**Notice of Request for Proposals**

**Meal Vendor**

**RFP** **2015**

Notice is hereby given that Partnerships to Uplift Communities Schools (hereinafter referred to as **SFA**) is requesting proposals for a meal vendor (hereinafter referred to as **Respondents**) to provide meals to the SFA’s food service program.

Respondents should not construe from this legal notice that the SFA intends to enter into a fixed-price contract with the Respondent unless, in the opinion of the SFA, it is in the best interest of the SFA to do so. The SFA reserves the right to negotiate final contractual terms with the successful Respondent.

The Request for Proposal (RFP) documents may be obtained from the SFA by e-mail, postal mail, or fax. To request the RFP documents by e-mail, postal mail, or fax, please contact David Jackson at d.jackson1@pucschools.org. The SFA will record and provide answers to any questions or requests for clarifying information about the RFP before the proposals are due.

The SFA will require a Taste Test at the SFA’s office on June 17, 2015 and June 18, 2015 between 11am and 2pm. All Respondents must attend one time slot on one of those days to be considered.

Respondents must submit written proposals in a sealed package labeled “Proposal - Meal Vendor **2015**” and addressed to the SFA at PUC Schools 1405 San Fernando Blvd. Suite 303, Burbank, CA, Attn: David Jackson. The SFA will accept all proposals received on or before 5:00pm on June 22, 2015. The SFA will not accept proposals that are received after the deadline.

The SFA reserves the right to reject any or all proposals, and to waive any errors or corrections in a proposal or in the proposal process. The SFA will award the contract based on a review and analysis of the proposals that determines which proposal best meets the needs of the SFA. Following the review and analysis of all responsive proposals, the SFA will make a recommendation to their Board of Education at its regularly scheduled meeting.



**REQUEST FOR PROPOSAL**

**MEAL VENDOR**

**Cover Page**

CONTACT INFORMATION

RFP # 2015

by

PARTNERSHIPS TO UPLIFE COMMUNITIES SCHOOLS

FOOD SERVICE PROGRAM

ADDRESS ALL PROPOSALS TO:

David Jackson

General Counsel

1405 N. San Fernando Blvd. Suite 303

Burbank, CA 91504

T: (818) 492-2320

d.jackson1@pucschools.org

F: (818) 559-8641

# PUCLogo1

**Request for Proposal**

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# Introduction/Purpose of Solicitation

The purpose of this Request for Proposal (RFP) is to enter into a fixed-price contract with a meal vendor that will provide PUC Schools (hereinafter referred to as the school food authority [SFA]) meals to their food service operation. The meal vendor will provide services to the SFA as described in the Scope of Work in the Model Fixed-price Contract.

The SFA’s food service goals are to provide nutritious, high-quality meals to students and participants in the National School Lunch, Breakfast Programs and Child and Adult Care Food Program, accommodate special diets where medically necessary, improve the nutritional quality of meals, and maintain a financially viable food service program. General food service goals are to:

* Provide an appealing and nutritionally sound program for students as economically as possible
* Increase participation at all levels of the food service program by improving meal quality
* Maintain reasonable prices for students and adults participating in the food service program
* Maintain student and staff morale at a high level

All procurement transactions shall be conducted in a manner that provides maximum open and free competition consistent with Title 2, *Code of Federal Regulations* (2 *CFR*) parts 200 and 400. The SFA must share with every Respondent all information necessary for submitting a competitive proposal. The release of this RFP, evaluation of Respondents, and award of a contract will use competitive bidding standards established in all applicable California state and federal statutes and regulations.

Outlined below are competitive bidding basic standards:

* The purpose of soliciting competitive proposals is to secure public objectives in the most effective manner and avoid the possibilities of graft, fraud, collusion, etc.
* The SFA released this RFP to benefit the SFA and not the Respondents.
* Fulfillment of RFP specifications is based on full and fair competition and acceptance by the SFA of the most responsive and responsible Respondent to the SFA’s requirements, as determined by the SFA when evaluating proposals based on the criteria contained in the RFP.
* The RFP must provide a basis for full and fair competition among Respondents to a common standard, free of restrictions that tend to stifle competition.

The above four points are for illustrative purposes only, and do not include all California state and federal requirements to achieve competitive bidding.

To respond to this RFP, interested meal vendors must present evidence of experience, ability, and financial standing necessary to meet the requirements stated in this RFP. The SFA will measure this evidence by scoring the proposals, using a point system that will rank each proposal from highest to lowest, to determine which proposals they will consider for the award of a contract.

To be competitive in this solicitation, the Respondent must:

* Carefully read the entire RFP, attachments, exhibits, addenda, and SFA responses to questions before submitting a proposal
* Ask appropriate questions or request clarification before the deadline in the RFP
* Submit all required responses by the required deadlines
* Follow all instructions and requirements of the RFP thoroughly and appropriately

If a Respondent discovers any ambiguity, conflict, discrepancy, omission, or other errors in this RFP, the Respondent shall immediately notify the SFA of the error in writing and request clarification or a modification of the RFP. If the Respondent fails to notify the SFA of the error prior to the date for submission of proposals, and is awarded the contract, the Respondent shall not be entitled to additional compensation or time by reason of the error or its later correction.



# Schedule of Events

#### for

#### RFP # 2015

* Board Meeting – RFP Approval Tuesday June 2, 2015
* Release of RFP Tuesday June 2, 2015
* First Public Notice Tuesday June 2, 2015
* Second Public Notice Monday June 8, 2015
* Respondent Question Submission Deadline Monday June 15, 2015
* SFA Provides Answers Monday June 15, 2015
* Taste Tests Wednesday June 17, 2015
* Taste Tests Thursday June 18, 2015
* Deadline for Submission of Sealed Proposal Monday June 22, 2015
* Proposals Opened Monday June 22, 2015
* Proposals Evaluated Monday June 22-24, 2015
* Board Meeting – Proposal Approval Wednesday June 24, 2015
* Anticipated Contract Award Date Wednesday July 1, 2015

The SFA will make every effort to adhere to the schedule. However, the SFA reserves the right to amend the schedule, as necessary, and will post a notice of said amendment via email notification and on PUC Schools’s website.

# General Instructions for Respondents

1. Prepare proposals simply and economically. Provide a straightforward, concise description of the Respondent’s capability to satisfy the SFA’s requirements. Emphasis should be placed on completeness and clarity of content.
2. Submit proposals for the performance of all the services described within this RFP. The SFA will not consider any deviation from these specifications and will reject such proposals.
3. The SFA may reject a proposal if the proposal is conditional or incomplete, deemed

nonresponsive, or if it contains any alterations of form or other irregularities of any kind. The SFA may reject any or all proposals or waive any immaterial deviation in a proposal. The SFA’s waiver of an immaterial deviation shall in no way modify the RFP document or excuse the Respondent from full compliance with all other requirements if awarded the contract.

1. Respondents are responsible for the costs of developing proposals, and shall not charge the SFA for any preparation costs.
2. The SFA asks Respondents that do not intend to submit a proposal to notify the SFA in writing.
3. Respondents may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline. The SFA will not consider proposal modifications offered in any other manner, either oral or written.
4. Respondents may withdraw their proposal by submitting a written withdrawal request to the SFA, signed by the Respondent or their authorized agent, through the contact person named in the “Contact Information” provided on page iv of this RFP. Thereafter, a Respondent may submit a new proposal prior to the proposal submission deadline. Respondents may not withdraw their proposal without cause after the proposal submission deadline.
5. The SFA may modify the RFP prior to the date given for submission of proposals by posting an addendum via email and on PUC Schools’s website. The SFA will notify Respondents so they can obtain any addenda from the SFA’s Web site, or request it by e-mail, postal mail, or fax.
6. The SFA reserves the right to reject all proposals for reasonable cause. If the costs of all proposals are excessive, the SFA is not required to award a contract.
7. The SFA will not consider more than one proposal from an individual, firm, partnership, corporation, or association under the same or different names. Reasonable grounds for believing that any Respondent has submitted more than one proposal for work contemplated herein will cause the SFA to reject all proposals submitted by the Respondent. If there is reason to believe that collusion exists among the Respondents, the SFA will not consider any of the participants of such collusion in this or future solicitations.
8. The SFA will not consider a joint proposal submitted by two or more entities.
9. Additional charges for regular or express delivery, drayage, parcel post, packing, cartage, insurance, license fees, permits, or for any other purpose shall be included (and separately identified) in the proposal.
10. All proposals shall include the forms provided as attachments to this RFP. Respondents may copy these forms. A proposal is considered responsive if it follows the required format, includes all attachments, and meets all deadlines and other requirements outlined in this RFP.
11. The SFA shall not accept proposals after the submission deadline specified in the RFP and shall return the unopened proposals to the respective Respondents. The SFA will not consider late proposals under any circumstances.
12. Respondents are responsible for examining the entire RFP package, seeking clarification for any item or requirement that may not be clear to them, and checking all responses in their proposal for accuracy before submitting it.
13. Respondents may submit their questions regarding the information presented in this RFP to David Jackson in writing by postal mail at 1405 N. San Fernando Blvd Suite 303, Burbank, CA 91504, e-mail at d.jackson1@pucschools.org, or fax at (818) 559-8641, no later than 5:00 pm on June 15, 2015. The SFA will answer all questions received by the deadline in writing without exposing the query source. This will be the sole process for asking and answering questions regarding this RFP. Respondents may not contact SFA employees directly to ask questions.
14. SFA representatives reserve the right to contact a Respondent’s references prior to any award of a contract.
15. The SFA reserves the right to negotiate the final terms and conditions of the contract, which may differ from those contained in the proposal, provided the SFA considers such negotiation to be in its best interest. Any change in the terms and conditions must not create a material change, which is any alteration or modification to the original terms stated in the RFP that would have resulted in different proposals from the respondents. A material change will require the SFA to rebid the contract.
16. Interested Respondents are required to provide a Taste Test to the Meal Program Committee in order to determine the quality of their meals.
17. Respondents shall submit one paper copy and one copy in digital format (e.g., CD, DVD, flash drive, etc.).
18. The paper copy must contain the original signature of the individual(s) authorized to bind the Respondent contractually and be labeled “Master Copy.”
19. The Respondent must ensure the digital copy is complete and inclusive of all materials contained in the paper copy, including any required signatures. If there is an inconsistency between the paper and digital copies, the paper copy will take precedence.
20. The sealed proposal envelopes must be marked legibly with the SFA’s RFP number and title, and the SFA name and address, as shown in the following example:

RFP Number 2015

Request for Proposal- Meal Vendor

PUC Schools

David Jackson

1405 N. San Fernando Blvd Suite 303

Burbank, CA 91504

# Proposal Requirements

To be eligible for evaluation, a proposal must adhere strictly to the format set forth below; failure to do so may result in disqualification. Respondents must complete, label, and separate each section, and number all pages. The content and sequence of the proposal will be as follows:

Section Title

1. Cover Letter
2. Table of Contents
3. Attachments Checklist
4. Minimum Qualifications
5. Proposal Questionnaire
6. Respondent References
7. Authorization Agreement
8. Fee Proposal
9. Certifications
10. **Cover Letter**

Only the individual(s) authorized to bind the Respondent contractually may sign the cover letter, which shall be a part of the proposal package. If the cover letter is unsigned, the SFA will reject the proposal. The SFA may reject the proposal if the Respondent fails to include the following required information:

* Name and address of responding company
* Organizational structure of the responding company (e.g., corporation, partnership, etc.)
* Respondent’s Federal Employee Identification Number and Corporate Identification Number, if applicable
* Name, title phone number, fax number, and e-mail address of the representative who will be designated as the primary liaison to the SFA
* Name, title, phone number, and e-mail address of the representative(s) authorized to bind the Respondent in a contract if different from the primary liaison
* A statement expressing the Respondent’s willingness to perform the services described in this RFP
* A statement expressing the Respondent’s ability to perform the services required in the Scope of Work, including availability of staff and other required resources to meet all deliverables as described in this RFP
* A statement regarding the Respondent’s proprietary information; if applicable, the Respondent must clearly mark in the upper right hand corner those pages to be considered proprietary (**Note**: the Respondent cannot consider the entire proposal to be proprietary)
* The following certification:

By signing this cover letter, I (we) certify that the information contained in this proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

1. **Table of Contents**

Immediately following the cover letter, include a comprehensive Table of Contents that lists all submitted proposal sections, subsections, attachments, and materials.

1. **Attachments Checklist**

The Respondent shall include all documents identified in the Attachments Checklist (Attachment B). The SFA may reject proposals that do not include the proper required attachments.

1. **Minimum Qualifications**

The SFA will only consider Respondents that **meet all minimum qualifications** (as listed on Attachment C) to the SFA’s satisfaction.

1. **Proposal Questionnaire**

The Proposal Questionnaire (Attachment D) is intended to provide the SFA with specific information concerning the Respondent’s capability to provide services as described in this RFP. Respondents should limit their responses to the number of pages noted in the questionnaire and answer each question in the same order.

1. **Respondent References**

Respondents must provide three references on the Respondent References form (Attachment E). The SFA reserves the right to contact any of the references listed, and retains the right to conduct reference checks with individuals and entities beyond those listed.

1. **Authorization Agreement**

The Respondent or their authorized representative must sign the Authorization Agreement (Attachment F) and return it with the proposal package.

1. **Fee Proposal**

The Respondent must complete the Fee Proposal (Attachment G) and return it with the proposal package. The Fee Proposal must include costs incurred to provide the services specified in this RFP, to include food, packaging, transportation, and utensils.

1. **Certifications**

The Respondent must complete the certifications (Attachments H, I, J, and K) and return them with the proposal package.

# Evaluation of Proposals

Proposals will be opened on or after the date and time specified in the Schedule of Events. During the evaluation process, the SFA may ask Respondents to clarify information in the proposals, but Respondents may not change their proposals.

The SFA will determine if a proposal is responsive or nonresponsive.

A responsive proposal is one that is in substantial conformance with the requirements of the RFP. The determination of whether a proposal is responsive is made at the time the proposal is opened. The SFA’s Meal Program Committee shall evaluate each proposal received to determine whether it contains all of the information and supporting documentation required by the RFP. This evaluation shall consist of the following:

* Determining whether all required information is included in the proposal.
* Determining whether documents are properly signed
* Determining whether the goods generally comply with the specifications
* Identifying all exceptions, qualifications, errors or omissions in the proposal

The following are examples of defects that may render a proposal as nonresponsive:

* Respondent qualifies its prices in such a manner that its bid price cannot be determined
* Qualification of proposal to be contingent on another contract award
* Respondent is currently listed among debarred vendors
* There is reasonable basis to suspect either a conflict of interest or collusion among Respondents
* Failure to include expressly required materials
* Failure to sign the proposal
* The proposal requires payment in advance

An error in the proposal may cause the SFA to reject that proposal; however, the SFA may, at its sole discretion, retain the proposal and make certain corrections. When determining if a correction will be made, the SFA will consider the conformance of the proposal to the format and content required by the RFP and that the Respondent's intent is clearly established based on review of the whole proposal. Based on that established intent, the SFA may choose to correct errors such as obvious grammatical or punctuation errors and arithmetic errors. The Master Copy of the proposal shall have priority over additional proposal copies.

The SFA will open proposals to determine if they contain all the required information in accordance with this RFP. The SFA will evaluate qualifying proposals using the following criteria:

|  |  |
| --- | --- |
| CRITERIA | MAXIMUM POINTS |
| Administrative Requirements: did the Respondent include all required information in accordance with the General Instructions and Proposal Requirements? | 20 |
| Experience with School Breakfast and National School Lunch Programs. | 20 |
| Taste Test | 20 |
| Based on the Proposal Questionnaire responses and the Cover Letter, the Respondent demonstrates a complete understanding of the SFA’s food service program and its service requirements, as described in the RFP and the Scope of Work, and can perform those services to the SFA’s satisfaction. | 20 |
| The financial stability of the Respondent. | 20 |
| Corporate capability and experience as measured by performance record, years in the industry, relevant experience, number of SFAs served, client retention and satisfaction, and references. | 20 |
| Cost | 30 |
| TOTAL POINTS | 150 |

The SFA will score and rank selected proposals by assigning a score between zero and the maximum score to each proposal criterion. The SFA will recommend awarding the contract to the most responsive and responsible Respondent with the highest total proposal score.

# Attachments

Attachment A

### Mandatory Taste Test

The Mandatory Taste Test will involve Respondent bringing food for each of the 8 members of the Meal Program Committee. Respondent must bring the food on either June 17, 2015 or June 18, 2015 to begin at 11am at the SFA office at 1405 N. San Fernando Blvd. Suite 303, Burbank, CA 91504. The schedule is listed below. Prospective Respondents may not contact any sites or employees outside of the scheduled visit. The SFA requests that Respondents do not take pictures during the taste test as the SFA has not obtained releases from parents, students, and employees. The SFA thanks all Respondents for abiding by our request to keep the disruption caused by the visit to a minimum.

Respondents must bring two breakfast entrées and two lunch entrées of their choice. Entrees must be delivered in the same packaging and at the same temperature that students would receive them during a typical school day. Entrees must also be served with the same utensils that students would be provided.

Taste tests will be graded on the following criteria: 10 points for taste, 6 points for nutrition, and 4 points for appearance.

TASTE TEST SCHEDULE

11:00am

11:30am

12:00pm

12:30pm

1:00pm

1:30pm

Attachment B

### Attachments Checklist

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Respondent Company Name

Please complete this checklist to confirm that the required attachments listed below are included in your proposal. Place a checkmark or “x” next to each item submitted to the SFA. For your proposal to be considered, all required documents must be returned, including this checklist. Submit one copy of your proposal in a sealed package.

Attachment Attachment Name

* 1. \_\_\_\_\_\_ Cover Letter
  2. \_\_\_\_\_\_ Table of Contents
  3. \_\_\_\_\_\_ Attachments Checklist
  4. \_\_\_\_\_\_ Minimum Qualifications
  5. \_\_\_\_\_\_ Proposal Questionnaire
  6. \_\_\_\_\_\_ Respondent References
  7. \_\_\_\_\_\_ Authorization Agreement
  8. \_\_\_\_\_\_ Fee Proposal
  9. \_\_\_\_\_\_ Certifications

Attachment C

### Minimum Qualifications

A Respondent must meet all of the following minimum qualifications to the SFA’s satisfaction to be given further consideration. Failure to satisfy **any** of the minimum qualifications may result in the immediate rejection of the proposal.

As of July 1, 2015, both the Respondent’s company and its key personnel meet all of the following minimum qualifications:

1. The Respondent has at least two years of experience with food service programs.

Yes \_\_\_\_\_ No \_\_\_\_\_

1. The Respondent has the resources and ability to provide breakfast and lunch to 4800 students and to provide snacks to 3200 students for 176 school days.

Yes \_\_\_\_\_ No \_\_\_\_\_

1. The Respondent has knowledge and experience with the School Breakfast Program and National School Lunch Program and Child and Adult Care Food Program

Yes \_\_\_\_\_ No \_\_\_\_\_

1. The Respondent has professional references that demonstrate and evidence the ability to perform the required services.

Yes \_\_\_\_\_ No \_\_\_\_\_

1. The Respondent is licensed to do business in the state of California.

Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

1. The Respondent has obtained all necessary permits, including a health permit, as required by the California Retail Food Code.

Yes \_\_\_\_\_\_ No \_\_\_\_\_\_

Attachment D

### Proposal Questionnaire

This proposal questionnaire is intended to provide the SFA with specific information concerning the Respondent’s capability to provide services as described in the RFP. Please be as concise as possible and limit your responses **to no more than two pages per question, unless instructed otherwise. Type each question in the same order as listed in the questionnaire.**

1. Provide a general description of your company’s qualifications and experience relevant to the minimum qualifications in Attachment C, along with any necessary substantiating information. Limit your responses to information about your company’s capabilities.
2. Provide a statement indicating the year your company was founded; what the primary business(es) of the company is(are); the length of time the company has been providing meal vendor and related services as described in this RFP. In addition, provide the duration and extent of experience the company has with similar SFA food services.
3. Provide a general description of how your company will be able to provide the experience, ability, and financial standing necessary to meet the requirements set forth in this RFP.
4. Provide a complete list of SFAs that have discontinued or terminated your company’s services in the last five years and the reason(s) why.
5. Provide an organization chart for your company, a description of the lines of communication, and the responsibilities at each corporate level.
6. Provide applicable financial data that will demonstrate the proposer’s ability to perform, including sufficient capital to cover start-up and operating costs for a proposed one (1) year agreement.

7. Provide a recommended transition plan that describes the steps the Respondent

will take to begin providing the services described in this RFP.

Attachment E

### Respondent References

List three references to which the Respondent has provided meal vendor services within the past 5 years.

Failure to complete and return this Attachment will cause your proposal to be rejected.

|  |  |  |
| --- | --- | --- |
| Reference 1 | | |
| Name of Reference | | |
| Street Address | | |
| City | State | Zip Code |
| Contact Person | Contact Title | Contact Phone Number |
| Brief Description of Services Provided | | |
| Dates of Service | | |
| Reference 2 | | |
| Name of Reference | | |
| Street Address | | |
| City | State | Zip Code |
| Contact Person | Contact Title | Contact Phone Number |
| Brief Description of Services Provided | | |
| Dates of Service | | |
| Reference 3 | | |
| Name of Reference | | |
| Street Address | | |
| City | State | Zip Code |
| Contact Person | Contact Title | Contact Phone Number |
| Brief Description of Services Provided | | |
| Dates of Service | | |

Attachment F

### Authorization Agreement

Request for Proposal for Meal Vendor

RFP Number: 2015

We, [enter meal vendor name], by our signature on this document certify the following:

1. That we will operate in accordance with all applicable California state and federal laws, regulations, and statutes.
2. That the terms, conditions, warranties, and representations made within this RFP and our proposal shall be binding upon us and shall be considered a part of the contract as if incorporated therein.
3. That the proposal submitted is a firm and irrevocable offer good for one year.
4. That we have carefully examined all terms and conditions set forth in the Model Fixed-price Contract issued by PUC Schools.
5. That we have made examinations and verifications, and are fully conversant with all conditions under which services are to be performed for PUC Schools.
6. That negligence in the preparation or presentation of, errors in, or omissions from proposals shall not relieve us from fulfillment of any and all obligations and requirements in the resulting contract.

Meal Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_\_\_\_

E–mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Web Site Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Representative

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

Attachment G

### Fee Proposal

The costs included in the Cost per Meal table comprise the fixed price per meal. The fees are agreed upon by both parties and represent allowable food service costs in accordance with 2 *CFR* parts 225 and 230 as applicable.

**(Note: all costs are based on average daily participation of 4800 students served breakfast and lunch on 176 school days and of 3200 students served snacks on 176 school days.)**

**COST PER MEAL**

Note: prices must **not** include values for USDA Foods

and must include all meal programs.

|  |  |  |  |
| --- | --- | --- | --- |
| LINE ITEM | UNITS\* | RATE | TOTAL |
| Breakfast | 4800 | $ | $ |
| Lunch | 4800 | $ | $ |
| Snacks | 3200 | $ | $ |
| TOTAL | 12800 | $ | $ |

\*SFA to provide Units

Attachment H

### Certifications Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 7 *CFR,* Part 3018, “New Restrictions on Lobbying,” 7 *CFR*, Part 3017, “Government-wide Debarment and Suspension (Nonprocurement),” and 7 *CFR,* Part 3021, “Government-wide Requirements for Drug-Free Workplace (Grants).” The certification shall be treated as a material representation of fact upon which reliance will be placed when the SFA determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Title 31, *U.S. Code* (31 *U.S.C.*) Section 1352, and implemented at

7 *CFR,* Part 3018, for a person entering into a grant or cooperative agreement over $100,000, as defined at 7 *CFR,* Section 3018.105, the applicant certifies that:

(a) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement;

(b) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, “Disclosure Form to Report Lobbying,” in accordance with these instructions; and

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

### 

Attachment I

### [Disclosure Of Lobbying Activities](#_DISCLOSURE_OF_LOBBYING) and Instructions

Complete this form to disclose lobbying activities pursuant to 31*U.S.C.* 1352

Approved by OMB

No. 0348-0046

(See next page for public burden disclosure)

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Type of Federal Action:   a. Contract  b. Grant  c. Cooperative agreement  d. Loan  e. Loan guarantee  f. Loan insurance | | | | | 1. Status of Federal Action:    1. Bid/Offer/Application    2. Initial Award    3. Post-Award | | 1. Report Type: | | | |
| * 1. Initial filing   2. Material change   For Material Change Only:  Year\_\_\_\_\_\_\_\_\_ Quarter\_\_\_\_\_\_\_  Date of last report\_\_\_\_\_\_\_\_\_\_\_\_ | | |  |
|  |
|  | |  | | |  |  |  | | | |
| 4. Name and Address of Reporting Entity: | | | | | | 5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:  Congressional District, if known: | | | | |
|  | Prime | |  | Subawardee  Tier, if known | |
|  |  |
| Congressional District, if known: | | | | | |
| 6. Federal Department/Agency: | | | | | | 7. Federal Program Name/Description:  CFDA Number, if applicable: | | | | |
| 8. Federal Action Number, if known: | | | | | | 9. Award Amount, if known:  $ | | | | |
| 10. a. Name and Address of Lobbying Registrant  (if individual, last name, first name, MI): | | | | | | * 1. Individuals Performing Services (including address if different from No. 10a)   (last name, first name, MI) | | | | |
| 11. Information requested through this form is authorized by Title 31 *U.S.C.* Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 *U.S.C.* 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure. | | | | | | Signature: | | | | |
| Print Name: | | | | |
| Title: | | | | |
| Telephone No:  ( ) | | | Date: | |
| FEDERAL USE ONLY: | | | | | | | | *Authorized for Local Reproduction*  Standard Form (SF—LLL (Rev. 7-97) | | |

Attachment I

**Instructions for Completion of SF-LLL, Disclosure Of Lobbying Activities**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action, or a material change to a previous filing, pursuant to 31 *U.S.C*. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget (OMB) for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered federal action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Subawards include but are not limited to subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in item 4 checks “Subawardee,” then enter the full name, address, city, state, and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, U.S. Department of Agriculture, Food and Nutrition Service.
7. Enter the federal program name or description for the covered federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate federal identifying number available for the federal action identified in item 1 (e.g., RFP number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the federal agency). Include prefixes, e.g., “RFP-DE-90-001.”
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state, and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter last name, first name, and middle initial (MI).

1. The certifying official shall sign and date the form, print his/her name, title, and phone number.

|  |
| --- |
| According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503. |

Attachment J

### Debarment, Suspension, and Other Responsibility Matters

As required by Executive Order 12549, Debarment and Suspension, and implemented at 7 *CFR* Section 3017.510, for prospective participants in primary covered transactions, as defined at 7 *CFR* Section3017.200:

1. The contractor certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor/Company Name Award Number, Contract Number, or Project Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) and Title(s) of Authorized Representatives

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature(s) Date

Attachment K

### Certificate of Independent Price Determination

Both the SFA and FSMC shall execute this Certificate of Independent Price Determination.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Name of FSMC |  | Name of SFA |

1. By submission of this offer, the offeror (FSMC) certifies and, in the case of a joint offer, each party thereto certifies as to its own organization that in connection with this procurement:
   1. The prices in this offer have been arrived at independently—without consultation, communication, or agreement—for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
   2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening the case of an advertised procurement, directly or indirectly to any other offeror or to any competitor; and
   3. No attempt has been made or will be made by the offeror to induce any person or firm to submit, or not to submit, an offer for the purpose of restricting competition.
2. Each person signing this offer on behalf of the offeror certifies that:
   1. He or she is the person in the offeror’s organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
   2. He or she is not the person in the offeror’s organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

To the best of my knowledge, this vendor and its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows (provide detail):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Signature of FSMC’s  Authorized Representative |  | Title |  | Date |

*In accepting this offer, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred to above.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Signature of SFA’s  Authorized Representative |  | Title |  | Date |

Note: Accepting a Respondent’s offer does not constitute award of the contract.

Attachment L

Menu Specifications

Respondent must submit a sample breakfast and lunch menu for one four-week period.

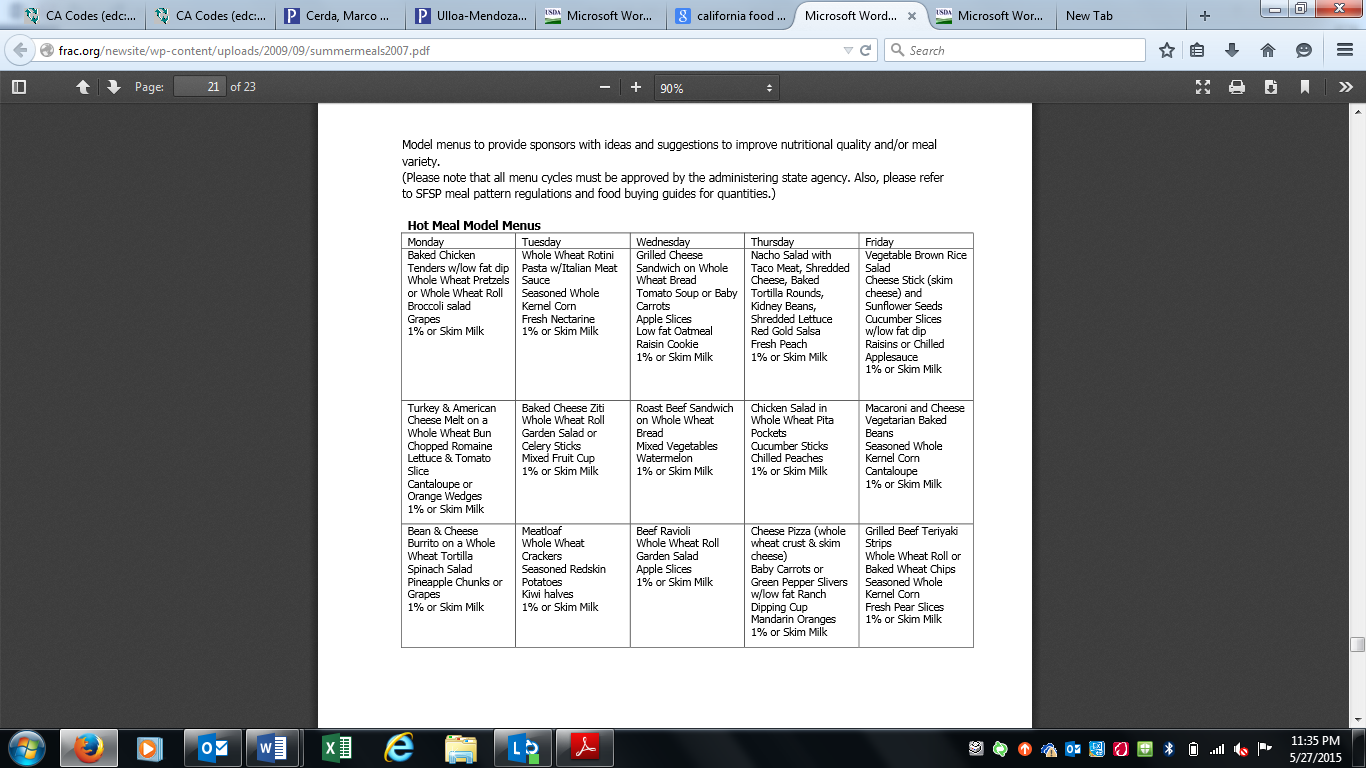
PUC Schools will examine the sample menu on three criteria: 1) compliance with federal and state law, 2) meal nutrition and 3) meal variety.

Compliance with federal and state law: The menu must be compliant with USDA meal pattern requirements and must be compliant with state and federal portion sizes and nutritional values.

Meal nutrition: PUC Schools will examine whether meals provide the proper amount of grains, produce, dairy and meat.

Meal variety: PUC Schools will examine whether Respondents provide a variety of exciting and interesting meals.

Below is an example of a lunch menu:



**Model** Vended Meals Contract

for the National School Lunch and/or **School Breakfast Program(s)**

This Agreement (“Agreement”) is entered into by and between **PUC Schools** herein after referred to as the School Food Authority (SFA), and      , herein after referred to as the Vendor. The effective date of this Agreement is .

This Agreement sets forth the terms and conditions upon which the SFA retains the Vendor to provide meals for the SFA’s nonprofit and a la carte food service program, in accordance with the Scope of Work as shown in Attachment A. Furthermore, this Agreement sets forth the terms and conditions upon which the SFA will purchase meals from the Vendor and the Vendor will provide meals for the SFA’s nonprofit food service program. The SFA and Vendor agree to abide by the rules and regulations governing the Child Nutrition Programs, in accordance with federal regulations including policy and instructions issued by the United States Department of Agriculture (USDA). The applicable regulations are 7 CFR 210 (National School Lunch Program), 7 CFR 215 (Special Milk Program), 7 CFR 220 (School Breakfast Program), 7 CFR 245 (Determining Eligibility for Free and Reduced Price Meals and Free Milk), 7 CFR 250 (Food Distribution Program), 7 CFR 225 (Summer Food Service Program for Children), and 7 CFR 3052 (Audit Requirements).

|  |  |  |  |
| --- | --- | --- | --- |
| **SFA Contact Information** | | **Vendor Contact Information** | |
| Contact Person *First & Last Name* | Phone *Area Code/No.* | Contact Person *First & Last Name* | Phone *Area Code/No.* |
| Email Address | Fax *Area Code/No.* | Email Address | Fax *Area Code/No.* |
| Address *Street, City, State, Zip* | | Address *Street, City, State, Zip* | |

The fixed price per meal listed below is agreed upon by both parties as if no USDA Foods are used:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Breakfast** |  | | |  | **Adult Meal** |  | |  | **Carton of Milk** |  |
| Price Per Meal | | Includes Milk  *Will Not* Include Milk | |  | Price Per Meal | | Includes Milk  *Will Not* Include Milk |  | Price Per Carton | |
| **Lunch** |  | | |  |  | | | | | |
| Price Per Meal | | Includes Milk  *Will Not* Include Milk | |  |  | | | | | |
| **Afterschool Snack** | | |  |  |  | | | | | |
| Price Per Meal | | Includes Milk  *Will Not* Include Milk | |  |  | | | | | |
|  | |  | |  |  | | | | | |
|  | | | |  |  | | | | | |

A. Agreement Period

The initial agreement period shall be **7/1/2015** to **6/30/2016**. Both parties agree to enter into this Agreement for one-year period with the option to renew the Agreement for up to four (4) additional one-year periods by mutual agreement of the SFA and Vendor. Renewal shall be based on customer satisfaction with products, service, and price.

**Annual Escalator Clause**; changes in the per-meal price may be considered by the SFA only at the time of renewal. Any proposed per-meal price changes must be accompanied by documentation supporting such increase. The SFA reserves the right to accept or reject any proposed price changes, in the best interest of the SFA. If the proposed per-meal price changes are accepted, they shall become effective on the first day of the contract renewal period.

*Conditions for an annual escalator clause*; the fixed per-meal price may be subject to an annual escalator as stipulated in this Agreement. Adjustment factors may include changes in third-party price indices from the Consumer Price Index (CPI); U.S. Bureau of Labor Statistics, Division of Consumer Prices and Price Indexes, PSB Suite 3130, 2 Massachusetts Avenue, NE Washington, DC 20212-0001; website at [**http://www.bls.gov/cpi**](http://www.bls.gov/cpi). SFA will consider the lesser of the following two options either—1) the average CPI (Food Away From Home) for the previous year or 2) three percent (3%).

B. The Vendor Agrees to

1. Invoice SFA for unitized meals in accordance with the number of meals requested.
2. Provide the SFA, for approval, a proposed cycle menu of meal options for the operational period, at least **10** days prior to the beginning of the period to which the menu applies. Any changes to the menu made after SFA approval must be approved by the SFA, and documented on the menu records. Meals must be planned and prepared to meet the USDA meal pattern requirements and nutritional standards as outlined in Attachment B, Minimum Food Specifications.
3. Maintain full and accurate records that document:
   1. the menus were provided to the SFA during the term of this Agreement,
   2. a listing of all components of each meal,
   3. an itemization of the quantities of each component used to prepare said meal, and
   4. providing the SFA with daily production/transport sheets indicating how menu items contribute to meal pattern requirements and supporting documentation for contribution.

The Vendor agrees to provide meal preparation documentation by using yield factors for each food item as listed in the *USDA Food Buying Guide* or child nutrition labels or manufacturers’ product information statement when calculating and recording the quantity of food prepared for each meal.

1. Maintain cost records such as invoices, receipts, and/or other documentation that exhibit the purchase or otherwise availability to the Vendor of the meal components and quantities itemized in the meal preparation records.
2. Maintain, on a daily basis, an accurate count of the number of meals, by meal type, prepared for and **Error! Reference source not found.**the SFA. Meal count documentation must include the number of meals requested by the SFA.
3. Allow the SFA to increase or decrease the number of meal orders, as needed, when the request is made not later than 4 days of the scheduled delivery time.
4. Present to the SFA an invoice accompanied by reports which itemizes the previous month's meals no later than the 3rd day of each month. The Vendor agrees to forfeit payment for meals which are not ready at the agreed upon time for meals to be **delivered to** the SFA, are spoiled, or unwholesome at the time of delivery to the SFA, or do not otherwise meet the meal requirements contained in this Agreement. The Vendor shall pay the SFA the full amount of any meal overclaims which are attributable to the Vendor’s negligence, including those overclaims based on reviews or audit findings that occurred during the effective dates of original and renewal of the awarded contracts. In cases of nonperformance or noncompliance on the part of the Vendor, the Vendor shall pay the SFA for any excess costs the SFA incurs by obtaining meals from another source.
5. Provide the SFA with a copy of all permits and licenses required by California law for the food service facility in which it prepares meals for the National School Lunch Program/School Breakfast Program (NSLP/SBP). The Vendor shall ensure that all health and sanitation requirements of the California Retail Food Code are met at all times.
6. Operate in accordance with current NSLP/SBP regulations. The Vendor agrees to comply with all other USDA regulations regarding food service vendors including those specified for commercial food service if applicable.
7. Not subcontract for the total meal, with or without milk, or for the assembly of the meal.
8. Be paid by the SFA for all meals Error! Reference source not found. the SFA in accordance with this Agreement and NSLP/SBP meal pattern requirements. Neither the California Department of Education (CDE) nor USDA will assume any liability for payment of differences between the number of meals prepared by Vendor for Error! Reference source not found. the SFA and the number of meals served by the SFA that are not eligible for reimbursement.
9. Make substitutions in the food components of the meal pattern for students with disabilities when the disability is certified by a signed statement from a licensed physician. For nondisabled students who are unable to consume regular meals because of medical or other special dietary need substitutions shall be made on a case-by-case basis when supported by a signed statement from a medical doctor or recognized medical authority, or in the case of a request for a milk substitution, by a medical authority or a parent. There will be no additional charge to the student for such substitutions.
10. Provide access, with or without notice, to all of the Vendor’s facilities for purposes of inspection and audit.

C. The SFA Agrees to:

1. Request by telephone, email or online no later than 4 day before meals are delivered an accurate number of meals to be Error! Reference source not found.the SFA each day. Notify the Vendor of necessary increases/decreases in the number of meals ordered not later than **2** hours of the scheduled **delivery** time. Errors in meal orders shall be the responsibility of the SFA making the error.
2. Ensure that a SFA representative is available at each Error! Reference source not found.**school** site, at the specified time on each specified **school** day to receive, inspect, and sign for the requested number of meals. This individual will verify the temperature, quality, and quantity of each meal **delivered to** the SFA. The SFA assures the Vendor that this individual will be trained and knowledgeable in the recordkeeping and meal requirements of the NSLP/SBP, and with local health and safety codes. Provide personnel to serve meals, clean the serving and eating areas, and assemble transport carts and auxiliary items for pick up by the Vendor (if applicable) no later than 1 day after delivery of meals.
3. Notify the Vendor within 7 days of receipt of the next month's proposed cycle menu of any changes, additions, or deletions.
4. Provide the Vendor with information on how to access or a copy of the federal NSLP/SBP meal pattern requirements, the USDA Food Buying Guide; and all other technical assistance materials pertaining to the food service requirements of the NSLP/SBP. The SFA will, within 24 hours of receipt from CDE, advise the Vendor of any changes in the food service requirements.
5. Pay the Vendor by the 10th day of each month the full amount as presented on the monthly itemized invoice. Notify the Vendor within 48 hours of receipt of any discrepancy in the invoice. Pay the Vendor for all meals **delivered to** SFA in accordance with the agreement. Neither CDE nor USDA assumes any liability for payment of the difference between the number of meals prepared, and the number of meals served by the SFA that are ineligible for reimbursement.
6. Retain control of the quality, extent, and general nature of the food service operation; and establish all program and non-program meal and a la carte prices.
7. Be responsible for loss or damage to equipment owned by the Vendor while in the possession of the SFA.
8. Submit a signed copy of the annual renewal amendment to the CDE prior to approval of the SFA online contract for participation in NSLP.

D. USDA FOODS

If SFA desires to participate in the USDA Foods Program and the Vendor agrees to use USDA Foods in accordance with federal and state regulations, then both the SFA and Vendor will need to sign the “Addendum to the Vended Meals Agreement for Participation in USDA Foods Program” Attachment C.

E. Termination

1. **Mutual Agreement Termination**: With mutual agreement of both parties to this Agreement, upon receipt and acceptance not less than sixty (60) days of written notice, this Agreement may be terminated on an agreed upon date before the end of the agreement period without penalty to either party.
2. **Non-Performance of Agreement and Termination**:
3. Except as may be otherwise provided by this Agreement, this Agreement may be terminated in whole or in part by either party in the event of failure by the other party to fulfill its obligations under this Agreement through no fault of the terminating party.
4. The SFA may terminate this Agreement immediately upon written notice to Vendor if the Vendor becomes the subject of a proceeding under state or federal law for the relief of debtors or if an assignment is made for the benefit of creditors, or if Vendor loses its license or other ability to provide the required products and services, or if Vendor takes any action that violates any applicable laws (including, but not limited to, state and federal law governing the NSLP/SBP).
5. Any agreement termination resulting from any cause other than a Force Majeure event or termination for nonappropriations will be deemed valid reason for not considering any future proposal or bid from the defaulting Vendor.
6. **Termination for Convenience**: The SFA may terminate this agreement prior to the expiration of the term, without cause and without penalty, upon sixty (60) days written notice to the Vendor.
7. **Final Payments**: Upon any termination of this Agreement, the SFA will pay for all meals received up to the effective date of termination. The Vendor shall submit all required reports and other information.

F. Standard Terms and Conditions

1. **Terms and Conditions**: Vendor must be fully acquainted with terms and conditions relating to the performance of this Agreement. Failure or omission of Vendor to be familiar with existing conditions shall in no way relieve the Vendor of obligation with respect to this agreement.
2. **Not Debarred, Suspended, Proposed for Debarment, Declared Ineligible, or Voluntarily Excluded**: Vendor certifies that neither the company nor any of its principals has been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or <https://www.epls.gov/> agency. Vendor should consult Executive Orders 12549 and 12689. For additional information, Vendor should check https://www.epls.gov/, a public service site by General Services Administration (GSA) for the purpose of efficiently and conveniently disseminating information on parties that are excluded from receiving federal contracts, certain subcontracts, and certain federal financial and nonfinancial assistance and benefit. The Suspension and Debarment Certification, Attachment D, must be signed by an authorized person and attached to this Agreement.
3. **State and Federally Required Contractual Provisions**: Vendor must have obtained, and will continue to maintain during the entire term of this Agreement, all permits, approvals or licenses necessary for lawful performance of its obligations under this Agreement. In addition, Vendor is responsible to abide by all applicable federal and state laws and policies of CDE and state and local boards of education, as applicable, when providing services under this Agreement.
4. **Equal Employment Opportunity**: Vendor shall comply with E.O. 11246, Equal Employment Opportunity, as amended by E.O. 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity, and as supplemented by regulations at 41 CFR Part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.
5. **Labor and Civil Rights Laws**: Vendor shall comply with applicable federal, state, and local laws and regulations pertaining to wages, hours, and conditions of employment. In connection with Vendor’s performance of work under this Agreement, Vendor agrees not to discriminate against any employee(s) or applicant(s) for employment because of sex, age, race, color, religion, creed, sexual orientation, gender identity, national origin, or disability. Vendor shall also comply with applicable Civil Rights laws as amended including but not limited to Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-6, Civil Rights Compliance and Enforcement in School Nutrition Programs.
6. **Clean Air Act and Energy Policy and Conservation Act:** Vendor shall comply with Section 306 of the Clean Air Act (42 USC 1857(h)), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), as applicable, as well as the Energy Policy and Conservation Act, Pub. L. 94-163, 89 Stat. 871, and any related state energy laws, as applicable. Vendor shall report all violations to the SFA and to the relevant federal or state agency as appropriate.
7. **Breach of this Agreement and Remedies**: If Vendor fails to comply with any of the terms and conditions of this Agreement; the SFA has the option to send Vendor a ten (10) business day Notice to Cure the defect or breach. During the ten-day Notice to Cure, the parties may meet and confer to discuss the resolution of the defect or breach.

If there is not a satisfactory resolution at the end of the ten-day Notice to Cure, the SFA has the option to immediately cancel all or any part of the order. Such cancellation shall not be deemed a waiver by SFA of any rights or remedies for any breach by Vendor. SFA expressly reserves all rights and remedies provided by statute or common law in the event of such breach. Without limiting the foregoing, the SFA may, at its option, require Vendor to repair or replace, at Vendor’s expense, any products or goods, which caused the breach.

The remedies of the SFA is cumulative, and additional to any/or other further remedies provided by law. No waiver of any breach shall constitute a waiver of any other breach.

1. **Indemnify and Hold Harmless**: Vendor shall indemnify, defend, and hold harmless the SFA, its directors, officers, employees, and agents from and against and all liability, damages, losses and expenses (including reasonable attorneys’ fees and costs) which arise out of Vendor’s negligence, breach or other performance of the Agreement, or violation of any law or right of a third party, or that of Vendors’ employees, subcontractors, or agents. Vendor will comply with all laws relating to intellectual property, will not infringe on any third party’s intellectual property rights, and will indemnify, defend, and hold harmless the SFA and its directors, officers, employees, and agents from and against any claims for infringement of any copyrights, patents, or other infringements of intellectual property rights related to its activities under this Agreement.
2. Vendor agrees to notify the SFA by certified mail return receipt request, or by overnight courier immediately upon knowledge of any claim, suit, action, or proceedings.
3. Such indemnification obligations shall not be construed to negate, abridge, or otherwise reduce any other right or obligations to indemnify, which would otherwise exist as to any party or person.
4. **Force Majeure**: Neither party shall be liable in damages or have the right to terminate this Agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond its control including, but not limited to Acts of God, government restrictions (including the denial or cancellation of any export or other necessary license), wars, insurrections and/or any other cause beyond the reasonable control of the party whose performance is affected.
5. **Waiver**: No claims or rights arising out of a breach of this Agreement can be discharged in whole or part by a waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing and signed by the aggrieved party.
6. **Taxes**: The SFA has tax-exempt status.
7. **Buy American**: Vendor will comply with the Buy American requirement, which dictates that SFAs participating in the federal school meal programs are required to purchase domestic commodities and products for SFA meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the U.S. and a food product that is processed in the U.S. substantially (at least 51 percent) using agricultural commodities that are produced in the U.S. (7CFR210.21, 220.16).
8. **Food Laws**: Vendor shall operate in accordance with all applicable laws, ordinances, regulations and rules of federal, state, and local authorities, including but not necessarily restricted to a Hazard Analysis and Critical Control Point (HACCP) plan. SFA may inspect Vendor’s facilities and vehicles.
9. **Food Recall**: Vendor shall comply with all federal, state, and local mandates regarding the identification and recall of foods from the commercial and consumer marketplace. Vendor shall have a process in place to effectively respond to a food recall; the process must include accurate and timely communications to the SFA and assurance that unsafe products are identified and removed from SFA sites in an expedient, effective, and efficient manner. Vendor shall maintain all paperwork required for immediate and proper notification of recalls for full and split cases.
10. **Biosecurity**: Vendor must have a written policy regarding biosecurity and the food supply, in accordance with the Bioterrorism Act 2002 under the U.S. Department of Health and Human Services, Food and Drug Administration and under the USDA, Food Safety and Inspection Service.
11. **Lobbying Certification**: The Vendor must sign the Lobbying Certification, Attachment E, which was attached as an addendum to this Agreement and which is incorporated and made a part of this Agreement. If applicable, the Vendor has also completed and submitted Standard Form-LLL, Disclosure of Lobbying Activities (Attachment F), or will complete and submit as required in accordance with its instructions included in Attachment F.
12. **Independent Price Determination Certification**: The Vendor must sign Independent Price Determination Certificate, Attachment G, which was attached as an addendum to the Agreement and which is incorporated herein by reference and made a part of this Agreement.
13. The Vendor shall comply with all other pertinent state and federal laws.
14. **Records**: Vendor and SFA shall retain all required records for a period of three (3) years after SFA makes final payment and all other pending matters are closed included any ongoing audits or the end of the fiscal year to which they pertain, whichever is greater. Upon request, make all accounts and records pertaining to the Agreement available to the certified public accountant hired by the SFA, representatives CDE, USDA, and the Office of Inspector General (OIG) for audits or administrative reviews at a reasonable time and place. Surrender to the SFA, upon termination of the Agreement, all records pertaining to the operation of the food service, to include all production records, product invoices, claim documentation, financial reports, and procurement documentation. The records shall be in appropriate order, complete, and legible.
15. **Duty to Protect**: Vendors shall perform a criminal background check on any of the Vendors employees that will be working at the SFA and disclose results to the SFA.
16. **Insurance**: Vendors shall maintain the insurance coverage set forth below for each accident provided by insurance companies authorized to do business in California. A Certificate of Insurance of the Vendor’s insurance coverage indicating these amounts must be submitted at the time of the award. Complete the information below based on the Vendor’s Certificate of Insurance:
17. Comprehensive General Liability—includes coverage for:
    1. Premises—Operations
    2. Products—Completed Operations
    3. Contractual Insurance
    4. Broad Form Property Damage
    5. Independent Contractors
    6. Personal Injury—      Combined Single Limit
18. Automobile Liability—      Combined Single Unit
19. Workers’ Compensation-Statutory; Employer’s Liability—
20. Excess Umbrella Liability—      Combined Single Unit
21. The SFA shall be named as additional insured on General Liability, Automobile, and Excess Umbrella. The Vendor must provide a waiver of subrogation in favor of the SFA for General Liability, Automobile, Workers’ Compensation, and Excess Umbrella.
22. The insurance company insuring the Vendor shall provide for notice to the SFA of cancellation of insurance policies 30 days before such cancellation is to take effect.

G. General Assurances

1. **Amendments and Waivers**. Any term of this Agreement may be amended or waived only with the written consent of the parties.
2. **Sole Agreement**. This Agreement constitutes the sole agreement of the parties and supersedes all oral negotiations and prior writings with respect to the subject matter hereof.
3. **Notices**. Any notice required or permitted by this Agreement shall be in writing and shall be deemed sufficient upon receipt, when delivered personally or by courier, overnight delivery service, or confirmed facsimile, 48 hours after being deposited in the regular mail as certified or registered mail (airmail if sent internationally) with postage prepaid, if such notice is addressed to the party to be notified at such party’s address or facsimile number as set forth below, or as subsequently modified by written notice.
4. **Severability**. If one or more provisions of this Agreement are held to be unenforceable under applicable law, the parties agree to renegotiate such provision in good faith. In the event that the parties cannot reach a mutually agreeable and enforceable replacement for such provision, then (1) such provision shall be excluded from this Agreement, (2) the balance of the Agreement shall be interpreted as if such provision were so excluded and (3) the balance of the Agreement shall be enforceable in accordance with its terms.
5. **Advice of Counsel**. Each party acknowledges that, in executing this Agreement, such party has had the opportunity to seek the advice of independent legal counsel, and has read and understood all of the terms and provisions of this Agreement. CDE is not a party to any contractual relationship between a SFA and a Vendor. CDE is not obligated, liable, or responsible for any action or inaction taken by a SFA or Vendor based on this Agreement template. CDE’s review of the Agreement is limited to assuring compliance with federal and state procurement requirements. CDE does not review or judge the fairness, advisability, efficiency, or fiscal implications of the Agreement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | SCHOOL FOOD AUTHORITY / VENDOR SIGNATURES | |  | |
| Name of School Food Authority’s Authorized Representative | | Title | | |
| Signature of School Food Authority’s Authorized Representative  ⮚ | | | | Date Signed *Mo./Day/Yr.* |
| Name of Vendor’s Authorized Representative | | Title | | |
| Signature of Vendor’s Authorized Representative  ⮚ | | | | Date Signed *Mo./Day/Yr.* |

# Attachment A



SCOPE OF WORK

VENDED MEALS

The vendor will supply meals to PUC Schools, hereafter referred to as “SFA”, that comply with the nutrition standards established by the United States Department of Agriculture (USDA) for breakfast, lunch and snack meal programs. The vendor will prepare meals off-site in a facility that maintains the appropriate state and local health certifications, and will package and deliver these meals in accordance with the food safety guidelines of the appropriate governing health departments. Vendors must submit with their bid a copy of the current state and local health certifications.

GENERAL VENDOR RESPONSIBILITIES

* 1. The vendor shall provide the services required by this RFP at all times in accordance with generally accepted standards of care and best practices in the industry.
  2. Vendor shall deliver meals to location(s) at times specified by SFA.
  3. Vendor will provide the necessary utensils and napkins in sufficient quantity for the number of meals ordered.
  4. Vendor shall be responsible for the condition or care of meals until they are delivered to the school.
  5. The vendor shall be responsible for providing meals and menus appropriate for the age of the students served and acceptable to students evidenced by a minimum of plate waste and participation levels.
  6. Vendor shall provide to SFA a monthly menu covering the meals to be served for the following month, no later than seven (7) days prior to the end of each month.
  7. When requested by the SFA, the Vendor shall provide SFA with sack lunches for field trips. All meals for field trips must meet the appropriate meal pattern requirements.
  8. Vendor shall maintain all necessary records on the nutritional components and quantities of the meals served at the SFA and make said records available for inspection by the SFA, the CDE, and the USDA, upon request.
  9. The vendor is required to substitute food components of the meal pattern for students with disabilities in accordance with 7 C.F.R. §210.10(m) when the disability restricts their diet and is permitted to make substitutions for students without disabilities when they are unable to eat regular meals because of a medical or special dietary need.

GENERAL SFA RESPONSIBILITIES

1. The SFA shall approve the menus and recipes for meals and other food to be served or sold to students to ensure compliance with the rules and regulations of the California State Board of Education and the United States Department of Agriculture. The SFA must authorize any deviations from the approved menu cycle.
2. The SFA may request menu changes periodically throughout the Term of the Contract and shall inform the vendor of any adjustments to menus and monitor implementation of adjustments.
3. The SFA orders meals on a monthly basis for each site for each type of meal to be delivered. The SFA can increase or decrease the number of meals ordered or cancel deliveries on a twenty-four hour notice to the vendor.
4. The SFA shall be responsible for receiving medical statements regarding students’ disabilities/special dietary needs and shall ensure the vendor complies with all special dietary accommodation requirements. Substitutions are made on a case-by-case basis and must be supported by a statement of the need for substitutes that includes the recommended alternate foods.

EQUIPMENT

1. The SFA shall provide equipment to hold and serve the meals.
2. The vendor shall provide written notification to the SFA of any equipment belonging to the vendor within ten days of its placement on SFA premises.
3. The vendor shall retain title to all vendor-owned property and equipment when placed in service. The vendor shall provide, at no cost to the SFA, complete maintenance, repair, and replacement services for all vendor-owned property and equipment.
4. Upon expiration or termination of the Contract, it shall be the vendor’s responsibility to remove all vendor-owned property and equipment within a timely manner and without damage to SFA facilities.

PACKAGING REQUIREMENTS

1. Hot meal unit—Packaging suitable for maintaining components at temperatures in accordance with state and local health standards. Container and overlay should have an airtight closure, be of non-toxic material, and be capable of withstanding temperatures of 135oF.
2. Cold meal unit or unnecessary to heat—Container and overlay to be plastic or paper and of non-toxic material.
3. Sack meals must be in white or brown paper bags or in boxes with enough strength to hold meals without tearing or ripping.
4. Meals shall be delivered with the following items: condiments, straws for milk, napkins, single service ware, and serving utensils. Vendor shall insert non-food items that are necessary for the meal to be eaten.

DELIVERY REQUIREMENTS

1. Meals must be delivered in accordance with the approved menu cycle.
2. The vendor shall provide a delivery slip with the date and the number of meals delivered. The SFA authorized representative or his/her designee must sign the delivery slip and verify the condition of the meals received.
3. Meals must be delivered in closed-topped, sanitary vehicles.
4. Meals must be delivered in clean, sanitary transporting containers that maintain the proper temperatures of food and are food-grade containers approved by the local or state health departments.
5. When an emergency prevents the vendor from delivering meals, the vendor shall notify the SFA-authorized representative or his/her designee immediately by phone of the emergency and when the meals will be delivered.
6. The SFA reserves the right to inspect and determine the quality of food delivered. The SFA may reject and not pay for any meals or components of meals that are unwholesome, judged as poor quality, damaged, incomplete either due to inadequate portion sizes or missing number of meal components, or delivered in unsanitary conditions such as incorrect temperatures.
7. The SFA will not pay for deliveries made later than the regularly scheduled lunch or breakfast periods as listed on Exhibit 1, or as otherwise stated in this Contract.
8. All refrigerated food shall be delivered at an internal temperature of 40oF or below. All frozen food shall be delivered at 0oF or below. Frozen products should show no evidence of thawing and re-freezing, freezer burn, or any off color or odors. All hot food shall be delivered with an internal temperature of 135oF or above.

Exhibit 1

*Schools included in this Bid*

*\*Information below is subject to change*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| School | Address | Phone Number | Breakfast | Lunch |
| Milagro Charter School | 1855 N. Main Street | (323) 223-1786 | 7:45-8:10 AM | 11:30-12:30 PM |
| (Grades: K-5) | Los Angeles, CA 90031 |
| Lakeview Charter Academy | 11465 Kagel Canyon Street | (818) 485-0340 | 7:05-7:30 AM | 12:05-12:45 PM |
| (Grades: 6-8) | Lakeview Terrace, CA 91342 |
| Lakeview Charter High School | 919 Eighth St. | (818) 356-2591 | 7:30-8:00 AM | 12:05-12:45 PM |
| (Grade: 9-12) | San Fernando, CA 91340 |
| CALS Charter Middle School | 7350 N. Figueroa Street | (323) 254-4427 | 7:40-8:10 AM | M-Th 12:05-12:50; F 12:15-12:50 PM |
| (Grades: 6-8) | Los Angeles, CA 90041 |
| Community Charter Middle School | 11500 Eldridge Avenue | (818) 435-0951 | 7:30-8:00 AM | M, T, Th, F 11:50-12:25 PM; W 11:35-12:10 PM |
| (Grades: 6-8) | Lakeview Terrace, CA 91342 |
| Community Charter Early College High School | 11500 Eldridge Ave. | (818) 435-0951 | 7:30-8:00 AM | M, T, Th, F 12:29-1:09 AM; W 12:35-1:12 PM |
| (Grades: 9-12) | Lakeview Terrace, CA 91342 |
| CALS Early College High School | 7350 N. Figueroa Street | (213) 239-0063 | 7:30-8:00 AM | 12:10-12:50 |
| (Grades: 9-12) | Los Angeles, CA 90041 | 12:20-1:00 |
| Triumph Charter Academy | 14600 Tyler St | (818) 837-6221 | 7:30-7:50 AM | 12:00-12:30 PM |
| (Grades: 6-8) | Sylmar, CA 91342 |
| Triumph Charter High School | 9171 Telfair Avenue | (818) 356-2795 | 7:30-8:00 AM | 12:00-12:30 PM |
| (Grade: 9-12) | Sun Valley, CA 91352 |
| Excel Charter Academy | 1855 N. Main St. | (323) 222-5010 | 10:05-10:25 AM | 11:35-12:20 PM |
| (Grades: 6-8) | Los Angeles, CA 90031 |
| Santa Rosa Charter Academy | 3838 Eagle Rock Blvd. | (323) 254-1703 | 7:30-8:00 AM | M-Th 12:30-1:10 PM; F 11:35-12:15 PM |
| (Grade: 6-8) | Los Angeles, CA 90065 |
| Nueva Esperanza Charter Academy | 1218 North 4th St. | (818) 256-1951 | 7:15-7:45 AM | 12:00-12:45 PM |
| (Grade: 6-8) | San Fernando, CA 91340 |
| PUC Community Elementary School (K-3) | 14019 Sayre Street, Sylmar CA 91342 | (818) 492-1890 | 7:45-8:10 AM | 11:30-12:30 PM |
| PUC eCALS High School (9-12) | 2050 N. San Fernando Rd., Los Angeles, CA 90065 | (323) 276-5525 | 7:30-8:00 AM | M, T 12:45-1:15 PM, W 1:15-1:35, Th, F 11:55-12:25 |
| PUC Inspire (6th grade) | 1445 Celis St., San Fernando, CA 91340 | (818) 492-1880 | 7:30-7:50 AM | 12:05-12:45 PM |

Attachment B

**Minimum Food Specifications***To be completed by SFA. CDE does not approve, evaluate, or endorse specifications.*

Examples may include the following listed below.

Meat/Seafood—All meats, meat products, poultry products, and fish must be government-inspected.

* Beef, lamb, and veal shall be USDA Grade Choice or better
* Pork shall be U.S. No.1 or U.S. No. 2
* Poultry shall be U.S. Government Grade A
* Seafood to be top grade, frozen fish—must be a nationally distributed brand, packed under continuous inspection of the USDA

Dairy Products—All dairy products must be government-inspected.

* Fresh eggs, USDA Grade A or equivalent, 100 percent candled
* Frozen eggs, USDA—inspected
* Milk, pasteurized Grade A

Fruits and Vegetables

* Fresh fruits and vegetables selected according to written specifications for freshness, quality, and color—U.S. Grade A Fancy
* Canned fruits and vegetables selected to requirements—U.S. Grade A Choice or Fancy (fruit to be packed in light syrup or natural juices)
* Frozen fruits and vegetables shall be U.S. Grade A Choice or better

Baked Products

* Bread, rolls, cookies, pies, cakes, and puddings either prepared or baked on premises or purchased on a quality level commen­surate with meeting USDA breakfast and lunch requirements, as applicable

Staple Groceries

* Staple groceries to be a quality level commensurate with previously listed standards

At a minimum, any proposed menu plans must comply with the Final Rule Nutrition Standards in the National School Lunch and School Breakfast Programs published in January 2012.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Meal Pattern** | **Breakfast Meal Pattern** | | | **Lunch Meal Pattern** | | |
| **Grades K-5a** | **Grades  6-8a** | **Grades  9-12a** | **Grades K-5** | **Grades 6-8** | **Grades 9-12** |
| **Amount of Foodb Per Week (Minimum Per Day)** | | | | | |
| Fruits (cups)c,d | 5 (1) e | 5 (1) e | 5 (1) e | 2½ (½) | 2½ (½) | 5 (1) |
| Vegetables (cups)c,d | 0 | 0 | 0 | 3¾ (¾) | 3¾ (¾) | 5 (1) |
| Dark green f | 0 | 0 | 0 | ½ | ½ | ½ |
| Red/Orange f | 0 | 0 | 0 | ¾ | ¾ | 1¼ |
| Beans/Peas (Legumes) f | 0 | 0 | 0 | ½ | ½ | ½ |
| Starchyf | 0 | 0 | 0 | ½ | ½ | ½ |
| Other f,g | 0 | 0 | 0 | ½ | ½ | ¾ |
| Additional Veg to Reach Totalh | 0 | 0 | 0 | 1 | 1 | 1½ |
| Grains(oz eq) i | 7-10 (1) j | 8-10 (1) j | 9-10 (1) j | 8-9 (1) | 8-10 (1) | 10-12 (2) |
| Meats/Meat Alternates (oz eq) | 0 k | 0 k | 0 k | 8-10 (1) | 9-10 (1) | 10-12 (2) |
| Fluid milk(cups) l | 5 (1) | 5 (1) | 5 (1) | 5 (1) | 5 (1) | 5 (1) |
| **Other Specifications: Daily Amount Based on the Average for a 5-Day Week** | | | | | | |
| Min-max calories (kcal)m,n,o | 350-500 | 400-550 | 450-600 | 550-650 | 600-700 | 750-850 |
| Saturated fat  (% of total calories)n,o | < 10 | < 10 | < 10 | < 10 | < 10 | < 10 |
| Sodium (mg)n, p | < 430 | < 470 | < 500 | < 640 | < 710 | < 740 |
| Trans fatn,o | **Nutrition label or manufacturer specifications must indicate zero grams of *trans* fat per serving.** | | | | | |

aIn the SBP, the above age-grade groups are required beginning July 1, 2013 (SY 2013-14). In SY 2012-13 only, schools may continue to use the meal pattern for grades K-12 (see § 220.23).

bFood items included in each food group and subgroup and amount equivalents. Minimum creditable serving is ⅛ cup.

cOne-quarter cup of dried fruit counts as ½ cup of fruit; 1 cup of leafy greens counts as ½ cup of vegetables. No more than half of the fruit or vegetable offerings may be in the form of juice. All juice must be 100% full-strength.

dFor breakfast, vegetables may be substituted for fruits, but the first two cups per week of any such substitution must be from the dark green, red/orange, beans and peas (legumes) or “Other vegetables” subgroups as defined in §210.10(c)(2)(iii).

eThe fruit quantity requirement for the SBP (5 cups/week and a minimum of 1 cup/day) is effective July 1, 2014 (SY 2014-15).

fLarger amounts of these vegetables may be served.

gThis category consists of “Other vegetables” as defined in §210.10(c)(2)(iii)(E). For the purposes of the NSLP, “Other vegetables” requirement may be met with any additional amounts from the dark green, red/orange, and beans/peas (legumes) vegetable subgroups as defined in §210.10(c)(2)(iii).

hAny vegetable subgroup may be offered to meet the total weekly vegetable requirement.

iAt least half of the grains offered must be whole grain-rich in the NSLP beginning July 1, 2012 (SY 2012-13), and in the SBP beginning July 1, 2013 (SY 2013-14). All grains must be whole grain-rich in both the NSLP and the SBP beginning July 1, 2014 (SY 2014-15).

jIn the SBP, the grain ranges must be offered beginning July 1, 2013 (SY 2013-14).

kThere is no separate meat/meat alternate component in the SBP. Beginning July 1, 2013 (SY 2013-14), schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met.

lFluid milk must be low-fat (1 percent milk fat or less, unflavored) or fat-free (unflavored or flavored).

mThe average daily amount of calories for a 5-day school week must be within the range (at least the minimum and no more than the maximum values).

nDiscretionary sources of calories (solid fats and added sugars) may be added to the meal pattern if within the specifications for calories, saturated fat, *trans* fat, and sodium. Foods of minimal nutritional value and fluid milk with fat content greater than 1 percent milk fat are not allowed.

oIn the SBP, calories and *trans* fat specifications take effect beginning July 1, 2013 (SY 2013-14).

pFinal sodium specifications are to be reached by SY 2022-23 or July 1, 2022. Intermediate sodium specifications are established for SY 2014-15 and 2017-18. See required intermediate specifications in § 210.10(f)(3) for lunches and § 220.8(f)(3) for breakfasts.

Attachment C

**Addendum to the Vended Meals Agreement  
for Participation in USDA Foods Program**

This is an addendum to the “Vended Meals Agreement” for the purpose of participation in the USDA Foods Program. By signing this addendum to the “Vended Meals Agreement for Participation in the USDA Foods Program,” SFA and Vendor, as defined in the Vended Meals Agreement agree to the following:

**USDA Foods**

1. Any USDA Foods received (when the foods arrive at the SFA’s kitchen, SFA’s storage facility, or Vendor storage facility in either raw form or in processed end products) by the SFA and made available to the Vendor must accrue solely to the benefit of USDA Child Nutrition programs if applicable, and shall be fully utilized therein. The Vendor shall have records available to substantiate that the full value of all USDA Foods is used solely for the benefit of the SFA.
2. The SFA shall retain title to all USDA Foods.
3. USDA Foods allocated to the SFA will be delivered to and utilized by the Vendor equitably for lunches served to students at the SFA.
4. **Vendor Responsibility**—the Vendor will conduct all activities relating to USDA Foods for which it is responsible in accordance with 7 CFR Parts 210, 220, 225, 226, and 250 as applicable. This will include but is not limited by the following;
   1. The Vendor must credit the SFA for the value of all USDA Foods received for use in the SFA’s meal service in the school year or fiscal year (including both entitlement and bonus foods), and including the value of USDA Foods contained in processed end products, in accordance with the contingencies in 7 CFR 250.51(a);
   2. The Vendor must credit the SFA for all discounts or rebates for USDA Foods purchases made on its behalf. All refunds received from processors must be retained by the nonprofit SFA account.
   3. The Vendor shall provide the method and frequency by which crediting will occur, and the means of documentation to be utilized to verify that the value of all USDA Foods has been credited;
   4. The Vendor shall use the USDA Foods values as posted on CDE’s USDA Foods website including the value of bonus USDA Foods;
   5. The Vendor shall be responsible for activities related to USDA Foods in accordance with 7 CFR 250.50(d), and must assure that such activities are performed in accordance with the applicable requirements in 7 CFR part 250;
   6. The Vendor will use all USDA Foods ground beef and ground pork products, and all processed end products, without substitution, in the SFA’s food service;
   7. The Vendor will use all other USDA Foods, or will use commercially purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA Foods, in the SFA’s food service;
   8. The Vendor will not itself enter into the processing agreement with the processor required in subpart C of 7 CFR part 250;
   9. The Vendor will comply with the storage and inventory requirements for USDA Foods;
   10. The Vendor will ensure that its system of inventory management will not result in the SFA being charged for USDA Foods;
   11. The Vendor will maintain records to document its compliance with requirements relating to USDA Foods, in accordance with 7 CFR 250.54(b);
   12. The Vendor shall accept liability for any negligence on its part that results in any loss of, improper use of, or damage to USDA Foods;
   13. The Vendor shall accept and use USDA Foods in as large quantities as may be efficiently utilized in the SFA’s nonprofit food service, subject to approval of the SFA. The SFA shall consult with the Vendor in the selection of USDA Foods; however, the final determination as to the acceptance of USDA Foods must be made by the SFA;
   14. The Vendor shall account for all USDA Foods separately from purchased foods. The Vendor is required to maintain accurate and complete records with respect to the receipt, use/disposition, storage, and inventory of USDA Foods. Failure by the Vendor to maintain the required records under this agreement shall be considered prima facie evidence of improper distribution or loss of USDA Foods.
   15. Vendor shall order only those USDA Foods that can be incorporated into its meals.
5. **USDA Foods Handling Charges**
6. The SFA’s monthly USDA Foods handling charges [including storage, delivery (if applicable), administration and processing fees (if applicable)] will be deducted by CDE from the SFA’s monthly Federal reimbursement.
7. The Vendor is responsible for USDA Foods handling charges and must reimburse the SFA monthly for USDA Foods handling charges.
8. **Year–End Reconciliation**
9. A year-end reconciliation shall be conducted by the SFA to ensure and verify correct and proper credit has been received for the full value of all USDA Foods received by the Vendor during the fiscal year. The SFA reserves the right to conduct USDA Foods credit audits throughout the year to ensure compliance with federal regulations 7 CFR 210 and 7 CFR 250.
10. If SFA is participating in direct diversion processing or cheese processing, based on actual bulk USDA Foods received, it may be necessary for the Vendor to make compensation adjustments to the SFA at the end of the school year. The SFA is responsible for assuring adjustments are made.
11. **Procurement of USDA Foods**—the procurement of processed end products on behalf of the SFA, as applicable, will ensure compliance with the requirements in subpart C of 7 CFR part 250 and with the provisions of distributing or SFA processing agreements, and will ensure crediting of the SFA for the value of USDA Foods contained in such end products at the processing agreement value.
12. **Access to Records**—the distributing agency, sub-distributing agency, or SFA, the Comptroller General, the Department of Agriculture, or their duly authorized representatives, may perform onsite reviews of the Vendors food service operation, including the review of records, to ensure compliance with the requirements for the management and use of USDA Foods.
13. **Renewal of Agreement**—extensions or renewals of the agreement, if applicable, are contingent upon the fulfillment of all agreement provisions relating to USDA Foods.
14. **Termination of Vended Meals Agreement**—upon termination of this Vended Meals Agreement, SFA must conduct a contract-end reconciliation to ensure and verify correct and proper credit has been received for the actual value of all USDA Foods received by the Vendor. The value of USDA Foods shall be based on the USDA Foods values as posted on CDE's USDA Foods website. If SFA has received the actual value of all USDA Foods received by the Vendor, no additional compensation is required from the Vendor.

If SFA has not received the actual value of all USDA Foods received by the Vendor at contract termination date, the Vendor must provide compensation to SFA. Compensation must be either financial or return of unused USDA Foods, as determined by SFA. If the SFA terminates the Agreement without cause, or if the Vendor terminates the Agreement with cause, the SFA bears the cost of transferring/removal of all remaining USDA Foods from the Vendor. If the SFA terminates the Agreement with cause, or if the Vendor terminates the Agreement without cause, the Vendor bears the cost of transferring/removal of all remaining USDA Foods.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | CERTIFICATION SIGNATURES | |  | |
| **I CERTIFY** by signing and dating this Addendum, SFA and Vendor agree to the terms and conditions as described herein. | | | | |
| Name of Vendor’s Authorized Representative | | Title | | |
| Signature of Vendor’s Authorized Representative  ⮚ | | | | Date Signed *Mo./Day/Yr.* |
| Name of SFA’s Authorized Representative | | Title | | |
| Signature of SFA’s Authorized Representative  ⮚ | | | | Date Signed *Mo./Day/Yr.* |

Attachment D

**United States Department of Agriculture (USDA)** **Suspension and Debarment Certification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Certification RegardingDebarment, Suspension, Ineligibility, and Voluntary ExclusionLower Tier Covered Transactions | | | | |
| This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 7 CFR Part 3017, §3017.510, Participants responsibilities. The regulations were published as Part IV of the January 30, 1989, *Federal Register* (pages 4722-4733). Copies of the regulations may be obtained by contacting the USDA agency with which this transaction originated.  1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.  2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal. | | | | |
| Vendor | | Project Title  **Awarding of SFA Vended Meals Agreement Project Name** | | |
| Name and Title of Authorized Representative(s)  , | | | | |
| Signature of Authorized Representative  ⮚ | | | | Date Signed *Mo./Day/Yr.* |
|  | INSTRUCTIONS FOR SUSPENSION DEBARMENT CERTIFICATION | |  | |

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the previous page in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower-tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms covered transaction, debarred, suspended, and ineligible, lower-tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower-tier participant further agrees by submitting this form that he or she will include this clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion—Lower-Tier Covered Transactions, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principles. Each participant may, but is not required to, check the Non-procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Attachment E

**Lobbying Certification**

|  |
| --- |
| Applicable to grants, subgrants, cooperative agreements, and contracts exceeding $100,000 in federal funds. |

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence and officer or employee of any agency, a Member of Congress, an officer or employee of the undersigned shall complete and submit Standard Form LLL, Disclosure of Lobbying Activities, in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding $100,000 in federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Certification Language | | | | | |
|  | SUBMITTING ORGANIZATION SIGNATURE | | |  | |
| Name of Submitting Official | | | Title | | |
| Name of Organization | | Address of Organization *Street, City, State, Zip* | | | |
| Signature of Submitting Official  ⮚ | | | | | Date Signed *Mo./Day/Yr.* |

Attachment F

Standard Form–LLL

**Disclosure of Lobbying Activities**

**Approved by OMB**

**Complete this Form to Disclose Lobbying Activities Pursuant To 31 U.S.C. 1352**

**(See Next Page for Public Disclosure)** Federal Use Only Authorized for Local Reproduction

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Type of Federal Action  A. Contract  B. Grant  C. Cooperative Agreement  D. Loan  E. Loan Guarantee  F. Loan Insurance | | 2. Status of Federal Action  A. Bid/Offer/Application  B. Initial Award  C. Post award | | | | | | 3. Report Type  A. Initial Filing  B. Material Change | | | | |
| **For Material Change Only** | | | | |
| Year | | Quarter | | Date of Last Report *Mo./Day/Yr.* |
| 4. Reporting Entity | | | | 5. If Reporting Entity in No. 4 is Subawardee, *Enter Name and Address of Prime* | | | | | | | | |
| Prime  Subawardee | | | | Name of Prime | | | Address of Prime *Street, State, City, Zip* | | | | | |
| Tier *If known* | Congressional District *If known* | | |
| 7. Federal Department/Agency | | | | | 7. Federal Program Name/Description | | | | | | | |
| 8. Federal Action Number *If known* | | | | | 9. CFDA Number *If applicable* | | | | | | 10. Award Amount: *If known* | |
| 10 a. Name and Address of Lobbying Entity *If individual, last name, first name, MI* | | | | | 10 b. Individual Performing Services*Last name, first name, MI and include address if different than No. 10 a.* | | | | | | | |
| 11. Amount of Payment *Check all that apply*  Actual *Specify amount*  Planned *Specify amount* | | | | | 12. Type of Payment *Check all that apply*  A. Retainer  B. One-Time Fee  C. Commission  D. Contingency Fee  E. Deferred  F. Other *Specify:* | | | | | | | |
| 13. Form of Payment: *Check all that apply*  Cash *Specify nature*  Planned *Specify value* | | | | |
|  | | | SIGNATURE | | | | | |  | | | |
| Information requested through this form is authorized by Title 31 U.S.C. Section 1352. The disclosure of lobbying activities is a material representation of fact upon which evidence was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. The information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosures shall be subject to a civil penalty of no less than $10,000 and no more than $100,000 for each such failure. | | | | | | Name of Lobbyist | | | | | | |
| Title of Lobbyist | | | | | | |
| Telephone *Area Code/No.* | | | | | | |
| Signature of Sponsoring Organization Representative  ⮚ | | | | | | |
| Date Signed *Mo./Day/Yr.* | | | | | | |

|  | DESCRIPTION OF SERVICES PERFORMED |  |
| --- | --- | --- |
| Brief Description of services performed or to be performed and date(s) of service, including officer(s), employees, or member(s) contracted for payment indicated in Item 11. | | |

**Instructions for Completion of Disclosure of Lobbying Activities Form**

This disclosure form shall be completed by the reporting entity, whether subawardee or prime federal recipient, at the initiation or receipt of a covered federal action or a material change in a previous filing, pursuant to Title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered federal action. Use a Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget (OMB) for additional information.

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Subawards include, but are not limited to, subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in Item 4 checks *Subawardee*, then enter the full name, address, city, state, and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if know. For example: Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (Item1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal Identifying Number available for the federal action identified in Item 1; e.g., Request for Proposal (RFP) number, Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the federal agency. Include prefixes; e.g., *RFP-DE-90-001.*
9. For a covered federal action where there has been an award or loan commitment by the federal agency, enter the federal amount of the award/loan commitment for the prime entity identified in Item 4 or Item 5.
10. Enter the full name, address, city, state, and zip code of the lobbying entity engaged by the reporting entity identified in Item 4 to influence the covered federal action.
    1. Enter the full name of the individual performing services, and include full address if different from 10a. Enter last name, first name, and middle initial (MI).
    2. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
11. Check the appropriate item. Check all items that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
12. Check the appropriate box. Check all boxes that apply. If other, specify nature.
13. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the dates of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with federal officials. Identify the federal officials or employees contacted or the officers, employees, or Members of Congress that were contacted.
14. Check whether Continuation Sheets are enclosed.
15. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

|  |
| --- |
| Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, D.C. 20503. |

Attachment G

**Independent Price Determination Certificate**

Both the School Food Authority (SFA) and the Vendor (Offerer) shall execute this Independent Price Determination Certificate.

|  |  |
| --- | --- |
| Name of Vendor | Name of School Food Authority  PUC **Schools** |

A. By submission of this offer, the Vendor certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

1. The prices in this offer have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other Vendor or with any competitor.

2. Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed to the Vendor and will not knowingly be disclosed by the Vendor prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other Vendor for the purpose of restricting competition.

3. No attempt has been made or will be made by the Vendor to induce any person or firm to submit or not submit an offer for the purpose of restricting competition.

B. Each person signing this offer on behalf of the Vendor certifies that:

1. He or she is the person in the Vendor’s organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to A.1 through A.3 above; or

2. He or she is not the person in other Vendor’s organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate in any action contrary to A.1 through A.3 above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to A.1 through A.3 above.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | AUTHORIZED REPRESENTATIVE SIGNATURES | |  | |
| **TO THE BEST OF MY KNOWLEDGE**, this Vendor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows: | | | | |
| Name of Vendor’s Authorized Representative | | Title | | |
| Signature of Vendor’s Authorized Representative  ⮚ | | | | Date Signed *Mo./Day/Yr.* |
| **IN ACCEPTING THIS OFFER,** the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the offer referred above. | | | | |
| Name of School Food Authority’s Authorized Representative | | Title | | |
| Signature of School Food Authority’s Authorized Representative  ⮚ | | | | Date Signed *Mo./Day/Yr.* |

**NOTE**: Accepting a bidder’s/offerer’s offer does not constitute award of the contract.