

I. RFP OVERVIEW

A. Announcement of Request for Proposals

The Coos Bay School District, Coos Bay, Oregon, will receive sealed proposals at the Administration Office, P.O. Box 509, Coos Bay, Oregon, until 2:00 p.m., PST, Friday, April 30, 2004 for Contracted Food Services for providing a school lunch and breakfast, according to detailed District specifications. All proposals will be opened promptly at 3:00 p.m. on April 30, 2004 in the Administration Office.

All interested persons are invited to attend the opening of the proposals at the time and place indicated above.

A Pre-proposal conference will be held on April 16th, 10:30 AM at the Administration Office. Bidders are required to attend in order to be considered for selection.

The Request For Proposals was published in The World and Portland Oregonian.

B. Format of Proposal and/or Bid

IMPORTANT NOTICE: State and Federal regulations provide for Coos Bay School District to go through a prescribed bid/quote/proposal process. The District takes the proposal process seriously, and it is its intent to solicit proposals that are accurate and that each proposer intends to honor. Proposers are expected to submit proposals that are accurate, complete and contain all terms and conditions that they feel are necessary. If after submitting a bid/quote/proposal, the proposer finds changes are necessary, the proposer may change or withdraw their proposal ANY TIME UP TO the time of the bid/quote/proposal opening. However, after the opening, the bid/quote/proposal MAY NOT be changed or altered in any way. If accepted, a proposal is considered a binding contract that the proposer will be expected to honor. If for any reason the proposer does not perform, the District can be expected to take whatever action it believes appropriate, including but not limited to, the removal of that proposer's name from future bid lists.

A Request For Proposals is allowed under O.A.R. for certain goods and services. This Request For Proposals allows proposers the opportunity to submit to the District the proposal or proposals that they feel will best serve the interest of the District.

Proposers shall provide five (5) copies of their proposal submitted on forms provided herein for the purpose and all attachments. One must be designated "**original**" and contain all required signatures.

C. Timeline

RFP Release:	April 1, 2004
Proposals Due:	April 30, 2004
Proposals Scored:	On or before May 7, 2004
Notification of Apparent Successful Proposer:	On or before May 14, 2004
Post-Selection Review Period Ends:	On or before May 21, 2004
Respond to Post-Selection Review comments:	On or before May 28, 2004
Board Approval of Selected Proposer:	June 14, 2004
State Agency Approval	On or before July 14, 2004
Contract Signed and Executed By:	[after state approval]

Submit signed contract to the Department: 10 days from date of Board approval.

The DISTRICT or the Department may, if necessary, revise these dates.

D. Bid Submission

All proposals shall be sealed in an envelope or package and addressed as follows:

PROPOSAL: Contracted Food Services
Attn: Rod Danielson – Business Manager
Coos Bay School District
P.O. Box 509
1255 Hemlock
Coos Bay, Oregon 97420

E. Bond

A proposal deposit shall be in the form of a certified check or a surety bond issued by a bonding company authorized to do business in Oregon, and shall be made payable to Coos Bay School District in the amount of \$50,000.

All proposals must be received by the Business Services Department of Coos Bay School District no later than the date and time specified on the proposal. The District WILL NOT be responsible for proposals delivered by either vendor, Fax, Postal Department, or any other means to any location other than the Business Services Department.

The proposal sheet of these specifications shall contain the name of contractor and be signed with ink or indelible pencil and specify type of organization as follows:

- In the case of an individual proposer, by such individual proposer.
- In the case of a partnership, the name of the partnership must appear on such proposal and it shall be signed in the name of such partnership by at least one partner. In addition to such signature, the names of all partners shall be stated in the proposal.
- In the case of a corporation, the corporate name shall be subscribed by the president or other managing officer, and these shall be set forth under the signature of such officer the name of the office he holds or the capacity in which he acts for such corporation.

Electronically transmitted bids will not be accepted unless the original documents, together with all necessary signatures including any bond or other required documents are received in the Business Department within 48 hours of the actual scheduled opening.

F. Prohibition of Alterations

Proposals that are incomplete or conditioned, or that contain any erasures, alterations, addition of items not called for in the itemized proposal, or that contain irregularities of any kind, or that are not in conformity with the law may be rejected.

G. Equal Employment Compliance Requirement

By submitting this proposal, the proposer certifies conformance to the applicable Federal Acts, Executive Orders and Oregon Statutes and Regulations concerning affirmative action toward equal employment opportunities and prevailing wages. All information and reports that are required by the Federal or Oregon Governments having responsibilities for the enforcement of such laws shall be supplied to the District upon request, for purposes of investigations to ascertain compliance with such acts, regulations and orders.

H. Discrepancies and Addenda

If the Contractor finds discrepancies or omissions in the proposal documents, the Business Manager shall be notified at once by telephone at (541) 267-1317 and followed up in writing. Any necessary corrections will be made in the form of bulletins or addenda, which, if issued, will be sent to all providers who have requested the RFP. Any bulletins or addenda so issued are to be considered in the Contractor's proposal. Any questions concerning clarification or interpretation of terms or specifications should be directed to the Business Manager, Rod Danielson.

I. Protest of Specifications

Any protest of specification herein contained must be in writing and must indicate in detail the reason(s) for protest and a suggested change in wording or specifications that would remedy the cause for protest. All protests must be received at the office of the Coos Bay School District Business Services Department, as indicated for proposals on the cover, by 2:00 p.m., ten (10) days prior to the official opening. All complaints received prior to said time will be reviewed and acknowledged.

Those complaints deemed by the Evaluation Committee to have merit will be given consideration, and where applicable, a change in specifications or a delay in the opening may be granted by the submission of an Addendum, issued by the District, to those of record holding specifications.

Those individual or company complaints not deemed by the Committee worthy of changing said specifications or delaying said opening will be notified as to the reason, along with the date and time the Recommendation of Award will be submitted to the School Board. The School Board will be advised of any complaint(s) received and the Evaluation Committee's response and/or action.

Should vendors feel that any specification limits competition, they are encouraged to follow through with their protest of specification as outlined.

J. Qualifications of Contractors

Each Contractor **must submit** for consideration such record of work and further evidence as may be required by the District board regarding experience and ability in similar work as well as a statement showing financial standing and assurance that they have or will promptly provide suitable material, labor, and equipment to satisfactorily complete the work specified. Failure to furnish such a record of work and evidence of capacity, the inclusion of any false or misleading statements therein, or the omission of any important part thereof, shall be sufficient cause for the rejection of the proposal.

The experience, ability, responsibility, and record of work of the Contractors will be considered in determining the best proposal.

Those who are in doubt as to their qualifications are encouraged to contact the Business Manager informally to determine if they are qualified. A pre-proposal meeting will be held at the District Administration Office, 1255 Hemlock, Coos Bay, Oregon, to assist proposers in their preparation process.

K. Financial and Experience Warranty

The Contractor submitting this proposal warrants the following:

- That the individual firm, partnership, or corporation (parent or subsidiary company) making this application, has been in continuous existence for a period of the last five (5) years, or longer;
- That the Contractor has successfully operated and currently operates Food Services for school districts whose Food Service volume meets or exceeds that of 1,500 average daily lunches, multi-unit feeding and/or \$1,000,000 annual sales and reimbursements and/or an educational account with a volume of not less than \$1,000,000 in the State of Oregon.
- That the Contractor's net worth is sufficient to meet the operational requirements of the Food Service Program.
- That the Contractor **is attaching** to this warranty, the last two (2) annual reports or statements of net worth prepared by an independent Certified Public Accountant.

L. Duration of Proposals

- No proposer may withdraw his proposal after the hour set for the opening thereof or before award of the Contract, unless said award is delayed for a period exceeding Forty-five (45) DAYS.
- An award of the Contract to any proposer shall not constitute a rejection of any other proposal.

M. Transfer of Assignment

- Neither this contract nor any interest therein shall be transferred to any other party or parties, and in case of such transfer, the District may refuse to carry out this contract, either with the transferor or the transferee. The provision shall apply to all transfers by operation of law and transfers to and by trustees in bankruptcy, receivers, personal representatives and legatees. All rights of action for any breach of this contract by a successful proposer are reserved by the District. No officer of said District, nor any person employed in its service, is, or shall be, permitted any share or part of this contract or any benefit which may arise here from. The successful proposal further agrees to make payment promptly as due, to all persons supplying labor or material for the implementation of the work provided for herein. The successful proposer shall not permit any lien or claim to be filed or prosecuted against the District for or on account of any labor or material furnished aforesaid.

N. Legal Fees

- If suit or action is instituted in connection with any controversy arising out of this Proposal or the contract relating thereto, the prevailing party shall be entitled to recover, in addition to costs, such sum as the Court may adjudge reasonable as attorney's fees, including such attorney's fees on appeal to the Court of Appeals and/or Supreme Court.

O. Interpretation of Specifications

- No officer or employee of Coos Bay School District has any authority to place any interpretation, either verbal or written, upon the foregoing or annexed specifications.
- Any attempt by proposer or representative to bribe, in any manner, anyone employed by Coos Bay School District could cause proposer to be debarred from any further contracts or sales to Coos Bay School District

P. Acceptance of Conditions

- Each proposer, by the submission of a proposal, assents to each and every term and condition set forth anywhere in these specifications and agrees to be bound thereby.

Attachments:

- *Appendix A: Certificate of Independent Price Determination*
- *Appendix B: Suspension and Debarment Certification*
- *Appendix C: Clean Air and Water Certificate*
- *Appendix D: Certification Regarding Lobbying*
- *Appendix E: Buy American Provision*
- *Appendix F: 21-Day Cycle Menu Cycle for Elementary, Middle, High Schools*
- *Appendix G: Meal, prices and revenue cut sheet*
- *Appendix H: Food Service Staffing Schedule*
- *Appendix I: Federal reimbursement claims, (September 2003 – February 2004)*

II. TERMS AND CONDITIONS FOR REQUEST FOR PROPOSALS FOR SCHOOL FOOD SERVICE MANAGEMENT CONTRACT

A. INTRODUCTION

Pursuant to state and federal law, an individual school, school district or school food authority (hereafter called the District) participating in the National School Lunch Program or School Breakfast Program may contract with a food service management company (FSMC) to operate eligible school food services. The administration of the National School Lunch Program and School Breakfast Program in Oregon is the responsibility of the Oregon Department of Education (hereafter called the Department).

This RFP is intended to provide FSMCs with the opportunity to present their qualifications and approach clearly and succinctly, while providing the DISTRICT with comparable information from each proposer. The District will then determine which FSMC is best able to meet the needs of the District for management of the operation of its food service program.

B. GENERAL PROPOSAL INFORMATION

The DISTRICT reserves the right, in its sole discretion:

- To amend the RFP;
- to extend the deadline for submitting proposals;
- to decide whether a proposal does or does not substantially comply with the requirements of this RFP;
- to waive any minor irregularity, informality, or nonconformance with this RFP;
- to obtain or provide references to other public agencies, upon request, regarding the proposer's contract performance; and
- at any time prior to the contract execution (including after announcement of the apparent awardee);
- to reject any proposal that fails to substantially comply with all prescribed RFP requirements and procedures, and to
- reject all proposals received and cancel this RFP upon a finding by the DISTRICT that there is good cause therefore and that such cancellation would be in the best interests of the DISTRICT.
- To make the award based on its best judgment as to which proposal best meets the District's expectations of a program, balancing the highest standards of quality, innovativeness and services with the best cost.

ALL PROPOSERS WHO SUBMIT A RESPONSE TO THIS RFP UNDERSTAND AND AGREE THAT THE DEPARTMENT AND THE DISTRICT ARE NOT OBLIGATED THEREBY TO AWARD A CONTRACT TO ANY PROPOSER. NEITHER THE DEPARTMENT NOR THE DISTRICT HAS ANY FINANCIAL OBLIGATION TO ANY PROPOSER. IN ADDITION, EACH PROPOSER UNDERSTANDS AND AGREES THAT NEITHER THE DEPARTMENT NOR THE DISTRICT SHALL BE RESPONSIBLE FOR ANY EXPENSES AND COSTS INCURRED IN SUBMITTING A RESPONSE TO THIS RFP. EACH PROPOSER WHO RESPONDS TO THIS RFP DOES SO SOLELY AT THE PROPOSER'S COST AND EXPENSE.

C. ADDENDA

If any part of this RFP is amended, addenda will be provided to all proposers who received the initial RFP. Once the proposal due date has passed, addenda will be provided to all proposers who submitted a proposal.

D. SUBMISSION OF PROPOSALS

The following items explain the format requirements for proposal preparation and submission. **The DISTRICT reserves the right to eliminate from consideration any FSMC proposal received, which does not follow this format.**

- Proposals and price information shall be prepared by typewriter or in ink and shall be signed in ink by an authorized representative of the proposer. The person signing the proposal shall initial alterations or erasures in ink.

- At least one proposal must bear an original signature.
- Five (5) copies of the proposal must be submitted in sealed packages or envelopes. All packages and envelopes must be marked clearly with the note: "RFP--School Food Service" with the date and time for opening.
- No oral, telephonic, electronic or facsimile proposals will be accepted.
- Proposals including pricing information must be received by the specified timeline. Late proposals or modifications will not be accepted.

E. ACCEPTANCE OF CONTRACTUAL REQUIREMENTS

Proposer must include in the proposer's cover letter a statement accepting all terms and conditions included herein.

F. PRICE

Prices, costs, and expenses quoted in submitted proposals shall include all costs for services provided under the contract. Any unspecified costs shall be borne by the contractor.

G. PUBLIC RECORDS

This RFP and one copy of each proposal received in response to it, together with copies of all documents pertaining to the award of a contract, shall be kept by the DISTRICT and made part of a file or record, which shall be open to public inspection. If a proposal contains any information that is considered a trade secret under ORS 192.501(2), each sheet of such information shall be marked with the following caption:

"This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192."

H. INVESTIGATION OF REFERENCES

The DISTRICT reserves the right to investigate the references and past performance of any proposer with respect to its successful completion of similar projects, compliance with contractual obligations and specifications, and lawful payments of suppliers, contractors, and workers. The DISTRICT may postpone the award or execution of the contract after the announcement of the apparent successful proposer in order to complete the investigation. The DISTRICT reserves the right to reject any or all proposals at any time prior to the execution of a contract.

I. RECYCLED PRODUCTS

Proposers shall use recycled products to the maximum extent economically feasible in the performance of the contract work set forth in this document.

J. PROPOSAL EVALUATION PLAN

The committee shall subjectively evaluate the proposals. Those proposals submitted that do not meet mandatory requirements will not be considered.

The Evaluation Committee consists of five (5) members:

1. One School Board Member
2. Business Manager
3. One Secondary School Administrator
4. One Elementary Principal
5. One Citizen

The role of the Evaluation Committee shall include a complete review of all documents submitted. It may also involve meeting with selected providers to review their proposals. The School Board will make the final decision on contracting with Food Service provider on or before their regular meeting June 14, 2004.

All proposals from qualified consultants that provide all the minimum required qualifications and have submitted proposals in conformance with these specifications will then be evaluated.

The criteria to be used to identify the proposal that best meets the public contracting needs of the District are as follows:

<u>CRITERIA FOR EVALUATION</u>	<u>POINTS</u>
- Financial Proforma	13
- Proposed Food Programs	10
- Purchasing Specification & Purchasing Power	10
- Proposed Management Team	15
- Employee Staffing, Training, and Benefit Plan	8
- Student Apprenticeship Program	6
- Sanitation Program	6
- Marketing / Communication Plan	8
- Nutritional Awareness Programs	8
- Food Service Experience with Other Districts	8
- Depth of Management Resources	<u>8</u>
(See last page for financial proforma work sheet)	
Maximum Points	100

Each proposal will be evaluated according to the quality of each of the items shown below, utilizing a 100-point scale.

A review of all proposals may be made by District Professional Services Committee. This may include interviews and site visits. An administrative recommendation regarding the selection committee recommended award of Contract will be made to the School Board. Final decision regarding award of Contract will be made by the School Board.

K. Disclosure of Interest/Public Record

No employee or elected official of the District may own more than 5% of a business that is submitting a proposal on any awards with the District unless it is fully disclosed in the proposal documents.

Proposals will not be made a part of the public record until AFTER the evaluation process is completed. Said files, including the evaluation report, will then be available for public review. Should Food Service Program information, outside of the proposal, be offered/shared with the committee that is deemed confidential, it should be labeled as such on each page and will not be shared in written format with other individuals outside of the selection committee.

L. Examination of Plans, Site, Conditions, etc.

It is understood that the Contractor, before submitting a proposal, has made a careful examination of the specifications, character of work required, and equipment; has made a careful examination of the location(s) and condition of work; verified all equipment at the job site(s); and sources of supply of work materials. The District will in no case be responsible for any loss for any unanticipated costs that may be suffered by the Contractor as a result of the Contractor's failure to fully inform himself in regard to all conditions pertaining to the completion of the Contract.

M. Contract Performance Bond

A contract performance bond may be required for the faithful performance of the contract having as surety thereon an incorporated surety company licensed to transact such business in the State of Oregon and satisfactory to the District. Personal surety will not be accepted. If required, the amount of the bond shall be for an amount not to exceed \$150,000.00.

N. **Reservations**

The Board of Directors of Coos Bay School District herein expressly reserves the following rights:

- To reject any or all proposals as permitted by State and Federal regulations and to waive informalities in proposals if it is in the public best interest to do so.
- To consider the competency and responsibility of proposers and their proposed subcontractor in making the award.
- In the event any proposer or proposers to whom the contract is awarded shall default in executing said formal contract or in furnishing satisfactory proof of Insurance (liability coverage) within the time and in the manner hereinafter specified, to re-award the contract to another proposer.
- In the event only one proposal is received, the Business Manager may, at his election, return the proposal unopened.
- To make the award based on its best judgment as to which proposal best meets the District's expectations of a program, balancing the highest standards of quality, innovativeness and services with the best cost.
- To make such changes or corrections in plans, specifications, or quantities as it may deem necessary or desirable prior to the proposal opening. Contractors will be notified of such changes in writing by addenda mailed to the address on file in the District Business office.
- The District shall not be responsible for any costs of preparation of the proposals.
- To cancel the contract upon written notice at any time the District, in its sole judgment determines that the provider is not meeting the needs of the District.

NOTE: Specifications and Plans

The work covered by this proposal shall be done in accordance with the specifications, terms, and requirements set forth herein and supplemented by any other information on file in the Business Office which may be referred to in this specification.

O. POST-SELECTION REVIEW

Competing proposers shall be notified in writing of the selection of the apparent successful proposer and shall be given five (5) calendar days to review the RFP file and evaluation report at the DISTRICT office. Any questions or concerns about the selection process must be in writing and must be delivered to:

Rod Danielson – Business Manager
P.O. Box 509
Coos Bay, OR 97420
541-267-1317

The DISTRICT will promptly respond to proposer questions or concerns. The decisions of the DISTRICT are final.

III. REQUIRED MATERIALS CONSTITUTING A RESPONSIVE PROPOSAL

A. MANDATORY ITEMS

THE FOLLOWING ITEMS ARE TO BE SUBMITTED WITH ALL PROPOSALS. PROPOSALS NOT CONTAINING ALL APPLICABLE ITEMS WILL BE REJECTED.

- **Cover Letter.** The Proposer must submit a cover letter, which contains a brief explanation of the features of the proposal. The Proposer must include the telephone and facsimile numbers of an authorized representative of the FSMC. The cover letter should acknowledge receipt of any amendments or modifications to the RFP.
- **Completed Certificate of Independent Price Determination (Appendix A)**
- **Certificate of Suspension and Debarment—if applicable (Appendix B)**
- **Certification of Clean Air and Water – if applicable (Appendix C)**
- **Certification Regarding Lobbying –if applicable (Appendix D)**
- **Buy American Provision-(Appendix E)**
- **Financial Terms:** Complete as to all price terms, methods of determining costs, rebates, methods of allocating expenses, methods of determining meal equivalents, and all formulas for computing administrative fees and management fees. **Each FSMC shall utilize meals, lunch prices, reimbursement rates and revenue supplied for their financial projection. FSMC will use 171 serving days in their proposals.**
- **Menu Cycle.** A 21-day menu cycle is attached as an appendix to the RFP. The menu cycle shall be used as a standard for the purpose of determining average cost per meal. The menu must be adhered to for the first 21 days of meal service, and changes thereafter may be made upon approval of the DISTRICT. Any changes must equal or exceed the choice selection, quality, grades, and specifications contained in the original menu cycle.
- **Schools to be served.** A list of the individual named schools and sites within the jurisdiction of the DISTRICT that the FSMC proposes to serve in the contract must be specified, and any vended meal contracts that may apply.
- **Financial Proforma**
- **Proposed Food Programs**
- **Purchasing Specification & Purchasing Power**
- **Proposed Management Team**
- **Employee Staffing, Training, and Benefit Plan**
- **Student Apprenticeship Program**
- **Sanitation Program**
- **Marketing / Communication Plan**
- **Nutritional Awareness Programs**
- **Food Service Experience with Other Districts**
- **Depth of Management Resources**

IV. SCOPE OF WORK

A. Overview of Scope of Work:

The contractor shall manage and operate the entire school food service operation of Coos Bay School District to include all of the present sites. The District reserves the right to add or delete sites as deemed operationally necessary during the course of the contract.

Contract:

The contract shall commence on July 1, 2004 and shall continue through June 30th 2005 with a District option for four one-year renewals as allowed by federal agencies.

Either party may terminate the contract by giving 60 days written notice to the other party of its intention to terminate the agreement.

Contractor shall request renewal of the contract no later than 120 days before the expiration date of June 30th.

OVERVIEW OF CURRENT COOS BAY SCHOOL DISTRICT FOOD SERVICE PROGRAM:

The program provides food service at 7 district sites that include 1 high school, 1 alternative school, 2 middle schools and 3 elementary schools. Current grade configurations are kindergarten through fourth grade at elementary schools, fifth through sixth at one middle school, seventh through eighth grade at the 2nd middle school, and ninth through twelfth grades at the high school. Total approximate enrollment at these sites is 3,600 students. Breakfasts are served at all elementary schools and secondary schools on an offer vs. serve basis. For purposes of the breakfast program, all elementary schools plus Millicoma Intermediate School are designated severe need. The food service program prepares approximately 1,900 lunches, 870 breakfasts and 242 equivalent @ \$2.00 a la carte meals daily. All schools, except Harding Learning Center (the alternative high school), which is served by Marshfield High School, have kitchens. Catering sales are approximately \$28,000 annually.

The District production bakery is located at Harding Learning Center. The production bakery prepares baked products for all schools and catered functions.

All schools currently operate under the National School Lunch & Breakfast Program on an offer versus serve basis using nutrient standard menu planning. The program offers a variety of foods in each of the five food groups.

The food service administrative office is located at the Harding Learning Center and the main warehouse is located at the old Englewood School. The Englewood building was recently sold and the district has leased the space through July 1st 2004. The District is in the process of moving the warehouse to its maintenance facility in Empire. The move is tentatively scheduled just after the last day of school approximately June 1, 2004. The warehouse staff are district employees who are paid out of the District's general fund.

The District is implementing the eSIS student information system. The system includes a free and reduced meal module that has the ability to import and process the State file (Food Stamps) against eSIS for matches to students and automatic approval for free meals. Also provided in eSIS is the link of students by family (or economic unit) for approval of all siblings based on one application.

The failure of Ballot Measure 30 will have an unknown impact in 2004/05. The most likely scenario in dealing with the projected deficit will be to shorten the school year. Estimates are very rough at this time and range from a high of 32 days to low of 15. The allocation of those cut days is also unknown at this time, two options being discussed are to take them all at the end of the year or shut down one day a week such as Friday or Monday. We are hopeful that this is a one year problem that will be solved with the next legislative session which will begin in January 2005. We are asking bidders to detail the projected impacts to the contract financially.

B. Responsibilities of FSMC.

- Menu planning which includes student, staff and parent involvement.
- Preparing and serving quality meals to students, staff, and at scheduled events (parent meetings, conferences, business partnerships, etc).
- Purchase and inventory of food and supplies.
- Commodity ordering and usage.
- Food preparation.
- Creating an appealing atmosphere in school cafeterias.
- Preparing for, and attending, meetings as deemed necessary by the district.
- Specifications for food, supplies and equipment.
- Field audits to check food quality, service, records and controls.
- Periodic visits by regional company executives.
- Monthly reports on operations. Annual report to the District's Board of Directors.
- Participating in nutrition education programs.
- Assist, provide training on, and overseeing the district employee(s) who ensures the accuracy of, free and reduced application process.
- Ensuring the District completes the free and reduced application verification process in accordance with state and federal law.
- Supply information for the preparation of State, Federal and School District fiscal and management reports and other special reports as required or requested.
- Maintaining all kitchen areas and work environments in a safe and sanitary condition.
- Complying with all health requirements including blood pathogen training, safety and sanitation requirements.
- Cleaning and sanitizing dishes, pots, pans, utensils, equipment and similar items.
- Administering operation in accordance with all applicable federal, state, local regulations, District policies, and standard practice.

C. Meal Services.

- The Contractor shall provide reimbursable meals at each school every day the school is in session. "Reimbursable" is defined as those lunches and breakfasts qualifying for USDA reimbursement. Unless stated otherwise in the proposal, "reimbursable" lunches and breakfasts include more than one choice of each meal component at all schools.
- Unless stated otherwise in the proposal, the following meal options are a part of the proposal.
 - Elementary Schools. At a minimum, the program shall include four entrée choices each day. In addition, students must be presented with daily offerings of fresh fruit or canned fruit, fresh/frozen vegetables and milk.
 - Middle Schools. At a minimum, the program must include six main entrée choices each day. Additionally, students must be presented with a variety of fresh fruits and vegetables and milk. A snack bar must be available each day.
 - High Schools. At a minimum, the program must include ten main entrée choices each day. Additionally, students must be presented with a variety of fresh fruits and vegetables and milk. A snack bar must be available each day.
 - Breakfast Programs. The breakfast program will be maintained at the current level and expanded as necessary.
 - The contractor shall also provide a la carte lunches each day school is in session at all secondary schools within the District. A la carte is defined as those items which may be served on an individual item basis in the District's a la carte and snack bar service.
- The successful contractor shall also offer meal service at selected schools during the summer breaks. For the 2002-03 school year, meals were served at Blossom Gulch and Madison during the summer breaks.

- Each of the sites, excluding Harding, will have a fully functioning kitchen where the majority of the meal options are prepared. The contractor may operate a central bakery which distributes to each of the schools. Other centralized preparation must be approved by the district.
- The contractor shall serve special functions during the year as requested by the District. The prices and items to be served will be negotiated between the contractor and the District.
- The District reserves the right to cancel or shorten any school day. A twenty-four (24) hour notice will be given to the contractor in non-emergency situations. In the event of emergency closure, the District shall provide the contractor with as much advance notice of the closure as possible.
- The District reserves the right to add or delete food service locations as conditions may change.
- The contractor shall utilize USDA commodity foods, letters of credit or monetary payments in lieu of commodities to which the District is entitled.
- Meals shall be available at schools for any medically necessary diets on a twenty-four (24) hour notice basis. The quality of food as served shall be of such condition as to be pleasing, appealing, appetizing, palatable and of such color, texture, size, shape and temperature as is appropriate to the food items served.
- The high school has an open campus arrangement. As part of the proposal, contractors shall furnish a marketing plan designed to attract and retain high school students. The plan shall be detailed and include, but not be limited to, menus, marketing, pricing, design, cost of implementation and projected net impact to the program.

D. Finance & Accounting.

- Financial Guarantee. The Food Service shall be managed so as to be self-supporting. The total of all direct operating costs, (including costs of food, supplies, wages, benefits, maintenance and all other direct costs, and also including the management fee paid to the FSMC), must not exceed total program revenues (including sales and reimbursement under federal programs). If the Program experiences operating losses, the FSMC shall be required to reimburse the DISTRICT in an amount commensurate with the variance, but such reimbursement shall not exceed the total management fee paid to the FSMC by the DISTRICT.
- School Store(s). The District reserves the right to operate student staffed school stores that may sell food, snacks and beverages at each one of its campuses. All sales from these endeavors will remain 100% with the District.
- School Fundraising. Schools may periodically, as a part of a school or club, sell food and/or snacks on school grounds. All sales from these endeavors will remain 100% with the District.
- Rebates. All rebates from the purchase of food, beverages, merchandise and supplies from local, regional and national suppliers and distributors must be past through to the FSA. Operating Expenses shall be net of these rebates. Invoices to the District shall reflect the rebates.
- Capital Improvements. The cost of capital improvements to the kitchen facilities shall be borne by the District and shall not be included in direct operating costs of the program. Title to all capital improvements shall remain in the District. No substantial capital improvements are anticipated for the next few years.
- Reports. The FSMC shall provide to the DISTRICT with quarterly financial and management reports accurately reflecting the status of the food service operation. The FSMC shall provide an annual report to the District's Board of Directors upon request. Such reports shall be in a format acceptable to the DISTRICT and in sufficient detail to allow independent verification if requested by the DISTRICT. All problems and difficulties, which may impair the FSMC's ability to fulfill the financial and management goals described herein, shall be promptly reported to the DISTRICT, so that the DISTRICT may work with the FSMC toward resolution.
- Release of any financial information pertaining to the Food Service Program will not be allowed except as arranged through, and approved by, the District's Business Manager.

- Budget. The FSMC, in conjunction with the District's Business Manager shall prepare the food service fund budget in accordance with the District's budget process. The successful contractor shall inform the Business Manager of requested modifications to buildings and additional equipment to be included in the next budget planning process.
- Inventory. The FSMC shall maintain full and complete financial and inventory records sufficient to meet federal, state and District requirements in accordance with generally accepted accounting principles. Title to beginning and ending inventories of food and supplies shall remain with the DISTRICT.
- The FSMC shall be financially responsible for the following:
 - Direct labor and employee expenses of Food Service and related central support staff
 - Food, baking supplies and other ingredients necessary.
 - Supply expenses including table service, chinaware, serving trays, glassware, post, pans and utensils. Items replaced shall be of the same or better quality.
 - Daily cleaning of all kitchens and serving areas in all schools, except floors and upper surfaces (for example, hoods).
 - Cleaning of supplies and equipment.
 - Repair & maintenance of equipment used in food preparation.
 - Management fee and general and administrative fee.
 - New equipment for program enhancement.
 - Operating reserves.
 - Rental of warehouse space, above those currently provided if needed.
- The District shall be financially responsible for the following:
 - Utilities and solid waste services.
 - Cleaning of dining area, floors, and upper surfaces of kitchen.
 - Initial equipment and building space, including district owned warehouse space.
 - Maintenance of building (painting) and services for equipment.
 - Office space.
 - Warehouse & freezer storage.
 - Administrative services not directly involved in day-to-day operation of the program.
 - Services such as telephone, delivery service, mail, etc., are provided at the same level and expense as other District departments or schools.
 - Capital Improvements to the kitchen facilities shall be borne by the District.
 - Verifications and notifications to parents and school.
 - Supply lunch tickets as needed.

E. Personnel

- All Food Service employees shall be under the employment of the Contractor. Payroll, benefits, personnel relations, training, and supervision shall be the responsibility of the Contractor. It will also be the Contractor's responsibility to maintain sufficient on-call personnel to back up regular kitchen employees.
- Contractor shall employ a resident manager to operate the School Food Service Program and to work in close liaison with the District. Contractor's resident manager should have been employed for at least the last three years in educational Food Service operations. The District reserves the right to accept or reject the Contractor's selection of said resident manager and support staff. Resident manager's responsibilities include, but shall not be limited to, providing the following:
 - Normal operating responsibilities.
 - Short-range budget and financial planning.
 - Long-range budget and financial planning.
 - Weekly and/or monthly reports and financial data to the Business Manager and/or District School Board.
 - Collaborate routinely with building principals on Food Service operations.
 - Employee labor relations, including evaluations.
 - Human resource development and training.
- Contractor will invite site staff (e.g., principals) to participate in employment decisions.
- Contractor will include in his proposal a suggested plan and schedule describing employee training with as much detail as possible, which Contractor would perform during the term of the contract.
- It shall be the Contractor's policy to maintain the highest ethical relationships with its customers, employees, suppliers, and competitors.
- Contractor shall work with the District to utilize students or volunteers identified by the District to work in the Food Service Program. Students working for Food Services should not detract from their educational process.

Contractor shall ensure that all contracted management and food service employees are fingerprinted prior to commencing work at the District. Fingerprinting shall be performed in accordance with Oregon state law and District procedures.

F. Insurance.

- Within TEN (10) CONSECUTIVE CALENDAR DAYS after receipt of "Notice of Proposal Award," the proposer to whom the Contract is awarded shall execute a formal, written contract and shall furnish proof of insurance as specified. The formation of said contract shall not be complete and district shall not be liable therein until said formal written contract has been executed both by successful bidding and by the district. The contract will be drawn by the School District in conjunction with the proposer. The request for proposal document and proposal submitted by provider are deemed to be a part of the contract.
- Contractor shall maintain, as a direct cost of operation, the following minimum insurance covering while performing services hereunder:
 - Comprehensive General Liability with Bodily Injury limit of \$1,000,000 per occurrence/aggregate, and Property Damage limit of \$200,000 for each accident. This will include coverage for all premises, Contractual liability, Personal Injury liability, and Products/Completed Operation liability.
 - Worker's Compensation insurance to cover the Contractor's employees.
 - The policy(s) will provide for at least thirty (30) day's written notice of cancellation or material alteration of coverage to be given to the District.
 - The District shall receive, on the effective date of the Contract, a certificate(s) of insurance verifying the coverage.
- Contractor shall save the District harmless from all claims against District arising out of any of its operations, inclusive, but not limited to the preparation, serving, and sales of food products by Contractor.

G. Management Goals.

- Provide nutritional, high-quality meals and to students, accommodate special diets where medically necessary, provide catered food services.
- To reach highest maximum participation and show a reasonable increases in student participation throughout the year and from year to year and show an increase of percent of student body participation.
- To maintain reasonable, competitive prices in the program.

H. Schools served. The Food Service department provides regular food service at 7 sites, and occasional service at other sites as requested or required.

	Students
Elementary Schools	
Blossom Gulch K-4	530
Bunker Hill K-4	290
Madison K-4	390
Intermediate/Middle Schools	
Millicoma 5-6	560
Sunset 7-8	630
High School/Alternative	1100
Marshfield High 9-12	150
Harding Learning Center 8-12	

- I. National School Lunch Program and School Breakfast Program. Provide specific information, as applicable, regarding the USDA menu planning option used at each site offering reimbursable meals or snacks.
- J. Summer Food Service Program. Provide specific information, as applicable, regarding the USDA menu planning option used at each site offering reimbursable meals or snacks.

Appendix A – Certificate of Independent Price Determination

Both the School Food Authority (DISTRICT) and Food Service Management Company (offeror) shall execute this Certificate of Independent Price Determination.

NAME OF FOOD SERVICE MANAGEMENT COMPANY NAME OF SCHOOL FOOD AUTHORITY

(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 in 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; and
- (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 on behalf of the Food Service Management Company certifies that:

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

To the best of my knowledge, this Food Service Management Company, 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 FOOD SERVICE MANAGEMENT COMPANY'S AUTHORIZED REPRESENTATIVE TITLE DATE

In accepting this offer, the DISTRICT certifies that no representative of the DISTRICT has taken any action that may have jeopardized the independence of the offer referred to above.

SIGNATURE OF SCHOOL FOOD AUTHORITY'S AUTHORIZED REPRESENTATIVE TITLE DATE

NOTE: ACCEPTING A BIDDER'S OFFER DOES NOT CONSTITUTE AWARD OF THE CONTRACT

Appendix B -- Suspension and Debarment Certification

NOTE: THIS CERTIFICATE MUST BE COMPLETED FOR ALL NEW AND RENEWAL CONTRACT YEARS WHEN THE CONTRACT EXCEEDS \$100,000.

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, Title 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON 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

Names(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 whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of 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 it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the 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 are 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.

Appendix C -- Clean Air and Water Certificate

NOTE: THIS CERTIFICATE MUST BE COMPLETED FOR ALL NEW AND RENEWAL CONTRACT YEARS WHEN THE CONTRACT EXCEEDS \$100,000.

CLEAN AIR AND WATER CERTIFICATE

Applicable if the contract exceeds \$100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt. Both the School Food Authority (DISTRICT) and Food Service Management Company (offeror) shall execute this Certificate.

NAME OF FOOD SERVICE MANAGEMENT COMPANY

NAME OF SCHOOL FOOD AUTHORITY

THE FOOD SERVICE MANAGEMENT COMPANY AGREES AS FOLLOWS:

- A. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 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 thereunder before the award of this contract.
- B. That no portion of the work required by this prime 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.
- C. To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.
- D. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

- A. The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).
- B. The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).
- C. The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).
- D. The term "Clean Air 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 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).
- E. 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.
- F. 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 the Food Service Management Company.

SIGNATURE OF FOOD SERVICE MANAGEMENT COMPANY'S AUTHORIZED REPRESENTATIVE

TITLE

DATE

SIGNATURE OF SCHOOL FOOD AUTHORITY'S AUTHORIZED REPRESENTATIVE

TITLE

DATE

**Appendix D - Certification Regarding Lobbying
Disclosure of Lobbying Activities**

(Complete the form that is applicable.)

**NOTE: THIS CERTIFICATE MUST BE COMPLETED FOR ALL NEW
AND RENEWAL CONTRACT YEARS WHEN THE CONTRACT
EXCEEDS \$100,000.**

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 the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal 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/Address of Organization

Name/Title of Submitting Official

Signature

Date

DISCLOSURE OF LOBBYING ACTIVITIES

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

(See reverse for public burden disclosure.)

1. Type of Federal Action: _____

- a. contract
- b. grant
- c. cooperative agreement
- d. loan
- e. loan guarantee
- f. loan insurance

4. Name and Address of Reporting Entity:

_____ Prime _____ Subawardee
Tier _____, if known:

2. Status of Federal Action: _____

- a. bid/offer/ application
- b. initial award
- c. post-award

5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:

3. Report Type: _____

- a. initial filing
 - b. material change
- For Material Change Only:**
Year _____
Quarter _____ Date of Last Report _____

Congressional District, if known:

6. Federal Department/Agency:

Congressional District, if known:

7. Federal Program Name/Description:

8. Federal Action Number, if known:

CFDA Number, if applicable: _____

9. Award Amount, if known:

\$

10. a. Name and Address of Lobbying Entity:

(if individual, last name, first name, middle)

10. b. Individuals Performing Services (including address if different from No. 10,a.) (last name, first name, middle)

(Attach Continuation Sheet(s)

11. Amount of Payment (check all that apply):

\$ _____
_____ Actual _____ Planned

SF-LLL-A If Necessary

13. Type of payment (check all that apply):

- _____ a. retainer
- _____ b. one-time fee
- _____ c. commission
- _____ d. contingent fee
- _____ e. deferred
- _____ f. other; specify: _____

12. Form of Payment (check all that apply):

- _____ a. cash
- _____ b. in-kind; specify:
Nature _____
Actual _____

14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contracted for Payment indicated in Item 11:

(Attach Continuation Sheet(s) SF-LLL-A, if necessary)

15. Are Continuation Sheet(s) SF-LLL-A

Yes _____ (Number _____ No _____

Attached: _____)

16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Federal Use Only:

Signature:

Print Name:

Title:

Telephone:

Date:

-

Authorized for Local Reproduction Standard Form --
LLL

DISCLOSURE OF LOBBYING ACTIVITIES
CONTINUATION SHEET SF-LLL-A

Reporting Entity: _____ Page ____ of _____

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use of SF-LLL-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 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 Federal action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee", then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) Number, Invitation for Bid (IFB) 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 5.
10. (a) 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.
11. (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
12. 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 that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
13. Check all that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
14. Check all that apply. If other, specify nature.
15. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached. List number of sheets if yes.

<p>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 existing 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 this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget. Paperwork Reduction Project (0348-00046), Washington, DC 20503.</p>

Appendix E - Buy American Provision



United States Department of Agriculture
Food and Nutrition Service

Western Region

Reply to: SP Policy Memo 02-12 SA-11; SA-9-1-GEN
Attn of:
Subject: Buy American Provision
To: State Child Nutrition Program Directors

APR 04 2002

This policy memo reinforces a memo on the "Buy American" provision our Child Nutrition Division sent to State agencies on January 9, 2002.

Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 requires schools and institutions participating in the National School Lunch Program (NSLP) and School Breakfast Program (SBP) in the contiguous United States to purchase, to the maximum extent practicable, domestic commodities or products for use in meals served under the NSLP and SBP.

The legislation defines "domestic commodity or product" as one that is produced and processed in the United States substantially using agricultural commodities that are produced in the United States. The report accompanying the legislation stipulated that "substantially" means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically.

USDA published regulations implementing these requirements on September 20, 1999, in the *Federal Register*. Nevertheless, the domestic food industry continues to express concerns that local program operators continue to use program funds to purchase foreign agricultural products. In response to this concern, report language accompanying the Agriculture Appropriations Act for Federal Fiscal Year 2002 requires USDA to report to Congress on its activities directed toward enforcing the Buy American provision.


Given the importance that Congress attaches to the "Buy American" provision and the role this provision plays in helping to stabilize the American agricultural economy, it is essential that local operators understand the need to ensure that all purchases of agricultural commodities and food products comply with this statutory provision. In addition to including the "Buy American" provision in bid specifications to ensure compliance, local operators should remind vendors and distributors of the requirement, and examine product packaging for country of origin.

Western Region State CNP Directors
Re: Buy American Provision

2

Local operators must also be aware that, as a result of explicit language also contained in the report noted above, this provision now applies to all funds in the food service account and not just to Federal reimbursement. Please ensure that all local operators are aware of their responsibilities in this respect.

If you have any questions regarding this policy memo, please contact your team in Child Nutrition.


JANET ALLEN, Director
Special Nutrition Programs
Western Region

cc: WRO Advocates

**Appendix F – Menu Cycles
Elementary Menu Cycle**

Day 1
Chicken Nuggets
Turkey & Cheese Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Tater Tots
Chips
Corn
Sliced Peaches
Apples & Oranges
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

Day 2
Brunch for Lunch
(French Toast & Sausage)
Ham & Cheese Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Chips
Green Beans
Bananas
Diced Pears
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

Day3
Hot Ham & Cheese Melt
Bagels w/ Cream Cheese
Peanut Butter & Jelly Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Chips
Sweet Peas
Apples & Oranges
Mixed Fruit
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

Day 4
Sloppy Joes
Tuna Salad Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Chips
Corn
Apple Sauce
Bananas
Salad Bar Offerings

1% Lowfat or Nonfat Chocolate Milk

Day 5
Taco Bar
Meat & Cheese Bagels
Peanut Butter & Jelly Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Chips
Green Beans
Sliced Pears
Apples & Oranges
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

Day6
Corn Dogs
Turkey & Cheese sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Tater Tots
Corn
Sliced Peaches
Apples & Oranges
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

Day 7
Chicken Fajitas
Ham & Cheese Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Chips
Green Beans
Bananas
Diced Pears
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

Day 8
Giant Soft Pretzels w/ Fresh Fruit, Yogurt and Trail Mix

Bagels w/ Cream Cheese
Peanut Butter & Jelly Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Chips
Sweet Peas
Apples & Oranges
Mixed Fruit
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

Day9

Cheese Nachos
Tuna Salad Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Chips
Corn
Apple Sauce
Bananas
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

Day 10

Oven Fried Chicken
Meat & Cheese Bagels
Peanut Butter & Jelly Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Chips
Green Beans
Sliced Pears
Apples & Oranges
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

Day 11

Macaroni & Cheese
Turkey & Cheese Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Chips
Corn
Sliced Peaches
Apples & Oranges
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

Day12

Brunch for Lunch

(French Toast & Sausage)
Ham & Cheese Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Chips
Green Beans
Bananas
Diced Pears
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

Day 13

Cheese Quesadillas
Bagels w/ Cream Cheese
Peanut Butter & Jelly Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Chips
Sweet Peas
Apples & Oranges
Mixed Fruit
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

Day 14

Spaghetti & Meat Sauce w/ Garlic Bread
Tuna Salad Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Chips
Corn
Apple Sauce
Bananas
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

Day15

Chunky Chicken Gravy w/ Mashed Potatoes & a Roll
Meat & Cheese Bagels
Peanut Butter & Jelly Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Chips
Green Beans
Sliced Pears
Apples & Oranges
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

Day 16

Bean & Cheese Burrito

Turkey & Cheese Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Chips
Corn
Sliced Peaches
Apples & Oranges
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

Day 17

Oven Fried Chicken w/ Gravy, Mashed Potatoes and a Roll
Ham & Cheese Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Chips
Green Beans
Bananas
Diced Pears
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

Day 18

Teriyaki Beef Dunkers w/ Rice
Bagels w/ Cream Cheese
Peanut Butter & Jelly Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Chips
Sweet Peas
Apples & Oranges
Mixed Fruit
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

Day 19

Chili Frito Bar
Tuna Salad Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Chips
Corn
Apple Sauce
Bananas
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

Day 20

Chicken Patty Sandwich

Meat & Cheese Bagels
Peanut Butter & Jelly Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Chips
Green Beans
Sliced Pears
Apples & Oranges
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

Day 21

Italian Chicken Sandwich
Turkey & Cheese Sandwich
Pizza w/ Assorted Toppings
Hamburgers/Cheeseburgers/Hot Dogs
Chef Salad
Chips
Corn
Sliced Peaches
Apples & Oranges
Salad Bar Offerings
1% Lowfat or Nonfat Chocolate Milk

HIGH School Menu Cycle

Day 1

Choice of Entrée:

Chicken Nuggets w/Fries

Corn Dogs

Grab n' Go Chef and Garden Salads

Cheeseburger, Chicken burger or

Hamburger

Pepperoni, Cheese, Hawaiian or Vegetable Pizza

Made to Order Sandwiches:

Ham, Turkey, Veggie, Classic, American, Italian on

Fresh Baked Sub Rolls

Offering Bar:

Mixed Green Salad w/Assorted Toppings

Carrot Sticks

Celery Sticks

Whole Red Apples

Orange Wedges

Pears

Cottage Cheese

Additional Seasonal Fruit & Vegetables

Low Fat White and Nonfat Chocolate Milk

Day 2

Choice of Entrée:

Burrito & Mini Quesadilla

Chicken Patty Sandwich w/ Fries

Grab n' Go Chef & Garden Salads

Cheeseburgers, Hamburgers w/ Fries

Pepperoni, Sausage, Supreme or Vegetable Pizza

Nachos, Burritos or Tostada Bowls w/ Rice & Beans

Made to Order Sandwiches:

Ham, Turkey, Veggie, Classic, American, Italian on

Fresh Baked Sub Rolls

Offering Bar:

Mixed Green Salad w/Assorted Toppings

Carrot Sticks

Celery Sticks

Whole Red Apples

Bananas

Applesauce

Coleslaw

Additional Seasonal Fruit & Vegetables

Low Fat White and Nonfat Chocolate Milk

Day 3

Choice of Entrée:

Hot Meatball Sandwich

Sloppy Joes

Grab n' Go Chef and Garden Salads

Cheeseburger, Chicken burger

or Sausage Dog w/Sauerkraut

Pepperoni, Cheese, Meat Lovers or Vegetable Pizza

Made to Order Sandwiches:

Ham, Turkey, Veggie, Classic, American, Italian on

Fresh Baked Sub Rolls

Offering Bar:

Mixed Green Salad w/Assorted Toppings

Carrot Sticks

Celery Sticks

Whole Red Apples

Grape Bunches

Peaches

Potato Salad

Additional Seasonal Fruit & Vegetables

Low Fat White and Nonfat Chocolate Milk

Day 4

Choice of Entrée:

Hot Turkey w/Mashed Potatoes

Grab n' Go Chef and Garden Salads

Turkey, Ham or Vegetarian Deli Wraps

Cheeseburger, Chicken burger or

Chicken Cordon Bleu

Pepperoni, Sausage and Mushroom or Vegetable Pizza

Made to Order Sandwiches:

Ham, Turkey, Veggie, Classic, American, Italian on

Fresh Baked Sub Rolls

Offering Bar:

Mixed Green Salad w/Assorted Toppings

Carrot Sticks

Celery Sticks

Whole Red Apples

Orange Wedges

Mixed Fruit

Macaroni Salad

Additional Seasonal Fruit & Vegetables

Low Fat White and Nonfat Chocolate Milk

Day 5

Choice of Entrée:

Chicken Fajitas

Chili Dogs

Grab n' Go Chef and Garden Salads
 Cheeseburger, Chicken burger or
 Grilled Cheese Sandwich
 Pepperoni, Cheese, or Vegetable Pizza
 Hard Tacos, Nachos or
 Made to Order Taco Salad
Made to Order Sandwiches:
 Ham, Turkey, Veggie, Classic, American, Italian on
 Fresh Baked Sub Rolls
Offering Bar:
 Mixed Green Salad w/Assorted Toppings
 Carrot Sticks
 Celery Sticks
 Whole Red Apples
 Grape Bunches
 Pineapple
 Cottage Cheese
 Additional Seasonal Fruit & Vegetables
 Low Fat White and Nonfat Chocolate Milk

Day 6

Choice of Entrée:
 Corn Dogs w/Fries
 Grab n' Go Chef and Garden Salads
 Turkey, Ham, Fresh Mex or Vegetarian Deli Wraps
 Cheeseburger, Chicken burger or
 Hamburger
 Pepperoni, Cheese, Hawaiian or Vegetable Pizza
Made to Order Sandwiches:
 Ham, Turkey, Veggie, Classic, American, Italian on
 Fresh Baked Sub Rolls
Offering Bar:
 Mixed Green Salad w/Assorted Toppings
 Carrot Sticks
 Celery Sticks
 Whole Red Apples
 Orange Wedges
 Pears
 Cottage Cheese
 Additional Seasonal Fruit & Vegetables
 Low Fat White and Nonfat Chocolate Milk

Day 7

Choice of Entrée:
 Baked Potato Bar w/Dinner Roll
 Fiesta Salad Bowl
 Grab n' Go Chef and Garden Salads
 Cheeseburger, Italian Chicken burger,

or Grilled Ham & Cheese Sandwich
 Pepperoni, Sausage, Supreme or Vegetable Pizza
 Hard Tacos or Nachos
Made to Order Sandwiches:
 Ham, Turkey, Veggie, Classic, American, Italian on
 Fresh Baked Sub Rolls
Offering Bar:
 Mixed Green Salad w/Assorted Toppings
 Carrot Sticks
 Celery Sticks
 Whole Red Apples
 Bananas
 Applesauce
 Coleslaw
 Additional Seasonal Fruit & Vegetables
 Low Fat White and Nonfat Chocolate Milk

Day 8

Choice of Entrée:
 Hot Meatball Sandwich
 Spaghetti w/ Meat sauce & Garlic Bread
 Grab n' Go Chef and Garden Salads
 Cheeseburger, Chicken burger
 Pepperoni, Cheese, Meat Lovers or Vegetable Pizza
Made to Order Sandwiches:
 Ham, Turkey, Veggie, Classic, American, Italian on
 Fresh Baked Sub Rolls
Offering Bar:
 Mixed Green Salad w/Assorted Toppings
 Carrot Sticks
 Celery Sticks
 Whole Red Apples
 Grape Bunches
 Peaches
 Potato Salad
 Additional Seasonal Fruit & Vegetables
 Low Fat White and Nonfat Chocolate Milk

Day 9

Choice of Entrée:
 Chili Fritos
 Grab n' Go Chef and Garden Salads
 Cheeseburger, Chicken burger or
 Chicken Cordon Bleu
 Pepperoni, Sausage and Mushroom or Vegetable Pizza
Made to Order Sandwiches:

Ham, Turkey, Veggie, Classic, American, Italian on
Fresh Baked Sub Rolls
Offering Bar:
Mixed Green Salad w/Assorted Toppings
Carrot Sticks
Celery Sticks
Whole Red Apples
Orange Wedges
Mixed Fruit
Macaroni Salad
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 10

Choice of Entrée:
Tacos
Chili Dogs
Grab n' Go Chef and Garden Salads
Turkey, Ham or Vegetarian Deli Wraps
Cheeseburger, Chicken burger or
Grilled Cheese Sandwich
Pepperoni, Cheese, or Vegetable Pizza
Nachos or
Made to Order Taco Salad
Made to Order Sandwiches:
Ham, Turkey, Veggie, Classic, American, Italian on
Fresh Baked Sub Rolls
Offering Bar:
Mixed Green Salad w/Assorted Toppings
Carrot Sticks
Celery Sticks
Whole Red Apples
Grape Bunches
Pineapple
Cottage Cheese
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 11

Choice of Entrée:
Chicken Nuggets w/Fries
Corn Dogs w/ Fries
Grab n' Go Chef and Garden Salads
Cheeseburger, Chicken burger or
Hamburger
Pepperoni, Cheese, Hawaiian or Vegetable Pizza
Made to Order Sandwiches:
Ham, Turkey, Veggie, Classic, American, Italian on

Fresh Baked Sub Rolls
Offering Bar:
Mixed Green Salad w/Assorted Toppings
Carrot Sticks
Celery Sticks
Whole Red Apples
Orange Wedges
Pears
Cottage Cheese
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 12

Choice of Entrée:
Baked Potato Bar w/Dinner Roll
Burritos w/ Mini Quesadilla
Grab n' Go Chef and Garden Salads
Cheeseburger, Chicken burger,
Pepperoni, Sausage, Supreme or Vegetable Pizza
Hard Taco, Nachos
Made to Order Taco Salad
Made to Order Sandwiches:
Ham, Turkey, Veggie, Classic, American, Italian on
Fresh Baked Sub Rolls
Offering Bar:
Mixed Green Salad w/Assorted Toppings
Carrot Sticks
Celery Sticks
Whole Red Apples
Bananas
Applesauce
Coleslaw
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 13

Choice of Entrée:
Hot Meatball Sandwich
Sloppy Joes
Grab n' Go Chef and Garden Salads
Cheeseburger, Chicken burger
Pepperoni, Cheese, Meat Lovers or Vegetable Pizza
Made to Order Sandwiches:
Ham, Turkey, Veggie, Classic, American, Italian on
Fresh Baked Sub Rolls
Offering Bar:
Mixed Green Salad w/Assorted Toppings

Carrot Sticks
Celery Sticks
Whole Red Apples
Grape Bunches
Peaches
Potato Salad
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 14

Choice of Entrée:

Hot Turkey Dinner w/Mashed Potatoes
Grab n' Go Chef and Garden Salads
Turkey, Ham or Vegetarian Deli Wraps Cheeseburger,
Chicken burger or
Chicken Cordon Bleu
Pepperoni, Sausage and Mushroom or Vegetable Pizza
Hard Taco, Soft Taco, or
Made to Order Nachos
Made to Order Sandwiches:
Ham, Turkey, Veggie, Classic, American, Italian on
Fresh Baked Sub Rolls
Offering Bar:
Mixed Green Salad w/Assorted Toppings
Carrot Sticks
Celery Sticks
Whole Red Apples
Orange Wedges
Mixed Fruit
Macaroni Salad
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 15

Choice of Entrée:

Chicken Fajitas
Chili Dogs
Grab n' Go Chef and Garden Salads
Cheeseburger, Chicken burger or
Grilled Cheese Sandwich
Pepperoni, Cheese, or Vegetable Pizza
Hard Taco, Nachos or
Made to Order Taco Salad
Made to Order Sandwiches:
Ham, Turkey, Veggie, Classic, American, Italian on
Fresh Baked Sub Rolls

Offering Bar:

Mixed Green Salad w/Assorted Toppings
Carrot Sticks
Celery Sticks
Whole Red Apples
Grape Bunches
Pineapple
Cottage Cheese
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 16

Choice of Entrée:

Chicken Nuggets or
Corn Dogs w/Fries
Grab n' Go Chef and Garden Salads
Turkey, Ham, Fresh Mex or Vegetarian
Deli Wraps
Cheeseburger, Chicken burger or
Hamburger
Pepperoni, Cheese, Hawaiian or Vegetable Pizza
Made to Order Sandwiches:
Ham, Turkey, Veggie, Classic, American, Italian on
Fresh Baked Sub Rolls
Offering Bar:
Mixed Green Salad w/Assorted Toppings
Carrot Sticks
Celery Sticks
Whole Red Apples
Orange Wedges
Pears, Cottage Cheese
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 17

Choice of Entrée:

Fiesta Salad Bowl
Baked Potato Bar w/Dinner Roll
Grab n' Go Chef and Garden Salads
Cheeseburger, Italian Chicken burger,
Pepperoni, Sausage, Supreme or Vegetable Pizza
Hard Taco, Nachos, or
Made to Order Burrito
Made to Order Sandwiches:
Ham, Turkey, Veggie, Classic, American, Italian on
Fresh Baked Sub Rolls
Offering Bar:
Mixed Green Salad w/Assorted Toppings
Carrot Sticks
Celery Sticks

Whole Red Apples
Bananas
Applesauce
Coleslaw
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 18

Choice of Entrée:
Hot Meatball Sandwich
Spaghetti w/ Meat Sauce & Garlic Bread
Grab n' Go Chef and Garden Salads
Cheeseburger, Chicken burger
Pepperoni, Cheese, Meat Lovers or Vegetable Pizza
Made to Order Sandwiches:
Ham, Turkey, Veggie, Classic, American, Italian on
Fresh Baked Sub Rolls
Offering Bar:
Mixed Green Salad w/Assorted Toppings
Carrot Sticks
Celery Sticks
Whole Red Apples
Grape Bunches
Peaches
Potato Salad
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 19

Choice of Entrée:
Chili Fritos
Grab n' Go Chef and Garden Salads
Cheeseburger, Chicken burger or
Chicken Cordon Bleu
Pepperoni, Sausage and Mushroom or Vegetable Pizza
Hard Taco, Soft Taco, or
Made to Order Nachos
Made to Order Sandwiches:
Ham, Turkey, Veggie, Classic, American, Italian on
Fresh Baked Sub Rolls
Offering Bar:
Mixed Green Salad w/Assorted Toppings
Carrot Sticks
Celery Sticks
Whole Red Apples
Orange Wedges

Mixed Fruit
Macaroni Salad
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 20

Choice of Entrée:
Chili Dogs
Grab n' Go Chef and Garden Salads
Cheeseburger, Chicken burger or
Grilled Cheese Sandwich
Pepperoni, Cheese, or Vegetable Pizza
Hard Taco, Soft Taco, Nachos or
Made to Order Taco Salad
Made to Order Sandwiches:
Ham, Turkey, Veggie, Classic, American, Italian on
Fresh Baked Sub Rolls
Offering Bar:
Mixed Green Salad w/Assorted Toppings
Carrot Sticks
Celery Sticks
Whole Red Apples
Grape Bunches
Pineapple
Cottage Cheese
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 21

Choice of Entrée:
Chicken Nuggets w/Fries
Grab n' Go Chef and Garden Salads
Turkey, Ham or Vegetarian Deli Wraps
Cheeseburger, Chicken burger or
Hamburger
Pepperoni, Cheese, Hawaiian or Vegetable Pizza
Made to Order Sandwiches:
Ham, Turkey, Veggie, Classic, American, Italian on
Fresh Baked Sub Rolls
Offering Bar:
Mixed Green Salad w/Assorted Toppings
Carrot Sticks
Celery Sticks
Whole Red Apples
Orange Wedges
Pears
Cottage Cheese
Additional Seasonal Fruit & Vegetables

Middle School Menu Cycle

Day 1

Choice of Entrée:
Chicken Nuggets w/Tater Tots
Cheeseburger or
Chicken Burger w/Fries
Pepperoni, Cheese, or Vegetable Pizza
Sandwiches:
Turkey & Cheese, Ham & Cheese or
Veggie Sub or Assorted Wraps w/Chips
Salads:
Grab n' Go Chef & Garden Salads
Offering Bar:
Mixed Green Salad
Carrot Sticks
Celery Sticks
Whole Red Apples
Orange Wedges
Pears
Cottage Cheese
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 2

Choice of Entrée:
Spaghetti with Meat or Marinara Sauce w/Bread Stick
Hamburger or
Chicken Burger w/Fries
Pepperoni Pizza, Combo Pizza or
Vegetable Pizza
Sandwiches:
Turkey & Chess, Classic, or Veggie Sub or Assorted
Wraps w/Chips
Salads:
Grab n' Go Chef & Garden Salads
Offering Bar:
Mixed Green Salad
Carrot Sticks
Celery Sticks
Whole Red Apples
Orange Wedges
Applesauce
Coleslaw
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 3

Choice of Entrée:
Corn Dog w/Fries
Chicken Cordon Bleu, Cheeseburger w/ Fries
Pepperoni, Cheese, or Vegetable Pizza
Nachos or Beef & Been Burrito w/Side of Spanish Rice
Sandwiches:
Turkey & Cheese, Italian, or Veggie Sub or Assorted
Wraps w/Chips
Salads:
Grab n' Go Chef & Garden Salads
Offering Bar:
Mixed Green Salad
Carrot Sticks
Celery Sticks
Whole Red Apples
Orange Wedges
Peaches
Potato Salad
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 4

Choice of Entrée:
Macaroni & Cheese
Cheeseburger or Fishwich w/Fries
Pepperoni, Hawaiian, or Vegetable Pizza
Sandwiches:
Turkey & Cheese, American or Veggie Sub w/ Chips
Salads:
Grab n' Go Chef & Garden Salads
Offering Bar:
Mixed Green Salad w/Assorted Toppings
Carrot Sticks
Celery Sticks
Whole Red Apples
Orange Wedges
Mixed Fruit
Macaroni Salad
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 5

Choice of Entrée:
Pasta w/Alfredo Sauce & Bread Sticks
Cheeseburger, or Foot Long Hot Dog w/ Fries

Pepperoni, Sausage & Olive, or
Vegetable Pizza
Sandwiches:
Turkey & Cheese, Ham & Cheese, or Veggie Sub or
Assorted Wraps w/Chips
Salads:
Grab n' Go Chef & Garden Salads
Offering Bar:
Mixed Green Salad
Carrot Sticks
Celery Sticks
Whole Red Apples
Orange Wedges
Pineapple
Cottage Cheese
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 6

Choice of Entrée:
Burritos
Cheeseburger or
Chicken Burger w/Fries
Pepperoni, Cheese, or Vegetable Pizza
Sandwiches:
Turkey & Cheese, Ham & Cheese or
Veggie Sub or Assorted Wraps w/Chips
Salads:
Grab n' Go Chef & Garden Salads
Offering Bar:
Mixed Green Salad
Carrot Sticks
Celery Sticks
Whole Red Apples
Orange Wedges
Pears
Cottage Cheese
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 7

Choice of Entrée:
Brunch for Lunch w/ French Toast & Sausage
Cheeseburger or
Chicken Burger w/Fries
Pepperoni Pizza, Combo Pizza or

Vegetable Pizza
Sandwiches:
Turkey & Cheese, Classic, or Veggie Sub or Assorted
Wraps w/Chips
Salads:
Grab n' Go Chef & Garden Salads
Offering Bar:
Mixed Green Salad
Carrot Sticks
Celery Sticks
Whole Red Apples
Orange Wedges
Applesauce
Coleslaw
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 8

Choice of Entrée:
Pretzels & Yogurt,
Cheeseburger or Fishwich w/Fries
Pepperoni, Cheese, or Vegetable Pizza
Nachos or Beef & Bean Burrito w/Side of Spanish Rice
Sandwiches:
Turkey & Cheese, Italian, or Veggie Sub or Assorted
Wraps w/Chips
Salads:
Grab n' Go Chef & Garden Salads
Offering Bar:
Mixed Green Salad
Carrot Sticks
Celery Sticks
Whole Red Apples
Orange Wedges
Peaches, Potato Salad
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 9

Choice of Entrée:
Ham & Cheese Melts
Cheeseburger, or Chicken Cordon Bleu w/Fries
Pepperoni, Hawaiian, or Vegetable Pizza
Sandwiches:
Turkey & Cheese, American or Veggie Sub w/ Chips

Salads:

Grab n' Go Chef & Garden Salads

Offering Bar:

Mixed Green Salad w/Assorted Toppings

Carrot Sticks

Celery Sticks

Whole Red Apples

Orange Wedges

Mixed Fruit

Macaroni Salad

Additional Seasonal Fruit & Vegetables

Low Fat White and Nonfat Chocolate Milk

Day 10

Choice of Entrée:

Teriyaki Beef Dunkers w/ Rice

Foot Long Hot Dog or Cheeseburger w/Fries

Pepperoni, Sausage & Olive, or

Vegetable Pizza

Sandwiches:

Turkey & Cheese, Ham & Cheese, or Veggie Sub or

Assorted Wraps w/Chips

Salads:

Grab n' Go Chef & Garden Salads

Offering Bar:

Mixed Green Salad

Carrot Sticks

Celery Sticks

Whole Red Apples

Orange Wedges

Pineapple

Cottage Cheese

Additional Seasonal Fruit & Vegetables

Low Fat White and Nonfat Chocolate Milk

Day 11

Choice of Entrée:

Chili Fritos,

Italian Chicken Burger, Cheeseburger or

Chicken Burger w/Fries

Pepperoni, Cheese, or Vegetable Pizza

Sandwiches:

Turkey & Cheese, Ham & Cheese or

Veggie Sub or Assorted Wraps w/Chips

Salads:

Grab n' Go Chef & Garden Salads

Offering Bar:

Mixed Green Salad

Carrot Sticks

Celery Sticks

Whole Red Apples

Orange Wedges

Pears

Cottage Cheese

Additional Seasonal Fruit & Vegetables

Low Fat White and Nonfat Chocolate Milk

Day 12

Choice of Entrée:

Cheese Quesadillas

Hamburger or

Chicken Burger w/Fries

Pepperoni Pizza, Combo Pizza or

Vegetable Pizza

Sandwiches:

Turkey & Chess, Classic, or Veggie Sub or Assorted

Wraps w/Chips

Salads:

Grab n' Go Chef & Garden Salads

Offering Bar:

Mixed Green Salad

Carrot Sticks

Celery Sticks

Whole Red Apples

Orange Wedges

Applesauce

Coleslaw

Additional Seasonal Fruit & Vegetables

Low Fat White and Nonfat Chocolate Milk

Day 13

Choice of Entrée:

Tacos

Chicken Cordon Bleu,

Cheeseburger w/Fries

Pepperoni, Cheese, or Vegetable Pizza

Nachos

Sandwiches:

Turkey & Cheese, Italian, or Veggie Sub or

Assorted Wraps w/Chips

Salads:

Grab n' Go Chef & Garden Salads

Offering Bar:

Mixed Green Salad

Carrot Sticks

Celery Sticks

Whole Red Apples

Orange Wedges

Peaches

Potato Salad

Additional Seasonal Fruit & Vegetables

Low Fat White and Nonfat Chocolate Milk

Day 14

Choice of Entrée:

Brunch for Lunch w/ Waffles & Ham Slice,

Cheeseburger, or Chicken Burger w/Fries

Pepperoni, Hawaiian, or Vegetable Pizza

Nachos

Sandwiches:

Turkey & Cheese, American or Veggie Sub w/ Chips

Salads:

Grab n' Go Chef & Garden Salads

Offering Bar:

Mixed Green Salad w/Assorted Toppings

Carrot Sticks

Celery Sticks

Whole Red Apples

Orange Wedges

Mixed Fruit

Macaroni Salad

Additional Seasonal Fruit & Vegetables

Low Fat White and Nonfat Chocolate Milk

Day 15

Choice of Entrée:

Chicken Fajitas

Foot Long Hot Dog or Chicken Burger w/ Fries

Pepperoni, Sausage & Olive, or

Vegetable Pizza

Sandwiches:

Turkey & Cheese, Ham & Cheese, or Veggie Sub or

Assorted Wraps w/Chips

Salads:

Grab n' Go Chef & Garden Salads

Offering Bar:

Mixed Green Salad

Carrot Sticks

Celery Sticks

Whole Red Apples

Orange Wedges

Pineapple

Cottage Cheese

Additional Seasonal Fruit & Vegetables

Low Fat White and Nonfat Chocolate Milk

Day 16

Choice of Entrée:

Popcorn Chicken w/Fries

Cheeseburger or

Chicken Burger w/Fries

Pepperoni, Cheese, or Vegetable Pizza

Sandwiches:

Turkey & Cheese, Ham & Cheese or

Veggie Sub or Assorted Wraps w/Chips

Salads:

Grab n' Go Chef & Garden Salads

Offering Bar:

Mixed Green Salad

Carrot Sticks

Celery Sticks

Whole Red Apples

Orange Wedges

Pears

Cottage Cheese

Additional Seasonal Fruit & Vegetables

Low Fat White and Nonfat Chocolate Milk

Day 17

Choice of Entrée:

Chunky Chicken Gravy w/ Mashed Potatoes and a Roll

Hamburger or

Chicken Burger w/Fries

Pepperoni Pizza, Combo Pizza or

Vegetable Pizza

Sandwiches:

Turkey & Chess, Classic, or Veggie Sub or Assorted

Wraps w/Chips

Salads:

Grab n' Go Chef & Garden Salads

Offering Bar:
Mixed Green Salad
Carrot Sticks
Celery Sticks
Whole Red Apples
Orange Wedges
Applesauce
Coleslaw
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 18

Choice of Entrée:
Sloppy Joes
Cheeseburger, or Fishwich w/Fries
Pepperoni, Cheese, or Vegetable Pizza
Nachos w/ Spanish Rice
Sandwiches:
Turkey & Cheese, Italian, or Veggie Sub or Assorted
Wraps w/Chips
Salads:
Grab n' Go Chef & Garden Salads
Offering Bar:
Mixed Green Salad
Carrot Sticks
Celery Sticks
Whole Red Apples
Orange Wedges
Peaches
Potato Salad
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 19

Choice of Entrée:
Chili & Cornbread
Cheeseburger, or Chicken Cordon Bleu w/Fries
Pepperoni, Hawaiian, or Vegetable Pizza
Nachos
Sandwiches:
Turkey & Cheese, American or Veggie Sub w/ Chips
Salads:
Grab n' Go Chef & Garden Salads
Offering Bar:
Mixed Green Salad w/Assorted Toppings
Carrot Sticks
Celery Sticks

Whole Red Apples
Orange Wedges
Mixed Fruit
Macaroni Salad
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 20

Choice of Entrée:
Beef & Cheese Nachos
Fish Burger, Cheeseburger, or Chicken Burger
Pepperoni, Sausage & Olive, or
Vegetable Pizza
Sandwiches:
Turkey & Cheese, Ham & Cheese, or Veggie Sub or
Assorted Wraps w/Chips
Salads:
Grab n' Go Chef & Garden Salads
Offering Bar:
Mixed Green Salad
Carrot Sticks
Celery Sticks
Whole Red Apples
Orange Wedges
Pineapple
Cottage Cheese
Additional Seasonal Fruit & Vegetables
Low Fat White and Nonfat Chocolate Milk

Day 21

Choice of Entrée:
Oven Fried Chicken w/ Mashed Potatoes, Gravy & a
Roll
Cheeseburger or
Chicken Burger w/Fries
Pepperoni, Cheese, or Vegetable Pizza
Sandwiches:
Turkey & Cheese, Ham & Cheese or
Veggie Sub or Assorted Wraps w/Chips
Salads:
Grab n' Go Chef & Garden Salads
Offering Bar:
Mixed Green Salad
Carrot Sticks
Celery Sticks
Whole Red Apples

Orange Wedges
Pears
Cottage Cheese
Additional Seasonal Fruit & Vegetables

Appendix G

Coos Bay School District Meals, Prices, Revenues for RFP

	Annual Meals	Price Per Meal	Federal Reimbursement
Meal Categories:			
Lunch:			
Free - (All Grades)	200,925	\$0.00	\$2.2500
Reduced - Paid (All Grades)	35,226	\$0.40	\$1.8500
Elementary Paid	37,449	\$1.40	\$0.2300
Middle School Paid	37,791	\$1.70	\$0.2300
High School Paid	6,669	\$1.85	\$0.2300
Reduced - Student Help	855	\$0.00	\$1.8500
Paid - Student Help	4,104	\$0.00	\$0.2300
Provisional Breakfast (Severe):			
Free	80,028	\$0.00	\$1.4575
Reduced	16,587	\$0.00	\$1.1575
Paid	33,174	\$0.00	\$0.2300
Breakfast (Severe):			
Free - (All Grades)	17,613	\$0.00	\$1.4575
Reduced - Paid (All Grades)	2,052	\$0.30	\$1.1575
Middle School Paid	1,368	\$1.00	\$0.2300
High School Paid	342	\$1.35	\$0.2300
Summer Program:			
Free Lunch	3,876	\$0.00	\$2.2500
A la Carte Revenue:			
	\$82,593	\$2.00	
Catering Revenue:			
	\$28,728		
State Match Revenue:			
	\$16,000		
USDA Commodities:			
	\$52,232		
Serving Days			
	171		

Coos Bay School District Staffing Schedule for RFP

School Year 2004 – 2005

Position Name	Daily Hours	Hourly Rate of Pay	Scheduled Days	Holidays Per Union	Sick Days Per Union
High School:					
Head cook 2	8.00	\$10.27	171	8	5
Cook	6.00	\$10.27	171	8	5
Baker	7.50	\$10.27	171	8	5
FSA	5.90	\$10.27	171	8	5
FSA	5.50	\$10.27	171	8	5
FSA	3.75	\$10.27	171	8	5
FSA	3.75	\$10.27	171	8	5
Student workers	1.50	\$10.27	171	8	5
	41.90				
Middle School:					
Head Cook 1	8.00	\$10.27	171	8	5
Cook	6.75	\$10.27	171	8	5
Cook	5.90	\$10.27	171	8	5
FSA	5.50	\$10.27	171	8	5
FSA	2.75	\$10.27	171	8	5
	28.90				
Intermediate School:					
Lead	7.50	\$10.27	171	8	5
FSA	4.75	\$10.27	171	8	5
FSA	4.00	\$10.27	171	8	5
FSA	5.90	\$10.27	171	8	5
	22.15				

Elementary:					
Head cook 1	8.00	\$10.27	171	8	5
Cook	7.75	\$10.27	171	8	5
FSA	5.75	\$10.27	171	8	5
FSA	5.75	\$10.27	171	8	5
	27.25				
Elementary:					
Lead	5.75	\$10.27	171	8	5
FSA	4.50	\$10.27	171	8	5
	10.25				
Elementary:					
Lead	7.25	\$10.27	171	8	5
FSA	5.50	\$10.27	171	8	5
FSA	2.50	\$10.27	171	8	5
	15.25				
Admin.					
Secretary	5.50	\$10.27	194	8	5
Secretary	6.00	\$10.27	185	8	5
Substitutes		\$10.27	As Needed	0	0
	11.50				
Total Daily Hrs w/o Subs:	157.20				

Appendix I.
Financial Performa Notes

The core contract must be complete as to all price terms, methods of determining costs, methods of allocating expenses, methods of determining meal equivalents, and all formulas for computing administrative fees and management fees. Proposer shall use the menus attached to their proposal in determining food costs. To the extent relevant in determining financial terms, the core contract shall use the number of service days, number of meals, number of meal equivalents, staffing hours, and free and reduced meal percentages provided in this document. Any other revenue or expenditure assumptions made by the proposer shall be clearly indicated. If proposer believes their proposal will provide significant changes to the required financial assumptions, proposer shall specify the projected change and the net financial impact to the program.

A 21-day menu cycle is attached. The menu cycle shall be used as a standard for the purpose of determining average cost per meal. The menu must be adhered to for the first 21 days of meal service, and changes thereafter may be made upon approval of the District. Any changes must equal or exceed the choice selection, quality, grades, and specifications contained in the original menu cycle.

Financial Proposal Form

Resources	Unit	Rate	Total
Local Sales			
Breakfast			
Student Lunch			
Free			
Reduced			
Paid			
Ala Carte			
Adult Meals			
Catering			
Miscellaneous			
Total Local Sales			
Reimbursements			
State Match			
Federal			
USDA Donated Commodities			
Total Reimbursements			
Total Resources			
Requirements			
Food			
Purchased Food			
Commodity Entitlement			
Total Cost of Food			
Labor			
Management Wages			
Management Taxes, Benefits			
Non-Management Wages			
Non-Management Taxes, Benefits			
Total Labor (include vacation, sick, holiday)			
Other Expenses			
Cleaning			
Maintenance/repairs			
Replacement/small wares			
Office Expense			
Printing			
Telephone			
Training			
Marketing & Promotion			
Storage/rent			
Laundry			
Miscellaneous			
Total Other Expenses			
Total Requirements			
Net Gain (Loss) before management fee			
Management Fees			
Meals			
Reimbursable Student Meals			
Equivalent Meals of \$2.00			
Management Fee per Meal			
Total Management Fee			
Net Gain (Loss)			

**Oregon Department of Education
Child Nutrition Program
Reimbursement Report**

Sponsor Name: Coos Bay SD 009
 Agreement Number: 0603004
 Claim Type: Original
 Revision Number: 0

*11/12/03
Deposit*

Claim Month/Year: 09/2003
 Revision Date: 10/24/2003
 Paid Date: 10/28/2003

Voucher Nbr	Batch Nbr
75924	908

Coos Bay SD 009
 P.O. Box 509
 Coos Bay OR 974200102

89

		Meals/Milk	X	Rate	=	Reimbursement	Children Eligible	Avg Enrl.	Sites	Oper. Days
National School Lunch Program	Free	24,959	X	2.210	=	55,159.39	1,713	3,750	7	21
	Reduced	4,479	X	1.810	=	8,106.99	388			
	Paid	10,103	X	0.230	=	2,323.69	1,649			
Total for National School Lunch Program:						65,590.07	3,750			
School Breakfast Program	Free	0	X	1.200	=	0.00	0	0	0	0
	Reduced	0	X	0.900	=	0.00	0			
	Paid	0	X	0.220	=	0.00	0			
Total for School Breakfast Program:						0.00	0			
Severe Need Breakfast	Free	11,757	X	1.430	=	16,812.51	1,713	3,750	7	21
	Reduced	2,182	X	1.130	=	2,465.66	388			
	Paid	4,458	X	0.220	=	980.76	1,649			
Total for Severe Need Breakfast:						20,258.93	3,750			
After School Care Snack <50%	Free	0	X	0.600	=	0.00	0	0	0	0
	Reduced	0	X	0.300	=	0.00	0			
	Paid	0	X	0.050	=	0.00	0			
Total for After School Care Snack <50%:						0.00	0			
After School Care Snack >=50%	Free	0	X	0.600	=	0.00	0	0	0	0
	Reduced	0	X	0.000	=	0.00	0			
	Paid	0	X	0.000	=	0.00	0			
Total for After School Care Snack >=50%:						0.00	0			
Special Milk Program	Free	0	X	0.000	=	0.00	0	0	0	0
	Reduced	0	X	0.000	=	0.00	0			
	Paid	0	X	0.130	=	0.00	0			
Total for Special Milk Program:						0.00	0			
Total Claimed:						\$85,849.00				

Amount Claimed	\$85,849.00
Previous Reimbursements	\$0.00
Value of Claim	\$85,849.00

**Oregon Department of Education
Child Nutrition Program
Reimbursement Report**

Sponsor Name: Coos Bay SD 009
 Agreement Number: 0603004
 Claim Type: Original
 Revision Number: 0

Claim Month/Year: 10/2003
 Revision Date: 11/24/2003
 Paid Date: 12/02/2003

Voucher Nbr	Batch Nbr
76448	909

Coos Bay SD 009
 P.O. Box 509
 Coos Bay OR 974200102

89

		Meals/Milk	X	Rate	=	Reimbursement	Children Eligible	Avg Enrl.	Sites	Oper. Days
National School Lunch Program	Free	27,226	X	2.210	=	60,169.46	1,711	3,750	7	22
	Reduced	4,854	X	1.810	=	8,785.74	403			
	Paid	11,685	X	0.230	=	2,687.55	1,636			
Total for National School Lunch Program:						71,642.75	3,750			
School Breakfast Program	Free	0	X	1.200	=	0.00	0	0	0	0
	Reduced	0	X	0.900	=	0.00	0			
	Paid	0	X	0.220	=	0.00	0			
Total for School Breakfast Program:						0.00	0			
Severe Need Breakfast	Free	12,887	X	1.430	=	18,428.41	1,711	3,750	7	22
	Reduced	2,483	X	1.130	=	2,805.79	403			
	Paid	4,645	X	0.220	=	1,021.90	1,636			
Total for Severe Need Breakfast:						22,256.10	3,750			
After School Care Snack <50%	Free	0	X	0.600	=	0.00	0	0	0	0
	Reduced	0	X	0.300	=	0.00	0			
	Paid	0	X	0.050	=	0.00	0			
Total for After School Care Snack <50%:						0.00	0			
After School Care Snack >=50%	Free	0	X	0.600	=	0.00	0	0	0	0
	Reduced	0	X	0.000	=	0.00	0			
	Paid	0	X	0.000	=	0.00	0			
Total for After School Care Snack >=50%:						0.00	0			
Special Milk Program	Free	0	X	0.000	=	0.00	0	0	0	0
	Reduced	0	X	0.000	=	0.00	0			
	Paid	0	X	0.130	=	0.00	0			
Total for Special Milk Program:						0.00	0			
Total Claimed:						\$93,898.85				

Amount Claimed	\$93,898.85
Previous Reimbursements	\$0.00
Value of Claim	\$93,898.85

**Oregon Department of Education
Child Nutrition Program
Reimbursement Report**

12/29 deposit

Sponsor Name: Coos Bay SD 009
 Agreement Number: 0603004
 Claim Type: Original
 Revision Number: 0

Claim Month/Year: 11/2003
 Revision Date: 12/04/2003
 Paid Date: 12/10/2003

Voucher Nbr	Batch Nbr
76627	906

Coos Bay SD 009
 P.O. Box 509
 Coos Bay OR 974200102

89

		Meals/Milk	X	Rate	=	Reimbursement	Children Eligible	Avg Enr.	Sites	Oper. Days
National School Lunch Program	Free	17,955	X	2.210	=	39,680.55	1,607	3,750	7	15
	Reduced	3,201	X	1.810	=	5,793.81	340			
	Paid	7,586	X	0.230	=	1,744.78	1,803			
Total for National School Lunch Program:						47,219.14	3,750			
School Breakfast Program	Free	0	X	1.200	=	0.00	0	0	0	0
	Reduced	0	X	0.900	=	0.00	0			
	Paid	0	X	0.220	=	0.00	0			
Total for School Breakfast Program:						0.00	0			
Severe Need Breakfast	Free	8,803	X	1.430	=	12,588.29	1,607	3,750	7	15
	Reduced	1,698	X	1.130	=	1,918.74	340			
	Paid	3,127	X	0.220	=	687.94	1,803			
Total for Severe Need Breakfast:						15,194.97	3,750			
After School Care Snack <50%	Free	0	X	0.600	=	0.00	0	0	0	0
	Reduced	0	X	0.300	=	0.00	0			
	Paid	0	X	0.050	=	0.00	0			
Total for After School Care Snack <50%:						0.00	0			
After School Care Snack >=50%	Free	0	X	0.600	=	0.00	0	0	0	0
	Reduced	0	X	0.000	=	0.00	0			
	Paid	0	X	0.000	=	0.00	0			
Total for After School Care Snack >=50%:						0.00	0			
Special Milk Program	Free	0	X	0.000	=	0.00	0	0	0	0
	Reduced	0	X	0.000	=	0.00	0			
	Paid	0	X	0.130	=	0.00	0			
Total for Special Milk Program:						0.00	0			
Total Claimed:						\$62,414.11				

Amount Claimed	\$62,414.11
Previous Reimbursements	\$0.00
Value of Claim	\$62,414.11

**Oregon Department of Education
Child Nutrition Program
Reimbursement Report**

2/12

01/21/04

Sponsor Name: Coos Bay SD 009
 Agreement Number: 0603004
 Claim Type: Original
 Revision Number: 0

Claim Month/Year: 12/2003
 Revision Date: 01/21/2004
 Paid Date: 02/02/2004

Voucher Nbr	Batch Nbr
77635	905

Coos Bay SD 009
 P.O. Box 509
 Coos Bay OR 974200102

89

		Meals/Milk	X	Rate	=	Reimbursement	Children Eligible	Avg Enrl.	Sites	Oper. Days
National School Lunch Program	Free	17,222	X	2.210	=	38,060.62	1,627	3,755	7	15
	Reduced	3,097	X	1.810	=	5,605.57	343			
	Paid	7,604	X	0.230	=	1,748.92	1,785			
Total for National School Lunch Program:						45,415.11	3,755			
School Breakfast Program	Free	0	X	1.200	=	0.00	0	0	0	0
	Reduced	0	X	0.900	=	0.00	0			
	Paid	0	X	0.220	=	0.00	0			
Total for School Breakfast Program:						0.00	0			
Severe Need Breakfast	Free	8,166	X	1.430	=	11,677.38	1,627	3,755	7	15
	Reduced	1,573	X	1.130	=	1,777.49	343			
	Paid	2,846	X	0.220	=	626.12	1,785			
Total for Severe Need Breakfast:						14,080.99	3,755			
After School Care Snack <50%	Free	0	X	0.600	=	0.00	0	0	0	0
	Reduced	0	X	0.300	=	0.00	0			
	Paid	0	X	0.050	=	0.00	0			
Total for After School Care Snack <50%:						0.00	0			
After School Care Snack >=50%	Free	0	X	0.600	=	0.00	0	0	0	0
	Reduced	0	X	0.000	=	0.00	0			
	Paid	0	X	0.000	=	0.00	0			
Total for After School Care Snack >=50%:						0.00	0			
Special Milk Program	Free	0	X	0.000	=	0.00	0	0	0	0
	Reduced	0	X	0.000	=	0.00	0			
	Paid	0	X	0.130	=	0.00	0			
Total for Special Milk Program:						0.00	0			
Total Claimed:						\$59,496.10				

Amount Claimed	\$59,496.10
Previous Reimbursements	\$0.00
Value of Claim	\$59,496.10

**Oregon Department of Education
Child Nutrition Program
Reimbursement Report**

Sponsor Name: Coos Bay SD 009
 Agreement Number: 0603004
 Claim Type: Original
 Revision Number: 0

Claim Month/Year: 01/2004
 Revision Date: 02/06/2004
 Paid Date: 02/10/2004

Voucher Nbr	Batch Nbr
77840	906

Coos Bay SD 009
 P.O. Box 509
 Coos Bay OR 974200102

89

		Meals/Milk	X	Rate	=	Reimbursement	Children Eligible	Avg Enrl.	Sites	Oper. Days
National School Lunch Program	Free	22,338	X	2.210	=	49,366.98	1,625	3,750	7	19
	Reduced	4,058	X	1.810	=	7,344.98	354			
	Paid	9,793	X	0.230	=	2,252.39	1,771			
Total for National School Lunch Program:						58,964.35	3,750			
School Breakfast Program	Free	0	X	1.200	=	0.00	0	0	0	0
	Reduced	0	X	0.900	=	0.00	0			
	Paid	0	X	0.220	=	0.00	0			
Total for School Breakfast Program:						0.00	0			
Severe Need Breakfast	Free	10,823	X	1.430	=	15,476.89	1,625	3,750	7	19
	Reduced	2,040	X	1.130	=	2,305.20	354			
	Paid	3,631	X	0.220	=	798.82	1,771			
Total for Severe Need Breakfast:						18,580.91	3,750			
After School Care Snack <50%	Free	0	X	0.600	=	0.00	0	0	0	0
	Reduced	0	X	0.300	=	0.00	0			
	Paid	0	X	0.050	=	0.00	0			
Total for After School Care Snack <50%:						0.00	0			
After School Care Snack >=50%	Free	0	X	0.600	=	0.00	0	0	0	0
	Reduced	0	X	0.000	=	0.00	0			
	Paid	0	X	0.000	=	0.00	0			
Total for After School Care Snack >=50%:						0.00	0			
Special Milk Program	Free	0	X	0.000	=	0.00	0	0	0	0
	Reduced	0	X	0.000	=	0.00	0			
	Paid	0	X	0.130	=	0.00	0			
Total for Special Milk Program:						0.00	0			
Total Claimed:						\$77,545.26				

Amount Claimed	\$77,545.26
Previous Reimbursements	\$0.00
Value of Claim	\$77,545.26

**Oregon Department of Education
Child Nutrition Program
Reimbursement Report**

Sponsor Name: Coos Bay SD 009
 Agreement Number: 0603004
 Claim Type: Original
 Revision Number: 0

ATTN NANCY

Claim Month/Year: 02/2004
 Revision Date: 03/05/2004
 Paid Date: 03/09/2004

Voucher Nbr	Batch Nbr
78266	907

Coos Bay SD 009
 P.O. Box 509
 Coos Bay OR 974200102

89

		Meals/Milk	X	Rate	=	Reimbursement	Children Eligible	Avg Enrl.	Sites	Oper. Days
National School Lunch Program	Free	22,283	X	2.210	=	49,245.43	1,618	3,750	7	19
	Reduced	4,011	X	1.810	=	7,259.91	335			
	Paid	10,198	X	0.230	=	2,345.54	1,797			
Total for National School Lunch Program:						58,850.88	3,750			
School Breakfast Program	Free	0	X	1.200	=	0.00	0	0	0	0
	Reduced	0	X	0.900	=	0.00	0			
	Paid	0	X	0.220	=	0.00	0			
Total for School Breakfast Program:						0.00	0			
Severe Need Breakfast	Free	11,107	X	1.430	=	15,883.01	1,618	3,750	7	19
	Reduced	2,019	X	1.130	=	2,281.47	335			
	Paid	3,561	X	0.220	=	783.42	1,797			
Total for Severe Need Breakfast:						18,947.90	3,750			
After School Care Snack <50%	Free	0	X	0.600	=	0.00	0	0	0	0
	Reduced	0	X	0.300	=	0.00	0			
	Paid	0	X	0.050	=	0.00	0			
Total for After School Care Snack <50%:						0.00	0			
After School Care Snack >=50%	Free	0	X	0.600	=	0.00	0	0	0	0
	Reduced	0	X	0.000	=	0.00	0			
	Paid	0	X	0.000	=	0.00	0			
Total for After School Care Snack >=50%:						0.00	0			
Special Milk Program	Free	0	X	0.000	=	0.00	0	0	0	0
	Reduced	0	X	0.000	=	0.00	0			
	Paid	0	X	0.130	=	0.00	0			
Total for Special Milk Program:						0.00	0			
Total Claimed:						\$77,798.78				

Amount Claimed	\$77,798.78
Previous Reimbursements	\$0.00
Value of Claim	\$77,798.78