



April 14, 2021

Mr. Don Adams, County Manager for Jackson County
4001 Grindstaff Cove Road
Suite A-207
Sylva, NC 28779

Re: Request for Proposals for Food Service and Kitchen Management Services for Jackson County

Dear Mr. Adams and County Staff,

We at Skillet sincerely appreciate the opportunity to provide a response to your Request for Proposals for Food Service and Kitchen Management Services for Jackson County.

Upon reviewing the needs and requirements of the Jackson County Request for Proposal for Food Service and Kitchen Management Services, we at Skillet/Kimble's believe we are uniquely qualified to provide the state-of-the-art services you expect and the service you deserve.

Skillet Will:

- ✓ *Provide quality, restaurant grade food at a reasonable price*
- ✓ *Provide The personal service you deserve and the quality staff you expect*
- ✓ *Not just be a contractor but a valued partner in the operation of the detention center*
- ✓ *Meet and exceed the requirements of the RFP*

At Skillet, we recognize many folks view inmate food services as just a means to an end: A way to meet the minimum State standards with little regard for the quality of the food services. This is not the philosophical approach we take at Skillet. Skillet and our parent company Kimble's Food by Design have associates on staff with over 240 years of law enforcement and food service experience and collectively. We are uniquely positioned to understand what an important role inmate food service plays in enabling a Sheriff to m.

Why Skillet?

- *Skillet's parent company Kimble's was founded by Kimble Carter who still owns and manages the company. Kimble's is not for sale and has NEVER been for sale. Providing quality food service since 1985 with the same high standard of service; yesterday, today and tomorrow.*
- *Skillet uses the same software and hardware that operates your commissary services. These services are fully supported by Kimble's in-house team of industry professionals that your staff already knows.*
- *Skillet is not bogged down by corporate bureaucracy. Our associates are qualified and empowered to work with you directly to get the job done.*
- *We understand the corrections profession - we employ associates with over 200 years of corrections and law enforcement experience collectively. Skillet also has associates on staff with many years of experience in the correctional food service industry. When you speak we don't just listen, we understand what you are saying.*
- *Skillet is fully committed to providing quality food, not mechanically separated byproducts and cheaply processed bulk foods.*
- *Skillet understands that every client is unique and every offer is tailored to the facility's individual needs.*
- *Every client facility is important to Skillet. Regardless of size, they're all a valued partner.*
- *One example of our commitment to you –Skillet is a PREA compliant vendor.*

We understand the significance of this solicitation and the impact the related services will have on the Sheriff's Office and County Kitchen Operations. We understand that Skillet is a reasonably new player in the inmate food service industry. What we do bring to the table is twofold; over 35 years of history in commercial food service and 24 years of experience in the correctional industry. Skillet possesses the depth, experience, resources and staff to not only meet, but exceed your expectations. Skillet/Kimble's is much more than just another vendor, we are a valued partner to our County clients. We would invite you to talk with Sheriff Dewey Jones, Person County Sheriff's Office, Roxboro, North Carolina, Major Shon Crisp, Cherokee County Sheriff's Office, or Major Durwin Briscoe, Director of Detention Services at Cleveland County Sheriff's Office, Shelby, North Carolina regarding the improvement in operational efficiencies since they became a Skillet Client. We invite you to take a look at what they say.

Skillet believes that an offer of service should be simple and complete. Each county operation is unique. We work closely with each client to develop a program that includes the services and

technology that best fits their operation. We know that running a detention facility AND a Department of Aging center is a flexible and dynamic responsibility. Skillet/Kimble's has the flexibility to modify our operation to meet your needs for the life of our relationship.

Again, thank you for the opportunity to provide you with this offer. We look forward to building an even stronger relationship with Jackson County NC.

Best Regards,

Matt Eubanks

Vice President

706.978.2915

matte@skilletkitchens.com

Mark Strickland

Director of Business Development

910.590.3908

marks@kimblesfood.com

Lee Farnsworth

Territory Manager, Kimble's Food By Design

828.318.9728

leef@kimblesfood.com

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Tab A

Bid Form

BID FORM
Jackson County Food Service and Kitchen Management Services

Business Name: Kimble's Food By Design, DBA Skillet Kitchen

Authorized Name / Title (print): Matt Eubanks

Address: 100 Webster Street

City / State / Zip: LaGrange, GA 30241

Phone: (706) 978-2915

Email: matte@skilletkitchens.com

Jackson County will guarantee a minimum amount of meals purchased for both the Department on Aging Services and the Detention Center. List below your price per meal. **Pricing below includes all costs associated with the meal including packaging and delivery costs.**

Department on Aging

Jackson County will purchase a minimum of 150 meals a day - five days a week and 10 meals a weekend. This equates to a minimum of 39,520 ([150 x 5 x 52] + [10x52]) meals per year. Jackson County currently allows the vendor to utilize the kitchen to prepare meals for other public or private events, contracts or jobs. Recognizing that not all potential bidders will want to utilize the kitchen for a private catering business, Jackson County will allow pricing to take place both ways. Pricing both ways is not mandatory but allowable.

1. Price Per Meal with Being Allowed to Use Kitchen for Private Catering Service: \$5.6677
2. Price Per Meal for Department on Aging Meal Services Only: \$5.6677

Sheriff Office Detention Center / Emergency Shelter & Emergency Operations Center

Jackson County will purchase a minimum of 150 meals a day – seven days a week. This equates to a minimum of 54,750 (150x365) meals per year. Jackson County currently allows the vendor to utilize the kitchen to prepare meals for other public or private events, contracts or jobs. Recognizing that not all potential bidders will want to utilize the kitchen for a private catering business, Jackson County will allow pricing to take place both ways. Pricing both ways is not mandatory but allowable.

1. Price Per Meal with Being Allowed to Use Kitchen for Private Catering Service:

3 Hot Meals A Day	\$5.8284
2 Hot Meals and 1 Cold Lunch A Day	\$5.8284
2. Price Per Meal for Sheriff Office Detention Center/EM Center Only:

3 Hot Meals A Day	\$5.8284
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2 Hot Meals and 1 Cold Lunch A Day \$5.8284

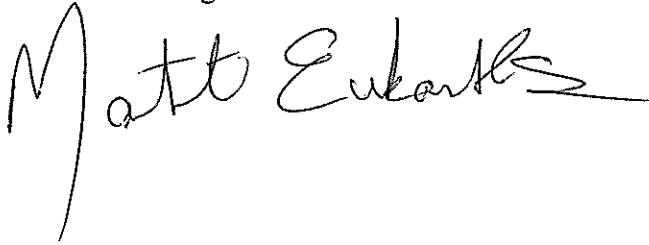
If you plan on using the kitchen for a private catering service then you must enter an amount under number 1 for the Department on Aging and under number 1 for the Sheriff Office Detention Center/EM Center.

If you **DO NOT** plan on using the kitchen for a private catering service then you must enter an amount under number 2 for the Department on Aging and under number 2 for the Sheriff Office Detention Center/EM Center.

NOTE: Private catering service is defined as providing meals for any other purpose than meeting the needs of Jackson County, NC. This would include private events and providing meals to other governmental entities.

Responders may bid both choices. Only a combination of bids under number one (1) or a combination of bids under number two (2) will be considered.

Authorized Signature:

A handwritten signature in black ink that reads "Matt Eubank". The signature is written in a cursive style with a long, sweeping underline.

Date:

4-9-2021

Tab B

Company/Organization Information

Corporate Overview

Services offered in response to this RFP will be provided by:

Skillet Kitchen, a Division of Kimble's Food By Design
100 Webster Street
LaGrange, GA 30271

Primary Business Phone – 706-884-5527
Technical Support – 706-298-4974
FAX – 706-884-0645

Kimble Carter is the owner and Chief Executive Officer of Skillet Kitchen Services Division and as such is the person responsible for legally binding the company.

The Kimble's principal associates assigned to the Jackson County Request for Proposals for Food Service and Kitchen Management Services for Jackson County are:

Matt Eubanks

Vice President
706.978.2915
matte@skilletkitchens.com

Mark Strickland

Director of Business Development
910.590.3908
marks@kimblesfood.com

Lee Farnsworth

Territory Manager, Kimble's Food By Design
828.318.9728
leef@kimblesfood.com

Matt, Mark and Lee are authorized by Mr. Carter to sign legally binding documents in his behalf for the Skillet Kitchen's Services Division.

- Kimble's has been in business since 1985 and has served correctional institutions housing over 500 inmates since 1997.
- Kimble's has never operated under any other name.
- The following is an overview of the Kimble's organization:

Kimble's Food by Design is one of the fastest growing food/service management companies in the country. We have accomplished this new growth by successfully meeting the food, supplies and service

management needs of our customers in four separate markets: commissary services, vending, corn flake chewy candy, and food service/special events.

Kimble's employs approximately 290 associates. 109 of those associates are assigned to the Skillet Kitchen Services Division. Twelve associates are specifically assigned to the commissary technical support unit.

COMPANY HISTORY AND OVERVIEW

Kimble's is owned and operated by Kimble Carter. Kimble is a native to LaGrange, Georgia and has worked in the food service industry since he was a young adult. With high standards and great vision, he established Kimble's in early 1985 and has since expanded to various aspects of food and vending services. Kimble is a NCE graduate of Michigan State University, involved in a variety of community organizations and is a long-time member of several area Chambers of Commerce, the National Automatic Merchandising Association and the State Warden's and Sheriff's Association. He also serves on the Board of Directors for Pineland Sheriff's Home in LaGrange, GA. A dedicated family man, Kimble and his wife of 40 years, Deborah Cofield Carter, have two sons, both graduated Columbus State University. One owns his own business in LaGrange and the other is a Kimble's associate.

Through effective management and a total commitment to quality and service we have been successful in addressing our customers' specific needs. Being a privately owned company, we are not burdened by cookie cutter standards and controls from a distant corporate office. We have the luxury of possessing the resources to exceed Jackson County's expectations without the bureaucratic red tape of a national provider.

Trade Categories

Kimble's is one of the fastest growing food/service management companies in the country. We have accomplished this sustained growth by successfully meeting the food, supplies and service management needs of our customers in four separate markets: commissary services, vending, food service/special events, and the manufacturing of "Old School Corn Flake Candy."

Kimble's conducts business in the following trade categories:

- Inmate commissary
- Inmate food service
- Corn Flake Chewy Candy
- Event food service
- Industrial and educational onsite food service
- Vending and open market services for industry and commercial sites

Kimble's is incorporated and does business in the following states:

- Alabama
- Mississippi

- Kentucky
- Georgia
- Florida
- **North Carolina**
- South Carolina
- Tennessee
- Texas

Organization and Staffing

Kimble’s Food by Design, the parent company of Kimble’s Commissary Services was founded by our owner and President Kimble Carter. Kimble still heads the company today.

Over the years Kimble has diversified the company into several operating divisions. The following is a breakdown of those divisions, their manager and the number of associates assigned to those divisions:

DIVISION	MANAGER	BUSINESS TYPE	# of Associates
Commissary	VP William Pendergraph	Inmate Commissary and Wholesale Operations	129
Skillet Kitchen	VP Matt Eubanks	Inmate Food Services	90
Commercial Food	Molly Massey	Industrial and College Cafeterias	32
Specialty Catering	Shirley Barnes	Event Catering	
Open Market/Vending	VP CJ Carter	Unmanned Convenience Stores and Vending for Industry	14
Office Services	CFO Dale Cordrey	Accounting and Office	10
Candy (Corn Flake)	Shannah Kuhn	Manufacture/distribute Kimble’s Candies	10
		TOTAL ASSOCIATES - 285	

Jackson County Project Management Team

Listed below are the Kimble’s management team members that will supervise the Jackson County project. These are the same folks that will continue to be your partners moving forward after the install. As you can see, these folks know the jail business. When you speak we don’t just listen, we understand what you are talking about. In addition to years of management expertise, the associates listed represent collectively over 240 years of correctional and law enforcement experience.

William Pendergraph

William is the Senior Vice President at Kimble’s. William worked for Kimble’s in high school. He left to attend college and worked in food distribution for several years after graduating with a bachelor’s degree from Ole Miss. Sixteen years ago, Kimble Carter brought William on board to manage the quickly

growing correctional division. William is a hands-on manager and will be involved to ensure a smooth install and conversion to Skillet.

Matt Eubanks

Matt is the Vice President of the Skillet Kitchen Division of Kimble’s. Matt joined the Skillet team in 2018 bringing over 30 years of food service management experience to Kimble’s. Matt holds a Bachelor’s degree in Business Management from the University of Miami. Matt served as Director of Operations for a large inmate food provider for 14 years prior to joining Skillet. Matt has handled over 90 correctional food service accounts from 40 to 2000 inmates in accounts throughout the Southeast. Matt has received hundreds of hours of training in food service management as well as human resources.

Mark Strickland

Mark joined the Kimble’s Carolinas team in 2017 after retiring as Director of the North Carolina Justice Academy. Mark has been awarded a lifetime membership award by the N.C. Jail Administrator’s Association. He is a certified justice officer with Cumberland County N.C. and holds a Master’s degree from Methodist University. Mark brings 30 years of experience in the criminal justice profession with an extensive background in jail operations to the team. Mark has recently been moved to the Skillet Division to work directly with Matt Eubanks

Jennifer Rogers

Jennifer joined the Skillet team in early 2019. She has been involved in food service management for nearly 10 years and holds an Associate’s Degree in Business Management and attended multiple management, food service, and HR seminars. Jennifer is the Operations Manager for the Skillet Division in North Carolina. Jennifer will oversee the site manager and staff assigned to Gaston County.

Lee Farnsworth

Lee joined the Kimble’s team in January of 2011. He served as a law enforcement officer in North Carolina for 30 years with extensive experience in all areas of the profession. He attended UNCA and graduated from the UNC School of Police Executive Management. After retiring in 2007 as Chief of Operations from the Buncombe County Sheriff’s Office, Lee worked as an Account Manager with a large inmate phone/corrections technology provider. Lee serves as the Kimbles Territory Manager in both Carolinas and Virginia. Lee is still a sworn deputy sheriff and municipal police officer in North Carolina. He is very knowledgeable concerning the Kimble’s systems including the Skillet Division.

Food Service Director (To be hired upon contract award)

The food service director will be a local hire that will be responsible for the day-to-day operation of the kitchen. This individual will be responsible for ordering all groceries and supplies for the operation. The FSD will be responsible for scheduling the kitchen employees to ensure proper coverage of all shifts. They will be responsible for ensuring all menus and recipes are followed. This will be done with the use of production sheets and recipe cards. They will have responsibility for weekly financials to include payroll, inventory and tacking meal counts for billing purposes. The FSD will assist the DM in hiring the kitchen employees and be responsible for training them. They will be responsible for maintaining the

kitchen delivery van and keeping is full of gas and following the routine vehicle maintenance plan. The food service director will be required to be ServeSafe certified as a Food Service Manager

Tab C

Experience/References

MEAL SERVICES PROVIDED SINCE INCEPTION OF SKILLET KITCHEN

The Skillet Kitchen's Team takes pride in our exceptional level of customer service. Below is a list of ALL of the Food Service contracts that we have since the inception of Skillet Kitchen. We encourage you to contact any or all of them to learn more about the added value they enjoy as our meal provider partner

Bartow County Sheriff's Office

104 Zena Dr
Cartersville, GA
Captain Minter
470.529.9209

deanminter@bartow.org

ADP - 650

Transitioned in 2019

Bulloch County Prison

17301 US 301 N
Statesboro, GA
Warden Tillman
912.764.1773

rtillman@bullochcounty.net

ADP - 175

Transitioned in 2019

Bulloch County Sheriff's Office

17257 US 301 N
Statesboro, GA
Captain Thompson
912.764.1751

kennyt@bullochsheriff.com

ADP - 375

Transitioned in 2019

Brooks County Sheriff's Office

1004 Holloway Dr
Quitman, GA
Sheriff Dewey
229.263.7558

ADP - 75

Transitioned in 2019

Cherokee County Senior MOW

Murphy, NC
Daily number - 80
Transitioned in 2019

Cherokee County Sheriff's Office

577 Regal Street
Murphy, NC
Sheriff Palmer
828.837.2589

derrick.palmer@cherokeecountync.gov

ADP - 100

Transitioned in 2019

Clay County Senior MOW

Hayesville, NC
Daily number - 65
Transitioned in 2019

Clay County Sheriff's Office

295 Courthouse Dr
Hayesville, NC
Sheriff Deese
828.389.6354

sheriffdeese@claycountysoc.com

ADP - 40

Transitioned in 2019

Cleveland County Sheriff's Office
407 McBrayer Street
Shelby, NC
Sheriff Norman
704.484.4888
alan.norman@clevelandcountync.gov
ADP - 275
Transitioned in 2020

Coweta County Sheriff's Office
560 Greison Trail
Newnan, GA
Lynn Wood
770.253.1502
ccso@coweta.ga.us
ADP - 375
Transitioned in 2019

Dade County Sheriff's Office
75 Case Ave
Trenton, GA
Capt Chambers
423.593.7885
jchambers@dadesheriff.com
ADP - 100
Transitioned in 2019

Floyd County Prison
329 Blacks Bluff Rd SW
Rome, GA
Warden Long
706.236.2490
longm@floydcountyga.org
ADP - 400
Transitioned in 2019

Floyd County Sheriff's Office
2526 New Calhoun Hwy
Rome, GA
Major Pledger
706.728.4202
pledgerw@floydcountyga.org
ADP - 600
Transitioned in 2019

Floyd County Work Release Center
329 Blacks Bluff Rd SW
Rome, GA
Warden Long
706.236.2490
longm@floydcountyga.org
ADP - 50
Transitioned in 2019

Franklin County Senior MOW
Louisburg, NC
Daily meals - 150
Transitioned in 2021 (Start date is May 10, 2021)

Franklin County Sheriff's Office
285 T Kemp Road
Louisburg, NC
Major Philbeck
919.496.3731
tphilbeck@fcncso.org
ADP - 185
Transitioned in 2021 (Start date is May 10, 2021)

Gilmer County Sheriff's Office
106 Brent Dickey Memorial Dr
Ellijay, GA
Captain Daves
706.635.4625
cdaves@gilersheriff.com
ADP - 80
Transitioned in 2019

Habersham County Sheriff's Office

1000 Detention Dr

Clarksville, GA

Les Hendrix

706.839.0500

lhendrix@habershamga.com

ADP - 105

Transitioned in 2019

Hampton County Detention Center

411 Cemetery Dr

Varnville, SC

Director Kelvin Jones

803.914.2200

kjones@hamptoncountysc.org

ADP - 35

Transitioned in 2021

Heard County Sheriff's Office

11820 GA-100 Franklin, GA

Sheriff Henry

706.675.3329

rhenry@heardcountyga.com

ADP - 45

Transitioned in 2019

Hertford County Sheriff's Office

701 Taylor St

Winton, NC

Major Carol Ward

252.358.7840

carol.ward@hertfordcountync.gov

ADP - 55

Transitioned in 2020

Johnston County Sheriff's Office

127 S 2nd St

Smithfield, NC

Sheriff Bizzell

919.989.5040

sbizzell@jcs.org

ADP - 235

Transitioned in 2021

Lincoln County Sheriff's Office

700 John Howell Memorial Dr

Lincolnton, GA

Sheriff Beam

704.732.9050

bbeam@lincolnsheriff.org

ADP - 110

Transitioned in 2019

Macon County Sheriff's Office

1820 Lakeside Dr

Franklin, NC

Lt Jones

828.349.2264

djones@mconnc.org

ADP - 80

Transitioned in 2019

McCracken County Jail

400 S 7th St

Paducah, KY

Stephen Carter

270.444.4730

scarter@mccrackencountyky.gov

ADP - 450

Transitioned in 2019

McDowell County Sheriff's Office

593 Spaulding Rd
Marion, NC
Captain Heath Helms
828.652.2236
hhelms@mcdowellsheriff.org

ADP -160
Transitioned in 2020

Meriwether County Sheriff's Office

17400 Roosevelt Hwy
Greenville, GA
Byron Hadley
706.672.4941
bhadley@meriwethercountyga.gov

ADP -70
Transitioned in 2019

Murray County Sheriff's Office

810 1/2 G. I. Maddox Parkway
Chatsworth, GA
Captain Cherry
706.695.4592
jcherry@murraycountyga.gov

ADP - 140
Transitioned in 2019

Nash County Sheriff's Office

222 W Washington St
Nashville, NC
Sheriff Stone
252.459.4121
keith.stone@nashcountync.gov

ADP - 130
Transitioned in 2020

Northampton County Sheriff's Office

105 W Jefferson St
Jackson, NC
Major Anna Gee
252.534.3901
anna.gee@nhcnc.net

ADP - 50
Transitioned in 2020

Oglethorpe County Sheriff's Office

115 Buddy Frost Rd
Crawford, GA
Sheriff Gabriel
706.743.8101
info@oglethorpesheriff.org

ADP - 60
Transitioned in 2019

Person County Sheriff's Office

120 Court St
Roxboro, NC
Captain Rodney Chandler
336.597.0525
rchandler@personcountync.gov

ADP - 70
Transitioned in 2020

Pike County Sheriff's Office

89 Jackson St
Zebulon, GA
Sheriff Thomas
770.567.8431
jwrye@pikecoga.com

ADP - 20
Transitioned in 2019

Polk County Sheriff's Office

1676 Rockmart Hwy
Cedartown, GA
Sheriff Moats
770.749.2900

jmoats@polkga.org

ADP - 140
Transitioned in 2019

Troup County Sheriff's Office

130 Sam Walker Dr
LaGrange, GA
Sheriff Woodruff
706.883.1729

jtwoodruff@troupco.org

ADP - 500
Transitioned in 2019

Rabun County Sheriff's Office

175 E Boen Creen Rd
Tiger, GA
Shane Presgraves
706.782.3612

shane.presgraves@rabuncounty.ga.gov

ADP - 75
Transitioned in 2019

Upson County Sheriff's Office

235 Aviation Dr
Thomaston, GA
Sheriff Kilgore
706.647.7411

dkilgore@upsoncountysheriff.com

ADP - 105
Transitioned in 2019

Stephens County Sheriff's Office

1677 Scenic Dr
Toccoa, GA
Sheriff Shirley
706.886.0591

rshirley@stephenssheriff.com

ADP - 175
Transitioned in 2019

Walton County Sheriff's Office

1425 S Madison Ave
Monroe, GA
Major Harris
770.267.0887

wharris@co.walton.ga.us

ADP - 490
Transitioned in 2019

Swain County Sheriff's Office

95 Brendle St
Bryson City, NC
Sheriff Curtis Cochran
828.488.0159

sheriffcochran@swaincountync.gov

ADP - 85
Transitioned in 2019

Tab D

Other Information



JACKSON COUNTY, NC
Response
Request for Proposal
Food Service and Kitchen Management Services

Skillet Kitchen has closely reviewed the requirements listed in the RFP. Each section of the RFP is individually answered. This ensures complete responses and direct answers to Jackson County's questions concerning inmate food service.

STANDARD GENERAL SERVICES AND REQUIREMENTS

The provider shall prepare all meals at the County's kitchen. The County will maintain the existing facility and commercial equipment. The County may choose to repair or replace existing equipment at its discretion. Provider will be responsible for any additional equipment not already in place prior to the contract. In the event that the kitchen is inoperable, the Provider must have a back-up plan to provide meals and storage for the food. The provider bears responsibility for all food and supplies located in the kitchen, storage, freezer, and refrigerator.

- ✓ **Skillet Kitchen understands and agrees with the requirements of this section. All our food service sites have an emergency plan in place specific to the needs of that facility. Those plans include sufficient supplies to continue food service in an emergency. Additionally, our plans include the use (through agreements between Sheriffs) of the kitchens at other jails in the region where we provide food service at the affected facility. Skillet Kitchen's Emergency plan is listed in Tab D: "Other Information" section.**

Provider shall hire all employees necessary to provide the contracted service. All persons employed by Provider will be employees of Provider, and not of the County. Provider agrees to conduct appropriate background checks on all personnel. Jackson County reserves the right to reject access to County property for any Provider personnel deemed inappropriate to have access. Provider agrees that no current employee of the County or any former employee of the County whose employment with the County was terminated within six months of the hire date will be hired by Provider without the consent of the County. Provider, in performing work specified under the Contract, shall not discriminate against any employee or applicant for employment because of race, creed, sex, color, national origin, or age, in violation of federal, state, or local law. Provider agrees that Provider's employees and agents shall comply with and observe all applicable rules and regulations concerning conduct on the premises that County imposes upon the County's employees and agents. The Provider will be responsible for all required training of food handlers, which will include portion control.

- ✓ **Skillet Kitchen understands and agrees with the requirements of this section. Skillet Kitchen conducts a thorough background investigation on each employee assigned to work at the facility. This is augmented by a detailed in person interview. We conduct drug screening of each employee. Skillet requests that the facility staff conduct an interview with the potential employee and conduct an appropriate background investigation as well.**

Skillet Kitchen is an Equal Employment Opportunity Employer and will be glad to submit related documentation if requested by Jackson County.

Skillet Kitchen understands and will ensure all employees and shall comply with and observe all applicable rules and regulations concerning conduct on the premises that Jackson County imposes.

Skillet Kitchen conducts training on a continual basis for our onsite staff. This is usually done when the District Manager is onsite or conducted via Zoom. Initial training includes an orientation concerning Kimble’s and Skillet and the company rules and expectations. Skillet provides training concerning safe food service, equipment operation, food preparation, food service area cleaning and maintenance, PREA, and working with inmates and staff as well as contraband. Most of this training is conducted onsite. Records of attendance are maintained in the employee personnel file. Additionally, employees will attend any training required by Jackson County.

Provider shall maintain a Grade “A” sanitation rating issued by the Department of Health. Provider shall keep the Premises in a safe operating condition and shall be diligent in the care and guardianship of the County’s equipment. Provider further agrees that Provider’s Premises and services, as well as the food prepared by Provider, shall at all times be subject to inspection by authorized persons designated by the County. Provider must keep all premises clean and sanitary.

- ✓ **Skillet Kitchen agrees with these requirements and will accept responsibility as required in this section. Skillet Kitchen’s purchasing guidelines meet and or exceed all the requirements. We will provide products that meet or exceed these standards.**

Skillet Kitchen will provide safe operating conditions and will be diligent in the care and guardianship of Jackson County’s equipment and facility.

The Provider will warrant that the meals provided under the Contract will be wholesome, suitable for human consumption and meet all specifications under existing US Department of Agriculture and NC Department of Agriculture regulations, including local requirements for food handlers’ permits and health examinations. County shall not be obligated to accept or pay for any food items that are spoiled, damaged, unwholesome, or for meals that are not complete. All meat and poultry utilized in the program shall be obtained by the Provider from meat and/or poultry products coming from inspected programs. The use of locally grown fruits, vegetables, and other food products are encouraged wherever possible, provided they are stored, processed, and prepared using approved sanitary standards. The County will, on a daily bases, check food temperatures and monitor quantity and quality of the food. The Health Department Sanitarian shall be able to sample meals at his/her convenience and discretion.

- ✓ **Skillet Kitchen understands this section and will meet and/or exceed these requirements. Skillet Kitchen will NOT use 2nd market distress, out of date or irregular cut products in the preparation of meals to the Department of Aging or to the Detention Center.**

The Provider will provide meals to the Department on Aging and to the Detention Center that meets all federal and state requirement. The Provider will provide a “four-week cycle” menu on a quarterly basis with ample variety to avoid monotony. The menus for food items will be supplied one week in advance of each new quarter to representatives of the Department on Aging and Detention Facility accordingly. Menus will be changed a minimum of two times each year. The Provider will be responsible for securing the services of a registered dietitian to conduct a nutrient analysis of the menu cycle. Approval will be required for deviation from these menus at least 24 hours in advance from the County. Substitutions should not exceed one per month during a calendar year. A registered dietitian must review all menu changes within ninety days of the change.

- ✓ **Skillet understands this section and will meet and/or exceed these requirements. A copy of a “four-week cycle” menu can be found in the Tab D: “Other Information” section of our response. Additionally, please find the North Carolina registration for Ms. Julia Smith R.D. in the Tab D: “Other Information” section of our response.**

The Provider will supply the condiments typical of the normal food service, ie. salt, pepper, ketchup, napkins, etc. served on the table in the dining room. The Department on Aging and Detention Center will be invoiced at cost for all other requested supplies such as Styrofoam trays, individual packs of salt, pepper, ketchup, mustard, bulk napkins, plastic utensils, etc. which will be served outside the dining room. A list of supplies will be developed and agreed to by all parties. The Department on Aging and Detention Center may purchase these items direct from a vendor if so desired. The Provider will invoice at cost the Department on Aging and Detention Center for each meal that uses disposable meals containers.

- ✓ **Skillet understands and agrees with the requirements of this section.**

The Provider will furnish special occasion menus for Thanksgiving, Christmas, and the Fourth of July for both Department on Aging and Detention Center meals. This will be included in base price per meal.

- ✓ **Skillet understands and agrees with the requirements of this section.**

The provider will furnish food services specific to other County needs as they may arise. Examples include catering services for County functions and other meals as needed. If the requirements for these meals substantially differ from the normal menu then any additional costs will be negotiated on a case-by-case basis.

- ✓ **Skillet understands and agrees with the requirements of this section.**

The Provider will agree to pay all federal, state and local taxes which may be assessed in connection with operation of its services upon the Premises. Provider also agrees to comply with all federal, state and local laws and regulations

governing the preparation, handling, and serving of foods, and to procure and keep in effect all necessary licenses, permits, and food handlers' cards required by law, and to post such permits within the service areas of the Premises in a prominent place as required by law. All costs in connection with such taxes, licenses, permits and food handler's cards, shall be a Cost of Business and will be charged to the operation of the business. Provider shall be responsible for the purchase of all point of sale equipment required by the business which is not currently provided by the County. Provider agrees to comply with all applicable federal and state laws and regulations pertaining to wages and hours of employment.

✓ **Skillet understands and agrees with the requirements of this section.**

Provider will be responsible for providing appropriate containers for the meals. These containers will have to be approved by the County and must meet all required specification including holding temperatures at required levels. These costs must be included in the cost per meal submitted by the responder. Jackson County reserves the right to contractually separate these costs at a later time.

✓ **Skillet understands and agrees with the requirements of this section. One possibility is the use of Oliver Trays for the senior's meals.**

Provider will be required to transport meals as specified by this RFP and executed contract. The cost for transporting meals must be included in the cost per meal submitted by the responder. Jackson County reserves the right to contractually separate these costs at a later time.

✓ **Skillet understands and agrees with the requirements of this section.**

For purposes of this request for proposal, **DO NOT** include estimated utility costs in the proposal.

✓ **Skillet understands and agrees with the requirements of this section.**

The Provider shall keep full and accurate sales records in connection with sales covered by this Contract. All such records shall be kept on file for three (3) years and three (3) months, pursuant to all Federal and State guidelines related to both Department on Aging and Detention Center meals. Upon request, auditors of the County shall have access to all such records. The County or any State or Federal governing agency over these programs shall have the right to conduct an onsite review of the food service program.

✓ **Skillet understands and agrees with the requirements of this section.**

Provider shall indemnify, defend, and hold County harmless from and against and physical damage to tangible property, bodily injury, sickness or death to the extent caused by Provider's breach or Provider's negligent acts or omissions or the negligent acts or omissions of Provider's agents or employees arising out of the consumption or use of the products sold or provided; provided, however, that nothing contained herein shall require Provider to indemnify the County for claims and liabilities to the extent arising out of the negligent acts or omissions of the County, its agents or employee's breach of its obligations hereunder.

Provider shall procure and maintain comprehensive automobile bodily injury liability and property damage liability insurance, with combined single limits of one million (\$1,000,000) dollars. Provider shall procure and maintain commercial general liability and property damage liability insurance with combined single limits of one million

Skillet Kitchen will meet and/or exceed the requirements as requested. Skillet Kitchen understands and will exceed the Jackson County's requirements for their Nutrition Program for the Elderly as it relates to food quality, nutritional analysis requirements, meal patterns, special and modified meals, shelf stable and frozen foods, and food temperature requirements.

SHERIFF OFFICE DETENTION CENTER

BACKGROUND

In Fiscal Year 2019/2020, the current vendor provided approximately 65,400 inmate meals at a total cost of \$379,076. Inmates held at the Jackson County Sheriff Office Detention Center requires three meals a day, 365 days a year. All meals were cooked and packaged at the Facility. The vendor delivered the meals to the detention center three times daily. The Facility is approximately 3.7 miles from the detention center. The vendor charged \$10,000 (included in the \$379,076 amount) for delivery. The vendor charged \$28,998 (included in the \$379,076 amount) for specialized trays to maintain appropriate temperatures during delivery.

REQUESTED SERVICES

The Jackson County Sheriff's Office Detention Facility requires 150 meals per day to be served seven days per week, for the entire year.

- ✓ **Skillet Kitchen has carefully reviewed the requirements set forth by the Jackson County Detention Center.**

Skillet Kitchen will be able to meet and/or exceed the requirements as requested. Skillet Kitchen understands and will exceed the Jackson County Detention Center's requirements as set forth in the *Commission for Public Health Rule 15 NCAC 18A-.1522* as well as in *The Rules & Laws Governing the Operations, Surveillance and Monitoring of Jail Facilities 10A NCAC 14J Section .9000 - Food*



Emergency Service Plan

Jackson County NC

Short Term Loss of Facility Food Service

Skillet will keep sufficient supplies of prepackaged food available to prepare cold meals for time frames less than 72 hours. These types of service interruptions can occur as a result of the loss of electrical service, water leaks, equipment failure and so forth. These meals will generally consist of sandwiches, cereals, and etc.

Should prepackaged food items not be accessible at Jackson County, Skillet will rely on other regional facilities will have the same products available for short term use. In an emergency the Skillet staff at those three facilities will assist in the preparation and transportation of meals.

Long Term Loss of Facility Food Service

In the event the food service facilities at the Jackson County Detention Facility be rendered unusable Skillet would immediately contact our three other regional Skillet client facilities to assist in providing meals to the Jackson County Inmate population. These meals will be transported to Jackson County Detention Center and the Jackson County Senior Center. Transportation of meals will be coordinated by Skillet staff.

Skillet has strong relationships with our food suppliers. Skillet would place emergency orders to ensure sufficient products would be available for Jackson County's food service.

Additionally, Kimble's has a large kitchen operation at the headquarters facility in LaGrange GA as well as a large truck fleet. If necessary, food could be prepared and frozen for transportation to the facilities providing food service for Jackson County in LaGrange.

Skillet will rely on neighboring facilities that are Skillet clients. Currently these facilities are:

1. Cherokee County NC
2. Clay County NC
3. Swain County NC

Clay County Senior Nutrition Program

Lunch Menu

Monday	Tuesday	Wednesday	Thursday	Friday
2/1; 3/1; 3/29; 4/26	2/2; 3/2; 3/30; 4/27	2/3; 3/3; 3/31; 4/28	2/4; 3/4; 4/1; 4/29	2/5; 3/5; 4/2; 4/30
Baked Chicken Thigh Baked Sweet Potato Mixed Vegetables Wheat Dinner Roll Peach Cobbler Milk	Western Baked Beef Patty Garlic and Red Pepper Penne Green Beans with Onions Dinner roll Cinnamon Apple sauce Milk	Brunswick Stew Cabbage Rice Cornbread Chocolate Pudding Milk	Ham Pintos Turnip Greens Cornbread Apple Milk	Tuna Casserole Carrots Green peas Biscuit Fruited Gelatin Milk
Monday	Tuesday	Wednesday	Thursday	Friday
2/8; 3/8; 4/5;	2/9; 3/9; 4/6	2/10; 3/10; 4/7	2/11; 3/11; 4/8	2/12; 3/12; 4/9
Salisbury Steak Garlic Whipped Potatoes Capri Vegetable Blend Dinner Roll Pineapple Tidbits Milk	Chicken n Dumplings Glazed Baby Carrots Brussel Sprouts Dinner Roll Fresh fruit Milk	Beefy Noodle Casserole Mushroom and Onion Gravy Broccoli and Red Peppers Corn Dinner Roll Fresh Apple Milk	Sausage Breakfast Casserole Hash brown Casserole Biscuit Banana Assorted Juice Milk Assorted Jelly	Hamburger Patty Lettuce and Tomato Southwest Corn Hamburger Bun Apple Cherry Cobbler Milk Mustard
Monday	Tuesday	Wednesday	Thursday	Friday
2/15; 3/15; 4/12	2/16; 3/16; 4/13	2/17; 3/17; 4/14	2/18; 3/18; 4/15	2/19; 3/19; 4/16
Barbeque Chicken Thighs Macaroni & Cheese Herbed Green Beans Texas Bread Banana Milk	Beef Spaghetti Whole Kernel Corn Mixed Greens Garlic Roll Applesauce Milk	White Chicken Chili/Beans Green Beans and Red Peppers Mexican Cornbread Banana Pudding Milk	Beef Tacos Shredded Cheese Mexican Rice Pintos Tortilla Apple Milk	Chicken Salad Macaroni Salad Fluffy Fruit Salad Dinner Roll Chocolate Crème Cookie Milk
Monday	Tuesday	Wednesday	Thursday	Friday
2/22; 3/22; 4/19	2/23; 3/23; 4/20	2/24; 3/24; 4/21	2/25; 3/25; 4/22	2/26; 3/26; 4/23
Turkey Tetrazzini Sliced Carrots Squash & Tomatoes Dinner Roll Applesauce Milk	Pork Chop Lima Beans Tuscany Vegetable Blend Wheat Dinner Roll Pineapple Tidbits Milk	Cheesy Chicken & Rice Casserole Black Eye Peas Broccoli Cornbread Fruited Gelatin Milk	Meat Loaf and Gravy Whipped Potatoes Okra and Tomatoes Wheat Roll Vanilla Pudding Milk	Kielbasa with Onions and Peppers Macaroni and Cheese Confetti Coleslaw Texas Toast Baked Peach Cobbler Milk Mustard

Signature: *Joia R. Smith RDN, CD, F*

WEEK 2 - North Carolina JACKSON COUNTY

BREAKFAST

	19-Apr	20-Apr	21-Apr	22-Apr	23-Apr	24-Apr	25-Apr
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Buttered Grits	1 cup	Oatmeal	1 cup	Buttered Grits	1 cup	Buttered Grits	1 cup
Cream Beef	4 oz	Sausage Patty	1 ea	Sausage Patty	1 ea	Sausage Patty	1 ea
Scramble Eggs	3 oz	Boiled Eggs	2 ea	Scramble Eggs	3 oz	Scrambled Eggs	3 oz
Biscuit	1/15th	Biscuit	1/15th	Biscuits	1/15th	Biscuits	1/15th
Milk	8 oz	Milk	8 oz	Milk	8 oz	Milk	8 oz
Jelly	1 ea	Jelly	1 ea	Jelly	1 ea	Jelly	1 ea
							Corn Flakes
							Kielbasa Link
							Boiled Eggs
							Pancakes
							Milk
							Syrup

LUNCH

Salisbury	1 ea	Chabroil	1 ea	Smoked Sausage	1 ea	Meatloaf	1 ea	Breaded Chicken	1 ea	Meatballs	6 ea
Mashed Potatoes	6 oz	Buttered Rice	6 oz	Mac & Cheese	6 oz	Ketchup Glaze	2 oz	Mac & Cheese	6 oz	Brown Gravy	2 oz
Brown Gravy	2 oz	Brown Gravy	2 oz	White Gravy	2 oz	Pinto Beans	6 oz			Mashed Potatoes	6 oz
Broccoli	4 oz	Mixed Veggies	4 oz	Carrots	4 oz	Peas	4 oz	Mixed Veggies	4 oz	Green Beans	4 oz
Chocolate Cake	1/15th	Coffee Cake	1/15th	Fudge Brownie	1/15th	Chocolate Cake	1/15th	Coffee Cake	1/15th	Yellow Cake	1/15th
Dinner Roll	1 ea	Dinner Roll	1 ea	Dinner Roll	1 ea	Dinner Roll	1 ea	Dinner Roll	1 ea	Dinner Roll	1 ea
Juice	4 oz	Juice	4 oz	Juice	4 oz	Juice	4 oz	Juice	4 oz	Juice	4 oz

DINNER

Beef Chili w/ Beans	8 oz	Cheesy Chicken	8 oz	Beef Mac & Cheese	8 oz	Beef Spaghett	8 oz	Hot Dog	1 ea	Hamburger	1 ea
Rice	4 oz	Noodle Casserole	4 oz	Black Eyed Peas	4 oz	Jambalya	4 oz	Baked Beans	4 oz	Tater Tots	4 oz
Corn	4 oz	Peas	4 oz	Cole Slaw	4 oz	Pinto Beans	4 oz	Potato Salad	4 oz	Macaroni Salad	4 oz
Cornbread	1/15th	Carrots	4 oz	Steamed Cabbage	4 oz	Broccoli	4 oz	Must & Ketchup	2 ea	Mus/Ket/Mayo	1 ea
Cookies	2 ea	Cornbread	1/15th	Cornbread	1/15th	Cornbread	1/15th	Hot Dog Buns	2 ea	Burger Bun	1 ea
Juice	4 oz	Cookies	2 ea	Cookies	2 ea	Cookies	2 ea	Cookies	2 ea	Cookies	2 ea
		Juice	4 oz	Juice	4 oz	Juice	4 oz	Juice	4 oz	Juice	4 oz

Key:(LDN): Licensed Dietitian/Nutritionist
(PL): Provisionally Licensed Dietitian/Nutritionist
(LN): Licensed Nutritionist
(PLN): Provisionally Licensed Nutritionist

Renewal notice is sent at least 60 days prior to expiration of license. Licensees are legally required to notify the NCBND of any change in personal or professional address within 30 days of change. Address changes may be done online at www.ncbndn.org or by contacting the NCBND office.



North Carolina Board of Dietetics/Nutrition

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Name: Julia R. Smith, RD, LDN

Type: LDN

Through: 03/31/2021

License Identification Number: L001129

Julia Dawn Smith, MS, RD, CDE, LDN

Board Chair

▲ **Signature**