**Invitation for Bid (IFB)**

**for BREAD PRODUCTS**

**The estimated value of the awarded contract is $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**IFB Reference Number: \_\_\_\_\_\_\_\_\_\_**

**Date of Request: \_\_\_\_\_\_\_\_\_\_**

**Completed sealed bids must be submitted no later than \_\_\_\_\_\_\_\_\_\_\_\_\_\_ by *time (AM/PM****)* **CST**

**IFB issued by:**

**School Name**

**Street**

**City/State/Zip Code**

**Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact Person Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please read SOLICITATION carefully!**

 ***(Cover Page)***

**VENDOR’S STATEMENT OF NO BID**

Due to the limited number of vendors for bread products in our area, we are encouraged to seek out and request a STATEMENT OF NO BID in order to maintain compliance with federal and state procurement requirements whenever there is limited or no competitive bidding. If your company does not intend to submit a bid, your submission of the STATEMENT OF NO BID will help us meet the justification requirements for a sole source contract award. All vendors are highly encouraged to submit bids whenever possible.

If returning a STATEMENT OF NO BID please mail it to the following address:

*SFA name*

Attention to…

Address

Date: \_\_\_\_\_\_\_\_\_

We, the undersigned, have declined to participate in *SFA name*’s invitation for vendors to submit bids in response to this solicitation for bread product pricings for the following reasons:

\_\_\_\_\_\_We do not offer this product;

\_\_\_\_\_\_Unable to meet specifications; please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_Unable to meet procurement requirement; please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_Unable to deliver to your location (area): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_Solicitation was too restrictive; please explain: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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If possible, how could our School Food Authority (SFA) improve its procurement process to encourage more vendors, similar to your company, to respond to solicitations like this one?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**PLEASE MARK “STATEMENT OF NO BID from BREAD VENDOR” ON THE OUTSIDE OF THE ENVELOPE.**

 COMPANY NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 PREPARED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 TELEPHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# **Invitation for Bid (IFB) for Bread Products**

IFB Introduction: This solicitation is requesting sealed bids from qualified bread vendors in accordance with applicable state and federal laws governing federally funded child nutrition programs. It is the intent of the *school name*, herein after referred to as the School Food Authority (SFA) to award a contract to procure bread from qualified bread vendor. Bread vendors are invited to submit sealed bids to provide bread products to SFA. A bread vendor who submits a bid in response to this solicitation will be herein after referred to as “Vendor” or “Bidder”.

Administration of the School Meal Programs: The school meals programs are administered at the federal level by the Food and Nutrition Service (FNS) of the U.S. Department of Agriculture (USDA). At the state level, the programs are administered by the Wisconsin Department of Public Instruction (DPI).

Statutory and Regulatory Authority: Statutory authority for the Child Nutrition Programs (CNP) includes the Richard B. Russell National School Lunch Act (NSLA) and the Child Nutrition Act (CNA) of 1966. The statutory citations are, respectively, 42 United States Code 1751 et seq. and 42 United States Code 1771 et seq.

The SFA must comply with the requirements "passed down" to it from Congress, Office of Management and Budget (OMB), USDA, and the DPI, regulatory authority found, including but not limited to the following, Code of Federal Regulations (CFR):

* 7 CFR Part 210 National School Lunch Program (NSLP)
* 7 CFR Part 215 Special Milk Program for Children (SMP)
* 7 CFR Part 220 School Breakfast Program (SBP); when applicable
* 7 CFR Part 225 Summer Food Service Program (SFSP); when applicable
* 7 CFR Part 226 Child and Adult Care Food Program (CACFP); when applicable
* 7 CFR Part 245 Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools
* 7 CFR Part 250 Food Distribution Program
* 7 CFR Part 3016 and/or Part 3019; when applicable
* 7 CFR Part 3052 Audit Requirements
* USDA and DPI program regulations guidance and instructions
* State law, regulations, and policies that are not in conflict with federal requirements
* Local law, regulations, and policies that are not in conflict with federal requirements

The SFA as a local agency administering the school meal programs has the legal authority to operate the school meals programs in one or more schools within its district.

Bid submission deadline**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ by *time (AM/PM****)* **CST**

**Public opening of bids:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_ by *time (AM/PM****)* **CST**

**Public opening will take place at:** *address*

Bids will be accepted up to, and no bid will be accepted after, the bid submission deadline. Time is Central Standard Time as indicated on the designated clock at the SFA. Bids that arrive after the bid submission deadline will not be considered. It is the responsibility of the Bidder to ensure that the bid arrives at the required location by the bid submission deadline. Submitted bid shall remain valid for thirty (30) days from the bid submission deadline.

If SFA determines there is a discrepancy in or omission from this solicitation prior to the bid submission deadline, an addendum will be issued to all Bidders that have submitted bids or Bidders that have requested a copy of the solicitation.

Deliver bids to the following location**:**

*School Name*

*Street*

*City/State/Zip Code*

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Hand carried and express mail bids may be delivered to the above address ONLY between the hours of
*time (AM/PM****)* **and *time (AM/PM****)* **CST, *day of the week* through *day of the week* excluding holidays observed by the SFA.**

Submission of Bids**:** Bidders may mail sealed bids to the address above “*Deliver bids to…*” by the bid submission deadline. It is the Bidder’s responsibility to assure that its bid is received by this deadline, no exceptions. Bidders may also request a confirmation receipt. Regardless of submission method, it is the responsibility of the Bidder to confirm and ensure that sealed bid was received by submission deadline.

**The SFA will not be responsible for the opening of, post-opening of, or failure to open a bid not properly addressed or identified.**

**The SFA will not assume the responsibility for any delay as a result of failure of the mail to deliver bids on time**.

Bidding Documents: The SFA assumes no responsibility for errors or misinterpretations resulting from the use of a complete or incomplete solicitation documents. It is the Bidder responsibility to use a complete set of bid documents in the preparation and submission of its bid. The forms furnished as part of this solicitation MUST be used for bid and must be signed by the Bidder. No bids will be considered unless made on the forms provided and must not be detached from the solicitation document of which it forms a part. Failure to follow these instructions may result in your bid being disqualified.

Bid Requirements**:** Bidder will need to complete, sign, and return all attachments:

* ATTACHMENT A: VENDOR BREAD BID FORM
* ATTACHMENT B: BIDDER CONTACT INFORMATION
* ATTACHMENT C: INDEPENDENT PRICE DETERMINATION CERTIFICATE
* ATTACHMENT D: SUSPENSION AND DEBARMENT CERTIFICATION
* ATTACHMENT E: LOBBYING CERTIFICATION
* ATTACHMENT F: DISCLOSURE OF LOBBYING ACTIVITIES

In addition to the attachments, Bidders will need to provide the following information described in *Additional Procurement and Contract Terms* section of this IFB:

* Section: *Additional Procurement and Contract Terms* subsection *1.8 Food Recall*: Vendor will define their policy and procedures for handling food recalls on a separate document to be submitted along with bid.
* Section: *Additional Procurement and Contract Terms* subsection *1.9 Biosecurity*: Vendor will define their biosecurity policy and procedures on a separate document to be submitted along with bid.

**Cost of Preparing Bid:** Vendors are responsible for the costs of preparing and submitting the bid and possible presentations. Materials submitted as part of the Vendor bid will become the property of the SFA unless otherwise noted.

Correction of Mistakes: Do not erase, correct, or write over any prices or figures necessary for the completion of the bid. Corrections should be made by drawing a line through the unwanted text or number(s) and rewriting the correct text or number(s). If a correction is necessary, the Bidder shall initial each correction. Failure to comply with the requirements may cause your bid to be disqualified. No bids shall be altered or amended after the specified time for opening.

Errors/Omissions/Withdrawal of Bid: Bidders must check price quotations for mathematical and typographical errors before submittal. All corrections must be initialed. Failure to comply may result in disqualification of bid. A bid may be withdrawn after the time and date designated for receiving bids if clear and convincing sworn, written evidence of obvious mechanical, clerical, or mathematical error is furnished by the Bidder within 48 hours of bid opening.

Negligence on the part of the Bidder in preparing bid confers no right of withdrawal or modification of bid after bids have been opened.

Selected Vendor Compliance**:** If selected, the Bidder will need to comply with applicable requirements set forth in state and federal regulations including policy and instructions issued by the USDA. The applicable regulations are described in *Statutory and Regulatory Authority* section of this solicitation document.

Gratuities: Bidders are expressly advised that gratuities are not allowed. SFA employees may not accept any gift, service, honorarium, stipend, or fee; or use their position for private advantage or personal, financial, or material gain. The SFA will investigate reported violations. Bidders, whom the SFA finds to have violated these provisions, may be barred from doing business with the SFA; employees may be disciplined according to SFA policy.

Non-Collusion: By submission of the bid, the Bidder certifies that the bid has been arrived at independently and submitted without collusion with any other Bidder and that the contents of the bid have not been communicated, nor to the best of its knowledge and belief, by any one of its employees or agents, to any person not an employee or agent of the Bidder and will not be communicated to any person prior to the official opening of the bid.

Method of Award**:** Bids that are submitted timely and are not subject to disqualification will be reviewed in accordance with the evaluation criteria set forth in this solicitation. In addition, the SFA may conduct a pre-award audit. A contract will be awarded to the most responsive and responsible Bidder with the lowest total extended costs. Winning Bidder will be herein referred as the “*Selected Vendor*.”

* A “*responsive Bidder*” will be able to meet the requirements described in this solicitation.
* A “*responsible Bidder*” is willing and capable of furnishing the goods or services described in this solicitation.

Non-discrimination Statement**:**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA’s TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant’s name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. **fax:**
(833) 256-1665 or (202) 690-7442; or
3. **email:**
Program.Intake@usda.gov

This institution is an equal opportunity provider.

**Assurance of Civil Rights Compliance:**

The Selected Bidder and local agency hereby agrees that it will comply with:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.);
2. Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.);
3. Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794);
4. Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.);
5. Title II and Title III of the Americans with Disabilities Act (ADA) of 1990 as amended by the ADA Amendment Act of 2008 (42 U.S.C. 12131-12189);
6. Executive Order 13166, "Improving Access to Services for Persons with Limited English Proficiency." (August 11, 2000);
7. All provisions required by the implementing regulations of the Department of Agriculture (USDA) (7 CFR Part 15 et seq.);
8. Department of Justice Enforcement Guidelines (28 CFR Parts 35, 42 and 50.3);
9. Food and Nutrition Service (FNS) directives and guidelines to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination under any program or activity for which the Program applicant receives Federal financial assistance from USDA; and hereby gives assurance that it will immediately take measures necessary to effectuate this Agreement.
10. The USDA non-discrimination statement that in accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs).

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

By incorporating this assurance into this Agreement, the Selected Bidder and local agency agrees to compile data, maintain records, and submit records and reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review and copy such records, books, and accounts, access such facilities and interview such personnel as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the State agency shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Selected Bidder and local agency, its successors, transferees and assignees as long as it receives assistance or retains possession of any assistance from USDA. By signing this application, the person or persons whose signatures appear in the signature section of this application are authorized to agree to this assurance on behalf of the applicant’s organization for which this assurance section is binding.

Contract Maintenance**:** The SFA will communicate with Selected Vendor if necessary to discuss product shortages, delivery times, product quality including other options, billing issues, special orders, and other selected Vendor issues.

Contract Modification**:** The SFA reserves the right to modify the awarded contract by mutual agreement between the SFA and Selected Vendor, so long as such modification would not result in a material change to the solicitation and awarded contract. Such modifications will be evidenced by issuance of a written authorized amendment by the SFA.

Type of Contract**:** SFA will award a firm fixed price contract. Bidders must submit this type of pricing to be considered responsive and eligible to be awarded a contract.

Bread Vendor Agreement**:** Selected Vendor will need to sign a contract upon notification by SFA. This contract (awarded contract) will include terms and conditions as described in this IFB, submission responses from the bid of the Selected Vendor and any other negotiated terms and conditions agreed to by both parties and will represent the complete contractual requirements for both the SFA and Selected Vendor.

Contract Term**:** The initial awarded contract period shall be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This awarded contract may be renewed for up to four (4) additional one-year terms by mutual agreement of the SFA and Selected Vendor.

Vendor Performance and Evaluation: The Selected Vendor performance process will involve evaluating the Selected Vendor’s overall quality status, as well as evaluating the quality of each material or service the SFA awards as a result of this IFB to purchase from the said Selected Vendor. Prior to the invoice submission, the Selected Vendor shall meet with a SFA representative to discuss and review deliverables and timeline events for said services and products. The awarded contract will not automatically renew but will be based upon the SFA evaluating and analyzing Selected Vendor performance.

Delivery**:** Bread will be delivered to SFA at the following addresses at or before scheduled time listed below.

Location: *delivery address*

Location: *delivery address*

Location: *delivery address*

All deliveries must be delivered on or before *time (AM/PM)* CST unless other arrangements are agreed to by the SFA.

Each delivery shall accompany a duplicate delivery ticket, dated, and indicating quantity of bread delivered.

Special Delivery Instructions: (*Add any special delivery instructions such as deliveries are not allowed during recess times or large trucks may not be able to access school from alleyway behind school*)

Unless an order specifies a different delivery point, all deliveries under the awarded contract shall be free on board (FOB) destination. Title and risk of loss of all goods shall pass to the SFA upon final acceptance.

Delivery dates may be specified in this solicitation. Time is of the essence. Delivery is part of the consideration and the advised delivery date given in this solicitation must be complied with unless otherwise instructed by the SFA. The SFA will not be responsible for any goods delivered or services performed without a purchase order signed by an authorized representative of the SFA.

Estimations: Estimates listed in “Attachment A: VENDOR BREAD BID FORM” are based on actual usage from previous school year with the exception to counts that are projected to be higher or lower due to anticipated student participation. The SFA will not guarantee minimum compensation to be paid to Selected Vendor.

Quality: All goods furnished must strictly conform to the bid and must be of the quality specified. No deviation or substitution is permitted without the prior written consent of the SFA. In the event no quality is specified, the goods must be at least equal to the standards of the industry. The SFA shall have the right at all times during the performance of the awarded contract to conduct such tests and inspections as is deemed necessary to assure Selected Vendor’s compliance with the awarded contract. The SFA will be supplied, as needed, data, drawings, specifications, test results, quality documentation, schedules, and other documents and information.

Competitive Pricing**:** Bidders will need to complete “Attachment A: VENDOR BREAD BID FORM”. Bidders are encouraged to submit the most competitive pricing possible because the SFA will be soliciting multiple bids from Bidders to achieve the lowest possible price for the specifications and requirements outlined in this solicitation. If, for any reason, this solicitation has limited a Bidder’s ability to provide a competitive bid, contact the SFA as directed in the cover letter to let us know how the SFA could increase competition.

Rounding of Price(s)**:** Any price which goes beyond the fourth place after the decimal point (e.g., beyond the ten thousands place) shall be rounded downward (i.e., a price of $3.64528 shall be computed and considered $3.6452).

Submission of Bid Pricing**:** Bidders must bid on bread products as described in this solicitation document. Unit prices must be given for each item.

Fixed Pricing**:** Pricing will be fixed price. All prices bid for all products will be net, Free on Board (F.O.B.) SFA will consider individual product price changes as part of a renewal to the awarded contract. Product price changes may not exceed the U.S. Department of Labor-Bureau of Labor statistics Midwest BLS region not seasonally adjusted consumer price index percentage change annual average for the previous 12 months.

Evaluation: Pricing will be evaluated based on lowest Total Extended Cost.

Reservation of Rights**:** The SFA expressly reserves the following rights:

1. To reject all bids;
2. To reject any part of the bid not meeting the specifications set forth herein;
3. To waive any irregularities and technicali­ties and may, at its sole discretion, request a clarification or other information to evaluate any or all bids;
4. To re-award the solicitation to another Bidder in the event the Bidder to whom a bid is awarded defaults in executing the formal agreement; and
5. In the best interests of the SFA, accept or reject any and all portions thereof, select the next most responsive bid, or if necessary, issue a new solicitation or take other action as the SFA deems appropriate.

Bidder has the right to withdraw its bid if SFA changes the type of award as described herein.

Payment Method: Payment will be made directly to Selected Vendor within 30 days from receipt of invoice.

Discount for Prompt Payment: Discounts/terms for prompt payment will not be considered in the evaluation of bids. However, any offered discount will form a part of the awarded contract and will be taken if payment is made within the discount period indicated in the bid by the Bidder. As an alternative to offering a prompt payment discount in conjunction with the bid, Bidder may include prompt payment discounts on individual invoices, if awarded the contract.

Calendar of Events**:** The required dates and times by which actions must be completed and, where applicable, locations are listed in the calendar of events. If the SFA determines that it is necessary to change a date, time, or location, it will issue an addendum to this solicitation. Times are local time at the designated location.

|  |
| --- |
| **Calendar of Events** |
| **Action** | **Date/Time and Location if applicable** |
| Release of solicitation  |  |
| Last date to submit written questions  |  |
| Release of responses to written questions in the form of an addendum. Addendum will be sent to those bidders that requested a copy of the solicitation.  |  |
| Due date for bids and delivery location | *date* by *time (AM/PM)* CST School Name: School Address:*Street**City/State/Zip Code*Contact Person: Contact Person Title: Contact Person Phone Number: Contact Person Email:  |
| Review for conformance of mandatory requirements |  |
| Bid evaluation period  |  |
| Notice of intent to award  | on or about: |
| Awarded contract approval | Board meeting following the notice of intent to award |
| Award of vendor agreement |  |
| Selected vendor start date  |  |

Risk of Loss: The Selected Vendor assumes the following risks: (1) all risks of loss or damage to all goods, work in process, materials, and equipment until the delivery thereof as herein provided; (2) all risks of loss or damage to third persons and their property until delivery of all goods as herein provided; (3) all risks of loss or damage to any property received by the Selected Vendor or held by the Selected Vendor or its suppliers for the account of the SFA, until such property has been delivered to the SFA; (4) all risks of loss or damage to any of the goods or part thereof rejected by the SFA, from the time of shipment thereof to Selected Vendor until redelivery thereof to the SFA.

Taxes: Price quoted shall not include state or federal taxes from which the SFA is exempt. The necessary exemption certificate will be furnished upon request by the Vendor.

Product Specifications and Guidelines: All products delivered shall have been processed and packed in accordance with good commercial practices. All products shall conform in every respect to the provisions of the Federal Food, Drug and Cosmetic Act and regulations promulgated hereunder.

Regulation 210-10 (c)(2)(IV) of the CNA requires that the following criteria be met for “bread” or “grain” items to be credited as meeting meal pattern contribution requirements.

210-10 (c)(2)(IV) *Grains component.*

1. *Enriched and whole grains.* All grains must be made with whole grain meal or flour, in accordance with the most recent grains FNS guidance. Whole grain-rich products must contain at least 50 percent whole grains and the remaining grains in the product must be enriched.
2. *Daily and weekly servings.* The grains component is based on minimum daily servings plus total servings over a five-day school week. The whole grain-rich criteria provided in FNS guidance may be updated to reflect additional information provided voluntarily by industry on the food label, Product Formulation Statement (PFS), or a whole grains definition by the Food and Drug Administration. SFAs serving lunch 6 or 7 [days](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=c0c17b10a976bf307abb559bc9a7516d&term_occur=1&term_src=lii:cfr:2014:7:0:B:II:A:210:C:210.10) per week must increase the weekly grains quantity by approximately 20 percent (1/5) for each additional day. When schools operate less than 5 [days](https://www.law.cornell.edu/definitions/index.php?width=840&height=800&iframe=true&def_id=c0c17b10a976bf307abb559bc9a7516d&term_occur=2&term_src=lii:cfr:2014:7:0:B:II:A:210:C:210.10) per week, they may decrease the weekly quantity by approximately 20 percent (1/5) for each day less than five.
3. *Desserts.* Schools may count up to 2 oz eq. grain-based desserts per week towards meeting the grains requirement as specified in FNS guidance.

**Specification for Bread Products**:

1. *Hamburger Buns – Each bun should measure four inches in diameter, be sliced, and be a 2 oz eq. per serving.*
2. *Hot Dog Buns – Each bun should measure five and one-half inches in length, be sliced, and be 2 oz eq. per serving.*
3. *Loaf Sandwich Bread – Each slice should measure about four inches by four inches by nine-sixteenths inch in thickness, evenly sliced, and be a 1 oz eq. per serving.*
4. *Hoagie/Steak Buns – Each bun should measure six inches in length and be a 2 oz eq. per serving.*
5. *Dinner Roll – Pre-cooked country roll (e.g., dinner or pan roll) and be a 1 oz eq. per serving.*

**Overall Requirements**: All bread products must be produced in compliance with the conditions, regulations, and requirements of USDA FNS, DPI, and SFA’s local governing agency for operating the School Nutrition Programs. The overall requirements for bread furnished and delivered to the SFA are as follows:

1. *Water can be listed as the first ingredient item with a whole grain as the next item.*
2. *Meal pattern quantities of grains are based on “ounce equivalencies (oz eq.).”*
	1. *Each 16.0 grams of creditable grain equals 1 oz eq.*
	2. *Creditable grain is 16.0 grams of whole grain, or made with 8 grams whole grain and 8 grams of enriched meal or flour to be considered whole grain-rich.*
3. *Be enriched with 51 percent whole grains or 100 percent whole grains.*
4. *Enriched bread contains added thiamin, riboflavin, niacin, and iron. Amount of enrichment coincides with Federal regulations. Can contain added calcium.*
5. *Ingredients in product prepared from hard wheat flour, water, salt, yeast and optional ingredients. Optional ingredients include bleaching agents, emulsifiers, and preservatives.*
6. *Be of equal quality to that sold under bidder’s brand name in retail stores.*
7. *Be fresh at the time of delivery and no more than 24 hours old.*
8. *Child Nutrition (CN) number or Nutritional Analysis and ingredients list of each product must be included in Bidder’s submission.*
9. *Bread shall be sliced when specified with each slice meeting the specified weight.*
10. *All bread products shall have a flavor and aroma characteristic of the type and style.*
11. *All bread shall be evenly baked without evidence of scorching or burning, and there shall be no foreign odors or flavors such as, but not limited to, burnt, scorched, stale, rancid, or moldy.*
12. *The bread shall have a firm yet tender and fresh texture.*
13. *All ingredients used in products shall be clean, sound, wholesome, and free from evidence of rodent or insect infestation.*
14. *Fresh bread shall be available for consumption when schools are in session. Quantities of bread left over on the last day of school, before winter and spring recesses, and at the closing of schools in June and July shall be picked up by the Selected Vendor, and amount credited to the SFA from which bread was picked up.* ***A credit receipt shall be left at SFA at the time of pick up****.*

**Product Freshness**: It is the responsibility of the successful bidder to assure product freshness at all times. Previously frozen items are not acceptable without prior consent of the SFA’s Kitchen Manager or Nutrition Program Director.

**Sanitation**: All bakery products shall be prepared from first quality materials and produced under absolute sanitary conditions, both as to premises and employees.

Bread Packaging and Container Requirements

**Packaging Requirements**: All baked products shall be encased in sanitary wrappers or containers, which shall be sufficiently strong and tight to exclude dirt and moisture. The packaging and containers in which bread is furnished and delivered to the SFA shall be as follows:

1. Standard commercial packages.
2. Securely sealed to insure freshness of the product and protect contents from contamination.
3. Packages which are dirty, torn, open, mashed, and/or damaged in any way will not be accepted.
4. Bread should be packaged in moisture proof wrapper or bag with production date code clearly marked.
5. All baked products shall be encased in sanitary wrappers or containers, which shall be sufficiently strong and tight to exclude dirt and moisture.
6. Selected Vendor must provide rolling bread racks or rolling storage units to shelf the bread at delivery location that are no taller than 6.5 feet. These racks must be kept in safe working condition. All bread trays should be clean without noticeable dirt and grime. Bread racks will be stored inside the kitchen area for Food Security. Replacement of these racks shall be the responsibility of the successful bidder, at no expense to the SFA.
7. The Selected Vendor must ensure that all racks and trays used for delivery are clean and sanitary.
8. Selected Vendor is required to pick up empty bread racks with each delivery. Empty bread racks left at school sites will be discarded.

Additional Procurement and Contract Terms

* 1. Free and Open Competition**:** This solicitation is intended to promote free and open competition. If the language, specifications, terms, and conditions, or any combination thereof, restricts or limits the requirements in this solicitation to a single source, it must be the responsibility of the interested Vendor to notify *contact person*, in writing, at *contact person’s email and/or mailing address* at least 5 days before due date for bids. The solicitation may or may not be changed but a review of such notification will be made prior to the award of contract.
	2. Recordkeeping**:** Any and all documents, books, records, invoices, and/or quotations of SFAs’ purchases shall be made available, upon demand, in an easily accessible manner for a period of at least five (5) years from the end of the contract term (including renewals) to which they pertain and after all other pending matters are closed, for audit, examination, excerpts and transcriptions by the SFA, state, and federal representatives and auditors in accordance with federal regulations. Selected Vendor must ensure that any such records held by a subcontractor are likewise subject to these provisions.
	3. Access to Records**:** Access shall be granted by Selected Vendor to the SFA, state agency, USDA, Inspector General of the United States, or any other duly authorized entity or any of their duly authorized representatives to any books, documents, papers, and records of Selected Vendor, which are directly pertinent to the contract for the purpose of making audit, examination, excerpts, and transcriptions. The SFA may conduct audits to validate costs and compliance with agreement terms and conditions.
	4. Inspection of Public Records**:** All information received from Select Vendor shall be subject to inspection once the contract is awarded under Wisconsin Public Records Law (Wis. Stat. §§ 19.31 - 19.39).
	5. Buy American**:** SFA by participating in the federal school meal programs is required to purchase domestic commodities and products for school meals to the maximum extent practicable. Domestic commodity or product means an agricultural commodity that is produced in the U.S. and a food product that is processed in the U.S. substantially (at least 51 percent) using agricultural commodities that are produced in the U.S. (7CFR210.21, 220.16). Selected Vendor must be able to comply with this requirement.
	6. Governing Law**:** Venue for any and all legal action regarding or arising out of transactions covered herein shall be solely in Wisconsin. The transaction shall be governed by the laws of the State of Wisconsin.
	7. Food Laws**:** Vendor shall be expected to operate in accordance with all applicable laws, ordinances, regulations and rules of federal, state, and local authorities, including but not necessarily restricted to, a Hazard Analysis, and Critical Control Point (HACCP) plan. SFA may inspect Selected Vendor’s facilities and vehicles. Selected Vendor must have documented its company’s compliance with Good Agricultural Practices (GAPs), Standard Operating Procedures (SOPs), Sanitary Standard Operating Procedures (SSOPs) and Good Management Practices (GMPs) for farm and field operations, packing facilities, cold storage operations, produce shippers, and their distribution facilities, if appropriate.
	8. Food Recall**:** Vendor shall be expected to voluntarily comply with all federal, state, and local mandates regarding the identification and recall of foods from the commercial and consumer marketplace. Vendor shall have a process in place to effectively respond to a food recall. The process must include accurate and timely communications to the SFA and assurance that unsafe products are identified and removed from SFA sites in an expedient, effective, and efficient manner. Selected Vendor will be expected to maintain all paperwork required for immediate and proper notification of recalls for full and split cases. Vendor will define their policy and procedures for handling food recalls on a separate document to be submitted along with bid.
	9. Biosecurity**:** Vendor must have a written policy regarding biosecurity and the food supply, in accordance with the Bioterrorism Act 2002 under the U.S. Department of Health and Human Services, FDA and under the USDA, Food Safety, and Inspection Service. Vendor will define their biosecurity policy and procedures on a separate document to be submitted along with bid.
	10. Mutual Agreement Termination**:** With mutual agreement of both parties to a contract, upon receipt and acceptance of not less than thirty (30) days written notice, the contract may be terminated on an agreed upon date before the end of the contract period without penalty to either party.
	11. Non-Performance of Contract and Termination**:** Except as may be otherwise provided by this document, the awarded contract may be terminated in whole or in part by either party to the awarded contract in the event of failure by the other party to fulfill its obligations under the awarded contract through no fault of the terminating party; provided that no such termination may be implemented unless and until the other party is given:
1. at least thirty (30) days written notice (delivered by certified mail, return receipt requested ) of intent to terminate, and
2. an opportunity for consultation with the terminating party, followed by a reasonable opportunity, of not more than ten (10) business days or such other reasonable amount of time as may be required under the circumstances, to rectify the defects in products or performance, prior to termination.
	1. Termination for Convenience**:** The SFA may terminate the awarded contract prior to the expiration of the term, without cause and without penalty, upon thirty (30) days written notice to the Selected Vendor.
	2. Final Payments**:** Upon any termination of the awarded contract, the SFA will pay for all earned amounts to include a prorated portion of monthly amounts for products or services completed up to the effective date of termination. The Selected Vendor shall submit all required reports and other information.
	3. Awarded Contracts over $250,000**:** The Selected Vendor must comply with the applicable standards, orders or requirements issued under Section 306 of the Clean Air Act [(42 USC 1837 (h)], Section 508 of the Clean Water Act (32 USC 1368), Executive Order 11738, and Environmental Protection Agency (EPA) regulations (40 CFR, Part 15), which prohibit the use under nonexempt federal contracts, grants, or loans of facilities included in the EPA list of violating facilities. Selected Vendor shall report any violations to the SFA, the USDA and to the EPA assistant administrator for enforcement.
	4. Debarment and Suspension**:** To ensure that the SFA does not enter into a contract with a debarred or suspended company or individual, each Bidder must complete and sign “Attachment D: Suspension and Debarment Certification”. By signing the certification statement, the Bidder certifies that neither it nor any of its principals (e.g., key employees) have been proposed for debarment, debarred or suspended by a federal agency. It is the responsibility of each Bidder to sign the attached certification statement and submit it with the bid. Failure to comply with this requirement will cause your bid to be disqualified, and declared non responsive.
	5. Indemnity and Insurance
3. The Selected Vendor agrees, upon receipt of written notice of a claim or action, to defend the claim or action, or take other appropriate measures, to indemnify, and hold harmless, the SFA, its officers, its agents and its employees from and against all claims and actions for bodily injury, death or property damages caused by the fault of the contractor, its officers, its agents or its employees. The Selected Vendor is obligated to indemnify only to the extent of the fault of contractor, its officers, its agents, or employees. However, the Selected Vendor shall have no obligation as set forth above with respect to any claim or action for bodily injury, death or property damages arising out of the fault of the SFA, its officers, its agents or its employees.
4. The Selected Vendor shall, as a minimum, obtain and maintain during the entire period of performance of the awarded contract insurance provided by insurers authorized to transact business in Wisconsin, has and maintains at a minimum the following coverage placements:
	1. Worker's compensation and employee liability insurance – worker’s compensation insurance limits as required by the Labor Code of the State of Wisconsin. The policy shall include a waiver of subrogation in favor of the SFA.
	2. Comprehensive general liability/professional liability insurance – For standard contracts, minimum limits of $1,000,000 per occurrence. The policy shall include a waiver of subrogation in favor of the SFA with an additional insured endorsement.
	3. Motor vehicle liability insurance - minimum limits of $250,000 per person and $500,000 per occurrence for bodily injury liability and $100,000 for property damage liability is required on each vehicle owned, non owned, or hired to be used in conjunction with the awarded contract. The policy shall include a waiver of subrogation in favor of the SFA.
	4. Excess liability insurance – the SFA reserves the right to require this coverage subject to the value of the contract or scope of work required in the contract. If required, the excess liability insurance shall follow the same form and offer the same protections as employer’s liability, general liability, and auto liability. It shall also be as broad as the underlying policies of liability. Limits of excess liability coverage will be established based on the size and scope of the contract project. Additional insured and/or waiver of subrogation endorsements will be required.
5. The minimum insurance amounts specified in paragraph b of this section shall not include a deductible. Notwithstanding, if there is a deductible incorporated into the terms of the insurance policy, then SFA shall not be liable for the deductible, nor shall it be an allowable cost if paid by the Selected Vendor.
6. The insurer’s cost of providing the insured’s a defense and appeal, including attorney fees, shall be supplementary and shall not be included as part of the policy limits, but shall remain the insurer’s separate responsibility. If any of the Selected Vendor’s sureties or insurers is declared bankrupt or placed into receivership, ceases to meet any of the requirements of the awarded contract or its license to do business in Wisconsin is revoked or expires, the Selected Vendor shall meet the requirements of the awarded contract.
7. Certificates of insurance evidencing that the requirements of paragraph b of this section have been met shall be furnished to SFA before work is commenced with respect to performance under the awarded contract. The insurance required pursuant to the provisions of this clause shall be in such form and for such periods of time as SFA may require or approve, and with insurers approved by SFA. Provisions shall be made for thirty (30) days advance written notice by mail to SFA of change in or cancellation of such insurance.
8. In the event the Selected Vendor fails to furnish such certificates prior to the commencing of work or to continue to maintain such insurance during the performance of the awarded contract, SFA shall have the right to withhold any payments or partial payments required to be made under the awarded contract; and shall have the right to continue withholding any or all of said payments so long as the Selected Vendor has not complied with the requirements of this clause.
	1. Appropriations and Approval**:** Any and all obligations of the SFA under the awarded contract may be subject to annual approval and/or budgeting and appropriation by the SFA, state, or federal grant.
	2. Hazardous Material**:** The Bidder represents that each product furnished is safe for normal use, is nontoxic, presents no abnormal hazards to persons or the environment, and may be disposed of as normal refuse. All materials, supplies, and equipment furnished or services performed under the terms of the purchase order or contract issued in response to this bid shall comply with the requirements and standards specified in the Occupational Safety and Health Act of 1970, 29 U.S.C. SS 651 et seq., and regulations. If applicable, Material Safety Data Sheets must be sent with the bid.

SFA PROFILE

>>>>>School name <<<<<

School Billing Address: Contact Person for Ordering: Contact Person for Billing questions:

>>>>>School name <<<<< >>>>>Contact person <<<<< >>>>>Contact person <<<<<

>>>>>School’s address <<<<<

|  |  |
| --- | --- |
| School Name Address Telephone Contact Name  | >>>>>School name <<<<<>>>>>School’s address <<<<<>>>>>Phone number and other contact information <<<<<>>>>>Contact person <<<<< |
| Estimated annual purchases under awarded contract |  |
| Delivery Addresses | >>>>>Delivery addresses and other contact information if different from above <<<<< |
| Student Enrollment |  |
| Average number of Breakfast served per day |  |
| Average number of Lunch served per day |  |
| Average number of Snack served per day |  |

### SCHOOL CALENDAR: School calendar to be inserted here by SFA.

###

### HOLIDAY SCHEDULE: Holiday schedule to be inserted here by SFA.

# **ATTACHMENT A: VENDOR BREAD BID FORM**

BIDDERS, complete, sign, and return this “VENDOR BREAD BID FORM”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VENDOR BREAD BID

The following pricing is being submitted in response to the request for bread bids from vendors. All bread products shall meet USDA Requirements and Nutrition Standards (Exhibit A: Clarification of Whole grain-enrich requirements). List alternate packaging if available for any of the bread products listed below.

Award will be made to the Vendor submitting the lowest responsive and responsible bid. Bids may be split or awarded in entirety.

Delivery will be F.O.B. Destination to SFA

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item #** | **Name** | **Unit** | **Estimated Annual Quantity** | **Bidder** **Pack Size** | **Bidder****Product****Code** | **Bidder****Unit Price** | **\*Bidder****Extended Cost** |
| 1 | *Example: Hamburger Buns*  | *bun* |  |  |  |  |  |
| 2 | *Example: Hot Dog Buns* | *bun* |  |  |  |  |  |
| 3 | *Example: Loaf Sandwich Bread*  | *slice* |  |  |  |  |  |
| 4 | *Example: Hoagie/Steak Buns*  | *bun* |  |  |  |  |  |
| 5 | *Example: Dinner Roll* | *roll* |  |  |  |  |  |
| *\*Extended Cost = ( Estimated Annual Quantity) X ( Bidder Unit Price)* |
| **Total Extended Cost:** |  |

NOTE: Unit price MUST include freight charges and should be shown as four (4 ) decimal points. Orders will be placed and invoiced by the pack size. Quote pricing will be submitted “per each” for competitive pricing only.

**A Discount for Prompt Payment**

20 calendar days \_\_\_\_\_ % / 30 calendar days \_\_\_ % / \_\_\_\_ calendar days \_\_\_ % is included. (Fill in applicable item).

(Discounts for prompt payment will **not** be considered in evaluation of offers. However, any offered discount will form a part of the award and will be taken if payment is made within the discount period indicated above.)

All prices quoted are F.O.B. and do not include state sales taxes or federal excise taxes.

Bidder’s failure to execute/sign bid prior to submittal may render bid non-responsive.

I certify by my signature below that the PRICES quoted in this bid are correct and that the bid conforms to all specifications and requirements outlined in the solicitation. I further certify that I have the authority to obligate the company to perform under the terms and conditions stated in this solicitation, which is hereby incorporated by reference and made a part hereof, and the company agrees to be bound by such terms and conditions and any resulting contract. I further agree that any conflict between the terms and conditions of the solicitation and the company’s bid documents will be resolved in favor of the solicitation, except as may be otherwise agreed to in writing by the Vendor and the SFA.

I understand that each delivery will be inspected by a representative of the SFA and an item may be rejected if it fails to meet the specification or is damaged in any way.

I understand that if shortages occur, it is the Vendor's responsibility to deliver the difference the same day if requested.

The undersigned hereby offers to provide bread products as specified in this bid for the period starting \_\_\_\_\_\_\_\_\_\_\_\_ and ending \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I (or We) acknowledge and accept the General Terms and Conditions as set forth in this IFB and I affirm, under penalty of perjury, that I am authorized to submit this information on behalf of (name of Vendor) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and that the information contained herein is true and correct to the best of my knowledge and belief.

No employee of SFA shall realize, directly or indirectly, any significant personal material or monetary gain as a result of his/her association with the Vendor or have a material financial interest in any contract or subcontract between the Vendor and SFA.

I understand that the SFA reserves the right to reject any or all bids, and that this bid may not be withdrawn during a period of thirty (30) days from the time of opening of the bid.

Organization Name (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Title of Authorized Representative (print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_\_\_\_\_\_\_

Signer’s Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature (Of authorized representative): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Exhibit A: USDA MEMO SP 41-2014 CLARIFICATION OF WHOLE GRAIN-RICH REQUIREMENTS**

# **Image of USDA Memo SP 41-2014**

# **Image of USDA memo SP 41-2014 page 2 of 2** **ATTACHMENT B: BIDDER CONTACT INFORMATION**

The following information is required when submitting a response to this solicitation. Please complete ALL areas.

Mark “N/A” for those which are not applicable. Type or print legibly, all responses.

**LEGAL NAME OF FIRM**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DBA OR BUSINESS NAME (IF DIFFERENT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS OF FIRM (WHERE PURCHASE ORDERS SHOULD BE SENT)

STREET ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ZIP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ALTERNATE ADDRESS:\_\_\_\_\_\_YES \_\_\_\_\_NO If yes, attach separate sheet with information.

**PAY OR REMIT ADDRESS**

LEGAL NAME OF FIRM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STATE:\_\_\_\_\_\_\_\_\_ ZIP:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FIRM TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TOLL FREE NUMBER: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAX NUMBER: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FIRM’S FEDERAL IDENTIFICATION NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SELF-EMPLOYED VENDORS ARE REQUIRED TO SUBMIT THE FEDERAL IRS W-9 FORM.

**Emergency Contact Person for After/Before Hours** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CELL PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAX NUMBER: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Person: Product Information (ingredient listings and nutritional analysis)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CELL PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAX NUMBER: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact Person: Billing Questions, Credits, Damaged or Incorrect Products**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CELL PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FAX NUMBER: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **ATTACHMENT C: INDEPENDENT PRICE DETERMINATION CERTIFICATE**

Both the School Food Authority (SFA) and the Vendor shall execute this Independent Price Determination Certificate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Vendor Name of School Food Authority

By submission of this bid, the Vendor certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, that in connection with this procurement:

The prices in this bid 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 Vendor or with any competitor.

Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed to the Vendor and will not knowingly be disclosed by the Vendor 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 Vendor for the purpose of restricting competition.

No attempt has been made or will be made by the Vendor to induce any person or firm to submit or not submit a bid for the purpose of restricting competition.

Each person signing this bid on behalf of the Vendor certifies that:

He or she is the person in the Vendor’s organization responsible within the organization for the decision as to the prices being bid herein and has not participated, and will not participate, in any action contrary to 1.a through 1.c above; or

He or she is not the person in other Vendor’s organization responsible within the organization for the decision as to the prices being bid 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 1.a through 1.c above, and as their agent does hereby certify; and he or she has not participated, and will not participate, in any action contrary to 1.a through 1.c above.

**To the best of my knowledge, this Vendor, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any government agency and have not in the last three years been convicted of 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.**

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Signature of Vendor’s Title Date

Authorized Representative

**In accepting this bid, the SFA certifies that no representative of the SFA has taken any action that may have jeopardized the independence of the bid referred above.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of School Food Authority’s Title Date

Authorized Representative

***NOTE: Accepting a Vendor’s bid does not constitute award of the contract.***

# **ATTACHMENT D: SUSPENSION AND DEBARMENT CERTIFICATION**

**UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)**

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

**Lower-Tier Transaction**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 7 CFR Part 3017, §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 USDA agency with which this transaction originated.

**(Before completing certification, read instructions on next page.)**

The prospective lower-tier participant certifies, by submission of this bid, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

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 bid.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Name PR/Award Number or Project Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name(s) and Titles of Authorized Representative(s)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signatures Date

INSTRUCTIONS FOR SUSPENSION DEBARMENT CERTIFICATION

1. By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the previous page 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 bid 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 bid 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 he or she 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 on a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principles. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant 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.

# **ATTACHMENT E: LOBBYING CERTIFICATION**

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 U.S. Congress, an officer or employee of U.S. Congress, or an employee of a member of U.S. Congress in connection with awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence and officer or employee of any agency, a member of U.S. Congress, an officer or employee of 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.

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Vendor Name/Address of Organization

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Name/Title of Submitting Official

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

# **ATTACHMENT F: DISCLOSURE OF LOBBYING ACTIVITIES**

STANDARD FORM –LLL **APPROVED BY OMB**

**COMPLETE THIS FORM TO DISCLOSE LOBBYING ACTIVITIES PURSUANT**

**TO 31 U.S.C. 1352**

**(SEE NEXT PAGE FOR PUBLIC DISCLOSURE)**

|  |  |  |
| --- | --- | --- |
| 1. **Type of Federal Action**

□ A. Contract□ B. Grant□ C. Cooperative Agreement□ D. Loan□ E. Loan Guarantee□ F. Loan Insurance | 1. **Status of Federal Action**

□ A. Bid/Offer/Application□ B. Initial Award□ C. Post award | 1. **Report Type**

□ A. Initial Filing□ B. Material Change **For Material Change Only:** Year: \_\_\_\_\_\_\_\_ Quarter: \_\_\_\_\_\_\_ Date of Last Report: \_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Name and Address of Reporting Entity:**

□Prime □SubawardeeTier\_\_\_\_\_\_\_\_, if known Congressional District, if known: \_\_\_\_\_\_\_\_\_ | 1. **If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:**

Congressional District, if known: \_\_\_\_\_\_\_\_\_ |
| 1. **Federal Department/Agency:**
 | 1. **Federal Program Name/Description:**

CFDA Number, if applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Federal Action Number:** *(if known*)
 | 1. **Award Amount:** *(if known***)**
 |
| 1. a. **Name and Address of Lobbying Entity:** *(if individual, last name, first name, MI)*
 | 10. b. **Individual Performing Services:** *(including address if different from No. 10 a) (Last name, first name, MI)* |
| 1. **Amount of Payment:** *(check all that apply)*

 **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Actual □ Planned □  | 1. **Type of Payment**: *(check all that apply)*

□ A. Retainer □ B. One-Time Fee □ C. Commission □ D. Contingency Fee □ E. Deferred □ F. Other: *(specify)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Form of payment:** *(check all that apply)*

□ A. Cash Nature\_\_\_\_\_\_\_\_\_\_\_\_□ B. In-kind (specify) Value\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **Brief Description** of services performed or to be performed and date(s) of service, including officer(s), employees, or members) contracted for payment indicated in Item 11.

(Attach Continuation Sheets if necessary) |
| 1. **Continuation Sheets Attached:** Yes □ No □
 |
| 1. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. The disclosure of lobbying activities is a material representation of fact upon which evidence was placed by the above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. The information will be reported to the Congress semiannually and will be available for public inspection. Any person who fails to file the required disclosures shall be subject to a civil penalty of no less than $10,000 and no more than $100,000 for each such failure.
 | **Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Federal Use Only Authorized for Local Reproduction |

INSTRUCTIONS FOR COMPLETION OF DISCLOSURE OF LOBBYING ACTIVITIES FORM

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

1. Identify the type of covered federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered federal action.
2. Identify the status of the covered federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered action.
4. Enter the full name, address, city, state, and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the first tier. Subawards include, but are not limited to, subcontracts, subgrants, and contract awards under grants.
5. If the organization filing the report in Item 4 checks *Subawardee*, then enter the full name, address, city, state, and zip code of the prime federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if know. For example: Department of Transportation, United States Coast Guard.
7. Enter the federal program name or description for the covered federal action (Item1). 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 Item 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.

b. Enter the full name of the individual performing services, and include full address if different from 10a. Enter last name, first name, and middle initial (MI).

1. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (Item 4) to the lobbying entity (Item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
2. Check the appropriate item. Check all items that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
3. Check the appropriate box. Check all boxes that apply. If other, specify nature.
4. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the dates of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with federal officials. Identify the federal officials or employees contacted or the officers, employees, or members of U.S. Congress that were contacted.
5. Check whether Continuation Sheets are enclosed.
6. The certifying official shall sign and date the form; print his/her name, title, and telephone number.

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