



Request for Quotes

Vendor/Food Service Management Company – Meals Only

For:

Summer Food Service Program

Issued by:

Capital Area Food Bank

4900 Puerto Rice Ave. NE

Washington, DC 20017

Request for Quotes for Summer Meal Service Delivery

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Overview

The Capital Area Food Bank (CAFB) is seeking a food service management company to furnish its meal service sites during the contract's base year with Summer meals with a period of performance from June 15-August 31, 2016. There will be up to four one-year renewals. CAFB is soliciting meals at an all-in, firm fixed price for the contract term.

CAFB is the largest organization in the Washington metro area working to solve hunger and its companion problems: chronic malnutrition, heart disease, and obesity. By partnering with 444 community organizations in Washington, DC, Maryland, and Virginia, as well as delivering food directly into hard to reach areas, CAFB is helping 530,000 people each year get access to good, healthy food.

The Capital Area Food Bank has been a sponsor of the Child and Adult Care Food Program (CACFP) At-Risk Afterschool Meals and Summer Food Service Program (SFSP) for the last five years. The food bank partners with a variety of locations to serve children 18 years old and younger, including public recreation centers and residential community centers. The majority of the children served are between the ages of 5 and 12.

The Capital Area Food Bank's mission is to create access to good, healthy food for people in every community, therefore the food bank desires:

- Meals that are wholesome, healthy, and appealing to children.
- Menus that showcase variety of options and high-quality ingredients.

Scratch cooking is preferred.

CAFB contemplates award of a contract in accordance with the Federal procurement requirements established by the United States Department of Agriculture (USDA) Code of Federal Regulations (7 CFR 225 & 226). CAFB will award a contract after evaluating submitted quotes in accordance with the criteria indicated in section 3, Quote Evaluation.

SECTION 1: Unit Price Schedule and Instructions

Vendor's price per meal should be inclusive of all food and non-food costs associated with meal production and delivery, including the assumed cost of providing any meal accommodations and replacement serving-ware.

CAFB shall not pay any fees, costs, or charges not clearly identified in Vendor's quote and/or any subsequent executed food service contracts between selected Vendor and CAFB.

This is a requirements contract for services specified in the RFP and attachments for the period set forth therein. The quantities of such services specified herein are estimates only and are not purchased hereby. In the event CAFB's requirements for services do not result in orders in the amounts or quantities described as "estimated," such event shall not constitute the basis for an equitable price adjustment under this contract.

CAFB shall not be obligated to place any minimum dollar amount of orders under this contract or any minimum number of orders. The utilization of Vendor for services will be dependent upon the needs and requirements of CAFB.

Adjustments and or renegotiation of meal prices by both Vendor and CAFB will be allowed in the subsequent years of this contract, if expressed. If Vendor requests a price increase, said increase must be based on the United States Department of Labor, Bureau of Labor Statistics, and Consumer Price Index for All Urban Consumers for Washington for the most recent 12 month period immediately preceding the month in which the contract expires, or ten percent, whichever is less. Before any price increase can be implemented, Vendor must document through cost or price analysis the need for such price increase.

SECTION 2: Scope of Services

Meal Specifications

Vendor agrees to deliver meals to locations identified in Attachment E, subject to the terms and conditions of this solicitation. CAFB reserves the right to delete or add locations within its specified service area of the District of Columbia. Deletion or addition of locations shall be made not less than ten business days prior to the required date of service.

Vendor shall supply the following meal types: SFSP Breakfast, SFSP Snack, and SFSP Lunch/Supper.

For SFSP Breakfast, SFSP Lunch/Supper, and SFSP Snack, Vendor shall adhere to SFSP Meal Pattern for ages 6-12 (Attachment B) and the DC Healthy Schools Act (Attachment A)

Additional nutrition standards shall apply to all meal types:

- Peanut and tree nut products shall not be served in any meals and in any form.
- Pork shall not be served in any meals and in any form.
- Fluid milk shall be unflavored and 1% fat. Milk cannot contain added sweeteners or artificial flavorings.
- Fruits and vegetables shall only be packed in water or natural juice.
- No fruit juice shall be served as a stand-alone component.
- Vegetarian meals shall be available every day and must rotate daily to avoid repetition. Vegetarian meals must be clearly labeled or identified as vegetarian.

All commercially prepared meal items that contain more than one component require Child Nutrition Label or Product Formulation Statement.

Vendor shall provide CAFB with standardized recipes for all combination meals made from scratch, and Vendor shall also keep them on file.

All meat and meat products, except sausage products, shall have been slaughtered, processed, and manufactured in plants inspected under a US Department of Agriculture 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. Sausage meats other than pork require Child Nutrition label.

Menus and Meal Substitutions

Vendor shall provide CAFB with menus 20 days in advance of meal service. CAFB may request changes before approving.

Menus shall label items on the menu that are “local,” defined as grown/raised within Delaware, the District of Columbia, Maryland, New Jersey, North Carolina, Pennsylvania, Virginia, or West Virginia, and unprocessed.

Menus shall label any products that are “local”. Vendor shall also provide a separate list with each menu, noting which items are local, and the name and address of where each item was grown/raised. Please see Sample Menu Format (Attachment G).

Vendor shall print monthly menus and distribute them to each site at least 5 business days before service each month.

CAFB may request menu changes that are within cost parameters periodically through the contract period if meals are not being well received/consumed by participants.

Vendor shall provide up to 20 samples of a specific menu item for taste tests, not more often than once per month, when requested by CAFB.

Vendor shall receive approval from CAFB prior to making any deviations from approved cycle menus. When an emergency situation exists which might prevent Vendor from delivering a specified meal component, Vendor shall notify CAFB immediately so substitutions can be agreed upon.

Vendor shall make substitutions in the menu for students who are unable to consume regular meals because of medical or other special dietary needs.

- Substitutions shall be made only when supported by a statement of the need for substitutes that includes recommended alternate foods.
- Such statement shall, in the case of a disabled student, be signed by a medical doctor, or in the case of a student without disabilities, by a recognized medical authority.

Packing and Delivery

Vendor shall provide milk in individual 8 ounce cartons.

Meals may be unitized or bulk style (food that is delivered by component in order to facilitate family style meal service).

Meals may be all-cold items or meals may be a variety of hot or cold items.

Vendor shall provide all serving ware, small ware, and disposables needed for meal service including, but not limited to: plates, bowls, cutlery, napkins, disposable gloves and alcohol wipes.

- All disposables provided by Vendor shall be made of recycled materials, be recyclable, and/or be easily compostable. No expanded polystyrene or Styrofoam is to be provided to sites.
- If meals are provided bulk style, Vendor shall provide each site with a set of 3 Spoodles (two 3oz and one 4oz) to facilitate meal service and replace within 48 hours if lost or stolen.

Meals shall be prepared under properly controlled temperatures and assembled not more than 24 hours prior to delivery.

Food shall be packaged and delivered in a safe and secure manner to prevent leakage and food shall be delivered in insulated containers to maintain safe temperatures. Containers and overlays shall have an airtight closure, be of non-toxic material, and be capable of withstanding temperatures of 400° Fahrenheit or higher. Vendor shall not deliver food that requires reheating.

Vendor shall pack and mark all items in accordance with good commercial practice. Labels shall be in accordance with the Federal, Food, Drug, and Cosmetic Act and regulations promulgated there under. The Contractor shall ship containers in compliance with the National Motor Freight Classification. To ensure that the receiving activity properly handles and stores items, the Contractor shall use standard commercial precautionary markings such as “KEEP FROZEN” or “KEEP REFRIGERATED.”

Vendor shall deliver all meals on time. "On time" delivery is defined as within each site's delivery window, defined as no more than 2 ½ hours before the site's scheduled meal time and no less than 30 minutes before the site's scheduled meal time. CAFB shall not be charged for meals delivered outside of the delivery window.

Vendor shall notify CAFB of any unanticipated changes that result in meals being delivered outside of the delivery window with explanation.

All delivery sheets/slips/tickets shall be signed by a representative of the meal site and must include:

1. Ticket number;
2. Date of Delivery;
3. Delivery Departure Time;
4. Delivery Departure Temperature(s);
5. Delivery Address;
6. Requisition Number;
7. Name of food items;
8. Item Number;
9. Quantity of Items Delivered;
10. Unit Price;
11. Extended Amount;
12. Carrier Operator's Name;
13. Name, Signature and Telephone Number of Organization designee, receiving the item; and
14. Acknowledgement of receiving the items by the Organization designee.

Delivery staff shall wait at the meal site while the site supervisor checks the meal to verify that the meal is complete and at a safe temperature. Meals not at a safe temperature shall be rejected. Invoices shall be accepted by the Organization only if signed by the Organization's designee at the center and /or home.

Delivery tickets must be prepared, by the contractor, with a minimum of three copies (one for the contractor, and one for the center and /or home personnel and one for the Organization). Delivery tickets must be itemized to show the number of meals of each type delivered to each location.

Staffing

Vendor shall ensure that delivery drivers, and any other staff who will visit meals sites, submit to criminal background checks at least every 2 years.

- Vendor shall incur the fee for the criminal background checks.
- Vendor shall keep current records of background checks and submit them to CAFB upon request.
- Delivery drivers, and any other staff who will visit sites, shall not have been found guilty for any of the following felony offenses or their equivalent: murder, attempted murder, manslaughter, or arson; any type of assault; mayhem, malicious disfigurement, or threats to do bodily harm; burglary, robbery, kidnapping, illegal use or possession of a firearm; sexual offenses, or child abuse or cruelty to children.

Reporting and Recordkeeping

Vendor shall maintain the following records for 3 years plus the current year, even if the contract is terminated, and must make them available to CAFB, state agency, and USDA upon request:

- Monthly invoices;
- Purchase orders and production records;
- Delivery sheets/slips/tickets signed by a representative of the meal site at delivery, which must include the date, time, and amount of delivery; and
- Menus for all meal types.

If an audit is taking place, and the audit findings have not yet been resolved, the records must be kept as long as required for the audit to be resolved.

By the 7th of the following month, Vendor shall send CAFB:

- Monthly invoice;

- Delivery sheets/slips/tickets signed by a representative of the meal site at delivery, which must include the date, time, and amount of delivery; and
- Total number of meals delivered to each site in that month.

Each invoice shall give a detailed breakdown of the number of meals delivered at each meal site location during the preceding month and the number of credits for meals rejected by CAFB for cause. Payment shall be made at the fixed unit price specified in the contract.

Communication and Ordering

CAFB will provide initial meal times and meal counts at least 10 business days before the site begins meal program. After the start of the meal program, CAFB shall be able to alter meal times at any point, with at least 5 business days' notice.

Vendor shall accommodate, without exception or limit, fluctuating meal counts on alternate days of the week. For example, Vendor shall be able to supply 10 meals on Mondays and Wednesdays and 35 on Tuesdays and Thursdays.

The following requirements apply to planned meal site closures:

- If a lunch/supper meal is canceled 48 hours before meal service, CAFB shall not be charged for the food. It may be rolled to the next day.
- If a lunch/supper meal is canceled without 48 hours' notice, CAFB shall assume the cost of the meal.
- If a breakfast or snack is canceled at any time before delivery, CAFB shall not be charged for the meal.

The following requirements apply to unplanned meal site closures caused by inclement weather, safety concerns (EG incidents of crime), or states of emergency:

- If a lunch/supper meal is canceled before 8:00 a.m. for an Emergency closure, CAFB shall not be charged for the food. It may be rolled to the next day.
- If a lunch/supper meal is canceled after 8:00 a.m. for an Emergency closure, CAFB shall assume the cost of the meal.
- If a breakfast or snack is canceled at any time before delivery, CAFB should not be charged for the meal.

Food Safety

Vendor shall maintain all foods at the temperature necessary to ensure its safety at all times including preparation, storage, and delivery. This means that, at delivery, cold food shall be less than 40° Fahrenheit and hot food shall be more than 140° Fahrenheit.

Vendor shall comply with all local and State sanitation requirements.

Vendor shall contract with a pest control company for regular maintenance. Vendor shall maintain records of pest control activities and make them available to CAFB upon request.

CAFB, the State Agency, and the USDA reserves the right to inspect Vendor's preparation facilities prior to award and without notice at any time during the contract period, including the right to be present during preparation and delivery of meals.

Vendor's facilities shall be subject to periodic inspections by the USDA, 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.

Vendor shall provide for meals which it prepares to be periodically inspected by the local health department or an independent agency to determine bacteria 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.

Vendor 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.

Special Events

CAFB may request Vendor to supply meals for special events.

Consequences of Non-Compliance

CAFB 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. Vendor shall not be paid for any and all meals that do not meet program requirements, including, but not limited to:

- Incomplete meals;
- Unauthorized menu changes;
- Meals delivered outside of the delivery window; and
- Meals rejected as unacceptable: spoiled or unwholesome at time of delivery, not at safe temperatures, or meals that do not otherwise meet the requirements of the contract.

CAFB reserves the right to obtain meals from other sources if meals are rejected due to any of the stated reasons. CAFB shall notify Vendor in writing as to the number of meals rejected and the reasons for rejection.

If reimbursement is denied as a direct result of the failure of Vendor to comply with the meal requirements of this contract, Vendor shall assume responsibility of the amount denied.

General Requirements

The food service program shall be operated and maintained as a benefit to CAFB and participants at its meal service sites.

Subcontracting is prohibited.

Vendor shall operate in accordance with program regulations specified in 7 CFR Parts 225 and 226.

CAFB reserves the right to terminate this contract if Vendor fails to comply with any of the requirements of this contract. CAFB shall notify Vendor of specific instances of noncompliance in writing. In instances where Vendor has been notified of noncompliance with the terms of the contract and has not taken immediate corrective action, CAFB shall have the right, upon written notice, of immediate termination of the contract and Vendor shall be liable for any damages incurred by CAFB.

CAFB shall give written notice to Vendor and terminate the right of Vendor to proceed under this contract if CAFB finds that gratuities in the form of entertainment, gifts, or otherwise, were offered or given by Vendor to any officer or employee of CAFB with a view toward securing a contract or securing favorable treatment with respect to awarding or amending of the contract; provided that the existence of the facts upon which CAFB makes such findings shall be an issue and may be reviewed in any competent court.

In the event the contract is terminated as per the prior paragraph, CAFB shall be entitled to pursue the same remedies against Vendor as it could pursue in the event of a breach of the contract by Vendor and as a penalty in addition to any other damages in an amount which shall not be less than three, nor more than three times the cost incurred by Vendor in providing any such gratuities to any such office or employee.

The rights and remedies of CAFB provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

Equal Opportunity

(The following clause is applicable unless this contract is exempt under the rules, regulations, and relevant orders of the Secretary of Labor (41 CFR Chapter 60).)

During the performance of this contract, Vendor agrees as follows:

Vendor will not discriminate against any employee or applicant for employment because of race, color, disability, age, sex, or national origin. Vendor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, disability, age, sex, or national origin. Such action shall include, but not be limited to, the following.

- Employment
- Upgrading
- Demotion or transfer
- Recruitment or recruitment advertising;
- Layoff or termination;
- Rates of pay or other forms of compensation, and
- Selection for training, including apprenticeship

Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Officer setting forth the provisions of this Equal Opportunity clause.

Vendor will, in all solicitation or advertisements for employees placed by or on behalf of Vendor, state that all qualified applicants will receive consideration for employment without regard to race, color, disability, age, sex, or national origin.

Vendor will send to each labor union or representative of workers, with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting Officer, advising the labor union or workers' representative of Vendor's commitments under this Equal Opportunity clause. Copies of this notice shall be posted in conspicuous places available to employees and applicants for employment.

Vendor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, and of the rules, regulations, and relevant orders of the Secretary of Labor.

Vendor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

In the event of Vendor's non-compliance with the Equal Opportunity clause of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended, in whole or in part. Vendor may be declared ineligible for further Government contracts, in accordance with Procedures authorized in Executive Order 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, and such other sanctions as may be imposed and remedies invoked, as provided in Executive Order No. 11246 of September 24, 1965, as amended by Executive Order 11375 of October 13, 1967, or by rule, regulations, or order of the Secretary of Labor, or as otherwise provided by law.

Vendor will include the provisions of paragraph (a) through (8) in every sub-contract or purchase order, unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, so that such provisions will be binding upon each sub-contract or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for non-compliance. Vendor may request the United States to enter into such litigation to protect the interests of the United States, in the event Vendor becomes involved in, or is threatened with, litigation with a sub-Contractor or food service management company as a result of such direction by the contracting agency.

The contractor shall maintain appropriate insurance coverage: workers' compensation insurance in accordance with the District of Columbia's statutory limits; business automobile liability insurance; and commercial general liability insurance.

Clean Air and Water:

(Applicable only if the contract exceeds \$100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$100,000, or a facility to be used has been the subject of a conviction under the Clean air Act (41 USC 1857-c-(c) (1) or the Federal Water Pollution Control Act (33 USC 1319 (c) and is listed by EPA, or he contract is not otherwise exempt.

Vendor agrees as follows:

- To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 USC 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 USC 1251, et seq., as amended by

Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports, and information as well as other requirement specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued hereunder before the award of this contract.

- (1) That no portion of the work required by this contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.
 - (2) To use his best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.
 - (3) To insert the substance of the provisions of this clause in any non-exempt sub-contract, including this paragraph (a) (4).
- (b) The terms used in this clause have the following meanings:
- (1) The term "Air Act" means the Clean Air Act, as amended (41 USC 1857 et seq., as amended by Public Law 91-604).
 - (2) The term "Water Act" means Federal Water Pollution Control Act, as amended (33 USC 1251 et seq., as amended by Public Law 92-500).
 - (3) The term "Clean Air Standards" means any enforceable rules, regulations guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in Section 110(d) of the Clean Air Act (42 USC 1857c-5(t)), an approved implementation procedure or plan under Section III(c) or Section III(d), respectively, of the Air Act (42 USC 1857c-6(c)(d)), or an approved implementation procedure under Section 112 (t) of the Air Act (42 USC 1857c-7(d)).
 - (4) The term "Clean Water Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharged by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 USC 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 USC 1317).
 - (5) The term "compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency, in accordance with the requirement of the Air Act or Water Act and regulations issued pursuant thereto.
 - (6) The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by a Vendor or sub-Contractor to be utilized in the performance of a contract or sub-contracts. Where a location or site of operations contain or includes more than one building, plant, installation, or structure, the entire location or site shall be deemed to be a facility, except where the Director, Office of Federal Activities, Environmental Protection Agency, determines that independent facilities are co-located in one geographical area.

Clean Air and Water Certification:

(Applicable only if the contract exceeds \$100,000 or the Contracting Officer has determined that orders under an indefinite quantity contract in any one year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (42 USC 1857c-8(c)(1)) or the Federal Water Pollution Control Act (33 USC 1319 (c) (1)) and is listed by EPA, or is not otherwise exempt.)

Vendor certifies as follows:

- Any facility to be utilized in the performance of this proposed contract has () , has not () been listed on the Environmental Protection Agency List of Violating facilities.
- He will promptly notify the Contracting Officer of the receipt of any communication from the Director, Office of Federal Activities, U.S. Environmental Protection Agency, indicating that any facility which he proposes to use for the performance of the contract is under consideration to be listed on the Environmental Protection Agency List of Violating Facilities.
- He will include substantially this certification, including this paragraph (c) in every non-exempt sub-contract.

Energy Policy and Conservation Act (Public Law 94-163):

Organizations shall insert mandatory standards and policies relating to energy efficiency, which are contained in the State energy efficiency conservation plan issued in compliance with Public Law 94-163.

SECTION 3: Information for Proposing Companies

Proposing companies are expected to examine carefully the specifications, attachments, and terms and conditions of this Request for Quotes. Failure to do so shall be at the proposing company's risk.

The following must be submitted as a quote:

- Page 20: Unit Price Schedule
- Page 21: Unit Price Overview

Additionally, the CAFB is requesting the following supporting documents:

- A copy of a current Basic Business License for Catering and State or local health inspection certificate for food preparation facilities
- Provide at least three references of Vendor contracts with other Agencies.
- Discuss the number of meals that have been determined to be late or have been disallowed in your current contracts within the past year. Please detail the reasons for these determinations and any strategies you have planned to decrease their occurrence in the future.
- Submit a 21-day menu for each of the following meal types:
 - SFSP Breakfast
 - SFSP Lunch/Supper
 - SFSP Snack
 - Menu should be detailed with food components. For instance, please indicate if the fruit is fresh, if whole grains are used and the fat content of the milk.
 - Serving sizes for each item should also be indicated.
 - Please indicate which menu items are from distributors in the following states: Delaware, the District of Columbia, Maryland, New Jersey, North Carolina, Pennsylvania, Virginia, or West Virginia.
- Complete these pages:
 - Page 12: Cover Page
 - Page 15: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
 - Page 16: Permanent Certification Regarding Lobbying
 - Page 27: Certification of Independent Price Determination

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

Timeline for Quote Submission

Quotes shall be emailed to the Contract Administrator:

Olivia Smith, DC Summer and Afterschool Meals Coordinator
osmith@capitalareafoodbank.org

Quotes are due no later than 5:00PM on Monday, May 16, 2016. Any quote received after the exact time specified will not be considered. Any modification or withdrawal of quote must be made prior to the due date and time.

If more than one quote is offered by any one party, by or in the name of a clerk, partner, or other assistant or employee, all such bids will be rejected.

If accepted, a copy of this RFP and one copy of the contract will be forwarded to the successful proposing company with the notice of award for signature. The copy marked "original" shall be governing should there be a variance between that copy of the quote and other copies submitted by the proposing company. No changes in the specifications or general conditions are allowed. Erasures on this quote shall be initialed by the proposing company prior to submission. **A copy of a current Basic Business License for Catering and State or local health inspection certificate for the food preparation facilities shall be submitted with the quote.** Failure to comply with any of the above shall be reason for rejection of the quote.

The contractor shall not sub-contract with only one company for the total meal, with or without milk, or for the assembly of the meal; and shall not assign, without the advance written consent of the Organization, his contract or any interest therein.

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

Receipt of an amendment to an RFP must be acknowledged by signing and returning the amendment. Such acknowledgement must be received prior to the hour and date specified for quote due date.

Proposing companies or their authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting quotes; failure to do so shall be at the proposing company's own risk and may not secure relief on the plea of error.

Award of Contract

The contract will be awarded to that responsive and responsible bidder whose bid will be most advantageous to CAFB, price and other factors considered.

CAFB reserves the right to reject any or all bids when there are sound documented business reasons in the best interest of the Program and to waive informalities and minor irregularities in the bids received.

CAFB reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete on time contracts of a similar nature, or the bid of a bidder who investigation shows is not in a position to perform the contract.

Availability of Funds

CAFB shall have the option to cancel this contract if the Federal Government withdraws funds to support the Summer Food Service Program.

It is further understood that, in the event of cancellation of this contract, CAFB shall be responsible for meals that have already been assembled and delivered in accordance with this contract.

Termination

CAFB reserves the right to terminate this contract if the contractor fails to comply with any of the requirements of this contract. The Organization shall notify the contractor, in writing, of specific instances of non-compliance. In instances where the contractor has been notified of non-compliance with the terms of the contract, and has not taken immediate corrective action, the Organization shall have the right, upon written notice, to immediately terminate the contract and the contractor shall be liable for any damages incurred by the Organization. The Organization shall negotiate a re-purchase contract on a competitive basis to arrive at a fair and reasonable price.

CAFB shall give written notice to the contractor and terminate the right of the contractor to proceed under this contract if the Organization finds that gratuities in the form of entertainment, gifts, or otherwise, were offered or given by the contractor to any officer or employee of the Organization 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 Organization makes such findings shall be an issue and may be reviewed in any competent court.

In the event this contract is terminated, as provided in paragraph (b) hereof, CAFB shall be entitled:

- i. To pursue the same remedies against the contractor as it could pursue in the event of a breach of the 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 three times the cost incurred by the contractor in providing any such gratuities to any such officer or employee.

The rights and remedies of CAFB provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

Request for Quotes (RFQ) Cover Page

Solicitation (RFP) Publication Date: 5/6/16

Solicitation (RFP) Opening Date: 5/6/16

Solicitation (RFP) Closing Date: 5/13/16

Solicitation (RFP) Closing Time: 5:00 PM

Issued By: Capital Area Food Bank

Address: 4900 Puerto Rico Ave. NE

City, State, Zip Code: Washington, DC 20017

Telephone Number (Include Area Code): (202) 644-9826

Email Address: osmith@capitalareafoodbank.org

Name of Proposing Company

(Food Service Management Company):

Address: _____

City, State, Zip Code: _____

Telephone Number (Include Area Code): _____

Email Address: _____

Signature of Proposing Company's Authorized Representative: _____

Title: _____

Date: _____

Total Estimated Amount of Quote (See Unit Price Schedule) Base Year: \$ _____

Option Year 1: \$ _____

Option Year 2: \$ _____

Option Year 3: \$ _____

Note: By submission of this quote, the proposing food service management company certifies that, in the event they receive an award under this solicitation, they shall operate the food service program in accordance with all applicable and current State and Federal program regulations, and the attached terms, conditions and specifications as set forth in the RFP.

This organization is an equal opportunity provider.

ACCEPTANCE

NOTE: This page is only to be completed if CAFB awards the contract to the proposing company that submitted the quote information contained in this package.

This document contains an Request for quotes (RFQ) for the furnishing of meals as described in this document to be served to children participating in the Summer Food Service Program, established by the United States Department of Agriculture (7 CFR Part 225) and sets forth the terms and conditions applicable to the proposed procurement. **Upon acceptance, this document shall constitute the contract between the company making the quote and the Organization named below.**

Contract Commencement Date: _____ Contract Expiration Date: _____

Prompt payment discount: _____% for payment within _____ days.

Total Contract Award Amount: _____
Include Base Year amount only.

Print Name of Organization Authorized Representative Title

Signature of the Organization Authorized Representative Date

Print Name of Company Authorized Representative Title

Signature of Company Authorized Representative Date

Organization Representative and/or Food Service Management Company Authorized Representative reserves the right to cancel this contract by giving 15 (fifteen) days written notice prior to termination of services. Please refer to Section B, item #5 with regards to termination of contract.



Instruction for Certification Regarding Debarment

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 quote 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”, “quote” and “voluntarily excluded”, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this quote is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should be 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 Transaction”, 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 it 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 Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant 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 is 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.



U. S. DEPARTMENT OF AGRICULTURE
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary
Exclusion – Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants’ Responsibilities. The regulations were published as Part IV of the January 30, 1989 Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON PREVIOUS PAGE

1. The prospective lower tier participant certifies, by submission of this quote, 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 quote.

Food Service Management Company Name

Capital Area Food Bank

**Name(s) of Food Service Management Company
Authorized Representative(s)**

Title(s)

Signature(s)

Date



U. S. DEPARTMENT OF AGRICULTURE

Permanent Certification Regarding Lobbying

Applicable to Grants, Sub-grants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds

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

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

- No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all covered sub-awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all sub-recipients shall certify and disclose accordingly.

Food Service Management Company Name

**Name(s) of Food Service Management Company
Authorized Representative(s)**

Title(s)

Signature(s)

Date



Attachment A: DC Healthy Schools Act, Meal Pattern Requirements

**DC Healthy Schools Act
Meal Pattern Requirements**

Per the DC Healthy Schools Act, organizations participating in the SFSP are required to follow the meal pattern requirements of USDA’s Healthier US Schools at the Gold Award Level in conjunction with the SFSP meals pattern requirements.

**DC Free Summer Meals Program Menu Requirements
Healthy Schools Act
Meal Pattern Requirements**

Meal	SFSP Meal Pattern Component	SFSP Requirements Ages 6-12	DC HSA Requirements USDA's Healthier US Schools Gold Award Level
BREAKFAST (10 ¢ per meal)	Fluid Milk*	1 cup	Vegetables <ul style="list-style-type: none"> ❖ Offered every day ❖ A different vegetable each day of the week ❖ Must offer 2 additional ½ cup servings from the vegetable sub-groups (dark-green, red/orange, dry beans or peas) (*May serve in ¼ cup servings throughout week to meet the total 1 cup requirement)
	Juice or Fruit or Vegetable	1/2 cup	
	Bread or Bread Alternate	1 slice, 3/4 cup dry cereal, or 1/2 cup cooked cereal or other grain	
LUNCH/SUPPER (10 ¢ per lunch meal)	Fluid Milk*	1 cup	Fruits <ul style="list-style-type: none"> ❖ Offered every day ❖ A different fruit each day of the week <ul style="list-style-type: none"> - Fresh fruits at least <u>2 days per week for breakfast</u> - Fresh fruits at least <u>3 days per week for lunch</u> - Juice (100% juice only) counts as a fruit serving only 1 time per week Milk <ul style="list-style-type: none"> ❖ Offered every day, Only fat-free or 1% low-fat milk Whole grains <ul style="list-style-type: none"> ❖ 1 serving each day ❖ At least 3 different types must be served weekly
	Meat or Meat Alternate	2 ounce equivalents	
	Meat, poultry or fish	2 ounces	
	Cheese	2 ounces	
	Egg	1 egg	
	Cooked dry beans or peas	1/2 cup	
	Nut or seed butters	4 tablespoons	
	Nuts or seeds	1 ounce**	
	Yogurt	8 ounces	
	Fruit or Vegetable (2 different types)	3/4 cup (total)	
Bread or Bread Alternate	1 slice, 3/4 cup dry cereal, or 1/2 cup cooked cereal or other grain		
Local Component (5 ¢ per day)	An additional 5 cents is available for serving local foods as part of the reimbursable breakfast or lunch meal. The food item must be locally grown and unprocessed to qualify. The locally grown products must be properly documented and listed on the menu. documentation include: local vendor name, address and products purchased.		



Attachment B: SFSP Meal Pattern Requirements

Each meal served shall contain, at a minimum, the indicated meal components:

BREAKFAST			
MEAL COMPONENTS	AGES 1-2	AGES 3-5	AGES 6-12
Milk	1/2 cup	3/4 cup	1 cup
Juice or Fruit or Vegetable	1/4 cup	1/2 cup	1/2 cup
Bread or Bread Alternate	1/2 slice	1/2 slice	1 slice
Including cereal, cold dry	1/4 cup or	1/3 cup or	3/4 cup or
or hot cooked cereal	1/4 cup	1/4 cup	1/2 cup

SNACK (SUPPLEMENT)			
Select 2 out of 4 components			
MEAL COMPONENTS	AGES 1-2	AGES 3-5	AGES 6-12
Milk	1/2 cup	1/2 cup	1 cup
Juice or Fruit or Vegetable	1/2 cup	1/2 cup	3/4 cup
Meat or Meat Alternate	1/2 ounce	1/2 ounce	1 ounce
Bread or Bread Alternate	1/2 slice	1/2 slice	1 slice
Including cereal, cold dry	1/4 cup or	1/3 cup or	3/4 cup or
or hot cooked cereal	1/4 cup	1/4 cup	1/2 cup

LUNCH OR SUPPER			
MEAL COMPONENTS	AGES 1-2	AGES 3-5	AGES 6-12
Milk	1/2 cup	3/4 cup	1 cup
Meat or Poultry or Fish	1 ounce	1 1/2 cup	2 ounce
or egg	1/2 egg	3/4 egg	1 egg
or cheese	1 ounce	1 1/2 ounce	2 ounce
or cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup
or peanut butter and	2 Tbsp.	3 Tbsp.	4 Tbsp.
other butters of nuts and seeds	1/2 ounce	3/4 ounce	1 ounce
or yogurt	4 ounce	6 ounce	8 ounce
Vegetable and / or Fruits	1/4 cup	1/2 cup	3/4 cup
(2 or more total)			
Bread or Bread Alternate	1/2 slice	1/2 slice	1 slice
pasta, noodles or grains	1/4 cup	1/4 cup	1/2 cup

Milk includes whole milk, low-fat milk, skim milk, cultured buttermilk, flavored milk made from these types of milk, which meets State or local standards.

Bread alternate may also include an equivalent serving of items such as a roll, biscuit, muffin, cooked enriched or whole grain rice, macaroni, noodles, or other pasta products.



Attachment B: CACFP and SFSP Meal Pattern Requirements

Important Meal Pattern Specifications

- Meal Pattern requirements
 - The SFSP Meal Patterns for ages 6-12
- Crediting Food Guide
 - Food Buying Guide for Child Nutrition Programs <http://www.fns.usda.gov/tn/food-buying-guide-for-child-nutrition-programs>
- USDA Child Nutrition (CN) Label requirements
 - A CN Label is needed for commercially prepared combination foods that are used to satisfy the meat/meat alternate component, e.g. pizza, bean burritos, breaded fish or chicken portions.
 - Provide CAFB with a copy of CN Label for every product that requires such documentation. For guidance on acceptable forms of documentation, please see State Agency Memo #09-2015 at <http://osse.dc.gov/publication/sfsp-9-2015-child-nutrition-labels-copied-watermark>.
 - If the item does not have a CN label, obtain and provide a copy of Manufacturer's Product Formulation Statement.
- Milk requirements
 - Provide low-fat (1%)
- Soy Milk requirements
 - Provide only USDA-approved soy milk(s):
 - 8th Continent Original Soy Milk
 - Pacific Natural Ultra Soy Milk
 - Pacific Natural Ultra Soy Milk, Vanilla
 - Kikkoman Pearl Organic Soymilk Smart, Creamy Vanilla
 - Kikkoman Pearl Organic Soymilk Smart, Chocolate
 - Safeway Lucerne Original Soy Milk
 - WhiteWave Foods Silk Original Soymilk
- Sweet baked goods may not be served as part of a reimbursable snack more than two times in a week. Sweet baked goods include cookies, dessert pies, cakes and brownies. *See State Agency sweet baked good guidance.*
- State Agency Meal Pattern Recommendations
 - No fried meats/meat alternates
 - No fried vegetables
 - Limitation on sugary cereal: no more than 2 times per month
 - Sugary cereals contain more than 6 grams of sugar per ounce (*See State Agency Sugary Cereal Guidance*)
 - NOTE: all cereal must be labeled as whole grain, enriched, or fortified



Attachment C: Unit Price Schedule Chart

SFSP Unit Price Schedule Chart

Meal Type	(u or b)	B. Estimated servings per day	C. Estimated # of serving days per year	D. estimated unit price	E. Total price
Child Breakfast	()				
Fluid milk, low-fat (1%), plain	(b)	414 x	33 x	=	
Fluid milk, lactose-free	()	x	x	=	
Fluid milk, soy (USDA creditable types)	()	x	x	=	
Child Lunch/Supper with	()				
Fluid milk, low-fat (1%), plain	(b)	704 x	33 x	=	
Fluid milk, lactose-free	()	x	x	=	
Fluid milk, soy (USDA creditable types)	()	x	x	=	
Child Snack	(b)	265 x	33 x	=	
TOTAL					



Attachment D: Unit Price Overview Charts

Vendor shall insert "Unit Price" and "Total Cost."

BASE YEAR REQUIREMENTS (2016-2017) - SFSP

Item No.	Item Description	Annual Est'd Qty	Unit	Unit Price	Total Cost
1009.	SFSP Child Breakfast: juice/fruit/vegetable, bread/bread alternate, plus condiments, utensils, napkins, plates and/or bowls with:				
a.	Fluid milk , low-fat (1%), plain	12,872	Each		
b.	Fluid milk , lactose-free		Each		
c.	Fluid milk , soy (one of the seven USDA creditable types)		Each		
1010.	SFSP Child Lunch/Supper Meal: fruit/vegetable (two different types), meat/meat alternate, bread/bread alternate, plus condiments, utensils, napkins, plates and/or bowls with:				
a.	Fluid milk , low-fat (1%), plain	22,917	Each		
b.	Fluid milk , lactose-free		Each		
c.	Fluid milk , soy (one of the seven USDA creditable types)		Each		
1011.	SFSP Child Snack Meal (choose two components): fluid milk, fruit/juice/vegetable, meat/meat alternate, bread/bread alternate, plus condiments, utensils, napkins, plates and/or bowls	9,045	Each		



Attachment D: Unit Price Overview Charts

Vendor shall insert "Unit Price" and "Total Cost."

OPTION YEAR 1 REQUIREMENTS (2017-2018) - SFSP

Item No.	Item Description	Annual Est'd Qty	Unit	Unit Price	Total Cost
1009.	SFSP Child Breakfast: juice/fruit/vegetable, bread/bread alternate, plus condiments, utensils, napkins, plates and/or bowls with:				
d.	Fluid milk , low-fat (1%), plain	26,444	Each		
e.	Fluid milk , lactose-free		Each		
f.	Fluid milk , soy (one of the seven USDA creditable types)		Each		
1010.	SFSP Child Lunch/Supper Meal: fruit/vegetable (two different types), meat/meat alternate, bread/bread alternate, plus condiments, utensils, napkins, plates and/or bowls with:				
d.	Fluid milk , low-fat (1%), plain	34,320	Each		
e.	Fluid milk , lactose-free		Each		
f.	Fluid milk , soy (one of the seven USDA creditable types)		Each		
1011.	SFSP Child Snack Meal (choose two components): fluid milk, fruit/juice/vegetable, meat/meat alternate, bread/bread alternate, plus condiments, utensils, napkins, plates and/or bowls	6,292	Each		



Attachment D: Unit Price Overview Charts

Vendor shall insert "Unit Price" and "Total Cost."

OPTION YEAR 2 REQUIREMENTS (2018-2019)- SFSP

Item No.	Item Description	Annual Est'd Qty	Unit	Unit Price	Total Cost
1009.	SFSP Child Breakfast: juice/fruit/vegetable, bread/bread alternate, plus condiments, utensils, napkins, plates and/or bowls with:				
g.	Fluid milk , low-fat (1%), plain	26,444	Each		
h.	Fluid milk , lactose-free		Each		
i.	Fluid milk , soy (one of the seven USDA creditable types)		Each		
1010.	SFSP Child Lunch/Supper Meal: fruit/vegetable (two different types), meat/meat alternate, bread/bread alternate, plus condiments, utensils, napkins, plates and/or bowls with:				
g.	Fluid milk , low-fat (1%), plain	34,320	Each		
h.	Fluid milk , lactose-free		Each		
i.	Fluid milk , soy (one of the seven USDA creditable types)		Each		
1011.	SFSP Child Snack Meal (choose two components): fluid milk, fruit/juice/vegetable, meat/meat alternate, bread/bread alternate, plus condiments, utensils, napkins, plates and/or bowls	6,292	Each		



Attachment D: Unit Price Overview Charts

Vendor shall insert "Unit Price" and "Total Cost."

OPTION YEAR 3 REQUIREMENTS (2019-2020)- SFSP

Item No.	Item Description	Annual Est'd Qty	Unit	Unit Price	Total Cost
1009.	SFSP Child Breakfast: juice/fruit/vegetable, bread/bread alternate, plus condiments, utensils, napkins, plates and/or bowls with:				
j.	Fluid milk , low-fat (1%), plain	26,444	Each		
k.	Fluid milk , lactose-free		Each		
l.	Fluid milk , soy (one of the seven USDA creditable types)		Each		
1010.	SFSP Child Lunch/Supper Meal: fruit/vegetable (two different types), meat/meat alternate, bread/bread alternate, plus condiments, utensils, napkins, plates and/or bowls with:				
j.	Fluid milk , low-fat (1%), plain	34,320	Each		
k.	Fluid milk , lactose-free		Each		
l.	Fluid milk , soy (one of the seven USDA creditable types)		Each		
1011.	SFSP Child Snack Meal (choose two components): fluid milk, fruit/juice/vegetable, meat/meat alternate, bread/bread alternate, plus condiments, utensils, napkins, plates and/or bowls	6,292	Each		



Attachment E: Schedule of Meal Sites and Estimated Quantities

SFSP Site Name	Address	SFSP Lunch/Supper Time	SFSP Breakfast	SFSP Snack	SFSP Lunch/Supper
SFSP:Brookland Manor Community Center	2525 14th St NE	4:00 PM-5:00 PM	1505	0	1505
SFSP:Cedar Heights	1528 Butler Street SE	12:00 PM-12:30 PM	990	0	990
SFSP:Congress Park	1345 Savannah St SE	4:00 PM-5:00 PM	989	0	989
SFSP:Diamond Cubs	3127 Dr. Martin Luther King Jr Ave	12:00 PM-12:30 PM	860	0	860
SFSP:Fredrick Douglass Bulk Site	1427 Cedar St SE	4:00 PM-5:00 PM	560	0	560
SFSP:Horton's Kids, Inc	2500 Pomeroy Rd SE	12:00 PM-1:00 PM	0	0	860
SFSP:Imagine Community Charter School - Lamond Campus	6200 Kansas Ave NE	11:30 AM-1:00 PM	1350	0	1350
SFSP:Jubilee Activity Zone	1630 Fuller St NW	12:00 PM-12:30 PM	0	560	560
SFSP:Jubilee Early Start	1650 Fuller St NW	12:00 PM-12:30 PM	448	0	448
SFSP:Jubilee Teen Renaissance	1631 Euclid St NW	12:30 PM-1:00 PM	560	0	700



SFSP:Little Lights 1430 Center	1430 L St. SE apt 104	12:00 PM-1:00 PM	0	560	560
SFSP:Little Lights Center	1212 I St SE	12:00 PM-1:00 PM	0	420	420
SFSP:Little Lights Urban Ministries - 1212 Units	760 7th St SE	12:00 PM-1:00 PM	0	840	840
SFSP:Little Lights Urban Ministries - Hopkins	1000 12th St SE	12:00 PM-1:00 PM	0	840	840
SFSP:National Baptist Memorial Church	1501 Columbia Rd NW	4:30 PM-5:00 PM	1540	0	1540
SFSP:National Conservatory of the Arts	900 4th Street Southwest	12:00 PM-1:00 PM	0	1075	1075
SFSP:RCCG New Wine Assembly	1516 Olive St NE	11:30 AM-12:30 PM	600	0	600
SFSP:The C.H.I.L.D. Center	202 Riggs Rd NE	12:00 PM-1:00 PM	2150	0	2150
SFSP:Tutoring Cafe	6906 4th Street, NW	12:00 PM-1:00 PM	0	4750	4750
Totals			12872	9045	21597



Attachment F: Certificate of Independent Price Determination

- (a) By submission of this quote, the proposing company certifies and in the case of a joint quote, each party thereto certifies as to its own organizations, that in connection with this procurement:
 - (a)(1) The prices in this quote 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 proposing company or with any competitor;
 - (a)(2) Unless otherwise required by law, the prices that have been quoted in this quote have not been knowingly disclosed by the proposing company and will not knowingly be disclosed by the proposing company prior to quote opening, directly or indirectly or indirectly to any other proposing company or to any competitor;
 - (a)(3) No attempt has been made or will be made by the proposing company to induce any person or firm to submit or not to submit a quote for the purpose of restricting competition.
- (b) Each person signing this quote certifies that:
 - (b)(1) S/he is the person in the proposing company’s organization responsible within that organization for the decision as to the prices being offered herein and that he has not participated, will not participate, in any action contrary to (a) (1) enough (a) (3) above; or
 - (b)(2) S/he is not the person in the proposing company’s organization responsible within that organization for the decision as to the prices being offered herein, but that s/he 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 has not participated, and will not participate, in any action contrary to (a) (1) through (a) (3) above.

SFSP organization and Proposing Company shall execute this Certificate of Independent Price Determination (Signatures are required)

Proposing Company’s Authorized Representative:

Title Date

Signature certifies that the organization’s officers, employees, or agents have not taken any action that may have jeopardized the independence of the quote referred to above.

SFSP Organization Authorized Representative:

Title Date



Sample Menu Format

(L) = locally grown/raised within Delaware, the District of Columbia, Maryland, New Jersey, North Carolina, Pennsylvania, Virginia, or West Virginia, and unprocessed.

Vendor shall provide a separate list with each menu, noting which items are local, and the name and address of where each item was grown/raised.

	DATE	DATE	DATE	DATE	DATE
Breakfast	Fresh Pear (L) 1 whole, at least ½ cup	Apple sauce ½ cup	Fresh Orange 1 whole, at least ½ cup	Diced Pineapples ½ cup	Fresh Whole Nectarine 1 whole, at least ½ cup
	Corn Flakes ¾ cup or 1 ounce	Bagel 25gm or 0.9 oz.	Mini Wheat Cereal ¾ cup	Granola bar with Raisins 63 gm or 2.2 ounces	Flakes Cereal ¾ cup
	1% Milk 1 cup	1% Milk 1 cup	1% Milk 1 cup	1% Milk 1 cup	1% Milk 1 cup
Lunch/Supper	Tuna Salad 2 ounces	Meatloaf/ gravy 2 ounces	Chicken 2 ounces	Hamburger Patty 2 ounces	Sliced Turkey 1 ounce Swiss Cheese 1 ounce
	Whole Wheat Bread 1 slice	Wheat Bread 1 slice	Whole Wheat Tortilla 25gm or 0.9oz	Whole Wheat Roll 1 slice	Rye Bread 1 slice
	Fresh Green Beans(L) ¼ cup	Fresh Carrots (L) ¼ cup	Lettuce ¼ cup	Peas ¼ cup	Spinach* ½ cup
	Diced Fruit Cocktail ½ cup	Diced Mandarin Oranges ½ cup	Fresh Whole Peach(L) 1 whole, at least ½ cup	Fresh Whole Plum (L) 1 whole, at least ½ cup	Cucumbers(L) ¼ cup
	1% Milk 1 cup	1% Milk 1 cup	1% Milk 1 cup	1% Milk 1 cup	Fresh Pears ½ cup
			Broccoli* ½ cup		1% Milk 1 cup
Snack	Wheat Crackers 1 package, at least 20 gm or 0.7 oz	Pretzels 1 package, at least 20 gm or 0.7 oz	Graham Crackers 1 package, at least 25 gm or 0.9 oz	Pretzels 1 package, at least 20 gm or 0.7 oz	Wheat Crackers 1 package, at least 20 gm or 0.7 oz
	Diced Pears ¾ cup	Fresh Whole Orange 1 whole	Grapes ¾ cup	Grape Tomatoes ¾ cup	Fresh Apple 1 whole,

* Note: Each week, vendor shall offer 2 additional ½ cup servings from the vegetable sub-groups (dark-green, red/orange, dry beans or peas). Please see Healthy Schools Act Meal Pattern Requirements (Attachment A).

On a separate page:

Item	Local Vendor Name	Local Vendor Address
Fresh Pears, Fresh Plum, Fresh Carrots	Blue Star Farms	42 Carter Rd. Baltimore, MD
Fresh Green Beans, Fresh Peach, Fresh Cucumbers	Horizon Farms	555 Massachusetts Ave. Dover, DE