

Ohio Department of Education and Workforce
Office of Nutrition

CACFP VENDED MEAL INVITATION TO BID AND CONTRACT

Is this the right contract for me?

Answer the questions below. A “yes” response to the questions below indicates that this is the appropriate contract for your organization. A “no” response to any of the questions below indicates that an individual from your organization should contact your assigned education program specialist (EPS) to discuss other meal purchasing options.

Yes	No	
X		I want to purchase completed meals to serve in my center(s).
X		My total meal purchases for the year will be greater than \$250,000.
X		I will award the contract to the lowest bidder who meets the criteria that I list in the “Vended Meal Specifications”.
X		If I apply Geographic Preference to this contract, I will contact ODE for guidance prior to obtaining any bids
X		I understand that I am required to advertise this opportunity in a newspaper and hold a public opening of bids prior to awarding the contract.

PROCUREMENT REGULATIONS

Child and Adult Care Food Program procurement requirements are found in [7 CFR 226.22](#). The summary below addresses some key points of the regulation:

- Full requirements are documented in 2 CFR 200, subpart D; 2 CFR 400; and 2 CFR 415.
- You are bound by the provisions of any contract you enter into, whether or not that contract resulted from a proper procurement process, **but** any costs incurred under a contract that does not meet the requirements of the regulation are unallowable costs.
- The Ohio Department of Education is not a party to any contract formed pursuant to this agreement
- If you make any changes to this prototype document, you need to submit those changes to us for approval **prior to** beginning your solicitation process.

Carefully read the attached instructions. Please contact your EPS or call our office toll-free at 1-800-808-6325 if you have questions or need assistance.

**Ohio Department of Education and Workforce
Office of Nutrition
CHILD AND ADULT CARE FOOD PROGRAM
INVITATION TO BID (ITB)
STEP-BY-STEP CHECKLIST**

EMAIL TO STATE AGENCY PRIOR TO DISTRIBUTION	
Sponsor Check	Invitation to Bid Documentation
	1. Proposed Public Notice advertisement
	2. Bid Solicitation/Response Letter if not using provided template
	3. Invitation to Bid and Contract submit all pages of the completed ITB packet, including schedules

EMAIL TO STATE AGENCY AFTER BID OPENING BUT PRIOR TO AWARD	
Sponsor Check	Invitation to Bid Documentation
	1. Invitation to Bid and Contract: A complete copy of the ITB packet from the winning bidder. In addition, provide copies of any disqualified bids along with an explanation of why the bid was disqualified.
	2. Proof of Public Notice of Intent to Contract: a copy of the actual published newspaper article or a notarized form from the newspaper confirming the publication date of the advertisement.
	3. Documentation of Bid Distribution: complete form showing all bids requested/received

EMAIL TO STATE AGENCY AFTER BID AWARD	
Sponsor Check	Invitation to Bid Documentation
	1. Invitation to Bid and Contract: A complete copy of the ITB packet signed by both bidder and sponsor.

OHIO DEPARTMENT OF AGRICULTURE FOOD SAFETY REGISTRATION / MEAT INSPECTION LICENSE

In order to provide food to program sponsors, vendors must have a Food Safety Registration and Meat Inspection License from the Ohio Department of Agriculture (ODA).

Food Safety Registration

Generally, a facility that produces food products at a commercial location and delivers those products to another location for sale or distribution is required to register with the ODA division of Food Safety.

Meat Inspection License

Additionally, vendors who produce and deliver meals containing meat and/or poultry are generally required to obtain a Meat Inspection License from the ODA division of Meat Inspection.

Exemptions

Certain meals are generally exempted from Division of Meat Inspection requirements. Exemptions include: closed faced, traditional sandwiches; meals comprised only of cheese, seafood, or vegetables; meals that contain less than 2% cooked meat/poultry by weight; and meals served under the supervision of a vendor employee. If a vendor anticipates serving meals that are exempt from meat inspection, they should contact the ODA division of Meat Inspection to obtain a letter of exemption.

- **Sandwiches**
To qualify for the exemption, sandwiches must be prepared and delivered with the meat/poultry between two pieces of bread or a bun. If the meat/poultry item (e.g. a hamburger patty) is delivered separately from the bread/bun and not assembled until it is served, it would not qualify for the exemption.
- **Pizza**
To qualify for the exemption, pizza must contain less than 2% by weight of cooked meat/poultry.
- **Supervised meals**
If an employee of the vendor remains at the site for the duration of the meal service, meals are generally exempt from inspection. This is true regardless of who actually serves the meal.

If you have any questions, contact the following divisions at the Ohio Department of Agriculture:

The Ohio Department of Agriculture
Division of Meat Inspection
8995 E. Main St.
Reynoldsburg, OH 43068
meat@agri.ohio.gov
614-728-6260 (office)
800-282-1955 (toll free)
1-800-750-0750 (TTY)

The Ohio Department of Agriculture
Division of Food Safety
8995 E. Main St.
Reynoldsburg, OH 43068
foodsafety@agri.ohio.gov
614-728-6250 (office)
800-282-1955 (toll free)
1-800-750-0750 (TTY)

GEOGRAPHIC PREFERENCE

Sponsors receiving funds through the Child Nutrition Programs are allowed to apply an optional geographic preference in the procurement of unprocessed locally grown or locally raised agricultural products.

"Unprocessed agricultural products" means only those agricultural products that retain their inherent character. The effects of the following handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different inherent character: cooling, refrigerating, freezing; size adjustment through size reduction made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; drying/dehydration; washing; the application of high water pressure or "cold pasteurization"; packaging (such as placing eggs in cartons) and vacuum packing and bagging (such as placing vegetables in bags); butchering livestock, fish and poultry; and the pasteurization of milk.

There is no requirement that sponsors must purchase locally grown and locally raised agricultural products.

There is no requirement that a sponsor must apply geographic preference in their procurements of these products.

Guidelines for Geographic Preference

- Geographic Preference applies to the unprocessed locally grown or raised agricultural product
- Geographic Preference does **not** apply to the location of the bidder. It applies to the source of the products used by the bidder in fulfillment of the contract.
- Discretion to define the local area for any geographic preference is left to the institution (sponsor) responsible for the procurement contract. The sponsor is also responsible for determining if the Bidder meets the geographic preference criteria in awarding the contract and throughout the contract period. If contractor/vendor fails to meet sponsor's geographic preference criteria during the contract period, documentation must be maintained to provide justification of not renewing the contract or not awarding contract to vendor again if rebid.
- "Local" must not be defined in a way that unnecessarily limits competition

If you would like to apply geographic preference to this Invitation to Bid, please contact our office for guidance.

**Ohio Department of Education and Workforce
Office of Nutrition
CHILD AND ADULT CARE FOOD PROGRAM**

Invitation to Bid and Contract Instructions

These instructions are a combination of the following regulatory requirements, federal circulars, and State agency policy:

1. 7 CFR Part 226: Child and Adult Care Food Program (CACFP)
2. 2 CFR Part 200.

All procurement transactions shall be conducted in a manner that provides maximum open and free competition. Sponsor must retain records of all procurement activity for three years plus the current fiscal year or until all audit or review questions are finalized.

The **Invitation to Bid and Contract** (ITB) is to be used by all CACFP sponsors to complete the bidding process and final contract when contracting with a Food Service Management Company (FSMC) for food procurements of \$250,000 or more.

THE FOLLOWING PAGES AND SECTIONS OF THE CONTRACT MUST BE COMPLETED BY THE SPONSOR BEFORE SUBMITTING THE INVITATION TO BID TO THE STATE AGENCY FOR APPROVAL AND BEFORE DISTRIBUTION TO ANY PROSPECTIVE BIDDER.

In general, sections that require your input are highlighted yellow. Before submitting the bid for approval, make sure all highlighted text has been addressed and removed from the contract.

Page 1, Section A, all unshaded areas: Complete information regarding sponsor identification and bid opening specifics. The bid due date and bid opening date may be on the same date and at the same time (and as printed in newspaper advertisement). Check the appropriate box to indicate if geographic preference will be applied. If yes, insert your definition of the term "locally".

Page 2, column C: Enter the estimated number of meals for each meal type and age group. Enter zeros for any meals or age groups that will not be served.

Page 2, column D: Enter the estimated number of operating days covered by the contract. This should account for any holidays, in-service days, or other days that meals will not be served to participants.

Page 18, Schedule A - Sites to be Vended: Complete the information requested about each site to be vended. When completing "Delivery Time for Each Meal", remember to account for meal service times entered on your Site Application(s) in CRRS and holding facilities [refrigerator, stove] at each site. You may add copies of this form if additional pages are needed.

You will negotiate the final delivery schedule with the selected vendor. If the final negotiated delivery schedule requires you to change any of your meal service times, remember to update these on the Site Application(s) in CRRS.

Page 19, Schedule B – Menu Cycle Developed by Sponsor: Complete at least a 10-day menu cycle for all meal types that you serve. All bids must be based on the sample menus. Sample menu forms are included as pages 20-22 for your convenience. Refer to the meal pattern requirements starting on page 25 for guidance.

Notification of State Agency

Invitations for Bid must be reviewed and approved by the State agency before being sent to potential Food Service Management Companies.

Public Notice of Intent to Contract

You must give public notice of your intent to contract by advertising in the local newspaper with the largest circulation. If your program will be operating in a city with a population of less than 150,000, you should also advertise in the largest paper in the nearest city of this size. These suggestions are intended to promote maximum competition for the contract. **The advertisement must be published ONCE at least 14 calendar days before the bid due date.**

The public notice of intent to contract must include:

1. Name, address, and telephone number of sponsoring organization.
2. Public bid opening date, place, and time.
3. Due date for receipt of bids if different from the public bid opening date.
4. Proposed dates of operation -- beginning and ending dates.
5. Types of meals and estimated number to be served daily; proposed number of sites.
6. General location where program will operate.

If the ITB is for multiple sites, you may include a statement that the bidder may bid on any or all sites. If this statement is not included, bids must include service for all sites to be considered responsive.

SAMPLE

Public Notice of Invitation to Bid:

The XYZ Day Care is accepting bids to provide meals (Breakfast, Lunch, and Afternoon Snack) for children through the Child and Adult Care Food Program. XYZ Day Care serves approximately 150 children daily Monday-Friday at 1234 Main Street, Anytown, Ohio. The meal service contract will run from October 1 20XX-September 30, 20XX.

Interested vendors should contact Jane Smith at 888-888-8888 for a copy of the Invitation to Bid and specifications. Sealed bids must be submitted by 10:00 a.m. on August 1, 20XX, to the XYZ Day Care, 1234 Main Street, Anytown, Ohio 43000. A public bid opening will be held at 10:15 a.m. on August 1 at the same location.

Bid Solicitation/Response Letter

In addition to printing the bid advertisement in the newspaper, you should identify as many potential bidders as possible. For information and documentation purposes, you must attach a completed bid solicitation/response letter (sample on page I-8) to each ITB that is distributed to a potential bidder.

If the potential bidder decides to not submit a bid, he/she is requested to complete the bottom of the bid solicitation/response letter and return it to you. You may find it necessary to remind the potential bidder after the bid opening to return this letter.

Documentation of Bid Distribution

You must document all potential bidder inquiries or contacts. A sample form ("Documentation of Bid Distribution") is provided on page I-9.

Qualified bidders must be eligible, able, and willing to perform the contract.

- **ELIGIBLE** means the potential vendor must have the required permits/licenses (including ODA food safety registration and Meat Inspection license) and not have any conflicts of interest or other constraints.
- **ABLE** means the potential vendor has or can obtain the resources to fulfill the sponsor's requirements.
- **WILLING** means the potential vendor has a bona fide interest in obtaining the sponsor's business/vending contract.

After the bid opening and the awarding of the contract, you must submit a copy of the completed Documentation of Contact chart to the State agency along with other requested documentation (See checklist on page I-1) .

Bid Opening

Receipt of bids: All bids received prior to the bid opening must be kept sealed and in a secure place. Bids received after the bid due date or bid opening date must be returned unopened to the bidders, unless covered by the exceptions on pages 10-11 of the Invitation to Bid.

Bid Opening: The bid opening must be conducted publicly. The person conducting the bid opening unseals each bid individually and performs the following tasks:

1. Read aloud the name of bidder.
2. Check off the following required documents and attachments, announcing whether each is present or missing.
 - a. Invitation to Bid and Contract (entire packet)
 - Is bid amount on page 2 completed?
 - Is bid signed on page 8?
 - b. Copy of current Ohio Department of Agriculture Food Safety Registration and/or Meat Inspection License for facilities where the bidder will prepare program meals.
3. Read aloud the total estimated bid.

Contract Award

The contract must be awarded to the lowest responsive bid from a responsible bidder. Responsive bids are bids which conform to all of the terms, conditions and requirements of the Invitation to Bid.

A contract award will not be announced until the contracting agency has had time to examine the low bid for responsiveness to the Invitation to Bid and to determine that the low bidder is a responsible firm.

When any of the following conditions occur, the sponsor must have its choice of vendor approved by the State agency before award of contract:

1. Geographic preference is applied to the contract award
2. Only one bid is submitted

3. Sponsor wants to award the contract to a company that is not the lowest bidder
4. Procurement specifies brand name or proprietary products or processes
5. A proposed contract modification changes the scope of the contract.

For all procurements, you must submit to the State agency a complete list of entities that received the Invitation to Bid and Contract (regardless of whether each actually submitted a bid) along with the value of each bid received. You must also submit an explanation for your choice of vendor.

You award the contract by completing page 8, Award of Contract. Retain the original copy for your files, return one completed copy of the contract to the vendor, and send an electronic copy to the State agency along with all required documents as listed on the ITB checklist on page I-1 .

SAMPLE

BID SOLICITATION/RESPONSE LETTER

(Directions: Prior to distribution, insert highlighted information, print letter on your agency letterhead and send copy to the State agency with your ITB packet for approval. Asterisks (*) indicate information to be completed once ITB packet is requested by potential bidder.)

(Date *)

(Potential Bidder Name*)

(Address*)

(City, State, Zip*)

Dear (Potential Bidder Name*):

[SPONSOR NAME] will be accepting sealed bids for meals to serve in its center(s). Attached is a copy of the Invitation to Bid and Contract for a contract period beginning **[CONTRACT START DATE]** and ending on **[CONTRACT END DATE]**.

All vendors are required to have appropriate licenses/registrations with the Ohio Department of Agriculture. Any bidder which is awarded this contract must agree to adhere to the specifications and conditions stated in the Invitation to Bid and Contract. If you wish to submit a bid for the preparation and delivery of meals for this program, please read the attached contract thoroughly and complete the following contract sections:

1. Section A, pages 1-2, shaded areas
2. Section B, pages 3-5, and 6-7 if applicable - Complete information and sign & date
3. Section B, page 8 - Bidder Submission of Bid Certification

Two completed copies of the entire bid packet are to be submitted along with any additional required documentation. Bids will be received at **[ADDRESS TO SUBMIT BIDS]** until **[BID DUE DATE/TIME]**. The bid opening will be conducted at **[BID OPEN TIME]** on **[BID OPEN DATE]** at **[BID OPEN LOCATION]**.

[SPONSOR NAME] reserves the right to reject any and all bids, to waive any informality in bidding, and to award the contract in its best interest. If you have any additional questions regarding the Invitation to Bid and Contract, please contact **[SPONSOR CONTACT NAME]** at **[PHONE AND/OR EMAIL]**.

If you choose not to submit a bid for this contract, please complete the bottom of this page and return this letter to the address above.

Sincerely,

[NAME]

[TITLE]

POTENTIAL BIDDER RESPONSE: Complete below and return entire letter to agency if not submitting a bid.

_____ declines to submit a bid for meal service for your agency.
(Name of Food Service Management Company)

(Signature of FSMC's Authorized Representative)

(Date)

INVITATION TO BID DOCUMENTATION OF BID DISTRIBUTION

Directions: Sponsor must document that at least three qualified (able and willing to supply food/meals) potential bidders were sent bid solicitation/response letter and bid packet. Return completed form to State agency along with completed contract and other required documentation. Copy if additional pages are needed.

POTENTIAL BIDDER	DATE OF INITIAL CONTACT	DATE MATERIALS SENT	BID RECEIVED?	BIDDER ELIGIBLE, WILLING, ABLE?	TOTAL BID AMOUNT	COMMENTS

CHILD AND ADULT CARE FOOD PROGRAM

INVITATION TO BID AND CONTRACT

SECTION A – BID INFORMATION

Sponsor Name	Bid Due Date Time
Street Address	Bid Opening Date Time
	Bid Submission Address
City State Zip	Bid Opening Location
Telephone Email	Contract Commencement Date
Contact Person	Contract Expiration Date

GEOGRAPHIC PREFERENCE

☐ **No** Sponsor will not apply geographic preference as criteria in awarding this contract.

☐ **Yes** Sponsor will apply geographic preference based on the criteria listed below.

The Sponsor defines the term "locally" in regards to the vendor's procurement of unprocessed locally grown or locally raised unprocessed agricultural products as follows:

MULTIPLE SITES

This Invitation to Bid covers service at _____ site(s).

☐ Bids must include service for all sites.

☐ Bids may include any number of sites.

Bidder agrees to meet geographic preference criteria as stated above during this contract period. *(A "No" answer will not disqualify the bid)*

☐ **Yes** ☐ **No**

Bidder offers a prompt payment discount of _____% for payment within _____ days.

Bidder will have an employee present at the center(s) during the serving of the meal/snack.

☐ **Yes** ☐ **No**

Bidder has provided the following documents:

☐ Food Service License ☐ Food Safety Registration ☐ Meat Inspection License

☐ This bid includes service for all sites.

☐ If allowed by the terms of the solicitation, this bid includes service only for the following sites:

SECTION A continued

Price Schedule		Sponsor Complete		Sponsor Complete		Bidder Complete		Bidder Complete
Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
Type of Meal	Age Group	Estimated Total Number of Meals per Day	X (Multiplied by)	Estimated Days to be Vended per Contract	X (Multiplied by)	Price per Meal	=	Estimated Total Meal Cost
Breakfast	1-2 years		X		X	\$	=	\$
Breakfast	3-5 years		X		X	\$	=	\$
Breakfast	6-12 years		X		X	\$	=	\$
Breakfast	Adult		X		X	\$	=	\$
AM Snack	1-2 years		X		X	\$	=	\$
AM Snack	3-5 years		X		X	\$	=	\$
AM Snack	6-12 years		X		X	\$	=	\$
AM Snack	Adult		X		X	\$	=	\$
Lunch	1-2 years		X		X	\$	=	\$
Lunch	3-5 years		X		X	\$	=	\$
Lunch	6-12 years		X		X	\$	=	\$
Lunch	Adult		X		X	\$	=	\$
PM Snack	1-2 years		X		X	\$	=	\$
PM Snack	3-5 years		X		X	\$	=	\$
PM Snack	6-12 years		X		X	\$	=	\$
PM Snack	Adult		X		X	\$	=	\$
Supper	1-2 years		X		X	\$	=	\$
Supper	3-5 years		X		X	\$	=	\$
Supper	6-12 years		X		X	\$	=	\$
Supper	Adult		X		X	\$	=	\$
Eve Snack	1-2 years		X		X	\$	=	\$
Eve Snack	3-5 years		X		X	\$	=	\$
Eve Snack	6-12 years		X		X	\$	=	\$
Eve Snack	Adult		X		X	\$	=	\$
BIDDER: Complete shaded columns						Total Estimated Bid		\$

SECTION B – BID CERTIFICATIONS

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION AND NON-COLLUSION

BIDDER:

- A. By submission of this bid, the bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organizations, that in connection with this procurement:
1. The prices in this bid have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition or to any matter relating to such prices with any other bidder or with any competitor;
 2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to bid opening, directly or indirectly, to any other bidder or to any competitor;
 3. No attempt has been made or will be made by the bidder to induce any person or firm to submit or not to submit a bid for the purpose of restricting competition;
 4. The bid of this organization is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
- B. Each person signing this contract on behalf of the bidder certifies that: (INDICATE WHICH IS APPLICABLE)
- ☐ 1. He/she is the person in the bidder's organization responsible within that organization for the decision as to the prices being offered herein and that he/she has not participated, will not participate, in any action contrary to (A)(1) through (A)(4) above.
- ☐ 2. He/she is not the person in the bidder's organization responsible within that organization for the decision as to the prices being offered herein but that he/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)(4) above and as their agent does hereby so certify; and he/she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(4) above.
- C. A Certification of Clean Air and Water Practices must also be completed by any bidder whose bid exceeds \$150,000 in anticipated program payments or the Contracting Officer has determined that orders under an indefinite quantity contract in any year will exceed \$150,000 or a facility to be used has been the subject of a conviction under the Clean Air Act [42 USC 1856C-8(c)(1)] or the Federal Water Pollution Control Act [33 USC 1319(c)] and is listed by EPA, or is not otherwise exempt.
1. Any facility to be utilized in the performance of this contract (check one) _____ has _____ has not been listed on the Environmental Protection Agency List of Violating Facilities.
 2. He/she will promptly notify the contracting officer, prior to award, of the receipt of any communication from the Director, Office of Federal Activities, US Environmental Protection Agency, indicating that any facility which he/she proposed to use for the performance of the contract is under consideration to be listed on the EPA list of violating facilities.
 3. He/she will include substantially this certification in every non-exempt subcontract.
- D. To the best of my knowledge, this vending organization, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

Signature of
Authorized Representative, Bidder

Title

Date

SECTION B continued

CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts exceeding \$100,000 in federal funds

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

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

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, 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.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Name of Business of Bidder	Address (Street, City, State, Zip)
Extra Virgin Food Services	25661 Ft. Meigs Rd #E
Print Name of Authorized Representative, Bidder	Title
Julie Steingraber	Executive Administrative Assistant
Signature of Authorized Representative, Bidder	Email
	Julie.steingraber@evfoodservices.com
Telephone	Date Signed (Mo./Day/Yr.)
419-874-0431	

DISCLOSURE OF LOBBYING ACTIVITIES
COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT
TO 31 U.S.C. 1352
(SEE PAGE 8 FOR PUBLIC DISCLOSURE)

5

CONTINUATION SHEET

DISCLOSURE OF LOBBYING ACTIVITIES

Reporting Entity:

N/A

INSTRUCTIONS FOR COMPLETION OF DISCLOSURE OF LOBBYING ACTIVITIES FORM

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

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

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

SECTION B continued

BIDDER SUBMISSION OF BID CERTIFICATION

By submission of this bid, the bidder certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency; and that it shall operate in accordance with all current program regulations.		
Name of Bidder		
Extra Virgin Sood Seervices		
Mailing Address		
25661 Ft. Meigs Rd # E		
Street Address (if different from mailing)		
Telephone	Fax	
419-874-0431	419-874-2950	
Print or Type Name of Authorized Representative Julie Steingraber	Signature of Authorized Representative	
Title	Email	Date
Exec. Admin. Assistant	Julie.steingraber@evfoodservices.com	

SPONSOR AWARD OF CONTRACT

In accepting this bid and awarding this contract, the sponsor certifies that the sponsor's officers, employees or agents have not taken any action which may have jeopardized the independence of the bid referred to above.		
Reason for awarding contract to this bidder:		
Print or Type Name of Authorized Representative	Signature of Authorized Representative	
Title	Email	Date

SECTION C: INSTRUCTIONS TO BIDDERS

1. Definitions

- A. **Bid** means the bidder's offer to perform the work described in the Invitation to Bid at the fixed unit price specified in accordance with the terms and conditions of the solicitation.
- B. **Bidder** means a food service management company submitting a bid in response to the Invitation to Bid.
- C. **Contractor** means a successful bidder who is awarded a contract under the terms of this solicitation.
- D. **Food Safety Registration** means a registration pursuant to Chapter 3715.041 of the Ohio Revised Code.
- E. **Food Service Management Company or FSMC** means an organization other than a public or private nonprofit school, with which an institution may contract for preparing and, unless otherwise provided for, delivering meals, with or without milk for use in the Program.
- F. **Geographic Preference** means a preference applied to the bid for the procurement of "unprocessed locally grown or locally raised agricultural products".
 - "Unprocessed agricultural products" means only those agricultural products that retain their inherent character. The effects of the following handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different inherent character: cooling, refrigerating, freezing; size adjustment through size reduction made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; drying/dehydration; washing; the application of high water pressure or "cold pasteurization"; packaging (such as placing eggs in cartons) and vacuum packing and bagging (such as placing vegetables in bags); butchering livestock, fish and poultry; and the pasteurization of milk.
- G. **Invitation to Bid** referred to as ITB, means the document soliciting bids through the formal advertising method of procurement. In the case of this program, the ITB becomes the contract upon acceptance by the sponsor.
- H. **Meat Inspection License** means a license issued pursuant to Chapter 918 of the Ohio Revised Code.
- I. **Responsive** in reference to a bid refers to a bid which does not substantively deviate from the requirements of the ITB. Any attempt to modify these minimum requirements may render the bid non-responsive. Furthermore, any attempt to make the bid price conditional or contingent upon other factors may render the bid non-responsive unless such contingencies are authorized by the ITB.
- J. **Responsible** in reference to a bidder refers to a bidder who:
 - has (or can reasonably be expected to obtain) the financial and operational resources necessary to perform the contract;
 - is able to comply with regulatory requirements;
 - is able to deliver according to the contract schedule; and
 - has a history of satisfactory performance.
- K. **Sponsor** means the contracting agency which issues this ITB.
- L. **Unitized Meal** means an individual pre-portioned meal consisting of a combination of foods meeting the complete meal requirements, delivered and served as a unit, with or without milk.

2. Submission of Bids

- A. Bidders are expected to examine carefully the specifications, schedules, attachments, terms and conditions of this ITB.
- B. Bidders must complete the following information in the bid packet:
 - (1) Page 1, shaded areas
 - (2) Page 2, shaded columns
 - (3) Page 3, Certification of Independent Price Determination and Non-Collusion
 - (4) Page 4, Certification Regarding Lobbying
 - (5) Page 5 & 6, Disclosure of Lobbying Activities, if applicable
 - (6) Page 8, Bidder Submission of Bid Certification
- C. All pages of the Invitation to Bid and Contract packet and attachments must be completed and two complete copies must be submitted. If accepted, this ITB will become the contract. One copy of the signed contract will be sent from the sponsor to the successful bidder as a notice of award and one copy will be marked "original" and kept by the sponsor. The original will be the governing document if there is a discrepancy among documents. No changes are allowed in the specifications or general conditions of the bid packet.

3. Explanation to Bidders

Any explanation desired by a bidder regarding the meaning or interpretation of the ITB 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 the prospective bidder concerning an ITB will be furnished to all prospective bidders as an amendment of the ITB if such information is necessary to bidders in submitting bids on the ITB or if the lack of such information would be prejudicial to uninformed bidders.

4. Acknowledgment of Amendments to ITB's

Receipt of an amendment to an ITB by a bidder must be acknowledged by signing and returning the amendment. Such acknowledgment must be received prior to the hour and date specified for bid opening.

5. Discounts

Prompt payment discounts offered to the sponsor for payment made in less than twenty calendar days will not be considered in evaluating bid offers for award of contract. However, offered discounts of less than twenty days will be accepted if the sponsor makes payment within the discount period.

6. Multiple Sites

If allowed by the terms of the ITB, the bidder may bid on some or all of the sites listed. The bidder must complete information on page 1 to indicate the sites for which the bid is submitted.

7. 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.

8. Time for Receiving Bids

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

9. 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 he/she cannot secure relief on the plea of error.

10. Evaluation of Bidders

Each bidder will be evaluated on the following factors:

- A. Ability to provide the types and quantities of meals specified by sponsor.
- B. Financial capability to perform a contract of the scope required.
- C. Adequacy of food production facilities, including regulatory compliance.
- D. Previous experience of the bidder in performing services 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 disqualified from award.

11. Award of Contract

- A. The contract will be awarded to the lowest responsive bid received from a responsible bidder.
- 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 is determined not to be responsible.
- D. The sponsor reserves the right to accept any bid within 30 days from the date of bid opening.

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

- A. Any bid received after the exact time specified for receipt will not be considered unless it is received before award is made or it was sent by registered or certified mail not later than the fifth calendar day prior to the date specified for the receipt of bids (e.g., a bid that is due 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. A bid may also be withdrawn in person by a bidder or his/her authorized representative, provided his/her identity is made known and he/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 bid, modification, or withdrawal sent either by registered or certified mail is the 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.
- D. Notwithstanding the above, a late modification of an otherwise successful bid which makes its terms more favorable to the sponsor will be considered at any time it is received and may be accepted.

13. Renewal of Contract

- A. This contract may be renewed by mutual agreement for up to four additional one-year periods.
- B. Any renegotiated pricing at the time of renewal should be tied to measurable increases in costs, such as the Consumer Price Index.

SECTION D: SCOPE OF SERVICES

1. Meals

- A. Schedule A indicates the list of sites for which FSMC shall provide meals as well as the types and estimated numbers of meals to be provided.
- B. All meals furnished must meet or exceed the minimum food specifications listed in Schedule C and the program meal pattern requirements established in 7 CFR §226.20.
- C. FSMC shall deliver meals in **(bulk)** form.
- D. All breakfasts, lunches, and suppers delivered for service in outside-school-hours care centers shall be unitized, with or without milk, unless the State agency determines that unitization would impair the effectiveness of food service operations. For meals delivered to child care centers and day care homes, the State agency may require unitization, with or without milk, of all breakfasts, lunches, and suppers only if the State agency has evidence which indicates that this requirement is necessary to ensure compliance with 7 CFR §226.20.
- E. Delivered meals shall **(include/exclude)** milk.
- F. FSMC shall provide the sponsor with any special food/diets listed below or on Schedule B menu forms.
Special foods/diets include **(insert: N/A if none):** _____

- G. Meals shall include the following additional items: **(check all that apply)**
 - ☐ Condiments ☐ Straws ☐ Napkins ☐ Single Service Ware
 - ☐ Cups ☐ Plates ☐ Saucers ☐ Bowls
 - ☐ Other (list)
_____Trays _____

- H. Meals served under the contract shall conform to the cycle menus upon which the bid was based, and to menu changes agreed upon by the sponsor and FSMC. All meals served under the program must meet the requirements of 7 CFR §226.20.
- I. Meals shall be served **(number of serving days)** days per week.

2. Meal Orders

- A. Sponsor will place an initial order for meals on **(insert: day of week)** of the week preceding the week of delivery; orders will be placed for the total number of days in the succeeding week, and will include breakdown totals for each site and each type of meal.

- B. The sponsor reserves the right to increase the daily number of meals ordered on a **(24 HRS)** hour notice or less if mutually agreed upon by sponsor and FSMC. JS
- C. FSMC shall provide one (1) meal per delivery location for temperature testing purposes if requested by sponsor. Sponsor shall pay for test meals.

3. Delivery Requirements

- A. Delivery shall be made by the FSMC to each site in accordance with the order from the sponsor.
- B. FSMC shall **(sponsor check)**:
 - a. ☒ Deliver meals only
 - b. ☐ Deliver meals and an FSMC employee shall be present while Sponsor serves the meals
 - c. ☐ Deliver meals and an employee of FSMC shall serve the meals
- C. Meals are to be delivered, unloaded, and placed in the designated site by the FSMC's personnel at each of the locations and times listed in Schedule A.
- 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. Deletion or addition of sites will be made not less than one week prior to the required date of service. Any change in transportation cost that occurs as a result of adding or deleting sites shall be negotiated and noted in the modification. The FSMC's invoice shall show the cost as a separate item for that site. Otherwise, there shall not any separate charge for transportation, fuel or delivery.

4. Sanitation

- A. State and local health and sanitation requirements will be met at all times. All food will be properly stored, prepared, packaged and transported free of contamination and at appropriate temperatures. Adequate refrigeration or heating shall be provided during delivery to insure the wholesomeness of food at delivery in accordance with state or local health codes.
- B. At the time food is packed for delivery or leaving the preparation kitchen, the FSMC shall record the time and temperature of all hot and cold foods. The sponsor shall record time and temperature of delivered hot and cold food upon delivery and when served. This information is to be recorded on the delivery slip or other temperature log. A prototype delivery slip is provided as Schedule D.

SECTION E: General Conditions

1. Requirements Contract

- A. Except as otherwise provided in the solicitation, a contract awarded as a result of this solicitation will bind the sponsor during the term of the contract to secure all of its needs from the successful bidder and will bind the bidder to perform all such work ordered by the sponsor at prices specified in the contract.
- B. The quantities of services specified in this solicitation are estimates only.
- C. The sponsor shall not be obligated to place any minimum dollar amount of orders or any minimum number of orders under this contract. The utilization of the bidder for services specified in the schedule will be dependent upon the needs and requirements of the sponsor.

2. Pricing

- A. Pricing shall be based on the menus in Schedule B. The Bid unit price per meal must include price of food (including special foods/diets), milk (if applicable), packaging, transportation/fuel, and all other related costs (e.g., condiments, utensils, etc.). There shall be no separate charge for transportation, fuel or delivery. The FSMC shall bill the sponsor for creditable meals and/or snacks delivered at the unit prices listed in the Price Schedule on page 2 of this contract.
- B. FSMC shall provide itemized invoices on a **(weekly)** basis.
- C. Payment will be due **(10)** days after receipt of invoice.

D. The sponsor will not consider any price increases for the period of this signed contract.

3. Menu Cycle

- A. Meals will be prepared in accordance with the menu cycle developed by the sponsor. Menu changes may be made when mutually agreed upon by both parties. Sponsor reserves the right to suggest menu changes periodically throughout the contract period.
- B. Deviation from the menu cycle shall be permitted only upon authorization of the sponsor.
- C. When an emergency situation exists which might prevent the FSMC from delivering a specified meal component, FSMC shall notify the sponsor immediately so substitutions can be agreed upon.

4. Nonconforming Meals

- A. 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.
- B. The FSMC shall not be paid for any rejected meals at the time of delivery, unauthorized meals, unauthorized menu changes, incomplete meals, meals that do not comply with meal pattern requirements, meals not delivered within the specified delivery time period, meals rejected because they do not comply with time/temperature requirement, foods that are substandard in quality or show signs of spoilage, and meals that do not meet any other contract specifications.
- C. The sponsor reserves the right to obtain meals from other sources if meals are rejected due to any of the stated reasons. The FSMC will be liable to the sponsor for any costs incurred by the sponsor for replacement meals that exceed the FSMC's bid price per meal. The sponsor or agency inspecting shall notify the FSMC in writing of the number of meals rejected and the reasons for rejection.

5. Supervision and Inspection

The FSMC shall provide management supervision of food production at all times and perform regular quality control inspections to check for portion size, appearance, quality, and proper packaging.

6. Recordkeeping

- A. FSMC shall maintain such records (supported by invoices, receipts or other evidence) as the institution will need to meet its responsibilities under this part, and shall promptly submit invoices and delivery reports to the institution no less frequently than monthly.
- B. For each delivery, FSMC shall prepare and leave at each site an itemized delivery slip that, at minimum, contains the following information: Name of vendor, name of delivery site, date of delivery, time of delivery, meal type (breakfast, am snack, lunch, pm snack, supper, evening snack), number of meals ordered, number of meals delivered, food items delivered (including milk if applicable), serving size or quantity of each food item delivered, time and temperature of hot and colds foods (both when leaving preparation site and at delivery), signature of FSMC representative/delivery person, and signature of sponsor representative receiving delivery of food.
 - 1. The FSMC may use the provided prototype daily delivery slip (See Schedule D on page 32) or develop and use its own delivery slip that contains the information as detailed above.
 - 2. Designees of the sponsor at each site will check adequacy of delivery and meals before signing the delivery slip.
- C. FSMC shall maintain food production records, including menus, recipes, CN labels (as applicable), and quantities of food produced. FSMC shall make these records available to sponsor upon demand.
- D. The books and records of the food service management company pertaining to the institution's food service operation shall be available for inspection and audit by representatives of the State agency, of the Department, and of the U.S. General Accounting Office at any reasonable time and place, for a period of 3 years from the date of receipt of final payment under the contract, or in cases where an audit requested by the State agency or the Department remains unresolved, until such time as the audit is resolved.

7. Method of Payment

- A. The FSMC shall submit itemized invoice(s) to the sponsor as specified on page 16 of Section E, Pricing, number 3. The FSMC shall provide itemized invoices to the sponsor that, at minimum, indicates the time period that invoice covers, the number of meals delivered per day per meal type, the price per meal, the total amount due and payment due date. If the amount of milk delivered is not specified on each site's daily delivery slip/ticket, then the total amount of milk delivered for the billing period for each site should be specified on the invoice.
- B. Payment will be made at the unit price specified in the contract. No payment shall be made unless the required delivery slips/tickets were provided by the FSMC and were signed by both parties.
- C. The FSMC shall not be paid for meals which are delivered outside of the agreed upon delivery time, are spoiled or unwholesome at the time of delivery, or do not otherwise meet the meal requirements contained in the contract.

8. Inspection of Facility

- A. The Food Service Management Company shall have appropriate Federal, State or local health certification for the plant in which it proposes to prepare meals for use in the Program, and it shall ensure that health and sanitation requirements are met at all times.
- B. The sponsor, the State agency and the U.S. Department of Agriculture reserve the right to inspect the FSMC'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.
- C. The FSMC 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. Results of these inspections shall be submitted to the sponsor and to the State agency.

9. Insurance

The FSMC shall maintain in force all insurance coverage required by the appropriate State or local licensing authority.

10. Availability of Funds

- A. The sponsor shall have the sole option to cancel this contract if the Federal Government withdraws funds to support the Child and Adult Care Food Program.
- B. In the event of cancellation of the contract, the sponsor shall be responsible for meals that have been assembled and delivered in accordance with this contract.

11. Number of Meals and Delivery Times

- A. The FSMC must provide the quantity of meals ordered. The number of meals ordered by sponsor will not include test meal. Test meals will be invoiced to sponsor if requested.
- B. Meals will be inspected and counted at all sites before meals are accepted by site personnel. Damaged or incomplete meals will not be included when the number of delivered meals is determined.
- C. Meals shall be delivered in accordance with the delivery schedule prescribed in Schedule A.

12. Emergencies

- A. In the event of unforeseen emergency circumstances, the FSMC shall immediately notify the sponsor by telephone, text, email, or in person 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. Otherwise no payments will be made for deliveries that arrive later than the beginning of the meal service.
- B. Emergency circumstances at the site precluding utilization of meals are the concern of the sponsor. The sponsor may cancel orders provided it gives the FSMC 24 hours' notice, or a lesser time agreed upon by both parties.
- C. Adjustments for emergency situations affecting the vendor's ability to deliver meals, or sponsor's ability to utilize meals, for periods longer than 24 hours will be mutually agreed upon between the FSMC and the sponsor.

13. Termination

- A. The sponsor reserves the right to terminate this contract for cause if the FSMC fails to comply with any of the requirements of this contract. The sponsor shall notify the FSMC of specific instances of noncompliance in writing. In instances where the vendor has been notified of noncompliance with the terms of the contract and has not taken immediate corrective action, the sponsor shall have the right, upon written notice, of immediate termination of the contract and the FSMC shall be liable for any damage incurred by the sponsor. Full payment is due immediately upon receipt of written notice. Amount owed will not be based upon CACFP reimbursement.
- B. The sponsor may, by written notice to the FSMC, terminate the right of the FSMC to proceed under this contract if it is found by the sponsor that gratuities in the form of entertainment, gifts, etc. were offered or given by the FSMC 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 an 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 (1) to pursue the same remedies against the FSMC as it could pursue in the event of a breach of the contract by the vendor, and (2) as a penalty in addition to any other damages in an amount which shall not be less than three or more than ten times the costs incurred by the FSMC in providing any such gratuities to any such officer or employee.
- D. Both the FSMC and the sponsor reserve the right to cancel this contract upon written notice for reasons from conditions and circumstances beyond the reasonable control of the parties or, with mutual agreement, upon 30 days after written notice is delivered to either party by the other.
- E. The rights and remedies of the sponsor 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.

14. Subcontracts and Assignments

The FSMC shall not subcontract 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 sponsor, its contract or any interest therein. In the event of any assignment, the FSMC shall remain liable to the sponsor as principal for the performance of all his obligations under this contract.

SECTION G: GENERAL PROVISIONS

1. 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 ch. 60].)

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

- (a) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, disability or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated without regard to their race, color, religion, sex, disability, 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 training, including apprenticeship. The contractor 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.
- (b) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, handicap, or national origin.
- (c) The contractor 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 the contractor's commitments under this Equal Opportunity clause, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

- (d) The contractor 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.
- (e) The contractor 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).
- (f) In the event of the contractor's noncompliance 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, and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, and such sanctions as may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965 as amended by Executive Order No. 11375 of October 13, 1967, or by rule, regulations, or order of the Secretary of Labor, or as otherwise provided by law.
- (g) The contractor will include the provisions of paragraph (a) through (g) in every subcontract 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 subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the contracting agency may direct as a means of enforcing such provisions, including sanctions for noncompliance. Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

2. Clean Air and Water

(Applicable only if the contract exceeds \$150,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$150,000, 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)] and is listed by EPA, or the contract is not otherwise exempt.

(a) The contractor agrees as follows:

- (1) 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 requirements 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.
- (2) 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.
- (3) 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.
- (4) To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph (a)(4).

(a) 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 No. 11738, an applicable implementation plan as described in Section 110(d) of the Clean Air Act [42 USC 1857c-5(d)], an approved implementation procedure or plan under Section 111(c) or Section 111(d) respectively of the Air Act [42 USC 1857 c-6(c)(d)], an approved implementation procedure under Section 112(d) 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 discharger 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 requirements 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 contractor or subcontractor to be utilized in the performance of a contract or subcontracts. Where a location or site of operations contains 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.

3. Energy Policy and Conservation Act (P.L. 94-163)

The contractor shall meet mandatory standards and policies relating to energy efficiency which are contained in the State energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).

4. Nondiscrimination

The vendor is advised that a complaint can be filed with USDA if he or she believes there was discrimination by the State or institution in the contracting process. In accordance with Federal law and U.S. Department of Agriculture policy, discrimination on the basis of race, color, national origin, sex, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department is prohibited. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

5. Contract Work Hours and Safety Standards Act

The contractor shall comply with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5) as applicable to this contract.

6. Assurance of Civil Rights Compliance

Vendor hereby agrees that it will comply with:

- A. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
- B. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
- C. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
- D. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
- E. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
- F. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
- G. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
- H. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
- I. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives

Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.

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

This assurance is given in consideration of and for the purpose of obtaining any and all Federal financial assistance, grants, and loans of Federal funds, reimbursable expenditures, grant, or donation of Federal property and interest in property, the detail of Federal personnel, the sale and lease of, and the permission to use Federal property or interest in such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration that is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale, lease, or furnishing of services to the recipient, or any improvements made with Federal financial assistance extended to the Program applicant by USDA. This includes any Federal agreement, arrangement, or other contract that has as one of its purposes the provision of cash assistance for the purchase of food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, Vendor agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on Vendor, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear on this contract are authorized to sign this assurance on behalf of Vendor.

Site/Center Information	Meal Type(s) to be Vended	Estimated number of meals			Indicate required services with an "X"						Meal Delivery Time
		1-2 years	3-5 years	6-18 years	Milk Delivery Included	Extra Milk Needed	Tableware or Utensils Needed	Meals Delivered Unitized	Meals Delivered Bulk		
Site Name & Address Contact: Phone:	Breakfast										
	AM Snack										
	Lunch										
	PM Snack										
	Supper										
	Eve. Snack										
Site Name & Address Contact: Phone:	Breakfast										
	AM Snack										
	Lunch										
	PM Snack										
	Supper										
	Eve. Snack										
Site Name & Address Contact: Phone:	Breakfast										
	AM Snack										
	Lunch										
	PM Snack										
	Supper										
	Eve. Snack										

MENU CYCLE DEVELOPED BY SPONSOR

Menu Requirements

1. Sponsors are to include in the bid packet at least a 10-day cycle of menus for all meal types that are to be vended under this contract. Refer to page 2, Section A, number 8, or page 14, Section D: Scope of Services of this contract for vended meal types.
 - Menu cycle may be for a longer time period (for example a 4 week or 6-week cycle). Copy menu forms included in bid packet as needed.
2. Menus are to be planned to meet the scope of services as listed in Section D of this contract.
3. Be sure to list any extra food items to be provided including condiments needed for the meal.
4. If milk is excluded from your bid (see page 14, Scope of Services, C) then do not list it on your menu.

Ohio CACFP Weekly Menu for Children – Developed by Sponsor

Type	Component	Minimum Serving			Mon.	Tues.	Wed.	Thurs.	Fri.
		1 & 2 years	3 - 5 years	6 - 18 years					
Breakfast (serve all 3 components)	Fluid Milk	4 fluid oz.	6 fluid oz.	8 fluid oz.					
	Vegetables, fruits, or portions of both	1/4 cup	1/2 cup	1/2 cup					
	Bread	1/2 slice	1/2 slice	1 slice					
	Bread product	1/2 serving	1/2 serving	1 serving					
	Cooked cereal	1/4 cup	1/4 cup	1/2 cup					
AM Snack (serve 2 components)	Dry cereal	1/6 - 3/4 cup	1/6 - 3/4 cup	1/4 - 1 cup					
	Fluid Milk	4 fluid oz.	4 fluid oz.	8 fluid oz.					
	Vegetables	1/2 cup	1/2 cup	3/4 cup					
	Fruits	1/2 cup	1/2 cup	3/4 cup					
	Bread	1/2 slice	1/2 slice	1 slice					
Lunch (serve all 5 components)	Bread product	1/2 serving	1/2 serving	1 serving					
	Cooked cereal, grain, or pasta	1/4 cup	1/4 cup	1/2 cup					
	Dry cereal*	1/6 - 3/4 cup	1/6 - 3/4 cup	1/4 - 1 cup					
	Meat or meat alternate	1/2 oz.	1/2 oz.	1 oz.					
	Fluid Milk	4 fluid oz.	6 fluid oz.	8 fluid oz.					
	Meat or meat alternate	1 oz.	1 1/2 oz.	2 oz.					
	Vegetables	1/6 cup	1/4 cup	1/2 cup					
	Fruits	1/6 cup	1/4 cup	1/4 cup					
	Bread	1/2 slice	1/2 slice	1 slice					
	Bread product	1/2 serving	1/2 serving	1 serving					
	Grain/Pasta	1/4 cup	1/4 cup	1/2 cup					

For more information on additional food components and amounts, please refer to CACFP Child Care Meal Pattern Charts.

*Dry cereal portion depends on cereal shape

This institution is an equal opportunity provider.

Ohio CACFP Weekly Menu for Children – Developed by Sponsor

Type	Component	Minimum Serving			Mon.	Tues.	Wed.	Thurs.	Fri.
		1 & 2 years	3 - 5 years	6 - 18 years					
PM Snack (serve 2 components)	Fluid Milk	4 fluid oz.	4 fluid oz.	8 fluid oz.					
	Vegetables	1/2 cup	1/2 cup	3/4 cup					
	Fruits	1/2 cup	1/2 cup	3/4 cup					
	Bread	1/2 slice	1/2 slice	1 slice					
	Bread product	1/2 serving	1/2 serving	1 serving					
	Cooked cereal, grain, or pasta	1/4 cup	1/4 cup	1/2 cup					
Supper (serve all 5 components)	Dry cereal*	1/6 - 3/4 cup	1/6 - 3/4 cup	1/4 - 1 cup					
	Meat or meat alternate	1/2 oz.	1/2 oz.	1 oz.					
	Fluid Milk	4 fluid oz.	6 fluid oz.	8 fluid oz.					
	Meat or meat alternate	1 oz.	1 1/2 oz.	2 oz.					
	Vegetables	1/6 cup	1/4 cup	1/2 cup					
	Fruits	1/6 cup	1/4 cup	1/4 cup					
Evening Snack (serve 2 components)	Bread	1/2 slice	1/2 slice	1 slice					
	Bread product	1/2 serving	1/2 serving	1 serving					
	Cooked cereal, grain, or pasta	1/4 cup	1/4 cup	1/2 cup					
	Dry cereal*	1/6 - 3/4 cup	1/6 - 3/4 cup	1/4 - 1 cup					
	Meat or meat alternate	1/2 oz.	1/2 oz.	1 oz.					
	Fluid Milk	4 fluid oz.	4 fluid oz.	8 fluid oz.					
Evening Snack (serve 2 components)	Vegetables	1/2 cup	1/2 cup	3/4 cup					
	Fruits	1/2 cup	1/2 cup	3/4 cup					
	Bread	1/2 slice	1/2 slice	1 slice					
	Bread product	1/2 serving	1/2 serving	1 serving					
	Cooked cereal, grain, or pasta	1/4 cup	1/4 cup	1/2 cup					
	Dry cereal*	1/6 - 3/4 cup	1/6 - 3/4 cup	1/4 - 1 cup					
Evening Snack (serve 2 components)	Meat or meat alternate	1/2 oz.	1/2 oz.	1 oz.					
	Fluid Milk	4 fluid oz.	4 fluid oz.	8 fluid oz.					
	Vegetables	1/2 cup	1/2 cup	3/4 cup					
	Fruits	1/2 cup	1/2 cup	3/4 cup					
	Bread	1/2 slice	1/2 slice	1 slice					
	Bread product	1/2 serving	1/2 serving	1 serving					

For more information on additional food components and amounts, please refer to CACFP Child Care Meal Pattern Charts.

*Dry cereal portion depends on cereal shape

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Ohio CACFP MENU FORM FOR ADULT DAY CARE CENTERS – Developed by Sponsor

Meal	Component	Serving Size	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast (serve all 3 components)	Fluid Milk	8 fluid ounces					
	Vegetables, fruits, or portions of both	1/2 cup					
	Bread	2 slices					
	Bread product	2 servings					
	Cooked cereal, grain, or pasta	1 cup					
AM Snack (serve 2 components)	Dry cereal*	1/2 - 2 1/2 cups					
	Fluid Milk	8 fluid oz.					
	Vegetables	1/2 cup					
	Fruits	1/2 cup					
	Bread	1 slice					
Lunch / Supper (serve all 5 components)	Bread product	1 serving					
	Cooked cereal, grain, or pasta	1/2 cup					
	Dry cereal*	1/4 - 1 cup					
	Meat or meat alternate	1 oz.					
	Fluid Milk (optional for Supper)	8 fluid ounces					
PM Snack (serve 2 components)	Meat or Meat Alternate	2 ounces					
	Vegetables	1/2 cup					
	Fruits	1/2 cup					
	Bread	2 slices					
	Bread product	2 servings					
	Cooked cereal	1 cup					
	Fluid Milk	8 fluid oz.					
	Vegetables	1/2 cup					
	Fruits	1/2 cup					
	Bread	1 slice					
	Bread product	1 serving					
	Cooked cereal, grain, or pasta	1/2 cup					
	Dry cereal*	1/4 - 1 cup					
	Meat or meat alternate	1 oz.					

For more information on additional food components and amounts, please refer to CACFP Child Care Meal Pattern Charts.

*Dry cereal portion depends on cereal shape

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FOOD SPECIFICATIONS

Meat/Seafood – All meat and poultry products must be government-inspected.

- Beef, lamb, and veal: USDA Choice or better.
- Pork: U.S. No. 1 or U.S. No. 2
- Poultry: USDA Grade A
- Ground beef: Maximum 26% fat content
- Processed meats: Commercially processed meats must either:
 - Contain no added fillers or extenders, or
 - Have a Child Nutrition (CN) label or product formulation statement signed by the manufacturer certifying the contribution of the item towards the meal pattern requirements.

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

- Fresh eggs: US Grade A or better
- Frozen eggs: USDA – inspected
- Milk: pasteurized Grade A

Fruits and Vegetables

- Fresh fruits and vegetables: U.S. Grade A
- Canned fruits and vegetables: U.S. Grade A, fruit to be packed in light syrup or natural juices
- Frozen fruits and vegetables: U.S. Grade A
- All juices must be 100% juice

Baked Products

- Bread, rolls, cookies, pies, cakes, and puddings either prepared or baked on premises or purchased on a quality level commensurate with meeting applicable USDA meal pattern requirements

Staple Groceries

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