



The Food Bank of Central and Eastern NC

INVITATION FOR BID

For the Summer Food Service Program: Breakfast

SP15001
4/14/2015

INCOMPLETE AND IRREGULAR BIDS

A bid that is not accompanied by data required by the Bid Documents, or a bid which is in any way incomplete, may be rejected. Any bid which contains any uninitiated alterations or erasures, or any bid which contains any additions, alternate bids, or conditions not called for, or any other irregularities of any kind, will be subject to rejection. Bids may also be rejected for any of (but not limited to) the following causes:

- A. Failure to utilize bid form provided by the Food Bank of Central and Eastern NC.**
- B. Lack of signature on all notarized document(s) by authorized representative on the bid forms.**
- C. Failure to properly complete the bid.**
- D. Evidence of collusion among bidders.**
- E. Unauthorized alteration of bid/proposal form.**
- F. Failure to submit other forms and documents as required.**

Food Bank of Central and Eastern N
3808 Tarheel Drive
Raleigh NC 27609

INVITATION FOR BIDS

BID NUMBER: 2015-001

The Food Bank of Central and Eastern NC will accept bids for the furnishing of unitized meals to be served to children participating in the Summer Food Service Program (SFSP).
Bids will open on Thursday, April 30, 2015 at 2:00 p.m.
Small Conference Room, Food Bank of Central and Eastern NC, 3808 Tarheel Drive, Raleigh, NC 27609.
Current bids are available on our website at www.foodbankcenc.org
Each vendor submitting a bid must complete the.

The Food Bank of Central and Eastern NC will receive sealed bids until the date and time of bid opening for item(s) meeting, exceeding, or equivalent to specifications.

The Food Bank of Central and Eastern NC reserves the right to accept or reject any and all bids in whole or in part.
Failure to comply with any of the requirements contained in this invitation for bids may result in the rejection of the entire bid submitted.

Any attachments hereto become a part of the bid and will remain in the bid file.
Brand names used in this invitation for bids are for comparison purposes only and are not to be construed as indicating any preference. Any items submitted as equivalent to or exceeding specifications must be described in detail.
All bids must be submitted on this form. No errors will be corrected after bids are opened. Bids made out in pencil will NOT be accepted.

Federal or State taxes are to be included or charged.
It is the intent of the Food Bank of Central and Eastern NC to allow any business selling the type(s) of merchandise described to participate in our bidding process. If any prospective vendor feels that any part of these specifications would prohibit their company from submitting a bid, or has any questions regarding this bid, you may email the SFSP Supervisor at tweidig@foodbankcenc.org prior to the bid opening date.
Each vendor must possess proper state, county, and city license, certification, or other requirements imposed, for engaging in the type of activity for which bids are solicited.
Subsequent contracts will not be accepted from a vendor after a bid has been awarded. Vendors must include their contracts with the Invitation for Bids form prior to the bid opening.

The Food Bank of Central and Eastern NC reserves the right to require proof that the products bid are suitable for the purposes for which they are intended. The Food Bank of Central and Eastern NC also reserves the right to cancel a bid if the products received under the bid are not suitable for the purposes intended.

Vendors must sign and notarize their bid. Failure to do so may result in rejection of bid.
The Food Bank of Central and Eastern NC reserves the right to waive any minor informality which is immaterial in nature, negligible, or trivial, and does not affect responsiveness.

SUBMIT BID TO: Food Bank of Central and Eastern NC
Attn: Mr. Tyler Weidig, SFSP Supervisor
3808 Tarheel Drive
Raleigh, NC 27609

Vendor must show on envelope the bid number and opening date. Each numbered bid must be in a separate envelope.

All documents submitted to the Food Bank of Central and Eastern NC will be subject to the laws of NC regarding privacy of information. The Food Bank of Central and Eastern NC makes no guarantee that information contained within the bid will remain private, and may be subject to public review at any time.

Terms of payment

I hereby affirm that I have not been in any agreement or collusion among vendors or prospective vendors in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding, or otherwise.

County_____ State_____

Subscribed and sworn to before

me this_ day of

_April, 2015

Notary Public

COMPANY NAME: _____

SIGNATURE: _____

PRINT NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #: _____ FAX #: _____

EMAIL ADDRESS: _____

FEDERAL ID# _____

DATE _____

FOOD BANK OF CENTRAL and EASTERN NC

SUMMER FOOD SERVICE PROGRAM INVITATION FOR BID AND CONTRACT

SECTION A

This document contains an invitation to food service management companies to bid for the furnishing of unitized meals to be served to children participating in the Summer Food Service Program (SFSP) authorized by Section 13 of the National School Lunch Act, and operated under Part 225 of the

U.S. Department of Agriculture (USDA) regulations. This document sets forth the terms and conditions applicable to the proposed procurement. Upon acceptance it shall constitute the contract between the bidder and the Sponsor named below.

SPONSOR		BID OPENING																									
SPONSOR AGREEMENT NUMBER 9001		BID ISSUE DATE April 14, 2015	BID NUMBER 2015-001																								
NAME Food Bank of Central and Eastern NC		DATE April 30, 2015 (Bid Opening)																									
ADDRESS (Include City, State, Zip Code) 3808 Tarheel Drive Raleigh, NC 27609		TIME 2:00 PM	LOCATION Food Bank of Central and Eastern NC Small Conference Room 3808 Tarheel Drive Raleigh, NC 27609																								
TELEPHONE NUMBER 919-865-3042	CONTACT PERSON Tyler Weidig	SPONSOR TO ENTER ESTIMATED NUMBER OF MEALS. FIXED UNIT PRICE BIDS TO BE INSERTED BY THE BIDDER																									
CONTRACT DATES																											
COMMENCEMENT On or about June 9, 2015																											
EXPIRATION On or about August 23, 2015																											
		<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th style="text-align: center;">Fixed Unit Price Bid Per Meal</th> <th style="text-align: center;">Sponsors Estimated # of Meals</th> <th style="text-align: center;">TOTALS</th> </tr> </thead> <tbody> <tr> <td>BREAKFAST</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">x <u>72,000</u></td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td>SNACK</td> <td style="text-align: center;">\$ _____</td> <td></td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td>LUNCH</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">x _____</td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td>SUPPER</td> <td style="text-align: center;">\$ _____</td> <td style="text-align: center;">x <u>0</u></td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td colspan="3" style="text-align: right;">ESTIMATED TOTAL</td> <td style="text-align: center;">\$ _____</td> </tr> </tbody> </table>			Fixed Unit Price Bid Per Meal	Sponsors Estimated # of Meals	TOTALS	BREAKFAST	\$ _____	x <u>72,000</u>	\$ _____	SNACK	\$ _____		\$ _____	LUNCH	\$ _____	x _____	\$ _____	SUPPER	\$ _____	x <u>0</u>	\$ _____	ESTIMATED TOTAL			\$ _____
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		PROMPT PAYMENT DISCOUNT (To be inserted by the bidder) <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 1px solid black; padding: 2px 10px;">0%</div> <div>for payment within</div> <div style="border: 1px solid black; padding: 2px 10px;">_____ days</div> </div>																									
		PERFORMANCE BOND PERCENTAGE REQUIRED 10%																									

BIDDER

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

ACCEPTANCE

CONTRACT NUMBER SP15001		SPONSOR NAME Food Bank of Central and Eastern NC	
SPONSOR SIGNATURE	TITLE	DATE	

CERTIFICATE OF INDEPENDENT PRICE DETERMINATION**SECTION B**

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

SIGNATURE OF VENDOR'S AUTHORIZED REPRESENTATIVE	TITLE	DATE
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In accepting this offer, the sponsor certifies that the sponsor's officers, employees or agents have not taken any action which may have jeopardized the independence of the offer referred to above.

SIGNATURE OF AUTHORIZED SPONSOR REPRESENTATIVE

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

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

SECTION C**1. Definitions:** As used herein:

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

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

Submission of bids:

- (h) Bidders are expected to examine carefully the specifications, schedules, attachments, terms and conditions of this IFB. Failure to do so will be at the bidder's risk.
- (i) Bids must be executed and submitted in triplicate. If accepted, this IFB will become the contract, and one copy of the contract will be forwarded to the successful bidder with the notice of award. The copy marked "original" will be governing should there be a variance between that copy of the bid and the other two copies submitted by the bidder. No changes in the specifications or general conditions are allowed. Erasures on all copies must be initialed by the bidder prior to submission. Failure to do so may result in rejection of the bid.
- (a) A copy of the current State or local health certificate for the food preparation facilities shall be submitted with the bid.

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

2. Explanation to Bidders

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

3. Acknowledgement of Amendments to IFBs

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

4. 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.

5. Time for Receiving Bids

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

6. Errors in Bids

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

SECTION C (Continued)

1. 7. Award of Contract

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

8. Bidder Registration

Bidders must be registered by the State in which the service is to be performed. The vendor shall attach a copy of the State's Registration determination.

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

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

SCOPE OF SERVICES

SECTION D

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

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

- D. Contractor shall furnish meals as ordered by the Sponsor during the period of June 9, 2015, to August 23, 2015. Meals are to be served up to 5 days a week, as specified in Schedule A.

UNIT PRICE SCHEDULE AND INSTRUCTIONS**SECTION E**

1. Bidders are asked to submit prices in accordance with Schedule(s) D for meals with/without milk* meeting the contract specifications set forth in Schedule C and to be delivered to all of the sites stated in Schedule A. Please note that bidders must complete a Schedule D for each meal type (break-fast, lunch, supplement, etc.) covered by the IFB.
2. Evaluation of bid will be performed as follows:

Determine the grand total bid for each bidder by totaling the bids for each meal type from Schedule(s) D. Bidders calculations will be checked prior to totaling.
3. Pricing shall be on the menus described in Schedule B. All bidders must submit bids on the same menu cycle provided by the Sponsor. Deviation from this menu cycle shall be permitted only upon authorization of the Sponsor. Bid price must include the price of food components (including milk and/or juice, if part of unitized meal), packaging, transportation and all other related costs (e.g., condiments, utensils, etc.) The unit prices of each meal type which the bidder agrees to furnish must be written in ink or typed in the blank space provided and must include proper packaging as required in the specifications and delivery cost to the designated sites. Unit prices shall include taxes, but any charges or taxes which are required to be paid under future laws must be paid by the bidder at no additional charge to the Sponsor.
4. Average daily number of meals is estimated. They are the best know estimates for requirements during the operating period. The Sponsor reserves the right to order more or less meals than estimated at the beginning of the operating period. Contractor will be paid at the 100% unit cost rate during the payment period specified. (The Sponsor should indicate in Section F, #4, "Method of Payment," whether the payment period is to be weekly, bi-weekly or monthly). Sponsor does not guarantee orders for quantities shown. The maximum number of meals will be determined based on the approved level of meal service designated by the administering office for each site serving meals provided by the contractor. However, if average meals delivered per day by type over the contract period fall below 90% of the applicable average daily estimate, adjustments will be made to the per unit price in accordance with Schedule D.
5. Evaluation of bidders - Each bidder will be evaluated on the following factors:
 - a. Evidence that bidder is registered by the State where the service is to be performed and is registered to deliver at least the number of meals estimated to be required under the contract.
 - b. Financial capability to perform a contract of the scope required.
 - c. Adequacy of plant facilities for food preparation, with approved license certification that facilities meet all applicable State and local health, safety and sanitation standards.
 - d. Previous experience of the bidder in performing series similar in nature and scope.
 - e. Other factors such as transportation capability, sanitation, and packaging.

Bidders that do not satisfactorily meet the above criteria may be rejected as nonresponsive and not be considered for award.
6. Sponsors will order meals prior to the commencement of the contract and throughout the duration of the contract. Orders will be placed based on the total number of operating days in the succeeding week, and will include breakdown totals for all currently active program sites by meal type.
7. The Sponsor reserves the right to increase or decrease the number of meals ordered within a 2(two) week period, or less, if mutually agreed upon between the parties to this contract.
8. Meal-Cycle Change Procedure: Meals will be delivered on a daily basis in accordance with the menu cycle which appears in Schedule B. Menu changes may be made only when agreed upon by both parties. Changes will be documented by both the Sponsor and Vendor. The Sponsor reserves the right to suggest cost, periodically, throughout the contract period if meals are not being well received by the children.
9. Noncompliance: The Sponsor reserves the right to inspect and determine the quality of food delivered and reject any meals which do not comply with the requirements and specifications of the contract.

UNIT PRICE SCHEDULE AND INSTRUCTIONS**SECTION E (Continued)**

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

The SFSP regulations provide that statistical sampling methods may be used to disallow payment for meals which are not served in compliance with Program regulations.

10. Specifications:**A. Packaging**

1. Meals must be packaged in sealed, leak proof containers (except for whole fruit).
 - a. All components of a cold meal shall be unitized in a cold food service container.
 - b. Each sandwich must be individually sealed.
2. Containers shall be of sufficient strength to prevent crushing of food and shall enclose the meals so that they are completely unexposed to the elements.
3. Containers shall be delivered in cartons constructed to prevent damage to the contents inside. There shall be an equal number of containers in each carton (no overstuffing), except that one may have fewer to allow for the exact number of meals ordered.

Each carton shall be labeled:

- a. Vendor's name
- b. Item identity, meal type
- c. Date of production
- d. Quantity of individual units per carton

4. Meals shall be delivered with appropriate nonfood items: condiments, napkins, and single service ware.

B. Food Preparation:

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

- Meals shall be prepared under properly controlled temperatures and assembled commensurate with health department guidelines.
- Cold foods must be stored at temperatures under (41) degrees, Fahrenheit.
- All fresh fruits and vegetables must be washed thoroughly during handling or before packaging.

C. Food Specifications:

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

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

GENERAL CONDITIONS

SECTION F

1. Delivery Requirements:
 - A. The contractor shall be responsible for delivery of all meals and/ or dairy products at the specified time. Adequate refrigeration or heating shall be provided during delivery of all food to insure the wholesomeness of food at delivery in accordance with State or local health codes.
 - B. The Sponsor reserves the right to add or delete meals as listed in Schedule A, and make changes in the approved level for the maximum number of meals which may be served under the Program at each site (established under Section 225.6(d)(2) of the SFSP regulations). The Sponsor shall notify the contractor by providing an amendment to Schedule A, with any changes to the quantity of meals to be delivered. Such amendments shall be provided within 72 hours or less.
2. Supervision and Inspection: The contractor shall provide management supervision at all times and maintain constant quality control inspections to check for portion size, appearance, and packaging, in addition to the quality of the product.
3. Recordkeeping:
 - A. The contractor shall maintain records supported by invoices, receipts, purchase orders, or other evidence for inspection and reference, to support payment and claims.
 - B. The books and records of the contractor pertaining to this contract shall be available for a period of three (3) years from the date of submission of the Sponsor's final claim for reimbursement, or until the final resolution of any audits, for inspection representative of the US General Accounting Office at any reasonable time and place.
4. Method of Payment
 - A. The contractor shall submit its itemized invoices to the Sponsor upon delivery in compliance with Section 225.6 (h)(2)(iv) of the SFSP regulations. Each invoice shall give a detailed breakdown of the number of meals delivered to the Food Bank of Central and Eastern NC. No payment shall be made unless the required delivery has been verified and receipts have been signed by the Food Bank of Central and Eastern NC.
 - B. The contractor shall be paid by the Sponsor for all meals delivered in accordance with this contract and SFSP regulations.
 - C. Violations that shall cause disallowances in the vendor's payments from the Sponsor include the following:
 - Delivering meals that are not unitized.
 - Delivering meals that are wholly or partially spoiled.
 - Delivering meals that were improperly packaged, i.e. containers broken, torn, or open.
 - Delivering meals with components that are less than the required size, weight, or temperature.
 - Delivering meals that are missing components.
 - Changing meals or substituting components without the sponsor's prior approval.

GENERAL CONDITIONS

SECTION F (Continued)

5. Inspection of Facility:
 - A. The Sponsor, the State agency, and USDA reserve the right to inspect the contractor's facilities without notice at any time during the contract period, including the right to be present during preparation of meals.
 - B. The contractor's facilities shall be subject to periodic inspections by State and local health departments or any other agency designated to inspect meal quality for the State. This will be accomplished in accordance with USDA regulations.
 - C. The contractor shall provide for meals which it prepares to be periodically inspected by the local health department or an independent agency to determine bacterial levels in the meals being served. Such levels shall conform to the standards which are applied by the local health authority with respect to the level of bacteria which may be present in meals served by other establishments in the locality.
6. Performance Bond:
 - A. The successful bidder shall provide the Sponsor with a performance bond in the amount of 10% of the contract price. The bond shall be executed by the contractor and a licensed surety company listed in the current Department of Treasury Circular 570. Only those bonding and surety companies contained in the current Treasury Circular 580 may be used to obtain the required bonding. The Treasury Circular is published annually, for the information of Federal bond-approved officers and person required to give bonds to the United States. All certificates of Authority expire June 30, and are renewable July, annually. The bond shall be furnished not later than ten (10) days following award of the contract.
7. Insurance Requirements
 - A. The contractor shall carry product casualty and liability insurance (theft, storm, and fire damage, general food safety and sanitation) on all food and supplies in the contractor's custody or control regardless of their location, in accordance with acceptable industry practices. The insurance carrier shall have a rating of A- or better as rated by the AM Best Company. The extent of coverage shall exceed the amount of the contract by 10%. Bids shall be accompanied by a statement from an insurance carrier, licensed to conduct business in the State of NC, indicating the carrier's agent has reviewed the bid and insurance requirements, and has determined all coverage requirements are met. The successful bidder shall provide proof of insurance to the sponsoring organization or agency within ten(10) working days after receiving the official letter of notification. Coverage shall not lapse during the period of the contract.
 1. The policies must state "all risks", or "special cause of loss," or "broadest coverage available in the market place," and the dollar value limit.
 2. There must be a 30-day cancellation or non-renewal notice. This notice must be directed to the sponsoring organization or agency.
 3. The certificate of insurance must remove the words "endeavor to" from the cancellation section to reflect a firm commitment toward issuing a written cancellation or non-renewal notice to the certificate holder.
 4. The food and supplies used for meeting the terms of the food service contract must be covered using one of the following acceptable terms: marine, cargo, inventory, contents, stock or warehouse legal liability.
 5. The sponsoring organization or agency shall be provided an endorsed/ executed copy of the insurance policies that cover the food and supplies.

LICENSE and FEES

The contractor shall be responsible for obtaining all necessary licenses and paying all fees required by local, state and federal governments.

GENERAL CONDITIONS

SECTION F (Continued)

8. Availability of Funds:

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

9. Emergencies:

In the event of unforeseen emergency circumstances, the contractor shall immediately notify sponsor by most expedient communication method available, of the following - (1) the impossibility of on-time delivery; (2) the circumstances precluding or delaying delivery; and (3) a statement of whether or not succeeding deliveries will be affected. No payments will be made for deliveries made later than two(2) weeks after specified delivery, unless agreed upon in advance.

Emergency circumstances specific to a site precluding utilization of meals are the concern of the Sponsor. The Sponsor may cancel orders provided it gives the contractor at least a two (two) week notice or less if mutually agreed upon between the parties to this contract.

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

11. Termination

- A. The Sponsor reserves the right to terminate this contract if the contractor fails to comply with any of the requirements of this contract. The Sponsor shall notify the contractor and Surety Company, if applicable, of specific instances of noncompliance in writing.

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

- B. The Sponsor may, via written notice, terminate this contract if evidence, sufficient to be offered in a court of law, is found to support entertainment, gifts or otherwise were offered or given to any officer or employee for the purpose of securing said contract or favorable treatment regarding it's award or revision.

- C. In the event this contract is terminated as provided in paragraph B above, the Sponsor shall be entitled:

(1) to pursue breach of contract remedies, and

(2) to a maximum of ten times the cost incurred by the contractor in providing gratuities for the purpose of securing the contract.

12. Subcontractors and Assignments

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

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

GENERAL PROVISIONS

SECTION G

Equal Opportunity

"The FSMC shall comply with Title VI of the Civil Rights Act of 1964, as amended, USDA regulations implementing Title IX of the Education Amendments, and Section 504 of the Rehabilitation Act of 1973, and any additions or amendments.

Clean Air and Water

If this contract is in excess of \$100,000, the Sponsor and FSMC shall comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act of 1990 (42 USC 1857), or the Federal Water Pollution Control Act (33 USC 1319), as amended.

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, Subpart C - Responsibilities of Participants Regarding Transactions. 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 REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

ORGANIZATION NAME

PR/AWARD NUMBER OR PROJECT NAME

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

SIGNATURE(S)

DATE

Instructions for Certification

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of change circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntary excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

INSTRUCTIONS FOR COMPLETION OF SCHEDULE A

SITE INFORMATION LIST

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

SUMMER FOOD SERVICE PROGRAM

SITE INFORMATION LIST

SPONSOR NAME Food Bank of Central and Eastern NC				ADDRESS 3808 Tarheel Drive Raleigh NC 27609			CONTACT PERSON/PHONE # Tyler Weidig FBCENC SFSP Supervisor 919-865-3034
SITE NAME ADDRESS PHONE	BEGIN DATE (1)	END DATE (2)	TOTAL DAYS OP. (3)	MEAL TYPE (4)	AVER MEALS/ DAY (5)	TOTAL MEALS (6)	DELIVERY TIME FOR EACH MEAL TYPE (7)
All-deliver to SPONSOR REFRIG. ALL MEALS YES NO X	6/9/15	8/21/15		BREAKFAST	1333	72,000	Bulk delivery as agreed upon
				AM SUPPLEMENT			
				LUNCH			
				PM SUPPLEMENT			
				SUPPER			
				BREAKFAST			
				AM SUPPLEMENT			
				LUNCH			
				PM SUPPLEMENT			
				SUPPER			
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				LUNCH			
				PM SUPPLEMENT			
				SUPPER			
				BREAKFAST			
				AM SUPPLEMENT			
				LUNCH			
				PM SUPPLEMENT			
				SUPPER			

Food Bank CENC 9001

SUMMER FOOD SERVICE PROGRAM

*MENU CYCLE**

- * Food Bank of Central and Eastern NC Menu Breakfast Cycle: Breakfast
- 2015 SFSP: June 9, 2015-August 23, 2015
- **Cycle 1 Menu**
- **Day 1:**
- Cereal 1: Lucky Charms, $\frac{3}{4}$ cup (or 1 oz.)
- Fruit Juice, 100% Strength, $\frac{1}{2}$ cup
-
- **Day 2:**
-
- Cereal 2: Fruit Loops, $\frac{3}{4}$ cup (or 1 oz.).
- Fruit Juice, 100% Strength, $\frac{1}{2}$ cup
-
- **Day 3:**
-
- Cereal 3: Reduced Sugar Apple Jacks, $\frac{3}{4}$ cup (or 1 oz.)
- Fruit Juice, 100% Strength, $\frac{1}{2}$ cup
-
-
- **Day 4:**
-
- Cereal 4: Cocoa Puffs Reduced Sugar, $\frac{3}{4}$ cup (or 1 oz.)
- Fruit Juice, 100% Strength, $\frac{1}{2}$ cup
-
-
- **Day 5:**
-
- Cereal 5: Trix, $\frac{3}{4}$ cup (or 1 oz.)
- Fruit Juice, 100% Strength, $\frac{1}{2}$ cup

Items listed are minimum qty. count for item and food volume. Bidders are free to offer substitution cereals and/or additional items (Goldfish/ Graham crackers) as part of their bid.

SCHEDULE C

Food Bank CENC 9001 SUMMER FOOD SERVICE PROGRAM

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

BREAKFAST

Milk

Fluid Milk	1 cup (1/2 pint)
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Vegetables and Fruits

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

Grains/Breads

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

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

Meat and Meat Alternates

(See lists under Lunch or Supper)	1 ounce
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SCHEDULE C

SNACK (Supplemental Food)

Choose two items from the following four components

Meat and Meat Alternates

Lean meat or poultry or fish or	1 ounce
	(edible portion as served)

Meat Alternates

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

Vegetables and Fruits

Vegetables and/or fruits or	3/4 cup
full-strength vegetable or fruit juice	3/4 cup
(or an equivalent quantity of any combination of vegetables, fruits, and juice)	
Juices cannot be served with milk	

Grains/Breads

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

Milk

Fluid Milk	1 cup
	(1/2 pint)

SCHEDULE

LUNCH OR SUPPER

Milk

Fluid Milk 1 cup (1/2 pint)

Meat and Meat Alternates

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

Meat Alternates:

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

Vegetables and Fruits

Vegetables and/or fruits (2 or more selections for a total of 3/4 cups) or 3/4
cup full-strength vegetable or fruit juice

(or an equivalent quantity of any combination of vegetables, fruits, and juice) 3/4
cup Juice may not be counted to meet more than 1/2 of this requirement.

Grains/Breads

Bread (whole-grain or enriched) or 1 slice

Bread Alternates (whole-grain or enriched):

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

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

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

UNIT PRICE SCHEDULE

INSTRUCTIONS:

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

SPONSOR: Complete items (a) - (c) for

each Meal Type. Total Meals X Cost = Total

TotaCost.

(a) MEAL TYPE <i>(i.e., Lunch)</i>	(b) AVERAGE DAILY ¹ MEALS NEEDED	(c) TOTAL NUMBER ² OF MEALS	(d) UNIT ³ COST	(e) TOTAL BID
Breakfast	1333	72000		
AM Supplement	0	0		
Lunch				
PM Supplement				
Supper	0	0		

ADJUSTMENTS

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

AVERAGE DAILY MEALS BILLED
- AVERAGE DAILY MEALS NEEDED

MULTIPLY "UNIT COST" (D)
BY THIS AMOUNT

81 - 90%	1.05
71 - 80%	1.10
61 - 70%	1.15
51 - 60%	1.20
50% OR BELOW	1.30

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

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

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

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

SUMMARY BID SHEET

MEAL TYPE	TOTAL NUMBER OF MEALS	¹ UNIT COST	TOTAL
BREAKFAST	72000	\$	\$
AM SUPPLEMENT		\$	\$
LUNCH	0	\$	\$
PM SUPPLEMENT	0	\$	\$
SUPPER		\$	\$
TOTAL ➡		\$	\$

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