

SERVICE CONTRACT
Canteen Corrections

AGREEMENT is made this 1st day of July, 2020, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107 ("County") and Continental Café LLC, DBA Canteen Corrections, located at 35710 Mound Rd Sterling Heights, MI. 48310 ("Contractor").

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The Contractor will provide high quality food services for the Washtenaw County Jail with support of the Sheriff's Office operational philosophy of Strategic Inmate Management (SIM). The Contractor will provide quality services in terms of food quality in taste and appeal and also high levels of customer service to the Sheriff's Office.

Section 1 — The Contractor will provide all services and expectations as detailed in RFP # 7483 as attached. (See Attachments A, B, C, D, E, F, G)

Section 2 — The parties to this Contract understand that as part of the Contractor's duties, its employees will have access to Washtenaw County facilities, including individual offices, conference rooms and other areas where computers, papers, notebooks and other means of recording and storing information are located. The Contractor agrees that as a precondition to beginning work under this Contract, each of its employees shall sign a Confidentiality Agreement prepared by the County. If one of Contractor's employees refuses to sign the Confidentiality Agreement, that individual shall not be permitted to work in a County facility under this Contract. Under this Confidentiality Agreement, each of the Contractor's employees agrees that he/she will not review, copy, take or by any means or manner disclose any information they may see while performing their duties regardless of the format in which the information is recorded or stored, including, but not limited to, computer screens, papers, notebooks, discs, or memory sticks, unless such disclosure is authorized, in writing, by the County Administrator.

If, in the County's sole judgment, Contractor, its employees or anyone affiliated with Contractor violates this Article of the Contract, County shall have the right to immediately terminate the Contract and seek whatever legal remedies to which it may be entitled.

The Contractor and its employees providing services under this Contract will execute a Confidentiality Agreement with the Washtenaw County Sheriff's Office. (See Attachment H)

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an amount submitted in accordance with attachment D. During the COVID-19 crisis, the County agrees to pay the Contractor at \$1.995 per meal until such time that the minimum population reaches or exceeds 199 inmates (See Attachment D). The financial arrangements may be adjusted after one year and every

twelve (12) months by Contractor upon notice to the County to adjust the cost per meal at a rate to the then-current rate published for the relevant Consumer Price Index Food Away from Home.

Inmate Meal Pricing Matrix:

Weekly Served Adult Meals Averaged			2020 Pricing
199	-	225	\$ 1.774
226	-	250	\$ 1.679
249	-	275	\$ 1.586
276	-	300	\$ 1.501
299	-	325	\$ 1.431
326	-	350	\$ 1.376
349	-	375	\$ 1.332
376	-	400	\$ 1.289
399	-	425	\$ 1.258
426	-	450	\$ 1.234

Staff meals are \$1,200 per week.

Contractor will provide a hot entree (alternate entrée will be provided while hot buffet service is suspended) for Corrections Staff in accordance with RFP (See Attachment A and sample staff menu - Attachment F). Throughout the day, special snacks items will be available per the RFP (See Attachment A).

Upon completion of the above services and submission of invoices the County will pay the Contractor an amount based on discounts and labor charges submitted in accordance with RFP #7483.

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to the Sheriff and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on the date of this agreement and ends on June 30, 2021 with an option to extend for two (2) additional two (2) year periods, unless terminated on an earlier date pursuant to Article XVII, below.

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval. The Contractor will not hire or use any current Washtenaw County Sheriff's Office employee for any of the services required by this Contract without the Sheriff's prior approval. The Contractor and the Sheriff's Office will mutually refrain from soliciting each other's employees for employment during the term of the Contract.

Section 3 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEPENDENT CONTRACTOR

Contractor and the County shall, at all times, be deemed to be independent contractors and nothing herein shall be construed to create or imply that there exists between the parties a partnership, joint venture or other business organization. Contractor shall hold no authority, express or implied, to commit, obligate or make representations on behalf of the County and shall make no representation to others to the contrary.

Nothing herein is intended nor shall be construed for any purpose as creating the relationship of employer and employee or agent and principal between the parties. The manner in which services are provided under this Contract shall be determined by the Contractor subject to a manner that appropriately represents the Office of the Sheriff, provides the quality and timeliness of the services expected of the Sheriff and otherwise comports with the statutorily assigned responsibilities of the Sheriff.

Contractor shall not be eligible for, or participate in, any insurance, pension, workers' compensation insurance, profit sharing or other plans established for the benefit of the County's employees. Contractor shall be solely responsible for payment of all taxes arising out of the Contractor's activities in connection with this Agreement, including, without limitation, federal and state income taxes, social security taxes, unemployment insurance taxes and any other tax or business license fees as required. The County shall not be responsible for withholding any income or employment taxes whatsoever on behalf of the Contractor.

ARTICLE VII - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or

omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VIII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage. For transportation services contracts, the County shall be added as additional insured on automobile liability policy with respect to the services provided under this contract.

Insurance companies, named insured's and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to CONTRACT #52393 Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the Washtenaw County c/o: Washtenaw County Sheriff's Office 2201 Hogback Road, Ann Arbor, MI 48105 and CONTRACT #52393, and shall provide for written notice to the Certificate holder of cancellation of coverage.

ARTICLE IX - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE X - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of

Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE XI - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XII - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XIII - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$13.91 per hour with benefits or \$15.51 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2021 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

ARTICLE XIV - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XV - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XVI - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XVII - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving ninety (90) days written notice to the other party.

ARTICLE XVIII - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XIX - PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations and the professional standards and guidelines of the Sheriff's Office. All employees of the vendor serving this Contract must attend Strategic Inmate Management (SIM) training conducted by the Sheriff's Office. Contractor's employees providing services under this Contract are expected to follow the principals, standards and guidelines set forth by the Sheriff's Office.

ARTICLE XX- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXI - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXII - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ARTICLE XXIII - ELECTRONIC SIGNATURES

All parties to this contract agree that either electronic or handwritten signatures are acceptable to execute this agreement.

ATTESTED TO: 07/29/2020
By: Lawrence Kestenbaum
SIGNED BY DEPUTY E. GOLEMBIEWSKI FOR L. KESTENBAUM
Lawrence Kestenbaum, (DATE)
County Clerk/Registrar

WASHTENAW COUNTY
By: Gregory Dill 07/24/2020
ADMINISTRATOR - PROXY SIGNED BY DIANE HEIDT
Gregory Dill (DATE)
County Administrator

APPROVED AS TO CONTENT:
By: Jerry L. Clayton 6-29-20
Jerry L. Clayton (DATE)
Sheriff

CONTRACTOR
By: Stephen O'Keefe 6-11-20
Stephen O'Keefe (DATE)
Senior Vice President

APPROVED AS TO FORM:
By: Michelle K. Billard 07/22/2020
Michelle K. Billard (DATE)
Office of Corporation Counsel
CORPORATION COUNSEL, P81507
OFFICE OF CORPORATION COUNSEL

II.

SCOPE OF SERVICES

- A. INMATE MEALS
- B. CORRECTIONS STAFF MEALS
- C. EDUCATION & TRAINING
- D. SPECIAL EVENTS CATERING
- E. TECHNOLOGY INTEGRATION



SCOPE OF SERVICES

GENERAL PROCEDURES FOR MEAL DELIVERY TO INMATES & STAFF

- Clean trays are brought to the starting point of the assembly area.
- Prepared menu items are ready and waiting, in the proper quantities and temperatures to handle the volume of meals projected.
- Line workers (inmates) are placed in position by the supervisor and are given hats, gloves, hot holding gloves, service utensils of proper size for each serving, etc. (Note: A master portion chart shows what exact utensil is required to provide the portions required, and a bulk food portion chart is also used to ensure that supervisors are aware of the number of servings of an item available at any given time.
- The Count sheet is ready and available. All food items are brought to the line and placed in the proper hot or cold holding unit. These holding units have been prepped and are ready to maintain appropriate temperatures (turn on early, fill with ice early, etc.). Temperatures are taken, and logged routinely as per stated guidelines.
- The sample tray is made first to ensure all workers understand the routine for that particular meal. Tray diagrams are used for optimal placement of the various items and for reinforcement of where menu items are placed on the serving trays. Sample Trays are maintained in the freezer for a minimum of 72 hours.
- Special Diet menu items, which differ from the regular menu, are ready and waiting in the assembly area. Diet trays are normally assembled first for each section, a different color tray or a label is used with the name, location, type of diet, date and meal.
- The supervisor focuses his or her attention on the end of the line to observe completed trays and to verify all items are present and of the proper portion. Prep and Cooks observe menu items and ensure that back up product is readily available when needed on the line.
- Canteen Corrections will use the ACA Compliance Manual as our guide for providing a safe, sanitary and secure food service operation. Within these guidelines are policies on knife control, equipment utilization and safety training, key security, safe shipping and delivery procedures.

MAINTAINING SAFE & WHOLESOME FOOD

All Canteen associates will be trained and certified in ServSafe. This program ensures HACCP compliance and food safety.

SCOPE OF SERVICES

MONITORING INMATE PREFERENCES/ADJUSTMENTS/QUALITY ASSURANCE

- Our Food Service Director, Registered Dietitian and entire team of professionals will schedule weekly meetings with Jail or Sheriff administrators to discuss food service quality or service issues. Our Food Service Director is empowered to make the necessary corrections or decisions to ensure all potential issues are corrected.
- We will create an avenue for all Canteen Correctional Staff to relay comments and concerns to the county directors and deputies. We will instruct our staff to how to record comments on a provided form and kept in a carbonless booklet. All comments will be logged and reviewed weekly by the Canteen management team.

FOOD MENU MANAGEMENT PROGRAM (FMMP)

- Canteen utilizes our FMMP program to assist our management team with every aspect of our menu, pricing, inventory and costing procedures. Our Food Service Directors are able to conduct Pre-Cost Menu Forecasts based upon the most current food pricing.
- Menu Cost Summaries are available to provide an actual menu cost based upon actual production numbers. Purchasing records are available for our Purchasing Manager to evaluate weekly increases or decreases in our core recipe items. Inventory and Purchasing components also allow our management team to conduct weekly inventories and streamline our purchasing systems. Our FMMP Program has a component to monitor and record menu substitutions.



SCOPE OF SERVICES

A. INMATE MEALS

INMATE MEALS

- Our proposed inmate menu provides at least three inmate meals (including hot meals) at regular meal times each day with no more than 14 hours between the evening meal and breakfast.
- The proposed menu is a 4 week cycle menu with 2,800 calories per day. We have highlighted any processed items in yellow.
- Portion sizes are clearly indicated on the menu including meat weights in combination entrees.
- A sack lunch shall be provided for inmates who miss the service of the regularly scheduled meal due to courts, work assignments, or late bookings. The lunch shall consist of one sandwich with a total of 2 ounces of meat; 1 condiment, 1 fresh fruit, and an individually packaged 100% juice.
- Special diets, night snacks, and liquid dietary supplements can be provided by Canteen Corrections. The cost of these items can be mutually agreed upon by contractor and county. A copy of the vendor's diet handbook and procedures, including special dietary standards, has been submitted in the proposal.
- For all dinner meals, trusties will be provided a double portion of meat and an extra slice of bread. Kitchen trustees shall be provided special treats such as soda and/or ice cream twice each week.
- Canteen Corrections proposes seven (7) special holiday meals. Our culinary staff will create specific holiday menus for the food service director's review. The staff and inmates will be surveyed to determine when the special menus will be served. We recommend special meals be served on Christmas, Easter, Thanksgiving, Memorial Day, Labor Day, Fourth of July, with one additional special holiday meal scheduled at the discretion of the Sheriff's Office.



SCOPE OF SERVICES

B. CORRECTION STAFF MEALS

STAFF MEALS

Canteen Corrections will provide food for a "Corrections Staff Meal Cart". In addition to regular inmate meal, an alternate hot entrée with accompaniments will be provided. The cart will also have a salad bar, a cold cut bar, fresh fruit, special dessert items, and assorted beverages. Throughout the day, special snacks items will be available per the RFP.



SCOPE OF SERVICES

C. EDUCATION & TRAINING

TRAINING PROGRAMS

- A commitment to initial and ONGOING training is the core of our success. A team must train and practice to be the best; our Managers are teachers/coaches and they are striving daily to produce a championship team.
- Canteen Correctional Services believes that the key to successful food service lies in the quality of the people who manage the program. Whether senior management, unit manager or supervisor, we are committed to producing and delivering the most innovative and effective associate development systems available in the world today. The dynamic learning programs we offer, focusing on leadership, management skills, interpersonal relations, human resource administration, client satisfaction and financial accountability, validate this commitment and belief.

SCOPE OF SERVICES

C. EDUCATION & TRAINING

V.I.P.R. PROGRAM

VOCATIONAL INTERNSHIP PROGRAM FOR RE-ENTRY

PROGRAM OVERVIEW

The Vocational Internship Program for re-entry (V.I.P.R.) is a two segment program facilitating employment during and after incarceration in order to reduce recidivism rates among successful members. Participants will learn valuable trade skills in both segments of the program, receive a leg up on obtaining stable, long-term employment.



SEGMENT 1 - IN-HOUSE PROGRAM

All trustees admitted into the V.I.P.R. program will have the opportunity to develop applicable job skills in the food and distribution industry. Participants will receive a certificate of completion after a successful membership of at least 45 days. This program allows inmates the opportunity to accomplish something productive during incarceration and can help to secure employment after his or her release back into the community.



SEGMENT 2 - INTERNSHIP PROGRAM

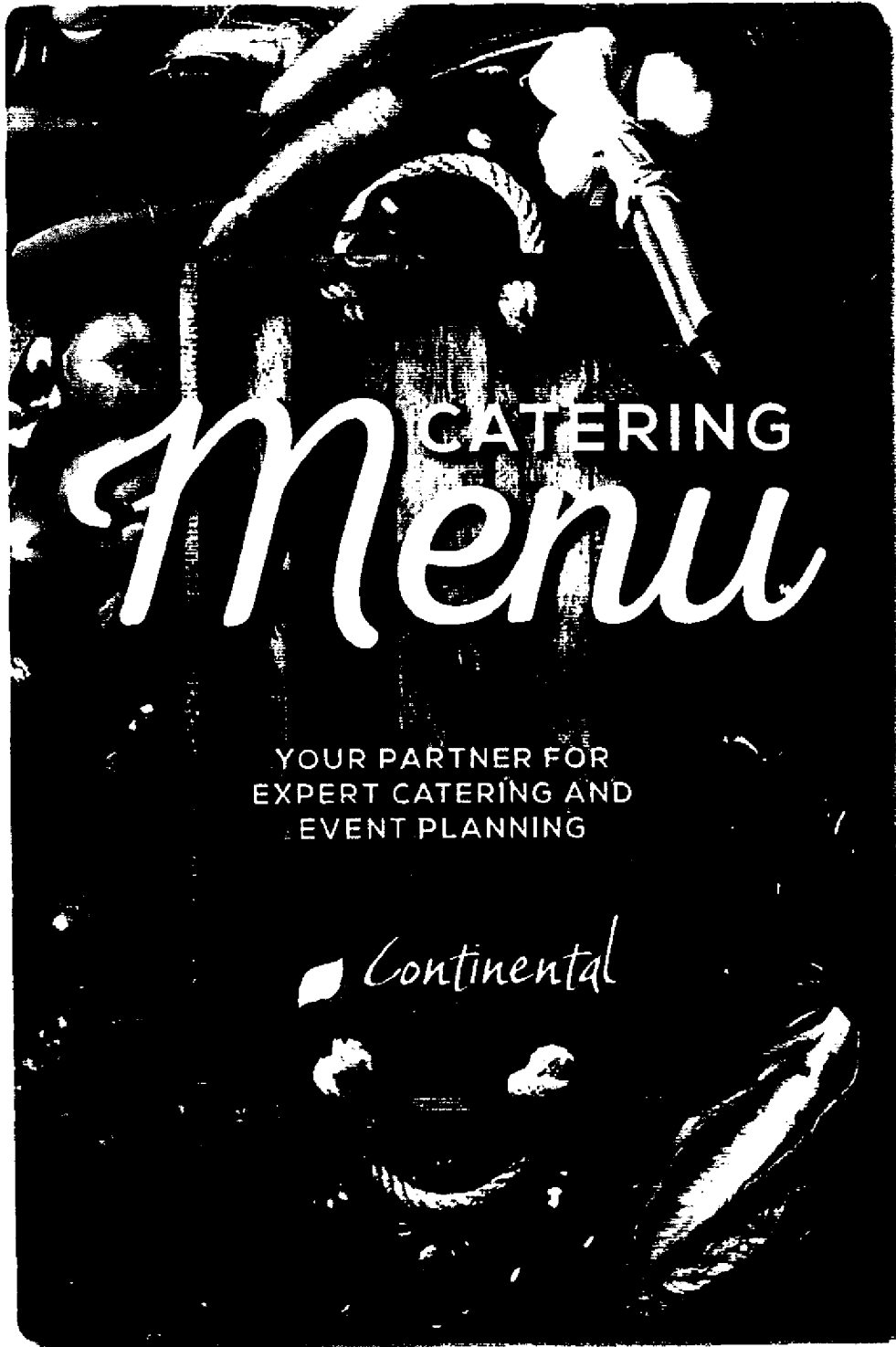
Any released inmate who has successfully completed Segment 1 of V.I.P.R. and has shown a high level of commitment and drive in pursuit of positive life changes is eligible for Segment 2. An acceptable candidate for the Segment 2 internship program must be recommended from his or her Segment 1 Supervisor or facility employee.

Candidates will be considered for a six month paid internship with Continental Canteen in either a kitchen or distribution center position. Accepted interns will gain valuable job and trade skills, receive regular evaluations and collect standard employee benefit packages all while learning to successfully reenter the workforce. Interns will receive resume writing assistance and a letter of recommendation for future employment from Continental Canteen upon his or her completion of the 6-month program.



SCOPE OF SERVICES

D. SPECIAL EVENTS CATERING



SCOPE OF SERVICES

D. SPECIAL EVENTS CATERING

CONTINENTAL CATERING

beverages

BEVERAGES

STARBUCKS COFFEE

Small, serves 8

Large, serves 12

12 OZ. CANNED SODA

ASSORTED JUICES

BOLTHOUSE FARMS PREMIUM JUICE

MILK

HOT TEA

FRUIT PUNCH, LEMONADE, ICED TEA

One gallon

■ INFUSED WATER

Three gallons



SCOPE OF SERVICES

D. SPECIAL EVENTS CATERING

breakfast

EXPRESS BREAKFAST

Breakfast is served with freshly brewed coffee

TRADITIONAL CONTINENTAL BREAKFAST

Assorted bagels, cream cheese, Danish pastry, muffins

EUROPEAN CONTINENTAL BREAKFAST

Imported cheeses, meats, mini-croissant, flavored butter, preserves

BREAKFAST BUFFET

Minimum of 20 guests, includes Starbucks coffee. Create a delicious breakfast buffet by choosing one type of egg, meat and potato from the following:

- Farm fresh eggs, Egg Beaters, or egg whites
- Crisp bacon, sausage patties, sausage links, turkey sausage or turkey bacon
- Shredded hash browns, plain or rosemary Yukon gold home fries

À LA CARTE

- Yogurt cup
- Low-fat cottage cheese
- Low-fat cottage cheese with seasonal fruit
- Seasonal fruit tray
- Whole fruit
- Premium granola bars
- Yogurt and granola parfaits

- Assorted bagels with cream cheese
- Freshly baked muffins
- Bacon
- Sausage
- Home fries
- Breakfast sandwiches
- Biscuits & gravy

SCOPE OF SERVICES

D. SPECIAL EVENTS CATERING

CONTINENTAL CATERING *lunch*

BOXED LUNCHES

CLASSIC DELI BOX LUNCH

Choose a specialty sandwich: Tuscan turkey, roast beef and cheddar, ham, or grilled veggie wrap; includes chips, pickle spear, cookie, and 12oz. canned soda

MEETING WELL BOX LUNCH

Choose apple tuna pita pocket, grilled chicken wrap, or roast beef sandwich
Served with crisp veggies, cottage cheese, and 10oz. juice
Ask about vegetarian sandwich options

PLATED LUNCHES

WHOLE WHEAT PENNE PASTA

Sundried tomato sauce, seasonal vegetables and whole wheat rolls

TURKEY MEATLOAF

Roasted red pepper sauce, seasonal vegetables, and roasted sweet potatoes

CHICKEN MARSALA

Seared chicken breast, marsala sauce, seasonal vegetables, and rice

SCOPE OF SERVICES

D. SPECIAL EVENTS CATERING



PLATED LUNCHES-CONT'D

Minimum of 10 guests; fish available upon request

BREADED PORK CHOPS

Breaded boneless pork chops, black peppercorn cream sauce, seasonal vegetables, and roasted red skins

THEMED BUFFETS

Minimum of 20 guests

PASTABILITIES

Classic or wheat pasta with your choice of sauces:
Meat Bolognese, marinara, or Alfredo; includes garlic bread and Caesar salad

Enhance with meatballs, Italian sausage or Italian chicken sausage

GRILLS & GREENS

Create your own salad bar with healthy combination of mixed greens and choice of five toppings

Toppings:

Cherry tomatoes	Shredded cheese
Green peppers	Diced eggs
Red peppers	Croutons
Cauliflower	Onion
Cucumbers	Bacon
Broccoli	

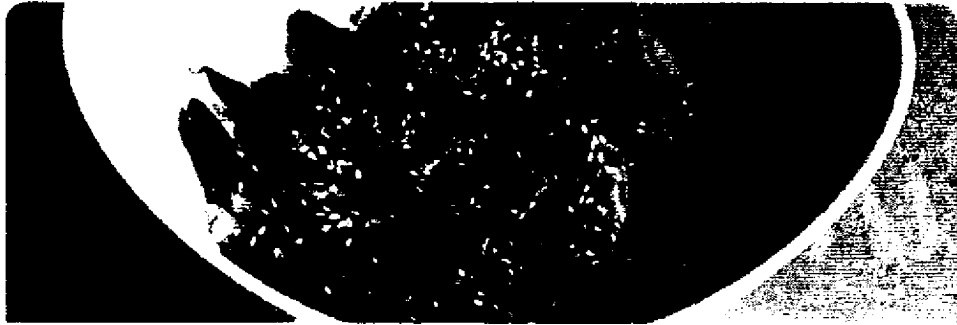
ADD PROTEIN

- | | |
|--------------------------|-------------------------|
| ■ Grilled chicken breast | ■ Grilled shrimp skewer |
| ■ Salmon | Turkey or ham |
| Steak | ■ Tofu |

Cont'd on page 6

SCOPE OF SERVICES

D. SPECIAL EVENTS CATERING



THEMED BUFFETS-CONT'D

Minimum of 20 guests

OSARA ASIAN BUFFET

Served with white rice, crispy spring rolls, and fortune cookies

Choose two: Spicy broccoli chicken, beef pepper steak, chicken stir-fry, beef stir-fry, or General Tso's chicken

Add: Chicken fried rice vegetable fried rice
shrimp fried rice

MEXICAN CANTINA

Cheese or vegetable quesadillas, and chicken or beef tacos, served with beans and rice, tortilla chips, salsa and all the fixings

BUILD A BUFFET LUNCH

Choose two entrées, one vegetable, a salad, and a starch.

Please see your café manager or chef for additional entrée selections; fish available upon request.

ENTRÉE SELECTIONS

■ APPLE CIDER GRILLED CHICKEN

Grilled marinated chicken breast served with apple cider reduction

HONEY ALMOND CHICKEN

Almond-encrusted chicken breast with honey almond glaze

MEAT LASAGNA WITH RICOTTA

Lasagna noodles layered with rustic ground beef tomato sauce, ricotta and mozzarella, then baked to perfection

SCOPE OF SERVICES

D. SPECIAL EVENTS CATERING

CONTINENTAL CATERING *lunch*

BUILD A BUFFET LUNCH-CONT'D

SEARED BEEF TIPS AND MUSHROOMS

Tender tips of beef smothered in mushroom beef sauce, served with noodles or rice

VEGETABLE LASAGNA

Lasagna noodles layered with zucchini, yellow squash, eggplant, roasted red peppers, rustic tomato sauce, and mozzarella, then baked to perfection

EGGPLANT PARMESAN

Breaded and lightly fried eggplant, rustic tomato sauce, fresh basil and baked mozzarella

PENNE PRIMAVERA

Fresh pasta, seasonal vegetables, with garlic, tomatoes and parmesan

ROASTED PORK LOIN

Oven roasted pork loin seasoned with fresh herbs

SHRIMP PASTA WITH PESTO, ALFREDO OR SCAMPI SAUCE

Sautéed shrimp with your choice of parmesan basil pesto, creamy Alfredo, or scampi-style butter sauce

Cont'd on page 8

SCOPE OF SERVICES

D. SPECIAL EVENTS CATERING



BUILD A BUFFET LUNCH-CONT'D

■ VEGETABLE SELECTIONS

Steamed broccoli
Green beans
Mixed sautéed vegetables
Glazed carrots
Seasonal Vegetable

SALAD SELECTIONS

■ House
Cherry walnut
Caesar

RICE AND POTATO SELECTIONS

Rice pilaf or wild rice
Au gratin potatoes
Roasted red skins
Mashed potatoes



SCOPE OF SERVICES

D. SPECIAL EVENTS CATERING



ENTRÉE SALADS

All entrée salads include a fresh-baked dinner roll

CHERRY WALNUT

Field greens, dried cherries, walnuts, red onions, tomatoes, and feta cheese served with fat-free raspberry vinaigrette

CAESAR

Crisp romaine topped with Parmesan, croutons and classic Caesar dressing

GARBAGE

Mixed greens, red onions, tomatoes, mushrooms, bacon, raisins, Provolone and mozzarella with poppy seed dressing

ROMAINE-STRAWBERRY

Crisp romaine, sliced strawberries, crumbled bleu cheese, candied pecans, with fat-free raspberry vinaigrette

COBB

Romaine, crumbled bacon, fresh avocado, fat-free or reduced fat crumbled bleu cheese, diced tomatoes, served with bleu cheese dressing

HOUSE

Mixed greens, shredded carrots, tomatoes, cucumber, red onion, chopped bell peppers and your choice of dressing

SPINACH & CRANBERRY SALAD

Baby spinach, dried cranberries, fresh mozzarella, sliced almonds and homemade balsamic vinaigrette

Cont'd on page 10

SCOPE OF SERVICES

D. SPECIAL EVENTS CATERING



ADD PROTEIN TO YOUR SALAD

▀ GRILLED CHICKEN BREAST

▀ SALMON

STEAK

▀ GRILLED SHRIMP SKEWER

▀ TURKEY

HAM

▀ TOFU

SOUPS

12 oz. of delicious, hearty house-made soup



SCOPE OF SERVICES

D. SPECIAL EVENTS CATERING



FROM THE DELI

Minimum of 10 guests

SANDWICH PLATTER

Housemade turkey, ham, and roast beef sandwiches served on white, wheat, marble rye and assorted wraps; served with condiments and pickles

DELI PLATTER

Sliced turkey, ham, roast beef; Swiss, American and cheddar; tomatoes, lettuce, pickles; fresh bread, and assorted condiments

▀ WHOLESOME DELI PLATTER

Served with crisp veggies and cottage cheese; ask about vegetarian options

Choose ▀ apple pita pocket, ▀ grilled chicken wrap, or roast beef sandwich

PIZZERIA

Ask for better-for-you wheat crust!

Pizza with one topping

Additional toppings

Deluxe pizza with five toppings

MADE-TO-ORDER PIZZA TOPPINGS

Pepperoni, sausage, ham, bacon, hamburger, green peppers, onions, mushrooms, banana peppers, olives

ADD-ONS

Add house salad or breadsticks

SCOPE OF SERVICES

D. SPECIAL EVENTS CATERING

CONTINENTAL CATERING

snacks

SNACKS

PLANTERS PEANUT PACKS

PLANTERS CASHEW PACKS

▀ ROSEMARY ROASTED ALMONDS

▀ TRAVELING TRAIL MIX

DELUXE TRAVELING TRAIL MIX

▀ SPICY CASHEWS

PREMIUM GRANOLA BARS

▀ HUMMUS WITH PITA

NO BAKE ENERGY BITES

SNACK ATTACK

Assorted soda, cookies, chips, granola bars, candy bars and whole fruit

THE BASICS

Chips & pretzels

Chips & salsa

Grapes & cheese

Oat Squares

Celery & peanut butter

Popcorn

Chex mix

Mixed nuts or cashews

Homemade chips

Apples & caramel
or peanut butter

SCOPE OF SERVICES

D. SPECIAL EVENTS CATERING



DESSERTS

SHEET CAKES

*Custom made to order. 60 servings in a full sheet cake.
Please allow three business days when placing your order.
Other sizes available upon request.*

SWEET TREAT TRAY

*Brownies, lemon bars, cookies, cream puffs and
chocolate-dipped strawberries; serves 25*

OTHER SWEETS

Candy

Pie by the slice

Cake by the slice

Cookies by the dozen

Rice Krispies Treats by the dozen

Brownies by the dozen

SCOPE OF SERVICES

D. SPECIAL EVENTS CATERING

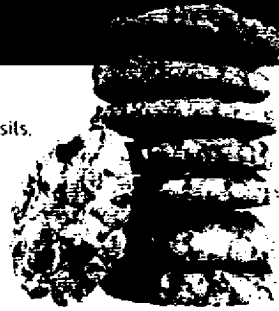
CONTINENTAL CATERING

ordering

ABOUT CATERING SERVICES

Food and beverage catering orders include all necessary plates, utensils, napkins and condiments in quantities consistent with your order. We supply all equipment needed to ensure food is served properly. We can also arrange for an additional service attendant to assist with your function. Please contact conference services for details.

There is a \$50.00 delivery fee for off-site drop-offs.



LINEN REQUESTS

We are able to provide table linens for set ups that do not require catering. These linens have a rental fee of \$5.00 each.

PLACING YOUR CATERING ORDER

We ask that your catering order be placed no later than seven (7) days prior to your meeting or event. Your final guarantee is due no later than 72 hours (3 business days) prior to your meeting or event. If your event takes place on a Monday, this means your final guarantee is due by Wednesday, the week prior. Once your guarantee is given, your number can be increased but it cannot be decreased. If no guarantee is given, we will plan for the original number of guests provided.

We understand that last minute needs do arise and will make every effort to accommodate your request.

CANCELLATIONS

Our orders are made just for you; therefore cancellations must be made 24 hours prior to a scheduled delivery. Cancellations made during this time period will incur a cancellation fee of 50% of invoice.

CUSTOMIZED MENUS

Looking for something that is not offered on our current menus? Please contact either Conference Services or the Continental chef to discuss options. If you are able to provide a budget for your meeting or event, this is very helpful in designing a unique menu for you!

PAYMENT

We only accept credit cards for payment. Please provide Conference Services with your T&E card information at least 72 hours prior to your event.

We cannot place an order without a credit card on file.



SCOPE OF SERVICES

D. SPECIAL EVENTS CATERING

CONTINENTAL CATERING

nutrition info

EGG BEATERS: Calories 120, Calories from fat: 60, Total Fat: 7 grams, Sat. Fat: 1 gram, Trans Fat: 0 grams, Cholesterol: 0 mg, Sodium: 220 mg, Carbohydrates: 0 grams, Fiber: 0 grams, Sugar: 0 grams, Protein: 12 grams

EGG WHITES: Calories: 120, Calories from Fat: 70, Total Fat: 7 grams, Saturated fat: 1 gram, Trans Fat: 0 grams, Cholesterol: 0 mg, Sodium: 190 mg, Carbohydrates: <1gram, Fiber: 0 grams, Sugar: <1 gram, Protein: 12 grams

TURKEY SAUSAGE LINKS (2): Calories: 330, Calories from fat: 90, Total Fat: 10 grams, Sat. Fat: 3g, Trans Fat: 0g, Cholesterol: 45mg, Sodium: 450mg, Carbohydrates: 1g, Fiber: 0g, Sugar: 0g, Protein: 10g

TURKEY SAUSAGE PATTIES (1): calories: 105, calories from fat: 72, fat: 8g, sat fat: 2.5g, Trans fat: 0g, Cholesterol: 40mg, Sodium: 310mg, Carbohydrates: 0.5g, Fiber: 0g, Sugar: 0.5g, Protein: 7.5g

ROSEMARY YUKON POTATOES: Calories: 120, Calories from fat: 60, fat: 7g, sat fat: 1 g, trans fat: 0g, Cholesterol: 0mg, Sodium: 15mg, Carbohydrates: 13g, Fiber: 2 grams, Sugar: <1g, Protein: 1g

APPLE TUNA PITA POCKET CALORIES: 430, Calories from fat: 120, Total Fat: 13 grams, Saturated fat: 2.5 grams, Trans Fat: 0 grams, Cholesterol: 45 mg, Sodium: 590 mg, Carbohydrates: 58 grams, Fiber: 7 grams, Sugar: 19 grams, Protein: 24 grams

GRILLED CHICKEN WRAP: Calories: 340, Calories from Fat: 45, Total Fat: 5 grams, Saturated Fat: 1.5 grams, Trans Fat: 0 grams, Cholesterol: 145 mg, Sodium: 270 mg, Fiber: 8 grams, Sugar: <1 grams, Protein: 50 grams

ROAST BEEF SANDWICH: Calories: 450, Calories from fat: 100, Fat: 11 grams, Saturated fat: 5 grams, Trans fat: 0 grams, Cholesterol: 70 mg, Sodium: 770 mg, Carbohydrates: 56 grams, Fiber: 5 grams, Sugar: 7 grams, Protein: 33 grams

CRISP VEGGIE: Calories 25, calories from fat: 0, fat: 0 grams, sat fat: 0 grams, Trans fat: 0 grams, Cholesterol: 0mg, Sodium: 45 mg, Carbohydrates: 5 grams, Fiber: 2 grams, Sugar: 3 grams, Protein: 1 gram

COTTAGE CHEESE: Calories: 120, calories from fat: 30, Total fat: 3.5 grams, Saturated fat: 1.5 grams, Trans fat: 0 grams, Cholesterol: 15 mg, Sodium: 470 mg, Carbohydrates: 5 grams, Fiber: 0 grams, Sugars: 5 grams, Protein: 17 grams

WHOLE WHEAT PENNE PASTA: Calories: 410, Calories from fat: 45, Total fat: 5 grams, Saturated fat: 0 grams, Trans fat: 0 grams, cholesterol: 45 mg, sodium: 260 mg, carbohydrates: 75 grams, fiber: 10 grams, sugar: 12 grams, protein: 16 grams

TURKEY MEATLOAF: Calories: 560, calories from fat: 80, Total fat: 9 grams, saturated fat: 4.5 grams, trans fat: 0 grams, cholesterol: 75 mg, sodium: 460 mg, carbohydrates: 84 grams, fiber: 11 grams, sugar: 29 grams, protein: 38 grams

PROPOSAL SPECIFICATIONS

E. SAMPLE MENUS: SACK LUNCH

MONDAY					
2 oz	Sliced Turkey	2 oz	Turkey Ham	2 oz	T. Bologna
1 oz	Sliced Cheese	1 Ea	Sliced Cheese	1 oz	Sliced Cheese
2 sl	Bread	2 sl	Bread	2 sl	Bread
1 PC	Mayo	1 PC	Mustard	1 PC	Mayo
1 ea	Fresh Fruit	1 ea	Fresh Fruit	1 ea	Fresh Fruit
1 ea.	100% Juice	1 ea.	100% Juice	1 ea.	100% Juice

THURSDAY		FRIDAY		SATURDAY			
2 oz	Salami	2 oz	T. Bologna	2 oz	Turkey Ham	2 oz	T. Bologna
1 oz	Sliced Cheese	1 oz	Sliced Cheese	1 Ea	Sliced Cheese	1 oz	Sliced Cheese
2 sl	Bread	2 sl	Bread	2 sl	Bread	2 sl	Bread
1 PC	Mayo	1 PC	Mayo	1 PC	Mustard	1 PC	Mayo
1 ea	Fresh Fruit	1 ea	Fresh Fruit	1 ea	Fresh Fruit	1 ea	Fresh Fruit
1 ea.	100% Juice	1 ea.	100% Juice	1 ea.	100% Juice	1 ea.	100% Juice



PROPOSAL SPECIFICATIONS

F. SAMPLE MENUS: HOLIDAY MEALS

Canteen Corrections proposes seven (7) special holiday meals. Our culinary staff will create specific holiday menus for the food service director's review. The staff and inmates will be surveyed to determine when the special menus will be served. We recommend special meals be served on Christmas, Easter, Thanksgiving, Memorial Day, Labor Day, Fourth of July, with one additional special holiday meal scheduled at the discretion of the Sheriff's Office.

EASTER

- Turkey Ham
- Scalloped Potatoes
- Buttered Carrots
- Hot Rolls
- Margarine
- Frosted Yellow Cake
- Beverage



MEMORIAL DAY

- BBQ Chicken
- Potato Salad
- Corn on the Cob
- Cornbread
- Margarine
- Apple Crisp
- Beverage



4TH OF JULY

- Grilled Hamburger on Bun
- Hotdog on Bun
- Onion/Relish/Mustard/Ketchup Baked Beans
- Corn on the Cob
- Watermelon
- Beverage



PROPOSAL SPECIFICATIONS

F. SAMPLE MENUS: HOLIDAY MEALS

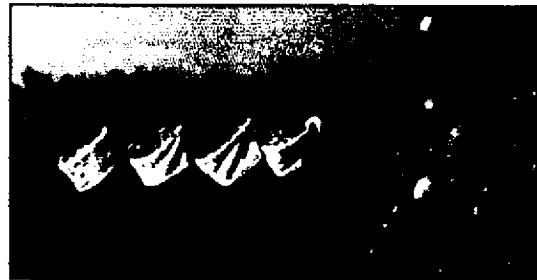
THANKSGIVING

- Roast Turkey
- Bread Stuffing
- Poultry Gravy
- Seasoned Green Beans
- Dinner Roll & Margarine
- Cranberry Sauce
- Pumpkin Pie
- Beverage



CHRISTMAS

- Roast Beef
- Mashed Potatoes
- Brown Gravy
- Buttered Corn
- Bread Slices
- Margarine
- Chocolate Cake
- Beverage



M.L.K. DAY

- BBQ Ribs
- Potato Salad
- Corn on the Cob
- Cornbread
- Margarine
- Apple Pie
- Beverage



**Washtenaw County Sheriff's Office
Confidential & Preservation of Information Agreement
with Employees of Canteen Food Services**

Canteen Food Services Contractor/Employee NAME: _____
(Printed)

This Confidential Information Preservation Agreement ("Agreement") is made between the Washtenaw County Sheriff's Office and the above-named Canteen Food Services Contractor/Employee ("Contractor").

In connection with their employment as a member of Canteen Food Services providing contractual services for the Washtenaw County Sheriff's Office, the contractor will have access to a variety of confidential information as defined within this agreement. The purpose of the agreement is to protect the information itself, the Sheriff's Office, the County, the contractor, and the public's or an individual's safety from the illegal, improper or inappropriate release or sharing of such confidential information.

As a condition of the Contractor's service under the terms and conditions of the contract with their employer, Canteen Food Services, and effective as of the date that the contract is valid and the Contractor commences their duties, the Contractor understands and agrees to the following.

1. Position of Trust. The Contractor acknowledges and understands that the Contractor is engaged in a position of trust with the Sheriff's Office, which has as one of its fundamental purposes the provision of public safety services to the citizens of Washtenaw County and the State of Michigan.

2. Definition of Confidential Information. By and through the Contractor's service with the Sheriff's Office and as a result of the Contractor's association with Sheriff's Office personnel, files, and documentation, the Contractor may collect, access, or receive certain information which, by itself or by implication, is confidential, sensitive, or proprietary. Confidential, sensitive, or proprietary information (collectively "Confidential Information") may, depending on the circumstances, include but not necessarily be limited to facts, opinions, documents, electronic records of any kind, or other evidence related to a pending or closed criminal or internal investigation; facts, opinions, documents, electronic records, or other evidence related to the Sheriff's Office personnel matters including any and all types of medical or medically related information; information contained in or related to a person's criminal history including alleged criminal activity; identities of victims, witnesses, or informants related to criminal, internal, or personnel investigations; or other information or material relating to the Sheriff's Office, its activities, its policy and procedure, or investigatory activities generally including, in all of the above listed types of information, information obtained from other agencies and organizations.

3. Non-Disclosure of Confidential Information. The Contractor acknowledges that the Sheriff's Office has a substantial and compelling interest in controlling or restricting the release of Confidential Information and that the Contractor's job duties require the exercise of caution and discretion when handling or discussing Confidential Information. Accordingly, the Contractor shall treat all Confidential Information that the Contractor gathers, views, or receives as strictly confidential. The Contractor will not disclose Confidential Information to any other person or entity not expressly authorized by the Sheriff's Office, except to the extent such a disclosure is affirmatively required or otherwise protected by law. The Contractor acknowledges and understands that the Contractor is responsible for the safekeeping of Confidential Information according to Sheriff's Officer policies and procedures and for the handling of such Confidential Information so as to prevent disclosure of Confidential Information to unauthorized persons. After the termination of the Contractor's employment

**Washtenaw County Sheriff's Office
Confidential & Preservation of Information Agreement
with Employees of Canteen Food Services**

with Canteen Food Services, the Contractor will not engage in any activity that involves or results in the use or disclosure of any Confidential Information (as defined above).

4. Return of Materials/Property at Termination/Separation of Employment. In the event of the Contractor's termination/separation of employment with Canteen Food Services, for any reason, the Contractor will promptly deliver to the Sheriff's Office all documents, data, and other information pertaining to Sheriff's Office operations that they may have in their possession; and the Contractor shall not take any documents, or other information, or any reproduction or excerpt thereof, containing or pertaining to any information or agency property.

5. Remedies. The Contractor acknowledges that the Sheriff's Office has a legitimate and compelling governmental interest in prohibiting the disclosure of Confidential Information; that the Contractor's breach of the terms of this Agreement will cause irreparable harm to the Sheriff's Office, its operations, and to the general public; and that monetary damages are insufficient to provide a fully adequate remedy for such a breach.

Therefore, in the event of a breach or threatened breach of any term of this Agreement, the Sheriff's Office shall be entitled to temporary, preliminary and permanent injunctive relief without any requirement of bond, in addition to any other legal or equitable remedies. These legal remedies may include payment of monetary damages to the Sheriff's Office depending on the circumstances of the Contractor's breach of this Agreement. The Contractor shall be responsible to pay for the actual costs and attorney fees incurred by the Sheriff's Office in the enforcement of this Agreement.

6. Jurisdiction. This Agreement shall be governed in all respects by Michigan law. The parties agree that they shall be subject to the sole and exclusive personal jurisdiction and venue of the courts seated in Washtenaw County, Michigan, regardless of where the Contractor may be located at the time any action may be commenced.

7. Tolling Provision. The duration of any post-termination obligation contained in this Agreement shall be extended by the length of time during which the Contractor is in breach of the provision.

8. Entire Agreement. This Agreement states the entire agreement between the parties relating to these matters and supersedes any and all conflicting agreements between the Sheriff's Office and the Contractor. Any modification of this Agreement must be made in writing and signed by the Contractor and an authorized representative of the Sheriff's Office.

9. Waiver of Breach. The waiver by the Sheriff's Office of a breach of any provision of this Agreement by the Contractor shall not operate or be construed as a waiver of any subsequent breach by the Contractor.

10. Severability. The parties acknowledge that the provisions of this Agreement are severable, and expressly agree that if any provision of this Agreement is found to be unenforceable such a finding will not render any other provision of this Agreement unenforceable.

**Washtenaw County Sheriff's Office
Confidential & Preservation of Information Agreement
with Employees of Canteen Food Services**

11. Binding Effect. This Agreement shall be binding upon the heirs, representatives, successors and assigns of each party.

12. Drafting Ambiguities. The parties agree that the rule of construction that any ambiguities are to be resolved against the drafting party shall not be used in the interpretation of this Agreement.

13. Captions. The captions used in each section of this Agreement are for purposes of convenience only and are not a substantive part of this Agreement.

14. Continuation and Modification. Given the nature of the confidential information and materials the Contractor may collect, access, or receive as described within this agreement, the terms and conditions of this agreement shall continue following the Contractor's termination of employment with the Canteen Food Services.

However, in the Sheriff's sole and exclusive discretion, aspects of this agreement may be modified for reasonable purposes including by way of example but not limitation, the use of confidential information for training purposes, the ability of a Contractor to have access to information that they may have authored, or other such purposes.

AGREED TO AND ACCEPTED BY:

Canteen Food Services Contractor/Employee Named Above

Date

Sheriff / Designee

Date



CERTIFICATE OF LIABILITY INSURANCE

11/2021

DATE (MM/DD/YYYY)
6/22/2020

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 Lockton Companies 444 W. 47th Street, Suite 900 Kansas City MO 64112-1906 (816) 960-9000	CONTACT NAME: PHONE: [A/C, No, EXL]: E-MAIL: ADDRESS:	FAX [A/C, No]:
INSURED 1425224 CONTINENTAL CAFE, LLC 700 STEPHENSON HIGHWAY TROY MI 48063	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Travelers Property Casualty Co of America	NAIC # 25674
	INSURER B: Travelers Casualty and Surety Company	19038
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES ** **CERTIFICATE NUMBER:** 16814049 **REVISION NUMBER:** XXXXXXXX

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 INSP. WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A X	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR	Y N	630-0K850360	11/2020	11/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 500,000 M.C. Exp (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPREHENSIVE \$ 2,000,000 OTHER \$
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y N	810-2L714445	11/2020	11/2021	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX OTHER \$ XXXXXXXX
A X	UMBRELLA LIAB EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$ 50	N N	CUP-4K253673	11/2020	11/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 OTHER \$ XXXXXXXX
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR PARTNER EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	LB-0K885944	11/2020	11/2021	E.C. STATE EMPLOYEE \$ 1,000,000 E.C. HEALTH CARE \$ 1,000,000 E.C. DISEASE - POLICY LIMIT \$ 1,000,000
A	TROUOR LIABILITY	N N	630-0K850360	11/2020	11/2021	\$1,000,000 AGGREGATE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
WASHINGTON COUNTY SHERIFF'S OFFICE IS ADDITIONAL INSURED ON GENERAL AND AUTO LIABILITY COVERAGE AS REQUIRED BY WRITTEN CONTRACT AND SUBJECT TO THE TERMS AND CONDITIONS OF THE POLICY. CANCELLATION WILL BE GIVEN IN ACCORDANCE WITH THE POLICY TERMS AND CONDITIONS.

CERTIFICATE HOLDER 16814049 WASHINGTON COUNTY SHERIFF'S OFFICE 2201 HOGBACK ROAD ANN ARBOR MI 48105	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
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