

INVITATION TO BID AND CONTRACT

FOR VENDED SCHOOL MEAL SERVICES

In Athenian Academy Charter School

School Food Authority (SFA)

accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
program.intake@usda.gov

This institution is an equal opportunity provider.

SECTION 1

INSTRUCTIONS TO BIDDERS

1.1 Notice of Bid

This Invitation to Bid (ITB) is for the purpose of obtaining responses from caterers and vendors to provide meal services for Athenian Academy Charter School (SFA). Meal programs will include the United States Department of Agriculture's (USDA) National School Lunch Program (NSLP), Seamless Summer Option (SSO), and/or the School Breakfast Program (SBP). The SFA is a public school located in Ft Myers, Florida. The goal of the Food Service Program is to provide nutritious meals that meet the USDA and NSLP requirements. We will be posting this invitation to bid on our website and the Ft Myers News Press.

1.2 Bid Submission

Responses should address each of the requirements set forth in this ITB. Please provide the requested information no later than 12:00 (time) AM/PM EST on 11/20/23 (date) to the address below. Responses will be publicly opened at 12:00 (time) AM/PM EST on 11/20/23 (date) to be evaluated per the criteria specified in subsection 1.4, below.

Athenian Charter Academy School
Food Service
Erasmia Koukouvaos
18851 Oak Center Dr
Ft Myers, Fl, 33967

1.3 Timeline

- 11/06/23, bid available to public
- 11/13/23, bid questions due
- 11/14/23, bid questions answered by publishing Addendum 1, if applicable
- 11/20/23, bid submissions due by 12:00 pm (time) EST
- 11/20/23, bid submissions publicly opened
- 11/21/23, SFA review of bids
- 11/21/23, SFA recommendation to FDACS and FDACS review
- 11/27/23, contract award
- 12/01/23, awarded Vendor begins service

1.4 Evaluation Criteria

Bids received will be reviewed to ensure all materials have been submitted as specified in this ITB. Contract award decision will be made based on the Vendor that provides the lowest, most responsive, responsible bid.

1.5 Bid Attachments

1. Exhibit A – Location of school(s)
2. Exhibit B – Approved 15-day cycle menu

3. Exhibit C – Menu Planning Approach Guidelines
4. Exhibit D – Contract Year School Calendar
5. Drug-Free Workplace Program Bidder Certification
6. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
7. Certification Regarding Lobbying
8. Disclosure of Lobbying Activities
9. Bid Summary

1.6 Questions and Site Visits

Questions concerning this ITB and requests for a site visit can be submitted in writing via email to okoukouvas@athenianacademy.org (email) or via phone at (239) 319-0522. All responses to questions received will be made in writing on 11/14/23 (date) and sent to all potential vendors.

1.7 Addenda

Revisions which modify the ITB documents, by addition, deletions, clarifications or corrections will be issued in writing prior to the opening of bids.

**SECTION 2
GENERAL CONDITIONS**

2.1 Bids shall be submitted on the forms provided with these specifications. Bids shall be in a sealed envelope properly marked with the title of the bid, date and time of opening, and delivered to the address provided in subsection 1.2 no later than the time and date specified. All certifications contained herein must be signed and submitted with the bid.

2.2 Bid Deadline

The original copy of a vendor's bid must be received at the address provided in subsection 1.2 no later than the time and date specified. The original will be date and time stamped upon receipt. Bids received after the time and date specified in subsection 1.2 will result in rejection of the bid.

2.3 Rejection of Bid

Bids that do not conform to the requirements of this ITB shall be rejected. Bids may be rejected for reasons that include, but are not limited to, the following:

- a. The bid was received after the submission deadline;
- b. The bid was not signed by an authorized representative of the vendor;
- c. The bid contained unauthorized amendments, deletions, or contingencies to the requirements of the ITB;
- d. The bid was incomplete or contained significant inconsistencies or inaccuracies

2.4 Errors or Omissions

If SFA determines that a bid contains a minor irregularity or an error, such as a transposition, extension or footing error in figures that are presented, SFA may provide the vendor an opportunity to correct the error. Information that is required to be included in the bid and is inadvertently omitted shall not be accepted under this error correction provision. All information required to be included in a bid must be received by the date and time that bids are due. SFA reserves the right to seek clarification from a vendor of any information contained in the bid.

2.5 Deviations or Exceptions

Deviations or exceptions to the specifications provided in this ITB will not be considered.

2.6 Specifications and Conditions

By submitting a response to this ITB vendors are acknowledging that they have read the specifications and conditions provided in the ITB and that their bid is made in accordance with the provisions of such specifications. Vendors further agree to deliver services that meet or exceed specifications provided in the ITB should they be awarded a contract for services.

2.7 Withdrawal of Bid

Requests for withdrawal of a bid may be considered if such request is received in writing within 72 hours after the bid opening time and date. Requests received in accordance with this provision may be granted upon proof of the impossibility to perform based upon an obvious error on the part of the vendor. If a request for withdrawal is not received, a vendor shall be legally responsible for fulfilling all requirements of its bid if it is accepted.

2.8 Bid Modifications

Requests for modifications of a bid may be considered if such request is received in writing within 72 hours after the bid opening time and date. Requests received in accordance with this provision may be granted upon proof of the impossibility to perform based upon an obvious error on the part of the vendor. If a request for modification is not received, a vendor shall be legally responsible for fulfilling all requirements of its bid if it is accepted.

2.9 Prohibition of Gratuities

By submission of a bid, a vendor certifies that no employee of SFA has or shall benefit financially or materially from such bid or subsequent contract. Any contract issued as a result of this ITB may be terminated at such time as it is determined that gratuities of any kind were either offered or received by any of the aforementioned persons.

2.10 Vendor Research

SFA reserves the right to research any vendor submitting a bid in response to this ITB to ensure the vendor's ability to perform the services as specified.

2.11 Conditions for Acceptance

Vendors must submit a bid meeting the requirements of the ITB to include the required attachments and certifications signed by the authorized official

2.12 Bid computation method

Estimated totals must be carried out to the second decimal place and must not be rounded.

2.13 Bid bond requirements (optional)

2.14 Performance bond requirements (optional)

2.15 Protest of the ITB

Any adversely affected person who desires to file a formal protest to this ITB must do so in accordance under chapter 120, Florida Statutes. Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, Florida Statutes.

2.16 Indemnification (optional)

2.17 Copyrights

The SFA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize other to use, for SFA purposes: (a) The copyright in any work developed under a grant, subgrant, or contract under a grant or subgrant; and (b) Any rights of copyright to which a grantee, sub grantee or contractor purchases ownership with grant support. 2 C.F.R. Appendix II to Part 200(F)

2.18 Patents

The SFA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize other to use, for SFA purposes patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract. 2 C.F.R. Appendix II to Part 200(F)

2.19 Confidentiality (optional)

2.20 The Vendor shall ensure, at its own expense, required fingerprint-based criminal history record checks are conducted on all vendor employees assigned to the SFA and results are provided to the SFA per the Jessica Lunsford Act, section 1012.32, Florida Statutes.

2.21 Federal Debarment Certification

The prospective bidder certifies, by submission and signature of this bid, that the bidder complies fully with the Federal Debarment Certification regarding debarment suspension, ineligibility and voluntary exclusion. As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR, part 85, as defined at the 34 CFR part 85, sections 85.105 and 85.110-(ed80-0013).

- (1) The prospective lower tier (\$25,000) participant certifies, by submission and of this bid, that neither it nor its principals is 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 participants shall attach an explanation to this bid.

2.22 Public Entity Crimes Certification

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to public entities, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

2.23 Drug Free Workplace Certification

In accordance with Florida Statute 287.087, whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by a school food authority for the procurement of commodities or contractual services, a reply received from a business which certifies that it has implemented a Drug Free Workplace Program by signing the enclosed Drug Free Workplace Certification Form, shall be given preference in the award process.

**SECTION 3
SCOPE**

- 3.1 The VENDOR shall provide the type of food service at sites as specified on Exhibit A for approximately 180 days (NSLP) 0 days (SSO). The SFA may add or remove sites and/or meal periods for programs covered by this contract from Exhibit A at any time during the period of the contract unless the addition or removal of sites and/or meal periods creates a material or substantive contract change.
- 3.2 The SFA reserves the right to maintain, add to, and/or remove present food and beverage vending machines in its facilities.
- 3.3 The VENDOR shall be an independent contractor and not an employee of the SFA. The employees of the vendor shall be considered solely employees of the vendor and shall not be considered employees or agents of the SFA in any fashion.
- 3.4 The VENDOR shall provide food service in compliance with the rules and regulations of the Florida Department of Agriculture and Consumer Services ("FDACS") and the USDA regarding Child Nutrition Programs.

**SECTION 4
SCHOOL FOOD AUTHORITY RESPONSIBILITIES**

- 4.1 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 FDACS and the USDA. The SFA must authorize any deviations from the approved menu cycle.
- 4.2 The SFA may request menu changes periodically throughout the contract period and shall inform the vendor of any adjustments to menus and monitor implementation of adjustments.
- 4.3 The SFA orders meals on a weekly (specify daily, weekly, etc.) 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.
- 4.4 The SFA shall ensure the food service is in conformance with its *Permanent Agreement* and the *Policy Statement for Free Meals, Free Milk, and Reduced-Price Meals*.
- 4.5 The SFA shall retain control of the quality, extent, and general nature of its food service and the prices to be charged for meals, milk, a la carte items, adult meals, and vending machine items, as applicable.
- 4.6 The SFA shall ensure USDA Foods received for use by the SFA and made available to the VENDOR are utilized within the specified Term of this Contract in the SFA's food service operation for the preparation and service of meals and for other allowable uses in accordance with the Code of Federal Regulations, 7 C.F.R. Part 250.
- 4.7 The SFA shall maintain and visibly post applicable health certification and assure all state and local regulations are met where meals are served at the SFA facilities.
- 4.8 The SFA shall establish and maintain an advisory board composed of parents, teachers, and students to assist in menu planning.

**SECTION 5
VENDOR RESPONSIBILITIES**

- 5.1 The VENDOR shall provide its services hereunder at all times in accordance with generally accepted standards of care and best practices in the industry.
- 5.2 The VENDOR shall deliver meals as requested by the SFA to sites at the specified locations at the times listed on Exhibit A or as designated by the SFA.

- 5.3 The VENDOR shall adhere to the 15-day cycle menu(s) and portion sizes specified by the SFA on Exhibit B for the first 15 days of meal service. Thereafter, changes in the menu(s) may be made with prior approval of the SFA. The meals must meet the Food-Based Menu Planning Approach as designated herein by the SFA for each Term of the Contract and all subsequent renewals, if applicable. Meals must meet or exceed the calories and meet the nutrient standards for National School Lunch, School Breakfast, and/or summer meals programs for the age/grade groups of school children and as listed in Exhibit C.
- 5.4 The serving sizes provided by the SFA on the 15-day cycle menu(s) are, in most cases, based on the required minimum serving sizes stated in Exhibit C. If the serving sizes for the food items indicated on the menu(s) do not meet the required weekly calorie and nutrient standards as stated in Exhibit C, the vendor must increase serving sizes and/or provide additional food items as necessary to meet the calorie and nutrient standards without altering the 15-day cycle menu(s). Serving sizes may not be decreased unless otherwise stated in this *Invitation to Bid and Contract*. The vendor shall provide the menu cycle to the SFA ten days prior to the month it begins.
- 5.5 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 in the National School Lunch, School Breakfast, and/or Summer Food Service Program meals, as applicable.
- 5.6 The VENDOR is required to substitute food components of the meal pattern for students with disabilities in accordance with 7 C.F.R. § 15b 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. 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, unless otherwise exempted by the Food and Nutrition Service, USDA. In the case of a student with disabilities, the statement must be signed by a medical doctor. For students without disabilities, the statement must be signed by a recognized medical authority.
- 5.7 The vendor shall be responsible for the quality and wholesomeness of meals up to and including delivery to the SFA.

SECTION 6 INVOICING AND PAYMENT

- 6.1 The Vendor shall submit itemized invoices to the SFA bi-weekly or monthly. Invoices shall specify the number of meals provided to the SFA and the unit price for each meal type.
- 6.2 The SFA shall pay the Vendor the unit price specified in the Bid Summary times meals provided as specified in the invoice. The SFA shall pay:
 - 6.2.1 According to the time frame as stated on the Vendor's invoice; or
 - 6.2.2 Five (5) business days after receiving Meal Claim Reimbursement; whichever occurs sooner.
 - 6.2.3 No later than forty-one days (41) calendar days of its receipt of the invoice from the Vendor.
- 6.3 The Vendor shall use the following delinquent payment notification procedures in order to exercise its right to demand payment from the SFA:
 - 6.3.1 For invoices not paid within forty-two (42) calendar days after the SFA received the invoice, the Vendor shall send the SFA a notice letter with a copy of the original invoice attached. The Vendor shall also provide a copy of the notice letter to the FDACS.

- 6.3.2 When an invoice previously noticed when delinquent forty-two (42) calendar days is still delinquent and not paid in full within sixty-three (63) calendar days after the SFA received the invoice, the Vendor must provide a second letter to the SFA with a copy of the original invoice attached and provide a copy to the FDACS.
- 6.3.3 The Vendor may suspend service or terminate its contract with the SFA if the SFA has failed to make full and complete payment for any invoice sixty-three (63) or more calendar days after the invoice was received. The Vendor's failure to terminate its contract shall not waive its right to seek payment under appropriate Florida Law and procedures.

SECTION 7 USDA FOODS

- 7.1 Any USDA Foods received for use by the SFA and made available to the VENDOR shall be utilized within the specified Term of this Contract in the SFA's food service operation for the preparation and service of meals and for other allowable uses in accordance with the Code of Federal Regulations, 7 C.F.R. Part 250.
- 7.2 The VENDOR shall accept and use USDA Foods in as large a quantity as may be efficiently utilized in the nonprofit food service subject to approval of the SFA.
- 7.3 The VENDOR shall manage all USDA Foods to ensure the foods are utilized in the SFA's food service.
- 7.4 The VENDOR shall utilize all USDA ground beef, ground pork, and processed end products received in the SFA's food service. Commercially-purchased foods shall not be substituted for these foods.
- 7.5 The VENDOR shall utilize all other USDA Foods or substitute commercially-purchased foods of the same generic identity, of U.S. origin, and of equal or better quality than the USDA Foods as determined by the SFA, in the SFA's food service.
- 7.6 The VENDOR shall credit the SFA's monthly bill/invoice the current market value of all USDA foods received during each Contract Term as the foods are used in the SFA's food service. The VENDOR must credit the SFA for all USDA Foods received for use in the SFA's food service each Contract Term whether the USDA Foods have been used or not. Such credit shall be issued in full prior to the expiration of each Contract Term.
- 7.7 Credit issued by the VENDOR to the SFA for USDA foods received during each Contract Term and used in the SFA's food service shall be recorded on the monthly bill/invoice as a separate line item entry and shall be clearly identified and labeled. Attached to the invoice shall be a detailed list identifying each received USDA Foods item used in the SFA's food service and each USDA Foods item credit issued for unused USDA Foods, along with the current market value as issued by the FDACS.
- 7.8 The current value of USDA Foods is based on the information listed on the SFA's Web-Based Supply Chain Management (WBSCM) Requisition and by the Requisition Status Report. If not listed, the current market value of USDA Foods will be based on the prices issued by the FDACS.
- 7.9 The SFA shall ensure the method and timing of crediting does not cause its cash resources to exceed limits established in 7 C.F.R. § 210.9(b)(2).
- 7.10 At the end of each Contract Term and upon expiration or termination of the Contract, a 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 each Contract Term for use in the SFA's food service.
- 7.11 The SFA shall verify receipt of USDA Foods shipments through its electronic records or by contacting the FDACS or processor as applicable.

- 7.12 The SFA reserves the right to conduct commodity credit audits throughout each Contract Term to ensure compliance with federal regulations 7 C.F.R. Part 210 and Part 250.
- 7.13 The VENDOR must accept liability for any negligence on their part that results in any loss, damage, out of condition, or improper use of USDA Foods not yet credited to the SFA, and shall credit the SFA either monthly or through a fiscal year-end reconciliation.
- 7.14 The SFA and VENDOR shall consult and agree on end products to be produced from USDA Foods during each Contract Term. If the SFA and VENDOR cannot agree on end products, the VENDOR shall utilize the USDA Foods in the form furnished by the USDA.
- 7.15 If the VENDOR acts as an intermediary between a processor and the SFA, the VENDOR shall credit the SFA the current market value of the USDA Foods contained in the processed end products unless the processor is providing such credit to the SFA. Such credit shall be issued to the SFA on the monthly bill/invoice as a separate line item entry and shall be clearly identified and labeled.
- 7.16 The VENDOR shall not enter into any processing agreements with a processor as required in subpart C of 7 C.F.R. Part 250. The VENDOR shall also not enter into any subcontracts for further processing of USDA Foods.
- 7.17 The VENDOR shall have records maintained and available to substantiate the receipt, use, storage, and inventory of USDA Foods. The VENDOR must submit to the SFA monthly inventory reports showing all transactions for processed and non-processed USDA Foods.
- 7.18 The SFA, the FDACS, the Auditor General, and the USDA, or their duly authorized representatives, may perform on-site reviews of the VENDOR's food service operation, including the review of records, to ensure compliance with the requirements of this Contract and federal regulations 7 C.F.R. Part 210 and Part 250.
- 7.19 The VENDOR shall return all unused USDA ground beef products, ground pork products, and processed end products to the SFA upon termination, expiration, or non-renewal of the Contract.
- 7.20 At the discretion of the SFA, the VENDOR may be required to return other unused USDA Foods to the SFA upon termination, expiration, or non-renewal of the Contract.
- 7.21 The SFA shall retain title to all USDA Foods provided to the VENDOR for use in the SFA's food service.
- 7.22 USDA donated foods or processed end products containing USDA donated foods shall not be used for catering or special functions conducted outside of the nonprofit school food service.

**SECTION 8
PURCHASES/BUY AMERICAN**

- 8.1 The VENDOR shall retain title of all purchased food and nonfood items.
- 8.2 The VENDOR shall purchase, to the maximum extent practicable, domestic commodities or products which are either an agricultural commodity produced in the United States or a food product processed in the United States substantially using agricultural commodities produced in the United States.
- 8.3 The VENDOR shall not substitute commercially-purchased foods for USDA ground beef, ground pork, and processed end products received.
- 8.4 The VENDOR may substitute commercially-purchased foods for all other USDA Foods received. All commercially-purchased food substitutes must be of the same generic identity as the USDA Foods received, of U.S. origin, and of equal or better quality than the USDA Foods as determined by the SFA.

- 8.5 The SFA shall ensure commercially-purchased foods used in place of USDA Foods received are of the same generic identity as the USDA Foods received, of U.S. origin, and of equal or better quality than the USDA Foods as determined by the SFA.
- 8.6 The VENDOR shall certify the percentage of U.S. content in the products supplied to the SFA.
- 8.7 The SFA reserves the right to review VENDOR purchase records to ensure compliance with the *Buy American* provision in 7 C.F.R. Part 250.
- 8.8 The VENDOR shall provide Nutrition Facts labels and any other documentation requested by the SFA to ensure compliance with U.S. content requirements.
- 8.9 The VENDOR must request approval for exceptions to Buy American Provision from SFA prior to delivery. Requests should include documentation such as cost or availability data. SFA must document when an exception is approved, including all Buy American Provision requirements as stated in 7 CFR Part 210.21(d) and FNS Policy Memo SP 38-2017. The following must be documented for each approval:
 - 8.9.1 Consideration made for the use of domestic alternative foods before approving an exception.
 - 8.9.2 The use of a non-domestic food exception when competition reveals the cost of domestic is significantly higher than non-domestic food.
 - 8.9.3 The use of a non-domestic alternative food due to the domestic food not produced or manufactured in sufficient and reasonable available quantities of a satisfactory quality.

**SECTION 9
EQUIPMENT**

- 9.1 The SFA (specify SFA or VENDOR) shall provide all equipment to hold and serve the meals.
- 9.2 The SFA shall repair and service SFA-owned equipment except when damages result from the use of less-than-reasonable care by VENDOR employees as determined by the SFA.
- 9.3 The VENDOR shall provide, at no cost to the SFA, complete maintenance, repair, and replacement services for all VENDOR-owned property and equipment.
- 9.4 The SFA shall be legally responsible for any losses of USDA Foods which may arise due to equipment malfunction or loss of electrical power not within the control of the VENDOR.
- 9.5 The VENDOR shall not remove food preparation or serving equipment owned by the SFA from the SFA's premises.
- 9.6 The SFA must give prior approval and have final authority for the purchase of equipment used for storage, preparation, serving, or delivery of school meals.
- 9.7 The VENDOR shall retain title to all VENDOR-owned property and equipment when placed in service.
- 9.8 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.
- 9.9 The SFA shall retain title to all SFA-owned property and equipment when placed in service. If the property and/or equipment is amortized through the VENDOR and the Contract expires or is terminated, the SFA can return the property to the VENDOR for full release of the unpaid balance or continue to make payments in accordance with amortization schedules.

**SECTION 10
INSPECTION OF FACILITY**

10.1 The SFA, the FDACS, and the USDA reserve the right to inspect the VENDOR's preparation and storage facilities and transporting vehicles prior to award of Contract and without notice at any time during each Contract Term, including the right to be present during preparation and delivery of meals.

10.2 The VENDOR must provide meals when requested for periodic inspection by the local or state health department or an independent agency to determine the bacterial levels in the meals served.

**SECTION 11
DELIVERY REQUIREMENTS AND NONCOMPLIANCE**

- 11.1 Meals must be delivered in accordance with the approved menu cycle.
- 11.2 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.
- 11.3 Meals must be delivered in closed-topped, sanitary vehicles.
- 11.4 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.
- 11.5 When an emergency prevents the VENDOR from delivering meals, the VENDOR shall notify the SFA-authorized representative or his/her designee immediately by phone indicating the reasons for the need for substitution.
- 11.6 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.
- 11.7 The SFA will obtain meals from other sources if meals are rejected or if an insufficient number of meals is delivered. The SFA will contact the VENDOR immediately regarding the reasons for rejected meals or if an inadequate number of meals delivered. If the VENDOR cannot replace meals in time for meal service, then the SFA can obtain meals from another source and deduct the actual cost of such meals from the monthly bill of the VENDOR. The VENDOR is responsible for the cost of replacement meals.
- 11.8 The SFA will not pay for deliveries made later than the regularly scheduled lunch or breakfast periods as listed on Exhibit A, or as otherwise stated in this Contract.

**SECTION 12
PACKAGING REQUIREMENTS**

- 12.1 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 350°F (204°C) or higher.
- 12.2 Hot bulk meals must be in stainless steel containers with lids with a depth of no more than four inches.
- 12.3 Cold meal unit or unnecessary to heat—Container and overlay to be plastic or paper and non-toxic.
- 12.4 Cold meals must be in white or brown paper bags or in boxes with enough strength to hold meals without tearing or ripping.

- 12.5 Cartons—Each carton shall be labeled to meet state or local requirements. Label should include the following:
- Processor's name, address, and zip code
 - Food items and meal type
 - Date of production
 - Quantity of individual units per carton
- 12.6 VENDOR shall insert non-food items that are necessary for the meal to be eaten. Meals shall be delivered with the following items: condiments, straws for milk, napkins, single service ware, and serving utensils.
- 12.7 All refrigerated food shall be delivered at an internal temperature of 40°F or below.
- 12.8 All frozen food shall be delivered at 0°F or below. Frozen products should show no evidence of thawing and re-freezing, freezer burn, or any off color or odors.
- 12.9 All hot food shall be delivered with an internal temperature of 135°F or above.

**SECTION 13
MEAL PRICING**

- 13.1 All bids must be calculated based on the menu(s) in Exhibit B. Milk will be supplied by the Vendor (specify VENDOR or SFA).
- 13.2 The price per meal must include the meal _____ (specify excluding or including) milk, condiments applicable to the menu, serving utensils if applicable, packaging and containers needed to transport food in a sanitary manner, and transportation to and from the SFA.
- 13.3 All bids must be submitted using the *Bid Summary* form attached herein. All rates must be written in ink or typed in the blank space(s) provided and the estimated totals must be carried out to the second decimal place and must not be rounded.
- 13.4 The bid price(s) must be calculated net of applicable discounts, rebates, and credits received by the VENDOR and **must not** include the use of commodities, alternate pricing structures such as guaranteed commodity credits, or Offer versus Serve credits unless otherwise stated herein.
- 13.5 The SFA is not obligated to purchase any minimum number or dollar amount of meals under this Contract.
- 13.6 The VENDOR shall receive a fixed meal rate for each reimbursable school breakfast, school lunch, after-school snack and/or summer food service meal served.
- 13.7 The VENDOR must submit all invoices pertaining to the SFA nonprofit food service within 30 days of the last day of each month or the final day of the program.
- 13.8 The VENDOR shall receive no payment for meals that are spoiled or unwholesome at the time of serving, that do not meet the detailed specifications for each food component or menu item in accordance with 7 C.F.R. Part 210, or that do not otherwise meet the requirements of the Contract.
- 13.9 The VENDOR cannot provide guaranteed USDA Foods credits. The VENDOR shall credit the SFA's monthly bill/invoice the current market value of all USDA Foods as designated herein. Credit issued by the VENDOR to the SFA for USDA Foods received during each Contract Term and used in the SFA's food service shall be recorded on the monthly bill/invoice as a separate line item entry and shall be clearly identified and labeled. Attached to the invoice shall be a detailed list identifying each received USDA Foods item used in the SFA's food service and each USDA Foods item credit issued for unused USDA Foods, along with the current market value as issued

by the FDACS. Prior to the expiration of each Contract Term, the SFA shall be credited in full for all USDA Foods received.

- 13.10 The VENDOR shall submit separate billing for special functions conducted outside of the nonprofit school food service account.
- 13.11 The fixed meal rate for meals must be calculated as if no commodities were available.

SECTION 14 REVENUE

- 14.1 The SFA shall receive all revenue from the food service.
- 14.2 All goods, services, or monies received as the result of any equipment or USDA Foods rebate shall be credited to the SFA's nonprofit food service account.
- 14.3 If reimbursement is denied as a direct result of the failure of the VENDOR to comply with the provisions of this Contract, the VENDOR shall assume responsibility for the amount denied.

SECTION 15 LICENSES, CERTIFICATIONS, AND TAXES

- 15.1 Throughout the Term of the Contract and each renewal Term, the VENDOR shall obtain and maintain all applicable licenses and permits required by federal, state, and local law.
- 15.2 The VENDOR shall have state or local health certification for any facility outside the SFA in which it proposes to prepare meals, if applicable, and must maintain this health certification for each Contract Term.

SECTION 16 RECORD KEEPING

- 16.1 The VENDOR shall retain all records relating to food service production and delivery for the initial contract and all subsequent renewals for a period of five years either from the date the final contract renewal period has expired, receipt of final payment under the contract is recorded, or after the SFA submits the final Claim for Reimbursement for the final fiscal year of the contract, whichever occurs last.
- 16.2 The VENDOR shall have records maintained and available to demonstrate compliance with the requirements relating to USDA Foods. Such records shall include the following:
 - 16.2.1 The receipt, use, storage, and inventory of USDA Foods;
 - 16.2.2 Monthly inventory reports showing all transactions for processed and non-processed USDA Foods; and
 - 16.2.3 Documentation of credits issued to the SFA for USDA Foods received.
- 16.3 All records must be available for the period of time specified above for the purpose of making audits, examinations, excerpts, and transcriptions by representatives of the SFA, the FDACS, the USDA, and the Auditor General, and other governmental entities with monitoring authority at any reasonable time and place. If audit findings have not been resolved, the records shall be retained beyond the specified period as long as required for the resolution of the issues raised by the audit.
- 16.4 The VENDOR accepts liability for any overclaims due to VENDOR negligence or noncompliance with regulations, including those overclaims based on review or audit findings.

- 16.5 All records relating to the Contract, including subsequent Renewal Terms, if applicable, are property of the SFA and shall be maintained in original form on SFA premises for the duration of the Contract. At any time during the Contract, the SFA reserves the right to require the VENDOR to surrender all records relating to the Contract to the SFA within 30 days of such request. Such records shall include, but are not limited to:
- All data, materials, and products created by the VENDOR on behalf of the SFA and in furtherance of the Services
 - Production records, including quantities and amounts of food used in preparation of each meal and food component of menus
 - Standardized recipes and yield from recipes as deemed necessary per the requirements of paragraph 15.8
 - Processed product nutritional analysis
 - Dates of preparation of meals
 - Number of meals and locations where meals were delivered
 - Signed delivery slips
 - Nutritional content of individual food items and meals as delivered
 - Bills charged to SFA for meals delivered under this contract including the credit of USDA foods where applicable
 - Inventory records
 - Food and bid specifications
 - All documents and records as noted in this *Invitation to Bid and Contract*
- 16.6 Upon expiration or termination of the Contract, the VENDOR shall surrender all records as noted above, relating to the initial Contract and all subsequent renewal Terms, if applicable, to the SFA within 30 days of the Contract expiration or termination.
- 16.7 The SFA shall retain all records relating to the initial contract and all subsequent renewals for the longer of the retention periods required by federal, state or local laws and regulations that govern the SFA regarding recordkeeping and records retention.
- 16.8 All records must be available for the period of time specified above for the purpose of making audits, examinations, excerpts, and transcriptions by representatives of the SFA, the FDACS, the USDA, and the Auditor General, and other governmental entities with monitoring authority at any reasonable time and place. If audit findings have not been resolved, the records shall be retained beyond the specified period as long as required for the resolution of the issues raised by the audit.

SECTION 17 TERMS AND TERMINATION

- 17.1 This Contract is effective for a one-year period commencing 12/01/23 or upon written acceptance of the Contract, whichever occurs last, through 11/30/24, (the "Contract Term" or "Term") with options to renew yearly not to exceed four additional years (each a "Renewal Term").
- 17.2 Renewal of this Contract is contingent upon the fulfillment of all Contract provisions relating to USDA Foods.
- 17.3 Either the SFA or VENDOR can terminate this Contract for cause or for convenience with a sixty- (60) day written notification. Following sixty- (60) day written notification, the SFA can terminate this Contract in whole or in part without the payment of any penalty or incurring any further obligation to the VENDOR.

- 17.4 Following any termination for convenience, the VENDOR shall be entitled to compensation for services completed upon submission of invoices and proof of claim for services provided under this Contract up to and including the date of termination. The SFA shall have the right to receive services from the Contractor through the effective date of the notice of termination, and may, at its election, procure such work from other contractors as may be necessary to complete the services.
- 17.5 Notwithstanding the notice period in paragraph 17.3, the SFA may immediately terminate the Contract, in whole or in part, upon notice to the VENDOR if the SFA determines that the actions, or failure to act, of the VENDOR, its agents, employees or subcontractors have caused, or reasonably could cause jeopardy to health, safety, or property; or if the SFA determines that the VENDOR lacks the financial resources to perform under the Contract.
- 17.6 If the VENDOR fails to perform to the SFA's satisfaction any material requirement of this Contract or is in violation of a material provision of this Contract, the SFA shall provide written notice to the VENDOR requesting that the breach or noncompliance be remedied within sixty- (60) days. If the breach or noncompliance is not remedied by the specified period of time, the SFA may either: (a) immediately terminate the Contract without additional written notice or, (b) enforce the terms and conditions of the Contract, and in either event seek any available legal or equitable remedies and damages. The SFA may finish the services by whatever method the SFA may deem expedient. Any damages incurred by the SFA as a result of any VENDOR default shall be borne by the VENDOR at its sole cost and expense, shall not be payable as part of the Contract amount, and shall be reimbursed to the SFA by the VENDOR upon demand.
- 17.7 Neither the VENDOR nor SFA shall be responsible for any losses resulting if the fulfillment of the terms of the Contract is delayed or prevented by wars, acts of public enemies, strikes, fires, floods, acts of God, or any other acts which could not have been prevented by the exercise of due diligence ("Act of God"). The SFA may cancel the Contract without penalty if the VENDOR's performance does not resume within 30 days of the VENDOR's interruption of services due to an Act of God.
- 17.8 The only rates and fees that may be adjusted in subsequent Contract Terms are the fixed rates contained herein. Before any fixed rate adjustments can be implemented as part of a Contract renewal agreement, the VENDOR shall document to the SFA, through a written financial analysis, the need for such adjustments. Adjustment of all individual per meal fixed rates and applicable fees in subsequent Contract Terms must not exceed the *Consumer Price Index for Urban Consumers—Food Away From Home* annualized rate for December of the current school year. Individual per meal fixed rate and applicable fixed fee increases cannot exceed the CPI as stated above. Percentage increases cannot be applied to any previous year's total estimated or actual contract cost.

SECTION 18 GENERAL CONTRACT TERMS

- 18.1 No provision of this Contract shall be assigned or subcontracted without prior written consent of the SFA.
- 18.2 This solicitation/Contract, exhibits, and attachments constitute the entire agreement between the SFA and VENDOR and may not be changed, extended orally, or altered by course of conduct. No other contracts will be signed by the SFA.
- 18.3 Each party to this Contract represents and warrants to the other that: (a) it has the right, power and authority to enter into and perform its obligations under this Contract and (b) it has taken all requisite action (corporate, statutory or otherwise) to approve execution, delivery and performance of this Contract, and (c) this Contract constitutes a legal, valid and binding obligation upon itself in accordance with its terms.
- 18.4 Any silence, absence, or omission from the Contract specifications concerning any point shall be regarded as meaning that only the best commercial practices are to prevail, and all materials,

workmanship, and services rendered shall be of a quality that would normally be specified by the SFA.

- 18.5 No course of dealing or failure of the SFA to enforce strictly any term, right, or condition of this Contract shall be construed as a waiver of such term, right, or condition. No express waiver of any term, right, or condition of this Contract shall operate as a waiver of any other term, right, or condition.
- 18.6 Payments on any claim shall not prevent the SFA from making claim for adjustment on any item found not to have been in accordance with the provisions of this Contract.
- 18.7 It is further agreed between the SFA and VENDOR that the exhibits, attachments, and clauses attached and designated are hereby in all respects made a part of this Contract.
- 18.8 Minority-Owned Business Enterprise.

Both parties agree to take affirmative steps to ensure that small businesses, minority-owned businesses and women's business enterprises are used whenever possible:

- 18.8.1 Affirmative steps shall include the following: Include qualified small businesses, minority-owned businesses and women's business enterprises on solicitation lists;
- 18.8.2 Assuring that small businesses, minority-owned businesses and women's businesses are solicited whenever they are potential sources;
- 18.8.3 When economically feasible, dividing total requirements into smaller tasks or quantities so as to permit maximum small businesses, minority-owned businesses and women's business participation;
- 18.8.4 Where the requirement permits, establishing delivery schedules which will encourage participation by small businesses, minority-owned businesses and women's businesses;
- 18.8.5 Using the services and assistance of the Small Business Administration and the Department of Commerce's Minority Business Development Agency in the solicitation and utilization of small businesses, minority-owned businesses and women's business enterprises.

- 18.9 The Vendor hereby agrees that it will comply with:
- i. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
 - ii. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
 - iii. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
 - iv. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
 - v. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
 - vi. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
 - vii. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
 - viii. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
 - ix. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
 - x. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

- 18.10 If this Contract is in excess of \$100,000, the SFA and VENDOR shall comply with all applicable standards, orders, and regulations, including but not limited to:
- The Clean Air Act (42 U.S.C. § 7401 *et seq.*), the Clean Water Act (33 U.S.C. § 1311–1330, § 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 C.F.R. § 1.1 *et seq.*);
 - *Certification Regarding Lobbying* pursuant to 31 U.S.C. 1352 (2 C.F.R. Appendix II to Part 200); and
 - *Disclosure of Lobbying Activities* pursuant to 31 U.S.C. 1352 (2 C.F.R. Appendix II to Part 200).
 - *Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions* pursuant to the regulations implementing Executive Order 12549, Debarment and Suspension (2 C.F.R. Appendix II to Part 200). The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733).
- 18.11 The VENDOR certifies compliance with:
- Energy Policy and Conservation Act (Pub. L. 94–163, 89 Stat. 871);
 - Contract Work Hours and Safety Standards Act (29 C.F.R. Part 5);
 - Executive Order 11246, entitled *Equal Employment Opportunity*, as amended by Executive Order 11375 and Department of Labor Regulation (41 C.F.R. Chapter 60);
 - Copeland “Anti-Kickback” Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 C.F.R. Part 3); and
 - Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 C.F.R. Part 5).
 - Procurement of Recovered Materials. (2 C.F.R. 200.323 Solid Waste Disposal Act)
- 18.12 The VENDOR is subject to the provisions of Section 2209d of Title 7 of the United States Code due to the use of federal funds for the food service program. All announcements and other materials publicizing this program must include statements as to the amount and proportion of federal funding involved.
- 18.13 The FDACS and the USDA are not parties to this Contract and are not obligated, liable, or responsible for any action or inaction by the SFA or the VENDOR. The SFA has full responsibility for ensuring the terms of the Contract are fulfilled.
- 18.14 **Piggybacking:** A SFA may make purchases at or below the specified prices from contracts awarded by other city or county governmental agencies, other district school boards, community colleges, federal agencies, the public or governmental agencies of any state, or from state university system cooperative bid agreements, when the awarded vendor will permit purchases by an SFA at the same terms, conditions, and prices (or below such prices) awarded in such contract, and such purchases are to the economic advantage of the district school board. This process, commonly referred to as “piggybacking,” is not a method for procuring goods and services but is an option SFAs may use in an effort to obtain the most economical prices for needed items. Piggybacking on a contract will not be approved by the FDACS if it will cause a substantive change to this solicitation.
- 18.15 To the fullest extent permitted by law, the VENDOR agrees to indemnify, defend, and hold harmless the SFA and its respective agents, officers and employees from and against any and all claims, demands, suits, liabilities, injuries (personal or bodily), property damage, causes of action, losses, costs, expenses, damages, or penalties, including, without limitation, reasonable defense costs, and reasonable legal fees, arising or resulting from, or occasioned by or in connection with (i) any bodily injury or property damage resulting or arising from any act or omission to act (whether negligent, willful, wrongful, or otherwise) by the VENDOR, its subcontractors, anyone

directly or indirectly employed by them or anyone for whose acts they may be liable; (ii) failure by the VENDOR or its subcontractors to comply with any Laws applicable to the performance of the Services; (iii) any breach of this Contract, including, without limitation, any representation or warranty provided by the VENDOR herein; (iv) any employment actions of any nature or kind including but not limited to, workers compensation, or labor action brought by the VENDOR's employees; or (v) any identity breach or infringement of any copyright, trademark, patent, or other intellectual property right.

SECTION 19 FOOD SPECIFICATIONS

- 19.1 All USDA Foods offered to the SFA and made available to the VENDOR are acceptable and should be utilized in as large a quantity as may be efficiently utilized.

For all other food components, specifications shall be as follows:

- 19.2 All breads, bread alternates, and grains must be whole grain or whole grain-rich. All breads and grains must be fresh (or frozen, if applicable) and must meet the minimum weight per serving as listed on USDA's *Exhibit A: School Lunch and Breakfast, Ready-to-Eat (RTE) breakfast cereals* must list a whole grain as the primary ingredient and the cereal must be fortified. RTE cereals that are made from 100 percent whole grains do not have to be fortified. If applicable, product should be in moisture-proof wrapping and pack-code date provided.
- 19.3 All meat and poultry must have been inspected by the USDA and must be free from off color or odor.
- 19.3.1 Beef must be at least 70:30 lean to fat, preferably 80:20 lean to fat or better.
- 19.3.2 Poultry should be U.S. Grade A when applicable and should meet the recommendations outlined in *Specifications for Poultry Products, A Guide for Food Service Operators* from the USDA.
- 19.3.3 For breaded and battered meat/meat alternate items, all flours must be whole grain or whole grain-rich and breading/batter must not make up more than 30 percent of the weight of the finished product. Note: Manufacturers producing qualifying products (meat/meat alternate entrées containing grains) may apply for a Child Nutrition (CN) Label to indicate the number of ounce equivalent (oz. eq.) grains that meet the whole grain-rich criteria. The term "oz. eq. grains" on the CN Label indicates that the product meets the whole grain-rich criteria and credit for as a grain serving while the terms "bread" or "bread alternate" on the CN Label indicate that the product meets previous program requirements for grains/breads and are not creditable toward a grain serving.
- 19.3.4 For sausage patties, the maximum fat allowed is 50 percent by weight; industry standard of 38 to 42 percent fat preferred.
- 19.4 All cured processed meats (bologna, frankfurters, luncheon meat, salami, others) shall be made from beef, pork and/or poultry. No meat by-products, fillers, extenders, non-fat milk solids, or cereal will be allowed except to include those products containing Alternate Protein Products (APP) within the limits specified in 9 CFR 319.180(e) and meeting the requirements of Appendix A of 7 CFR 210, 220, 225, and 226. No other binders and extenders may be used in conjunction with the APP to receive the ounce per ounce crediting. Meats must not show evidence of greening, streaking, or other discoloration.
- 19.5 All cheese should be free of mold and undesirable flavor and odors; pasteurized when applicable; and preferably reduced- or low-fat. Hard cheese should have a bright, uniform, attractive appearance, and demonstrate satisfactory meltability. Soft (e.g., cottage cheese) and hard cheese should have a pleasing flavor; and contain proper moisture and salt content. Cream cheese, if offered, maybe offered as a extra food or condiment. Any item labeled as "imitation" cheese or cheese "product" does not meet the requirements for use in food-based menu planning

approaches and are not creditable toward meal pattern requirements.

- 19.6 All fish must have been inspected by the United States Department of Commerce (USDC) and meet minimum flesh and batter/breading requirements for a USDC Grade A product or a product packed under federal inspection (PUFI) by the USDC. Note: Manufacturers producing qualifying products (meat/ meat alternate entrées containing grains) may apply for a Child Nutrition (CN) Label to indicate the number of ounce equivalent (oz. eq.) grains that meet the whole grain-rich criteria. The term "oz. eq. grains" on the CN Label indicates that the product meets the whole grain-rich criteria and credit for as a grain serving while the terms "bread" or "bread alternate" on the CN Label indicate that the product meets previous program requirements for grains/breads and are not creditable toward a grain serving.
- 19.7 All fresh fruits must be ripe and in good condition when delivered and must be ready for consumption per the USDA *Food Buying Guide*. At a minimum, fruits must meet the food distributors' second-quality level. Fruits should have characteristic color and good flavor and be well-shaped and free from scars and bruises. Size must produce a yield equal to or greater than the attached 15-day cycle menu requirements.
- 19.8 All fresh vegetables must be ripe and in good condition when delivered and must be ready for consumption per the USDA *Food Buying Guide*. At a minimum, fresh vegetables must meet the food distributors' second-quality level. Fresh vegetables should have characteristic color and good flavor, be well shaped, and free from discoloration, blemishes, and decay. Size must produce a yield equal to or greater than the attached 15-day cycle menu requirements
- 19.9 All canned vegetables must meet the food distributors' first quality level (extra fancy and fancy) and should be reduced-sodium, low-sodium or no added salt.
- 19.10 All canned fruits must meet the food distributors' second quality level (standard). Canned fruit must be packed in juice, water or light syrup, and all frozen or dried fruit must have no added sweetener (nutritive or non-nutritive).
- 19.11 All fruit juices must be 100 percent, full strength juice.
- 19.12 Eggs must be inspected and passed by the state or federal Department of Agriculture and used within 30 days of date on carton. Eggs should be grade A, uniform in size, clean, sound-shelled, and free of foreign odors or flavors.
- 19.13 Sauces, (i.e., spaghetti, pizza) and gravy must be smooth and uniform in color with no foreign substance, flavor, odor, or off color.
- 19.14 If applicable, the food production facility, manufacturing plant, and products must meet all sanitary and other requirements of the Food, Drug, and Cosmetic Act and other regulations that support the wholesomeness of products.
- 19.15 Meals and food items must be stored and prepared under properly controlled temperatures and in accordance with all applicable health and sanitation regulations.
- 19.16 When the specification calls for "Brand Name or Equivalent", the brand name product is acceptable. Other products may be considered with proof that such products meet stated specifications and are deemed equivalent to the brand products in terms of quality, performance, and desired characteristics, as determined by the SFA.
- 19.17 Breakfast and lunch program meals must meet the sodium target level prescribed in 7 C.F.R. section 210.10 for the applicable school year.
- 19.18 Nutrition labels or manufacturer specifications must indicate zero grams of added trans-fat (less than 0.5 grams) per serving. Meats that contain a minimal amount of naturally-occurring trans fats are allowed in the school meal programs.
- 19.19 USDA requires SFA's to offer two fluid milk choices daily. Fluid milk choices must be from unflavored low-fat (1 percent milk fat) or fat-free, flavored or unflavored.

SFA: _____

Agreement Number _____

BID SUMMARY

**Invitation to Bid and Contract
Nonprofit School Food Service**

This document contains a solicitation for the furnishing of meals for a nonprofit food service program for the period beginning _____, [Mo/Day/Year], and ending _____, [Mo/Day/Year], and sets forth the terms and conditions applicable to the procurement. Upon acceptance, this document shall constitute the Contract between the bidder and the school food authority (SFA). The bidder shall not plead misunderstanding or deception because of such estimate of quantities, or of the character, location, or other conditions pertaining to the solicitation/Contract.

PER MEAL RATES MUST BE QUOTED AS IF NO USDA FOODS WILL BE RECEIVED

	<u>Units</u> ¹	<u>Rate</u>	<u>Total</u> ²
1. Reimbursable Breakfast	1. _____	1. _____	1. _____
2. Reimbursable Lunches (K-5)	2. _____	2. _____	2. _____
2. Reimbursable Lunches (6-8)	2. _____	2. _____	2. _____
2. Reimbursable Lunches (9-12)	2. _____	2. _____	2. _____
3. Reimbursable After-School Snacks	3. _____	3. _____	3. _____
Total Estimated Amount of Contract ²			\$ _____

¹ "Units" equals the number of estimated students participating daily in NSLP, multiplied by the number of days meals will be served during the Contract Term.

²All totals must be carried out to the second decimal place and must not be rounded.

By submission of this bid, the bidder certifies that in the event the bidder receives an award under this solicitation, the bidder shall operate in accordance with all applicable current program regulations. This agreement shall be in effect for one year and may be renewed by mutual agreement for four additional one-year Renewal Terms.

Name of Bidder

Street Address

City State Zip Code

Signature of Authorized Bidder Title Date

ACCEPTANCE OF CONTRACT

Name of SFA Representative Title

Signature of Authorized SFA Representative Date

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS

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 congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any 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 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 contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. 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.

By _____ Date: _____
(Signature of Official (Executive Director) Authorized to Sign Application)

By _____ Date: _____
(Signature of Official (Chief Financial Officer) Authorized to Sign Application)

For _____
Name of Grantee

Title of Grant Program

Disclosure of Lobbying Activities

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

(See reverse for public burden disclosure)

<p>1. Type of Federal Action: _____ a. contract _____ b. grant _____ c. cooperative agreement _____ d. loan _____ e. loan guarantee _____ f. loan insurance</p>	<p>2. Status of Federal Action: a. bid/offer/application _____ b. initial award _____ c. post-award</p>	<p>3. Report Type: a. initial filing _____ b. material change</p> <p>For material change only: Year _____ quarter _____ Date of last report _____</p>
<p>4. Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known:</p> <p align="center">Congressional District, if known:</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p align="center">Congressional District, if known:</p>	
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>	
<p>10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i></p>	<p>b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i></p>	
<p>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.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____ Date: _____</p>	

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 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. 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 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 followup 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 1st 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, Department of Transportation, United States Coast Guard.
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., Request for Proposal (RFP) number; Invitations to Bid (ITB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included 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).
11. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

Grades K-8 Lunch Menu Planning Template-Five Day

EXHIBIT B

Meal Components	Minimum Per Day	Minimum Per Week	Notes
Milk	1 cup	5 cups	A minimum of two choices must be offered: <ul style="list-style-type: none"> • Fat-free flavored and unflavored milk and/or • Low-fat (1%) flavored and unflavored milk Unflavored milk must be offered at every meal.
Fruit	½ cup	2 ½ cups	May be from a single source or from a combination of two or more smaller portions with 1/8 cup being the smallest creditable amount. ¾ cup of dried fruit credits as ½ cup of fruit. 100% (full-strength) fruit and vegetable juices are creditable ounce-for-ounce but no more than half of the fruit offerings planned for both breakfast and lunch may be in the form of juice.
Vegetables	¾ cup	3 ¾ cups	See the template for minimum weekly subgroup amounts. 1 cup of leafy green vegetables credits as ½ cup of vegetables.
Meat/Meat Alternate	1 oz. eq.	9 oz. eq.	Contribution in oz. eq. is the cooked amount. The following provide 1 oz. eq. M/MA: <ul style="list-style-type: none"> o 1-ounce lean meat, poultry, fish, or cheese (*most cheeses credit ounce-for-ounce) o ¼ cup ricotta or cottage cheese or shredded cheese (e.g. American, mozzarella or cheddar) o ¼ cup cooked dry beans or peas o ¼ cup yogurt o ¼ large egg o 2 tablespoons peanut or other nut or seed butters
Grains	1 oz. eq.	8 oz. eq.	80% of the grains offered must be whole grain or whole grain-rich. Cooked cereals/grains should be listed in cups (e.g. pasta, rice). More information on crediting grains can be found in the USDA Food Buying Guide and Tools for Schools .
Daily amount based on the weekly average: 600-650 calories; sodium ≤ 1,230 mg; < 10% of total calories from saturated fat; 0 grams trans fat			

INSTRUCTIONS:

Please obtain one of the following forms of documentation for each item that consists of 2 or more ingredients.

- Recipe that includes the ingredients and ingredient amounts by weight and volume, serving size, and total yield (number of servings)
- USDA-Authorized CN Label (provide a digital photo or photocopy of the CN Label and the nutrition facts with ingredient list) or
- Product formulation statement on manufacturer's letterhead that demonstrates how the processed product contributes to the meal pattern requirement and digital photo or photocopy of the product's nutrition facts with the ingredient list.

For each grain item, obtain one of the following forms of documentation

- Digital photo or photocopy of the product's ingredient list showing whole grain as the primary ingredient by weight
- Digital photo or photocopy of the food label showing the amount of whole grain in grams for the appropriate NSLP/SBP serving size or one of the FDA whole-grain health claims
- USDA-Authorized CN Label

Grades K-8 Lunch Menu Planning Template-Five Day

- Product formulation statement on manufacturer letterhead or

Grades K-8 Lunch Menu Planning Template-Five Day

Sponsor #	Sponsor	Contact Name	Grade Group: K-8
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	MENU NAME →	Day 1	Day 2	Day 3	Day 4	Day 5
COMONENTS ↓	Meat/Meat Alternates	Chicken Nuggets <i>(Alt: Baked Chicken w/ WGR Roll)</i>	Beef Tacos	Chicken Alfredo	Cheeseburger	Pizza <i>(Alt: Whole Grain Flatbread Pizza)</i>
	Daily minimum: 1 oz. eq.	Chicken Nuggets ⁴ <i>(Or Baked Chicken)</i>	Ground Beef	Diced Chicken	Beef Patty	Frozen Pizza ⁴ <i>(Or Mozzarella Cheese)</i>
	Weekly minimum: 9 oz. eq.	~3-5 oz, check label <i>(Or 2 oz meat portion only)</i>	1 ½ oz (cooked)	Per 1 cup portion	2 oz (cooked)	1 slice <i>(Or 2 oz cheese)</i>
		2 oz eq	1 ½ oz eq	2 ¼ oz eq	2 oz eq	2 oz eq
		2 nd Item (if planned)	Cheese, Shredded		Cheese	
	Portion		2 Tbsp		½ oz slice	
	Contribution (oz. eq.)		½ oz eq		½ oz eq	
Grains²	Item	WGR Breading³ <i>(Or WGR Roll)</i>	WGR Taco Shells³	WGR Pasta³	WGR Hamburger Bun³	WGR Crust³ <i>(Or WGR Flatbread³)</i>
	Portion	1 oz	2 hard or 1 soft (≥21 g)	Per 1 cup portion	2 oz	1 slice <i>(Or 2 oz WGR flatbread)</i>
	Daily minimum: 1 oz. eq.	1 oz eq	¾ oz eq	1 ¼ oz eq	2 oz eq	2 oz eq
	Weekly minimum: 8 oz. eq.		Brown Rice			
		2 nd Item (If planned)		½ cup		
	Portion					
	Contribution (oz. eq.)		1 oz eq			
Fruits¹	Item	Fruit	Fruit or Juice	Fruit	Fruit or Juice	Fruit
	Portion in cups	½ cup	½ cup	½ cup	½ cup	½ cup
	Daily minimum: 1/2 cup					

¹Consideration should be given to offer sliced and cut whole fruits to students to assist with consumption and reduce plate waste, especially for elementary student sites.

²Enriched grains may be substituted for whole grain-rich items up to 20% of the total ounce equivalents of grain offered over the week.

³To be considered whole grain-rich, the product's ingredient list must show whole grain as the primary ingredient by weight. Refer to [USDA's Whole Grain Resources](#).

Grades K-8 Lunch Menu Planning Template-Five Day

⁴Commercially processed items that consist of two or more ingredients require a USDA-Authorized CN Label or Product Formulation Statement from the manufacturer to document the item's contribution to the meal pattern.

Grades K-8 Lunch Menu Planning Template-Five Day

Vegetables Minimum 3/4 cup per day		Day 1	Day 2	Day 3	Day 4	Day 5
Dark Green Weekly minimum: 1/2 cup	Item		Romaine	Broccoli	Romaine	
	Portion in cups		½ cup (credits ¼ cup)	½ cup	½ cup (credits ¼ cup)	
Red/Orange Weekly minimum: 3/4 cup	Item		Tomato Salsa	Carrots	Tomato	Carrots
	Portion in cups		¼ cup	½ cup	¼ cup	½ cup
Beans Weekly minimum: 1/2 cup	Item		Black Beans or Pinto Beans			
	Portion in cups		½ cup			
Starchy Weekly minimum: 1/2 cup	Item	Mashed Potatoes			Corn	
	Portion in cups	½ cup			½ cup	
Other Vegetables Weekly minimum: 1/2 cup	Item	Green Beans				Celery or Cucumber
	Portion in cups	½ cup				½ cup
Other Foods	Item					<i>Pizza Toppings (optional)</i>
	Portion in cups					1 Tbsp
Condiments	Item	Sauce Choice Ketchup, Honey Mustard, BBQ, Light Ranch, etc.			Ketchup and Mustard	Light Dressing
	Portion size	1 oz (2 Tbsp)			1 packet each	1 oz (2 tbsps)

Daily Milk	White	Chocolate	Strawberry	Other (specify)
Fat content	1%	FF or 1%		

Grades K-8 Lunch Menu Planning Template-Five Day

Fluid oz.	8	8	8
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Sponsor #	Sponsor	Contact Name

Grade Group: K-8

	Day 6	Day 7	Day 8	Day 9	Day 10
COMPONENTS ↓	Baked Chicken w/WGR Roll	Nachos	Macaroni & Cheese w/WGR Roll	Teriyaki Chicken w/Fried Rice	Pizza <i>(Alt: Whole Grain Flatbread Pizza)</i>
Meat/Meat Alternates	Baked Chicken	Ground Beef w/Cheese	Cheese	Diced Chicken (Grilled, Roasted, or Pan-Fried)	Frozen Pizza ⁴ <i>(Or Mozzarella Cheese)</i>
Daily minimum: 1 oz. eq.	2 oz	¼ cup	Per 2/3 cup portion	2 oz	1 slice <i>(Or 2 oz cheese)</i>
Weekly minimum: 9 oz. eq.	(cooked, meat-only) 2 oz eq	2 oz eq	2 oz eq	2 oz eq	2 oz eq
	2 nd Item (if planned)			Fried Rice <i>(Egg in recipe)</i>	
	Portion			Per ¾ cup portion	
	Contribution (oz. eq.)			½ oz eq	
				Fried Rice <i>(Brown Rice in recipe)</i>	WGR Crust ³ <i>(Or WGR Flatbread²)</i>
Grains²	WGR Roll ³	WGR Tortilla Chips ³	WG Macaroni ³	Per ¾ cup portion	1 slice <i>(Or 2 oz WGR flatbread)</i>
Daily minimum: 1 oz. eq.	1 oz	1 ½ oz	Per 2/3 cup portion	1 oz eq	2 oz eq
Weekly minimum: 8 oz. eq.	1 oz eq	1 ½ oz eq	¾ oz eq	WGR Sugar Cookie	
	2 nd Item (if planned)		WGR Roll ³		
	Portion		1 oz	2.2 oz	
	Contribution (oz. eq.)		1 oz eq	1 oz eq	
				Fruit or Juice	Fruit
Fruits¹	Fruit	Fruit or Juice	Fruit	Fruit or Juice	Fruit

Grades K-8 Lunch Menu Planning Template-Five Day

Daily minimum: 1/2 cup	Portion in cups	½ cup	½ cup	½ cup	½ cup
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¹Consideration should be given to offer sliced and cut whole fruits to students to assist with consumption and reduce plate waste, especially for elementary student sites.

²Enriched grains may be substituted for whole grain-rich items up to 20% of the total ounce equivalents of grain offered over the week.

³To be considered whole grain-rich, the product's ingredient list must show whole grain as the primary ingredient by weight. Refer to [USDA's Whole Grain Resource](#).

⁴Commercially processed items that consist of two or more ingredients require a USDA-Authorized CN Label or Product Formulation Statement from the manufacturer to document the item's contribution to the meal pattern.

Grades K-8 Lunch Menu Planning Template-Five Day

Vegetables Minimum 3/4 cup per day		Day 6	Day 7	Day 8	Day 9	Day 10
Dark Green Weekly minimum: 1/2 cup	Item		Romaine	Romaine	Broccoli	Romaine
	Portion in cups		½ cup (credits ¼ cup)	½ cup (credits ¼ cup)	½ cup	½ cup (credits ¼ cup)
Red/Orange Weekly minimum: 3/4 cup	Item	Sweet Potato Fries or Tots	Salsa	Tomato	Carrots	Tomato
	Portion in cups	½ cup	¼ cup	1/8 cup	½ cup	1/8 cup
Beans Weekly minimum: 1/2 cup	Item		Black Beans			
	Portion in cups		½ cup			
Starchy Weekly minimum: 1/2 cup	Item			Green Peas		Corn
	Portion in cups			½ cup		½ cup
Other Vegetables Weekly minimum: 1/2 cup	Item					Cucumber
	Portion in cups					1/8 cup
Other Foods	Item					<i>Pizza Toppings (optional)</i>
	Portion in cups					1 Tbsp
Condiments	Item				Teriyaki or Sesame Ginger Sauce	
	Portion size				1 Tbsp	

Daily Milk	White	Chocolate	Strawberry	Other (specify)
Fat content	1%	FF or 1%		

Grades K-8 Lunch Menu Planning Template-Five Day

Fluid oz.	8	8	8
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Sponsor #	Sponsor	Contact Name
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Grade Group: K-8

	Day 11	Day 12	Day 13	Day 14	Day 15	
COMPONENTS ↓	MENU NAME →	Day 11	Day 12	Day 13	Day 14	Day 15
Meat/Meat Alternates Daily minimum: 1 oz. eq. Weekly minimum: 9 oz. eq.	Item	Chicken Sandwich	Burrito Bowl w/Brown Rice	Spaghetti w/ Meatballs <small>(Alt: Mega Meatball w/Pasta)</small>	Curry Chicken Casserole	Pizza* (Alt: Whole Grain Flatbread Pizza)
	Portion	Chicken	Diced Chicken, Beef or Turkey Taco Meat	Meatballs ⁴ <small>(Or Ground Beef)</small>	Diced Chicken (in recipe)	Frozen Pizza ⁴ <small>(Or Mozzarella Cheese)</small>
	Contribution (oz. eq.)	2 oz cooked filet	1.5 oz cooked	~2.5-3 oz, check label <small>(Or 2 oz cooked)</small>	Per ¾ cup portion	1 slice <small>(or 2 oz cheese)</small>
	2 nd Item (If planned)	2 oz eq	1.5 oz eq	2 oz eq	1 ½ oz eq	2 oz eq
	Portion	Cheese Shredded	2 Tbsp	½ oz eq		
Grains² Daily minimum: 1 oz. eq. Weekly minimum: 8 oz. eq.	Contribution (oz. eq.)	WGR Hamburger Bun ³	Brown Rice	WGR Pasta ³	Brown Rice (in recipe)	WGR Crust ³ <small>(Or WGR Flatbread³)</small>
	Item	2 oz	½ cup	½ cup	Per ¾ cup portion	1 slice <small>(Or 2 oz WGR flatbread)</small>
	Portion	2 oz eq	1 oz eq	1 oz eq	¾ oz eq	2 oz eq
	2 nd Item (If planned)			WGR Roll ³	WGR Flatbread ³	
	Portion			1 oz	1 oz	
Contribution (oz. eq.)				1 oz eq	1 oz eq	

Grades K-8 Lunch Menu Planning Template-Five Day

Fruits ¹	Item	Fruit	Fruit or Juice	Fruit	Fruit or Juice	Fruit	Fruit or Juice
Daily minimum: 1/2 cup	Portion in cups	½ cup	½ cup	½ cup	½ cup	½ cup	½ cup

¹Consideration should be given to offer sliced and cut whole fruits to students to assist with consumption and reduce plate waste, especially for elementary student sites.

²Enriched grains may be substituted for whole grain-rich items up to 20% of the total ounce equivalents of grain offered over the week.

³To be considered whole grain-rich, the product's ingredient list must show whole grain as the primary ingredient by weight. Refer to [USDA's Whole Grain Resource](#).

⁴Commercially processed items that consist of two or more ingredients require a USDA-Authorized CN Label or Product Formulation Statement from the manufacturer to document the item's contribution to the meal pattern.

Grades K-8 Lunch Menu Planning Template-Five Day

	Day 11	Day 12	Day 13	Day 14	Day 15
Vegetables Minimum 3/4 cup per day					
Dark Green Weekly minimum: 1/2 cup	Item			Broccoli	Romaine
	Portion in cups			1/2 cup	1/2 cup (credits 1/2 cup)
Red/Orange Weekly minimum: 3/4 cup	Item	Salsa	Marinara Sauce	Carrots	Tomato
	Portion in cups	1/4 cup	1/2 cup	1/2 cup	1/4 cup
Beans Weekly minimum: 1/2 cup	Item	Black Beans			
	Portion in cups	1/2 cup			
Starchy Weekly minimum: 1/2 cup	Item	Mashed Potatoes	Corn		
	Portion in cups	1/2 cup	1/2 cup		
Other Vegetables Weekly minimum: 1/2 cup	Item	Lettuce, Tomato, Pickle	California Blend Vegetables	Carrots/Celery/Onions (in recipe)	Zucchini or Yellow Squash
	Portion in cups	1/2 cup, 1/8 cup (credit 1/2 cup)	1/2 cup	1/2 cup	1/2 cup
Other Foods	Item				<i>Pizza Toppings (optional)</i>
	Portion in cups				1 Tbsp
Condiments	Item	Mayonnaise			RF Ranch
	Portion size	1 Tbsp			1 oz

	Daily Milk	White	Chocolate	Strawberry	Other (specify)
Fat content	1%		FF or 1%		
Fluid oz.	8	8	8		

Grades K-8 Lunch Menu Planning Template-Five Day

EXHIBIT B, Continued

Meal Components	Minimum Per Day	Minimum Per Week	Notes
Milk	1 cup	5 cups	A minimum of two choices must be offered: <ul style="list-style-type: none"> • Fat-free flavored and unflavored milk and/or • Low-fat (1%) flavored and unflavored milk Unflavored milk must be offered at every meal.
Fruit	1 cup	5 cups	May be from a single source or from a combination of two or more smaller portions with 1/8 cup being the smallest creditable amount. ½ cup of dried fruit credits as ½ cup of fruit. 100% (full-strength) fruit and vegetable juices are creditable ounce-for-ounce but no more than half of the fruit offerings planned for both breakfast and lunch may be in the form of juice.
Vegetables	1 cup	5 cups	See the template for minimum weekly subgroup amounts. 1 cup of leafy green vegetables credits as ½ cup of vegetables.
Meat/Meat Alternate	2 oz. eq.	10 oz. eq.	Contribution in oz. eq. is the cooked amount. The following provide 2 oz. eq. M/JMA: <ul style="list-style-type: none"> o 2 ounces lean meat, poultry, fish, or cheese (*most cheeses credit ounce-for-ounce) o ½ cup ricotta or cottage cheese or shredded cheese (e.g. American, mozzarella or cheddar) o ½ cup cooked dry beans or peas o 1 cup yogurt o 1 large egg o 4 tablespoons peanut or other nut or seed butter
Grains	2 oz. eq.	10 oz. eq.	80% of the grains offered must be whole grain or whole grain-rich. Cooked cereals/grains should be listed in cups (e.g. pasta, rice). More information on crediting grains can be found in the USDA Food Buying Guide and Tools for Schools
Daily amount based on the weekly average: 750-850 calories; sodium ≤ 1,420 mg; < 10% of total calories from saturated fat; 0 grams trans fat			

INSTRUCTIONS: Your menu template will be reviewed by a Registered Dietitian for adequate components and acceptable products.

Please send one of the following forms of documentation for each item that consists of 2 or more ingredients:

- Recipe that includes the ingredients and ingredient amounts by weight and volume, serving size, and total yield (number of servings)
- USDA-Authorized CN Label (provide a digital photo or photocopy of the CN Label and the nutrition facts with ingredient list) or
- Product formulation statement on manufacturer's letterhead that demonstrates how the processed product contributes to the meal pattern requirement and digital photo or photocopy of the product's nutrition facts with the ingredient list.

For each grain item, send one of the following forms of documentation:

- Digital photo or photocopy of the product's ingredient list showing whole grain as the primary ingredient by weight
- Digital photo or photocopy of the food label showing the amount of whole grain in grams for the appropriate NSLP/SBP serving size or one of the FDA whole-grain health claims
- USDA-Authorized CN Label

Grades K-8 Lunch Menu Planning Template-Five Day

- Product formulation statement on manufacturer letterhead or
- Recipe that includes the ingredients and ingredient amounts by weight and volume

Grades K-8 Lunch Menu Planning Template-Five Day

Sponsor #	Sponsor	Contact Name

Grade Group: 9-12

	MENU NAME →	Day 1	Day 2	Day 3	Day 4	Day 5
Meat/Meat Alternates Daily minimum: 2 oz. eq. Weekly minimum: 10 oz. eq.	Item	Chicken Nuggets w/WGR Roll <i>(Alt: Baked Chicken w/2 oz WGR Roll)</i>	Beef Tacos	Chicken Alfredo	Cheeseburger	Pizza <i>(Alt: Whole Grain Flatbread Pizza)</i>
	Portion	Chicken Nuggets ⁴ <i>(Or Baked Chicken)</i> ~3-5 oz, check label <i>(Or 2 oz meat portion only)</i>	Ground Beef	Diced Chicken	Beef Patty	Frozen Pizza ⁴ <i>(Or Mozzarella Cheese)</i>
	Contribution (oz. eq.)	2 oz eq	1 ½ oz (cooked)	Per 1 cup portion	2 oz (cooked)	1 slice <i>(Or 2 oz cheese)</i>
	2 nd Item (if planned)		1 ½ oz eq	2 ¼ oz eq	2 oz eq	2 oz eq
	Portion		Cheese, Shredded		Cheese	
	Contribution (oz. eq.)		2 Tbsp		½ oz slice	
Grains² Daily minimum: 2 oz. eq. Weekly minimum: 10 oz. eq.	Item	WGR Breading ³	WG Taco Shells ³	WG Pasta ³	WGR Hamburger Bun ³	WGR Crust ³ <i>(Or WGR Flatbread³)</i>
	Portion	1 oz	2 hard or 1 soft (≥21 g)	Per 1 cup portion	2 oz	1 slice <i>(Or 2 oz WGR flatbread)</i>
	Contribution (oz. eq.)	1 oz eq	¾ oz eq	1 ¼ oz eq	2 oz eq	2 oz eq
	2 nd Item (if planned)		Brown Rice	WGR Roll ³		WGR Sugar Cookie ³
	Portion	1 oz <i>(2 oz w/Baked Chicken)</i>	¾ cup	1 oz		2.2 oz
	Contribution (oz. eq.)	1 oz eq <i>(2 oz eq)</i>	1 ½ oz eq	1 oz eq		1 oz eq
Fruits¹ Daily minimum: 1 cup	Item	Fruit	Fruit	Fruit	Fruit	Fruit
	Portion in cups	¾ cup	¾ cup	¾ cup	¾ cup	¾ cup
	2 nd Item (if planned)		100% Juice	100% Juice	100% Juice	100% Juice
	Portion in cups	¾ cup	¾ cup	¾ cup	¾ cup	¾ cup

¹Consideration should be given to offer sliced and cut whole fruits to students to assist with consumption and reduce plate waste, especially for elementary student sites.
²Enriched grains may be substituted for whole grain-rich items up to 20% of the total ounce equivalents of grain offered over the week.

Grades K-8 Lunch Menu Planning Template-Five Day

³To be considered whole grain-rich, the product's ingredient list must show whole grain as the primary ingredient by weight. Refer to [USDA's Whole Grain Resource](#).

⁴Commercially processed items that consist of two or more ingredients require a USDA-Authorized CN Label or Product Formulation Statement from the manufacturer to document the item's contribution to the meal pattern.

Grades K-8 Lunch Menu Planning Template-Five Day

Fluid oz.	8	8	8
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Sponsor #	Sponsor	Contact Name	Grade Group: 9-12
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	Day 6	Day 7	Day 8	Day 9	Day 10
COMPONENTS ↓	Menu Name →	Menu Name	Menu Name	Menu Name	Menu Name
Meat/Meat Alternates Daily minimum: 2 oz. eq. Weekly minimum: 10 oz. eq.	Item	Nachos Ground Beef w/Cheese	Macaroni & Cheese w/WGR Roll Cheese	Teriyaki Chicken w/Fried Rice Diced Chicken (Grilled, Roasted, or Pan-Fried)	Pizza (Alt: Whole Grain Flatbread Pizza) Frozen Pizza ⁴ (Or Mozzarella Cheese)
	Portion	Baked Chicken 2 oz (cooked, meat-only)	Per 1 cup portion	2 oz	1 slice (Or 2 oz cheese)
	Contribution (oz. eq.)	2 oz eq	3 oz eq	2 oz eq	2 oz eq
	2 nd Item (If planned)			Fried Rice (Egg in recipe)	
	Portion			Per ¾ cup portion	
Grains² Daily minimum: 2 oz. eq. Weekly minimum: 10 oz. eq.	Contribution (oz. eq.)			½ oz eq	
	Item	WGR Roll³	WGR Macaroni³	Fried Rice (Brown Rice in recipe)	WGR Crust³ (Or WGR Flatbread ³)
	Portion	2 oz	Per 1 cup portion	Per ¾ cup portion	1 slice (Or 2 oz WGR Flatbread)
	Contribution (oz. eq.)	2 oz eq	2 oz eq	1 oz eq	2 oz eq
	2 nd Item (If planned)			WGR Roll³	
Portion			1 oz	2.2 oz	
Contribution (oz. eq.)			1 oz eq	1 oz eq	

Grades K-8 Lunch Menu Planning Template-Five Day

Vegetables Minimum 1 cup per day		Day 1	Day 2	Day 3	Day 4	Day 5
Dark Green Weekly minimum: 1/2 cup	Item		Romaine	Broccoli	Romaine	
	Portion in cups		½ cup (credits ¼ cup)	½ cup	½ cup (credits ¼ cup)	
Red/Orange Weekly minimum: 1-1/4 cup	Item		Tomato Salsa	Carrots	Tomato	Carrots
	Portion in cups		¼ cup	½ cup	¼ cup	½ cup
Beans Weekly minimum: 1/2 cup	Item		Black Beans or Pinto Beans			
	Portion in cups		½ cup			
Starchy Weekly minimum: 1/2 cup	Item	Mashed Potatoes			Corn	
	Portion in cups	¼ cup			½ cup	
Other Vegetables Weekly minimum: 3/4 cup	Item	Green Beans				Celery or Cucumber
	Portion in cups	½ cup				½ cup
Other Foods	Item					<i>Pizza Toppings (optional)</i>
	Portion in cups					1 Tbsp
Condiments	Item	Sauce Choice Ketchup, Honey Mustard, BBQ, Light Ranch, etc.			Ketchup and Mustard	Light Dressing
	Portion size	1 oz (2 Tbsp)			1 packet each	1 oz (2 tbsps)

Daily Milk	White	Chocolate	Strawberry	Other (specify)
Fat content	1%	FF or 1%		

Grades K-8 Lunch Menu Planning Template-Five Day

Fruits ¹	Item	Fruit	Fruit	Fruit	Fruit	Fruit
Daily minimum: 1 cup	Portion in cups	½ cup	½ cup	½ cup	½ cup	½ cup
	2 nd item (if planned)	100% Juice	100% Juice	100% Juice	100% Juice	100% Juice
	Portion in cups	½ cup	½ cup	½ cup	½ cup	½ cup

¹Consideration should be given to offer sliced and cut whole fruits to students to assist with consumption and reduce plate waste, especially for elementary student sites.

²Enriched grains may be substituted for whole grain-rich items up to 20% of the total ounce equivalents of grain offered over the week.

³To be considered whole grain-rich, the product's ingredient list must show whole grain as the primary ingredient by weight. Refer to [USDA's Whole Grain Resource](#).

⁴Commercially processed items that consist of two or more ingredients require a USDA-Authorized CN Label or Product Formulation Statement from the manufacturer to document the item's contribution to the meal pattern.

Grades K-8 Lunch Menu Planning Template-Five Day

Vegetables Minimum 1 cup per day		Day 6	Day 7	Day 8	Day 9	Day 10
Dark Green Weekly minimum: 1/2 cup	Item		Romaine	Romaine	Broccoli	Romaine
	Portion in cups		½ cup (credits ¼ cup)	½ cup (credits ¼ cup)	½ cup	½ cup (credits ¼ cup)
Red/Orange Weekly minimum: 1-1/4 cup	Item	Sweet Potato Fries or Tots	Salsa	Tomato	Carrots	Tomato
	Portion in cups	½ cup	¼ cup	1/8 cup	½ cup	1/8 cup
Beans Weekly minimum: 1/2 cup	Item		Black Beans			
	Portion in cups		½ cup			
Starchy Weekly minimum: 1/2 cup	Item			Green Peas		Corn
	Portion in cups			½ cup		½ cup
Other Vegetables Weekly minimum: 3/4 cup	Item	Green Beans		Cucumber		Cucumber
	Portion in cups	½ cup		1/8 cup		1/8 cup
Other Foods	Item					<i>Pizza Toppings (optional)</i>
	Portion in cups					1 Tbsp
Condiments	Item				Teriyaki or Sesame Ginger Sauce	
	Portion size				1 Tbsp	

Daily Milk	White	Chocolate	Strawberry	Other (specify)
Fat content	1%	FF or 1%		

Grades K-8 Lunch Menu Planning Template-Five Day

Fluid oz.	8	8	8
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Sponsor #	Sponsor	Contact Name	Grade Group: 9-12
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	Day 11	Day 12	Day 13	Day 14	Day 15
COMPONENTS ↓	Chicken Sandwich	Burrito Bowl w/Brown Rice	Spaghetti w/ Meatballs <small>(Alt: <u>Mega Meatball w/Pasta</u>)</small>	Curry Chicken Casserole	Pizza <small>(Alt: <u>Whole Grain Flatbread Pizza</u>)</small>
Meat/Meat Alternates	Chicken	Diced Chicken, Beef or Turkey Taco Meat	Meatballs ⁴ <small>(Or Ground Beef)</small>	Diced Chicken <small>(in recipe)</small>	Frozen Pizza ⁴ <small>(Or Mozzarella Cheese)</small>
Daily minimum: 2 oz. eq.	2 oz cooked filet	1.5 oz cooked	~2.5-3 oz, check label <small>(Or 2 oz cooked)</small>	Per 1 ½ cup portion	1 slice <small>(or 2 oz cheese)</small>
Weekly minimum: 10 oz. eq.	2 oz eq	1.5 oz eq	2 oz eq	2.5 oz eq	2 oz eq
		Cheese Shredded			
		2 Tbsp			
		½ oz eq			
Grains²	WGR Hamburger Bun ³	Brown Rice	WGR Pasta ³	Brown Rice <small>(in recipe)</small>	WGR Crust ³ <small>(Or WGR Flatbread)</small>
Daily minimum: 2 oz. eq.	2 oz	½ cup	½ cup	Per 1 ½ cup portion	1 slice <small>(Or 2 oz WGR Flatbread)</small>
Weekly minimum: 10 oz. eq.	2 oz eq	1 oz eq	1 oz eq	1 ½ oz eq	2 oz eq
		WGR Tortilla Chips ³	WGR Roll ³	WGR Flatbread ³	
		1 oz	1 oz	1 oz	
		1 oz eq	1 oz eq	1 oz eq	
		Fruit	Fruit	Fruit	Fruit
		½ cup	½ cup	½ cup	½ cup
		100% Juice	100% Juice	100% Juice	100% Juice
Fruits¹					
Daily minimum: 1 cup					

Grades K-8 Lunch Menu Planning Template-Five Day

	Portion in cups	½ cup	½ cup	½ cup	½ cup

¹ Consideration should be given to offer sliced and cut whole fruits to students to assist with consumption and reduce plate waste, especially for elementary student sites.

² Enriched grains may be substituted for whole grain-rich items up to 20% of the total ounce equivalents of grain offered over the week.

³ To be considered whole grain-rich, the product's ingredient list must show whole grain as the primary ingredient by weight. Refer to [USDA's Whole Grain Resource](#).

⁴ Commercially processed items that consist of two or more ingredients require a USDA-Authorized CN Label or Product Formulation Statement from the manufacturer to document the item's contribution to the meal pattern.

Grades K-8 Lunch Menu Planning Template-Five Day

Vegetables Minimum 1 cup per day		Day 11	Day 12	Day 13	Day 14	Day 15
Dark Green Weekly minimum: 1/2 cup	Item				Broccoli	Romaine
	Portion in cups				½ cup	½ cup (credits ¼ cup)
Red/Orange Weekly minimum: 1-1/4 cup	Item		Salsa	Marinara Sauce	Carrots	Tomato
	Portion in cups		½ cup	½ cup	½ cup	1/4 cup
Beans Weekly minimum: 1/2 cup	Item		Black Beans			
	Portion in cups		½ cup			
Starchy Weekly minimum: 1/2 cup	Item	Mashed Potatoes	Corn			
	Portion in cups	½ cup	½ cup			
Other Vegetables Weekly minimum: 3/4 cup	Item	Lettuce, Tomato, Pickle		California Blend Vegetables	Carrots/Celery/Onions (in recipe)	Zucchini or Yellow Squash
	Portion in cups	¼ cup, ½ cup, 1/8 cup (credit ½ cup)		½ cup	½ cup	½ cup
Other Foods	Item					<i>Pizza Toppings (optional)</i>
	Portion in cups					1 Tbsp
Condiments	Item	Mayonnaise				RF Ranch
	Portion size	1 Tbsp				1 oz

Daily Milk	White	Chocolate	Strawberry	Other (specify)
Fat content	1%	FF or 1%		
Fluid oz.	8	8		

Grades K-8 Lunch Menu Planning Template-Five Day

EXHIBIT B, Continued

Meal Components	Minimum Per Day	Minimum Per Week	Notes
Milk	1 cup	5 cups	A minimum of two choices must be offered: <ul style="list-style-type: none"> Fat-free flavored and unflavored milk and/or Low-fat (1%) flavored and unflavored milk Unflavored milk must be offered at every meal.
Fruit	1 cup	5 cups	May be from a single source or from a combination of two or more smaller portions with 1/8 cup being the smallest creditable amount. 100% (full-strength) fruit and vegetable juices are creditable ounce-for-ounce but no more than half of the fruit offerings planned for both breakfast and lunch may be in the form of juice. ¼ cup of dried fruit credits as ½ cup of fruit.
Vegetables	<i>Optional at breakfast</i>	N/A	Can be substituted for fruits. Check with State Agency for additional guidance.
Meat/Meat Alternate	<i>Optional at breakfast</i>	N/A	Can be substituted for grains after the minimum daily grain requirement is met (1 oz. M/MA = 1 oz. eq. grain).
Grains	1 oz. eq.	9 oz. eq.	80% of the grains offered must be whole grain or whole grain-rich. Cooked cereals/grains should be listed in cups (e.g. oatmeal, grits). More information on crediting grains can be found in the USDA Food Buying Guide and Tools for Schools .
<p>Daily amount based on the weekly average: 450-500 calories; sodium ≤ 540 mg; < 10% of total calories from saturated fat; 0 grams trans fat</p> <p>INSTRUCTIONS: Your menu template will be reviewed by a Registered Dietitian for adequate components and acceptable products.</p>			

Please send one of the following forms of documentation for each item that consists of 2 or more ingredients:

- Recipe that includes the ingredients and ingredient amounts by weight and volume, serving size, and total yield (number of servings)
- USDA-Authorized CN Label (provide a digital photo or photocopy of the CN Label and the nutrition facts with ingredient list) or
- Product formulation statement on manufacturer's letterhead that demonstrates how the processed product contributes to the meal pattern requirement and digital photo or photocopy of the product's nutrition facts with the ingredient list.

For each grain item, send one of the following forms of documentation:

- Digital photo or photocopy of the product's ingredient list showing whole grain as the primary ingredient by weight
- Digital photo or photocopy of the food label showing the amount of whole grain in grams for the appropriate NSLP/SBP serving size or one of the FDA whole-grain health claims
- USDA-Authorized CN Label
- Product formulation statement on manufacturer letterhead or
- Recipe that includes the ingredients and ingredient amounts by weight and volume

Grades K-8 Lunch Menu Planning Template-Five Day

Grade Group K-12

Sponsor #	Sponsor	Contact Name

	Day 1	Day 2	Day 3	Day 4	Day 5
COMPONENTS ↓	WGR Muffin w/Cheese Stick	WGR Pancakes w/Light Syrup	WGR Cereal w/Yogurt	Build Your Own Breakfast Burrito	WGR Bagel w/Cream Cheese
Fruits 100% Juice <i>(no more than ½ of total fruit)</i> Daily minimum: 1 cup	Apples 1 small or 1/2 cup slices ¹ 100% Fruit Juice Choice ½ cup (4 fl oz)	Banana 1 each (1/2 cup) 100% Fruit Juice Choice ½ cup (4 fl oz)	Dried Fruit ¼ cup 100% Fruit Juice Choice ½ cup (4 fl oz)	Pineapples ½ cup 100% Fruit Juice Choice ½ cup (4 fl oz)	Mixed Fruit ½ cup 100% Fruit Juice Choice ½ cup (4 fl oz)
Grains² (2nd item may be M/MA) Daily minimum: 1 oz. eq. Weekly minimum: 9 oz. eq.	WGR Muffin (Purchased ³ or Scratch) 2 oz 1 oz eq Cheese Stick 1 oz 1 oz eq	WGR Pancakes 2.4 oz 2 oz eq Light Syrup	WGR Cereal Choice 1 cup or 1 oz 1 oz eq Vanilla or Strawberry Yogurt ½ cup (4 oz) 1 oz eq	WGR Tortilla 1 medium (≥ 42 grams) 1.5 oz eq Scrambled Eggs, Ground Turkey Sausage, Shredded Cheese ½ cup, 1/8 cup, 1/8 cup 2 oz eq, ½ oz eq, ½ oz eq	WGR Bagel 2.3 oz 2.25 oz eq Reduced-Fat Cream Cheese 2 Tbsp (1 oz)
Other Foods/Condiments (If planned)	Item Portion size Item Portion size	Item Portion size Item Portion size	Item Portion size Item Portion size	Item Portion size Item Portion size	Item Portion size Item Portion size

¹Consideration should be given to offer sliced and cut whole fruits to students to assist with consumption and reduce plate waste, especially for elementary student sites.
²Enriched grains may be substituted for whole grain-rich items up to 20% of the total ounce equivalents of grain offered over the week.
³To be considered whole grain-rich, the product's ingredient list must show whole grain as the primary ingredient by weight. Refer to USDA's Whole Grain Resource.
⁴Commercially processed items that consist of two or more ingredients require a USDA-Authorized CN Label or Product Formulation Statement from the manufacturer to document the item's contribution to the meal pattern.

Daily Milk White Chocolate Strawberry Other (specify)

Grades K-8 Lunch Menu Planning Template-Five Day

Fat content	1%	FF or 1%	
Fluid oz.	8	8	

Sponsor #	Sponsor	Contact Name

Grade Group K-12

	Day 6	Day 7	Day 8	Day 9	Day 10
COMPONENTS ↓	WGR Cereal w/Cheese Stick	WGR Waffles w/Light Syrup	Yogurt Parfait w/WGR Granola	WGR Biscuit w/Turkey Sausage	Cheese Grits w/ Scrambled Eggs
Fruits 100% Juice <i>(no more than ½ of total fruit)</i> Daily minimum: 1 cup	Banana 1 each (1/2 cup) 100% Fruit Juice Choice ½ cup (4 fl oz)	Oranges 1 each (1/2 cup) ¹ 100% Fruit Juice Choice ½ cup (4 fl oz)	Fresh Berries or Dried Fruit ½ cup or ¼ cup 100% Fruit Juice Choice ½ cup (4 fl oz)	Peaches ½ cup 100% Fruit Juice Choice ½ cup (4 fl oz)	Mixed Fruit ½ cup 100% Fruit Juice Choice ½ cup (4 fl oz)
Grains² (2nd item may be M/MA) Daily minimum: 1 oz. eq. Weekly minimum: 9 oz. eq.	WGR Cereal Choice ³ 1 cup or 1 oz 1 oz eq Cheese Stick 1 oz 1 oz eq	WGR Waffles ³ 2.4 oz 2 oz eq	WGR Granola ³ ½ cup (1 oz) 1 oz eq Vanilla or Strawberry Yogurt ½ cup (4 oz) 1 oz eq	WGR Biscuit (Purchased ³ or Scratch) 2 oz 2 oz eq Turkey Sausage Patty ⁴ or Sliced Ham 1 oz cooked 1 oz eq	Grits w/Cheese ½ cup (cooked), 0.5 oz 1 oz eq, 0.5 oz eq Scrambled Eggs ½ cup 2 oz eq
Other Foods/ Condiments (If planned)	Light Syrup 2 Tbsp (1 oz)	Light Syrup 2 Tbsp (1 oz)	Light Syrup 2 Tbsp (1 oz)	Light Syrup 2 Tbsp (1 oz)	Light Syrup 2 Tbsp (1 oz)
Item	Item	Item	Item	Item	Item
Portion size	Portion size	Portion size	Portion size	Portion size	Portion size
Item	Item	Item	Item	Item	Item
Portion size	Portion size	Portion size	Portion size	Portion size	Portion size

¹Consideration should be given to offer sliced and cut whole fruits to students to assist with consumption and reduce plate waste, especially for elementary student sites.

²Enriched grains may be substituted for whole grain-rich items up to 20% of the total ounce equivalents of grain offered over the week.

³To be considered whole grain-rich, the product's ingredient list must show whole grain as the primary ingredient by weight. Refer to [USDA's Whole Grain Resource](#).

⁴Commercially processed items that consist of two or more ingredients require a USDA-Authorized CN Label or Product Formulation Statement from the manufacturer to document the item's contribution to the meal pattern.

Grades K-8 Lunch Menu Planning Template-Five Day

Daily Milk	White	Chocolate	Strawberry	Other (specify)
Fat content	1%	FF or 1%		
Fluid oz.	8	8		

Grades K-8 Lunch Menu Planning Template-Five Day

Grade Group K-12

Sponsor #	Sponsor	Contact Name

	Day 11	Day 12	Day 13	Day 14	Day 15
COMPONENTS ↓	WGR Cereal w/Graham Crackers	WGR French Toast w/Turkey Sausage	WGR Banana Bread	WGR English Muffin w/Egg & Cheese	Oatmeal w/Dried Fruit & Yogurt
Fruits 100% Juice <i>(no more than ½ of total fruit)</i> Daily minimum: 1 cup	Oranges 1 each (1/2 cup) ¹ 100% Fruit Juice Choice ½ cup (4 fl oz)	Banana 1 each (1/2 cup) 100% Fruit Juice Choice ½ cup (4 fl oz)	Mixed Fruit ½ cup 100% Fruit Juice Choice ½ cup (4 fl oz)	Peaches ½ cup 100% Fruit Juice Choice ½ cup (4 fl oz)	Dried Fruit ¼ cup 100% Fruit Juice Choice ½ cup (4 fl oz)
Grains² (2nd item may be M/MA) Daily minimum: 1 oz. eq. Weekly minimum: 9 oz. eq.	WGR Cereal Choice ³ 1 cup or 1 oz 1 oz eq	WGR French Toast ³ (Purchased ⁴ or Scratch) 2.4 oz (or 1 piece, per recipe) 1 oz eq	WGR Banana Bread ³ (Purchased or Scratch) 4 oz (or 2 pieces, per recipe) 2 oz eq	WGR English Muffin ³ 2 oz 2 oz eq	Spiced Oatmeal ¾ cup per recipe 1 oz eq
Other Foods/Condiments (if planned)	Graham Crackers 1 oz (28 g) 1 oz eq	Turkey Sausage Patty ⁴ or Cheese Stick 1 oz 1 oz eq	Egg Patty ⁴ or Scrambled Eggs, Sliced Cheese 1 each or ¼ cup, 0.5 oz 1.5 oz eq	Vanilla or Strawberry Yogurt ½ cup (4 oz) 1 oz eq	
		Light Syrup 2 Tbsp (1 oz)			

¹ Consideration should be given to offer sliced and cut whole fruits to students to assist with consumption and reduce plate waste, especially for elementary student sites.

² Enriched grains may be substituted for whole grain-rich items up to 20% of the total ounce equivalents of grain offered over the week.

³ To be considered whole grain-rich, the product's ingredient list must show whole grain as the primary ingredient by weight. Refer to [USDA's Whole Grain Resource](#).

Grades K-8 Lunch Menu Planning Template-Five Day

**Commercially processed items that consist of two or more ingredients require a USDA-Authorized CN Label or Product Formulation Statement from the manufacturer to document the item's contribution to the meal pattern.*

Daily Milk	White	Chocolate	Strawberry	Other (specify)
Fat content	1%	FF or 1%		
Fluid oz.	8	8		

Grades K-8 Lunch Menu Planning Template-Five Day

EXHIBIT C						
FOOD BASED NUTRITION STANDARDS						
FOR MENU PLANNING						
NATIONAL SCHOOL LUNCH PROGRAM & SCHOOL BREAKFAST PROGRAM						
	Breakfast Meal Pattern			Lunch Meal Pattern		
	Grades K-5	Grades 6-8	Grades 9-12	Grades K-5	Grades 6-8	Grades 9-12
Meal Pattern	Amount of Food^a Per Week (Minimum Per Day)					
Fruits (cups) ^{b,c}	5 (1)	5 (1)	5 (1)	2½ (½)	2½ (½)	5 (1)
Vegetables (cups) ^{b,c}	0	0	0	¾ (¾)	¾ (¾)	5 (1)
Dark green ^d	0	0	0	½	½	½
Red/Orange ^d	0	0	0	¾	¾	1¼
Beans/Peas (Legumes) ^d	0	0	0	½	½	½
Starchy ^d	0	0	0	½	½	½
Other ^{d,e}	0	0	0	½	½	¾
Additional Veg to Reach Total ^f	0	0	0	1	1	1½
Grains (oz. eq.)	7 (1)	8 (1)	9 (1)	8 (1)	8 (1)	10 (2)
Meats/Meat Alternates (oz. eq.)	0 ^g	0 ^g	0 ^g	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) ^{h,i,o}	350-500	400-550	450-600	550-650	600-700	750-850
Saturated fat (% of total calories) ^j	< 10	< 10	< 10	< 10	< 10	< 10
Sodium (mg) ^{i,j}	≤ 540	≤ 600	≤ 640	≤ 1,230	≤ 1,360	≤ 1,420
Target 1, 2014-2015						
Target 2, 2017-2018	≤ 485	≤ 535	≤ 570	≤ 935	≤ 1,035	≤ 1,080
Target 3, 2022-2023	≤ 430	≤ 470	≤ 500	≤ 640	≤ 710	≤ 740
Trans fat ^l	Nutrition label or manufacturer specifications must indicate zero grams of <u>trans</u> fat per serving.					

^aFood items included in each food group and subgroup and amount equivalents. Minimum creditable serving is ¼ cup.

^bOne 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.

^cFor 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).

^dLarger amounts of these vegetables may be served.

^eThis 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).

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

^gThere is no separate meat/meat alternate component in the SBP. Schools may substitute 1 oz. eq. of meat/meat alternate for 1 oz. eq. of grains after the minimum daily grains requirement is met.

^hThe 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).

ⁱDiscretionary 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.

^jFinal sodium specifications are to be reached by SY 2022-2023 or July 1, 2022. Intermediate sodium specifications are established for SY 2014-2015 and 2017-2018. See required intermediate specifications in § 210.10(f)(3) for lunches and § 220.8(f)(3) for breakfast.

Grades K-8 Lunch Menu Planning Template-Five Day

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION

SECTION B

(A) By submission of this offer, the offeror 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, or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor;
- (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.

(B) Each person signing this offer certifies that:

- (1) He or she is the person in the offeror's organization responsible within that organization for the decision as to the prices being offered herein and that he or she 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 that 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.

SIGNATURE OF FSMC'S AUTHORIZED REPRESENTATIVE

TITLE

DATE

In accepting this offer, the sponsor certifies that the sponsor's offices, employees or agents have not taken any action which may have jeopardized the independence of the offer referred to above.

SIGNATURE OF AUTHORIZED SPONSOR REPRESENTATIVE

DATE

(Accepting a bidder's offer does not constitute acceptance of the contract.)

NOTE: Sponsor and Bidder shall execute this Certificate of Independent Price Determination.

Grades K-8 Lunch Menu Planning Template-Five Day

This form is available electronically.

OMB Control No. 0505-0027

Expiration Date: 04/30/2022



Certification Regarding Drug-Free Workplace Requirements (Grants) **AD-1049** Alternative I – For Grantees Other Than Individuals

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing §§ 5151-5160 of the Drug-Free Workplace Act of 1998 (Pub. L. 100-690, Title V, Subtitle D: 41 U.S.C. § 8101 et seq.), and 2 C.F.R. Parts 182 and 421. The regulations were amended and published on June 15, 2009, in 74 Fed. Reg. 28150-28154 and on December 8, 2011, in 76 Fed. Reg. 76610-76611. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the grant.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not 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 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal, civil, fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page three before completing certification.)

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about –
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug-abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph A.1.
4. Notifying the employee in the statement required by paragraph A.1 that, as a condition of employment under the grant, the employee will –
 - a. Abide by the terms of the statement; and
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph A.4.b from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph A.4.b, with respect to any employee who is so convicted –
 - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs A.1 through A.6.

Grades K-8 Lunch Menu Planning Template-Five Day

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

PLACE OF PERFORMANCE <i>(Street Address, City, County, State, Zip Code)</i>	
Check <input type="checkbox"/> if there are workplaces on file that are not identified here.	
ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE(S)	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint \(https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer\)](https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442.

Grades K-8 Lunch Menu Planning Template-Five Day
Instructions for Certification

- (1) By signing and submitting this form, the grantee is providing the certification set out on pages one and two in accordance with these instructions.
- (2) The certification set out on pages one and two is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
- (3) Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
- (4) Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
- (5) If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s). If it previously identified the workplaces in question, see paragraph (3) above.
- (6) Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:
 - "Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, and as further defined by 21 C.F.R. §§ 1308.11-1308.15.
 - "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
 - "Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance.
 - "Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) all "direct charge" employees (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant and, (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement, consultants or independent contractors not on the grantee's payroll, or employees of subrecipients or subcontractors in covered workplaces).



Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion Lower Tier Covered Transactions

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552a, as amended). This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 CFR §§ 180.300, 180.335, Participants' responsibilities. The regulations were amended and published on August 31, 2005, in 70 Fed. Reg. 51865-51880. Copies of the regulations may be obtained by contacting the Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not 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 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal or civil fraud, privacy, and other statutes may be applicable to the information provided.

(Read instructions on page two before completing certification.)

- A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;
- B. 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.

ORGANIZATION NAME	PR/AWARD NUMBER OR PROJECT NAME
NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)	
SIGNATURE	DATE

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.

USDA is an equal opportunity provider, employer, and lender.

Instructions for Certification

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 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 or debarment.
- (3) The prospective lower tier participant must provide immediate written notice to the person(s) to which 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," "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 the rules implementing Executive Order 12549, at 2 CFR Parts 180 and 417. You may contact the Department or agency to which this proposal is being 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 may 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 it 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 principals. Each participant may, but is not required to, check the General Services Administration's System for Award Management Exclusions database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of a participant is 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.

STATE OF Florida

COUNTY OF Lee

_____ being first duly sworn, deposes and says that:

BIDDER is the

_____,
(Owner, Partner, Officer, Representative or Agent)

BIDDER is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said BIDDER nor any of its officers, partners, owners, agents, representative, employees or parties in interest, including this affidavit, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other BIDDER, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted; or to refrain from bidding in connection with such Contract; or have in any manner, directly or indirectly, sought by agreement or collusion, or communications, or conference with any BIDDER, firm, or person to fix the price or prices in the attached Bid or any other BIDDER, or to fix any overhead, profit, or cost element of the Bid Price or the Bid Price of any other BIDDER, or to secure through any collusion conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Contract;

The price of items quoted in the attached Bid are fair and proper and are not tainted by collusion, conspiracy, connivance, or unlawful agreement on the part of the BIDDER or any other of its agents, representatives, owners, employees or parties in interest, including this affidavit.

By _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public (Signature)

My Commission Expires:
