



Courts, Public Safety, and Infrastructure Development Committee Meeting Agenda

October 15, 2024

6:00 p.m.

Hybrid In-Person and Virtual Meeting

304 E. Grand River Ave., Board Chambers, Howell, Michigan

Zoom Virtual Meeting ID: 399-700-0062 / Password: LCBOC

<https://us02web.zoom.us/j/3997000062>

A quorum of the Board of Commissioners may be in attendance at this meeting.

Pages

1. Call Meeting to Order

2. Roll Call

Wes Nakagiri - Chairman, Douglas Helzerman - Vice Chairman, Dave Domas,
Nick Fiani

3. Approval of Minutes

3.1 Meeting Minutes dated: September 9, 2024

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4. Approval of Agenda

5. Reports

6. Call to the Public

7. Resolutions for Consideration

7.1 Court Central Services

Sara Applegate

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Resolution Authorizing Specialty Courts and Programs to Accept the
Substance Abuse and Mental Health Services Administration (SAMHSA)
Grant for FY2024-FY2029 – Court Central Services / CPSID / Full Board

7.2 Court Central Services

Sara Applegate

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Resolution Authorizing Specialty Courts and Programs to Accept the
State Court Administrative Office Grants for FY 2025 – CPSID / Full
Board

7.3 Community Corrections

Sara Applegate

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Resolution Authorizing the Specialty Courts and Programs to Accept the
Community Corrections Grant for FY2025 – Court Central Services

7.4	Jail	Mike Murphy	37
	Resolution Authorizing an Agreement with Canteen Services, Inc. to Provide Inmate Food Services - Jail		
7.5	Sheriff	Mike Murphy	93
	Resolution Authorizing the Supplemental Appropriation for FY2024 Field Services and Jail Services Overtime Costs - Sheriff		
8.	Adjournment		

Courts, Public Safety, and Infrastructure Development

Committee Meeting Minutes



September 9, 2024, 6:00 p.m.
Hybrid In-Person and Virtual Meeting
304 E. Grand River Ave., Board Chambers, Howell, Michigan
Zoom Virtual Meeting ID: 399-700-0062 / Password: LCB0C
<https://us02web.zoom.us/j/3997000062>

Members Present: Wes Nakagiri - Chairman, David Domas, Nick Fiani
Members Absent: Douglas Helzerman - Vice Chairman

1. Call Meeting to Order

The meeting was called to order by the Committee Chair, Commissioner Nakagiri, at 6:00 p.m.

2. Roll Call

Roll call by the recording secretary indicated the presence of a quorum.

3. Approval of Minutes

3.1 Meeting Minutes dated: August 12, 2024

Motion to approve the Minutes as presented.

It was moved by N. Fiani

Seconded by D. Domas

Yes (3): W. Nakagiri, D. Domas, and N. Fiani; No (0): None; Absent (1): D. Helzerman

Motion Carried (3-0-1)

4. Approval of Agenda

Motion to approve the Agenda as presented.

It was moved by N. Fiani

Seconded by D. Domas

Yes (3): W. Nakagiri, D. Domas, and N. Fiani; No (0): None; Absent (1): D. Helzerman

Motion Carried (3-0-1)

5. Reports

5.1 Update from the County Administrator

Resolution Requesting Court Case Code, Case Weight, and Case Load Data from the State Court Administrative Office – Board of Commissioners (Resolution 2024-04-052, dated April 22, 2024)

Nathan Burd, County Administrator, provided the response as provided SCAO new case load study will be available 2026, no updated JRR has been received to date. Will report back by October.

6. Call to the Public

The following persons addressed the Board: Ella Nikitin - Hartland Township; Mary Witalec - Green Oak Township; Tim Quinn - Genoa Township; Colleen Quinn - Genoa Township; Lisa Rozmarniewicz - Hamburg Township; MaryAnn Barger - Cohoctah Township; Chuck Wright - Handy Township; Lori Cowan - Unadilla Township; Judy Daubenmeir – Genoa Township; Clndy Michniewicz - Hamburg Township; Jeanine Iyer - Genoa Township.

7. Resolutions for Consideration

7.1 Board of Commissioners

Resolution to Monitor and Document Contacts Between Illegal Immigrants and the Livingston County Sheriff's Office

Motion to recommend the resolution to the Board of Commissioners.

Commissioner, Wes Nakagiri, presented the resolution and answered questions from Commissioners.

It was moved by: N. Fiani
Seconded by: W. Nakagiri

Yes (3): W. Nakagiri, D. Domas, and N. Fiani; No (0): None; Absent (1): D. Helzerman

Motion Carried (3-0-1)

8. Closed Session (Roll Call Vote)

Motion to convene a Closed Session at 6:40 p.m. to discuss pending litigation: Hartland Township v. Livingston County and Livingston County Public Works Department, 23-31864-CK [MCL 15.268(e)]

It was moved by N. Fiani
Seconded by D. Domas

Yes (3): W. Nakagiri, D. Domas, and N. Fiani; No (0): None; Absent (1): D. Helzerman

Motion to return to Open Session at 7:58 p.m.

It was moved by N. Fiani
Seconded by D. Domas

Yes (3): W. Nakagiri, D. Domas, and N. Fiani; No (0): None; Absent (1): D. Helzerman

Motion Carried (3-0-1)

9. Adjournment

Motion to adjourn the meeting at 8:00 p.m.

It was moved by N. Fiani
Seconded by W. Nakagiri

Yes (3): W. Nakagiri, D. Domas, and N. Fiani; No (0): None; Absent (1): D. Helzerman

Motion Carried (3-0-1)



Natalie Hunt, Recording Secretary

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Specialty Courts and Programs to Accept the Substance Abuse and Mental Health Services Administration (SAMHSA) Grant for FY2024-FY2029 – Court Central Services / CPSID / Full Board

- WHEREAS,** The Substance Abuse and Mental Health Services Administration (SAMHSA) authorizes the expenditure of federal funds by awarding competitive grant awards to operate and expand treatment capacity in Adult Drug Court programs and has identified funds to be awarded for FY2024-FY2029 that does not require a county match; and
- WHEREAS,** Livingston County’s 44th Circuit Court constitutes a jurisdiction designated to operate an Adult Drug Court Program; and
- WHEREAS** in resolution 2024-03-029, the Livingston County Board of Commissioners authorized application for the Substance Abuse and Mental Health Services Administration (SAMHSA) grant; and
- WHEREAS,** Specialty Courts and Programs is seeking approval to accept the FY2024-FY2029 Substance Abuse and Mental Health Services Administration (SAMHSA) grant award for operation and expansion of our Adult Drug Court services; and
- WHEREAS,** The 44th Circuit Court will utilize the funds for staffing, treatment, drug and alcohol testing, training, and other program-related expenses necessary to operate and expand the Livingston County Adult Drug Court during FY2024 until FY2029 not to exceed \$400,000 per year for a total of \$2,000,000.

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners authorizes the Specialty Courts and Programs to accept the SAMHSA grant award to provide funding for the Livingston County Adult Drug Court starting on September 30, 2024 to September 30, 2029 in an amount not to exceed \$2,000,000.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners, or the County Administrator if Policy Permits, is authorized to sign all forms, assurances, contracts, agreements, amendments, and support documents related to this matter upon review by Civil Counsel.

BE IT FURTHER RESOLVED the Livingston County Board of Commissioners authorizes any budget amendments to effectuate the above.

#

MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners

From: Sara Applegate, Specialty Courts & Programs Administrator

Date: October 1, 2024

Re: Resolution Authorizing Specialty Courts and Programs to Accept the Substance Abuse and Mental Health Services Administration (SAMHSA) Grant Funding for FY 2024-FY2029 – Court Central Services/CPSID / Full Board

The Livingston County Specialty Courts and Programs is requesting Board approval to accept the Substance Abuse and Mental Health Services Administration (SAMHSA) grant funding for the Livingston County Adult Drug Court. These grant funds will be utilized to fund current positions, treatments services, drug and alcohol testing, training for team members, and other program-related expenses.

There will not be a request to fund a new position. However, a request was made for funding for 10 hours per week of an existing position (SSSP/Community Corrections Coordinator) to add an Adult Drug Court Coordinator for the misdemeanor track.

This grant funding awarded was \$400,000.00 per year for FY 2024-FY 2029 for a total of \$2,000,000.00. **There is no requirement of a county match for this grant.** This funding will begin September 30, 2024 through September 30, 2029.

Thank you for your consideration in this matter.



Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
Center for Substance Abuse Treatment

Notice of Award
FAIN# H79TI087188
Federal Award Date
08/28/2024

Recipient Information	Federal Award Information
1. Recipient Name COUNTY OF LIVINGSTON 304 E GRAND RIVER AVE STE 203 HOWELL, MI 48843	11. Award Number 1H79TI087188-01
2. Congressional District of Recipient 07	12. Unique Federal Award Identification Number (FAIN) H79TI087188
3. Payment System Identifier (ID) 1386005819A1	13. Statutory Authority
4. Employer Identification Number (EIN) 386005819	14. Federal Award Project Title Drug Court Expansion & Treatment Enhancement Project
5. Data Universal Numbering System (DUNS) 044797926	15. Assistance Listing Number 93.243
6. Recipient's Unique Entity Identifier KKVDAK6JGJ96	16. Assistance Listing Program Title Substance Abuse and Mental Health Services_Projects of Regional and National Significance
7. Project Director or Principal Investigator Sara A Applegate sapplegate@livgov.com 517-540-7664	17. Award Action Type New Competing
8. Authorized Official Mr. Jay Drick chairperson@livgov.com 517-546-3520	18. Is the Award R&D? No
Federal Agency Information	Summary Federal Award Financial Information
9. Awarding Agency Contact Information Courtney Dodson Grants Specialist COURTNEY.DODSON@SAMHSA.HHS.GOV (240) 276-1849	19. Budget Period Start Date 09/30/2024 – End Date 09/29/2025
10. Program Official Contact Information Daniel Maas Program Official Daniel.Maas@samhsa.hhs.gov	20. Total Amount of Federal Funds Obligated by this Action 20a. Direct Cost Amount \$400,000 20b. Indirect Cost Amount \$0
	21. Authorized Carryover
	22. Offset
	23. Total Amount of Federal Funds Obligated this budget period \$400,000
	24. Total Approved Cost Sharing or Matching, where applicable \$0
	25. Total Federal and Non-Federal Approved this Budget Period \$400,000
	26. Project Period Start Date 09/30/2024 – End Date 09/29/2029
	27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period \$400,000
	28. Authorized Treatment of Program Income Additional Costs
	29. Grants Management Officer - Signature LeSchell D Browne
30. Remarks Acceptance of this award, including the "Terms and Conditions," is acknowledged by the recipient when funds are drawn down or otherwise requested from the grant payment system.	



Notice of Award

Issue Date: 08/28/2024

Department of Health and Human Services
Substance Abuse and Mental Health Services Administration

Center for Substance Abuse Treatment

Award Number: 1H79TI087188-01

FAIN: H79TI087188

Program Director: Sara A Applegate

Project Title: Drug Court Expansion & Treatment Enhancement Project

Organization Name: COUNTY OF LIVINGSTON

Authorized Official: Mr. Jay Drick

Authorized Official e-mail address: chairperson@livgov.com

Budget Period: 09/30/2024 – 09/29/2025

Project Period: 09/30/2024 – 09/29/2029

Dear Grantee:

The Substance Abuse and Mental Health Services Administration hereby awards a grant in the amount of \$400,000 (see "Award Calculation" in Section I and "Terms and Conditions" in Section III) to COUNTY OF LIVINGSTON in support of the above referenced project. This award is pursuant to the authority of and is subject to the requirements of this statute and regulation and of other referenced, incorporated or attached terms and conditions.

Award recipients may access the SAMHSA website at www.samhsa.gov (click on "Grants" then SAMHSA Grants Management), which provides information relating to the Division of Payment Management System, HHS Division of Cost Allocation and Postaward Administration Requirements. Please use your grant number for reference.

Acceptance of this award including the "Terms and Conditions" is acknowledged by the grantee when funds are drawn down or otherwise obtained from the grant payment system.

If you have any questions about this award, please contact your Grants Management Specialist and your Government Project Officer listed in your terms and conditions.

Sincerely yours,
LeSchell D Browne
Grants Management Officer
Division of Grants Management
LeSchell.Browne@samhsa.hhs.gov
See additional information below

SECTION I – AWARD DATA – 1H79TI087188-01**Award Calculation (U.S. Dollars)**

Personnel(non-research)	\$64,584
Fringe Benefits	\$40,883
Travel	\$17,353
Supplies	\$5,472
Contractual	\$258,508
Other	\$13,200

Direct Cost	\$400,000
Approved Budget	\$400,000
Federal Share	\$400,000
Cumulative Prior Awards for this Budget Period	\$0

AMOUNT OF THIS ACTION (FEDERAL SHARE)	\$400,000
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SUMMARY TOTALS FOR ALL YEARS	
YR	AMOUNT
1	\$400,000
2	\$400,000
3	\$400,000
4	\$400,000
5	\$400,000

Note: Recommended future year total cost support, subject to the availability of funds and satisfactory progress of the project.

Fiscal Information:

CFDA Number:	93.243
EIN:	1386005819A1
Document Number:	24TI87188A
Fiscal Year:	2024

IC	CAN	Amount
TI	C96N363	\$400,000

IC	CAN	2024	2025	2026	2027	2028
TI	C96N363	\$400,000	\$400,000	\$400,000	\$400,000	\$400,000

TI Administrative Data:

PCC: DC-AD24 / OC: 4145

SECTION II – PAYMENT/HOTLINE INFORMATION – 1H79TI087188-01

Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). Inquiries regarding payment should be directed to: The Division of Payment Management System, PO Box 6021, Rockville, MD 20852, Help Desk Support – Telephone Number: 1-877-614-5533.

The HHS Inspector General maintains a toll-free hotline for receiving information concerning fraud, waste, or abuse under grants and cooperative agreements. The telephone number is: 1-800-HHS-TIPS (1-800-447-8477). The mailing address is: Office of Inspector General, Department of Health and Human Services, Attn: HOTLINE, 330 Independence Ave., SW, Washington, DC 20201.

SECTION III – TERMS AND CONDITIONS – 1H79TI087188-01

This award is based on the application submitted to, and as approved by, SAMHSA on the above-title project and is subject to the terms and conditions incorporated either directly or by reference in the following:

- a. The grant program legislation and program regulation cited in this Notice of Award.
- b. The restrictions on the expenditure of federal funds in appropriations acts to the extent those restrictions are pertinent to the award.
- c. 45 CFR Part 75 as applicable.
- d. The HHS Grants Policy Statement.
- e. This award notice, INCLUDING THE TERMS AND CONDITIONS CITED BELOW.

Treatment of Program Income:

Use of program income – Additive: Recipients will add program income to funds committed to the project to further eligible project objectives. Sub-recipients that are for-profit commercial organizations under the same award must use the deductive alternative and reduce their subaward by the amount of program income earned.

In accordance with the regulatory requirements provided at 45 CFR 75.113 and Appendix XII to 45 CFR Part 75, recipients that have currently active Federal grants, cooperative agreements, and procurement contracts with cumulative total value greater than \$10,000,000 must report and maintain information in the System for Award Management (SAM) about civil, criminal, and administrative proceedings in connection with the award or performance of a Federal award that reached final disposition within the most recent five-year period. The recipient must also make semiannual disclosures regarding such proceedings. Proceedings information will be made publicly available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)). Full reporting requirements and procedures are found in Appendix XII to 45 CFR Part 75.

SECTION IV – TI SPECIAL TERMS AND CONDITIONS – 1H79TI087188-01

REMARKS

New Award

This Notice of Award (NoA) is issued to inform your organization that the application submitted through the funding opportunity (TI-24-004), **Grants to Expand Substance Use Disorder Treatment Capacity in Adult and Family Treatment Drug Courts (SAMHSA Treatment Drug Courts Initial Announcement)** has been selected for funding.

The purpose of this program is to expand substance use disorder (SUD) treatment and recovery support services in existing drug courts. The program recognizes the need for treatment instead of incarceration for individuals with SUDs. Recipients are expected to provide prevention, harm reduction, treatment, and recovery services for individuals with SUD involved with the courts. With this program, SAMHSA aims to improve abstinence from substance use, housing stability, employment status, social connectedness, health/behavioral/social consequences, and reduce criminal justice involvement.

SAMHSA Treatment Drug Courts awards are authorized under Section 509 (42 U.S.C 290bb-2) of Public Health Service Act, as amended.

Policies and Regulations Accepting a grant award or cooperative agreement requires the recipient organization to comply with the terms and conditions of the NoA, as well as all applicable Federal Policies and Regulations. This award is governed by the Uniform Guidance [2 Code of Federal Regulations \(CFR\) 200](#) as

codified by HHS at [45 CFR 75](#); Department of Health and Human Services (HHS) [Grants Policy Statement](#); SAMHSA [Additional Directives](#); and the [Standard Terms and Conditions](#) for the fiscal year in which the grant was awarded.

Key Personnel: Key personnel are organization staff members or consultants/sub recipients who must be part of the project regardless of whether they receive a salary or compensation from the project. These individuals must make a substantial contribution to the execution of the project.

The key staff for this program will be the will be the Project Director, with a minimum level of effort of 0.20 FTE.

The Project Director is responsible for oversight of the project and must have direct experience working with an Adult Tribal Healing to Wellness Court, FTDC, or ATDC, with an in-depth understanding of its operations and of Adult or Family Drug Court Best Practice Standards or Tribal Court Model Key Components. They must also be able to demonstrate an understanding of evidence-based SUD treatment, the role and scope of long-term recovery supports, and the long-term nature of SUDs.

The Key Personnel identified in your application have not been approved by SAMHSA. Your assigned GPO will confirm approval via eRA Correspondence within 60 days of receipt of this NoA. If SAMHSA's review of the Key Personnel results in the proposed individual not being approved or deemed not qualified for the position, the organization will be required to submit a qualified candidate for the Key Personnel position. SAMHSA will not be liable for any related costs incurred on this grant award.

The identified PD for this program is listed in item #7 Project Director or Principal Investigator on the cover page of the NoA. If the individual identified on the NoA is incorrect, you must notify your assigned Government Project Officer (GPO) and Grants Management Specialist (GMS) via email immediately and plan to submit a post award amendment for a change in key personnel via eRA Commons.

Key personnel or other grant-supported staff may not exceed 100% level of effort across all federal and non-federal funding sources.

Any changes to key staff, including level of effort involving separation from the project for more than three months or a 25 percent reduction in time dedicated to the project, requires prior approval, and must be submitted as a post-award amendment in eRA Commons. Refer to SAMHSA's website for more information on submitting a [key personnel change](#). See [SAMHSA PD Account Creation Instructions](#) for a quick step-by-step guide and [SAMHSA Grantee PD Account Creation Slides](#) for additional information on the eRA Commons registration process for the PD.

Funding Limitations SAMHSA reserves the right to disallow costs under this grant award at any time during the award project period. Award recipients are responsible for ensuring that costs allocated to the grant award are reasonable and allowable in accordance with the [Notice of Funding Opportunity fy-2024-samhsa-treatment-drug-courts-ti-24-004.pdf](#) and all applicable Policies & Regulations.

The Cost Principles that delineate the allowable and unallowable expenditures for HHS recipients are described in the [Code of Federal Regulations](#).

Funding Limitations and Restrictions are listed in the [Notice of Funding Opportunity fy-2024-samhsa-treatment-drug-courts-ti-24-004.pdf](#)

Unallowable Costs Recipients must exercise proper stewardship over Federal funds and ensure that costs charged to awards are allowable, allocable, reasonable, necessary, and consistently applied regardless of the source of funds according to the Factors affecting allowability of costs per [2 CFR 200.403](#) and the Reasonable costs considerations per [2 CFR 200.404](#). A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

Supplanting Supplement Not Supplant grant funds may be used to supplement existing activities. Grant funds may not be used to supplant current funding of existing activities. Supplant is defined as replacing funding of a recipient's existing program with funds from a federal grant.

Award Payments Payments under this award will be made available through the HHS Payment Management System (PMS). PMS is a centralized grants payment and cash management system, operated by the HHS Program Support Center (PSC), Division of Payment Management (DPM). First time PMS users must obtain access to view available funds, request funds, or submit reports. Users will need to request permission and be approved by PSC. Inquiries regarding payments should be directed to PMS by emailing the helpdesk at PMSSupport@psc.hhs.gov or call 1-877-614-553. You should also visit the [Payment Management System \(PSC\)](#) website for more information about their services.

Special Terms & Conditions of Award There may be special terms and conditions associated with your grant award. Recipients must address all special terms and conditions by the reflected due date. See the Special Terms of Award and Special Conditions of Award sections below for the specific terms and conditions associated with your grant award. A recipient's failure to comply with the terms and conditions of award, may cause SAMHSA to take one or more actions, depending on the severity and duration of the non-compliance. SAMHSA will undertake any such action in accordance with applicable statutes, regulations, and policies.

Responding to Award Terms & Conditions All responses to award terms and conditions must be submitted as .pdf documents in eRA Commons. For more information on how to respond to tracked terms and conditions or how to submit a post award amendment request please refer to the SAMHSA [Training Materials](#) page on our website.

Prior Approval Requirements Prior approval is required for the following changes to your grant award: Changes in the status of the Project Director, or other key personnel named in the NoA; Changes in scope; Significant re-budgeting and Transfer of substantive programmatic work; Carryover of unobligated balances; Change of grantee organization; Deviation from award terms and conditions; No-cost extension and Transfer of substantive programmatic work. A full list of actions requiring prior approval can be found on page II-49 of the HHS [Grants Policy Statement](#) Exhibit 5 (Summary of Actions Requiring OPDIV Prior Approval).

All prior approval actions must be submitted as post award amendment requests in eRA Commons.

Post Award Amendments If information on the NoA needs to be changed, it will

require approval from the federal agency before the grant recipient can implement the modification. Please refer to the SAMHSA [Post Award Amendments](#) page for specific guidance on submitting a post-award amendment request in eRA Commons.

Primary Contacts

- o For technical support, contact [eRA Service Desk](#) at 866-504-9552.
- o For budget and grants management related questions, contact your assigned GMS.
- o For programmatic questions, contact your assigned GPO.

Contact information for the GMS and GPO are listed on the last page of this NoA.

Training & Resources Visit the following pages on our website for more information on implementation, monitoring and reporting on your new grant award:

- o [Grants Management](#)
- o [Training & Resources for recipients](#)
- o [eRA Commons](#)

SPECIAL TERMS

Disparity Impact Statement (DIS)

By **10/29/2024**, submit via eRA Commons a completed **Disparity Impact Statement**.

SAMHSA's Behavioral Health Disparity Impact Statement (DIS) is a data-driven, quality improvement approach to advance behavioral health equity for all. The DIS is a grant requirement that helps grantees identify racial, ethnic, sexual, and gender minority groups at the highest risk of experiencing behavioral health disparities within their grant projects and implement a disparity reduction action plan with a quality improvement process to address and close the identified gap(s). The DIS should be consistent with the Population of Focus and Statement of Need identified in the grant application and include the components as described below. Please refer to the DIS worksheet, examples, and other resources on the SAMHSA website at: <https://www.samhsa.gov/grants/grants-management/disparity-impact-statement>

The main components of the DIS are:

- o Identify and describe the behavioral health disparity within the population of focus of the grant project that experience disparate access, use, and outcomes.
- o Provide a demographic table of the proposed number of individuals to be served, reached, or trained in the grant project that covers the entire grant period. Identify the data sources used to support the rationale for how the determination of the disparity was made.
- o Identify the social determinants of health (SDOH) domains and the Culturally and Linguistically Appropriate Services in Health and Health Care ([CLAS](#)) Standards that the grantee organization will work to address and improve for the identified population(s) of focus.
- o Develop a disparity reduction quality improvement action plan to address behavioral health disparities based on the available data on access, use, and

outcomes.

In accordance with the reporting requirements outlined in the Notice of Funding Opportunity (NOFO), the grantee is required to provide an update on the project's progress towards addressing quality care of underserved populations related to the Disparity Impact Statement (DIS), barriers encountered, including challenges serving populations of focus, efforts to overcome these barriers; evaluation activities for tracking DIS efforts; and a revised quality improvement plan if the DIS does not meet the quality of care requirements as stated in the DIS.

All responses to award terms and conditions must be submitted as .pdf documents in eRA Commons.

For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to Respond to Terms and Conditions in the Notice of Award.**

Delivery of Services

SAMHSA Treatment Drug Courts grant recipients are required to begin delivery of services no later than four months post award, i.e **01/28/2025**

Risk Assessment

The Office of Financial Advisory Services (OFAS), SAMHSA may perform an administrative review of your organization's financial management systems, policies, procedures and records. If the review discloses material weaknesses or other financial management concerns, grant funding may be restricted in accordance with [45 CFR 75/2 CFR 200](#), as applicable. The restriction will affect your organization's ability to withdraw funds from the Payment Management System account, until the concerns are addressed.

Funding Limitations/Restriction Reminder

As specified in the Notice of Funding Opportunity (NOFO), SAMHSA recipients must comply with SAMHSA's standard funding restrictions, see Appendix I Standard Funding Restrictions on page 67-68 of NOFO.

SPECIAL CONDITIONS

Funding Limitations/Restrictions

By **10/30/2024**, submit via eRA Commons: **Completed Funding Limitations/Restrictions Table(s)** per the SAMHSA Budget Template, available at <https://www.samhsa.gov/grants/how-to-apply/forms-and-resources>.

As specified in the Notice of Funding Opportunity (NOFO), your budget must reflect the following funding limitations/restrictions:

- o No more than 15 percent of the total award for the budget period may be used for developing the infrastructure necessary for expansion of services.

o No more than 20 percent of the total award for the budget period may be used for data collection, performance measurement, and performance assessment, including incentives for participating in the required data collection follow-up.

o Funds may be used for HIV rapid testing.

o Funds (when no other funds are available) may be used for viral hepatitis (B and C) testing, including purchasing test kits and other required supplies (e.g., gloves, biohazardous waste containers, etc.) and training for staff related to viral hepatitis (B and C) testing, for applicants electing to develop and implement plans for viral hepatitis testing and services.

Be sure to identify these expenses in your proposed budget.

Specifically identify the budget items associated with these costs and provide a summary budget table to demonstrate the budget is in compliance. A separate table should be completed for each funding limitation listed above. For further guidance, refer to SAMHSA's [sample budget PDF](#) for an example of a completed Funding Limitations/Restrictions table (p 12-13).

All responses to award terms and conditions must be submitted as .pdf documents in eRA Commons. For more information on how to respond to tracked terms and conditions, please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading *How to Respond to Terms and Conditions*.

Submit Disclosure of Lobbying Activities / SF-LLL Form

By **10/30/2024**, submit via eRA Terms Tracker **Disclosure of Lobbying Activities (SF-LLL)**.

The SF-LLL form was not included with the application package. For SAMHSA to determine whether your organization participates in lobbying activities, please provide a signed version of the SF-LLL for record purposes. If your organization does not participate in lobbying activities, indicate Not Applicable at the top of the form, complete Sections 1-4, 6, 7, and 11, and submit.

A blank SF-LLL is available at <https://www.grants.gov/web/grants/forms/sf-424-family.html>.

All responses to award terms and conditions must be submitted as .pdf documents in eRA Commons. For more information on how to respond to tracked terms and conditions please refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading *How to Respond to Terms and Conditions*.

STANDARD TERMS AND CONDITIONS

Data Collection and Performance Measurement

Data Collection/Performance Measurement All SAMHSA recipients are required to collect and report certain data so that SAMHSA can meet its obligations under the Government Performance and Results (GPRA) Modernization Act of 2010. You must document your plan for data collection and reporting in your Project Narrative in response to Section E: Data Collection and Performance Measurement in Section V

of this NOFO.

Recipients are required to report performance on measures such as the following:

number of individuals served

diagnoses

abstinence from substance use

housing stability

employment/education status

social connectedness

health/behavioral/social consequences

access to treatment

treatment(s) provided

retention in treatment

criminal justice involvement

The contractor for the SPARS system will provide technical assistance and training to SAMHSA recipients.

This information will be gathered using a uniform data collection tool provided by SAMHSA. Recipients are required to submit data via SAMHSA's Performance Accountability and Reporting System (SPARS); and access will be provided upon award. An example of the required data collection tool (i.e., National Outcome Measures (NOMS) or NOMS client level services tool) can be found [here](#). This information will be gathered using SAMHSA's Performance Accountability and Reporting System (SPARS); access will be provided upon award.

In addition to these measures, recipients will be expected to collect and report data on the frequency and type of substance use 90 days prior to incarceration. Recipients will be required to collect data via a face-to-face interview using this tool at three data collection points: intake to services, six months post intake, and at discharge. Recipients will be expected to do a GPRA interview on all clients in their specified unduplicated target number and are also expected to achieve a six-month follow-up rate of 80 percent. Data are to be submitted through the specific online data collection tool within seven days of data collection or as specified after award. GPRA training and technical assistance will be offered to recipients.

Performance data will be reported to the public as part of SAMHSA's Congressional Justification.

The collection of these data enables SAMHSA to report on key outcome measures relating to the program. In addition to these outcomes, performance measures collected by recipients will be used to demonstrate how SAMHSA's programs are reducing disparities in behavioral health access, retention, service use, and outcomes nationwide.

Performance data will be reported to the public as part of SAMHSA's Congressional Budget Justification.

Project Performance Assessment

In addition, recipients are required to report on their progress addressing the goals and objectives identified in your Project Narrative. Recipients must periodically review the performance data they report to SAMHSA (as required above), assess their progress, and use this information to improve the management of their project. The project 13 performance assessment should be designed to help you

determine whether you are achieving the goals, objectives, and outcomes you intend to achieve and whether adjustments need to be made to your project.

Performance assessments should be used to determine whether your project is having/will have the intended impact on behavioral health disparities. Recipients should also review the behavioral health Disparities Impact Statement (DIS) submitted within the first two months of the award. See Section VI.3 for information on required progress reports.

Annual Programmatic Progress Report

SAMHSA Treatment Drug Courts grants recipients are required to submit a **Semi-Annual Programmatic Progress Reports** (at 6 months and 12 months). The six-month report is due no later than 30 days after the end of the second quarter. The **Annual progress report** is due within 90 days of the end of each budget period.

By 04/28/2025, submit via eRA Commons: **The six-month Programmatic Progress Report**.

By 12/28/2025 submit via eRA Commons the **Annual Programmatic Progress Report**.

The report must discuss:

- Updates on key personnel, budget, or project changes (as applicable);
- Progress achieving goals and objectives and implementing evaluation activities;
- Progress achieved in the project which should include qualitative and quantitative data (GPRA) to demonstrate programmatic progress to include updates on required activities, successes, challenges, and changes or adjustments that have been made to the project;
- Barriers encountered, including challenges serving populations of focus efforts to overcome these barriers;
- Progress implementing required activities, including accomplishments, challenges and barriers, and adjustments made to address these challenges;
- Progress and efforts made to achieve the goal(s) of the DIS, including qualitative and quantitative data and any updates, changes, or adjustments as part of a quality improvement plan;
- Progress addressing quality care of underserved populations related to the Disparity Impact Statement (DIS);
- Evaluation activities for tracking DIS efforts; and
- A revised quality improvement plan if the DIS does not meet quality of care requirements as stated in the DIS.

You must submit a final performance report within 120 days after the end of the project period. This report must be cumulative and include all activities during the entire project period.

Please contact your Government Program Official (GPO) for program specific submission information. Note: Recipients must also comply with the GPRA requirements that include the collection and periodic reporting of performance data as specified in the FOA or by the Grant Program Official (GPO). This information is needed in order to comply with PL 102-62, which requires SAMHSA to report evaluation data to ensure the effectiveness and efficiency of its programs.

The response to this term must be submitted as PDF documents in eRA Commons under the *View Terms Tracking Details* page.

For more information on how to respond to tracked terms and conditions, refer to <https://www.samhsa.gov/grants/grants-training-materials> under heading **How to**

Respond to Terms and Conditions.

Additional information on reporting requirements is available at
<https://www.samhsa.gov/grants/grants-management/reporting-requirements>.

Annual Federal Financial Report (FFR or SF-425)

All financial reporting for recipients of Health and Human Services (HHS) grants and cooperative agreements has been consolidated through a single point of entry, which has been identified as the Payment Management System (PMS). The Federal Financial Report (FFR or SF-425) initiative ensures all financial data is reported consistently through one source; shares reconciled financial data to the HHS grants management systems; assists with the timely financial monitoring and grant closeout; and reduces expired award payments.

The FFR is required on an annual basis and must be submitted **no later than 90 days after the end of each incremental period/budget period**. The FFR should reflect cumulative amounts. Additional guidance to complete the FFR can be found at <http://www.samhsa.gov/grants/grants-management/reporting-requirements>.

SAMHSA reserves the right to request more frequent submissions of FFRs. If so, the additional submission dates will be shown below.

Your organization is required to submit an FFR for this grant funding as follows:

- By 12/28/2025, submit the Federal Financial Report (FFR)/(SF-425).
- The grant recipient staff member(s) responsible for FFR preparation, certification and submission of the FFR must either submit a request for New User Access or Update User Access to the FFR Module as applicable. Refer to the PMS User Access website <https://pms.psc.gov/grant-recipients/user-access.html> for information on how to submit a New User Access, Update User Access or Deactivate User Access. You can also view PMS Video on how to request new user access @ <https://youtu.be/kdoqaXfiuI0> and PDF resource with instructions on Requesting Access @ https://pms.psc.gov/forms/New-User-Request_Grant.pdf
- Instructions on **how to submit an FFR via PMS** are available at <https://pmsapp.psc.gov/pms/app/help/ffr/ffr-grantee-instructions.html> (The user must be logged in to PMS to access the link). Updates to the FFR instructions effective 4/1/2022 are also available @ <https://pms.psc.gov/grant-recipients/ffr-updates.html>
- While recipients must submit the FFR in PMS, the FFR can also be accessed by connecting seamlessly from the eRA Commons to PMS by clicking the Manage FFR link on the Search for Federal Financial Report (FFR) page in eRA Commons, which will redirect to PMS. SAMHSA will not accept FFRs submitted by email or uploaded as an attachment into eRA. To access the Manage FFR link in eRA Commons, the individual must be registered in eRA Commons and assigned the Financial Status Reporter (FSR) role for their organization. The individual assigned the FSR role is responsible for reporting the statement of grant expenditures for their organization. Refer to the page [Managing eRA User Accounts](#) on SAMHSA's website for instructions on how to assign the FSR

role.

If you have questions about how to set up a PMS account for your organization, please contact the PMS Help Desk at PMSSupport@psc.hhs.gov or 1-877-614-5533.

Note: While recipients will use PMS to report all financial expenditures as well as to drawdown funds, recipients will continue to use eRA Commons for all other grant-related matters, including submitting progress reports, requesting post award amendments, and accessing grant documents such as the Notice of Award.

Standard Terms for Awards

Your organization must comply with the Standard Terms and Conditions for the Fiscal Year in which your grant was awarded. The Fiscal Year for your award is identified on your Notice of Award. SAMHSA's Terms and Conditions webpage is located at: <https://www.samhsa.gov/grants/grants-management/notice-award-noa/standard-terms-conditions>.

Standards for Financial Management

Recipients and subrecipients are required to meet the standards and requirements for financial management systems set forth in 45 CFR part 75 Subpart D. The financial systems must enable the recipient and subrecipient to maintain records that adequately identify the sources of funds for federally assisted activities and the purposes for which the award was used, including authorizations, obligations, unobligated balances, assets, liabilities, outlays or expenditures, and any program income. The system must also enable the recipient and subrecipient to compare actual expenditures or outlays with the approved budget for the award. SAMHSA funds must retain their specific identity – they may not be commingled with non-federal funds or other federal funds. “Commingling funds” typically means depositing or recording funds in a general account without the ability to identify each specific source of funds with related expenditures.

Reasonable Costs for consideration

Recipients must exercise proper stewardship over Federal funds and ensure that costs charged to awards are allowable, allocable, reasonable, necessary, and consistently applied regardless of the source of funds according to “Reasonable Costs” consideration per 2 CFR § 200.404 and the “Factors affecting allowability of costs” per 2 CFR § 200.403. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.

Consistent Treatment of Costs

Recipients must treat costs consistently across all federal and non-federal grants, projects and cost centers. Recipients may not direct-charge federal grants for costs typically considered indirect in nature, unless done consistently. If part of the indirect cost rate, then it may not also be charged as a direct cost. Examples of indirect costs include (administrative salaries, rent, accounting fees, utilities, office supplies, etc.). If typical indirect cost categories are included in the budget as direct costs, it is SAMHSA's understanding that your organization has developed a cost accounting system adequate to justify the direct charges and to avoid an unfair allocation of these costs to the federal government. Also, note that all awards are subject to later review in accordance with the requirements of [45 CFR 75.364](#), [45 CFR 75.371](#), [45 CFR 75.386](#) and [45 CFR Part 75, Subpart F](#), Audit Requirements.

Compliance with Award Terms and Conditions

FAILURE TO COMPLY WITH THE ABOVE STATED TERMS AND CONDITIONS MAY RESULT IN ACTIONS IN ACCORDANCE WITH [45 CFR 75.371](#), REMEDIES FOR NON-COMPLIANCE AND [45 CFR 75.372](#) TERMINATION. THIS MAY INCLUDE WITHHOLDING PAYMENT, DISALLOWANCE OF COSTS, SUSPENSION AND DEBARMENT, TERMINATION OF THIS AWARD, OR DENIAL OF FUTURE FUNDING.

All previous terms and conditions remain in effect until specifically approved and removed by the Grants Management Officer.

Staff Contacts:

Daniel Maas, Program Official
Email: Daniel.Maas@samhsa.hhs.gov

Courtney Dodson, Grants Specialist
Phone: (240) 276-1849 **Email:** COURTNEY.DODSON@SAMHSA.HHS.GOV

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Specialty Courts and Programs to Accept the State Court Administrative Office Grants for FY 2025 – CPSID / Full Board

- WHEREAS,** The State Court Administrative Office (SCAO) authorizes the expenditure of federal and state funds by awarding competitive grant awards to operate individual specialty court programs throughout Michigan and has identified funds to be awarded for FY 2025; and
- WHEREAS,** Livingston County’s 53rd District Court and the 44th Circuit Court constitutes a jurisdiction designated to operate Specialty Courts and Programs; and
- WHEREAS** in resolution 2024-05-056, the Livingston County Board of Commissioners authorized application for the State Court Administrative Office grants; and
- WHEREAS,** Specialty Courts and Programs are seeking approval to accept the FY 2025 Michigan Drug Court Grant Program (MDCGP) funding for Juvenile Drug Treatment Court which requires a county match of \$4800.00 for attorney services and Adult Drug Court which requires no county match; and
- WHEREAS,** Specialty Courts and Programs are seeking approval to accept the Swift & Sure Sanctions Probation Program (SSSPP) funding for FY 2025 which requires no county match; and
- WHEREAS,** Specialty Courts and Programs are seeking approval to accept the FY 2025 Mental Health Court Grant Program (MHCGP) funding for Intensive Treatment Mental Health Court which requires no county match; and
- WHEREAS,** Specialty Courts and Programs are seeking approval to accept the Michigan Veterans Treatment Court Grant Program (MVTCGP) funding for Veterans Treatment Court for FY 2025 which requires no county match; and
- WHEREAS,** The 53rd District Court and 44th Circuit Court will use these funds for current staffing, treatment, drug and alcohol testing, training, and other program-related expenses necessary to operate the Livingston County Specialty Courts and Program during FY 2025; and
- WHEREAS,** No additional positions are requested to carry out the duties of the grants.

THEREFORE, BE IT RESOLVED the Livingston County Board of Commissioners authorizes Specialty Courts and Programs to accept the SCAO FY 2025 funding awards for five (5) grants in the award amounts below:

SPECIALTY COURT	FY2025 AWARD AMOUNT	FY 2025 PERIOD
MDCGP Adult Drug Court	\$110,000	10/1/2024 - 9/30/2025
MDCGP-Juvenile Drug Treatment Court	\$27,000	10/1/2024 - 9/30/2025
SSSPP-Swift & Sure Sanctions Probation Program	\$90,000	10/1/2024 - 9/30/2025
MHCGP-IT Mental Health Court	\$136,793	10/1/2024 - 9/30/2025
MVTCGP-Veterans Treatment Court	\$63,000	10/1/2024 - 9/30/2025

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners, or the County Administrator if Policy Permits, is authorized to sign all forms, assurances, contracts, agreements, amendments, and support documents related to this matter upon review by Civil Counsel.

BE IT FURTHER RESOLVED the Livingston County Board of Commissioners authorizes any budget amendments to effectuate the above.

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MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners

From: Sara Applegate, Specialty Courts & Programs Administrator

Date: October 1, 2024

Re: Resolution Authorizing Specialty Courts and Programs to Accept the State Court Administrative Office Grant Awards for FY 2025 – CPSID/Full Board

The Livingston County Specialty Courts and Programs is requesting Board approval to accept the five (5) grants below from the State Court Administrative Office (SCAO). Please see the Programs and award amounts below:

Adult Drug Court (MDCGP)	\$110,000
Juvenile Drug Court (MDCGP)	\$27,000
Mental Health Court (MMHCGP)	\$136,793
Veterans Treatment Court (MVTCP)	\$63,000
Swift and Sure Sanctions (SSSP)	\$90,000

This funding will begin October 1, 2024 through September 30, 2025. **There are no new positions being requested through these grants.** These grant funds will be utilized to fund current positions, treatments services, drug and alcohol testing, training for team members, and other program-related expenses.

Thank you for your consideration in this matter.



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone 517-373-0128

Thomas P. Boyd
State Court Administrator

September 16, 2024

Honorable Matthew McGivney, Chief Judge/Program Judge
44th Circuit Court
204 S. Highlander Way
Howell, MI 48843

Re: Michigan Drug Court Grant Program Award Notification
44th Circuit Court — Hybrid DWI/Drug Court
SCAO UI: U10063

Dear Chief Judge McGivney:

I am pleased to inform you that your application for funding through the Michigan Drug Court Grant Program (MDCGP) has been approved. On behalf of the State Court Administrative Office (SCAO), I am delighted to award your court a grant in the amount of \$110,000 to support your problem-solving court program. This award is for the grant period October 1, 2024, through September 30, 2025, and is contingent upon SCAO being awarded and receiving federal grant awards in the full amount requested.

Your court's fiscal year 2025 contract will be e-mailed from DocuSign to your project director, Sara Applegate. Please review the contract carefully and sign it by December 13, 2024. The budget, based on your court's actual award, must be updated in WebGrants by November 1, 2024. Instructions for revising your budget are attached to the message your project director will receive from WebGrants.

Each year we receive grant requests that greatly exceed the total amount spent in the preceding fiscal year and available funding for awards to courts. Your total grant award is based on what we believe it will cost to operate your program as you did last year plus any planned expansion, enhanced services, and/or cost increases.

Additionally, SCAO will continue considering requests for grant reallocations throughout the fiscal year. A reallocation is a mid-year decrease or increase of your grant award. For example, a program that needs additional grant funding may request a reallocation to increase the

September 16, 2024

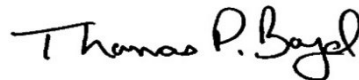
Page Two

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The Michigan Supreme Court and SCAO is confident that your project will have significant impact, and we look forward to seeing continued positive outcomes. We commend your dedication and commitment to these lifesaving programs and thank you for making a positive difference in so many lives.

Should you have questions about the grant or need assistance regarding best practices, please contact Andrew Smith at 517-373-0954 or at smitha@courts.mi.gov. For assistance in publicizing the success of your court, please contact John Nevin at 517-373-0129 or nevinj@courts.mi.gov.

Sincerely,

A handwritten signature in black ink that reads "Thomas P. Boyd". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Thomas P. Boyd
State Court Administrator

cc: Honorable Daniel Bain
Andrew Smith, Problem-Solving Courts Manager
Kristi Drake, SCAO Region II Administrator
Daniel Duchene, Court Administrator
Sara Applegate, Project Director



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone 517-373-0128

Thomas P. Boyd
State Court Administrator

September 16, 2024

Honorable Matthew McGivney, Chief Judge
44th Circuit Court
204 S. Highlander Way
Howell, MI 48843

Re: Michigan Drug Court Grant Program Award Notification
44th Circuit Court — Juvenile Drug Court
SCAO UI: U10109

Dear Chief Judge McGivney:

I am pleased to inform you that your application for funding through the Michigan Drug Court Grant Program (MDCGP) has been approved. On behalf of the State Court Administrative Office (SCAO), I am delighted to award your court a grant in the amount of \$27,000 to support your problem-solving court program. This award is for the grant period October 1, 2024, through September 30, 2025, and is contingent upon SCAO being awarded and receiving federal grant awards in the full amount requested.

Your court's fiscal year 2025 contract will be e-mailed from DocuSign to your project director, Sara Ann Applegate. Please review the contract carefully and sign it by December 13, 2024. The budget, based on your court's actual award, must be updated in WebGrants by November 1, 2024. Instructions for revising your budget are attached to the message your project director will receive from WebGrants.

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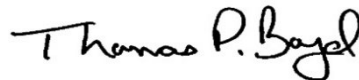
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Thomas P. Boyd
State Court Administrator

cc: Honorable Susan Longworth
Andrew Smith, Problem-Solving Courts Manager
Kristi Drake, SCAO Region II Administrator
Daniel Duchene, Court Administrator
Sara Applegate, Project Director



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone 517-373-0128

Thomas P. Boyd
State Court Administrator

September 16, 2024

Honorable Matthew McGivney, Chief Judge
44th Circuit Court
204 S. Highlander Way
Howell, MI 48843

Re: Michigan Mental Health Court Grant Program Award Notification
44th Circuit Court — Adult Mental Health Court
SCAO UI: U20008

Dear Chief Judge McGivney:

I am pleased to inform you that your application for funding through the Michigan Mental Health Court Grant Program (MMHCGP) has been approved. On behalf of the State Court Administrative Office (SCAO), I am delighted to award your court a grant in the amount of \$136,793 to support your problem-solving court program. This award is for the grant period October 1, 2024, through September 30, 2025, and is contingent upon SCAO being awarded and receiving federal grant awards in the full amount requested.

Your court's fiscal year 2025 contract will be e-mailed from DocuSign to your project director, Sara Ann Applegate. Please review the contract carefully and sign it by December 13, 2024. The budget, based on your court's actual award, must be updated in WebGrants by November 1, 2024. Instructions for revising your budget are attached to the message your project director will receive from WebGrants.

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Additionally, SCAO will continue considering requests for grant reallocations throughout the fiscal year. A reallocation is a mid-year decrease or increase of your grant award. For example, a program that needs additional grant funding may request a reallocation to increase the

September 16, 2024

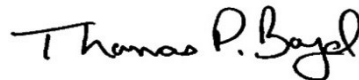
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Thomas P. Boyd
State Court Administrator

cc: Honorable Suzanne Geddis
Andrew Smith, Problem-Solving Courts Manager
Kristi Drake, SCAO Region II Administrator
Daniel Duchene, Court Administrator
Sara Ann Applegate, Project Director



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone 517-373-0128

Thomas P. Boyd
State Court Administrator

September 16, 2024

Honorable Matthew McGivney, Chief Judge/Program Judge
44th Circuit Court
204 S. Highlander Way
Howell, MI 48843

Re: Swift and Sure Sanctions Probation Program Award Notification
44th Circuit Court — Swift and Sure Sanctions Probation Program
SCAO UI: U40005

Dear Chief Judge McGivney:

I am pleased to inform you that your application for funding through the Swift and Sure Sanctions Probation Program has been approved. On behalf of the State Court Administrative Office (SCAO), I am delighted to award your court a grant in the amount of \$90,000 to support your Swift and Sure Sanctions Probation Program. This award is for the grant period October 1, 2024, through September 30, 2025.

Your court's fiscal year 2025 contract will be e-mailed from DocuSign to your project director, Sara Applegate. Please review the contract carefully and sign it by December 13, 2024. The budget, based on your court's actual award, must be updated in WebGrants by November 1, 2024. Instructions for revising your budget are attached to the message your project director will receive from WebGrants.

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September 16, 2024

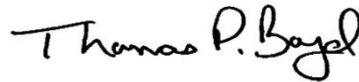
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Thomas P. Boyd
State Court Administrator

cc: Honorable Suzanne Geddis
Andrew Smith, Problem-Solving Courts Manager
Kristi Drake, SCAO Region II Administrator
Daniel Duchene, Court Administrator
Sara Applegate, Project Director



Michigan Supreme Court

State Court Administrative Office
Michigan Hall of Justice
P.O. Box 30048
Lansing, Michigan 48909
Phone 517-373-0128

Thomas P. Boyd
State Court Administrator

September 16, 2024

Honorable Matthew McGivney, Chief Judge
53rd District Court
204 S. Highlander Way
Howell, MI 48843

Re: Michigan Veterans Treatment Court Grant Program Award Notification
53rd District Court — Veterans Treatment Court
SCAO UI: U30008

Dear Chief Judge McGivney:

I am pleased to inform you that your application for funding through the Michigan Veterans Treatment Court Grant Program (MVTCPG) has been approved. On behalf of the State Court Administrative Office (SCAO), I am delighted to award your court a grant in the amount of \$63,000 to support your problem-solving court program. This award is for the grant period October 1, 2024, through September 30, 2025, and is contingent upon SCAO being awarded and receiving federal grant awards in the full amount requested.

Your court's fiscal year 2025 contract will be e-mailed from DocuSign to your project director, Sara Applegate. Please review the contract carefully and sign it by December 13, 2024. The budget, based on your court's actual award, must be updated in WebGrants by November 1, 2024. Instructions for revising your budget are attached to the message your project director will receive from WebGrants.

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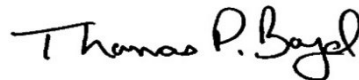
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program's grant award. On the other hand, a court may not spend their entire award, and funds may be reallocated to courts needing additional funding. Reallocation requests are submitted in WebGrants, and SCAO staff review and make reallocation determinations after second-quarter claims are submitted and after third-quarter claims are submitted. A reallocation that decreases or increases a program's grant award is based on actual prior spending and projected spending for the remainder of the fiscal year.

The Michigan Supreme Court and SCAO is confident that your project will have significant impact, and we look forward to seeing continued positive outcomes. We commend your dedication and commitment to these lifesaving programs and thank you for making a positive difference in so many lives.

Should you have questions about the grant or need assistance regarding best practices, please contact Andrew Smith at 517-373-0954 or at smitha@courts.mi.gov. For assistance in publicizing the success of your court, please contact John Nevin at 517-373-0129 or nevinj@courts.mi.gov.

Sincerely,

A handwritten signature in black ink that reads "Thomas P. Boyd". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Thomas P. Boyd
State Court Administrator

cc: Honorable Shauna N. Murphy
Andrew Smith, Problem-Solving Courts Manager
Kristi Drake, SCAO Region II Administrator
Marisa Lutz, Court Administrator
Sara Applegate, Project Director

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Specialty Courts and Programs to Accept the Community Corrections Grant for FY2025 – Court Central Services

- WHEREAS,** The Livingston County Community Corrections Advisory Board approved the Community Corrections Plan and Application for Fiscal Year 2025 on March 22, 2024; and
- WHEREAS,** The Community Corrections Plan and Application for FY 2025 was submitted to the Michigan Department of Corrections (MDOC), Office of Community Corrections on April 23, 2024; and
- WHEREAS,** The Community Corrections Plan and Application for FY 2025 covering the period of October 1, 2024 through September 20, 2025 was awarded funding the following services:
- Administration including wages and fringes for existing positions; and
 - Group Programming including cognitive behavioral therapy; and
 - Outpatient treatment specifically substance use disorder services through assessments, intake, group therapy, individual therapy, and other evidence-based treatment modalities; and
- WHEREAS,** In resolution 2024-04-048, the Livingston County Board of Commissioners authorized the application for the Community Corrections grant; and
- WHEREAS,** The total amount awarded for the comprehensive plan and services is \$103,543; and
- WHEREAS,** This grant will not fund any new positions and does not require a match.

THEREFORE, BE IT RESOLVED The Livingston County Board of Commissioners authorizes the Community Corrections program to accept the award for Fiscal Year 2025 covering the period October 1, 2024 through September 30, 2025 from Michigan Department of Corrections (MDOC) in an amount not too exceed \$103,543.

BE IT FURTHER RESOLVED that the Chair of the Livingston County Board of Commissioners, or the County Administrator if Policy Permits, is authorized to sign all forms, assurances, contracts, agreements, amendments, and support documents related to this matter upon review by Civil Counsel.

BE IT FURTHER RESOLVED the Livingston County Board of Commissioners authorizes any budget amendments to effectuate the above.

#

MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners

From: Sara Applegate, Specialty Courts and Programs Administrator

Date: 10/1/2024

Re: Community Corrections Grant Acceptance for Fiscal Year 2025

The Livingston County Community Corrections Advisory Board (LCCCAB) approved submission of the Community Corrections Plan and Application for FY 2025 on March 22, 2024.

The Community Corrections Plan and Application was awarded \$103,543.00 in funding for the comprehensive plan and services listed:

- **Cognitive Behavioral Treatment Programming**
- **Substance Use Disorder Treatment Programming**
- **Administration**

All programming under Community Corrections is evidence based and designed to reduce Prison Commitment Rates (PCR) as well as recidivism rates. Cognitive Behavioral programming is designed to promote skills to develop prosocial behavior and impact potential future criminal behavior by teaching how to identify, monitor, and change the thinking that is fundamental to these behaviors. Substance Use Programming is designed to help offenders understand, recognize, and accept addiction; identify and interrupt addictive thoughts, feelings and actions; and learn positive, healthy coping skills that negate the need for prison commitment. Lastly, the Program Director and Coordinator are responsible for the development, implementation, and monitoring of the Community Corrections Plan. These positions act as an advisor to the CCAB and liaison to the state. These positions also monitor program utilization and progress toward meeting objectives.

Through this grant, the LCCCAB is committed to reducing the prison commitment rate by providing alternatives to incarceration and services to reduce recidivism.

This grant is not requesting funds for any new positions and does not require a match.

Thank you for the opportunity to present this matter to you. If you have any questions, please contact me directly.

MICHIGAN DEPARTMENT OF CORRECTIONS
OFFICE OF COMMUNITY CORRECTIONS
FY 2025 FUNDING PROPOSAL

Livingston County Community Corrections

Comprehensive Plans & Services

Program	Program Code	Funding Request	Approved Funding
Group-Based Programs			
Education	B00	-	
Employment	B15	-	
Cognitive	C01	19,458	
Domestic Violence	C05	-	
Sex Offender	C06	-	
Outpatient Services	G18	9,283	
Other Group Services	G00	-	
Sub-Total		28,741	-
Supervision Programs			
Intensive Supervision	D23	-	
Electronic Monitoring	D08	-	
Pretrial Supervision	F23	-	
Sub-Total		-	-
Assessment Services			
Actuarial Assessment	I22	6,750	
Pretrial Assessment	F22	-	
Sub-Total		6,750	-
Case Management	I24	-	
Substance Abuse Testing	G17	-	
Other	Z00	36,991	
5 Day Housing	Z02	-	
Program Total		72,481	-
Administration			
Salary & Wages		31,062.00	
Contractual Services		-	
Equipment		-	
Supplies		-	
Travel		-	
Training		-	
Board Expenses		-	
Other		-	
Administration Total		31,062	-
Total Comprehensive Plans & Services		103,543	0

TOTAL FUNDING REQUEST

\$ 103,543.00

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing an Agreement with Canteen Services, Inc. to Provide Inmate Food Services - Jail

WHEREAS, there is an on-going need to provide meals for inmates housed in the Livingston County Jail; and

WHEREAS, the current contract is set to expire on December 31, 2024; and

WHEREAS, in accordance with the County’s Procurement Policy, a competitive bid process was performed; submitted proposals were evaluated; and the Evaluation Committee recommends an award to the highest ranked proposal; and

WHEREAS, Canteen Services, Inc. submitted a proposal to provide Inmate Food Services per the scope of services described in RFP-LC-24-13 and per the rates, under Option 2 and menus detailed in Canteen Services TIGG’s Response to RFP for Inmate Food Services for a five (5) year term; and

WHEREAS, funding for same has been included in our Department’s Level 2 FY25 Operating Budget Request in the amount of \$509,600.

THEREFORE, BE IT RESOLVED that the Livingston County Board of Commissioners hereby authorizes entering into an Agreement with Canteen Services, Inc., located at 353 S. Michigan Ave., Coldwater, MI 49036 to provide inmate food services per the scope of services described in RFP-LC-24-13 and per Option 2 rates and menus detailed in Canteen Services TIGG’s Response to RFT for Inmate Food Services for a five (5) year term beginning January 1, 2025.

BE IT FURTHER RESOLVED that the Chairman of the Livingston County Board of Commissioners, or the County Administrator if Policy Permits, is authorized to sign all forms, assurances, contracts/agreements, renewals and future amendments for monetary and contract language adjustments related to the above upon review and/or preparation of Civil Counsel.

#

MOVED:
SECONDED:
CARRIED:



Memorandum

To: Livingston County Board of Commissioners

From: Lt. Tarneseia Pringle

Date: August 13, 2024

Re: Resolution Authorizing Livingston County Sheriff's Office to enter a five-year contract with Canteen Services, Inc. to provide Inmate Food Services for the jail.

Livingston County went out to bid for Inmate Food Services on June 17, 2024. In response to the Request for Proposal (RFP) being RFP-LC-24-13, Livingston County received three (3) proposals. Those vendors were Canteen Services, Inc., Cellmate Food Solutions, Inc., and Summit Food Services, LLC. Below is a recap of the bid evaluation.

The Evaluation Review Committee (ERC) assessed the responses to the Request for Proposal Scope of Work. A review of the minimum requirements revealed that the vendors met the minimum mandatory requirements and confirmed their understanding of the Scope of Work (Section 1). After reassessing the answers to the Scope of Work sections and the information provided on the requisite forms, the vendors were determined to be responsive and responsible.

After examining the proposals, the ERC selected Canteen Services, Inc. for the new contract. There were two options for the proposal. Option 1 had three hot meals daily, and Option 2 had a cold breakfast, a hot lunch, and a hot dinner. The ERC has selected Option 2. The cost breakdown for Option 2 is:

- 0-250 Inmates \$1.75 per tray
- 251-299 Inmates \$1.65 per tray
- 300+ Inmates \$1.55 per tray
- 20 Special diet \$.472 per tray
- Special snacks \$1.37 per bag

We are asking the board for approval to allow the Livingston County Sheriff's Office to enter a five-year (5) year contract with Canteen Services, Inc. to provide meals to the jail's inmates. This contract will start in January 2025 and end in January 2030.

If you have any questions regarding this matter, please contact me.

Respectfully submitted,

LT. Tarneseia Pringle

Jail Administrator



Canteen Services

TIGG'S

RESPONSE TO RFP FOR INMATE FOOD SERVICES

PRESENTED TO:
LIVINGSTON COUNTY
RFP LC-24-13

SUBMITTED BY:
CANTEEN SERVICES, INC.
Contact: Michael Stump
Email: mstump@canteenservices.com
Phone: 616-450-5495

DUE: Monday, July 15, 2024
TIME: 2:00 p.m. EST

Proposal valid 90 days from due date.





TIGG'S TABLE OF CONTENTS

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Canteen Services

TIGG'S COVER LETTER

July 15, 2024

Livingston County Fiscal Services
304 East Grand River Ave., Suite 204
Howell, MI 48843
517-540-8740 | eyoung@livgov.com

Dear Livingston County Fiscal Services,

Canteen Services is pleased to have an opportunity to submit a comprehensive response to **Livingston County Sheriff's Office RFP-LC-24-13 for Inmate Food Services**. As your incumbent food service provider, we work hard to provide a tailored approach to your food service goals and will continue to provide the exemplary service that you have come to expect. We find ways to not only meet but exceed your minimum requirements by offering the following:

- Canteen Services was established in Michigan in 1932, and began focusing on the correctional industry in 1990. Since then, Canteen has proven itself as a leader in administering large scale correctional food service programs throughout Michigan.
- Our organization manages the end-to-end supply chain, removing the risk of disruptions that can impact food service delivery.
- Our food service program provides a cost-effective plan for three meals per day, prepared and served by a dedicated staff that is committed to inmate safety
- Menus offer accommodations for medical, religious, dietary, and holiday meals.
- A comprehensive contingency plan ensures meal services will continue for up to 72 hours in the event of an emergency.
- Our experienced correctional staff follows strict food service protocols with clear objectives, policies, and procedures in place.
- Ongoing training is provided to kitchen staff and inmate workers to ensure safety and compliance at all times.
- We will continue to have a transparent and collaborative relationship with administration and staff.
- We are accessible and responsive to the Livingston County Jail 24/7/365.

As a business we recognize the vital importance of reviewing and re-evaluating the vendor process and understand it is a valuable tool. We believe in the program we have built and are confident that Canteen Services will remain the best choice for the Livingston County Jail. Our commitment to your correctional facility will continue to grow while providing high quality products and services with professionalism, integrity, accuracy, and efficiency.

Sincerely,

Michael Stump
Vice President of Commissary and Business Development
mstump@canteenservices.com



Canteen Services

TIGG'S COMPANY INFORMATION

Corporate Information

Canteen Services, Inc.

Headquarters and Business Administration Offices
353 S. Michigan Ave. Coldwater, MI 49036

Incorporated September 26, 1957, in the State of Michigan
Licensed to do business in the State of Michigan FEIN 38-1557774

Contact Information

Company Representative: Jeffrey Tiggelman, President
Phone: 616-299-6014 | Fax: 517-279-9650
Email: jtiggelman@canteenservices.com

Sales Representative:

Michael Stump
Vice President of Commissary
and Business Development
Phone: 616-450-5495 | Fax: 517-279-9650
Email: mstump@canteenservices.com

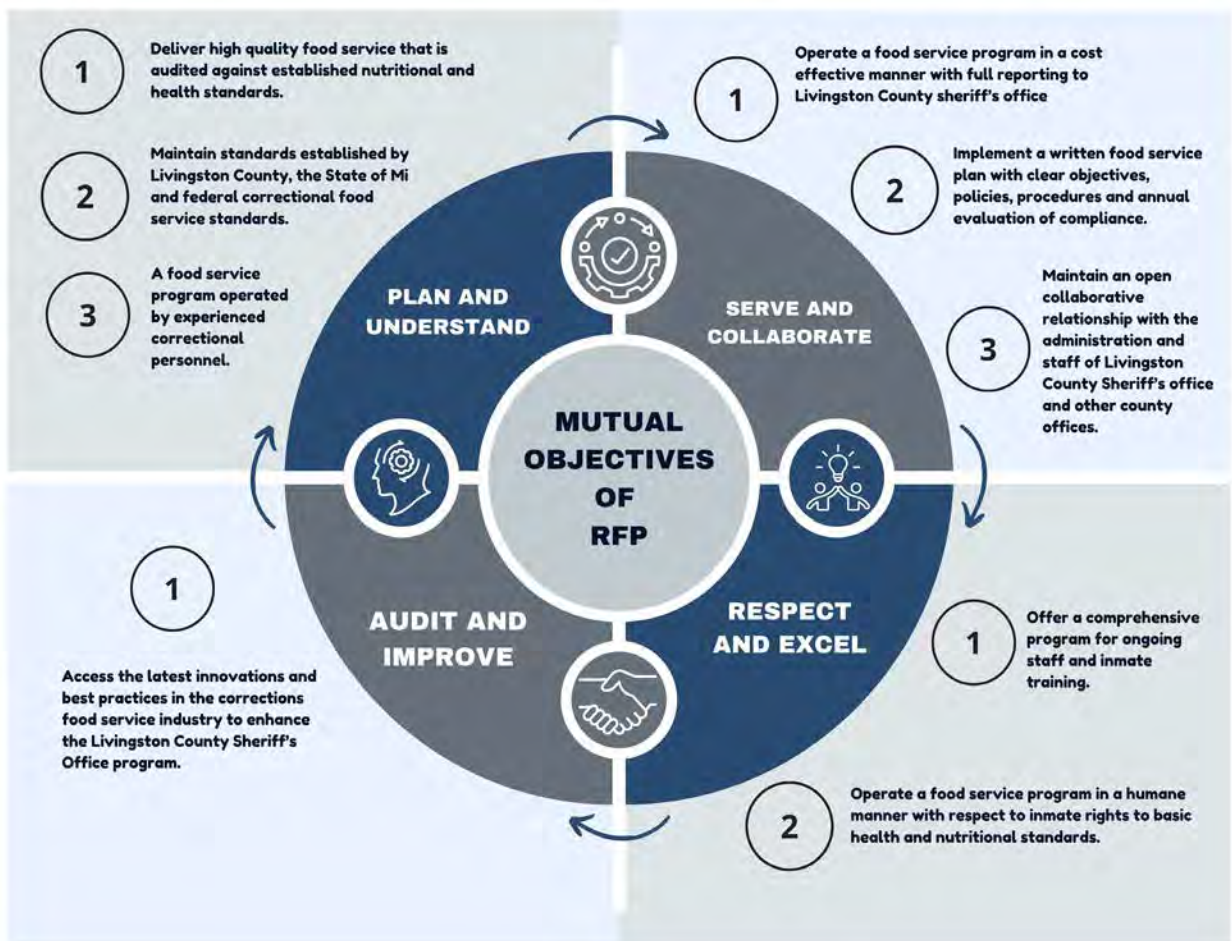
Canteen Services, Inc. affirms to be in good standing in the State of Michigan and will have all necessary licenses, permits, certifications, approvals, and authorizations necessary to perform all obligations in connection with this proposal.

Canteen Services, Inc. confirms our capability to meet all requirements listed in RFP-LC-24-13 for Bidder Qualifications.



TIGG'S MUTUAL OBJECTIVES OF RFP

Our continued partnership with Livingston County is centered on a commitment to achieve your food service goals. Accepting responsibility is nothing without a promise to audit, assess, and grow from experience. We truly believe in approaching your food service needs collaboratively, following a cycle of accountability.





SECTION 1.0 BIDDER RESPONSE

- SCOPE OF SERVICES PG. 7
 - MINIMUM MANDATORY REQUIREMENTS | PG. 7
 - KITCHEN OPERATIONS | PG. 9
 - INMATE FOOD SERVICE | PG. 15
 - COMPANY SERVICE CAPABILITIES | PG. 16
- TECHNICAL PROPOSAL PG. 19
 - COMPANY PROFILE | PG. 21
 - W9 | PG. 22
 - INSURANCE | PG. 23
 - REFERENCES | PG. 24
 - CERTIFICATE OF COMPLIANCE | PG. 23
 - PRICE ASSURANCE CERTIFICATE | PG. 24
 - PROPOSAL SUBMISSION CHECKLIST | PG. 25



Minimum Mandatory Requirements

Vendor must be organized for the purpose of providing institutional and/or volume food service and must demonstrate a minimum of five (5) years' previous correctional feeding experience, within the last seven (7) years, with proven ability and effectiveness in administering large scale corrections food service programs.

Canteen Services is a third-generation, family owned business, currently operated by Craig and Jeff Tiggleman, and headquartered in Coldwater, Michigan. Canteen was established in 1932 and added a focus on correctional services in 1990. We service the nutritional and personal needs of inmates through cost-effective programs, making us an industry leader in providing correctional food service, commissary, kiosk, and laundry services. Currently, we operate commissary & food service programs within 67 correctional and detention facilities throughout Indiana, Michigan, Ohio, and Illinois, including two juvenile centers, two community corrections facilities, and one senior meal program. With our vast experience, we understand the unique challenges of providing services to correctional facilities. Our unyielding commitment to continual improvement to our already high-quality standards has built Canteen's reputation for excellent service and professional integrity.

Vendor must have qualified and trained staff with sufficient back-up personnel to complete the contract requirements. Vital information must be submitted for each employee that will be in supervisory capacity at the Livingston County Jail Facility.

Canteen Services has become a leader in the county jail food service industry by focusing solely on the corrections industry. We have a uniquely experienced and qualified staff who have detailed knowledge in correctional food service. We have back-up personnel at both Ingham and Washtenaw County jails to sufficiently support contract requirements as outlined in the RFP.

Vendor must have the central office capability to supervise and monitor the program ensuring satisfactory provision of services. In addition, the vendor must have an alternate emergency preparation site in the surrounding area bordering Livingston County.

Canteen Services has a central office located in Coldwater, MI and has the ability to supervise and monitor the Livingston County food service program. We provide inmate food services to several jail facilities in Michigan including Ingham and Washtenaw Counties which border Livingston County. In the event that an alternate site is required to ensure uninterrupted food service during an emergency, one or both of these facilities will be utilized.



Minimum Mandatory Requirements (continued)

Vendor shall provide three (3) references in Section 2.2 that meet the Minimum Mandatory requirement of providing inmate food services that includes an example of their contracted meal plan. Preference will be given for demonstrated experience in providing inmate food services for institutions of a size comparable to or larger than Livingston County.

References have been provided on form 2.2 on page 22.



I.3.1 Kitchen Operations

Meal Service

Canteen will continue to plan, coordinate, handle, prepare and provide three meals per day, 365 days per year to Livingston County's correctional inmates. Our correctional food service program is delivered in a professional manner with respect given to the inmates' court established right to basic health and nutritional standards. All menus are created to provide meals with the most recent Recommended Daily Allowance for adult males as established by the National Academy of Sciences.

Safety and sanitation protocols are always followed and maintain standards established by Livingston County, State of Michigan, and Federal USDA standards. Our management team is required to complete daily kitchen inspections, weekly sanitation logs, quarterly management inspections, and compliance audits. All necessary cleaning supplies are provided by Canteen Services. Our staff follows established protocols for routine cleaning, housekeeping for food service prep areas, storage areas and maintains strict standards of sanitation as required by state and local regulations. Canteen's ServSafe trainer administers ServSafe Certifications for all Canteen kitchen staff and inmate kitchen workers through the ServSafe Food handler program.

Time and temperature controls ensure that food is served in a palatable manner. Hot food is served at 140°F or greater, and cold food is served at 45°F or less, including all applicable condiments. Mealtimes are mutually agreed upon between Canteen Services and Livingston County Jail.

Our all-inclusive commitment to your correctional food service program includes staffing, inventory, and food quality control. All utensils, kitchen tools and work-related items are secured via a locked enclosure (office) or tethered within the work area. Mealtimes will be mutually agreed upon between Canteen Services and Livingston County Jail

Staffing

Requirements for our qualified staff include being certified ServSafe food handlers along with completing an allergen certification and PREA training. Background checks are performed on all personnel, and Livingston County approves all hires before they are offered a position.



TIGG'S SCOPE OF SERVICE

Meal delivery to inmates and staff include a detailed, structured, and professional, list-based approach:

- Inmate meals are staged, prepared, and then placed on carts for the designated inmate workers to deliver to the inmates.
- A master portion chart illustrates which utensil is required to provide the required meal portions. A bulk food portion chart is also used to ensure that supervisors are aware of the number of servings per item that is available at any given time.
- Meal assembly begins when all food items are properly prepared and ready for service. Prepared menu items are ready and waiting in the proper quantities and temperatures to handle the volume of meals to be produced. The count sheet is ready and available.
- Hot and cold holding units are prepared in advance to maintain appropriate temperatures (turned on, warmed up, filled with ice, etc.). All food items are brought to the line and placed in the proper unit. Temperatures are taken and logged routinely per pre-established Canteen guidelines.
- A sample tray is made first to ensure all workers understand the routine for that meal service.
- Special diet menu items are ready and waiting in the assembly area. Diet trays are assembled using a label with the name, location, type of diet, date, and meal.

Quality and Inventory Control

Canteen Services has a strict standard for providing only the highest quality food service to our correctional food programs. A quality assurance program is in effect and is protocol in all our client facilities. The program encompasses all aspects of the food service operation. If one step of an operation does not meet the standards stated, on-site management staff applies immediate corrective action.

Quality and inventory processes have been implemented for:

- Food purchasing
- Food storage and retrieval
- Meal production
- Meal service
- Daily recording of cooler/freezer temperatures

Cleaning and sanitation are the responsibility of Canteen's Kitchen Staff and Regional Director of Operations. Canteen has established specific daily, weekly, monthly, and quarterly cleaning and sanitation schedules. The equipment and work areas must meet all standards of sanitation as dictated by our internal standard operating procedures. Safe food handling procedures are enforced during receiving, inventory rotation, storage, food transport, garbage removal, pest control, and any elements affecting food service operations.



TIGG'S SCOPE OF SERVICE

We proactively clean and strictly adhere to sanitation standards. Canteen Services will provide Livingston County a sanitation program that includes regularly scheduled cleaning, exacting preventive maintenance, plus initial and ongoing employee training. These collective efforts ensure that our high standards always remain at optimum levels.

Inspecting for issues before they become problems is our proactive approach. An on-site supervisor conducts daily sanitation inspections; if needed, corrective actions are made immediately. We keep potential health hazards from becoming actual hazards. A copy of the inspection is supplied to the appropriate administration on a weekly basis.

Each day, we use several standard forms for **meal preparation, production, quality, and quantity**, as we monitor the following:

- Food temperature control
- Tool control
- Meal counts by diet
- Hot and cold holding
- Quality of meals upon delivery

Safe, Sanitary, Secure Food Service

Canteen Services will comply with all policies and procedures specific to providing safe, sanitary, and secure food service and innovative management, including supervision and internal security of products and equipment available to offenders.

Key control is a crucial part of Canteen's overall security procedures. Employees are trained in detail to understand how improperly handled keys can lead to security risks. A secure and efficient key control system is the Key Control Center or Key Box. All keys are numbered, tagged, and kept in a locked box. Access to the key box is limited. Any time a key is removed, an identification tag is hung in its place. At any given time, the person in charge of the key control center knows where the keys are. Canteen employees know they must learn the procedures followed at their facility. They're also trained to understand the rules that apply to all institutions.

Tool control involves keeping track of all tools, including anything in the kitchen from choppers to serving spoons. Canteen employees are trained to understand that all items, however simple they might seem, are contraband if they are not issued to the inmate or obtained in an authorized manner.



TOOL CONTROL (CONTINUED)

Broken or damaged tools are an important area of focus for Canteen employees. All tools are continually surveyed for damage. The Food Service Supervisor is responsible for properly and safely disposing of these items and arranging for replacement.

Missing kitchen utensils are a serious matter, and Canteen employees are trained to be vigilant and proactive. For any missing item, employees must promptly report it to the Food Service Supervisor and/or to the Livingston County Administration. Protocol in this situation is to conduct an immediate search of the kitchen and storage areas for the missing tool.

Security is not just an obligation, but a major responsibility for all Canteen associates. Canteen shares the security goals of an institution and aids in maintaining the overall security program which is designed to:

- Ensure the safety of staff and residents
- Maintain order in the facility
- Help prevent inmate escapes

Complaints and Grievances

Canteen Services has established a process for addressing offender and staff complaints about food and service, minimizing the potential for offender litigation. Staff-generated concerns are reported directly to the kitchen manager so they may address them in a timely manner. If they are unable to resolve the issue, the Regional Director of Operations will assist in finding an acceptable solution.

Grievances generated from inmate complaints are forwarded to our grievance response team for response typically within 24 hours. If the inmate complaint is valid, an immediate resolution is found, and the issue is corrected going forward.

A safe work environment is of the highest importance to Canteen Services, and we address any issues that may arise in a timely and professional manner. Grievances shall be handled immediately by our staff according to Livingston County's standards, and we are available 24/7.



Other Specifications, Processes and Procedures

Canteen Services specifications and Standard Operating Procedures on Meal Delivery, Quality Control, Safety, Sanitation, and Security that will be adhered to for all food products and service include:

- Employee Illness
- Handwashing
- Ware washing
- Cross Contamination
- Purchasing Foods from Approved Sources
- Cleaning and Sanitizing Food Contact Surfaces
- Cooling Potentially Hazardous Food
- Which Foods Would be Considered Potentially Hazardous
- Thawing Potentially Hazardous Food
- Using Time Only as a Method to Control Bacterial Growth
- Reheating Potentially Hazardous Food
- Preventing Bare Hand Contact with Ready-to-Eat Food
- Hot-Holding Potentially Hazardous Food
- Date-marking Ready-to-Eat, Potentially Hazardous Food
- Cold-Holding Potentially Hazardous Food

Canteen Services staff receive initial and on-going training annually in various topics including:

- Prison Rape Elimination Act (PREA)
- Cultural Awareness in Corrections
- Professional Ethics in Corrections
- Bloodborne Pathogens
- Effective Communication
- Controlling Contraband
- Ethical Decision Making
- Infection Control
- Fire Safety
- Employee Wellness - Emotional Intelligence
- First Aid
- Sexual/Workplace Harassment



Emergency and Contingency Plan

Canteen's experience in county jails has prepared our administrative and food service staff for a wide range of food related issues associated with inmate disruptions. As part of Canteen's comprehensive emergency contingency plan, we have instructed our managers to keep staple items on hand and in the proper quantities. This ensures that the feeding cycles do not fall excessively behind schedule.

It is Canteen Service's policy to be prepared to serve all meals as scheduled despite emergency situations, such as power loss, fire, inmate-lock-down or local disaster. Each unit is required to have a written plan which outlines its needs in the event of the above:

- A minimum supply of food and disposable service ware is always kept on hand. Additional supplies of those items which would be most needed in an emergency are also kept; the amount and scope vary with the size and complexity of the individual facility.
- Canteen will maintain stocks in addition to those required on a normal basis. These food items are in addition to what is typically available for the day's meal service. A three day supply of food stock is on-hand at the facility at all times - 24 / 365.
- Staff from nearby food service facilities will be detailed to assist if required. Unit staff would be on 24-hour alert. If needed, a self-contained refrigerated vehicle will be requested from a vendor. It is the duty of the unit's Food Service Supervisor, in consultation with the client, to determine the necessary steps to be taken in any emergency situation.

Canteen Services provides inmate food services to several jail facilities within close proximity to Livingston County. In the event of complete loss of use of the Livingston County Jail kitchen, Canteen can utilize a neighboring county jail facility at either Washtenaw County or Ingham County jails.

In the event of a major disaster, our on-site staff is trained to respond using a pre-designated call back telephone procedure. Staff members are instructed to contact the jail should communications be interrupted. Canteen has many food service accounts located throughout the region to add personnel and production if needed, as well as a fleet of vehicles that can be immediately mobilized in an emergency. Canteen will provide off-site support from the neighboring county facilities when necessary.



I.3.2 Inmate Food Service

Menu Plans

Canteen will continue to provide three meals per day, 365 days per year to Livingston County's correctional inmates. Meals are delivered after written confirmation of the number of meals, no less than one hour prior to the food service times, as specified by the Jail Administrator or their designated representative(s). Our on-site food service supervisor meets with jail staff weekly to reconcile the number of meals served and address any food service issues that may have occurred during the previous week.

Our correctional food service program is delivered in a professional manner with respect given to the inmates' court established right to basic health and nutritional standards. All menus are created to provide meals with the most recent Recommended Daily Allowance for adult males as established by the National Academy of Sciences. Our dietitian ensures a healthy and nutritional menu plan. Your facility benefits from a registered dietitian's certification of both menu and nutritional analysis.

Nutrition and dietary expertise. A unique aspect of our service is a dedicated, on-staff registered dietitian and on-staff registered dietetic technician, who together, create nutritious menus that not only meet the needs of the inmate population for dietary, cultural, and religious requirements, but also meets or exceeds the federal, state, and local guidelines. Dietary modifications are made in accordance with the American Correctional Association (ACA), Nutrition Care Manual of the Academy of Nutrition and Dietetics and comply with the Recommended Daily Allowance for adult males as established by the National Academy of Sciences.

Time and temperature controls ensure that food is served in a palatable manner. Hot food is served at 140°F or greater, and cold food is served at 45°F or less, including all applicable condiments. Mealtimes will be mutually agreed upon between Canteen Services and Livingston County Jail.

Reporting

Canteen Services provides weekly reports to Livingston County via email detailing the number and types of meals served, snacks served, and any special diets. The weekly report includes the cost of the week's meal service, broken down by meal type. This data is retained by Canteen's corporate office and can easily be included in a quarterly or annual report, broken down by specific metrics, as requested by Livingston County.



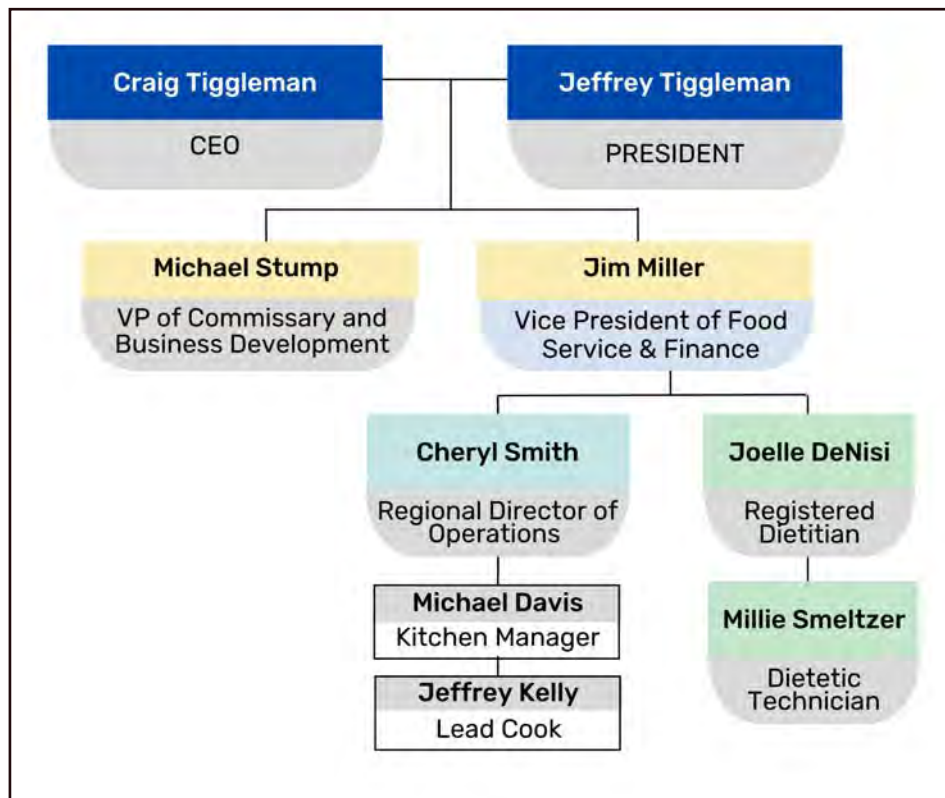
Additionally, the kitchen manager maintains a substitution log to record any deviations from the established menu which is, in turn, reviewed by the dietetic technician to confirm substitutions were appropriate to the meal service. Kitchen managers are also required to notify the client of any substitutions prior to meal service to keep them apprised of any menu changes and the reason for the change. Canteen Services does not currently offer an online report portal.

I.5 Company Service Capabilities

Account Management

Canteen Services is a leader in the county jail food and commissary service industry by focusing solely on correctional facilities like yours. We have a staff that is knowledgeable, experienced and qualified to manage every aspect of your correctional food service program in Livingston County.

LIVINGSTON COUNTY ORG CHART





TIGG'S SCOPE OF SERVICE

Primary account representatives responsible for the day-to-day operations of inmate food service contract. Include name, title, address, phone and email for key contacts.

Key Staff Contact Information:

Michael Stump

Vice President of Commissary & Business Development
Canteen Services, Inc.
353 S. Michigan Ave. Coldwater, MI 49036
Phone: 616.450.5495
Email: mstump@canteenservices.com

Cheryl Smith

Regional Director of Operations
ACFSA Member | ServSafe Proctor
Canteen Services, Inc.
353 S. Michigan Ave., Coldwater, MI 49036
Phone: 269.223.2620
Email: csmith@canteenservices.com

Michael Davis

Kitchen Manager - Livingston County Jail
353 S. Michigan Ave., Coldwater, MI 49036
Phone: 877-922-6833
Email: mdavis@canteenservices.com

Jeffrey Kelly

Lead Cook - Livingston County Jail
353 S. Michigan Ave., Coldwater, MI 49036
Phone: 877-922-6833
No email address



Communication Plan

Throughout Canteen's decades of experience, we have done one thing very well, and that's listening to the needs of our partners. Our keen ear has allowed us to understand what county jails need most from a vendor partner and we have built our strengths in those areas.

Canteen Services ensures an open line of communication with Livingston County's administration and leadership to monitor the food service program Livingston County is receiving.

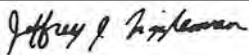
As a food service provider and partner, we adhere to strict standards as they relate to contract performance, issue management and change management. We share in your definition of an "issue" as any event that impacts meal schedules, scope, service, delivery, quality or budget. A "change" is identified as a change in corporate leadership, structure, merger or corporate acquisition.

All information acquired through our working relationship with Livingston County shall remain of a confidential nature.

Customer Service

Canteen's on-site kitchen manager will schedule weekly meetings with Livingston County administrators to review any issues or changes with the food service program. Canteen Services customer service team is available 24/7/365.

**I. Company Profile****2.1 Company Profile**

Official Name of Bidder: Canteen Services, Inc.		Type of Entity/Organization (check one): <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Partnership <input type="checkbox"/> Limited Liability Corporation <input type="checkbox"/> Non-Profit / Church <input type="checkbox"/> Other:
Street Address: 353 S. Michigan Ave.		
County: Branch		
State: Michigan	Zip Code: 49036	
Website: www.canteenservices.com		
Primary Contact Name: Michael Stump		
Primary Contact Phone Number 616-450-5495		
Primary Contact Email Address: mstump@canteenservices.com		
Federal Tax ID Number: 38-1557774		Dun & Bradstreet (D&B) Number (if applicable):
Has your company ever been debarred by the Federal Government? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, has it been lifted and if so, when?		
Has your company ever been debarred by State Governments? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, has it been lifted and if so, when?		
Brief history of your company, including the year it was established:		
The individual below is authorized to sign on behalf of the company submitting this proposal. Proposals must be signed by an official authorized to bind the provider to its provisions for a period of at least 90 days.		
Signature: 		
Name and Title of Signer: Jeffrey Tiggelman, President		
Date: July 15th, 2024		

***Please include a current W-9 and evidence of insurance coverage as outlined in Section 4.4: Insurance Requirements.**



Canteen Services

TIGG'S TECHNICAL PROPOSAL

Form W-9 (Rev. March 2024) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification <small>Go to www.irs.gov/FormW9 for instructions and the latest information.</small>	Give form to the requester. Do not send to the IRS.																																													
<small>Before you begin: For guidance related to the purpose of Form W-9, see <i>Purpose of Form</i>, below.</small>																																															
<small>Print or type. See Specific Instructions on page 3.</small>	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Canteen Services, Inc.																																														
	2 Business name/disregarded entity name, if different from above.																																														
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____ <small>Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.</small> <input type="checkbox"/> Other (see instructions) _____																																														
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <small>(Applies to accounts maintained outside the United States.)</small>																																														
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/>																																														
	5 Address (number, street, and apt. or suite no.). See instructions. 353 S Michigan Ave.																																														
	6 City, state, and ZIP code Coldwater, MI 49036																																														
7 List account number(s) here (optional)																																															
Part I Taxpayer Identification Number (TIN)																																															
<small>Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i>, later.</small>																																															
<small>Note: If the account is in more than one name, see the instructions for line 1. See also <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.</small>																																															
<table border="1" style="width: 100%; border-collapse: collapse;"><tr><td colspan="9" style="text-align: center;">Social security number</td></tr><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr><tr><td colspan="9" style="text-align: center;">Or</td></tr><tr><td colspan="9" style="text-align: center;">Employer identification number</td></tr><tr><td style="width: 20px; height: 20px;">3</td><td style="width: 20px; height: 20px;">8</td><td style="width: 20px; height: 20px;">-</td><td style="width: 20px; height: 20px;">1</td><td style="width: 20px; height: 20px;">5</td><td style="width: 20px; height: 20px;">5</td><td style="width: 20px; height: 20px;">7</td><td style="width: 20px; height: 20px;">7</td><td style="width: 20px; height: 20px;">4</td></tr></table>			Social security number																		Or									Employer identification number									3	8	-	1	5	5	7	7	4
Social security number																																															
Or																																															
Employer identification number																																															
3	8	-	1	5	5	7	7	4																																							
Part II Certification																																															
<small>Under penalties of perjury, I certify that:</small>																																															
<small>1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and</small>																																															
<small>2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and</small>																																															
<small>3. I am a U.S. citizen or other U.S. person (defined below); and</small>																																															
<small>4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</small>																																															
<small>Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.</small>																																															
Sign Here	<small>Signature of U.S. person</small> 	<small>Date</small> 7-3-24																																													
General Instructions																																															
<small>Section references are to the Internal Revenue Code unless otherwise noted.</small>																																															
<small>Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.</small>																																															
What's New																																															
<small>Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.</small>																																															
<small>New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).</small>																																															
Purpose of Form																																															
<small>An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they</small>																																															
<small>Cat. No. 10231X</small>																																															
<small>Form W-9 (Rev. 3-2024)</small>																																															



Canteen Services

TIGG'S TECHNICAL PROPOSAL

ACORD®		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 6/25/2024	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.					
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).					
PRODUCER The Campbell Group 4808 Broadmoor Ave SE Kentwood MI 49512		CONTACT NAME: Certificate Department PHONE (A/C, No, Ext): 877-488-5769 FAX (A/C, No): 800-847-3129 E-MAIL ADDRESS: certs@thecampbellgrp.com			
INSURED Canteen Services, Inc. 353 S Michigan Ave P.O. Box 160 Coldwater MI 49036		CANTSER-01		INSURER(S) AFFORDING COVERAGE INSURER A: Midwest Employers Casualty Company INSURER B: Selective Insurance Company of America INSURER C: INSURER D: INSURER E: INSURER F:	
				NAIC # 23612 12572	
COVERAGES CERTIFICATE NUMBER: 217145071 REVISION NUMBER:					
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD, WVRD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		S 2351205	1/1/2024	1/1/2025
					EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/POP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		S 2351205	1/1/2024	1/1/2025
					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		S 2351205	1/1/2024	1/1/2025
					EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/> N / A	CANTE1R	1/1/2024	12/31/2024
					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) WHEN REQUIRED IN WRITTEN CONTRACT OR AGREEMENT: General Liability: Any person or organization is additional insured on a primary and non-contributory basis and a waiver of subrogation shall apply in their favor. Automobile Liability: Any person or organization is additional insured on a primary and non-contributory basis and a waiver of subrogation shall apply in their favor. The above conditions apply to County of Livingston and Livingston County Sheriff as Additional Insureds.					
CERTIFICATE HOLDER Livingston County 304 E Grand River, Suite 204 Howell MI 48843			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Tom Kishner</i>		
© 1988-2015 ACORD CORPORATION. All rights reserved.					

ACORD 25 (2016/03)

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2.2 References

Provide a minimum of three (3) references for services of similar scope.

Entity Name: Ingham County Sheriff's Office	
Contact Name: Robert Earle	Title: Captain
County: Ingham	State: Michigan
Phone Number: 517-676-8321	Years Served: 15 years
Contact Email: rearle@ingham.org	
Description of Services: Inmate Food and Commissary Services	
Annual Volume: Meals Served 2023: 517,705, Snacks Served 2023: 12,871	

Entity Name: Muskegon County Sheriff's Office	
Contact Name: Matthew Smith	Title: Captain
County: Muskegon	State: Michigan
Phone Number: 231-724-7177	Years Served: 26 years
Contact Email: matthew.smith@muskegonsheriff.com	
Description of Services: Inmate Food and Commissary Services	
Annual Volume: Meals Served 2023: 400,626, Snacks Served: 1,563	

Entity Name: Saginaw County Sheriff's Office	
Contact Name: Ebony Rasco	Title: Lieutenant
County: Saginaw	State: Michigan
Phone Number: 989-790-5409	Years Served: 32 years
Contact Email: erasco@saginawcounty.com	
Description of Services: Inmate Food and Commissary Services	
Annual Volume: Meals Served: 2023: 441,543, Snacks Served: 6,112	



TIGG'S TECHNICAL PROPOSAL

2.3 Certificate of Compliance with Public Act of 517 of 2012

I certify that neither Canteen Services, Inc. (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded Contract as a result of this Invitation to Proposal, Company will not become an "Iran linked business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

Name of Company: Canteen Services, Inc
By: Jeffrey Tiggelman <i>Jeffrey J. Tiggelman</i>
Title: President
Date: July 15, 2024

Notary	
State of	<u>Michigan</u>
County of	<u>Kent</u>
Sworn to and subscribed before me, a notary public in and for the above state and county, on this <u>27th</u> day of <u>June</u> , 20 <u>24</u> .	
Notary Public	<i>Susan Mae Vankooten</i>
My commission expires:	<u>02-08-2025</u>

SUSAN MAE VANKOOTEN
Notary Public, State of Michigan
County of Kent
My Commission Expires 2/8/2025
Acting in the County of Kent



2.4 Price Assurance Certification

This contract will be a statewide cooperative contract which will enable government municipalities and educational entities to “piggyback” and purchase from the competitively awarded contract.

All pricing submitted to Livingston County shall include 2.0% administrative/remittance fee to be remitted to the Michigan Association of Counties (MAC) by the awarded vendor. It is the awarded vendor's responsibility to keep all product listings and sales reports up to date and on file with Livingston County/MAC.

By signing below, the bidder agrees to and acknowledges the following:

- An understanding of Section 1.7 titled Statewide Cooperative Program.
- The 2% administrative fee is included in all pricing quoted in this bid response.

Name (Print or Type): **Jeffrey Tiggelman**

Signature: *Jeffrey J. Tiggelman*

Date: **July 15th, 2024**




2.5 Proposal Submission Checklist

To enable consistent Proposal evaluation, the following Proposal Contents/Format has been developed.

FAILURE TO SUBMIT THE REQUESTED DOCUMENTS COULD RESULT IN DETERMINING THE SUBMISSION AS NON-RESPONSIVE AND REJECTED.

Complete?	Item Description
X	Section 1 – Bidder Responses
X	Section 2.1 – Company Profile with W-9 and Certificate of Insurance
X	Section 2.2 – References
X	Section 2.3 – Certificate of Compliance with Public Act 517 of 2012
X	Section 2.4 – Price Assurance Certification
X	Section 2.5 – Proposal Submission Checklist
X	Pricing Proposal – Attachment A
X	Addendum Signature Page (s) *(If applicable)

Submitted proposal contains all completed forms/certifications as listed above:

Authorized Signature:	
Printed Name of Authorized Representative:	Jeffrey Tiggelman
Title:	President
Date:	July 15th, 2024



ATTACHMENT A + MENUS

- ATTACHMENT A: PRICING PROPOSAL PG. 27
- SAMPLE MENUS:
 - COLD BREAKFAST, HOT LUNCH, HOT DINNER | PG. 28
 - HOT BREAKFAST, HOT LUNCH, HOT DINNER | PG. 32



TIGG'S ATTACHMENT A: PRICING PROPOSAL

Inmate Food Service Attachment A: Pricing Proposal

Vendor Name: **Canteen Services**

Instructions: Please complete the below table and provide sample menus. Please submit Attachment A: Pricing Proposal and sample menus in a separate sealed envelope labeled Attachment A.

Meal Service Description	Quantity	Rate	Meal Service Total
Breakfast - Hot	275	\$2.22	\$610.50
Breakfast - Cold	275	\$1.65	\$453.75
Breakfast - Hot Special Meal Service/Religious Diets	20	\$4.72	\$94.40
Breakfast - Cold Special Meal Service	20	\$3.15	\$63.00
Lunch - Hot	275	\$1.65 w/cold breakfast \$2.22 w/hot breakfast	\$463.75 w/cold breakfast \$610.50 w/hot breakfast
Lunch - Hot Special Meal Service/Religious Diets	20	\$4.72	\$94.40
Dinner - Hot	275	\$1.65 w/cold breakfast \$2.22 w/hot breakfast	\$463.75 w/cold breakfast \$610.50 w/hot breakfast
Dinner - Hot Special Meal Service/Religious Diets	20	\$4.72	\$94.40
Special Snacks/Pregnancy/Diabetics - AM/PM	10	\$1.37	\$13.70
Breakfast - Staff Required for Hot Meal Service		8 Inmate Workers	3 FT Employees 2 PT Employees
Breakfast - Staff Required for Cold Meal Service		8 Inmate Workers	1 FT Employee 1 PT Employee
Lunch - Staff Required for Hot Meal Service		8 Inmate Workers	Staffing dependent on cold or hot breakfast service.
Dinner - Staff Required for Hot Meal Service		8 Inmate Workers	Staffing dependent on cold or hot breakfast service.
Option 1: Flat Rate Price Per Meal - All Meals - (Breakfast Hot, Lunch Hot, Dinner Hot)	300	\$2.03	\$609.00
Option 2: Flat Rate Price Per Meal - All Meals - (Breakfast Cold, Lunch Hot, Dinner Hot)	300	\$1.55	\$465.00
Option 3: Other Proposed Pricing			



Canteen Services

TIGG'S SAMPLE MENUS

Cold Breakfast, Hot Lunch, and Hot Dinner Menu - Week 1

Week 1 Menu



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast	Peanut Butter 1 Oz.	Boiled Eggs 2 Each	Peanut Butter 1 Oz.	Boiled Eggs 2 Each	Peanut Butter 1 Oz.	Boiled Eggs 2 Each	Peanut Butter 1 Oz.
	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each
	Cereal 1 Cup	Biscuit 1 Each	Cereal 1 Cup	Biscuit 1 Each	Cereal 1 Cup	Biscuit 1 Each	Cereal 1 Cup
	Bread 2 Slices	Cereal 1 Cup	Bread 2 Slices	Cereal 1 Cup	Bread 2 Slices	Cereal 1 Cup	Bread 2 Slices
	Jelly 1 Packet	Milk 1 Cup	Jelly 1 Packet	Milk 1 Cup	Jelly 1 Packet	Milk 1 Cup	Jelly 1 Packet
	Milk 1 Cup		Milk 1 Cup		Milk 1 Cup		Milk 1 Cup
Lunch	Chicken Patty 1 Each	Cajun Brat 1 Each	Sloppy Joes 1 Each	Pizza 1 Slice	Salisbury Patty 1 Each	Turkey Salami 3 Oz.	Hamburger 1 Each
	Mashed Potato 3/4 Cup	Potato and Corn Chowder 3/4 Cup	Potato Chips 1 Cup	Pasta Salad 3/4 Cup	Mashed Potato 3/4 Cup	Cheese 1 Oz.	Bread 2 slices
	Chicken Gravy 1/4 Cup	Biscuit 1 Each	Salad 1/2 Cup	Carrots 1/2 Cup	Beef Gravy 1/4 Cup	Bread 2 Slices	Mac & Cheese 3/4 Cup
	Biscuit 1 Each	Salad 1/2 Cup	Dressing 1 Each	Cookie 1 Each	Biscuit 1 Each	Mustard 1 Packet	Salad 1/2 Cup
	Salad 1/2 Cup	Dressing 1 Oz.	Bread 2 slices	Fortified Beverage 1 Cup	Salad 1/2 Cup	Macaroni Salad 3/4 Cup	Dressing 1 Oz.
	Dressing 1 Oz.	Yellow Cake 1 Each	Apple Sauce 1/2 Cup		Dressing 1 Oz.	Peas & Carrots 1/2 Cup	Ketchup 1 Packet
	Cookie 1 Each	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup		Yellow Cake 1 Each	Pineapple 1/2 Cup	Cookie 1 Each
	Fortified Beverage 1 Cup				Fortified Beverage 1 Cup	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup
Dinner	Mac & Cheese w/Grd Meat 1 1/4 Cup	Meat Balls 6 Each	Tortilla Shell 6" 2 Each	Cheesy Potatoes w/ T. Ham 1 1/4 Cup	Popcorn Chicken 3/4 Cup	Pasta & Meat Sauce 1 1/4 Cup	Hot Dog 2 Each
	Peas 1/2 Cup	Gravy 1/4 Cup	Taco Mix w/Cheese 1/2 Cup	Peas 1/2 Cup	Mac & Cheese 3/4 Cup	Salad 1/2 Cup	Bread 2 Slices
	Chocolate Cake 1 Each	Pasta 3/4 Cup	Corn 1/2 Cup	Cornbread 1 Each	Corn 1/2 Cup	Dressing 1 Oz.	Ketchup 1 Packet
	Cornbread 1 Each	Mixed Vegetables 1/2 Cup	Seasoned Rice 3/4 Cup	Chocolate Cake 1 Each	Corn bread 1 Each	Corn Bread 1 Each	Mustard 1 Packet
	Fortified Beverage 1 Cup	Cornbread 1 Each	Cake 1 Each	Fortified Beverage 1 Cup	Chocolate Cake 1 Each	Chocolate Cake 1/2 Cup	Baked Beans 3/4 Cup
		Chocolate Cake 1 Each	Taco Sauce 1 Packet		BBQ Sauce 2 Packets	Fortified Beverage 1 Cup	Corn 1/2 Cup
		Fortified Beverage 1 Cup	Fortified Beverage 1 Cup		Fortified Beverage 1 Cup		Chocolate Cake 1 Each
							Fortified Beverage 1 Cup

1) Servings shown in ounces (Oz.) are by weight, Cups are by volume.

2) Menu item weights are as served or as prepared.

3) All menu items are pork free

4) Menu is based on an average of 2500+ Calories per day.

7/2024

Dietitian Review Date

Jocelyn DeNiro

Registered Dietitian #86056347



Canteen Services

TIGG'S SAMPLE MENUS

Cold Breakfast, Hot Lunch, and Hot Dinner Menu - Week 2

Week 2 Menu



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast	Boiled Eggs 2 Each	Peanut Butter 1 Oz.	Boiled Eggs 2 Each	Peanut Butter 1 Oz.	Boiled Eggs 2 Each	Peanut Butter 1 Oz.	Boiled Eggs 2 Each
	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each
	Biscuit 1 Each	Cereal 1 Cup	Biscuit 1 Each	Cereal 1 Cup	Biscuit 1 Each	Cereal 1 Cup	Biscuit 1 Each
	Cereal 1 Cup	Bread 2 Slices	Cereal 1 Cup	Bread 2 Slices	Cereal 1 Cup	Bread 2 Slices	Cereal 1 Cup
Lunch	Milk 1 Cup	Jelly 1 Packet	Milk 1 Cup	Jelly 1 Packet	Milk 1 Cup	Jelly 1 Packet	Milk 1 Cup
		Milk 1 Cup		Milk 1 Cup		Milk 1 Cup	
	Grilled cheese	Spicy Chicken Patty 1 Each	BBQ Patty 1 Each	Salisbury Patty 1 Each	Pizza Burger w/Sauce 1 Each	Fish Patty 1 Each	Hamburger 1 Each
	Buttered Bread 2 Slices	Garlic Mash Potatoes 3/4 Cup	Bread 2 Each	Mashed Potatoes 3/4 Cup	Pasta Salad 3/4 Cup	Bread 2 Slices	Bread 2 Slices
Dinner	Cheese 1 Slice	Biscuit 1 Each	BBQ Saice 1 Packet	Beef Gravy 1/4 Cup	Corn 1/2 Cup	Tartar Sauce 1 Packet	Mac and Cheese 3/4 Cup
	Oven Brown Potatoes 3/4 Cup	Salad 1/2 Cup	Pasta Salad 3/4 Cup	Peas & Carrots 1/2 Cup	Bread 1 Each	Potato Chips 1 Cup	Carrots 1/2 Cup
	Salad 1/2 Cup	Dressing 1 Oz.	Carrots 1/2 Cup	Biscuit 1 Each	Yellow Cake 1 Each	Coleslaw 1/2 Cup	Ketchup 1 Packet
	Dressing 1 Oz.	Fortified Beverage 1 Cup	Yellow Cake 1 Each	Cookie 1 Each	Fortified Beverage 1 Cup	Cake 1 Each	Cookie 1 Each
	Cookie 1 Each	Pineapple 1/2 Cup	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup		Fortified Beverage 1 Cup	Fortified Beverage 1 Cup
	Fortified Beverage 1 Cup						
	Chili 1 1/4 Cup	Mac and Cheese W/Turkey Ham 1 1/4 Cup	Tortilla Shell 6" 2 Each	Meatloaf Patty 1 Each	Chicken Tenders 6 Each	Cheesy Chicken Rice & Broc Casserole 1 1/4 Cup	Hot Dog 2 Each
	Crackers 2 Packets	Coleslaw 1/2 Cup	Corn 1/2 Cup	Garlic Mashed Potatoes 3/4 Cup	Waffle 1 Each	Salad 1/2 Cup	Bread 2 Slices
	Corn 1/2 Cup	Combread 1 Each	Taco Mix w/Cheese 1/2 Cup	Green Beans 1/2 Cup	Syrup 1 Oz.	Dressing 1 Oz.	Ketchup 1 Packet
	Cake 1 Each	Chocolate Cake 1 Each	Seasoned Rice 3/4 Cup	Combread 1 Each	Potato Shreds 3/4 Cup	Combread 1 Each	Mustard 1 Packet
	Corn Bread 1 Each	Fortified Beverage 1 Cup	Cookie 1 Each	Chocolate Cake 1 Each	Applesauce 1/2 Cup	Chocolate Cake 1 Each	BBQ Beans 3/4 Cup
	Fortified Beverage 1 Cup		Taco Sauce 1 Packet	Ketchup 1 Packet	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup	Corn 1/2 Cup
			Fortified Beverage 1 Cup	Fortified Beverage 1 Cup			Cake 1 Each
							Fortified Beverage 1 Cup

1) Servings shown in ounces (Oz.) are by weight, Cups are by volume.

2) Menu item weights are as served or as prepared.

3) All menu items are pork free

4) Menu is based on an average of 2500+ Calories per day.

7/2024

Dietitian Review Date

Joelle DeNisi

Registered Dietitian #86056347



Canteen Services

TIGG'S SAMPLE MENUS

Cold Breakfast, Hot Lunch, and Hot Dinner Menu - Week 3

Week 3 Menu



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast	Peanut Butter 1 Oz.	Boiled Eggs 2 Each	Peanut Butter 1 Oz.	Boiled Eggs 2 Each	Peanut Butter 1 Oz.	Boiled Eggs 2 Each	Peanut Butter 1 Oz.
	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each
	Cereal 1 Cup	Biscuit 1 Each	Cereal 1 Cup	Biscuit 1 Each	Cereal 1 Cup	Biscuit 1 Each	Cereal 1 Cup
	Bread 2 Slices	Cereal 1 Cup	Bread 2 Slices	Cereal 1 Cup	Bread 2 Slices	Cereal 1 Cup	Bread 2 Slices
	Jelly 1 Packet	Milk 1 Cup	Jelly 1 Packet	Milk 1 Cup	Jelly 1 Packet	Milk 1 Cup	Jelly 1 Packet
	Milk 1 Cup		Milk 1 Cup		Milk 1 Cup		Milk 1 Cup
Lunch	Chicken Patty 1 Each	Cajun Brat 1 Each	Sloppy Joes 1 Each	Pizza 1 Slice	Salisbury Patty 1 Each	Turkey Salami 3 Oz.	Hamburger 1 Each
	Mashed Potato 3/4 Cup	Potato and Corn Chowder 3/4 Cup	Potato Chips 1 Cup	Pasta Salad 3/4 Cup	Mashed Potato 3/4 Cup	Cheese 1 Oz.	Bread 2 slices
	Chicken Gravy 1/4 Cup	Biscuit 1 Each	Salad 1/2 Cup	Carrots 1/2 Cup	Beef Gravy 1/4 Cup	Bread 2 Slices	Mac & Cheese 3/4 Cup
	Biscuit 1 Each	Salad 1/2 Cup	Dressing 1 Each	Cookie 1 Each	Biscuit 1 Each	Mustard 1 Packet	Salad 1/2 Cup
	Salad 1/2 Cup	Dressing 1 Oz.	Bread 2 slices	Fortified Beverage 1 Cup	Salad 1/2 Cup	Macaroni Salad 3/4 Cup	Dressing 1 Oz.
	Dressing 1 Oz.	Yellow Cake 1 Each	Apple Sauce 1/2 Cup		Dressing 1 Oz.	Peas & Carrots 1/2 Cup	Ketchup 1 Packet
	Cookie 1 Each	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup		Yellow Cake 1 Each	Pineapple 1/2 Cup	Cookie 1 Each
	Fortified Beverage 1 Cup				Fortified Beverage 1 Cup	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup
Dinner	Mac&Cheese w/Grd Meat 1 1/4 Cup	Meat Balls 6 Each	Tortilla Shell 6" 2 Each	Cheesy Potatoes w/ T. Ham 1 1/4 Cup	Popcorn Chicken 3/4 Cup	Pasta & Meat Sauce 1 1/4 Cup	Hot Dog 2 Each
	Peas 1/2 Cup	Gravy 1/4 Cup	Taco Mix w/Cheese 1/2 Cup	Peas 1/2 Cup	Mac & Cheese 3/4 Cup	Salad 1/2 Cup	Bread 2 Slices
	Chocolate Cake 1 Each	Pasta 3/4 Cup	Corn 1/2 Cup	Cornbread 1 Each	Corn 1/2 Cup	Dressing 1 Oz.	Ketchup 1 Packet
	Cornbread 1 Each	Mixed Vegetables 1/2 Cup	Seasoned Rice 3/4 Cup	Chocolate Cake 1 Each	Corn bread 1 Each	Corn Bread 1 Each	Mustard 1 Packet
	Fortified Beverage 1 Cup	Cornbread 1 Each	Cake 1 Each	Fortified Beverage 1 Cup	Chocolate Cake 1 Each	Chocolate Cake 1/2 Cup	Baked Beans 3/4 Cup
		Chocolate Cake 1 Each	Taco Sauce 1 Packet		BBQ Sauce 2 Packets	Fortified Beverage 1 Cup	Corn 1/2 Cup
		Fortified Beverage 1 Cup	Fortified Beverage 1 Cup		Fortified Beverage 1 Cup		Chocolate Cake 1 Each
							Fortified Beverage 1 Cup

1) Servings shown in ounces (Oz.) are by weight, Cups are by volume.

2) Menu item weights are as served or as prepared.

3) All menu items are pork free

4) Menu is based on an average of 2500+ Calories per day.

7/2024

Dietitian Review Date

Joelle DeNise

Registered Dietitian #86056347



Canteen Services

TIGG'S SAMPLE MENUS

Cold Breakfast, Hot Lunch, and Hot Dinner Menu - Week 4

Week 4 Menu



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast	Boiled Eggs 2 Each	Peanut Butter 1 Oz.	Boiled Eggs 2 Each	Peanut Butter 1 Oz.	Boiled Eggs 2 Each	Peanut Butter 1 Oz.	Boiled Eggs 2 Each
	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each	Pastry 1 Each
	Biscuit 1 Each	Cereal 1 Cup	Biscuit 1 Each	Cereal 1 Cup	Biscuit 1 Each	Cereal 1 Cup	Biscuit 1 Each
	Cereal 1 Cup	Bread 2 Slices	Cereal 1 Cup	Bread 2 Slices	Cereal 1 Cup	Bread 2 Slices	Cereal 1 Cup
	Milk 1 Cup	Jelly 1 Packet	Milk 1 Cup	Jelly 1 Packet	Milk 1 Cup	Jelly 1 Packet	Milk 1 Cup
Lunch		Milk 1 Cup		Milk 1 Cup		Milk 1 Cup	
	Grilled cheese	Spicy Chicken Patty 1 Each	BBQ Patty 1 Each	Salisbury Patty 1 Each	Pizza Burger w 1 Each	Fish Patty 1 Each	Hamburger 1 Each
	Buttered Bread 2 Slices	Garlic Mash Potatoes 3/4 Cup	Bread 2 Each	Mashed Potatoes 3/4 Cup	Pasta Salad 3/4 Cup	Bread 2 Slices	Bread 2 Slices
	Cheese 1 Slice	Biscuit 1 Each	BBQ Saice 1 Packet	Beef Gravy 1/4 Cup	Corn 1/2 Cup	Tartar Sauce 1 Packet	Mac and Cheese 3/4 Cup
	Oven Brown Potatoes 3/4 Cup	Salad 1/2 Cup	Pasta Salad 3/4 Cup	Peas & Carrots 1/2 Cup	Bread 1 Each	Polato Chips 1 Cup	Carrots 1/2 Cup
	Salad 1/2 Cup	Dressing 1 Oz.	Carrots 1/2 Cup	Biscuit 1 Each	Yellow Cake 1 Each	Coleslaw 1/2 Cup	Ketchup 1 Packet
	Dressing 1 Oz.	Fortified Beverage 1 Cup	Yellow Cake 1 Each	Cookie 1 Each	Fortified Bever: 1 Cup	Cake 1 Each	Cookie 1 Each
	Cookie 1 Each	Pineapple 1/2 Cup	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup		Fortified Beverage 1 Cup	Fortified Beverage 1 Cup
	Fortified Beverage 1 Cup						
Dinner	Chili 1 1/4 Cup	Mac and Cheese W/Turkey Ham 1 1/4 Cup	Tortilla Shell 6" 2 Each	Meatloaf Patty 1 Each	Chicken Tender 6 Each	Cheesy Chicken Rice & Broc Casserole 1 1/4 Cup	Hot Dog 2 Each
	Crackers 2 Packets	Coleslaw 1/2 Cup	Corn 1/2 Cup	Garlic Mashed Potatoes 3/4 Cup	Waffle 1 Each	Salad 1/2 Cup	Bread 2 Slices
	Corn 1/2 Cup	Cornbread 1 Each	Taco Mix w/Cheese 1/2 Cup	Green Beans 1/2 Cup	Syrup 1 Oz.	Dressing 1 Oz.	Ketchup 1 Packet
	Cake 1 Each	Chocolate Cake 1 Each	Seasoned Rice 3/4 Cup	Cornbread 1 Each	Potato Shreds 3/4 Cup	Cornbread 1 Each	Mustard 1 Packet
	Corn Bread 1 Each	Fortified Beverage 1 Cup	Cookie 1 Each	Chocolate Cake 1 Each	Applesauce 1/2 Cup	Chocolate Cake 1 Each	BBQ Beans 3/4 Cup
	Fortified Beverage 1 Cup		Taco Sauce 1 Packet	Ketchup 1 Packet	Fortified Bever: 1 Cup	Fortified Beverage 1 Cup	Corn 1/2 Cup
			Fortified Beverage 1 Cup	Fortified Beverage 1 Cup			Cake 1 Each
							Fortified Beverage 1 Cup

1) Servings shown in ounces (Oz.) are by weight, Cups are by volume.

2) Menu item weights are as served or as prepared.

3) All menu items are pork free

4) Menu is based on an average of 2500+ Calories per day.

7/2024

Dietitian Review Date

Joelle DeNisi

Registered Dietitian #86056347



Canteen Services

TIGG'S SAMPLE MENUS

Hot Breakfast, Hot Lunch, and Hot Dinner Menu - Week 1

Week 1 Menu



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast	Boiled Eggs 2 Each	Waffle 1 Each	Oatmeal 1 Cup	Peanut Butter 3/4 oz	Boiled Eggs 2 Each	Peanut Butter 3/4 oz	Oatmeal 1 Cup
	Pancakes 2 Each	Scrambled eggs 1/2 Cup	Pancakes 2 Each	Scrambled Eggs 1 Each	pancakes 2 Each	Scrambled Eggs 1/2 Cup	Pastry 1 Each
	Syrup 1 Each	Cereal 1 Cup	Syrup 1pkt	Cereal 1 Cup	Biscuit 1 Each	Cereal 1 Cup	Biscuit 1 Each
	Cereal 1 Cup	Syrup 1 Packet	Cereal 1 Cup	Bread 2 Slices	Cereal 1 Cup	Bread 2 Slices	Cereal 1 Cup
	Morning Beverage 1 Cup	Morning Beverage 1 Cup	Turkey Sausage 2 Each	Jelly 1 Packet	Turkey Sausage 2 Each	Jelly 1 Packet	Turkey Sausage 2 Each
Lunch			Morning Beverage 1 Cup	Morning Beverage 1 Cup	Morning Beverage 1 Cup	Morning Beverage 1 Cup	Morning Beverage 1 Cup
	Chicken Patty 1 Each	Pizza 1 Slice	Sloppy Joes 1 Each	Turkey Alfredo w/Rice & Broccoli 1 1/4 Cup	Salisbury Patty 1 Each	Smoked Chicken Brat 1 Each	Hamburger 1 Each
	Rice 3/4 Cup	Potato Chips 1 Cup	Bread 2 Slices	Broccoli 1/2 Cup	Mashed Potato 3/4 Cup	BBQ beans 3/4 Cup	Bread 2 Slices
	Chicken Gravy 1/4 Cup	Salad 1/2 Cup	Oven Potatoes 3/4 Cup	Biscuit 1 Each	Beef Gravy 1/4 Cup	Biscuit 1 Each	Mac & Cheese 3/4 Cup
	Biscuit 1 Each	Dressing 1 Oz.	Mixed Vegetables 1/2 Cup	Cake 1 Each	Biscuit 1 Each	Green Beans 1/2 Cup	Carrots 1/2 Cup
	Carrots 1/2 Cup	Cake 1 Each	Cake 1 Each	Fortified Beverage 1 Cup	Butternut squash 1/2 Cup	Cake 1 Each	Ketchup 1 Packet
	Cake 1 Each	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup		Cake 1 Each	Fortified Beverage 1 Cup	Cake 1 Each
	Fortified Beverage 1 Cup				Fortified Beverage 1 Cup		Fortified Beverage 1 Cup
Dinner	Stroganoff 1 1/4 Cup	Goulash 1 1/4 Cup	Tortilla Shell 6" 2 Each	Mac & Cheese w/Grd Meat 1 1/4 Cup	Spanish Rice 1 1/4 Cup	Pasta & Meat Sauce 1 1/4 Cup	Hot Dog 2 Each
	Biscuit 1 Each	Biscuit 1 Each	Taco Mix w/Cheese 1/2 Cup	Peas 1/2 Cup	Corn 1/2 Cup	Broccoli 1/2 Cup	Bread 2 Slices
	Peas 1/2 Cup	Green Beans 1/2 Cup	Corn 1/2 Cup	Biscuit 1 Each	Biscuit 1 Each	Biscuit 1 Each	Ketchup 1 Packet
	Cake 1 Each	Cake 1 Each	Rice 3/4 Cup	Cake 1 Each	Cake 1 Each	Cake 1 Each	Mustard 1 Packet
	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup	Cake 1 Each	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup	Mixed Vegetables 1/2 Cup
			Taco Sauce 1 Packet				Oven potato shreds 3/4 Cup
			Fortified Beverage 1 Cup				Cake 1 Each
							Fortified Beverage 1 Each

1) Servings shown in ounces (oz.) are by weight, Cups are by volume.

2) Menu item weights are as served or as prepared.

3) All menu items are pork free

4) Menu is based on an average of 2500+ Calories per day.

7/2024

Dietitian Review Date

Joelle DeNisi

Registered Dietitian #86056347



Canteen Services

TIGG'S SAMPLE MENUS

Hot Breakfast, Hot Lunch, and Hot Dinner Menu - Week 2

Week 2 Menu



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast	Boiled Eggs 2 Each	Waffle 1 Each	Oatmeal 1 Cup	Peanut Butter 3/4 oz	Boiled Eggs 2 Each	Peanut Butter 3/4 oz	Oatmeal 1 Cup
	Pancakes 2 Each	Scrambled eggs 1/2 Cup	Pancakes 2 Each	Scrambled Eggs 1 Each	pancakes 2 Each	Scrambled Eggs 1/2 Cup	Pastry 1 Each
	Syrup 1 Each	Cereal 1 Cup	Syrup 1pkt	Cereal 1 Cup	Biscuit 1 Each	Cereal 1 Cup	Biscuit 1 Each
	Cereal 1 Cup	Syrup 1 Packet	Cereal 1 Cup	Bread 2 Slices	Cereal 1 Cup	Bread 2 Slices	Cereal 1 Cup
Lunch	Morning Beverage 1 Cup	Morning Beverage 1 Cup	Morning Beverage 1 Cup	Jelly 1 Packet	Morning Beverage 1 Cup	Jelly 1 Packet	Turkey Sausage 2 Each
			turkey sausage 2 Each	Morning Beverage 1 Cup	turkey sausage 2 Each	Morning Beverage 1 Cup	Morning Beverage 1 Cup
	Turkey & Gravy 3/4 Cup	Chicken Patty 1 Each	BBQ patty 1 Each	Salisbury Patty 1 Each	Turkey Alfredo 3/4 Cup	Chicken Fries 6 Each	Hamburger 1 Each
	Mashed Potatoes 3/4 Cup	Garlic Mash Potatoes 3/4 Cup	Bread 2 Each	Mashed Potatoes 3/4 Cup	Pasta 3/4 Cup	Syrup 1 Oz.	Bread 2 Slices
Dinner	Biscuit 1 Each	Biscuit 1 Each	Ketchup 1 Packet	Butternut squash 1/2 Cup	Broccoli 1/2 Cup	Waffle 1 Each	Mac & Cheese 3/4 Cup
	Carrots 1/2 Cup	Corn 1/2 Cup	Pasta Salad 3/4 Cup	Biscuit 1 Each	Biscuit 1 Each	Potato shreds 3/4 Cup	Carrots 1/2 Cup
	Cake 1 Each	Cake 1 Each	Carrots 1/2 Cup	Cake 1 Each	Cake 1 Each	Applesauce 1/2 Cup	Ketchup 1 Packet
	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup	Cake 1 Each	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup
			Fortified Beverage 1 Cup	Beef Gravy 1/4 Cup			
	Chili 3/4 Cup	Meatballs 6 Each	Tortilla Shells 6" 2 Each	Mac and Cheese w/Grd Meat 1 1/4 Cup	Chili Mac 1 1/4 Cup	Rice and Beans 3/4 Cup	Hot Dog 2 Each
	Rice 3/4 Cup	Noodles w/gravy 3/4 Cup	Taco Mix w/Cheese 1/2 Cup	Peas 1/2 Cup	Green Beans 1/2 Cup	Cajun Brat 1 Each	Bread 2 Slices
	Corn 1/2 Cup	Green Beans 1/2 Cup	Corn 1/2 Cup	Biscuit 1 Each	Biscuit 1 Each	Corn 1/2 Cup	Ketchup 1 Packet
	Cake 1 Each	Biscuit 2 Slices	Rice 3/4 Cup	Cake 1 Each	Cake 1 Each	Cake 1 Each	Mustard 1 Packet
	Biscuit 1 Each	Cake 1 Each	Cake 1 Each	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup	Biscuit 1 Each	BBQ Beans 3/4 Cup
	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup	Taco Sauce 1 Packet			Fortified Beverage 1 Cup	Mixed Veggies 1/2 Cup
			Fortified Beverage 1 Cup				Cake 1 Each
							Fortified Beverage 1 Cup

1) Servings shown in ounces (oz.) are by weight, Cups are by volume.

2) Menu item weights are as served or as prepared.

3) All menu items are pork free

4) Menu is based on an average of 2500+ Calories per day.

7/2024

Dietitian Review Date

Joelle DeMaiz

Registered Dietitian #86056347



Canteen Services

TIGG'S SAMPLE MENUS

Hot Breakfast, Hot Lunch, and Hot Dinner Menu - Week 3

Week 3 Menu



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast	Boiled Eggs 2 Each	Waffle 1 Each	Oatmeal 1 Cup	Peanut Butter 3/4 oz	Boiled Eggs 2 Each	Peanut Butter 3/4 oz	Oatmeal 1 Cup
	Pancakes 2 Each	Scrambled eggs 1/2 Cup	Pancakes 2 Each	Scrambled Eggs 1 Each	pancakes 2 Each	Scrambled Eggs 1/2 Cup	Pastry 1 Each
	Syrup 1 Each	Cereal 1 Cup	Syrup 1pkt	Cereal 1 Cup	Biscuit 1 Each	Cereal 1 Cup	Biscuit 1 Each
	Cereal 1 Cup	Syrup 1 Packet	Cereal 1 Cup	Bread 2 Slices	Cereal 1 Cup	Bread 2 Slices	Cereal 1 Cup
Lunch	Morning Beverage 1 Cup	Morning Beverage 1 Cup	Morning Beverage 1 Cup	Jelly 1 Packet	Morning Beverage 1 Cup	Jelly 1 Packet	Turkey Sausage 2 Each
			turkey sausage 2 Each	Morning Beverage 1 Cup	turkey sausage 2 Each	Morning Beverage 1 Cup	Morning Beverage 1 Cup
	Chicken Patty 1 Each	Chicken Kielbasa 1 Each	Pasta and sauce 1 1/4 Cup	Turkey Alfredo w/Rice & Broccoli 1 1/4 Cup	Salisbury Patty 1 Each	Pizza 1 slice	Hamburger 1 Each
	Rice 3/4 Cup	Potato & Corn Chowder 3/4 Cup	meatballs 6 Each	Broccoli 1/2 Cup	Mashed Potato 3/4 Cup	Pasta Salad 3/4 Cup	Bread 2 Slices
Dinner	Chicken Gravy 1/4 Cup	Biscuit 1 Each	Broccoli 1/2 Cup	Biscuit 1 Each	Beef Gravy 1/4 Cup	Corn 1/2 Cup	Mac & Cheese 3/4 Cup
	Biscuit 1 Each	Peas & Carrots 1/2 Cup	Biscuit 1 Each	Cake 1 Each	Biscuit 1 Each	Cake 1 Each	Carrots 1/2 Cup
	Carrots 1/2 Cup	Cake 1 Each	Cake 1 Each	Fortified Beverage 1 Cup	Butternut Squash 1/2 Cup	Fortified Beverage 1 Cup	Ketchup 1 Packet
	Cake 1 Each	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup		Cake 1 Each		Fortified Beverage 1 Cup
	Fortified Beverage 1 Cup				Fortified Beverage 1 Cup		
	Stroganoff 1 1/4 Cup	Goulash 1 1/4 Cup	Tortilla Shell 6"	Mac & Cheese w/Grd Meat 1 1/4 Cup	Spanish Rice 1 1/4 Cup	Sloppy Joes 1/2 Cup	Hot Dog 2 Each
	Biscuit 1 Each	Biscuit 1 Each	Taco Mix w/Cheese 1/2 Cup	Peas 1/2 Cup	Corn 1/2 Cup	Red Skin Potatoes 3/4 Cup	Bread 2 Slices
	Peas 1/2 Cup	Green Beans 1/2 Cup	Corn 1/2 Cup	Biscuit 1 Each	Biscuit 1 Each	Bread 2 Slices	Ketchup 1 Packet
	Cake 1 Each	Cake 1 Each	Rice 3/4 Cup	Cake 1 Each	Cake 1 Each	Mixed Veggies 1/2 Cup	Mustard 1 Packet
	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup	Cake 1 Each	Fortified Beverage 1 Cup	Fortified Beverage 1 Cup	Cake 1 Each	BBQ Beans 3/4 Cup
			Taco Sauce 1 Packet			Fortified Beverage 1 Cup	Mixed Veggies 1/2 Cup
			Fortified Beverage 1 Cup				Cake 1 Each
							Fortified Beverage 1 Cup

1) Servings shown in ounces (oz.) are by weight, Cups are by volume.

2) Menu item weights are as served or as prepared.

3) All menu items are pork free

4) Menu is based on an average of 2500+ Calories per day.

Joelle DeNisi

7/2024

Dietitian Review Date

Registered Dietitian #88056347

Hot Breakfast, Hot Lunch, and Hot Dinner Menu - Week 4

Week 4 Menu



	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	
Breakfast	Boiled Eggs	2 Each	Waffle	1 Each	Oatmeal	1 Cup	Peanut Butter	3/4 oz	Boiled Eggs	2 Each	Peanut Butter	3/4 oz	Oatmeal	1 Cup
	Pancakes	2 Each	Scrambled eggs	1/2 Cup	Pancakes	2 Each	Scrambled Eggs	1 Each	pancakes	2 Each	Scrambled Eggs	1/2 Cup	Pastry	1 Each
	Syrup	1 Each	Cereal	1 Cup	Syrup	1pkt	Cereal	1 Cup	Biscuit	1 Each	Cereal	1 Cup	Biscuit	1 Each
	Cereal	1 Cup	Syrup	1 Packet	Cereal	1pkt	Bread	2 Slices	Cereal	1 Cup	Bread	2 Slices	Cereal	1 Cup
	Morning Beverage	1 Cup	Morning Beverage	1 Cup	Morning Beverage	1 Cup	Jelly	1 Packet	Morning Beverage	1 Cup	Jelly	1 Packet	Turkey Sausage	2 Each
				turkey sausage	2 Each	Morning Beverage	1 Cup	turkey sausage	2 Each	Morning Beverage	1 Cup	Morning Beverage	1 Cup	
Lunch	Turkey & Gravy	3/4 Cup	Chicken Patty	1 Each	BBQ patty	1 Each	Salisbury Patty	1 Each	Turkey Alfredo	3/4 Cup	Fish Patty	1 Each	Hamburger	1 Each
	Mashed Potatoes	3/4 Cup	Garlic Mash Potatoes	3/4 Cup	Bread	2 Each	Mashed Potatoes	3/4 Cup	over Pasta	3/4 Cup	Bread	2 Each	Bread	2 Slices
	Biscuit	1 Each	Biscuit	1 Each	Ketchup	1 Packet	Beef Gravy	1/4 Cup	Broccoli	1/2 Cup	Oven potatoes	3/4 Cup	Mac & Cheese	3/4 Cup
	Carrots	1/2 Cup	Corn	1/2 Cup	Pasta Salad	3/4 Cup	Butternut Squash	1/2 Cup	Biscuit	1 Each	Peas	1/2 Cup	Carrots	1/2 Cup
	Cake	1 Each	Cake	1 Each	Carrots	1/2 Cup	Biscuit	1 Each	Cake	1 Each	Cake	1 Each	Ketchup	1 Packet
	Fortified Beverage	1 Cup	Fortified Beverage	1 Cup	Cake	1 Each	Cake	1 Each	Fortified Beverage	1 Cup	Tartlor Sauce Pkt	1 Each	Fortified Beverage	1 Cup
					Fortified Beverage	1 Cup	Fortified Beverage	1 Cup			Fortified Beverage	1 Cup		
Dinner	Chili	3/4 Cup	Meatloaf Patty	1 Each	Tortilla Shell 6"	2 Each	Mac & Cheese w/Grd Meat	1 1/4 Cup	Chili Mac	1 1/4 Cup	Rice and Beans	3/4 Cup	Hot Dog	2 Each
	Rice	3/4 Cup	Seasoned Potatoes	3/4 Cup	Taco Mix w/Cheese	1/2 Cup	Peas	1/2 Cup	Green Beans	1/2 Cup	Cajun chicken sausage brat	1 Each	Bread	2 Slices
	Corn	1/2 Cup	Green Beans	1/2 Cup	Corn	1/2 Cup	Biscuit	1 Each	Biscuit	1 Each	Corn	1/2 Cup	Ketchup	1 Packet
	Cake	1 Each	Biscuit	2 slices	Rice	3/4 Cup	Cake	1 Each	Cake	1 Each	Cake	1 Each	Mustard	1 Packet
	Biscuit	1 Each	Cake	1 Each	Cake	1 Each	Fortified Beverage	1 Cup	Fortified Beverage	1 Cup	Biscuit	1 Each	BBQ Beans	3/4 Cup
	Fortified Beverage	1 Cup	Fortified Beverage	1 Cup	Taco Sauce	1 Packet					Fortified Beverage	1 Cup	Mixed Veggies	1/2 Cup
					Fortified Beverage	1 Cup							Cake	1 Each
												Fortified Beverage	1 Cup	

1) Servings shown in ounces (oz.) are by weight, Cups are by volume.

2) Menu item weights are as served or as prepared.

3) All menu items are pork free

4) Menu is based on an average of 2500+ Calories per day.

7/2024

Dietitian Review Date

Joelle DeNisi

Registered Dietitian #86056347



ADDENDUMS

- ADDENDUM 1 PG. 37
- ADDENDUM 2 PG. 38

**Addendum Description**

Addendum 1 - On-Site Visit added (Non-mandatory)

Notice Modifications

Notice Information	From Value	To Value
Pre-Bidding Events	--	Onsite Visit
	--	Recommended
	--	7/2/24 1:30 PM EST/EDT
	--	150 S. Highlander Way, Howell, MI 48843
	--	Vendors wanting to participate in this site visit are to contact Cheryl Schubel at schubel@macservcorp.com by 10:00 am EST Monday, July 1, 2024 to confirm their attendance.
	--	Vendors are to meet with Lt. Pringle, Jail Administrator, at 150 S. Highlander Way, Howell, MI 48843 on the day of the site visit. Upon arriving, please check-in with the receptionist at the jail lobby.
	--	This is not a mandatory visit.

Category Modifications

Added Categories

No Categories Added

Removed Categories

No Categories Removed

Added Documents[A]

Document	Size	Uploaded Date	Language
ADDENDUM 1 [pdf]	37 Kb	06/25/2024 10:40 AM EDT	English



LIVINGSTON COUNTY FISCAL SERVICES
LIVINGSTON COUNTY, MICHIGAN
304 E. Grand River Ave., Suite 204 | Howell, MI 48843
Phone: 517.540.8740
Fax: 517.546.7266

**RFP-LC-24-13
Inmate Food Services**

ADDENDUM #1

The purpose of this addendum is to announce that a one-hour facility site visit has been scheduled for Tuesday, July 2, 2024 starting at 1:30 pm EST for vendors in relation to Inmate Food Services RFP-LC-24-13.


Vendors wanting to participate in this site visit are to contact Cheryl Schubel at schubel@macservcorp.com by 10:00 am EST Monday, July 1, 2024 to confirm their attendance.

Vendors are to meet with Lt. Pringle, Jail Administrator, at 150 S. Highlander Way, Howell, MI 48843 on the day of the site visit. Upon arriving, please check-in with the receptionist at the jail lobby.

ACCEPTANCE/ACKNOWLEDGEMENT OF ADDENDUM #1

**RFP-LC-24-13
Inmate Food Services**

To be signed and returned with proposal submission.

Company: Canteen Services, Inc.	Date: 6-25-2024
Authorized Signature: 	
Printed: Jeffrey Tiggleman	



LIVINGSTON COUNTY FISCAL SERVICES
LIVINGSTON COUNTY, MICHIGAN
304 E. Grand River Ave., Suite 204 | Howell, MI 48843
Phone: 517.540.8740
Fax: 517.546.7266

RFP-LC-24-13
Inmate Food Services

ADDENDUM #2

The purpose of this addendum is:

- to communicate questions received, and the answers to those questions.

QUESTIONS	ANSWERS
What is the start date of the contract	January 14, 2025.
What is the current starting rate of pay for correctional officers in Livingston County, MI?	Starting rate is \$24.67.
Can you provide the name of the current vendor and how long they have serviced Livingston County?	Canteen Services has serviced Livingston County since 2014.
Can you confirm if prices adjustments are allowed/negotiated on an annual basis starting year two of the contract?	Yes.
Will the County consider a price scale model?	Yes.
Can you please provide the current meal rate/scale being charged by current vendor?	Meal Rates 0 - 250 \$1.586 251 - 299 \$1.544 300+ \$1.502 Snacks \$1.317
Can you please provide the last 3 months of all billing invoices?	Refer to Attachments entitled, "Canteen Services Invoices numbered 136143, 136342, 136541, 136721, 136923, and 137124."
Can you please provide a copy of the current food service contract along with amendments including price adjustments throughout the term of the contract?	Refer to Attachments entitled, "Canteen Services - Jail Inmate Food Services 2020-2025 and Renewal Agreement 2023-2025."
Can you confirm there is secure internet access and phone service in the kitchen office available for contractor use?	Yes.
Please provide weekly amounts required and meal specifics for Sack meals for work crews, court bags and any additional meals that are to	These numbers vary based on the needs for the week. Livingston County served 85 sack lunches for the week of June 9, 2024.



be prepared beyond the cafeteria and tray feeding?	
Can you please provide us with a copy of the current inmate menus?	Refer to Attachments entitled, "Copy of Meals and Copy of Second Quarter Menu Without Fish."
Page 3, section 1.3.1, paragraph 1: Can you please provide the exact calorie count required for the adult inmate menus? Is the calorie count required per day or average per week?	A 2500 calorie diet/per day is required.
Can the County please provide the current Staff meal menu?	Not applicable.
How will the count/billing for the staff be calculated? a. Is it a set number weekly number? b. If so, what is the set weekly number? c. What is the current price for staff meals?	Not applicable.
Can you please describe the current process of how officers and staff eat their meals? Do you have a separate dining area with equipment?	Not applicable.
Can you please provide the total number of kosher and halal meals currently being provided? a. Do you currently provide pre-packaged meals? If so, Can vendor charge separately? What is the current price for these meals? b. Do you currently serve a common fare menu? Is the County ok with an approved common fare menu?	Livingston County currently has 39 special trays; this includes medical and religious diets. The cost is the same as the regular tray. The vendor can provide a separate price breakdown for religious diets. Livingston County does not have a common fare menu nor is it interested in having one.
How many inmate kitchen workers does the County currently have assigned to each kitchen? a. How many shifts? b. What are the kitchen inmates allowed to do? c. Are inmates paid? If so, who pays inmate workers? d. Is there any extra food given to kitchen inmate workers as an incentive? If so, is this charged back to the County?	One (1) inmate is assigned to each kitchen. There are two (2) shifts. Inmates are allowed to assist with cooking and cleaning the kitchen. No. Yes. Yes.
Please supply a daily break down of how many diets and of each type are currently served (Diabetic, Low Sodium, etc.).	Livingston County currently has 39 Special Trays including religious diets.



Are any inmates in the facility including kitchen trustees receiving special meals or double portions as an incentive? a. If so, please elaborate. b. Can contractor charge for the extra portions?	All JIWs receive double portions and Livingston County is charged for two (2) trays per inmate worker, per meal. See answer above.
Do you currently have a fresh meals program where inmates can purchase items for themselves? Or families can purchase online for inmates? a. If yes, can you please elaborate on all programs in place (excluding commissary)? Can you provide what is offered and how often to include pack size and prices? b. Please provide the sales earned by month for the last 12 months; for in-house and online. Please also provide the commission rate and commissions received 2023.	No. Not applicable. Not applicable. Not applicable. Not applicable.
What type of milk do you currently serve; 2%, 1%, whole, powdered/dairy blend? a. How many ounces per meal? b. Service in bulk or half-pint containers. c. How many times per week?	Powdered milk is served. Eight (8) ounces per meal. Bulk containers. Seven (7) times per week.
What is currently being used for an inmate eating utensil and cups? a. Who is providing this utensil and cup?	Cups and plastic forks. The Vendor provides the utensil and cup.
Can you please confirm if the County or vendor is responsible for small wares in the kitchen such as serving utensils, pots/pans, knives, trays, and such? a. If the vendor is responsible, can you please provide a list of small wares needed at the start of the contract?	Livingston County is responsible for small wares. The Vendor is responsible for cups, forks, and napkins.
What is the current schedule of the food service employee?	8:00 am until 6:30 pm.
What time does the kitchen open in the morning and close in the evening?	Opens at 6:00 am for breakfast and closes at 6:30 pm after dinner clean-up.



TIGG'S ADDENDUM 2

Does the current food service provider utilize the kitchen for any other services not outlined in this RFP scope of work; such as meals on wheels? a. If so, please provide details and annual dollars paid to the County for the use of the kitchen.	No.
Due to an existing cooperative contract Vendor has with the State of Michigan, Vendor cannot agree to enter into a resulting contract from an award of this RFP to be a Statewide Cooperative Contract. Will the County agree to limit the resulting contract to just be between the Vendor and the County alone and not be a statewide cooperative contract?	No.
If a vendor is unable to remit the 2% fee to MAC, will that vendor be able to bid?	No.
Can a vendor choose to not include a 2% fee?	The 2% administrative fee is required to be remitted, no exception. We have had vendors that have been part of the program that have chosen to absorb the 2% fee in their pricing because they receive the benefit of having to not put together other public bids, which in turn saves them time and cost. We have also had other vendors that have simply added the 2% to their overhead. Either way, it is required.
Can you explain exactly how the fee should be applied? Monthly, one time, annual?	The vendor will be contacted by MAC on a quarterly basis for all of its self-reported sales and the 2% will be applied to all sales and services made to entities using the contract.
Will the 2% administrative fee be paid by our company to MAC, or will Livingston County be withholding 2% and pay MAC directly?	The 2% administrative fee will be paid by the vendor to MAC.
Would you like our suggestion on how we pay other buying cooperatives?	Sure, please propose your solution in your response.

The bid due date remains July 15, 2024 by 2:00 p.m. EST.



ACCEPTANCE/ACKNOWLEDGEMENT OF ADDENDUM #2

RFP-LC-24-13 Inmate Food Services

To be signed and returned with proposal submission.

Company: Canteen Services, Inc.	Date: July 8, 2024
Authorized Signature: <i>Jeffrey J. Tiggleman</i>	
Printed: Jeffrey Tiggleman	

INMATE MEALS - 2025

Week Ended	Num of Meals					\$1750	\$1650	\$1550	\$1370	TOTAL	ADP	SVGS	YTD
	0-250	251 - 299	300+	TOTAL Meals	TOTAL Snacks	0 - 250	251 - 299	300+	Snacks				
01-06-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
01-13-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
01-20-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
01-27-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
02-03-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
02-10-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
02-17-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
02-24-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
03-03-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
03-10-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
03-17-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
03-24-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
03-31-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
04-07-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
04-14-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
04-21-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
04-28-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
05-05-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
05-12-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
05-19-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
05-26-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
06-02-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
06-09-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
06-16-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
06-23-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
06-30-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
07-07-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
07-14-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
07-21-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
07-28-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
08-04-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
08-11-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
08-18-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
08-25-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
09-01-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
09-08-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
09-15-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
09-22-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
09-29-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
10-06-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
10-13-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
10-20-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
10-27-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
11-03-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
11-10-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
11-17-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
11-24-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
12-01-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
12-08-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
12-15-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
12-22-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
12-29-25	0	5,775	0	5,775	100	\$0.00	\$9,528.75	\$0.00	\$137.00	\$9,665.75	275	\$0.00	\$0.00
01-05-26	0	300,300	0	300,300	5,200	\$0.00	#####	\$0.00	\$7,124.00	\$502,619.00	YTD:	\$502,619.00	

275.00000 vs.	275	0.00
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BUDGET:

PROJECTED YEAR-END SURPLUS/-DEFICIT: -\$502,619.00

Proposal Documents RFP-LC-24-13	Canteen Services	Cellmate Food Solutions	Summit Food Service
Proposal Narrative			
Section 1	X	X	X
Company Profile 2.1	X	X	X
W-9	X	X	X
Proof of Insurance	X	X	X
References 2.2	X	X	X
Certificate of Compliance 2.3	X	X	X
Price Assurance Certification 2.4	X	X	X
Proposal Submission Checklist 2.5	X	X	X
Addendum #1 - Signature Page	X	Missing	X
Addendum #2 - Signature Page	X	Missing	X
Pricing Proposal - Attachment A	X	See pp 24-28	X

Pricing Proposal Summary RFP-LC-24-13

Canteen S

Meal Service Description	Quantity	Rate
Breakfast - Hot	275	\$2.22
Breakfast – Cold	275	\$1.65
Breakfast - Hot Special Meal Service/Religious Diets	20	\$4.72
Breakfast - Cold Special Meal Service	20	\$3.15
Lunch - Hot	275	1.65 w/ cold breakfast 2.22 w/ hot breakfast
Lunch - Hot Special Meal Service/Religious Diets	20	\$4.72
Dinner - Hot	275	\$1.65 w/ cold breakfast \$2.22 w/ hot breakfast
Dinner - Hot Special Meal Service/Religious Diets	20	\$4.72
Special Snacks/Pregnancy/Diabetics - AM/PM	10	\$1.37
Breakfast - Staff Required for Hot Meal Service		8 Inmate Workers
Breakfast - Staff Required for Cold Meal Service		8 Inmate Workers
Lunch - Staff Required for Hot Meal Service		8 Inmate Workers
Dinner - Staff Required for Hot Meal Service		8 Inmate Workers
Option 1: Flat Rate Price Per Meal - All Meals – (Breakfast Hot, Lunch Hot, Dinner Hot)	300	\$2.03
Option 2: Flat Rate Price Per Meal - All Meals – (Breakfast Cold, Lunch Hot, Dinner Hot)	300	\$1.55
Option 3: Other Proposed Pricing		

Services, Inc.		Vendors Cellmate Food Solutions, Inc.	
Meal Service Total		Rate	Meal Service Total
\$610.50		\$2.59	\$712.25
\$453.75		\$2.43	\$668.25
\$94.40		\$10.00	\$200.00
\$63.00			
\$463.75 w/ cold breakfast		2.43 w/ cold breakfast	668.25
\$610.50 w/hot breakfast		2.59 w/ hot breakfast	712.25
\$94.40		\$10.00	\$200.00
\$463.75 w/ cold breakfast		2.43 w/ cold breakfast	668.25
\$610.50 w/hot breakfast		2.59 w/ hot breakfast	712.25
\$94.40		\$10.00	\$200.00
\$13.70		\$1.50	\$15.00
3 FT Employees		6-8 Inmates	1 FT Mgr/2 FT Staff/1 PT Staff
2 PT Employees			
1 FT Employee		6-8 Inmates	1 FT Mgr/1 FT Staff/1 PT Staff
1 PT Employee			
Staffing dependent on cold or hot breakfast service.		6-8 Inmates	1 FT Mgr/1 FT Staff/1 PT Staff w/ cold breakfast
			1 FT Mgr/2 FT Staff/1 PT Staff w/ hot breakfast
Staffing dependent on cold or hot breakfast service.		6-8 Inmates	1 FT Mgr/1 FT Staff/1 PT Staff w/ cold breakfast
			1 FT Mgr/2 FT Staff/1 PT Staff w/ hot breakfast
\$609.00			
\$465.00			

See pp 24-28 of proposal for explanation of pricing and tiered pricing
Vendor did not complete Attachment A - had to glean information from proposal

Hybrid Meal Program w/ Scratch
M-F and prepackaged on
weekends - \$2.50 per meal for
cold breakfast, hot lunch, hot
dinner - 1 FT Mgr/2 PT Staff

Summit Food Service, LLC

Rate	Meal Service Total
\$1.795	\$493.63
\$1.760	\$484.00
\$7.000	\$140.00
\$1.760	\$35.20
\$1.795	\$493.63
\$7.000	\$140.00
\$1.795	\$493.63
\$7.000	\$140.00
\$1.315	\$13.15
	\$0.00
	\$0.00
	\$0.00
	\$0.00
\$1.795	\$1,615.50
\$1.760	\$1,584.00

See pg 141 of proposal

If population drops below 225, price
TBN

- Special Meals are provided at the same meal rate as regular meals.

- Religious meals are charged and billed at a separately meal rate:
\$7.00 per meal

- There is no separate charge for
“Staff Required for Hot or Cold Meal
Service.”

See alternate scale pricing on pg 141
of proposal



**Bid Recap
For
Inmate Food Services**

Lead Public Agency: Livingston County
Solicitation: RFP-LC-24-13

RFP Issued & Publicly Posted: 6/17/2024
Public Posting: Livingston County Fiscal
Services Website and BidNet
Proposals Received: 3

RFP Proposals Due Date: 7/15/2024

Livingston County received three (3) proposals in response to the Request for Proposal (RFP) referenced above. Below is a recap of the bid evaluation.

Responses were received from Canteen Services, Inc., Cellmate Food Solutions, Inc., and Summit Food Service, LLC. All three vendors provided responses within the timeframe outlined in the RFP.

The evaluation consisted of a review of the responses to the Request for Proposal Scope of Work. A review of the minimum requirements revealed that the vendors met the minimum mandatory requirements and confirmed their understanding of the Scope of Work (Section 1). The vendors were determined to be responsive and responsible after a review of the answers to the Scope of Work sections and the information provided on the requisite forms.

The Evaluation Review Committee (ERC) consisted of three members. The ERC evaluated the proposal using the following scoring criteria:

- Evaluation Factors for Scope of Services (Section 1) – 50 points
- Company Profile (Section 2.1) – 10 points
- References (Section 2.2) – 10 points
- Pricing (Attachment A) – 30 points

Based on this scoring criteria, the points awarded to each vendor were averaged and the results were as follows:

	Vendors		
	Canteen	Cellmate	Summit
Proposal Responses	42.33	24.67	39.00
Company Profile	8.67	4.33	8.00
References	9.00	6.67	7.00
Pricing	26.33	19.67	24.67
Total	86.33	55.34	78.67



Based on the entire evaluation process, it was determined that Canteen Services, Inc. offered a proposal that provided the best overall value to Livingston County.

It is recommended that a five-year contract be awarded to Canteen Services, Inc. to provide inmate food services to Livingston County. Canteen Services, Inc. will also be awarded a CoPro+ cooperative contract not to exceed five years

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing the Supplemental Appropriation for FY2024 Field Services and Jail Services Overtime Costs – Sheriff

- WHEREAS,** Overtime costs have exceeded the Sheriff’s Office FY24 budget; and
- WHEREAS,** Field Services and Jail Services are both experiencing overages for a multitude of reasons including but not limited to; staffing, training, SWAT callouts, Dive Team Callouts, contractual changes, DB assist on major crimes, etc; and
- WHEREAS,** the Sheriff’s Office is unable to supplement these overages within its current operating budget; and
- WHEREAS,** a total supplemental appropriation of \$661,634 is requested.

THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes the Livingston County Sheriff Office a supplemental appropriation to increase the overtime budget by \$661,634 as outlined below and included in the attached breakdown for the purpose of supplementing overtime costs:

10130100 Field Services	\$167,634
10135100 Jail	\$494,000

BE IT FURTHER RESOLVED the Board of Commissioners authorizes any budget amendments needed to effectuate the above.

#

MOVED:
SECONDED:
CARRIED:

ORG	OBJECT	DESCRIPTION	YEAR	PER	JOURNAL	EFF DATE	POST DATE	PO/REF2	REF3	REFERENCE	AMOUNT			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	9	1043	09/19/2024	09/18/2024	1240919	1240919 1240	PRL BRKOUT	193,663.13			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	9	146	09/05/2024	09/05/2024	1240905	1240905 1240	PRL BRKOUT	190,422.86			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	8	1250	08/22/2024	08/21/2024	1240822	1240822 1240	PRL BRKOUT	188,998.81			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	8	385	08/08/2024	08/07/2024	1240808	1240808 1240	PRL BRKOUT	185,122.19			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	7	1259	07/25/2024	07/24/2024	1240725	1240725 1240	PRL BRKOUT	207,394.38			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	7	463	07/11/2024	07/11/2024	1240711	1240711 1240	PRL BRKOUT	197,425.33			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	6	1370	06/27/2024	06/26/2024	1240627	1240627 1240	PRL BRKOUT	187,361.86			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	6	601	06/13/2024	06/12/2024	1240613	1240613 1240	PRL BRKOUT	198,650.38			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	5	1528	05/30/2024	05/29/2024	1240530	1240530 1240	PRL BRKOUT	186,699.46			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	5	815	05/16/2024	05/15/2024	1240516	1240516 1240	PRL BRKOUT	180,195.50			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	5	130	05/02/2024	05/02/2024	1240502	1240502 1240	PRL BRKOUT	177,255.04			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	4	1032	04/19/2024	04/24/2024	CORR PAYRL	CORR V. GREEN	CORR PAYRL	13,388.27			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	4	945	04/18/2024	04/18/2024	1240418	1240418 1240	PRL BRKOUT	191,112.87			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	4	179	04/04/2024	04/04/2024	1240404	1240404 1240	PRL BRKOUT	191,287.78			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	3	1118	03/21/2024	03/20/2024	1240321	1240321 1240	PRL BRKOUT	181,549.82			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	3	371	03/08/2024	03/08/2024	2M0308A	2M0308A 2M03	PRL BRKOUT	6,600.00			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	3	247	03/07/2024	03/06/2024	1240307	1240307 1240	PRL BRKOUT	188,815.30			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	2	1116	02/12/2024	02/23/2024	2M0212A	2M0212A 2M02	ACCR24	-12,106.10			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	2	1115	02/12/2024	02/23/2024	2M0212A	2M0212A 2M02	PRL BRKOUT	12,106.10			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	2	1070	02/22/2024	02/22/2024	1240224	1240224 1240	PRL BRKOUT	175,811.02			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	2	349	02/08/2024	02/08/2024	1240208	1240208 1240	PRL BRKOUT	178,709.17			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	1	1257	01/11/2024	01/29/2024	CORR 1-864	CORR 1/11/2024	CORR PYRL	8,750.00			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	1	1136	01/25/2024	01/24/2024	1240125	1240125 1240	PRL BRKOUT	183,478.54			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	1	864	01/18/2024	01/19/2024	2M0118C	2M0118C 2M01	PRL BRKOUT	51,500.00			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	1	809	01/17/2024	01/18/2024	2M0117C	2M0117C 2M01	PRL BRKOUT	-98,067.26			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	1	808	01/17/2024	01/18/2024	2M0117C	2M0117C 2M01	PRL BRKOUT	98,067.26			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	1	644	01/11/2024	01/18/2024			RECLS	15,547.34			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	1	536	01/11/2024	01/11/2024	1240111	1240111 1240	ACCR 24	-83,983.71			
10130100	704000	SALARIES - REGULAR EMPLOYEES	2024	1	535	01/11/2024	01/11/2024	1240111	1240111 1240	PRL BRKOUT	167,967.42			
											3,563,722.76			
											192,634	avg/pay		
											1,444,752	7.5 pay remaining at avg		
											5,008,475	est end of year		
											5,090,005	revised budget		
											81,530	surplus / deficit		

ORG	OBJECT	DESCRIPTION	YEAR	PER	JOURNAL	EFF DATE	POST DATE	PO/REF2	REF3	REFERENCE	AMOUNT			
10130100	707000	SALARIES - OVERTIME	2024	9	1366	09/25/2024	09/26/2024	TR GRANT	RCLS SALARIES	TR GRANT	-3,711.06			
10130100	707000	SALARIES - OVERTIME	2024	9	1043	09/19/2024	09/18/2024	1240919	1240919 1240	PRL BRKOUT	23,327.48			
10130100	707000	SALARIES - OVERTIME	2024	9	146	09/05/2024	09/05/2024	1240905	1240905 1240	PRL BRKOUT	24,371.02			
10130100	707000	SALARIES - OVERTIME	2024	8	1250	08/22/2024	08/21/2024	1240822	1240822 1240	PRL BRKOUT	23,716.72			
10130100	707000	SALARIES - OVERTIME	2024	8	385	08/08/2024	08/07/2024	1240808	1240808 1240	PRL BRKOUT	22,800.03			
10130100	707000	SALARIES - OVERTIME	2024	7	1259	07/25/2024	07/24/2024	1240725	1240725 1240	PRL BRKOUT	20,950.39			
10130100	707000	SALARIES - OVERTIME	2024	7	924	07/18/2024	07/24/2024	RECLS OT	RECLS SHERIFF OT	RECLS OT	-1,501.48			
10130100	707000	SALARIES - OVERTIME	2024	7	463	07/11/2024	07/11/2024	1240711	1240711 1240	PRL BRKOUT	22,780.05			
10130100	707000	SALARIES - OVERTIME	2024	6	1736	06/30/2024	07/17/2024	TR GRANT	RCLS SALARIES	TR GRANT	-411.03			
10130100	707000	SALARIES - OVERTIME	2024	6	1370	06/27/2024	06/26/2024	1240627	1240627 1240	PRL BRKOUT	22,630.74			
10130100	707000	SALARIES - OVERTIME	2024	6	601	06/13/2024	06/12/2024	1240613	1240613 1240	PRL BRKOUT	23,778.50			
10130100	707000	SALARIES - OVERTIME	2024	5	1528	05/30/2024	05/29/2024	1240530	1240530 1240	PRL BRKOUT	17,737.73			
10130100	707000	SALARIES - OVERTIME	2024	5	815	05/16/2024	05/15/2024	1240516	1240516 1240	PRL BRKOUT	11,837.01			
10130100	707000	SALARIES - OVERTIME	2024	5	130	05/02/2024	05/02/2024	1240502	1240502 1240	PRL BRKOUT	18,479.51			
10130100	707000	SALARIES - OVERTIME	2024	4	945	04/18/2024	04/18/2024	1240418	1240418 1240	PRL BRKOUT	24,334.92			
10130100	707000	SALARIES - OVERTIME	2024	4	179	04/04/2024	04/04/2024	1240404	1240404 1240	PRL BRKOUT	12,827.14			
10130100	707000	SALARIES - OVERTIME	2024	3	1118	03/21/2024	03/20/2024	1240321	1240321 1240	PRL BRKOUT	18,819.48			
10130100	707000	SALARIES - OVERTIME	2024	3	247	03/07/2024	03/06/2024	1240307	1240307 1240	PRL BRKOUT	19,907.62			
10130100	707000	SALARIES - OVERTIME	2024	2	1674	02/29/2024	03/29/2024	TR GRANT	RCLS SALARIES	TR GRANT	-322.48			
10130100	707000	SALARIES - OVERTIME	2024	2	1070	02/22/2024	02/22/2024	1240224	1240224 1240	PRL BRKOUT	19,910.80			
10130100	707000	SALARIES - OVERTIME	2024	2	349	02/08/2024	02/08/2024	1240208	1240208 1240	PRL BRKOUT	15,822.98			
10130100	707000	SALARIES - OVERTIME	2024	1	1136	01/25/2024	01/24/2024	1240125	1240125 1240	PRL BRKOUT	13,580.88			
10130100	707000	SALARIES - OVERTIME	2024	1	644	01/11/2024	01/18/2024			RECLS	811.93			
10130100	707000	SALARIES - OVERTIME	2024	1	536	01/11/2024	01/11/2024	1240111	1240111 1240	ACCR 24	-5,317.04			
10130100	707000	SALARIES - OVERTIME	2024	1	535	01/11/2024	01/11/2024	1240111	1240111 1240	PRL BRKOUT	10,634.08			
											357,795.92			
											19,340	avg/pay		
											145,052	7.5 pay remaining at avg		
											502,848	est end of year		
											502,635	revised budget		
											-213	surplus / deficit		

ORG	OBJECT	DESCRIPTION	YEAR	PER	JOURNAL	EFF DATE	POST DATE	PO/REF2	REF3	REFERENCE	AMOUNT			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	9	1043	09/19/2024	09/18/2024	1240919	1240919 1240	PRL BRKOUT	197,201.31			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	9	146	09/05/2024	09/05/2024	1240905	1240905 1240	PRL BRKOUT	185,239.98			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	8	1250	08/22/2024	08/21/2024	1240822	1240822 1240	PRL BRKOUT	181,696.66			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	8	385	08/08/2024	08/07/2024	1240808	1240808 1240	PRL BRKOUT	182,896.87			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	7	1259	07/25/2024	07/24/2024	1240725	1240725 1240	PRL BRKOUT	181,568.88			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	7	463	07/11/2024	07/11/2024	1240711	1240711 1240	PRL BRKOUT	194,496.90			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	6	1370	06/27/2024	06/26/2024	1240627	1240627 1240	PRL BRKOUT	186,159.49			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	6	601	06/13/2024	06/12/2024	1240613	1240613 1240	PRL BRKOUT	199,376.59			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	5	1528	05/30/2024	05/29/2024	1240530	1240530 1240	PRL BRKOUT	186,838.30			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	5	815	05/16/2024	05/15/2024	1240516	1240516 1240	PRL BRKOUT	194,106.37			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	5	130	05/02/2024	05/02/2024	1240502	1240502 1240	PRL BRKOUT	194,844.97			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	4	945	04/18/2024	04/18/2024	1240418	1240418 1240	PRL BRKOUT	203,954.12			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	4	179	04/04/2024	04/04/2024	1240404	1240404 1240	PRL BRKOUT	201,682.86			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	3	1118	03/21/2024	03/20/2024	1240321	1240321 1240	PRL BRKOUT	203,957.60			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	3	371	03/08/2024	03/08/2024	2M0308A	2M0308A 2M03	PRL BRKOUT	6,600.00			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	3	247	03/07/2024	03/06/2024	1240307	1240307 1240	PRL BRKOUT	203,313.37			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	2	1116	02/12/2024	02/23/2024	2M0212A	2M0212A 2M02	ACCR24	-10,974.71			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	2	1115	02/12/2024	02/23/2024	2M0212A	2M0212A 2M02	PRL BRKOUT	10,974.71			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	2	1070	02/22/2024	02/22/2024	1240224	1240224 1240	PRL BRKOUT	189,602.65			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	2	349	02/08/2024	02/08/2024	1240208	1240208 1240	PRL BRKOUT	188,339.45			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	1	1257	01/11/2024	01/29/2024	CORR 1-864	CORR 1/11/2024	CORR PYRL	11,250.00			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	1	1136	01/25/2024	01/24/2024	1240125	1240125 1240	PRL BRKOUT	204,613.27			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	1	864	01/18/2024	01/19/2024	2M0118C	2M0118C 2M01	PRL BRKOUT	71,750.00			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	1	809	01/17/2024	01/18/2024	2M0117C	2M0117C 2M01	PRL BRKOUT	-58,620.37			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	1	808	01/17/2024	01/18/2024	2M0117C	2M0117C 2M01	PRL BRKOUT	58,620.37			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	1	644	01/11/2024	01/18/2024			RECLS	12,999.72			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	1	536	01/11/2024	01/11/2024	1240111	1240111 1240	ACCR 24	-103,273.22			
10135100	704000	SALARIES - REGULAR EMPLOYEES	2024	1	535	01/11/2024	01/11/2024	1240111	1240111 1240	PRL BRKOUT	206,546.43			
											3,685,762.57			
											199,230	avg/pay		
											1,494,228	7.5 pay remaining at avg		
											5,179,991	est end of year		
											4,802,036	revised budget		
											-377,955	surplus / deficit		

ORG	OBJECT	DESCRIPTION	YEAR	PER	JOURNAL	EFF DATE	POST DATE	PO/REF2	REF3	REFERENCE	AMOUNT			
10135100	707000	SALARIES - OVERTIME	2024	9	1043	09/19/2024	09/18/2024	1240919	1240919	1240	PRL BRKOUT	49,194.48		
10135100	707000	SALARIES - OVERTIME	2024	9	146	09/05/2024	09/05/2024	1240905	1240905	1240	PRL BRKOUT	44,668.50		
10135100	707000	SALARIES - OVERTIME	2024	8	1250	08/22/2024	08/21/2024	1240822	1240822	1240	PRL BRKOUT	38,553.54		
10135100	707000	SALARIES - OVERTIME	2024	8	385	08/08/2024	08/07/2024	1240808	1240808	1240	PRL BRKOUT	44,816.44		
10135100	707000	SALARIES - OVERTIME	2024	7	1259	07/25/2024	07/24/2024	1240725	1240725	1240	PRL BRKOUT	36,659.89		
10135100	707000	SALARIES - OVERTIME	2024	7	463	07/11/2024	07/11/2024	1240711	1240711	1240	PRL BRKOUT	27,540.56		
10135100	707000	SALARIES - OVERTIME	2024	6	1370	06/27/2024	06/26/2024	1240627	1240627	1240	PRL BRKOUT	30,063.02		
10135100	707000	SALARIES - OVERTIME	2024	6	601	06/13/2024	06/12/2024	1240613	1240613	1240	PRL BRKOUT	33,635.16		
10135100	707000	SALARIES - OVERTIME	2024	5	1528	05/30/2024	05/29/2024	1240530	1240530	1240	PRL BRKOUT	33,515.64		
10135100	707000	SALARIES - OVERTIME	2024	5	815	05/16/2024	05/15/2024	1240516	1240516	1240	PRL BRKOUT	23,950.04		
10135100	707000	SALARIES - OVERTIME	2024	5	130	05/02/2024	05/02/2024	1240502	1240502	1240	PRL BRKOUT	39,988.09		
10135100	707000	SALARIES - OVERTIME	2024	4	945	04/18/2024	04/18/2024	1240418	1240418	1240	PRL BRKOUT	25,447.67		
10135100	707000	SALARIES - OVERTIME	2024	4	179	04/04/2024	04/04/2024	1240404	1240404	1240	PRL BRKOUT	30,243.56		
10135100	707000	SALARIES - OVERTIME	2024	3	1118	03/21/2024	03/20/2024	1240321	1240321	1240	PRL BRKOUT	27,843.53		
10135100	707000	SALARIES - OVERTIME	2024	3	247	03/07/2024	03/06/2024	1240307	1240307	1240	PRL BRKOUT	27,123.78		
10135100	707000	SALARIES - OVERTIME	2024	2	1070	02/22/2024	02/22/2024	1240224	1240224	1240	PRL BRKOUT	35,536.75		
10135100	707000	SALARIES - OVERTIME	2024	2	349	02/08/2024	02/08/2024	1240208	1240208	1240	PRL BRKOUT	19,754.27		
10135100	707000	SALARIES - OVERTIME	2024	1	1136	01/25/2024	01/24/2024	1240125	1240125	1240	PRL BRKOUT	21,440.41		
10135100	707000	SALARIES - OVERTIME	2024	1	644	01/11/2024	01/18/2024				RECLS	466.11		
10135100	707000	SALARIES - OVERTIME	2024	1	536	01/11/2024	01/11/2024	1240111	1240111	1240	ACCR 24	-9,576.83		
10135100	707000	SALARIES - OVERTIME	2024	1	535	01/11/2024	01/11/2024	1240111	1240111	1240	PRL BRKOUT	19,153.66		
												600,018.27		
												32,433	avg/pay	
												243,251	7.5 pay remaining at avg	
												843,269	est end of year	
												819,000	revised budget	
												-24,269	surplus / deficit	

TOTAL SUPPLEMENTAL APPROPRIATION = \$661,634

10130100 704000	\$166,634	REVISED BUDGET	\$5,256,639
10130100 707000	\$1000	REVISED BUDGET	\$503,635
10135100 704000	\$469,000	REVISED BUDGET	\$5,271,036
10135100 707000	\$25,000	REVISED BUDGET	\$844,000

CALCULATED ON 18.5 PAY OF 26 (THRU 09/19/24); 71.15%

10130100 704000

Original \$5,256,505
Revised \$5,090,005
Actual \$3,563,723
Available 1,526,282
Transfer out to OT 204,000 09/09/24 posted

Avg per pay **\$192,634** (18.5 PAYS)
Avg per pay x 7.5 remaining pay periods \$1,444,752
YTD Actual plus remaining = \$5,008,475
Difference = \$81,530 (surplus)

10130100 707000

Original \$298,635
Revised \$502,635
Actual \$357,796
Available \$144,839
Transfer in from salaries \$204,000

Avg per pay \$19,340
Avg per pay x 7.5 remaining pay periods \$145,052
YTD Actual plus remaining = \$502,848
Difference = \$213 (supplemental needed)

10135100 704000

Original \$5,199,636
Revised \$4,802,036
Actual \$3,685,763
Available \$1,116,273
Transfer to OT **\$469,000** posted 09/09/24

Avg per pay \$199,230
Avg per pay x 7.5 remaining pay periods \$1,494,228
YTD Actual plus remaining = \$5,179,991
Difference = \$377,955 (supplemental needed)

10135100 707000

Original \$350,000
Revised \$819,000
Actual \$600,018
Available \$218,982

Avg per pay \$32,433
Avg per pay x 7.5 remaining pay periods \$243,251
YTD Actual plus remaining = \$843,269
Difference = \$24,269 (supplemental needed)