



Georgia Department of Early Care and Learning

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## **Invitation for Bid/Contract with Food Service Management Company for SFSP Sponsors**

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This packet contains the prototype Invitation for Bid/Contract with a Food Service Management Company. If the institution wishes to use a document other than this form, it must receive prior approval from Bright from the Start.

Institutions must ensure that goods and services are properly procured and maintain all records relating to the purchase of goods and services and the procurement process.

Use the Procurement Manual to determine if formal procurement is needed and ensure that the procurement action is properly conducted. This prototype bid/contract should only be used when formal procurement is necessary. Otherwise, the organization may only need an Agreement with the vendor. A sample Agreement can be found in the Procurement Manual located at the following website address [www.decal.ga.gov](http://www.decal.ga.gov) in the Nutrition section under program guidance.

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, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may 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 complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), 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:

Mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;  
Fax: (202) 690-7442; or  
Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

# SUMMER FOOD SERVICE PROGRAM INVITATION FOR BID AND CONTRACT

## SECTION A

This document contains an invitation to food service management companies to bid for the furnishing of unitized meals to be served to children participating in the Summer Food Service Program (SFSP) authorized by Section 13 of the National School Lunch Act, and operated under Part 225 of the U.S. Department of Agriculture (USDA) regulations. This document sets forth the terms and conditions applicable to the proposed procurement. Upon acceptance it shall constitute the contract between the bidder and the Sponsor named below.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0280. The time required to complete this information collection is estimated to average 39 hours 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.

SPONSOR		BID OPENING																					
SPONSOR AGREEMENT NUMBER		BID ISSUE DATE	BID NUMBER																				
NAME		DATE																					
ADDRESS (Include City, State, Zip Code)		TIME																					
		LOCATION																					
TELEPHONE NUMBER	CONTACT PERSON	<b>SPONSOR TO ENTER ESTIMATED NUMBER OF MEALS. FIXED UNIT PRICE BIDS TO BE INSERTED BY THE BIDDER</b> <table style="width:100%; border: none;"> <thead> <tr> <th></th> <th style="text-align: center;">Fixed Unit Bid Per Meal</th> <th style="text-align: center;">Sponsors Estimated # of Meals</th> <th style="text-align: center;">TOTALS Price</th> </tr> </thead> <tbody> <tr> <td>BREAKFAST</td> <td>\$ _____ x _____</td> <td>= _____</td> <td></td> </tr> <tr> <td>SNACK</td> <td>\$ _____ x _____</td> <td>= _____</td> <td></td> </tr> <tr> <td>LUNCH/SUPPER</td> <td>\$ _____ x _____</td> <td>= _____</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">ESTIMATED TOTAL</td> <td>\$ _____</td> </tr> </tbody> </table>			Fixed Unit Bid Per Meal	Sponsors Estimated # of Meals	TOTALS Price	BREAKFAST	\$ _____ x _____	= _____		SNACK	\$ _____ x _____	= _____		LUNCH/SUPPER	\$ _____ x _____	= _____		ESTIMATED TOTAL			\$ _____
	Fixed Unit Bid Per Meal			Sponsors Estimated # of Meals	TOTALS Price																		
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LUNCH/SUPPER	\$ _____ x _____	= _____																					
ESTIMATED TOTAL			\$ _____																				
CONTRACT DATES																							
COMMENCEMENT																							
EXPIRATION																							
BID BOND PERCENTAGE REQUIRED (Sponsor shall insert appropriate percentage from 5% to 10%)	Number of annual contract renewals [(if any), May not exceed 4]																						
_____	_____																						
		PROMPT PAYMENT DISCOUNT (To be inserted by the bidder) <input type="text"/> % for payment within <input type="text"/> days																					
		PERFORMANCE BOND PERCENTAGE REQUIRED (Sponsor shall insert appropriate percentage from 10% to 25%)																					

## BIDDER

NAME	SIGNATURE (In Ink)
STREET ADDRESS (Include City, State, Zip Code)	NAME (Print or Type)
	TITLE
TELEPHONE NUMBER	DATE

## ACCEPTANCE

CONTRACT NUMBER	SPONSOR NAME
SPONSOR SIGNATURE	TITLE
	DATE

**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 VENDOR'S AUTHORIZED REPRESENTATIVE	TITLE	DATE

In accepting this offer, the sponsor certifies that the sponsor's officers, 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
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(Accepting a bidder's offer does not constitute acceptance of the contract.)

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

# INSTRUCTIONS TO BIDDERS

## SECTION C

### 1. Definitions

As used herein:

- (a) Bid - The bidder's offer.
- (b) Bidder - a food service management company submitting a bid in response to this invitation for bid.
- (c) Contractor - a successful bidder who is awarded a contract by a Sponsor under the SFSP.
- (d) Food Service Management Company - any commercial enterprise or nonprofit organization with which a sponsor may contract for preparing unitized meals, with or without milk, or juice for use in the Program, or for managing a sponsor's food service operations in accordance with the SFSP regulations. Food service management companies may be: (a) Public agencies or entities; (b) private, non-profit organizations; or (c) private, for profit companies.
- (e) Invitation for Bid (IFB) - the document where the procurement is advertised. In the case of this Program the IFB becomes the contract once both parties agree in writing to all terms and conditions of the IFB.
- (f) Sponsor - the Service Institution which issues this IFB.
- (g) Unitized Meal - an individual pre-portioned meal consisting of a combination of foods meeting the SFSP pattern requirements, delivered as a unit with or without milk or juice. The State agency may approve exceptions to the unitized meal such as separate hot and cold packs.

Other terms shall have the meaning ascribed to them in the SFSP regulations (7CFR Part 225).

### 2. Submission of Bids

- (a) Bidders are expected to examine carefully the specifications, schedules, attachments, terms and conditions of this IFB. Failure to do so will be at the bidder's risk.
- (b) Bids must be executed and submitted in triplicate. If accepted, this IFB will become the contract, and one copy of the contract will be forwarded to the successful bidder with the notice of award. The copy marked "original" will be governing should there be a variance between that copy of the bid and the other two copies submitted by the bidder. No changes in the specifications or general conditions are allowed. Erasures on all copies must be initialed by the bidder prior to submission. Failure to do so may result in rejection of the bid.
- (c) Bids over \$150,000 shall include a bid bond in the amount of \_\_\_\_\_% of bid price. (Sponsor shall insert appropriate percentage from 5% to 10%.) Sponsor should also insert this percentage on the IFB/Contract Face Sheet. Only those bonding and

surety companies contained in the current Treasury Circular 570 may be used to obtain the required bonding. The Treasury Circular is published annually, for the information of Federal bond-approving officers and persons required to give bonds to the United States. All certificates of Authority expire June 30, and are renewable July 1, annually.

Bid bonds will be returned (a) to unsuccessful bidders as soon as practicable after the opening of bids and (b) to the successful bidder upon execution of such further Contractual documents and bonds as may be required by the bid as accepted. The bid must be securely sealed in a suitable envelope, addressed to the office issuing the IFB and marked on the outside with the name of the bidder, bid number and date and time of opening.

- (d) A copy of the current State or local health certificate for the food preparation facilities shall be submitted with the bid.

Failure to comply with any of the above shall be reason for rejection of the bid.

### 3. Explanation to Bidders

Any explanation desired by a bidder regarding the meaning or interpretation of the IFB specifications, etc., must be requested in writing prior to bid opening and with sufficient time allowed for a reply to reach all bidders before bid opening. Oral explanations or instructions given before the award of the contract will not be binding. Any information given to a prospective bidder concerning an IFB will be furnished to all prospective bidders as an amendment of the IFB, if such information is necessary to bidders in submitting bids on the IFB, or if the lack of such information would be prejudicial to uninformed bidders.

### 4. Acknowledgement of Amendments to IFBs

The sponsor must acknowledge receipt of an amendment to an IFB by a bidder by signing and returning the amendment. Such acknowledgement must be received prior to the hour and date specified for bid opening.

### 5. Bidders Having Interest in More Than One Bid

If more than one bid is submitted by any one person, by or in the name of a clerk, partner, or other person, all such bids shall be rejected.

### 6. Time for Receiving Bids

Sealed bids shall be deposited at the Sponsor's address no later than the exact time and date indicated on the face of this IFB. Bids received prior to the time of opening will be securely kept, unopened.

### 7. Errors in Bids

Bidders or their authorized representatives are expected to fully inform themselves as to the conditions, requirements and specifications before submitting bids; failure to do so will be at the bidder's own risk and relief cannot be secured on the plea of error.

8. Award of Contract

- (a) The contract will be awarded to that responsible bidder whose bid is lowest and conforms to the specifications of the IFB.
- (b) The Sponsor reserves the right to reject any or all bids and to waive informalities and minor irregularities in bids received.
- (c) The Sponsor reserves the right to reject the bid of a bidder who previously failed to perform properly, or complete on time, contracts of a similar nature, or the bid of a bidder who's investigation shows is not in a position to perform the contract.
- (d) Sponsor reserves the right to accept any bid within 30 days from the date of bid opening.

9. Bidder Registration

Bidders must be registered by the State in which the service is to be performed. Bids from bidders who are not registered as provided for in Section 225.6(g) of the regulations governing the SFSP will not be considered for award. The vendor shall attach a copy of the State's Registration determination.

10. Late Bids, Modification of Bids or Withdrawal of Bids

- (a) Any bid received after the exact time specified for receipt of bids will not be considered unless it is received before award is made, and it was sent by registered or certified mail not later than the fifth calendar day prior to the specified date (e.g., a bid submitted in response to an IFB requiring receipt of bids by the 20th of the month must have been mailed by the 15th or earlier.)
- (b) Any modification or withdrawal of bid is subject to the same conditions as in (a) above, except that withdrawal of bids by telegram is authorized. A bid may also be withdrawn in person by a bidder or an authorized representative, provided identity is made known and he or she signs a receipt for the bid, but only if the withdrawal is made prior to the exact time set for receipt of bids.
- (c) The only acceptable evidence to establish the date of mailing of a late bid, modifications or withdrawal sent either by registered or certified mail is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If neither postmark shows a legible date, the bid, modification or withdrawal shall be deemed to have been mailed late. (The term "postmark" means a printed, stamped, or otherwise placed impression that is readily identifiable without further action as having been supplied and affixed on the date of mailing by employees of the U.S. Postal Service.)

- (d) Notwithstanding the above, a late modification of an otherwise successful bid which makes it terms more favorable to the Sponsor will be considered at any time it is received and may be accepted.

11. Contracts may be renewed for \*\*\* \_\_\_\_\_ renewal periods. ( Sponsor to enter number of renewal not exceeding 4 renewals.)

12. Price Adjustments

- The prices submitted by bid in response to this original solicitation will not change.
- Price adjustments for each renewal period will increase or decrease:

By no more than \_\_\_\_\_ % as agree upon by both parties (increase or decrease);

Based on the Consumer Price Index (CPI) and will increase or decrease by no more than:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(explain how CPI data will be used to define and calculate the percent of the adjustment.)

13. Miscellaneous Circumstances (Schedule E)

If included, bidder must initial page (top right) to acknowledge disclosure of said circumstances.

## SCOPE OF SERVICES

### SECTION D

- A. USDA regulations 7 CFR Part 225, entitled Summer Food Service Program is hereby incorporated by reference.
- B. Contractor agrees to deliver unitized meals \* \_\_\_\_\_ of milk or juice to locations set out in Schedule A, attached hereto and made a part hereof, subject to the terms and conditions of this solicitation.
- C. All meals furnished must meet or exceed USDA requirements set out in Schedule C, attached hereto and made a part hereof.

Food Service Management Companies may prepare unitized meals, with or without milk, or juice for use in Summer Food Service Program.

- D. Contractor shall furnish meals as ordered by the Sponsor during the period of \*\* \_\_\_\_\_ to  
\*\* \_\_\_\_\_. Meals are to be served \*\*\* \_\_\_\_\_ days a week, as specified in Schedule A.

\* **Insert "inclusive" or "exclusive" as applicable**

\*\* **Sponsor shall insert contract commencement date and expiration date.**

\*\*\* **Sponsor shall insert appropriate number of serving days.**

## UNIT PRICE SCHEDULE AND INSTRUCTIONS

### SECTION E

1. Bidders are asked to submit prices in accordance with Schedule(s) D for meals with/without milk\* meeting the contract specifications set forth in Schedule C and to be delivered to all of the sites stated in Schedule A. Please note that bidders must complete a Schedule D for each meal type (break-fast, lunch, supplement, etc.) covered by the IFB.  
  
\* Sponsor should indicate whether or not milk should be included in the meals/supplements.
2. Evaluation of bids will be performed as follows:  
  
Determine the grand total bid for each bidder by totaling the bids for each meal type from Schedule(s) D. Bidders calculations will be checked prior to totaling.
3. Pricing shall be on the menus described in Schedule B. All bidders must submit bids on the same menu cycle provided by the Sponsor. Deviation from this menu cycle shall be permitted only upon authorization of the Sponsor. Bid price must include the price of food components (including milk and/or juice, if part of unitized meal), packaging, transportation and all other related costs (e.g., condiments, utensils, etc.)  
  
The unit prices of each meal type which the bidder agrees to furnish must be written in ink or typed in the blank space provided and must include proper packaging as required in the specifications and delivery cost to the designated sites. Unit prices shall include taxes, but any charges or taxes which are required to be paid under future laws must be paid by the bidder at no additional charge to the Sponsor.
4. Average Daily Number of Meals are estimated: They are the best known estimates for requirements during the operating period. The Sponsor reserves the right to order more or less meals than estimated at the beginning of the operating period. Contractor will be paid at the 100% unit cost rate during the payment period specified. (The Sponsor should indicate in Section F, #4, "Method of Payment," whether the payment period is to be weekly, bi-weekly or monthly). Sponsor does not guarantee orders for quantities shown. The maximum number of meals will be determined based on the approved level of meal service designated by the administering office for each site serving meals provided by the contractor. However, if average meals delivered per day by type over the contract period fall below 90% of the applicable average daily estimate, adjustments will be made to the per unit price in accordance with Schedule D.
5. Evaluation of Bidders: Each bidder will be evaluated on the following factors:
  - a. Evidence that bidder is registered by the State where the service is to be performed and is registered to deliver at least the number of meals estimated to be required under the contract.
  - b. Financial capability to perform a contract of the scope required.
  - c. Adequacy of plant facilities for food preparation, with approved license certification that facilities meet all applicable State and local health, safety and sanitation standards.
  - d. Previous experience of the bidder in performing series similar in nature and scope.
  - e. Other factors such as transportation capability, sanitation, and packaging.  
  
Bidders that do not satisfactorily meet the above criteria may be rejected as nonresponsive and not be considered for award.
6. Meal Orders. Sponsors will order meals on \*\* \_\_\_\_\_ of the week preceding the week of delivery; orders will be placed for the total number of operating days in the succeeding week, and will include breakdown totals for each site and each type of meal.  
  
The Sponsor reserves the right to increase or decrease the number of meals ordered on a \*\*\* \_\_\_\_\_ hour notice, or less if mutually agreed upon between the parties to this contract.
7. Meal-Cycle Change Procedure. Meals will be delivered on a daily basis in accordance with the menu cycle which appears in Schedule B. Menu changes may be made only when agreed upon by both parties. When an emergency situation exists which might prevent the contractor from delivering a specified meal component, the Sponsor shall be notified immediately so substitutions can be agreed upon. The Sponsor reserves the right to suggest menu changes within the vendor's suggested food cost, periodically throughout the contract period.
8. Noncompliance. The Sponsor reserves the right to inspect and determine the quality of food delivered and reject any meals which do not comply with the requirements and specifications of the contract. The contractor will not be paid for unauthorized menu changes, in-complete meals, meals not delivered within

\*\* Insert mutually agreed day.

\*\*\* Sponsor shall insert appropriate number.

the specified delivery time period, and meals rejected because they do not comply with the specifications. The Sponsor reserves the right to obtain meals from other sources, if meals are rejected due to any of the stated reasons. The contractor will be responsible for any excess cost, but will receive no adjustment in the event the meals are procured at lesser cost. The Sponsor or inspecting agency shall notify the contractor in writing as to the number of meals rejected and the reasons for rejection.

The SFSP regulations provide that statistical sampling methods may be used to disallow payment for meals which are not served in compliance with Program regulations. In the event that disallowances are made on the basis of statistical sampling, the Sponsor and the administering agency as to the number of meals disallowed, the reasons for disallowance, and the methodology of the statistical sampling procedures employed.

9. Specifications.

A. Packaging:

1. Hot Meal Unit - Package suitable for maintaining meals in accordance with local health standards. Container and overlay should have an air-tight closure, be of non-toxic material, and be capable of withstanding temperatures of 400 degrees (204 degrees C) or higher.
2. Cold Meal Unit (or Unnecessary to Heat) - Container and overlay to be plastic or paper and non-toxic.
3. Cartons - Each carton to be labeled. Label to include:
  - a. Processor's name and address (plant).
  - b. Item identity, meal type.
  - c. Date of production.
  - d. Quantity of individual units per carton.

4. Meals shall be delivered with appropriate nonfood items: condiments, straws for milk, napkins, single service ware, etc. Sponsor shall insert the types of nonfood items that are necessary for the meals to be eaten: Nonessential items must be excluded.

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a. Food Preparation:

Meals shall be prepared in accordance with State and local health standards.

b. Food Specifications:

Bids are to be submitted on the menu cycle included in Schedule B; and portions shall, as a minimum, be the quantities specified by USDA for each component of each meal, as included in Schedule C of this contract.

All meals in the menu cycle must meet the food specifications and quality standards. All meat and meat products, shall have been slaughtered, processed and manufactured in plants inspected under USDA approved inspection program and bear the appropriate seal. All meat and meat products must be sound, sanitary and free of objectionable odors or signs of deterioration on delivery.

Milk and milk products are defined as "...pasteurized fluid types of flavored or unflavored whole milk, low-fat milk, skim milk, or cultured buttermilk which meet State and local standards for such milk... All milk should contain vitamins A and D at the levels specified by the Food and Drug Administration and be consistent with State and local standards for such milk." Milk delivered hereunder shall conform to these specifications. Special meal requirements to meet ethnic or Religious need may not be specified, unless necessary to meet the needs of participants served.

# GENERAL CONDITIONS

## SECTION F

### 1. Delivery Requirements

- A. Delivery will be made by the contractor to each site in accordance with the order from the Sponsor.
- B. Meals are to be delivered daily, unloaded, and placed in the designated location by the contractor's personnel at each of the sites and times listed in Schedule A.
- C. The contractor shall be responsible for delivery of all meals and/or dairy products at the specified time. Adequate refrigeration or heating shall be provided during delivery of all food to insure the wholesomeness of food at delivery in accordance with State or local health codes.
- D. The Sponsor reserves the right to add or delete food service sites by amendment of the initial list of approved sites in Schedule A, and make changes in the approved level for the maximum number of meals which may be served under the Program at each site (established under Section 225.6(d)(2) of the SFSP regulations). The Sponsor shall notify the contractor by providing an amendment to Schedule A, of all sites which are approved, cancelled, or terminated subsequent to acceptance of this contract, and of any changes in the approved level of meal service for a site. Such amendments shall be provided within \* \_\_\_\_\_ hours or less.

### 2. Supervision and Inspection

The contractor shall provide management supervision at all times and maintain constant quality control inspections to check for portion size, appearance and packaging, in addition to the quality of products.

### 3. Recordkeeping

- A. Delivery tickets must be prepared by the contractor at a minimum in three copies: one for the contractor, one for the site personnel and one for the Sponsor. Delivery tickets must be itemized to show the number of meals of each type delivered to each site. Designees to the Sponsor at each site will check adequacy of delivery and meals before signing the delivery ticket. Invoices shall be accepted by the Sponsor only if signed by Sponsor's designee at the site.

- B. The contractor shall maintain records supported by delivery tickets, invoices, receipts, purchase orders, production records for this contract, or other evidence for inspection and reference, to support payments and claims, and shall submit require reports to sponsor promptly at the end of each month, unless more frequent reports are required by sponsor.
- C. The books and records of the contractor pertaining to this contract shall be available for a period of three years from the date of submission of the Sponsor's final claim for reimbursement, or until the final resolution of any audits, for inspection and audit by representatives of the State agency, representative of the U.S. Department of Agriculture, the Sponsor and the U.S. General Accounting Office at any reasonable time and place.

### 4. Method of Payment

The contractor shall submit its itemized invoices to the Sponsor \*\* \_\_\_\_\_ in compliance with Section 225.6(h)(2)(iv) of the SFSP regulations. Each invoice shall give a detailed breakdown of the number of meals delivered at each site during the preceding period. The Sponsor shall calculate the average number of meals delivered each day for the applicable period. Payment will be made at the unit price shown for that range. Each payment period will be calculated and paid for independent of other periods. No payment shall be made unless the required delivery receipts have been signed by the site representative of the Sponsor.

The contractor shall be paid by the Sponsor for all meals delivered in accordance with this contract and SFSP regulations. However, neither the Department nor the State agency assumes any liability for payment of differences between the number of meals delivered by the contractor and the number of meals served by the Sponsor that are eligible for reimbursement.

### 5. Inspection of Facility

- A. The Sponsor, the State agency and USDA reserve the right to inspect the contractor's facilities without notice at any time during the contract period, including the right to be present during preparation and delivery of meals.

\* Insert mutually agreed upon number.

\*\* Sponsor shall insert "weekly", "bi-weekly" or "monthly"

- B. The contractor's facilities shall be subject to periodic inspections by State and local health departments or any other agency designated to inspect meal quality for the State. This will be accomplished in accordance with USDA regulations.
- C. The contractor shall provide for meals which it prepares to be periodically inspected by the local health department or an independent agency to determine bacterial levels in the meals being served. Such levels shall conform to the standards which are applied by the local health authority with respect to the level of bacteria which may be present in meals served by other establishments in the locality.

6. Performance Bond Requirement

When the award is greater than \$150,000, the successful bidder shall provide the Sponsor with a performance bond in the amount of \*\*\* \_\_\_\_\_% of the contract price. The bond shall be executed by the contractor and a licensed surety company listed in the current Department of Treasury Circular 570. Only those bonding and surety companies contained in the current Treasury Circular 570 may be used to obtain the required bonding. The Treasury Circular is published annually, for the information of Federal bond-approved officers and persons required to give bonds to the United States. All certificates of Authority expire June 30, and are renewable July 1, annually.

The bond shall be furnished not later than ten days following award of the contract.

7. Insurance Requirements

The contractor shall carry product casualty and liability insurance (theft, storm, and fire damage, general food safety and sanitation) on all food and supplies in the contractor's custody or control regardless of their location, in accordance with acceptable industry practices. The insurance carrier shall have a rating of A- or better as rated by the A.M. Best Company. The sponsoring organization or agency shall be an additional named insured agency on the certificate of insurance and all payments for losses shall be made payable jointly to the contractor and the sponsoring organization or agency. The extent of coverage established by the Georgia Department of Human Services, Child Nutrition Programs shall exceed the amount of the contract by 10% and not more than 25% of the total contract.

Bids shall be accompanied by a statement from an insurance carrier, licensed to conduct business in the state of Georgia, indicating the carrier's agent has reviewed the bid and insurance requirements, can satisfy all required coverage specifying the type of policy/coverage providing said coverage. The successful bidder shall provide proof of insurance to the sponsoring organization or agency within ten

working days after receiving the official letter of notification. Coverage shall not lapse during the period of the contract. Contract extension will require proof of insurance for the period of time service is extended according to the contract or amendments made to the contract. Each item below must be covered in writing on the certificate of insurance.

1. The policies must state "all risks," or "special causes of loss," or "broadest coverage available in the market place" and the dollar value limit.
2. There must be a 30-day cancellation or non-renewal notice rather than ten. This notice must be directed to the sponsoring organization or agency.
3. The certificate of insurance must remove the words "endeavor to" from the cancellation section to reflect a firm commitment toward issuing a written cancellation or non-renewal notice to the certificate holder.
4. The food and supplies used for meeting the terms of the food service contract must be covered using one of the following acceptable terms: marine, cargo, inventory, contents, stock or warehouse legal liability.
5. The sponsoring organization or agency shall be provided an endorsed/executed copy of the insurance policies that cover the food and supplies.

LICENSE AND FEES

The contractor shall be responsible for obtaining all necessary licenses and paying all fees required by local, state and federal governments. This shall include but not be limited to licenses required under the applicable Georgia Revenue Code. Information on this license may be obtained from the county probate office.

PERFORMANCE GUARANTEES\*\*\*

Per FNS 796-4 Rev. 4, Contractors will provide performance guarantees in the amount of 10% and not more than 25% of the total contract awarded. The guarantee provided shall be a surety bond issued by a company listed in the Department of Treasury Circular 570 for the current year and licensed to do business in the state of Georgia. The guarantee must have a rating of A-or better as rated by A.M. Best Company. A letter from the bonding company confirming commitment to provide bond coverage in accordance with specifications of the Request for Bid shall be included with the bid. In addition to the performance guarantee, the bond shall also provide coverage for failure of the contractor to maintain appropriate records. If either of these situations are discovered during administrative reviews or audits by the State and/or USDA, it will be deemed unfaithful performance and constitute automatic grounds for the issuance of payment of the surety bond to the sponsoring organization or agency without additional proof,

\*\*\* Insert percentage required by the State, but not less than 10% of the Contract Price and not more than 25%.

documentation or evidence. The cost of the guarantee must be included in the bid. The bond, accompanied by a Power of Attorney, must be filed by the successful bidder within ten working days after receiving the letter of notification. The sponsoring organization or agency, or their designee, shall be the custodian of the performance guarantee. The performance guarantee must reference this bid and shall, be made payable to the sponsoring organization or agency. The contractor shall provide continuous coverage for the duration of the contact. If the contract is extended, the contractor shall provide proof of the extension of coverage to the state agency 30 days prior to the date the original coverage guarantee will terminate.

8. Availability of Funds

The Sponsor reserves the right to cancel this contract if the Federal funding to support the SFSP is withdrawn. It is further understood that, in the event of cancellation of the contract, the Sponsor shall be responsible for meals that have already been assembled and delivered in accordance with this contract.

9. Monetary Benefit

This Invitation for Bid does NOT provide for loans or any other monetary benefit or terms or conditions to be made to the institutions by the Food Service Management Company(ies). (Including non-food service activities that benefit Program participants.)

9. Number of Meals and Delivery Times

The contractor must provide exactly the number of meals ordered. Counts of meals will be made by the Sponsor at all sites before meals are accepted. Damaged or incomplete meals will not be included when the number of delivered meals is determined.

10. Emergencies

In the event of unforeseen emergency circumstances, the contractor shall immediately notify the Sponsor by telephone or telegraph of the following: (1) the impossibility of on-time delivery; (2) the circumstance(s) precluding delivery; and (3) a statement of whether or not succeeding deliveries will be affected. No payments will be made for deliveries made later than \*\*\* \_\_\_\_\_ hours after specified meal time.

Emergency circumstances at the site precluding utilization of meals are the concern of the Sponsor. The Sponsor may cancel orders provided it gives the contractor at least \*\*\*\*\* \_\_\_\_\_ hours notice or less if mutually agreed upon between the parties to this contract.

Adjustments for emergency situations affecting the contractor's ability to deliver meals, or Sponsor's ability to utilize meals, for periods longer than 24 hours will be mutually worked out between the contractor and Sponsor.

13. Miscellaneous Circumstances – Contracting Organization  has  does not have special circumstances, or uncommon business practices that are likely to impact purchasing patterns. Disclosures are located on (Schedule E). Contracting Organization is to disclose any possible fluctuations in purchasing.

\*\*\*\* **Sponsor shall set time in accordance with State agency instructions.**

\*\*\*\*\* **Insert same number as in Section F #1-D on page 8.**

11. Termination

A. The Sponsor reserves the right to terminate this contract if the contractor fails to comply with any of the requirements of this contract. The Sponsor shall notify the contractor and surety company, if applicable, of specific instances of noncompliance in writing. The terminating party must provide the other contract party \_\_\_\_\_ days  
\* **Number of days**  
written notice in order to terminate the contract for convenience.

The Sponsor shall have the right, upon such written notice, to immediately terminate the contract and the contractor or surety company, if applicable, shall be liable for any damages incurred by the Sponsor. Prior to termination, the Sponsor shall contact the State agency concerning procedures for conducting a procurement action.

- B. The Sponsor may, by written notice to the contractor, terminate the right of the contractor to proceed under this contract, if it is found by the Sponsor that gratuities in the form of entertainment, gifts or otherwise were offered or given by the contractor to any officer or employee of the Sponsor with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending of the contract; provided that the existence of the facts upon which the Sponsor makes such findings shall be in issue and may be reviewed in any competent court.
- C. In the event this contract is terminated as provided in paragraph (b) hereof, the Sponsor shall be entitled (i) to pursue the same remedies against the contractor as it could pursue in the event of a breach of contract by the contractor, and (ii) as a penalty in addition to any other damages in an amount which shall not be less than three nor more than ten times the cost incurred by the contractor in providing any such gratuities to any such officer or employee.
- D. The rights and remedies of the Sponsor provided in this clause shall be not exclusive and are in addition to any other rights and remedies provided by law or under this contract.

12. Subcontractors and Assignments

The contractor shall not subcontract for the total meal, or for the assembly of the meal, and shall not assign, without the advance written consent of the Sponsor, this contract or any interest therein.

In the event of any assignment, the contractor shall remain liable to the Sponsor as principal for the performance of all obligations under this contract.

## GENERAL PROVISIONS

### SECTION G

See 2 CFR Part 200, Appendix II, Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

#### Equal Opportunity

Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

#### Byrd Anti-Lobbying Amendment

Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

#### Davis-Bacon Act

Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or sub recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

#### Clean Air and Water

Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended— Contracts and sub grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional office of the Environmental Protection Agency (EPA).

#### Completed by Contracting Institution ONLY

Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

The following condition **does** apply

The following condition **does not** apply

Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under 37 CFR §401.2 (a) and the recipient or sub recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

The following condition **does** apply

The following condition **does not** apply

SECTION G – GENERAL PROVISIONS CONTINUED

**Completed by Contracting Institution ONLY**

See §200.322 Procurement of recovered materials. A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

The following condition **does** apply

The following condition **does not** apply

# U.S. DEPARTMENT OF AGRICULTURE

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

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This certification is required by the regulations implementing Executive Order 12549 and 12689, Debarment and Suspension. A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) 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.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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ORGANIZATION NAME

PR/AWARD NUMBER OR PROJECT NAME

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NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)

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SIGNATURE(S)

DATE

### **Instructions for Certification**

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to 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 change circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntary excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive order 12549 and 12689. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that 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, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant 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.

## INSTRUCTIONS FOR COMPLETION OF SCHEDULE A

### SITE INFORMATION LIST

1. Enter sponsor's name in upper left-hand corner.
2. Use correct street address for all sites listed.
3. Check "X" if site has adequate refrigeration to store all meals ordered and could receive early deliveries.
4. Under columns (1) and (2), enter the beginning and ending dates for meal service at each site.
5. Under columns (3), enter the total number of days meals will be served at each site.
6. Enter in column (5) beside the appropriate meal type, the average number of each type of meal that is estimated to be served each day at the site. For example, if a site plans to serve 11,000 lunches for 44 days during the summer, then the average is 250 ( $11,000 \div 44$ ). Do not insert the maximum number that will be served on a particular day during the summer.
7. Enter in column (6) the result of column (3) times column (5).
8. Enter in column (7) the delivery time for each meal type.  
  
When estimating the Average Meals Served Per Day (Column (5)), use the average from the prior summer if the site was in operation at that time.  
  
Since Schedule A must be completed well in advance of the application deadline, it is recognized that changes will occur in the data by the time the program begins. However, be as accurate as possible since the data is used by the vendor to arrive at his bid prices. The vendor awarded the bid will accept changes after the bid opening.
9. Initial Each site to signify contractors agreement to deliver to the address at the specified time.

**SCHEDULE A**

U. S. DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE

**SITE INFORMATION LIST**

**SUMMER FOOD SERVICE PROGRAM**

SPONSOR NAME				ADDRESS			CONTACT PERSON/PHONE #
SITE NAME ADDRESS PHONE	BEGIN DATE	END DATE	TOTAL DAYS OP.	MEAL TYPE	AVER MEALS/DAY	TOTAL MEALS	DELIVERY TIME FOR EACH MEAL TYPE
	(1)	(2)	(3)				
REFRIG. ALL MEALS YES      NO				BREAKFAST			
				AM SUPPLEMENT			
				LUNCH			
				PM SUPPLEMENT			
				SUPPER			
REFRIG. ALL MEALS YES      NO				BREAKFAST			
				AM SUPPLEMENT			
				LUNCH			
				PM SUPPLEMENT			
				SUPPER			
REFRIG. ALL MEALS YES      NO				BREAKFAST			
				AM SUPPLEMENT			
				LUNCH			
				PM SUPPLEMENT			
				SUPPER			
REFRIG. ALL MEALS YES      NO				BREAKFAST			
				AM SUPPLEMENT			
				LUNCH			
				PM SUPPLEMENT			
				SUPPER			

U.S. DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE  
SUMMER FOOD SERVICE PROGRAM  
MENU CYCLE

- Sponsor shall attach a menu cycle for each site.



SCHEDULE C

U. S. DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE

**SUMMER FOOD SERVICE PROGRAM**

**USDA REQUIRED MEAL PATTERNS**

The meal requirements for the Program are designed to provide nutritious and well-balanced meals to each child. Except as otherwise provided in Section 225.16(b) of the SFSP regulations, the following table presents the minimum requirements for meals served to children in the Program.

**BREAKFAST**

**Milk**

Fluid Milk 1 cup (1/2 pint)

**Vegetables and Fruits**

Vegetables and/or fruits or full-strength vegetable or fruit juice 1/2 cup  
(or an equivalent quantity of any combination of vegetables, fruits and juice) 1/2 cup

**Bread and Bread Alternates**

Bread (whole-grain or enriched) or 1 slice  
Bread Alternates (whole-grain or enriched):  
cornbread, biscuits, rolls, muffins, etc. or 1 serving  
cooked pasta or noodle products or 1/2 cup  
cooked cereal grains, such as rice, corn grits, or bulgur or 1/2 cup  
(whole-grain, enriched, or fortified): cooked cereal or cereal grains  
or cold dry cereal 3/4 cup or 1 ounce  
(whichever is less)  
(or an equivalent quantity of a combination of bread or bread alternates)

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**➤ (OPTIONAL) Serve as often as possible:**

**Meat and Meat Alternates**

(See lists under Lunch, or Supper) 1 ounce

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## SCHEDULE C

### SNACK (Supplemental Food)

Choose two items from the following four components

#### Meat and Meat Alternates

Lean meat or poultry or fish or

1 ounce  
(edible portion as served)

#### Meat Alternates

Cheese or  
egg or  
cooked dry beans or peas or  
peanut butter or other nut or seed butters or  
nuts and/or seeds or  
yogurt (plain, sweetened, or flavored)  
(or an equivalent quantity of any combination of meat or meat alternates)

1 ounce  
1/2 large  
1/4 cup  
2 tablespoons  
1 ounce  
4 ounces

#### Vegetables and Fruits

Vegetables and/or fruits or  
full-strength vegetable or fruit juice  
(or an equivalent quantity of any combination of vegetables, fruits, and juice)  
Juices cannot be served with milk

3/4 cup  
3/4 cup

#### Bread and Bread Alternates

Bread (whole-grain or enriched) or

1 slice

Bread Alternates (whole-grain or enriched):  
cornbread, biscuits, rolls, muffins, etc. or  
cooked pasta or noodle products or  
cooked cereal grains, such as rice, corn grits, or bulgur or  
(whole-grain, enriched, or fortified): cooked cereal or cereal grains  
or cold dry cereal

1 serving  
1/2 cup  
1/2 cup  
3/4 cup or 1 ounce  
(whichever is less)

(or an equivalent quantity of a combination of bread or bread alternates)

#### Milk

Fluid Milk

1 cup  
(1/2 pint)

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## SCHEDULE C

### LUNCH OR SUPPER

#### Milk

Fluid Milk 1 cup (1/2 pint)

#### Meat and Meat Alternates

Lean meat or poultry or fish or 2 ounces  
(edible portion as served)

#### Meat Alternates:

Cheese or 2 ounce  
egg or 1 large  
cooked dry beans or peas or 1/2 cup  
peanut butter or other nut or seed butters or 4 tablespoons  
nuts and/or seeds or 1 ounce = 50%\*  
yogurt (plain, sweetened, or flavored) 8 ounce or 1 cup  
(or an equivalent quantity of any combination of meat or meat alternates)

#### Vegetables and Fruits

Vegetables and/or fruits (2 or more selections for a total of 3/4 cups) or 3/4 cup  
full-strength vegetable or fruit juice  
(or an equivalent quantity of any combination of vegetables, fruits, and juice) 3/4 cup  
Juice may not be counted to meet more than 1/2 of this requirement.

#### Bread and Bread Alternates

Bread (whole-grain or enriched) or 1 slice  
Bread Alternates (whole-grain or enriched):  
cornbread, biscuits, rolls, muffins, etc. or 1 serving  
cooked pasta or noodle products or 1/2 cup  
cooked cereal grains, such as rice, corn grits, or bulgur or 1/2 cup  
(whole-grain, enriched, or fortified): cooked cereal or cereal grains  
or cold dry cereal 3/4 cup or 1 ounce  
(whichever is less)  
(or an equivalent quantity of a combination of bread or bread alternates)

\* No more than one-half of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meal alternate to fulfill the requirement.

**NOTE:** The serving sizes of food specified in the meal patterns are minimum amounts. If the administering agency approves the sponsor to serve smaller portion sizes to children under 6 years, the sponsor must meet the meal patterns specified in the Child Care Food Program (CCFP) regulations. You can obtain copies of these regulations from your State agency. Children over 6 years old may be served Larger portions, but not less than the minimum requirements specified in the Summer Food Service Program regulations. Remember that you do not receive reimbursement for meals that do not meet the minimum program requirements.

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**UNIT PRICE SCHEDULE**

**INSTRUCTIONS:**

VENDOR: Complete items (d) and (e) for each Meal Type.

SPONSOR: Complete items (a) - (c) for each Meal Type.

Total Meals X Cost = Total Cost.

<b>(a) MEAL TYPE (i.e., Lunch)</b>	<b>(b) AVERAGE DAILY <sup>1</sup> MEALS NEEDED</b>	<b>(c) TOTAL NUMBER <sup>2</sup> OF MEALS</b>	<b>(d) UNIT <sup>3</sup> COST</b>	<b>(e) TOTAL BID</b>
Breakfast				
AM Supplement				
Lunch				
PM Supplement				
Supper				

**ADJUSTMENTS**

If the average daily meals billed is less than the average daily meals needed (per item (b) above) a one time adjustment to the unit price will be made as follows:

<b><u>AVERAGE DAILY MEALS BILLED</u></b> <b><u>- AVERAGE DAILY MEALS NEEDED</u></b>	<b><u>MULTIPLY "UNIT COST" (D)</u></b> <b><u>BY THIS AMOUNT</u></b>
81 - 90%	1.05
71 - 80%	1.10
61 - 70%	1.15
51 - 60%	1.20
50% OR BELOW	1.30

EXAMPLE: If the average daily meals billed - by the "average daily meals needed" (item b above) = .82 or 82%, multiply the "unit cost" (item d above) by 1.05.

The contractor will invoice the sponsor at the 100% unit cost indicated above bi-weekly. To determine if an additional cost per meal is due the vendor, complete the following calculation. Divide the total number of meals billed by type (lunch, breakfast or supplement) for the total length of the program by the total number of days the program was operated. Any additional charges resulting from this higher "adjustment" will be reflected in the final statement from the vendor.

**NOTE: The unit cost per meal may not exceed the maximum operational reimbursement for each meal type as stated in Part 7 CFR 225 of the federal regulations.**

1. Obtained from Columns (3) and (6), Schedule A, by dividing total meals for each specific meal type by the greatest number of days operated by a site in Column (3).
2. Obtained from Schedule A by totaling Column (6) for each specific meal type.
3. Unit cost specified is that cost based on 100% Average Meals Needed Per Day.



**SUMMARY BID SHEET**

MEAL TYPE	TOTAL NUMBER OF MEALS	1 UNIT COST	TOTAL
BREAKFAST		\$	\$
AM SUPPLEMENT		\$	\$
LUNCH		\$	\$
PM SUPPLEMENT		\$	\$
SUPPER		\$	\$
<b>TOTAL</b>		\$	\$

<sup>1</sup> Unit cost must be identical to those unit costs listed on the UNIT PRICE SCHEDULE

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None Known

Known Miscellaneous Circumstances are:

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

