Related Reports - Due by the dates required in this section.	
<u>17 - Monitoring Requirements and Liquidated Damages</u>		
166	17.1.1. ODOC will monitor the contract throughout the duration to ensure financial and contractual compliance.	
167	17.1.1.1. If ODOC determines the contractor to be at a high-risk for non-compliance, ODOC has the right to impose special conditions or restrictions.	
168	17.1.1.1.1. Written notification will be provided to the contractor at the time of determination of high-risk and of any special conditions or restrictions to be imposed.	
169	17.1.2. ODOC will have on staff monitoring personnel for contract management assistance throughout the contract.	
170	17.2.1. At any point throughout the duration of the contract, ODOC may obtain an independent compliance and performance audit of the services provided in the contract. ODOC will formulate the specific indicators to be audited.	
171	17.2.1.1. ODOC will provide the contractor with all reports concerning the review of services and action plans to address any identified deficiencies within a reasonable amount of time time specified by ODOC.	
172	17.3.1. The contractor shall understand and agree that if ODOC, through its review and evaluation of contractual performance, determines the services being performed by the contractor at any facility are considered unacceptable, ODOC will provide written notice to the contractor's representative. ODOC will ensure that all deficiency notices contain recommended remedies as well as acceptable terms of reconciliation.	
173	17.3.1.1. ODOC will deliver deficiency notices to the contractor by electronic mail with a delivery receipt.	

174	17.3.1.2. Upon receipt of the deficiency notice, the contractor shall have one week to either correct the deficiency(ies) to the sole satisfaction of ODOC or demonstrate good cause as to why the deficiency(ies) cannot be resolved in that time frame.	
175	17.4.1. Performance Bond - The contractor shall provide a performance bond in the amount of \$5,000,000.00. The bond shall remain in effect until expiration of the contract including all renewal periods. The contractor shall provide the performance bond to the Contracting Officer ten (10) calendar days prior to the contract start date. The contractor shall provide proof of performance bond renewal with each subsequent twelve (12) month contract renewal. The form of the bond shall be the standard form of performance bond such as usually and customarily written and issues by surety companies licensed and authorized to do business in the State of Oklahoma. The bond shall not be pledged against any debt or security for any lien. After securing the performance bond, it shall be the responsibility of the contractor to notify the issuing surety of any change of circumstances. The bond will be used in the event of insolvency or failure by the contractor for any reason, to fulfill its obligations under the contract. After notification of default procedures, collections against the bond are in addition to any other remedies as authorized by law and do not constitute a waiver of any additional remedy.	
176	17.4.2. All bond submittals shall contain all terms of the bond or applicable to the bond.	
177	17.4.3. Said bond shall be conditioned upon the faithful performance of the contract.	
178	17.4.4. This guarantee shall be submitted in the form of good and sufficient bond drawn upon an Insurance or Bonding Company authorized to do business in the State of Oklahoma.	
179	17.4.5. The bond shall be retained by ODOC to ensure there are no existing judgements, claims, accounts, liens, or other similar type of obligations outstanding and unpaid arising under the resultant contract or from labor or materials having been furnished for or delivered to this project. With presentation by the contractor of the final invoice, the contractor is representing that all persons or entities furnishing labor or materials used in this project, or under said contract, have been paid in full. Upon submission of the final invoice, the contractor shall provide a written statement from the Bonding Company specifically releasing the State of Oklahoma from any responsibility should any unpaid accounts or claims arise against the contractor for labor or material furnished under said contract or delivered and used in said project.	
180	17.4.6. The contractor and the Surety(-ies), jointly and severally, bind themselves, their heirs, executors, administrators, successors and assigns to the State to pay for the labor, materials and equipment furnished for use in the performance of this contract, which is incorporated herein by reference.	
181	17.5.1.1. The contractor shall be responsible for issuing payments for services performed by the contractor's employees and will indemnify and hold the ODOC harmless from all claims whatsoever growing out of the lawful demands of employees, subcontractors, suppliers or any third party incurred in the furtherance of the performance of the contract.	
182	17.5.1.2. The contractor shall furnish, at the ODOC's request, satisfactory evidence that all obligations of nature herein above designated have been paid, discharged or waived.	
183	17.6.1. The contractor agrees to the importance of this contract and performance standards are agreed to herein. ODOC and the contractor agree that in the event of failure to meet the contract requirements, deliverable dates or any standard performance within the time frame set forth in each section, damages may be sustained by ODOC that it may be impractical and extremely difficult to ascertain and determine the actual damages which the State will sustain by result of such failure. It is therefore agreed that ODOC, at its sole option may require the contractor to pay liquidated damages for such failures.	
184	17.6.1.1. The payment of liquidated damages will be taken out as a deduction from the contractor's monthly invoice.	
185	17.6.1.2. The contractor shall understand that liquidated damages shall not be construed as a penalty.	

186	17.6.2. For any failure by the contractor to meet any performance standard, project task, project, deliverable date, or time frames specified herein, ODOC shall require the contractor to pay liquidated damages of \$1,000.00 per business day, to begin two business days after failure to meet per affected facility until such task, deliverable or performance standard or timeframe for each business day thereafter until such task, deliverable or performance standard is completed, rectified and accepted by ODOC. ODOC will notify the contractor of the first instance of failure to meet one (1) or more defined standards and request a corrective plan by the due date and where no extension has been granted, the ODOC may, at its discretion, invoke the appropriate remedy per this schedule.	
18 - Payments and Invoicing		
187	18.1. Payments – ODOC will submit payments to the contractor at the remittance addressed listed on the contractor’s purchase order, preferably through electronic funds transfer (EFT).	
188	18.2. Invoicing – ODOC will not be under any obligation to pay for and contractor shall not begin invoicing ODOC until the food service operations are fully operational, as determined by ODOC.	
189	18.2.1. The contractor shall submit electronic itemized invoices for the daily population count provided by ODOC.	
190	18.2.1.1. Itemized invoices shall include the type and number of meals served at each location for the time period specified.	
191	18.2.1.2. Invoices for the period of the 1st through the 15th of the month shall be submitted no later than the 20th of the same month.	
192	18.2.1.3. Invoices for the period of the 16th through the end of the monthly shall be submitted no later than the 5th of the next month.	
193	18.2.2. The contractor shall show all credits for inventory in the itemized invoice.	
194	18.2.3. The contractor shall submit all monthly reports and other documentation required for the month no later than the 10th of the next month for reconciliation with the invoice for the end of the month.	
195	18.2.3.1. Final invoices are due no later than 30 calendar days of the expiration of the contract. ODOC will have no obligation to pay an invoice submitted after the due date.	
196	18.2.3.2. The contractor should pay all of its service providers within 45 calendar days of being invoiced.	
197	18.2.4. Payment withholding or rejection – Notwithstanding any other payment provision of this contract, if the contractor fails to perform required work or services, fails to submit reports when due, or is indebted to the United States, ODOC may withhold payment or reject invoices under the contract.	
198	18.2.5. No other payments – Other than the payments specified above, no other payments or reimbursement shall be made to the contractor for any reason whatsoever.	
199	18.2.6. Denial of payment or reimbursement – If a request by the contractor for payment or reimbursement is denied, ODOC will provide the contractor with a detailed justification for the denial.	
200	18.2.7. Contractor overpayment – If ODOC discovers that it overpaid the contractor, the contractor shall deduct the overpayment from the next invoice.	
201	18.2.8. Invoice auditing – ODOC and/or a designee will audit contractor’s invoices with supporting documentation, as determined by ODOC. Each invoice will be audited to ensure that inventory and production records support that meals were prepared in accordance with Master Menu requirements.	

**EXHIBIT 2 to
STATE OF OKLAHOMA CONTRACT WITH
Trinity Services Group Inc. dba Trinity Corrections Group, Inc.
RESULTING FROM SOLICITATION NO. EV00000605
Pricing**

Item Description	Estimated Quantity	1st Year Pricing - Per Meal	1st Year Pricing - Extended Cost	2nd Year Pricing - Per Meal	2nd Year Pricing - Extended Cost	3rd Year Pricing - Per Meal	3rd Year Pricing - Extended Cost	4th Year Pricing - Per Meal	4th Year Pricing - Extended Cost	5th Year Pricing - Per Meal	5th Year Pricing - Extended Cost
Master menu and Medical/Therapeutic Diet	19,717,665		\$ -		\$ -		\$ -		\$ -		\$ -
Religious diet	1,169,460		\$ -		\$ -		\$ -		\$ -		\$ -
Total	20,887,125		\$ -		\$ -		\$ -		\$ -		\$ -

ATTACHMENT B

STATE OF OKLAHOMA NEGOTIABLE GENERAL TERMS

This State of Oklahoma General Terms (“General Terms”) is a Contract document in connection with a Contract awarded by the Office of Management and Enterprise Services on behalf of the State of Oklahoma.

In addition to other terms contained in an applicable Contract document, Supplier and State agree to the following General Terms:

1 Contract Order of Priority

1.1 Contract documents shall be read to be consistent and complementary. Any conflict among the Contract documents shall be resolved by giving priority to Contract documents in the following order of precedence:

- A.** any Amendment;
- B.** terms contained in this Contract document.
- C.** any Contract-specific State terms contained in a Contract document including, without limitation, information technology terms and terms specific to a statewide Contract or a State agency Contract;
- D.** any applicable Solicitation;
- E.** any successful Bid as may be amended through negotiation and to the extent the Bid does not otherwise conflict with the Solicitation, Contract or applicable law;
- F.** any statement of work, work order, or other mutually agreed Contract documents.

1.2 If there is a conflict between the terms contained in this Contract document or in Contract-specific terms and an agreement provided by or on behalf of Supplier including but not limited to linked or supplemental documents which alter or diminish the rights of Customer or the State, the conflicting terms provided by Supplier shall not take priority over this Contract document or Acquisition-specific terms. In no event will any linked document alter or override such referenced terms except as specifically agreed in an Amendment.

2 Definitions

In addition to any defined terms set forth elsewhere in the Contract, the Oklahoma Central Purchasing Act and the Oklahoma Administrative Code, Title 260, the parties agree that, when used in the Contract, the following terms are defined as set forth below and may be used in the singular or plural form:

- 2.1 **Acquisition** means items, products, materials, supplies, services and equipment acquired by purchase, lease purchase, lease with option to purchase, value provided or rental under the Contract.
- 2.2 **Amendment** means any mutually executed, written modification to a Contract document or a written change, addition, correction or revision to a Solicitation.
- 2.3 **Bid** means an offer a Bidder submits in response to the Solicitation.
- 2.4 **Bidder** means an individual or business entity that submits a Bid in response to the Solicitation.
- 2.5 **Contract** means the written, mutually agreed and binding legal relationship resulting from the Contract documents and an appropriate encumbering document as may be amended from time to time, which evidences the final agreement between the parties with respect to the subject matter of the Contract.
- 2.6 **Customer** means the entity receiving goods or services contemplated by the Contract.
- 2.7 **Debarment** means action taken by a debarring official under federal or state law or regulations to exclude any business entity from inclusion on the Supplier list; bidding; offering to bid; providing a quote; receiving an award of contract with the State and may also result in cancellation of existing contracts with the State.
- 2.8 **Destination** means delivered to the receiving dock or other point specified in the applicable Contract document.
- 2.9 **Federal award** means the Federal financial assistance that a recipient receives directly from a Federal awarding agency or indirectly from a pass-through entity
- 2.10 **Governmental Entity** means any governmental entity specified as a political subdivision of the State pursuant to the Governmental Tort Claim Act including any associated institution, instrumentality, board, commission, committee, department, or other entity designated to act on behalf of the state.

- 2.11 Indemnified Parties** means the State and Customer and/or its officers, directors, agents, employees, representatives, contractors, assignees and designees thereof.
- 2.12 Inspection** means examining and testing an Acquisition (including, when appropriate, raw materials, components, and intermediate assemblies) to determine whether the Acquisition meets Contract requirements.
- 2.13 Moral Rights** means any and all rights of paternity or integrity of the Work Product and the right to object to any modification, translation or use of the Work Product and any similar rights existing under the judicial or statutory law of any country in the world or under any treaty, regardless of whether or not such right is denominated or referred to as a moral right.
- 2.14 OAC** means the Oklahoma Administrative Code.
- 2.15 OMES** means the Office of Management and Enterprise Services.
- 2.16 Solicitation** means the document inviting Bids for the Acquisition referenced in the Contract and any amendments thereto.
- 2.17 State** means the government of the state of Oklahoma, its employees and authorized representatives, including without limitation any department, agency, or other unit of the government of the state of Oklahoma.
- 2.18 Supplier** means the Bidder with whom the State enters into the Contract awarded pursuant to the Solicitation or the business entity or individual that is a party to the Contract with the State.
- 2.19 Suspension** means action taken by a suspending official under federal or state law or regulations to suspend a Supplier from inclusion on the Supplier list; be eligible to submit Bids to State agencies and be awarded a contract by a State agency subject to the Central Purchasing Act.
- 2.20 Supplier Confidential Information** means certain confidential and proprietary information of Supplier that is clearly marked as confidential and agreed by the State Purchasing Director or Customer, as applicable, but does not include information excluded from confidentiality in provisions of the Contract or the Oklahoma Open Records Act.
- 2.21 Work Product** means any and all deliverables produced by Supplier under a statement of work or similar Contract document issued pursuant to this Contract, including any and all tangible or intangible items or things that have been or will be prepared, created, developed, invented or conceived at any time following the Contract effective date including but not limited to any (i) works

of authorship (such as manuals, instructions, printed material, graphics, artwork, images, illustrations, photographs, computer programs, computer software, scripts, object code, source code or other programming code, HTML code, flow charts, notes, outlines, lists, compilations, manuscripts, writings, pictorial materials, schematics, formulae, processes, algorithms, data, information, multimedia files, text web pages or web sites, other written or machine readable expression of such works fixed in any tangible media, and all other copyrightable works), (ii) trademarks, service marks, trade dress, trade names, logos, or other indicia of source or origin, (iii) ideas, designs, concepts, personality rights, methods, processes, techniques, apparatuses, inventions, formulas, discoveries, or improvements, including any patents, trade secrets and know-how, (iv) domain names, (v) any copies, and similar or derivative works to any of the foregoing, (vi) all documentation and materials related to any of the foregoing, (vii) all other goods, services or deliverables to be provided by or on behalf of Supplier under the Contract and (viii) all Intellectual Property Rights in any of the foregoing, and which are or were created, prepared, developed, invented or conceived for the use of benefit of Customer in connection with this Contract or with funds appropriated by or for Customer or Customer's benefit (a) by any Supplier personnel or Customer personnel or (b) any Customer personnel who then became personnel to Supplier or any of its affiliates or subcontractors, where, although creation or reduction-to-practice is completed while the person is affiliated with Supplier or its personnel, any portion of same was created, invented or conceived by such person while affiliated with Customer.

3 Additional Pricing

- 3.1** The price of a product offered under the Contract shall include and Supplier shall prepay all shipping, packaging, delivery and handling fees. All product deliveries will be free on board Customer's Destination. No additional fees shall be charged by Supplier for standard shipping and handling. If Customer requests expedited or special delivery, Customer may be responsible for any charges for expedited or special delivery.
- 3.2** Supplier shall have no right of setoff.
- 3.3** Because funds are typically dedicated to a particular fiscal year, an invoice will be paid only when timely submitted, which shall in no instance be later than six (6) months after the end of the fiscal year in which the goods are provided or services performed.

4 **Ordering, Inspection, and Acceptance**

- 4.1 Any product or service furnished under the Contract shall be ordered by issuance of a valid purchase order or other appropriate payment mechanism, including a pre-encumbrance, or by use of a valid Purchase Card. All orders and transactions are governed by the terms and conditions of the Contract. Any purchase order or other applicable payment mechanism dated prior to termination or expiration of the Contract shall be performed unless mutually agreed in writing otherwise.
- 4.2 Services will be performed in accordance with industry best practices and are subject to acceptance by the Customer. Notwithstanding any other provision in the Contract, deemed acceptance of a service or associated deliverable shall not apply automatically upon receipt of a deliverable or upon provision of a service.

Supplier warrants and represents that a product or deliverable furnished by or through the Supplier shall individually, and where specified by Supplier to perform as a system, be substantially uninterrupted and error-free in operation and guaranteed against faulty material and workmanship for a warranty period of the greater of ninety (90) days from the date of acceptance or the maximum allowed by the manufacturer. A defect in a product or deliverable furnished by or through the Supplier shall be repaired or replaced by Supplier at no additional cost or expense to the Customer if such defect occurs during the warranty period.

Any product to be delivered pursuant to the Contract shall be subject to final inspection and acceptance by the Customer at Destination. The Customer assumes no responsibility for a product until accepted by the Customer. Title and risk of loss or damage to a product shall be the responsibility of the Supplier until accepted. The Supplier shall be responsible for filing, processing, and collecting any and all damage claims accruing prior to acceptance.

Pursuant to OAC 260:115-9-1, payment for an Acquisition does not constitute final acceptance of the Acquisition. If subsequent inspection affirms that the Acquisition does not meet or exceed the specifications of the order or that the Acquisition has a latent defect, the Supplier shall be notified as soon as is reasonably practicable. The Supplier shall retrieve and replace the Acquisition at Supplier's expense or, if unable to replace, shall issue a refund to Customer. Refund under this section shall not be an exclusive remedy.

- 4.3 Supplier shall deliver products and services on or before the required date specified in a Contract document. Failure to deliver timely may result in liquidated damages as set forth in the applicable Contract document. Deviations, substitutions, or changes in a product or service, including changes of personnel directly providing services, shall not be made unless expressly authorized in writing by the Customer. Any substitution of personnel directly providing services shall be a person of comparable or greater skills, education and experience for performing the services as the person being replaced. Additionally, Supplier shall provide staff sufficiently experienced and able to perform with respect to any transitional services provided by Supplier in connection with termination or expiration of the Contract.
- 4.4 Product warranty and return policies and terms provided under any Contract document will not be more restrictive or more costly than warranty and return policies and terms for other similarly situated customers for a like product.

5 Maintenance of Insurance, Payment of Taxes, and Workers' Compensation

- 5.1 As a condition of this Contract, Supplier shall procure at its own expense, and provide proof of, insurance coverage with the applicable liability limits set forth below and any approved subcontractor of Supplier shall procure and provide proof of the same coverage. The required insurance shall be underwritten by an insurance carrier with an A.M. Best rating of A- or better.

Such proof of coverage shall additionally be provided to the Customer if services will be provided by any of Supplier's employees, agents or subcontractors at any Customer premises and/or employer vehicles will be used in connection with performance of Supplier's obligations under the Contract. Supplier may not commence performance hereunder until such proof has been provided. Additionally, Supplier shall ensure each insurance policy includes a notice of cancellation and includes the State and its agencies as certificate holder and shall promptly provide proof to the State of any renewals, additions, or changes to such insurance coverage. Supplier's obligation to maintain insurance coverage under the Contract is a continuing obligation until Supplier has no further obligation under the Contract. Any combination of primary and excess or umbrella insurance may be used to satisfy the limits of coverage for Commercial General Liability, Auto Liability and Employers' Liability. Unless agreed between the parties and approved by the State Purchasing Director, the minimum acceptable insurance limits of liability are as follows:

- A. Workers' Compensation and Employer's Liability Insurance in accordance with and to the extent required by applicable law;

- B. Commercial General Liability Insurance covering the risks of personal injury, bodily injury (including death) and property damage, including coverage for contractual liability, with a limit of liability of not less than \$2,000,000 per occurrence;
- C. Automobile Liability Insurance with limits of liability of not less than \$2,000,000 combined single limit each accident;
- D. If the Supplier will access, process, or store state data, then Security and Privacy Liability insurance, including coverage for failure to protect confidential information and failure of the security of Supplier's computer systems that results in unauthorized access to Customer data with limits \$5,000,000 per occurrence; and
- E. Additional coverage required in writing in connection with a particular Acquisition.

5.2 Supplier shall be entirely responsible during the existence of the Contract for the liability and payment of taxes payable by or assessed to Supplier or its employees, agents and subcontractors of whatever kind, in connection with the Contract. Supplier further agrees to comply with all state and federal laws applicable to any such persons, including laws regarding wages, taxes, insurance, and Workers' Compensation. Neither Customer nor the State shall be liable to the Supplier, its employees, agents, or others for the payment of taxes or the provision of unemployment insurance and/or Workers' Compensation or any benefit available to a State or Customer employee.

5.3 Supplier agrees to indemnify Customer, the State, and its employees, agents, representatives, contractors, and assignees for any and all liability, actions, claims, demands, or suits, and all related costs and expenses (including without limitation reasonable attorneys' fees and costs required to establish the right to indemnification) relating to tax liability, unemployment insurance and/or Workers' Compensation in connection with its performance under the Contract.

6 Compliance with Applicable Laws

6.1 As long as Supplier has an obligation under the terms of the Contract and in connection with performance of its obligations, the Supplier represents its present compliance, and shall have an ongoing obligation to comply, with all applicable federal, State, and local laws, rules, regulations, ordinances, and orders, as amended, including but not limited to the following:

- A. Drug-Free Workplace Act of 1988 set forth at 41 U.S.C. §81.

- B.** Section 306 of the Clean Air Act, Section 508 of the Clean Water Act, Executive Order 11738, and Environmental Protection Agency Regulations which prohibit the use of facilities included on the EPA List of Violating Facilities under nonexempt federal contracts, grants or loans;
- C.** Prospective participant requirements set at 45 C.F.R. part 76 in connection with Debarment, Suspension and other responsibility matters;
- D.** 1964 Civil Rights Act, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, and Executive Orders 11246 and 11375;
- E.** Anti-Lobbying Law set forth at 31 U.S.C. §1325 and as implemented at 45 C.F.R. part 93;
- F.** Requirements of Internal Revenue Service Publication 1075 regarding use, access and disclosure of Federal Tax Information (as defined therein);
- G.** Obtaining certified independent audits conducted in accordance with Government Auditing Standards and Office of Management and Budget Uniform Guidance, 2 CFR 200 Subpart F §200.500 et seq. with approval and work paper examination rights of the applicable procuring entity;
- H.** Requirements of the Oklahoma Taxpayer and Citizen Protection Act of 2007, 25 O.S. §1312 and applicable federal immigration laws and regulations and be registered and participate in the Status Verification System. The Status Verification System is defined at 25 O.S. §1312, includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security, and is available at [Home | E-Verify](#);
- I.** Requirements of the Health Insurance Portability and Accountability Act of 1996; Health Information Technology for Economic and Clinical Health Act; Payment Card Industry Security Standards; Criminal Justice Information System Security Policy and Security Addendum; and Family Educational Rights and Privacy Act; and
- J.** Be registered as a business entity licensed to do business in the State, have obtained a sales tax permit, and be current on franchise tax payments to the State, as applicable.

- 6.2** The Supplier's employees, agents and subcontractors shall adhere to applicable Customer policies including, but not limited to acceptable use of Internet and electronic mail, facility and data security, press releases, and public relations. As applicable, the Supplier shall adhere to the State Information Security Policy, Procedures, Guidelines set forth at [Information Security Policy, Procedures, Guidelines \(oklahoma.gov\)](#) Supplier is responsible for reviewing and relaying such policies covering the above to the Supplier's employees, agents and subcontractors.
- 6.3** At no additional cost to Customer, the Supplier shall maintain all applicable licenses and permits required in association with its obligations under the Contract.
- 6.4** In addition to compliance under subsection 6.1 above, Supplier shall have a continuing obligation to comply with applicable Customer-specific mandatory contract provisions required in connection with the receipt of federal funds or other funding source.
- 6.5** The Supplier is responsible to review and inform its employees, agents, and subcontractors who provide a product or perform a service under the Contract of the Supplier's obligations under the Contract and Supplier certifies that its employees and each such subcontractor shall comply with minimum requirements and applicable provisions of the Contract. At the request of the State, Supplier shall promptly provide adequate evidence that such persons are its employees, agents or approved subcontractors and have been informed of their obligations under the Contract.
- 6.6** As applicable, Supplier agrees to comply with the Governor's Executive Orders related to the use of any tobacco product, electronic cigarette or vaping device on any and all properties owned, leased, or contracted for use by the State, including but not limited to all buildings, land and vehicles owned, leased, or contracted for use by agencies or instrumentalities of the State.
- 6.7** The execution, delivery and performance of the Contract and any ancillary documents by Supplier will not, to the best of Supplier's knowledge, violate, conflict with, or result in a breach of any provision of, or constitute a default (or an event which, with notice or lapse of time or both, would constitute a default) under, or result in the termination of, any written contract or other instrument between Supplier and any third party.
- 6.8** Supplier represents that it has the ability to pay its debts when due and it does not anticipate the filing of a voluntary or involuntary bankruptcy petition or appointment of a receiver, liquidator or trustee.

- 6.9** Supplier represents that, to the best of its knowledge, any litigation or claim or any threat thereof involving Supplier has been disclosed in writing to the State and Supplier is not aware of any other litigation, claim or threat thereof.
- 6.10** If services provided by Supplier include delivery of an electronic communication, Supplier shall ensure such communication and any associated support documents are compliant with Section 508 of the Federal Rehabilitation Act and with State standards regarding accessibility. Should any communication or associated support documents be non-compliant, Supplier shall correct and re-deliver such communication immediately upon discovery or notice, at no additional cost to the State. Additionally, as part of compliance with accessibility requirements where documents are only provided in non-electronic format, Supplier shall promptly provide such communication and any associated support documents in an alternate format usable by individuals with disabilities upon request and at no additional cost, which may originate from an intended recipient or from the State.

7 Audits and Records Clause

- 7.1** As used in this clause and pursuant to 67 O.S. §203, “record” includes a document, book, paper, photograph, microfilm, computer tape, disk, record, sound recording, film recording, video record, accounting procedures and practices, and other data, regardless of type and regardless of whether such items are in written form, in the form of computer data, or in any other form.
- 7.2** Supplier agrees any pertinent federal or State agency or governing entity of a Customer shall have the right to examine and audit, at no additional cost to a Customer, all records relevant to the execution and performance of the Contract except, unless otherwise agreed, costs of Supplier that comprise pricing under the Contract.
- 7.3** The Supplier is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion or termination of an Acquisition unless otherwise indicated in the Contract terms. If a claim, audit, litigation or other action involving such records is started before the end of the seven-year period, the records are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved, or until the end of the seven (7) year retention period, whichever is later.
- 7.4** Pursuant to 74 O.S. §85.41, if professional services are provided hereunder, all items of the Supplier that relate to the professional services are subject to examination by the State agency, State Auditor and Inspector and the State Purchasing Director.

8 Confidentiality

- 8.1** The Supplier shall maintain strict security of all State and citizen data and records entrusted to it or to which the Supplier gains access, in accordance with and subject to applicable federal and State laws, rules, regulations, and policies and shall use any such data and records only as necessary for Supplier to perform its obligations under the Contract. The Supplier further agrees to evidence such confidentiality obligation in a separate writing if required under such applicable federal or State laws, rules and regulations. The Supplier warrants and represents that such information shall not be sold, assigned, conveyed, provided, released, disseminated or otherwise disclosed by Supplier, its employees, officers, directors, subsidiaries, affiliates, agents, representatives, assigns, subcontractors, independent contractors, successor or any other persons or entities without Customer's prior express written permission. Supplier shall instruct all such persons and entities that the confidential information shall not be disclosed or used without the Customer's prior express written approval except as necessary for Supplier to render services under the Contract. The Supplier further warrants that it has a tested and proven system in effect designed to protect all confidential information.
- 8.2** Supplier shall establish, maintain and enforce agreements with all such persons and entities that have access to State and citizen data and records to fulfill Supplier's duties and obligations under the Contract and to specifically prohibit any sale, assignment, conveyance, provision, release, dissemination or other disclosure of any State or citizen data or records except as required by law or allowed by written prior approval of the Customer.
- 8.3** Supplier shall immediately report to the Customer any and all unauthorized use, appropriation, sale, assignment, conveyance, provision, release, access, acquisition, disclosure or other dissemination of any State or citizen data or records of which it or its parent company, subsidiaries, affiliates, employees, officers, directors, assignees, agents, representatives, independent contractors, and subcontractors is aware or have knowledge or reasonable should have knowledge. The Supplier shall also promptly furnish to Customer full details of the unauthorized use, appropriation, sale, assignment, conveyance, provision, release, access, acquisition, disclosure or other dissemination, or attempt thereof, and use its best efforts to assist the Customer in investigating or preventing the reoccurrence of such event in the future. The Supplier shall cooperate with the Customer in connection with any litigation and investigation deemed necessary by the Customer to protect any State or citizen data and records and shall bear all costs associated with the investigation, response and recovery in connection with any breach of State or citizen data or records including but not limited to credit monitoring services with a term of

at least three (3) years, all notice-related costs and toll free telephone call center services.

- 8.4** Supplier further agrees to promptly prevent a reoccurrence of any unauthorized use, appropriation, sale, assignment, conveyance, provision, release, access, acquisition, disclosure or other dissemination of State or citizen data and records.
- 8.5** Supplier acknowledges that any improper use, appropriation, sale, assignment, conveyance, provision, release, access, acquisition, disclosure or other dissemination of any State data or records to others may cause immediate and irreparable harm to the Customer and certain beneficiaries and may violate state or federal laws and regulations. If the Supplier or its affiliates, parent company, subsidiaries, employees, officers, directors, assignees, agents, representatives, independent contractors, and subcontractors improperly use, appropriate, sell, assign, convey, provide, release, access, acquire, disclose or otherwise disseminate such confidential information to any person or entity in violation of the Contract, the Customer will immediately be entitled to injunctive relief and/or any other rights or remedies available under this Contract, at equity or pursuant to applicable statutory, regulatory, and common law without a cure period.
- 8.6** The Supplier shall immediately forward to the State Purchasing Director, and any other applicable person listed in the Notices section(s) of the Contract, any request by a third party for data or records in the possession of the Supplier or any subcontractor or to which the Supplier or subcontractor has access and Supplier shall fully cooperate with all efforts to protect the security and confidentiality of such data or records in response to a third party request.

9 Assignment and Permitted Subcontractors

- 9.1** Supplier's obligations under the Contract may not be assigned or transferred to any other person or entity without the prior written consent of the State which may be withheld at the State's sole discretion. Should Supplier assign its rights to payment, in whole or in part, under the Contract, Supplier shall provide the State and all affected Customers with written notice of the assignment. Such written notice shall be delivered timely and contain details sufficient for affected Customers to perform payment obligations without any delay caused by the assignment.
- 9.2** Notwithstanding the foregoing, the Contract may be assigned by Supplier to any corporation or other entity in connection with a merger, consolidation, sale of all equity interests of the Supplier, or a sale of all or substantially all of the assets of the Supplier to which the Contract relates. In any such case, said

corporation or other entity shall by operation of law or expressly in writing assume all obligations of the Supplier as fully as if it had been originally made a party to the Contract. Supplier shall give the State and all affected Customers prior written notice of said assignment. Any assignment or delegation in violation of this subsection shall be void.

- 9.3** If the Supplier is permitted to utilize subcontractors in support of the Contract, the Supplier shall remain solely responsible for its obligations under the terms of the Contract, for its actions and omissions and those of its agents, employees and subcontractors and for payments to such persons or entities. Prior to a subcontractor being utilized by the Supplier, the Supplier shall obtain written approval of the State of such subcontractor and each employee, as applicable to a particular Acquisition, of such subcontractor proposed for use by the Supplier. Such approval is within the sole discretion of the State. Any proposed subcontractor shall be identified by entity name, and by employee name, if required by the particular Acquisition, in the applicable proposal and shall include the nature of the services to be performed. As part of the approval request, the Supplier shall provide a copy of a written agreement executed by the Supplier and subcontractor setting forth that such subcontractor is bound by and agrees, as applicable, to perform the same covenants and be subject to the same conditions and make identical certifications to the same facts and criteria, as the Supplier under the terms of all applicable Contract documents. Supplier agrees that maintaining such agreement with any subcontractor and obtaining prior written approval by the State of any subcontractor and associated employees shall be a continuing obligation. The State further reserves the right to revoke approval of a subcontractor or an employee thereof in instances of poor performance, misconduct or for other similar reasons.
- 9.4** All payments under the Contract shall be made directly to the Supplier, except as provided in subsection A above regarding the Supplier's assignment of payment. No payment shall be made to the Supplier for performance by unapproved or disapproved employees of the Supplier or a subcontractor.
- 9.5** Rights and obligations of the State or a Customer under the terms of this Contract may be assigned or transferred, at no additional cost, to other Customer entities.

10 Background Checks and Criminal History Investigations

Prior to the commencement of any services, performance of background checks and criminal history investigations of the Supplier's employees and subcontractors who will be providing services may be required. If required, the Supplier agree to provide the State with a description of the background check process to include any vendor's

used to gather information. Supplier will further attest that each employee and subcontractor providing services has passed the back ground check. Supplier's access to facilities, data and information may be withheld prior to completion of background verification acceptable to the State. The costs of additional background checks beyond Supplier's normal hiring practices shall be the responsibility of the Customer unless such additional background checks are required solely because Supplier will not provide verification of results of its otherwise acceptable normal background checks; in such an instance, Supplier shall pay for the additional background checks. Supplier will coordinate with the State and its employees to complete the necessary background checks and criminal history investigations. Should any employee or subcontractor of the Supplier who will be providing services under the Contract not be acceptable as a result of the background check or criminal history investigation, the Customer may require replacement of the employee or subcontractor in question and, if no suitable replacement is made within a reasonable time, terminate the purchase order or other payment mechanism associated with the project or services.

11 Patents and Copyrights

Without exception, a product or deliverable price shall include all royalties or costs owed by the Supplier to any third party arising from the use of a patent, intellectual property, copyright or other property right held by such third party. Should any third party threaten or make a claim that any portion of a product or service provided by Supplier under the Contract infringes that party's patent, intellectual property, copyright or other property right, Supplier shall enable each affected Customer to legally continue to use, or modify for use, the portion of the product or service at issue or replace such potentially infringing product, or re-perform or redeliver in the case of a service, with at least a functional non-infringing equivalent. Supplier's duty under this section shall extend to include any other product or service rendered materially unusable as intended due to replacement or modification of the product or service at issue. If the Supplier determines that none of these alternatives are reasonably available, the State shall return such portion of the product or deliverable at issue to the Supplier, upon written request, in exchange for a refund of the price paid for such returned goods as well as a refund or reimbursement, if applicable, of the cost of any other product or deliverable rendered materially unusable as intended due to removal of the portion of product or deliverable at issue. Any remedy provided under this section is not an exclusive remedy and is not intended to operate as a waiver of legal or equitable remedies because of acceptance of relief provided by Supplier.

12 Indemnification

12.1 Acts or Omissions

- A. Supplier shall defend and indemnify the Indemnified Parties, as applicable, for any and all liability, claims, damages, losses, costs, expenses, demands, suits and actions of third parties (including without limitation reasonable attorneys' fees and costs required to establish the right to indemnification) arising out of, or resulting from any action or claim for bodily injury, death, or property damage brought against any of the Indemnified parties to the extent arising from any negligent act or omission or willful misconduct of the Supplier or its agents, employees, or subcontractors in the execution or performance of the Contract.
- B. To the extent Supplier is found liable for loss, damage, or destruction of any property of Customer due to negligence, misconduct, wrongful act, or omission on the part of the Supplier, its employees, agents, representatives, or subcontractors, the Supplier and Customer shall use best efforts to mutually negotiate an equitable settlement amount to repair or replace the property unless such loss, damage or destruction is of such a magnitude that repair or replacement is not a reasonable option. Such amount shall be invoiced to, and is payable by, Supplier sixty (60) calendar days after the date of Supplier's receipt of an invoice for the negotiated settlement amount.

12.2 Infringement

Supplier shall indemnify the Indemnified Parties, as applicable, for all liability, claims, damages, losses, costs, expenses, demands, suits and actions of third parties (including without limitation reasonable attorneys' fees and costs required to establish the right to indemnification) arising from or in connection with Supplier's breach of its representations and warranties in the Contract or alleged infringement of any patent, intellectual property, copyright or other property right in connection with a product or service provided under the Contract. Supplier's duty under this section is reduced to the extent a claimed infringement results from: (a) a Customer's or user's content; (b) modifications by Customer or third party to a product delivered under the Contract or combinations of the product with any non-Supplier-provided services or products unless Supplier recommended or participated in such modification or combination; (c) use of a product or service by Customer in violation of the Contract unless done so at the direction of Supplier, or (d) a non-Supplier product that has not been provided to the State by, through or on behalf of Supplier as opposed to its combination with products Supplier provides to or develops for the State or a Customer as a system.

12.3 Notice and Cooperation

In connection with indemnification obligations under the Contract, the parties agree to furnish prompt written notice to each other of any third-party claim. Any Customer affected by the claim will reasonably cooperate with Supplier and defense of the claim to the extent its interests are aligned with Supplier. Supplier shall use counsel reasonably experienced in the subject matter at issue and will not settle a claim without the written consent of the party being defended and where applicable the Attorney General of Oklahoma, which consent will not be unreasonably withheld or delayed, except that no consent will be required to settle a claim against Indemnified Parties that are not a State agency, where relief against the Indemnified Parties is limited to monetary damages that are paid by the defending party under indemnification provisions of the Contract.

12.4 Limitation of Liability

- A.** With respect to any claim or cause of action arising under or related to the Contract, neither the State nor any Customer shall be liable to Supplier for lost profits, lost sales or business expenditures, investments, or commitments in connection with any business, loss of any goodwill, or for any other indirect, incidental, punitive, special or consequential damages, even if advised of the possibility of such damages.
- B.** Notwithstanding anything to the contrary in the Contract, no provision shall limit damages, expenses, costs, actions, claims, and liabilities arising from or related to property damage, bodily injury or death caused by Supplier or its employees, agents or subcontractors; indemnity, security or confidentiality obligations under the Contract; the bad faith, negligence, intentional misconduct or other acts for which applicable law does not allow exemption from liability of Supplier or its employees, agents or subcontractors.
- C.** The limitation of liability and disclaimers set forth in the Contract will apply regardless of whether Customer has accepted a product or service. The parties agree that Supplier has set its fees and entered into the Contract in reliance on the disclaimers and limitations set forth herein, that the same reflect an allocation of risk between the parties and form an essential basis of the bargain between the parties. These limitations shall apply notwithstanding any failure of essential purpose of any limited remedy.

13 Termination for Cause

- 13.1** Supplier may terminate the Contract if (i) it has provided the State with written notice of material breach and (ii) the State fails to cure such material breach within thirty (30) days of receipt of written notice. If there is more than one Customer, material breach by a Customer does not give rise to a claim of material breach as grounds for termination by Supplier of the Contract as a whole. The State may terminate the Contract in whole or in part if (i) it has provided Supplier with written notice of material breach, and (ii) Supplier fails to cure such material breach within thirty (30) days of receipt of written notice. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated.
- 13.2** The State may terminate the Contract in whole or in part immediately without a thirty (30) day written notice to Supplier if (i) Supplier fails to comply with confidentiality, privacy, security, environmental or safety requirements applicable to Supplier's performance or obligations under the Contract; (ii) Supplier's material breach is reasonably determined to be an impediment to the function of the State and detrimental to the State or to cause a condition precluding the thirty (30) day notice or (iii) when the State determines that an administrative error in connection with award of the Contract occurred prior to Contract performance.
- 13.3** The State may terminate the Contract if the scope includes PR Vendor services and the Supplier, or Supplier's employee, violate the lobbying clause. PR Vendor services is defined to include a contract for public relations (PR), marketing or communication services. The State may immediately terminate the Contract with no more than 10-day notice under this section.
- 13.4** Upon receipt of notice of a termination, Supplier shall immediately comply with the notice terms and take all necessary steps to minimize the incurrence of costs allocable to the work affected by the notice. If a purchase order or other payment mechanism has been issued and a product or service has been accepted as satisfactory prior to the effective date of termination, the termination does not relieve an obligation to pay for the product or service but there shall not be any liability for further payments ordinarily due under the Contract or for any damages or other amounts caused by or associated with such termination. Such termination is not an exclusive remedy but is in addition to any other rights and remedies provided for by law. Any amount paid to Supplier in the form of prepaid fees that are unused when the Contract or certain obligations are terminated shall be refunded. Termination of the Contract under this section, in whole or in part, shall not relieve the Supplier of liability for claims arising under the Contract.

13.5 The Supplier's repeated failure to provide an acceptable product or service; Supplier's unilateral revision of linked or supplemental terms that have a materially adverse impact on a Customer's rights or obligations under the Contract (except as required by a governmental authority); actual or anticipated failure of Supplier to perform its obligations under the Contract; Supplier's inability to pay its debts when due; assignment for the benefit of Supplier's creditors; or voluntary or involuntary appointment of a receiver or filing of bankruptcy of Supplier shall constitute a material breach of the Supplier's obligations, which may result in partial or whole termination of the Contract. This subsection is not intended as an exhaustive list of material breach conditions. Termination may also result from other instances of failure to adhere to the Contract provisions and for other reasons provided for by applicable law, rules or regulations; without limitation, OAC 260:115-9-1 is an example.

14 Termination for Convenience

14.1 The State may terminate the Contract, in whole or in part, for convenience if it is determined that termination is in the State's best interest. In the event of a termination for convenience, Supplier will be provided at least thirty (30) days' written notice of termination. Any partial termination of the Contract shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that remain in effect.

14.2 Upon receipt of notice of such termination, Supplier shall immediately comply with the notice terms and take all necessary steps to minimize the incurrence of costs allocable to the work affected by the notice. If a purchase order or other payment mechanism has been issued and a product or service has been accepted as satisfactory prior to the effective date of termination, the termination does not relieve an obligation to pay for the product or service but there shall not be any liability for further payments ordinarily due under the Contract or for any damages or other amounts caused by or associated with such termination. Such termination shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law. Any amount paid to Supplier in the form of prepaid fees that are unused when the Contract or certain obligations are terminated shall be refunded. Termination of the Contract under this section, in whole or in part, shall not relieve the Supplier of liability for claims arising under the Contract.

15 Suspension of Supplier

15.1 Supplier may be subject to Suspension without advance notice and may additionally be suspended from activities under the Contract if Supplier fails

to comply with confidentiality, privacy, security, environmental or safety requirements applicable to Supplier's performance or obligations under the Contract.

15.2 Upon receipt of a notice pursuant to this section, Supplier shall immediately comply with the notice terms and take all necessary steps to minimize the incurrence of costs allocable to the work affected by the notice. If a purchase order or other payment mechanism has been issued and a product or service has been accepted as satisfactory prior to receipt of notice by Supplier, the Suspension does not relieve an obligation to pay for the product or service but there shall not be any liability for further payments ordinarily due under the Contract during a period of Suspension or suspended activity or for any damages or other amounts caused by or associated with such Suspension or suspended activity. A right exercised under this section shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law. Any amount paid to Supplier in the form of prepaid fees attributable to a period of Suspension or suspended activity shall be refunded.

15.3 Such Suspension may be removed, or suspended activity may resume, at the earlier of such time as a formal notice is issued that authorizes the resumption of performance under the Contract or at such time as a purchase order or other appropriate encumbrance document is issued. This subsection is not intended to operate as an affirmative statement that such resumption will occur.

16 Certification Regarding State Employees Prohibition From Fulfilling Services

Pursuant to 74 O.S. § 85.42, the Supplier certifies that no person involved in any manner in development of the Contract employed by the State shall be employed to fulfill any services provided under the Contract.

17 Force Majeure

17.1 Either party shall be temporarily excused from performance to the extent delayed as a result of unforeseen causes beyond its reasonable control including fire or other similar casualty, act of God, strike or labor dispute, war or other violence, or any law, order or requirement of any governmental agency or authority provided the party experiencing the force majeure event has prudently and promptly acted to take any and all steps within the party's control to ensure continued performance and to shorten duration of the event. If a party's performance of its obligations is materially hindered as a result of a force majeure event, such party shall promptly notify the other party of its best reasonable assessment of the nature and duration of the force majeure event and steps it is taking, and plans to take, to mitigate the effects of the force majeure event. The party shall use commercially reasonable best efforts to

continue performance to the extent possible during such event and resume full performance as soon as reasonably practicable.

17.2 Subject to the conditions set forth above, non-performance as a result of a force majeure event shall not be deemed a default. However, a purchase order or other payment mechanism may be terminated if Supplier cannot cause delivery of a product or service in a timely manner to meet the business needs of Customer. Supplier is not entitled to payment for products or services not received and, therefore, amounts payable to Supplier during the force majeure event shall be equitably adjusted downward.

17.3 Notwithstanding the foregoing or any other provision in the Contract, (i) the following are not a force majeure event under the Contract: (a) shutdowns, disruptions or malfunctions in Supplier's system or any of Supplier's telecommunication or internet services other than as a result of general and widespread internet or telecommunications failures that are not limited to Supplier's systems or (b) the delay or failure of Supplier or subcontractor personnel to perform any obligation of Supplier hereunder unless such delay or failure to perform is itself by reason of a force majeure event and (ii) no force majeure event modifies or excuses Supplier's obligations related to confidentiality, indemnification, data security or breach notification obligations set forth herein.

18 Security of Property and Personnel

In connection with Supplier's performance under the Contract, Supplier may have access to Customer personnel, premises, data, records, equipment and other property. Supplier shall use commercially reasonable best efforts to preserve the safety and security of such personnel, premises, data, records, equipment, and other property of Customer. Supplier shall be responsible for damage to such property to the extent such damage is caused by its employees or subcontractors and shall be responsible for loss of Customer property in its possession, regardless of cause. If Supplier fails to comply with Customer's security requirements, Supplier is subject to immediate suspension of work as well as termination of the associated purchase order or other payment mechanism.

19 Miscellaneous

19.1 Transition Services

If transition services are needed at the time of Contract expiration or termination, Supplier shall provide such services on a month-to-month basis, at the contract rate or other mutually agreed rate. Supplier shall provide a proposed transition plan, upon request, and cooperate with any successor

supplier and with establishing a mutually agreeable transition plan. Failure to cooperate may be documented as poor performance of Supplier.

19.2 Publicity

The existence of the Contract or any Acquisition is in no way an endorsement of Supplier, the products or services and shall not be so construed by Supplier in any advertising or publicity materials. Supplier agrees to submit to the State all advertising, sales, promotion, and other publicity matters relating to the Contract wherein the name of the State or any Customer is mentioned or language used from which, in the State's judgment, an endorsement may be inferred or implied. Supplier further agrees not to publish or use such advertising, sales promotion, or publicity matter or release any informational pamphlets, notices, press releases, research reports, or similar public notices concerning the Contract or any Acquisition hereunder without obtaining the prior written approval of the State.

19.3 Mutual Responsibilities

- A.** No party to the Contract grants the other the right to use any trademarks, trade names, other designations in any promotion or publication without the express written consent by the other party.
- B.** The Contract is a non-exclusive contract and each party is free to enter into similar agreements with others.
- C.** The Customer and Supplier each grant the other only the licenses and rights specified in the Contract and all other rights and interests are expressly reserved.
- D.** The Customer and Supplier shall reasonably cooperate with each other and any Supplier to which the provision of a product and/or service under the Contract may be transitioned after termination or expiration of the Contract.
- E.** Except as otherwise set forth herein, where approval, acceptance, consent, or similar action by a party is required under the Contract, such action shall not be unreasonably delayed or withheld.

19.4 Entire Agreement

The Contract documents taken together as a whole constitute the entire agreement between the parties. The Contract documents include this Contract, any Amendments to this Contract, applicable Solicitation, and any successful bid as may be amended or limited through negotiation. No statement, promise,

condition, understanding, inducement or representation, oral or written, expressed or implied, which is not contained in a Contract document shall be binding or valid. The Supplier's certifications, including any completed electronically, are incorporated by reference into the Contract.

ATTACHMENT C
AGENCY TERMS
SOLICITATION NO. (INSERT NUMBER)

1 Security

- 1.1** Security: Contractor employees, agents, and representatives shall comply with all security and identification procedures at ODOC facilities. ODOC is responsible for alerting Contractor to these requirements prior to the commencement of work.
- 1.2** Security requirements may include, but are not limited to:
- A.** Identification: All employees, agents, and representatives of the Contractor, while working on State property, shall carry or display acceptable identification.
 - B.** Vehicle/Tool/Equipment Security: Drivers must turn off vehicle motors and lock cab doors whenever their vehicle is unattended. Tools and equipment must be secured. Vehicles shall be searched prior to entry and exit, causing up to a thirty (30) minute delay each way.
 - C.** Offender Contact: Contractor's employees, agents, and representatives shall minimize interaction with offenders or patients, and shall report any verbal contact to ODOC facility security staff before leaving the site.
 - D.** Subject to Search: All persons, vehicles, packages and equipment entering a ODOC facility are subject to search. Persons are typically pat searched and required to clear metal detection devices. Packages, briefcases, purses, etc., will be searched with x-ray equipment. A drug K-9 may also be used to search persons, vehicles, packages, and equipment.
 - E.** Contraband: Contractor employees, agents, and representatives shall not have any weapons including, but not limited to, guns, knives of any type or length, mace, stun-guns, or box cutters, cell phones, pagers, wireless PDAs, drugs, tobacco or tobacco-like products, alcohol (to include near-beer), cash (amount to be determined on a facility-by-facility basis) or any item deemed by facility to be potential contraband. Correctional officers can hold these items for delivery drivers at the delivery sally port and return

them as the driver exits the grounds. Any illegal items shall not be returned and shall be reported to local law enforcement. Prescription drugs are allowed only in a one-day supply and must be in the original prescription container; Security staff shall be notified if prescription drugs are brought onto facility grounds.

- F.** Security Clearance: Contractor employees, agents, and representatives who enter secure facilities shall have prior approval to enter from facility security staff, generally involving a background check. The Contractor shall submit background check requests a minimum of two weeks prior to arriving at the facility. At facility discretion, Contractor shall comply with any requests to reassign a Contractor employee, agent, or representative, whether or not the individual has passed the background check if it is determined by facility that there is a security concern.
- G.** Tobacco Use Prohibited. The use of tobacco or tobacco-like products is prohibited throughout all indoor and outdoor areas of property owned, leased, loaned or under the control of ODOC, including parking lots owned or under the control of ODOC.

2 Prison Rape Elimination Act (28 C.F.R. § 115.17 and § 115.77)

2.1 Any sexual assault or sexual misconduct or attempted sexual assault or sexual misconduct between the Supplier, its employees, agents or representative and an offender is expressly forbidden. In addition, by accepting a contract with ODOC, Supplier attests that no employee, agent or representative of the Supplier who may have direct contact with ODOC offenders while performing the requirements of this contract has:

- A.** Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility or other institution (as defined in 42 U.S.C. 1997);
- B.** Been convicted of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse; or
- C.** Been civilly or administratively adjudicated to have engaged in the activity described above. Any supplier who engages in sexual abuse will be prohibited from contact with offenders and will be reported to law enforcement agencies and to relevant licensing bodies.

2.2 Any violation of this provision will be reported to law enforcement agencies and to relevant licensing bodies and will result in the filing of criminal

charges as warranted. ODOC may also terminate the contract immediately when violations are found.

ATTACHMENT D

Intentionally left blank.

Attachment E1 - Pricing -Sheet & Other Proposed Pricing

Financial Overview

Staffing and Pay

As stated in our proposal, we have studied the wages in each location where an ODOC facility is located. We have set our starting wages at a level that supports robust recruitment and promotes long-term retention. These wage rates meet or often exceed the 125% wage requirement for your incumbent staff. **Trinity is also committed to recognizing your employees' years of service. Doing so will make your employees eligible for full benefits on Day One.**

The employees will also receive leave accruals at the rate of a similarly tenured Trinity employee. We understand and support your effort to reduce the impact this transition may have on your employees.

We recognize that inadequate pay and improper staffing levels are common reasons for operational failures. While we may not be the lowest-priced bidder, our commitment to higher wages and proper staffing ensures that our approach's benefits and overall cost impact significantly outweigh any additional upfront costs per meal. We believe achieving cost-effectiveness should not come at the expense of service, quality, and safety. Our approach guarantees that you receive the best value for your investment.

We respectfully encourage the ODOC to carefully evaluate all proposals to ensure each includes the necessary staffing, wage rates, and menu quality that align with your desired food service program. Our proposal is specifically designed to meet these needs, and we are confident it will meet your expectations.

A Capital Investment

Trinity is prepared to make a capital investment of **up to \$8,000,000** to replace or repair equipment that is no longer functional or worth fixing. Upon being awarded the contract, Trinity will collaborate with the ODOC to assess the repair and replacement needs for equipment at each facility and devise a statewide action plan for addressing these needs.



As suggested by the RFP section 2.1.1.2, we have provided you with two cost proposals for each of the two options we are presenting:

Proposal 1:

Your Preferred Hot, Cold, Hot Meal Pattern

Option A: Our price per meal offering of \$1.68 includes all capital investment costs. We would incorporate our standard buyback clause in the contract, stating that if our partnership ends for any reason before the completion of the five-year term (two-year base and three one-year extensions), ODOC would be responsible for paying Trinity the remaining unamortized portion of our capital investment. If this option is selected, we can provide an amortization schedule for your review.

Option B: Our price per meal offering of \$1.60 covers everything except the capital investment. In this case, ODOC would pay Trinity the proposed price per meal, plus 1/60th of the total capital investment each month, amounting to \$1.6 million per year, effectively functioning as a no-interest loan. Similar to Option A, Option B requires ODOC to repay any remaining capital investment in full if our partnership ends for any reason before the end of the five-year term (two-year base and three one-year extensions).

Proposal 2:

A Hot, Hot, Cold Meal Pattern

Trinity understands your preference for a hot breakfast, cold lunch, and hot dinner meal pattern based on your response to our questions; we have incorporated this preference in Proposal 1. However, we would also like to present a second proposal that features a hot breakfast, a hot lunch (referred to as dinner in the first option), and a cold dinner (listed as a sack lunch in the first option) meal pattern. ***This alternative offers a range of benefits regarding operational efficiency and cost savings.***



Notably, serving sack lunches at dinner significantly reduces kitchen labor by reducing the afternoon shift. Removing the need for a late afternoon meal service results in fewer hours spent by kitchen staff and fewer inmate labor hours needed. Additionally, since the kitchen will be closed earlier in the day, annual savings on utilities will also be realized. The savings in Trinity labor would then be translated back to the ODOC by reducing the price per meal. Importantly, these efficiencies and savings do not negatively impact the operation or the quality of inmate nutrition.

Proposal 2 also has the same two cost options, but at a lower price per meal.

Option A: Our price per meal offering of \$1.55 includes all capital investment costs. We would incorporate our standard buyback clause in the contract, stating that if our partnership ends for any reason before the completion of the five-year term (two-year base and three one-year extensions), ODOC would be responsible for paying Trinity the remaining unamortized portion of our capital investment. If this option is selected, we can provide an amortization schedule for your review.

Option B: Our price per meal offering of \$1.48 covers everything except the capital investment. In this case, ODOC would pay Trinity the proposed price per meal, plus 1/60th of the total capital investment each month, amounting to \$1.6 million per year, effectively functioning as a no-interest loan. Like Option A, Option B requires ODOC to repay any remaining capital investment in full if our partnership ends for any reason before the end of the five-year term (two-year base and three one-year extensions).

If you are uninterested in Proposal 2, we want to reiterate our commitment to meeting all your needs with our first proposal.

We are confident that our comprehensive approach, which considers your staffing, wage, and menu quality requirements, will offer the best value and cost-effectiveness for the ODOC.



Scaled Pricing

Trinity encourages the ODOC to utilize scale pricing. We considered the current Average Daily Population (ADP) of the ODOC and all operational costs when determining the price per meal. If there is an increase in the population, scaled pricing will lower the price per meal, allowing you to benefit from the “economies of scale.” Conversely, if the ADP decreases, it negatively impacts our projected revenue and profit because most of our costs are fixed.

If the ADP decreases, moving down a tier on the pricing scale will increase meal prices, but your total spending will decrease. On the other hand, if the ADP increases, moving up a tier on the scale will lower the price per meal while increasing your total expenditure, which makes sense since you are purchasing more meals

Overall, a pricing scale creates a win-win scenario for both parties.

Minor seasonal fluctuations in headcount will not significantly impact the budget for the ODOC. We have submitted a scale pricing document for your review, which clearly explains how scale pricing works and how it can help you maintain budget predictability and cost control.^d



SAMPLE SCALE PRICING FOR THE HCH MEAL PATTERN

TRINITY SERVICES GROUP				
HCH PPM (Includes Equipment Investment)				
Inmate Population Sliding Scale				
FROM		TO	PPM	
14,900	-	15,399	\$	1.856
15,400	-	15,899	\$	1.829
15,900	-	16,399	\$	1.803
16,400	-	16,899	\$	1.779
16,900	-	17,399	\$	1.757
17,400	-	17,899	\$	1.735
17,900	-	18,399	\$	1.715
18,400	-	18,899	\$	1.696
18,900	-	19,399	\$	1.678
19,400	-	19,899	\$	1.661
19,900	-	20,399	\$	1.648
20,400	-	20,899	\$	1.636
20,900	-	21,399	\$	1.624
21,400	-	21,899	\$	1.613
21,900	-	22,399	\$	1.603
22,400	-	22,899	\$	1.593
22,900	-	23,399	\$	1.583
23,400	-	23,899	\$	1.574
23,900	-	And over	\$	1.565

TRINITY SERVICES GROUP				
HCH PPM (Not including Payment For Investment)				
Inmate Population Sliding Scale				
FROM		TO	PRICE	
14,900	-	15,399	\$	1.76
15,400	-	15,899	\$	1.73
15,900	-	16,399	\$	1.71
16,400	-	16,899	\$	1.69
16,900	-	17,399	\$	1.67
17,400	-	17,899	\$	1.65
17,900	-	18,399	\$	1.63
18,400	-	18,899	\$	1.61
18,900	-	19,399	\$	1.60
19,400	-	19,899	\$	1.58
19,900	-	20,399	\$	1.57
20,400	-	20,899	\$	1.56
20,900	-	21,399	\$	1.55
21,400	-	21,899	\$	1.54
21,900	-	22,399	\$	1.53
22,400	-	22,899	\$	1.52
22,900	-	23,399	\$	1.51
23,400	-	23,899	\$	1.50
23,900	-	And over	\$	1.49



SAMPLE SCALE PRICING FOR THE HHC MEAL PATTERN

TRINITY SERVICES GROUP			
HHC PPM PPM (Includes Equipment Investment)			
Inmate Population Sliding Scale			
FROM	TO	PPM	
14,900	- 15,399	\$ 1.714	
15,400	- 15,899	\$ 1.689	
15,900	- 16,399	\$ 1.666	
16,400	- 16,899	\$ 1.644	
16,900	- 17,399	\$ 1.623	
17,400	- 17,899	\$ 1.604	
17,900	- 18,399	\$ 1.586	
18,400	- 18,899	\$ 1.569	
18,900	- 19,399	\$ 1.552	
19,400	- 19,899	\$ 1.537	
19,900	- 20,399	\$ 1.526	
20,400	- 20,899	\$ 1.515	
20,900	- 21,399	\$ 1.505	
21,400	- 21,899	\$ 1.495	
21,900	- 22,399	\$ 1.486	
22,400	- 22,899	\$ 1.477	
22,900	- 23,399	\$ 1.469	
23,400	- 23,899	\$ 1.461	
23,900	- And over	\$ 1.453	

TRINITY SERVICES GROUP			
HHC PPM (Not including Payment For Investment)			
Inmate Population Sliding Scale			
FROM	TO	PRICE	
14,900	- 15,399	\$ 1.617	
15,400	- 15,899	\$ 1.596	
15,900	- 16,399	\$ 1.575	
16,400	- 16,899	\$ 1.556	
16,900	- 17,399	\$ 1.538	
17,400	- 17,899	\$ 1.522	
17,900	- 18,399	\$ 1.506	
18,400	- 18,899	\$ 1.491	
18,900	- 19,399	\$ 1.476	
19,400	- 19,899	\$ 1.463	
19,900	- 20,399	\$ 1.452	
20,400	- 20,899	\$ 1.442	
20,900	- 21,399	\$ 1.432	
21,400	- 21,899	\$ 1.423	
21,900	- 22,399	\$ 1.414	
22,400	- 22,899	\$ 1.406	
22,900	- 23,399	\$ 1.398	
23,400	- 23,899	\$ 1.390	
23,900	- And over	\$ 1.383	



Proposed Menu Enhancements

Trinity has also provided a sample à la carte program. This would allow ODOC to make smaller, more specific changes to the proposed menu. This could include varying frequencies and/or enhancing the meals on the proposed menu. This is just a small sampling of what can be done, as we are willing to partner with ODOC and brainstorm above and beyond price-per-meal options that you might be interested in.

Just a few examples include:

Proposed Menu Enhancement	Serving Size or Unit	CPM Increase	Annualized Cost Increase
Fresh Fruit 1 serving per day	1 each	\$0.0834	\$1,741,986
Canned Fruit 1/2 cup per day	1/2 cup	\$0.0682	\$1,424,502
Additional milk 1 cup per day	1 cup	\$0.1030	\$2,151,374
Pizza Serving 1 per 4 week cycle	1/14 cut	\$0.0093	\$194,250
Fish Wedge, 1 serving in 4 week cycle	4 oz patty	\$0.0100	\$208,871
Chicken Link Italian Style 1 serving in 4 week cycle	4 oz	\$0.0108	\$225,581
Beef Patty 1 additional serving per week	4 oz raw	\$0.0358	\$747,759
Beef Patty 1 serving per 4 week cycle	4 oz raw	\$0.0089	\$185,895
Chicken Patty 1 serving per 4 week cycle	4 oz raw	\$0.0075	\$156,653
Salt & Pepper twice per day (breakfast and dinner)	1 of each twice a day	\$0.0204	\$426,097
Sugar PC once per day (breakfast)	1 each	\$0.0034	\$71,016
Sugar Sub PC once per day (breakfast)	1 each	\$0.0025	\$52,218



**Attachment E2 to
STATE OF OKLAHOMA CONTRACT WITH
Trinity Services Group Inc. dba Trinity Corrections Group, Inc.
RESULTING FROM SOLICITATION NO. EV00000605
Additional Bidder Terms**

Additional Terms and Conditions

As a result of the change in contract terms noted in the questions and answers, Trinity respectfully requests the following additional bidder terms.

1. Meal prices shall be adjusted annually, effective on the anniversary date of the contract, by an amount equal to the change in the Bureau of Labor Statistics, Consumer Price Index, All Urban Consumers, U.S. City Average, Food Away From Home. Annual price adjustments shall be based on the most current data available sixty (60) days prior to the contract anniversary date and shall be communicated to the Client not less than ten (10) days prior to the effective date of the new prices.
2. In the event of material cost changes in federal, state, or local taxes including, but not limited to, social security taxes, unemployment taxes or payroll based taxes or an increase in the minimum wage rate or the implementing regulations or the enactment or application of any "living wage", "prevailing wage" or similar laws by any governmental entity; and/or an increase in employee benefits whether as a result of a change in federal, state, or local laws or a federal, state, or local legislative or regulatory mandate or otherwise, it is agreed that the parties shall adjust the meal prices to reflect said increases. If other material conditions change due to causes beyond Trinity's control, including, but not limited to menu changes requested by the facility, decreases in inmate population or the availability of inmate labor or changes in federal, state or local standards, regulations, tariffs or other unforeseen conditions beyond Trinity's control, it is agreed that the parties shall adjust the meal prices to reflect the impact of the change in circumstances.





Date of Issuance: 01/24/2025

Solicitation No. EV00000605

Requisition No. _____

Amendment No. 1

Hour and date specified for receipt of offers is changed: No Yes, to: 02.21.2025 3:00 PM CST

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly in the subject line of the email.

RETURN TO: Supplier Portal (oklahoma.gov)

Cini Zacharia

Contracting Officer

405-522-9078

Phone Number

Cini.zacharia@omes.ok.gov

E-Mail Address

Description of Amendment:

a. This is to incorporate the following:

On behalf of the State of Oklahoma, the Office of Management and Enterprise Services (OMES) gives notice of this **Amendment #1** for the information about the **extension of the closing date of this RFP from 02/07/2025 at 1PM to 02/21/2025 at 3PM.**

The extended closing date will be 02/212025 at 3PM.

b. All other terms and conditions remain unchanged.

Supplier Company Name (PRINT)

Date

Authorized Representative Name (PRINT)

Title

Authorized Representative Signature



Date of Issuance: 02/07/2025
Requisition No. _____

Solicitation No. EV00000605
Amendment No. 2

Hour and date specified for receipt of offers is changed: No Yes, to: 02.28.2025 3:00 PM CST

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent. Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly in the subject line of the email.

RETURN TO: Supplier Portal (oklahoma.gov)

Cini Zacharia
Contracting Officer
405-522-9078
Phone Number
Cini.zacharia@omes.ok.gov
E-Mail Address

Description of Amendment:

a. This is to incorporate the following:

On behalf of the State of Oklahoma, the Office of Management and Enterprise Services (OMES) gives notice of this **Amendment #1** for the information about the **extension of the closing date of this RFP from 02/21/2025 at 3PM to 02/28/2025 at 3PM.**

The extended closing date will be 02/282025 at 3PM.

b. All other terms and conditions remain unchanged.

Supplier Company Name (PRINT)

Date

Authorized Representative Name (PRINT)

Title

Authorized Representative Signature



Date of Issuance: 02.13.2025

Solicitation No. EV00000605

Requisition No. _____

Amendment No. 3

Hour and date specified for receipt of offers is changed: No Yes, to: 02.28.2025 3:00PM CST

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly in the subject line of the email.

RETURN TO: [Supplier Portal \(oklahoma.gov\)](http://supplierportal.oklahoma.gov)

Cini Zacharia
Contracting Officer

405-522-9078
Phone Number

Cini.zacharia@omes.ok.gov

E-Mail Address

Description of Amendment:

a. This is to incorporate the following:

On behalf of the State of Oklahoma, the Office of Management and Enterprise Services (OMES) gives notice of the following questions concerning this solicitation, received during the Q&A period, which closed on 01.24.2025. All questions and procurement/agency responses are detailed below:

1) Relating to Attachment A, section I Purpose, subsection 1 – Contract Term / Renewal

a) Would the state consider an initial contract term of three (3) years, with two (2) one-year renewals, to reduce up front costs associated with equipment purchases by amortizing over a longer initial base contract period?
Answer: ODOC would consider an initial contract term of two (2) years with three (3) one-year options to renew.

2) Relating to Attachment A – Mandatory Site Visits

b) Please provide a contact name number for the site visits.
Answer: If a vendor needs to contact a specific facility for directions to a facility, it may contact the facility by the phone number listed on the ODOC website for that facility.

c) Please advise of any personal information that vendor representatives will be required to submit for security prior to site visits.
Answer: For the purposes of the site visit, the vendor representative must only provide a copy of their personal identification (driver’s license for example) to security upon check-in. Each individual will be required to through x-ray screening machines, similar to those at airport checkpoints and are subject to Attachment C – Agency Terms.

- d) Will cell phones and laser measurers be allowed for the purpose of documenting the status of existing equipment to develop proposals in accordance with the following SOW subsections?
- i. 2.1.1.1.1. The contractor will be responsible for maintenance and repairs of ODOC-owned equipment.
 - ii. 2.1.1.2. The contractor will be responsible for procuring all new and replacement equipment.
- Answer:** Per attachment C, section E of the Agency Terms, cell phones are not permitted. Laser measurers and point & shoot digital cameras will be allowed.

3) Relating to Agency Bid Instructions, section 8: Pricing –

- a) Is the following requirement meant to reference Exhibit 7, not Exhibit 3?
“Pricing associated with the bid shall be submitted in this section using Exhibit 3 Price.”
- Answer:** Correct. Exhibit 7.

4) Relating to Agency Bid Instructions, section 10 missing –

- a) The document jumps from Section 9: Financial Information to Section 11: Business References. Please confirm there is no Section 10 associated with this document.
- Answer:** Answer: On Bidder instruction This RFP do not have a section 10. In Bidder Instruction, Section 10 is for Offer of Value-Added Products and/or Services. This RFP agency is not requesting that.

5) Relating to Exhibit 6 – Bidder Requirements, Line 1 & SOW subsection 1.1 –

- a) Are there multiple kitchens or food production locations at each site?
Answer: No, there are not.
- b) Please provide the number of feeding lines at each kitchen / mess hall.
Answer: This information will be provided at each of the facility’s site visit.
- c) Are there multiple dining facilities at each site?
Answer: This information will be provided at each of the facility’s site visit.

6) Relating to Exhibit 6 – Bidder Requirements, Line 7 & SOW subsection 1.6 –

- a) Is there a minimum required spend with Agri-Services?
Answer: Anything in excess of \$0.00 for products available through Agri-Services.
- b) What is current production level for menu with Agri-services?
Answer: This information will be provided as soon as possible.
- c) Please provide a product and pricing list.
Answer: This information will be provided as soon as possible.

7) Relating to Exhibit 6 – Bidder Requirements, Line 9 & SOW subsection 2.1.1.1.1 –

- a) Please provide the last 3 years’ spend on repair and maintenance.
Answer: This information is unavailable.
- b) Please provide the age of assets on Exhibit 5 Equipment list.
Answer: This information is unavailable.

8) Relating to Exhibit 6 – Bidder Requirements, Line 10 & SOW subsection 2.1.1.2 –

- a) Who will own the equipment?
Answer: The contractor will own the equipment upon purchase. Please refer to section 2.1.1.2.1 and 2.1.1.2.2 for options that the contractor may offer.
- b) Will the state consider contract language around ownership which allows the contractor to capitalize across the life of the contract?
Answer: Please refer to section 2.1.1.2.1 and 2.1.1.2.2 for options that the contractor may offer.

9) Relating to Exhibit 6 – Bidder Requirements, Line 18 & SOW subsection 4.1 –

- a) Will the state allow the selected contractor to rent space from it?
Answer: No additional space will be provided to the contractor other than what is exhibited in the site visit.

10) Relating to Exhibit 6 – Bidder Requirements, Line 32 & SOW subsection 7.2 –

- a) Regarding inventory of chemicals and food service supplies, does this inventory include actual food product?
Answer: No.

11) Relating to Exhibit 6 – Bidder Requirements, Line 33 & SOW subsection 7.2.1 –

- a) Will the selected contractor be able to only purchase what can be used in their menus and only at a cost the contractor would be able to procure the product for?

Answer: Yes.

12) Relating to Exhibit 6 – Bidder Requirements, Line 36 & SOW subsection 8.1 –

- a) Do inmates have wrist bands or ID cards with a barcode that translates to their inmate number?

Answer: Inmates have ID cards with a barcode that translates to their inmate number.

- b) Do inmates use tablets? Who is the provider?

Answer: Yes, Securus Technologies.

- c) Is there Wi-Fi available in all of the kitchens?

Answer: No, Wi-Fi is not available in any kitchen.

- d) Are there offices in each kitchen with data and electricity available for PCs and printers? If not, will the state provide the necessary infrastructure?

Answer: Yes, there are offices in each kitchen area with data and electricity available for PCs and printers.

13) Relating to Exhibit 6 – Bidder Requirements, Line 58 & SOW subsection 9.2.1 –

- a) Please provide current food service staffing list/schedule and wages by location.

Answer: "Current ODOC Food Service Staffing List and Wages" has been provided. Schedule(s) are unavailable.

14) Relating to Exhibit 6 – Bidder Requirements, Line 59 & SOW subsection 9.2.1.1 –

- a) Please provide current employee benefit take rate and coverage options

Answer: ODOC employee benefit information is available at the links below:

<https://oklahoma.gov/omes/divisions/human-capital-management/employee-benefits/about.html>

<https://oklahoma.gov/joinodoc.html>

15) Relating to Exhibit 6 – Bidder Requirements, Line 64 & SOW subsection 9.3.3 –

- a) It is stated that hats are not allowed, are there any other items not allowed regarding staff work attire? Color, etc?

Answer: Per ODOC Policy OP-110245

Maintenance, food service, canteen, warehouse, laundry, post office, and property personnel may wear tan polo-type or button down shirts with brown trousers and a brown baseball cap. Jeans may be worn as a substitute for the issued brown trousers. A matching apron may be worn as determined by the facility/unit head.

16) Relating to Exhibit 6 – Bidder Requirements, Lines 75 & 80 & SOW subsections 9.5.1 & 9.5.5 –

- a) How many inmate workers are scheduled per shift/per day at each location?

Answer: This information will be provided at each of the facility's site visit.

17) Relating to Exhibit 6 – Bidder Requirements, Lines 76 & 77 & SOW subsections 9.5.2 & 9.5.3 –

- a) Please provide the number of inmate workers available per location.

Answer: This information will be provided at each of the facility's site visit.

- b) Any reimbursement by contract to state for inmate workers?

Answer: No, ODOC will be solely responsible for providing inmate pay.

18) Relating to Exhibit 6 – Bidder Requirements, Line 86 & SOW subsection 9.6.2 –

- a) What is the length of training required?

Answer: Training requirements are listed in ODOC policy, per section 9.6.2.

<https://oklahoma.gov/doc/organization/quality-assurance/auditing-and-compliance/policies-and-procedures/training-10.html>

- b) Any state training minimums?

Answer: Training requirements are listed in ODOC policy, per section 9.6.2.

<https://oklahoma.gov/doc/organization/quality-assurance/auditing-and-compliance/policies-and-procedures/training-10.html>

- c) Does contractor or state pay for state mandated employee training time?

Answer: ODOC training will be provided at no-cost to the contractor.

19) Relating to Exhibit 6 – Bidder Requirements, Line 104 & SOW subsection 10.8 –

- a) Please provide copies of all current menus (regular, religious, and diet).

Answer: Yes, this are attached.

20) Relating to Exhibit 6 – Bidder Requirements, Line 107 & SOW subsection 10.9.1.1 –

a) Is there a preference for which meal is cold?

Answer: Lunch is preferable.

b) What are the inmate meal participation rates by meal period?

Answer: We will provide each facility's daily production sheet as soon as possible.

21) Relating to Exhibit 6 – Bidder Requirements, Line 108 & SOW subsection 10.9.1.2 –

a) Please provide meal service times by location for breakfast, lunch and dinner.

Answer: The times of these meals vary due to the complexity of each facility. This information will be provided at each facility's site visit.

22) Relating to Exhibit 6 – Bidder Requirements, Lines 189-190 & SOW subsections 18.2.1 & 18.2.1.1 –

a) Is billing to be based upon census/population, or meals served?

Answer: Population.

23) Relating to Exhibit 6 – Bidder Requirements, Line 196 & SOW subsection 18.2.3.2 –

a) Would net 30 payment terms be possible?

Answer: Yes, as 30 days is within 45 calendar days, the contractor may pay its service providers within 30 days.

24) Relating to Exhibit 6 – Bidder Requirements, Line 77 & SOW subsection 9.5.3 –

a) In addition to the food service training provided by the vendor, are inmates responsible for financing their own

Answer: ODOC provides inmate education through appropriation and federal grants.education?

25) Relating to SOW subsections 1.7 & 1.7.1 –

a) In addition to providing a meal to staff and visitors at the same price as the inmate meal, would the state consider allowing the vendor to also offer restaurant-quality meals to staff and visitors as an option?

Answer: No.

b) Is there data and electricity available in the dining spaces for a point-of-sale system for officer and staff meals? If not, will the state provide the necessary infrastructure?

Answer: Yes, there is electricity, but no data available. ODOC will not provide any infrastructure for data support.

26). Relating to Attachment A, Mandatory Site Visits - Will the state please confirm whether there is a limit on the number of vendor representatives allowed to attend site visits?

Answer: A maximum of four vendor representatives will be allowed at each site. But as there will be multiple site visits across the state at the same date/time to consolidate both ODOC and state resources, a minimum of one representative at each location is required.

Relating to Exhibit 6 – Bidder Requirements, Section 10 – Food Management Requirements (lines 96, 117, 118, 119):

27). Can milk be served in ½ pint containers or is bulk milk required?

Answer: Milk is required to be procured from Agri-Services and is provided in 5 gallon bags.

28). What constitutes Vegetable Group "A"?

Answer: There is no Vegetable Group "A" listed in any of the solicitation documents.

What constitutes Vegetable Group "B"?

Answer: There is no Vegetable Group "B" listed in any of the solicitation documents.

What constitutes Vegetable Group "C"?

Answer: There is no Vegetable Group "C" listed in any of the solicitation documents.

29). What type of ground meat is required to use in casseroles/mixed dishes?

Answer: Chicken or beef procured through Agri-Services.

30). Are all condiments served in bulk on the tray?

Answer: Most condiments are served in bulk.

31). Is margarine served as a condiment with any meal? If so in bulk or pc (prepackaged)?

Answer: Prepackaged margarine is only provided for religious meals. Margarine is not provided for any other meals.

32). Would ODOC accept a 4 week cycle menu rotation?

Answer: Yes.

33). Does ODOC have an on-site Dietitian?

Answer: No, it does not. It has a contract with an independent dietician.

34). Please provide a list and corresponding cost of items currently provided by Agri-Services.

Answer: This is provided as an attachment.

- 35). Per the RFP, food and supplies not available through the Agri-Services unit will be purchased from state use vendors if the items required are on a mandatory state use contract. Can a list of these vendors be provided and what is currently being purchased from each?
Answer: There is no requirement to procure any items from Oklahoma State Use vendors listed in any of the solicitation documents.
- 36). How many locations operate a facility garden?
Answer: One at Mack Alford CC.
- 37). What is grown in each facility garden?
Answer: Lettuce, turnips, okra and black-eyed peas.
- 38). Is there a centralized warehouse where food is delivered or does each production kitchen receive and store their own product?
Answer: Each kitchen receives and stores their own product.
- Relating to the Agency Bid Instructions document, Required Bid Format, 7.3 Section Three: Required Forms, Certifications and Disclosures:
- 39). There are two paragraphs “d.” Please confirm whether the following paragraph should be labeled paragraph “e.”
d. Bidder’s Certificate of Insurance to the standards set forth in Attachment B, Section 8, State General Terms.
Answer: This is an OMES question.
- Relating to Exhibit 6 – Bidder Requirements, Section 2 – Facilities (line 9):
- 40). Will the selected vendor be responsible for walk-ins and hoods?
Answer: Yes. Per Exhibit 3 – Scope of Work 1.5 and Exhibit 6 – Bidder Requirements Number 6 “1.5. The contractor understands that all expenses incurred by contractor or its personnel under this contract are the sole responsibility of the contractor.”
- 41). How many kosher and halal diets are served statewide?
Answer: Approximately 1,000 inmates observe kosher/halal diets.
- 42). Can we please be provided copies of the current ODOC Diet Manual?
Answer: There is no ODOC Diet Manual. All food requirements are dictated by ODOC policies, which is referred to in the solicitation documents.
- 43). Does the state prefer 2 or 3 hot meals per day?
Answer: Two with lunch being the cold meal.
- 44). The RFP states that one meal can be cold. Can that cold meal be served at breakfast or dinner?
Answer: No.
- 45). Does the state participate in or provide meal accommodations for Passover? If yes, can they share what they provide or serve for Passover?
Answer: Yes it does. This is based on what is available through the state of Oklahoma statewide contract provider, Sysco, and varies per year.
- 46). What accommodations does the state make for Ramadan participants, if any?
Answer: The state provides accommodations in accordance with the Religious Freedom Restoration Act and the Religious Land Use and Institutionalized Persons Act.
- 47). Does the state prescribe or provide supplements like Ensure or Resource through food service department? If yes, approximately how many a provided on annual or monthly basis?
Answer: Yes, but this is provided through ODOC Health Service and not through Food Service Operations.
- 48). Is fluid milk served in bulk or individual containers? If bulk, are there milk dispensers and what facilities utilize dispensers?
Answer: Milk is provided in 5 gallon bags and mainly served in insulated beverage dispensers.
- 49). The RFP refers to the Oklahoma Prison Agricultural Program. Can you tell us what products are grown and what expected usage will be?
Answer: This is attached.
- 50). Is pork served now, or can we serve pork on menus?
Answer: No and no.
- 51). As the point of contact for the site visits that are ongoing, please be aware that we were told that a form will be provided at each facility – “Confirmation of On-site Inspection.” We were instructed that these mandatory forms are to be filled out – one for each facility visited – and must be returned with each vendor’s proposal. Please be advised that no form was provided at the Dick Conner facility on Monday, January 6. Also, the form provided at the Eddie Warrior facility was incorrect (it has the location name Jess Dunn on it). Will the state please provide these forms online or as an amendment to be included in the RFP itself?
Answer: These forms posted on the web site on 01.08.2025 and notified all.
- 52). Asking if weather gets bad do, we change the site visit?
Answer: As for the weather currently, there is no plans to cancel any of the meetings.

53). Hello, we would like to inquire if the facility tours will/can be postponed at all due to the inclement weather. We have several people driving in the state to attend the tours and the roads are getting a lot worse. We appreciate your consideration?.

Answer: The site visits will be going on as scheduled.

54). Can ODOC please provide the current OCI "order guide" for the ODOC kitchen facilities?

Answer: Answers addressed, and information provided in earlier requests. See above answers.

55). Can you please clarify what items will be required (if any) to be purchased from the State OCI Agricultural Program. (e.g.. milk, eggs, kosher/Halal meals)?

Answer: Answers addressed, and information provided in earlier requests. See above answers.

56). Can you please provide current pricing (if not on the order guide) for any items that will be required to be purchased from the State OCI Agricultural Program?

Answer: Answers addressed, and information provided in earlier requests. See above answers.

57. Please provide inventory and cost of shelf stable food and beverage that you anticipate will be on hand at contract start date by location. Will contractors be required to purchase any expired shelf stable items?

Answer: This information is completely unknown as contract start date could be well into the future. No, contractors will not be required to purchase expired shelf stable items.

58. Please provide inventory and cost of shelf stable food and beverage that you anticipate will be on hand at contract start date by location. Will contractors be required to purchase any expired shelf stable items?

Answer: This information is completely unknown as contract start date could be well into the future. No, contractors will not be required to purchase expired shelf stable items.

59. Are meals served to end user/inmates taxable even though paid for by ODOC?

Answer: No, meals are not currently taxable as they are paid by ODOC. If the awarded contractor is not tax-exempt, they will be required to follow Oklahoma tax laws.

60. Who is the current vendor being utilized for the purchasing of Kosher / Halal meals (both frozen and fresh)? Would the new contractor be required to continue purchasing these items from the identified vendor?

Answer: National Food Group, through Sysco. No, the contractor would not be required to use these vendors.

61 Will DOC please provide annual food costs by facility?

Answer: Yes, this information has been included.

62 Will DOC please provide current Diet rosters?

Answer: Yes, this information has been included.

63. Please provide ODOC food inventory level by location.

Answer: Each ODOC location is required by ODOC policy to have a minimum of one week supply on-hand.

64. At the end of the contract will the remaining Contractor food inventory be purchased by ODOC?

Answer: Yes.

65. Please provide the current menu for the Passover meal.

Answer: The 2024 Passover menu has been attached as Exhibit 9.

66. Can DOC provide an average number of participants in Passover by facility?

Answer: This information has been included separately on Exhibit 8.

67. What vendor is currently used by DOC for Passover menu products? Will the contractor be required to continue purchasing products from the existing vendor?

Answer: National Food Group through Sysco. No, the contractor will not be required to purchase products from National Food Group or Sysco.

68. Can DOC advise what inmates are provided snacks and what each of these snacks contain?

Answer: Please exhibit #9 and Exhibit#10

69. On the order guide provided, there appear to be products that OCI produce and other items that are purchased. Please confirm that the vendor will only be required to purchase the items that are produced. Also please provide the volume of products produced during 2023 and 2024?

Answer: Correct. The contractor will only be required to procure items from Agri-Services that they produce. These items are currently milk, uncooked chicken, uncooked beef and uncooked sausage.

70. Can you provide the cost of kitchen repair and maintenance by facility and by kitchen for fiscal years 2023, 2024 and the current fiscal year?

Answer: ODOC does not have this information available.

71. Please provide a list of equipment by facility that is scheduled to be replaced before the contractor begins service.

Answer: ODOC does not have this information available. Per Section 2.5.4 of Exhibit 3, this was the responsibility of the contractor to inspect equipment at each site visit. "Each bidder is solely responsible for the inspection, examination and assessment of each facility that may affect or impact the performance of the food service operations. The bidder's failure to inspect any facility during the on-site inspection in no way relieves the bidder of performance over the course of the contract."

72. If the State is open to allowing the utilizing state maintenance personnel for maintenance of some kitchen maintenance? If so what would be the rate charged for repairs made by State personnel?
Answer: No, it would not.
73. Will there be any cost to the contractor for the provision of inmate labor by ODOC?
Answer: No, there will not.
74. Please provide the number of inmates that will be provided with contractor assistance by facility and for each shift.
Answer: This information is included.
75. Please provide a list of current salaries and benefits of all ODOC food service employees so the bidder can calculate the cost of 125% increase in current salaries.
Answer: This information has previously been provided.
76. To provide continuous healthcare coverage will the successful bidders be allowed to pay for ODOC food service workers' COBRA coverage if successful bidder's coverage has a waiting period?
Answer: Yes.
77. At what point can the successful bidder make employment offers to ODOC employees?
Answer: The awarded contractor will be provided all ODOC employee information once award has been made. The awarded contractor may contact ODOC employees once that information has been shared.
78. Will current ODOC employees be offered employment in other ODOC positions if they do not transition to the successful bidder?
Answer: Yes.
79. What is a reasonable time for ODOC employees to accept, counter, or reject the successful bidders' offer of employment?
Answer: Five business days.
80. Are current ODOC food service employees currently holders of the required certificates as stated in section 9.3 Personnel?
Answer: To our knowledge, no ODOC food service employees currently hold the certificates as described in section 9.3.
81. Will these items (required certificates) be re-required for current ODOC employees that accept employment with the successful bidder?
Answer: No.
82. How long do each of these requirements take to complete, and is completion required before commencement of work by the employee?
Answer: More information is available on <https://www.servsafe.com/>
83. We understand that training required by the ODOC is centralized. How many days of training is required for contractor staff and where is the central training location located?
Answer: Not all ODOC training is centralized. Training requirements are in accordance with ODOC Policy Section 10-Training.
<https://oklahoma.gov/doc/legal-services/policies-and-procedures.html>
84. What is the pay structure for the kitchen inmate workers? Will DOC continue to pay inmates for their labor?
Answer: Inmate pay is determined by ODOC Policy Section 060107 - Systems of Incarceration. Yes, ODOC will continue to pay inmates for their labor.
<https://oklahoma.gov/doc/legal-services/policies-and-procedures/classification-and-case-management-06.html>
85. Will DOC provide current schedules by facility?
Answer: This information has been included separately on Exhibit 8.
86. Will DOC please provide the current vacancy listing by facility?
Answer: This information has been included separately on Exhibit 8.
87. How long is the background check process for new hires? Does this vary from facility to facility? If so can you provide the time it takes for each facility to clear a contract employee?
Answer: This currently varies, but ODOC has a solicitation for a private company to complete background checks for new hires with a requirement to be completed within five business days.
88. Will the Contractor bill and be paid for the population or for meals served?
Answer: Population.
89. Will the contractor be required to prepare meals for 100% population? If yes, will DOC be willing to work in partnership with the awarded contractor to reduce production based on meal participation for potential savings for both DOC and contractor?
Answer: No, there would be no requirement to prepare meals for 100% of the population. Yes, ODOC would be willing to work in partnership with the awarded contractor to reduce production.
90. Will the Warehouse's at each facility continue to be operated by the state?

Answer: Yes.

91. Will the contractor's product be received and inventoried by the State personnel in the warehouse?

Answer: This varies by location and warehouse availability has been included.

92. Who will be responsible for transporting products to and from the warehouse of each facility?

Answer: This varies by location and warehouse availability has been included.

93. If the contractor is responsible for receiving and inventory of products, will the contractor be able to utilize the warehouse equipment like the forklift or pallet jacks? If so, who is responsible for repair and maintenance of the warehouse equipment.

Answer: This varies by location and warehouse availability has been included. Facilities that have additional warehouse space for storage will transport inventory to the kitchen.

94. Will Internet/phone service be provided to the contractor? Are there additional internet services provided anywhere else for contractor use? We would utilize this for Time clocks.

Answer: Yes, ODOC will provide internet/phone service to the contractor. If the contractor requests phone/internet access where there is no existing access, the cost will be the responsibility of the contractor.

95. Are the dishwashers leased or owned by DOC? If leased will DOC continue to lease the machines?

Answer: Dishwashers are leased by ODOC. The contractor will be responsible for transition of lease from ODOC to the contractor after contract award.

96. Will the contractor be responsible for the purchase of chemicals currently through the State's Dishwasher lease/contract? If so, is the contractor required to purchase these items from OCI?

Answer: Pricing for chemicals will be determined by ODOC's current dishmachine supplier and the contractor. No, the contractor will not be required to purchase these items from OCI.

97. Does the OKDOC receive any food, paper or chemical donations in their facilities? If yes, will the awarded contractor be able to utilize said donations?

Answer: No, ODOC does not receive these donations.

98. What days are deliveries for industries (OCI) and what days are the local warehouse deliveries?

Answer: These vary per facility, but deliveries are Monday-Thursday, excluding holidays. Exceptions may be made for a Friday delivery if there is an emergency order.

99. At Great Plains correctional Center, we were advised this facility is subleased from GEO and GEO is responsible for upkeep. What will the relationship/responsibility be between an awarded food service contractor and GEO?

Answer: ODOC is responsible for daily maintenance of equipment and GEO Group is responsible for repair and replacement. The contractor will be responsible for daily maintenance of equipment.

100. At Lexington Facility food waste was being collected for disposal. Is there a cost associated with disposal of excess food at any facility?

Answer: There is a cost for excess tonnage waste, but none specifically for food waste.

101. Is there a requirement of the contractor to maintain grease traps? If so, please provide the locations, frequency and current costs.

Answer: Yes, the contractor will be required to maintain grease traps.

102. At the Oklahoma State Penitentiary non insulated trays were utilized to serve and placed in a non-heated cart. The employee stated that they have one hot transport cart. Can you tell us how many insulated transport carts are currently available at the Oklahoma State Penitentiary.

Answer: One.

103. The RFP requires that the contractor provide a single meal price. Please confirm that this price should include all diets, both religious and medical, medical snacks, sack lunches and staff meals? If this is not the case, which meals prices should be provided separate of the regular inmate meal price?

Answer: Single meal prices are required in accordance with Exhibit 7 – Pricing.

104. The deadline for questions submissions is January 24, 2025. Has the State determined a date that submitted questions will be answered?

Answer: No. Should additional time to submit bid responses be requested to allow for adequate bid response, ODOC will consider extending the solicitation.

105. The State has requested a fixed price per meal. Would the State consider pricing based on a population scale? If the inmate population increases the price decreases and allows the State to realize savings through economy of scale. If the inmate population decreases the price per meal increases. This allows your vendor to remain financially stable without having to go back to the State for additional funding.

Answer: Yes, ODOC would consider this with the awarded contractor, provided meals are at or below the awarded contracted price per meal.

From 01/15/2025 set

106. Relating to RFP Attachment A, page 3, section II.1.4 - Are the annual contract renewals by agreement or at the State's discretion? Would the state consider annual renewals by mutual agreement?

Answer: Renewals will be determined by mutual agreement between ODOC and the awarded contractor.

107. Relating to RFP Exhibit 3 – Scope of Work, page 1, section 1.3.1 - Will the state provide historical facility population counts for the last 5 years?

Answer: Please see the Exhibit#9 and Exhibit#10

108. Relating to RFP Exhibit 3 – Scope of Work, page 2, section 2.1.1.2

a. If new equipment is required, will the state clarify how the determination will be made and that the vendor will have input relating to when equipment has reached the end of its useful life?

Answer: This will be determined by the awarded contractor.

b. During site visits, it appears that all dish machines are leased. Will the state continue leasing dish machines, or will the selected vendor be responsible for taking over these leases? If so, please provide the lease costs.

Answer: Dishwashers are leased by ODOC. The contractor will be responsible for transition of lease from ODOC to the contractor after contract award. The lease cost is currently being complied and will be provided as soon as possible.

109. Relating to RFP Exhibit 3 – Scope of Work, page 4, section 5.1.4 - Will the state please provide copies of its policies and procedures with which the selected vendor must comply that have not been previously provided as part of this RFP?

Answer: ODOC recently updated its website and all policies are available at: <https://oklahoma.gov/doc/legal-services/policies-and-procedures.html>

110. Relating to Exhibit 3 – Scope of Work document – all of the embedded links within the Scope of Work document are no longer active and these documents can no longer be accessed. Will the state please provide these documents?

Answer: ODOC recently updated its website and all policies are available at: <https://oklahoma.gov/doc/legal-services/policies-and-procedures.html>

111. Relating to RFP Exhibit 3 – Scope of Work, page 7, section 9.1.8.1.1 - If the contractor is able to fill a vacant position using overtime until the position is filled, and the department does not have to provide personnel on a temporary basis, would the state agree that section 9.1.8.1.1 will not apply?

Answer: Yes, ODOC would agree that this would not apply.

112. Relating to Exhibit 6 – Bidder Requirements, Line 104 & SOW subsection 10.8 – Will the state please provide a breakdown of the number of inmates on all diets (Kosher, Halal and medical, etc.) across the state in one document?

Answer: This information has been included separately on Exhibit 8.

113. Relating to Exhibit 3: Scope of Work section 1.1

a. Will the state or the selected contractor operate the warehouses that supply each facility?

Answer: ODOC will operate the warehouses that supply each facility that has space available for contractor's storage.

c. Will ODOC continue to drive trucks from warehouses into the facilities with the food orders?

Answer: This information has been included separately.

114. Relating to Exhibit 3 – Scope of Work, section 9.6.5 requires the contractor's personnel have International HACCP-recognized certifications, which is focused on the manufacturing and distribution of food products. In lieu of this provision, and to align with the standard practice in the industry, will the state allow for ServSafe certification, which is the certification that focuses on preventing contamination, safe food handling, and maintaining clean and hygienic workspaces?

Answer: Yes.

115. Relating to Exhibit 3 – Scope of Work, section 10.10.2 - Is this 2800 caloric requirement for both males and females, as your current menus demonstrate reduced portions for the females?

Answer: Yes, for the purpose of this solicitation, the contractor's menu should be the same at male and female facilities. Should the need change, this will be mutually agreed to between ODOC and the awarded contractor.

116. Relating to Exhibit 3 – Scope of Work, section 1.6

a. The only Agri-Services pricing provided was included on the Central Order Form. Note there are many additional items on the Total Quantities and OK DOC 2024 Usage reports provided that do not have pricing attached. For vendors to price proposed menus appropriately using Agri-Services, will the state please provide the following clarifications:

1. Does the Total Quantities Spreadsheet refer to all items available to order via Agri-Services? Would the DOC provide pricing for all items?

Answer: The contractor will only be required to procure items from Agri-Services that they produce. These items are currently milk, uncooked chicken, uncooked beef and uncooked sausage.

2. The OK DOC Usage Spreadsheet dated 1-9-25, includes items that were not on the Central Order Form Pricing sheet (ex. dried beans, pasta, frozen vegetables (green beans, carrots, corn, california blend etc.). Would the DOC please provide pricing for all items on the usage report?

Answer: The contractor will only be required to procure items from Agri-Services that they produce. These items are currently milk, uncooked chicken, uncooked beef and uncooked sausage.

3. Would the DOC provide the pricing for both the Kosher and Halal entrees served at dinner?

Answer: Average cost of kosher/halal entrees is \$3.59 per meal per day.

4. Relating to RFP Exhibit 3 – Scope of Work, page 7, section 9.1.8.1.1 - If the Contractor uses overtime to fill a vacant position until it finds a permanent replacement, would section 9.1.8.1.1 and the liquidated damages discussed in section 17.6.2 be inapplicable?

Answer: Yes, that would not apply to this situation.

From 01.21.2025 questions received.

117. Relating to Agency Bid Instruction, page 6, s. 7.5 (Section Five: Requested Exceptions to Terms), paragraph d., will the state please explain how the calculation is made when determining whether requested exceptions exceed 10% of the terms and conditions provided by the state in the solicitation?

Answer: This term would not apply to this solicitation.

118. Will the DOC consider issuing an extension of the bid deadline so that we may submit our best response to your RFP, as there are many facilities to consider and many questions have been asked but not yet answered?

Answer: The solicitation has been extended to 02/28/2025.

From 01.22.2025 questions received.

118. Can we please get job descriptions for each of your food service positions?

Answer:

Food Service Specialist

Job Description

Basic Purpose

Positions in this job family are involved in handling, preparing, cooking and serving food for regular, modified and special diets at a state hospital, school, facility or institution. This includes maintaining clean and sanitary work, preparation and serving areas.

Typical Functions

- Prepares foods, salads, and desserts; cooks or bakes a variety of items.
- Supplies unit with meat, fish or fowl as ordered; cuts and prepares meat, poultry or fish.
- Cleans and prepares foods using tools such as knives, slicers and peelers and equipment such as ovens and steamers; follows written diet orders.
- Operates dishwasher; gathers, cleans, stacks and hand washes or scours pots, pans, dishes, silverware and other cooking and baking utensils.
- Removes refuse from kitchen area; sweeps mops and scrubs kitchen, dining and storage areas.
- Labels, loads and delivers food carts or trays; picks up trays after use.
- Defrosts and cleans refrigerators, walk-in coolers and related equipment.
- Operates state-owned cars, vans, and/or other motorized transportation.

Level Descriptors

Level I:

This is the basic level of this job family where employees are assigned simple and routine duties of handling, preparing and serving food. In this role they will perform tasks such as preparing toast, tea, and coffee, and maintaining the cleanliness of the food service area.

Level II:

This career level includes positions where employees are assigned responsibility for a variety of tasks involved in preparing and serving meals in a state hospital, school, facility or institution. This includes using items for cooking and baking, cutting and preparing meat, poultry or fish, frying, or roasting foods. Positions are also responsible for the direction of others performing simple and routine duties involving the handling and serving of food and maintaining a clean and sanitary work area. In this role they will make recommendations for future food needs, receive and store food, and assist with serving food.

Level III:

This is the leadership level of the job family, where employees are assigned responsibility for performing highly skilled work involving the operation of an institutional food service unit and supervising other Food Service Specialists in the requisition, storage, cooking, baking, and serving of food, the preparation of meats, poultry and fish for cooking, and the inspection and maintenance of sanitary kitchen and work areas. Under the direction of a Nutrition Therapist, some positions at this level will do nutritional assessments, ongoing charting in dietary progress notes and communicate with nursing and nutrition departments on patient concerns.

Level IV:

At this level employees are assigned responsibility for the administration of a food service unit and activities of assigned staff, which may include employees, inmates, patients, and/or others in the preparation and serving of food in a state facility or institution. In this role they will provide direction to staff members in completing assigned work and ensure completion of required activities. Responsibilities will also be assigned for interpreting menus and menu instructions, ensuring proper hygiene and sanitation methods are followed, inspecting kitchen and dining areas, requisitioning supplies and maintaining a store room.

Education and Experience

Level I:

None required.

Level II:

Education and Experience requirements at this level consist of one year of experience in a commercial or institutional food service or an equivalent combination of education and experience, substituting one year of vocational or technical school training in food preparation for the required experience.

Level III:

Education and Experience requirements at this level consist of two years of experience in a commercial or institutional food service or an equivalent combination of education and experience, substituting one year of vocational or technical school training in food preparation for the required experience.

Level IV:

Education and Experience requirements at this level consist of three years of experience in a commercial or institutional food service or an equivalent combination of education and experience, substituting one year of vocational or technical school training in food preparation for the required experience.

Knowledge, Skills, Abilities and Competencies

Level I:

Knowledge, Skills and Abilities required at this level include knowledge of basic food preparation techniques; of food service operations; of proper sanitation practices; and of basic mathematics. Ability is required to carry out routine tasks to completion; to follow oral and written instructions; and to establish and maintain effective working relationships with others.

Level II:

Knowledge, Skills and Abilities required at this level include knowledge of basic food preparation techniques; of food service operations; of proper sanitation practices; of basic mathematics; of ingredients used in baking and cooking; of food storage, preparation and cooking; of recipe usage; of standard weights and measures used in cooking and calculating and measuring ingredients; of operation of kitchen equipment and utensils; of practices and problems of meat storage and preparation; of modern methods and materials used in large scale baking, cooking, and meat cutting; of cutting, mixing and adding ingredients to all types of meat; and of sanitary and health standards. Ability is required to carry out routine tasks to completion; to follow oral and written instructions; to establish and maintain effective working relationships with others; to prepare and cook foods, baked goods and meat; to follow written and oral instructions; to direct the work of food service personnel; and to use a variety of tools and knives to cut or slice meat and other foods.

Level III:

Knowledge, Skills and Abilities required at this level include knowledge of basic food preparation techniques; of food service operations; of proper sanitation practices; of basic mathematics; of ingredients used in baking and cooking; of food storage, preparation and cooking; of recipe usage; of standard weights and measures used in cooking and calculating and measuring ingredients; of operation of kitchen equipment and utensils; of practices and problems of meat storage and preparation; of modern methods and materials used in large scale baking, cooking, and meat cutting; of cutting, mixing and adding ingredients to all types of meat; of sanitary and health standards; of supervisory principles and practices; and of basic nutrition. Ability is required to carry out routine tasks to completion; to follow oral and written instructions; to establish and maintain effective working relationships with others; to prepare and cook foods, baked goods and meat; to follow written and oral instructions; to direct the work of food service personnel; to use a variety of tools and knives to cut or slice meat and other foods; to control food stock; and to communicate effectively, both orally and in writing.

Level IV:

Knowledge, Skills and Abilities required at this level include knowledge of basic food preparation techniques; of food service operations; of proper sanitation practices; of basic mathematics; of ingredients used in baking and cooking; of food storage, preparation and cooking; of recipe usage; of standard weights and measures used in cooking and calculating and measuring ingredients; of operation of kitchen equipment and utensils; of practices and problems of meat storage and preparation; of modern methods and materials used in large scale baking, cooking, and meat cutting; of cutting, mixing and adding ingredients to all types of meat; of sanitary and health standards; of supervisory principles and practices; of basic nutrition; of food service organization and operation; of menu planning; of recipe interpretation; of the principles of training; and of administrative principles and practices. Ability is required to carry out routine tasks to completion; to follow oral and written instructions; to establish and maintain effective working relationships with others; to prepare and cook foods, baked goods and meat; to follow written and oral instructions; to direct the work of food service personnel; to use a variety of tools and knives to cut or slice meat and other foods; to control food stock; to communicate effectively, both orally and in writing; to interpret and prepare special dietary menus and menu instructions; and to organize and supervise the work of others.

NOTE: ODOC will NOT be extending this closing of this EV00000605 past 02.28.2025

b. All other terms and conditions remain unchanged.

Supplier Company Name (**PRINT**)

Date

Authorized Representative Name (**PRINT**) Title

Authorized Representative Signature