



Frank J. Jabbia  
Superintendent

Steve E. Alfonso, Jr.  
Assistant Superintendent

Kimberly B. Gardner  
Assistant Superintendent

Mary Hart  
Assistant Superintendent

Melissa Langlois, Ed.D.  
Assistant Superintendent

| District | Board Members             |
|----------|---------------------------|
| 1        | Matthew E. Greene         |
| 2        | Roslyn H. Hanson          |
| 3        | Adaline V. Rutherford     |
| 4        | Kalinda Faunteroy         |
| 5        | Brandon Harrell           |
| 6        | Amanda R. Martin          |
| 7        | Isabelle Moore            |
| 8        | Mike Peterson, Ph.D.      |
| 9        | Gia R. Baker              |
| 10       | Deborah McCollum          |
| 11       | Tammy W. Lamy             |
| 12       | Michelle Hirstius         |
| 13       | James Braud               |
| 14       | Dennis S. Cousin          |
| 15       | Michelle Ruffino Gallaher |

February 19, 2025

Dear Vendor:

The St. Tammany Parish School Board, Child Nutrition Programs, will receive sealed bids for the 2025-2026 school session on the Storage and Delivery of USDA Commodity and Processed Commodity Food Items of interest to your company. The School Food Services Department feeds approximately 10,000 persons for breakfast and 23,000 persons for lunch each day. The following is attached for your information:

- Certificate of Independent Price Determination **(To be filled out and returned with bid)**
- Certificate Regarding Debarment/Suspension **(To be filled out and returned with bid)**
- Certification Regarding Lobbying **(To be filled out and returned with bid)**
- Disclosure of Lobbying Activities **(To be filled out and returned with bid)**
- Non-Collusion Statement **(To be filled out and returned with bid)**
- Contract Provisions for Procurement Contracts
- Sales Tax Information
- School Calendar
- List of Schools/Locations/Managers/Telephone Numbers
- General Rules, Instructions and Conditions
- Bid Form **(To be filled out and returned with bid)**

The bid opening will be held at the St. Tammany Parish School Board Office, 321 N. Theard Street, Covington, Louisiana at 2:00 p.m. on April 14, 2025. You are invited to attend. If you have any questions, please do not hesitate to contact our office.

Sincerely,

Casandra Lalanne,  
Director Child Nutrition  
Program

CL:smt

*Learning to Last a Lifetime.®*

## Prototype Certificate of Independent Price Determination

Both the school food authority and the Vendor (offeror) shall execute this Certificate of Independent Price Determination.

\_\_\_\_\_  
(Name of Vendor)

St. Tammany Parish School Board

\_\_\_\_\_  
(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 Vendor 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 the 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 Vendor, 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 Vendor's  
Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**In accepting this offer, the SFA certifies that no representative of the SFA has taken any action which 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.**

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## **Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions**

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017, subpart c- Responsibilities of Participants. The regulations were published in the November 26, 2003, Federal Register (pages 66534-66566). Copies of the regulations may be obtained by contacting the Department of Agriculture.

### **(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS)**

- (1 ) The prospective lower tier participant certifies, by submission of this proposal, 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.
  
- (2) Where the prospective lower tier participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Organization Name

PR/Award Number or Project Name

---

Name and Title of Authorized Representative

---

Signature

Date

**INSTRUCTIONS TO BIDDERS FOR COMPLETING CERTIFICATION FORM**

NOTE: Each responsive bidder must include this certification statement with its bid on each contract equaling or exceeding \$25,000 or any contract for audit services regardless of amount.

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of 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 the U. S. Department of Agriculture regulations 7 CFR 3017 implementing Executive Order 12 549. (Contact the person to whom 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 Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification that a prospective participant in a lower tier covered transaction has not been debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless the participant 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 is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**CERTIFICATION REGARDING LOBBYING**

**CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS**

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 congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any 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 contract, grant, loan, 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 sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. 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.

By \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Official (Executive Director) Authorized to Sign Application)

By \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Official (Chief Financial Officer) Authorized to Sign Application)

For \_\_\_\_\_  
Name of Grantee

\_\_\_\_\_  
Title of Grant Program

Approved by OMB  
0348-0046

## Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352  
(See attached for public burden disclosure)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                                                     |                                                                                                                                                                                                              |                                                                                                                                                                        |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Type of Federal Action:</b><br><b>(enter letter of choice)</b><br>___ a. contract<br>___ b. grant<br>___ c. cooperative agreement<br>___ d. loan<br>___ e. loan guarantee<br>___ f. loan insurance                                                                                                                                                                                                                                                                                                                                                                                                                  |  | <b>2. Status of Federal Action:</b><br><b>(enter letter of choice)</b><br>___ a. bid/offer/application<br>___ b. initial award<br>___ c. post-award |                                                                                                                                                                                                              | <b>3. Report Type:</b><br>___ a. initial filing<br>___ b. material change<br><b>For material change only:</b><br>Year _____ quarter _____<br>Date of last report _____ |  |
| <b>4. Name and Address of Reporting Entity:</b><br>___ Prime      ___ Sub awardee<br>Tier __, if known:<br><br><b>Congressional District, if known:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                                                                     | <b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b><br><br><b>Congressional District, if known:</b>                                                                       |                                                                                                                                                                        |  |
| <b>6. Federal Department/Agency:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |                                                                                                                                                     | <b>6. Federal Program Name/Description:</b><br><br>CFDA Number, if applicable: _____                                                                                                                         |                                                                                                                                                                        |  |
| <b>8. Federal Action Number, if known:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |                                                                                                                                                     | <b>9. Award Amount, if known:</b><br>\$ _____                                                                                                                                                                |                                                                                                                                                                        |  |
| <b>10. a. Name and Address of Lobbying Registrant</b><br><i>(if individual, last name, first name, MI):</i><br><br><div style="text-align: center;"> <input type="checkbox"/>      <input type="checkbox"/> </div>                                                                                                                                                                                                                                                                                                                                                                                                        |  |                                                                                                                                                     | <b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i><br><i>(last name, first name, MI):</i>                                                                        |                                                                                                                                                                        |  |
| <b>11. Amount of Payment</b> <i>(check all that apply):</i><br><br>\$ _____ actual      planned                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |                                                                                                                                                     | <b>13. Type of Payment</b> <i>(check all that apply):</i><br><br>___ a. retainer      ___ b. one-time fee<br>___ c. commission      ___ d. contingent fee<br>___ e. deferred<br>___ f. other; specify: _____ |                                                                                                                                                                        |  |
| <b>12. Form of Payment</b> <i>(check all that apply):</i><br>___ a. cash<br>___ b. in-kind; specify: nature _____<br>value _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |                                                                                                                                                     |                                                                                                                                                                                                              |                                                                                                                                                                        |  |
| <b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:</b><br><br><div style="text-align: right;"><i>(Attach Continuation Sheet(s) SF-LLL-A, if necessary)</i></div>                                                                                                                                                                                                                                                                                                                      |  |                                                                                                                                                     |                                                                                                                                                                                                              |                                                                                                                                                                        |  |
| <b>15. Continuation Sheet(s) SF-LLL-A attached:</b> ___ Yes      ___ No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                                                                     |                                                                                                                                                                                                              |                                                                                                                                                                        |  |
| <b>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.</b> |  |                                                                                                                                                     | <b>Signature:</b> _____<br><b>Print Name:</b> _____<br><b>Title:</b> _____<br><b>Telephone No.:</b> _____ <b>Date:</b> _____                                                                                 |                                                                                                                                                                        |  |
| <b>Federal Use Only</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |                                                                                                                                                     | <b>Authorized for Local Reproduction</b><br><b>Standard Form - LLL (Rev. 7-97)</b>                                                                                                                           |                                                                                                                                                                        |  |

Office of Chief Financial Officer, USDA

Pt. 3018, App. B

DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET

Approved by OMB  
0348-0046

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. 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; Invitations for Bid (IFB) number; grant announcement number; contract, grant, or loan award number; 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.  
(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).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the 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.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

## NON-COLLUSION STATEMENT

The Antitrust Division of the United States Department of Justice seeks to prevent collusion, expose monopolies, and preserve competition in public purchasing. Collusion occurs when providers of the same goods or services get together and agree to fix or set prices. In procurement, it is the most commonly known as "price-fixing" or "bid-rigging."

Vendors, by submitting this signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Louisiana or United States law.

We certify that we have not, either directly or indirectly, entered into any agreement or participated in any unlawful act of collusion, no attempt has been made to induce any other person or vendor to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above stated statement is accurate under penalty of perjury.

Name of Firm

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Complete Address of Firm

---

---

Telephone Number

---

Signature of Authorized Representative

---

Typed Name of Authorized  
Representative

---

Title of Authorized Representative

---

Date

---

**ST. TAMANY PARISH SCHOOL BOARD COVINGTON, LOUISIANA**  
**REQUIRED CONTRACT PROVISIONS FOR PROCUREMENT CONTRACTS IN CHILD NUTRITION PROGRAMS**

(A) Contracts for more than the simplified acquisition threshold currently set at \$250,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or sub recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or sub recipient wishes to enter into a contract with a small

business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251- 1387), as amended—Contracts and sub grants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

#### **Required Contract Provisions from 2 CFR Part 200**

**1. Procurement of recovered materials-** A non-Federal entity that is a state agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item **exceeds \$10,000** or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines (2 CFR Part 200.322)

2. The vendor agrees to take all necessary affirmative steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible (2 CFR Part 200.321).

#### **Other Contract Provisions**

1. The vendor shall comply with the following **civil rights laws**, as amended: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement in School Nutrition Programs.

### **Required Contract Provisions from 7 CFR Part 210**

1. The SFA and vendor shall comply with the **Buy American Provision** for all solicitations and contracts that involve the purchase of food, USDA Regulation (7 CFR Part 250 and 7 CFR Part 210). The vendor is required to utilize, to the maximum extent practicable, domestic commodities and products. This requirement pertains to component items. It does not include spices, sauces, etc.

The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. A “domestic commodity or product” is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21(d). Section 12(n) of the National School Lunch Act defines “domestic commodity or product” as an agricultural commodity that is produced in the U.S. and a food product that is processed in the U.S. Substantially means over 51% of the final processed product (by weight or volume) must consist of agricultural commodities that were grown domestically. The Buy American provision must be followed in all procurements where funds are used from the nonprofit food service account, whether directly by an SFA or on its behalf. Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be submitted in writing to a designated official, a minimum of day 14 days in advance of delivery. The request must include the:

A. Alternative substitute (s) that are domestic and meet the required specifications:

1. The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or

2. Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

The SFA will include the “BUY AMERICAN PROVISION CERTIFICATION FORM FOR FOOD PURCHASES in all procurements (attached).

The vendor must identify all food products bid by the Company that do not meet the definition of “domestic” on this document. In the event the SFA receives a bid from a vendor that does not include this information, the SFA is to consider the bid non-responsive.

## BID FORM

### Storage & Delivery of Commodity Food Items

Bid Date: \_\_\_\_\_, 2025

Bid: To provide storage, handling and delivery of USDA commodity food products to all St. Tammany Parish School Board Cafeterias. Agreement shall include the provision of monthly reports and bi-yearly physical inventories.

Delivery cost per case: \_\_\_\_\_ Dry/Canned

Delivery cost per case: \_\_\_\_\_ Frozen

Delivery cost per case: \_\_\_\_\_ Refrigerated (Flour, Rice, Pasta, etc.)

Storage fee per case for Product on hand over 60 days: \_\_\_\_\_

**I hereby submit this proposal for Storage and Delivery of USDA Commodity Food product:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**ST. TAMMANY PARISH SCHOOL BOARD  
COVINGTON, LOUISIANA**

**Storage and Delivery of USDA Commodity  
and Processed Commodity Food Items**

**SPECIFICATIONS, GENERAL RULES & CONDITIONS**

\* \* \* \* \*

The St. Tammany Parish School Board will receive sealed bids until 2:00 p.m., April 14, 2025 for the Storage and Delivery of USDA Commodity and Processed Commodity Food Items in accordance with the following instructions and attached specifications.

Bids shall be submitted on the attached bid form(s). All conventional paper bids shall be either hand delivered or sent by registered or certified mail, UPS or FedEx with a return receipt requested to the St. Tammany Parish School Board Office, 321 N. Theard Street, Covington, Louisiana 70433. Each bid shall be sealed in an envelope clearly marked on the outside: **BID L277 - Storage and Delivery of USDA Commodity & Processed Commodity Food – April 14 ,2025.**

All bids arriving after the scheduled date and hour will be returned unopened to the bidders. No bid may be withdrawn for at least thirty (30) days after the scheduled closing time for receipt of bids.

Bidders also have the option to submit bids electronically. Please find bid related materials and place electronic bids at [www.centralbidding.com](http://www.centralbidding.com).

At the time set for the opening of bids, their contents will be publicly opened and read aloud for the information of bidders and others properly interested who may be present in person or by representative.

Bids are binding from date of award until May 31, 2026. Contract may be extended at the option of both parties for three additional one-year periods.

**The attached Certification Regarding Debarment/Suspension, Certificate of Independent Price Determination, Certificate Regarding Lobbying, Disclosure of Lobbying Activities, Non-Collusion Statement and Buy American Provision Certification Form must be completed and returned with your bid. Failure to comply will cause your bid to be non-responsive.**

Successful bidder must consent to and yield to the exclusive venue and jurisdiction of the 22<sup>nd</sup> Judicial District Court for the Parish of St. Tammany, and waive any and all claims of entitlement to removal of any case from this jurisdiction, including any removal to any Federal Court, in connection with any proposal or bid.

Sales Tax IS NOT to be included in your bid price. St. Tammany Parish School Board is exempt from sales tax as provided by LA R.S. 47:301(8)(c). Sales tax exemption only applies to purchases between St. Tammany Parish School Board and the contractor/vendor. Sales tax exemption does not apply to purchases made directly by the contractor/vendor to other companies on behalf of the school board. Those purchases are not sales tax exempt.

The St. Tammany Parish School Board reserves the right to select any part of a bid or the whole bid as well as reject any and all bids.

## **Instructions and Conditions**

**Errors:** Bids submitted are binding on all vendors for 30 days from the date of the Bid opening. Errors in quoted prices or in the preparation of the Bid shall not relieve the vendor of cost obligation except as provided under Louisiana Revised Statutes. In the event of any discrepancy between a unit price(s), extended price(s), and/or total price(s), unit prices shall govern and the bid will be refigured accordingly.

**Indemnity:** If a contract is awarded, the successful contractor will be required to indemnify and hold harmless from and against all liability and expenses, including attorney's fees, howsoever arising or incurred, alleging damage to property or injury to, or death of, any person, arising out of or attributable to the vendors performance of the contract awarded. Any property or work to be provided by the vendor under this contract will remain at the contractor's risk until written acceptance by the Department; and the vendor will replace, at the contractor's expense, all property or work damage or destroyed by any cause whatsoever.

### **Termination:**

- Termination for Convenience: The St. Tammany Parish School Board may terminate a contract, in whole or in part, whenever the School Board determines that such termination is in the best interest of the School Board, upon 30 day written notice to the vendor. The vendor will be paid for the work performed. The vendor shall not be reimbursed for any profits which may have been anticipated but which have not been earned up to the date of termination or any costs incurred such as storage and truck rental.
- Termination for Default: When the contractor has not performed or has unsatisfactorily performed the contract, the School Board may terminate the contract for default. Upon termination for default, payment may be withheld at the discretion of the School Board. Failure on the part of the vendor to fulfill the contractual obligations shall be considered just cause for termination of the contract. The vendor will be paid for Work satisfactorily performed prior to termination less any excess cost incurred by the School Board in reprocurring and completing the Work.
- Disqualification: Repeated failures to make deliveries or to provide necessary reports in accordance with specifications shall result in disqualification of the vendor for the term of contract. Failure to render prompt service shall be reported by the cafeteria manager to the St. Tammany Parish School Board, which shall ascertain the reason for such service and use it as a consideration in termination of contract.

**Specifications:** To accept delivery of USDA commodities monthly from a State Warehouse as needed to replenish inventory and to accept direct shipments of USDA commodities. Such Commodities are to be stored and delivered on a first-in, first-out basis to 54 school cafeterias. The unit cost for handling and delivery shall be per case. Awarded vendor is responsible for the Commodities, both USDA and processed, after taking possession of them. The awarded vendor must take prudent and reasonable care of all commodities. Any and all shortages and/or damages while in vendor's possession shall be the responsibility of the vendor. The vendor shall reimburse St. Tammany Parish School Board for the value of that item.

Bidder shall include three (3) commercial references. At least one (1) from a current or previous customer on the NSLP. Please include contact name, contract title, address, phone number and email address.

Vendor shall provide the following computer-generated reports. Monthly reports are to be calculated on the last day of each month including deliveries on that last day and emailed to the School Food Services the following day which is the 1st day of the following month. Weekly reports are to be calculated on Friday of each week or the last school day if Friday is a holiday.

The reports are as follows:

#### Monthly Delivery Report - Individual School (See Attachment #1)

- List one school per page. Include: school name, every delivery date, USDA inventory number, STPSB inventory number, all items delivered, pack, quantity, unit price and total price. List "processed" and "non-processed" items separately. There shall be a "total" section, showing the total number of cases delivered and delivery fee for that school.

#### Monthly Delivery Report - All Schools (See Attachment #2)

- Include: USDA inventory number, STPSB inventory number, all items delivered, pack, quantity, unit price and total price. There shall be a "total" section, showing the total number of cases delivered and delivery fee. List "processed" and "non-processed" items separately.

#### Weekly Inventory Reports -All Schools (See Attachment #3)

- Include on all items stored in vendor's warehouse. Report shall include movement on each commodity item for a minimum four-week period by week. Report must include item description, inventory number, cases on hand, and quantity expected to be delivered.

#### Receipt of USDA Food Items (See Attachment #4)

- School Food Services shall receive within 24 hours of delivery a legible, signed copy of the Louisiana Department of Agriculture and Forestry's Order Acknowledgement showing receipt of USDA food items. This report may be emailed.
- Successful bidder must provide a BOL (bill of lading) upon delivery.

The successful Bidder must adhere to the attached terms and conditions required by the Louisiana Department of Agriculture concerning contracted storage of USDA Commodities. (See Attachment #5)

Vendor must quote on delivery to **ALL** schools. A list of schools is attached along with a school map. Vendor shall attach firm delivery schedule to bid form. Volume of cases to be delivered is based on prior year. Approximately 33,000 cases were delivered during the 2023-24 SY.

### **AWARDS**

Award(s) shall be made to the lowest responsible vendor and responsive bidder who best meets the terms and conditions of the bid. Bid will be awarded on an "ALL or NONE" basis. *The award will be made on the basis of price, using projections for delivery and storage fees, references and vendor's ability to provide required reports.* A sample of required reports shall be included with the Bid Form at the time of the Bid Opening. The award shall be made in the best interest of St. Tammany Parish School Board. Prior history of service and capability shall be considered.

The right is reserved to reject any or all bids in whole or in part, to award by items, parts of items and groups of items.

Notice of Acceptance: The vendor shall receive written notice of award via fax, then mailed to the address given on the Bid.

Bid or RFP Protest Procedures: Any protest to the award/rejection of a bid or proposal must be submitted in writing to Supervisor of Purchasing, 321 N. Theard Street, Covington, LA 70433 within one (1) week from receipt of award/rejection letter.

Tie Bids: In the case of a tie, when all other factors are equal, the award shall be determined by tossing a coin.

Food Safety: Vendor must comply with all federal, state and local laws and all government and company food safety regulations and requirements. Vendor should adhere to a written food safety plan such as an HACCP-Hazard Analysis Critical Control, SSOP- Sanitation Standardized Operating Procedures or GMP – Good Manufacturing Practices. STPSB reserves the right to request a copy of vendors standardized procedures for sanitation or a written Letter of Guarantee from vendor indicating they follow either a HACCP plan or GMP.

NOTE: Bidder must submit most current Board of Health Inspection report with bid submittal.

Federal Funding: School Food and Services is funded 49% with Federal funds for a total of approximately \$25,000,000 per year.

**RECALL PROVISION:** The awarded vendor shall provide a copy of their recall procedures as well as contact information for the persons responsible for handling food recalls.

All recall notices are to be provided to both of the following persons representing St. Tammany Parish Food Service Department:

- Casandra Lalanne, Director of Child Nutrition, St. Tammany Parish Public Schools, Phone: 985-898-3376 Fax: 985-898-6499 Email: [Casandra.Lalanne@stpsb.org](mailto:Casandra.Lalanne@stpsb.org)
- Desiree Richard, Special Program Accountant for Child Nutrition, St. Tammany Parish Public Schools Phone: 985-898-6433 Fax: 985-898-6499 Email: [Desiree.Richard@stpsb.org](mailto:Desiree.Richard@stpsb.org)

### **ORDERS AND DELIVERIES**

School Food Services shall place a consolidated order with a breakdown of each individual school order monthly. Orders shall be placed by emailing, telephoning or faxing the vendor. In no event shall delivery be made without proper authorization.

**Storage and Handling:** All products must be:

| <u>Food Item</u>                            | <u>Temperature</u> |
|---------------------------------------------|--------------------|
| Cheese                                      | 32-40° F           |
| Cornmeal, Flour, Dry Milk, Rice, Pasta, Etc | 36-50° F           |
| Frozen Items                                | 0° F or Below      |

Stored in a well maintained, clean temperature-controlled warehouse, cooler, and freezer. **Warehouse management must include a pest control program with bid.** Vendor must have ability to separately code and inventory St. Tammany Parish products. **Documentation that your company can separately code and inventory STPSB commodities must be submitted with bid.**

All deliveries shall be delivered in enclosed commercial vehicles. **Items requiring refrigeration shall be delivered in well maintained, clean, temperature controlled, refrigerated trucks and maintain a maximum internal temperature 20° for frozen items, 40° for refrigerated items.**

**Inability to Deliver:** The vendor must give immediate notice to the office of School Food Services of inability to deliver product.

**Default to Delivery and Price Correction:** School Food Services reserves the right to cancel that part of the order that the vendor has failed to deliver at the time specified and to credit the invoices for those items not received. In the event of a variation between the price quoted and the price charged on the invoice, School Food Services reserves the right to adjust the invoice to reflect quoted price.

**Place of Delivery:** All deliveries shall be made to the cafeteria and checked in by school food service personnel.

**Time of Delivery:** **Deliveries are to be made within the hours of 7:00 am to 2:30 pm, Monday through Friday.** Some schools may accept earlier or later deliveries at mutually agreed upon times 30 days prior to the first delivery. The vendors are requested not to make deliveries during the serving of lunch. Delivery at this time shall not cause rejection of the order. If a delivery is made during serving time, the delivery personnel shall place all refrigerated items in the appropriate cold storage area in the cafeteria. Delivery person shall not rearrange cooler/freezer to make room for new items. Each school shall receive a weekly delivery with a designated delivery day assigned (some modification for holidays).

## **INVOICES AND STATEMENTS**

**Invoices:** Each vendor's invoice shall be signed after the merchandise has been checked in by an authorized Cafeteria representative. The driver shall not leave without signed invoice. Invoices for the items delivered shall be submitted by the vendor in duplicate to the place of delivery; the original invoice shall be left with the cafeteria manager. The invoice shall reflect total number of cases delivered and item code of product delivered. Invoices shall accompany each delivery-No exception. Commodities shall not be invoiced with "purchased" foods. Vendors shall not submit invoices directly to School Food Services. Invoices shall be printed on standard-sized paper (approximately 8.5" X 11 ").

**Statements:** The statement shall include only outstanding invoices (past 30 days), credits and invoice discrepancies. The invoice number, amount, school, and date shall be listed on the statement. School Food Services shall not pay invoices past 60 days unless they have been listed on this monthly statement. Statements shall be submitted to School Food Services by the vendor following the end of each calendar month.

**Payment:** School Food Services shall pay all invoices for merchandise received and accepted. An authorized representative of School Food Services shall sign invoices at time of delivery. Original copy of invoice shall be left at cafeteria at time of delivery.

## **INSURANCE REQUIREMENTS** **ATTACH PROOF OF INSURANCE WITH BID**

Insurance coverage specified below shall be furnished with the following minimum limits

- a. Comprehensive General Liability - \$1,000,000.00 combined single limit. Coverage to include premises, operations, contractor's protective liability, products and completed operation, contractual liability, and broad form CGL endorsement. If exposure warrants, underground, explosion, and collapse are to be included.
- b. Comprehensive General Automobile Liability Insurance with minimum limits of Bodily Injury – Each Person \$1,000,000.00, Bodily Injury – Each Occurrence \$1,000,000.00, Property Damage – Each Occurrence \$1,000,000.00. Coverage shall be written to include all owned, non-owned and hired vehicles.
- c. Workers' Compensation - State of Louisiana, Employer's Liability, Statutory requirements \$1,000,000.00.

### **Additional Requirements:**

Coverage listed in items A, B, and C shall provide for 30-day notice of cancellation, specifically name St. Tammany Parish School Board, its officers, and/or officials as additional insured, and provide waiver of subrogation in favor of the St. Tammany Parish School Board.

As defined and/or required in this document, any vendor entering into contract with the St. Tammany Parish School Board before commencing any work to be conducted under said contract shall procure workers' compensation and employer's liability insurance. It shall be the further responsibility of the vendor to require that all sub vendors have in full force and affect a policy of workers' compensation and employer's liability insurance before proceeding with any of the work required under the contract. The vendor shall procure and maintain, during the life of the contract, such public liability and property damage insurance including the operation of motor vehicles, with limits as hereinafter provided, which shall cover the vendor's and the St. Tammany Parish School Board's legal liability arising out of the work performed by the vendor and any sub vendor, and by anyone directly or indirectly employed by either party for claims for damages for personal injury, including accidental death, as well as claims for property damages which may arise from operations under this contract.

**THE FOLLOWING ITEMS SHOULD BE RETURNED WITH YOUR BID:**

1. Certification regarding debarment/suspension
2. Certification regarding lobbying
3. Certificate of independent price determination
4. Disclosure of Lobbying activities
5. Non-Collusion Statement
6. Current Certificate of Insurance
7. Most recent Board of Health Inspection
8. Pest control program
9. Proposed Delivery Schedule for all 54 sites (see attached Cafeteria Hours of Operation)
10. Three commercial references (at least one from a current or previous customer on the NSLP); include contact name, phone number and email address
11. Documentation that you can separately code and inventory St. Tammany commodities
12. Sample Monthly Delivery Report (See Attachment# 1)
13. Sample Delivery Report (See Attachment #2)
14. Sample Weekly Inventory Report (See Attachment #3)
15. Completed Bid Form
16. Bid Security

**NOTE: THE FOLLOWING PAGE MUST BE COMPLETED, SIGNED AND RETURNED WITH BID.**

BID SUBMITTED BY:

---

Name of Company

---

Date of Bid

---

Mailing Address

---

Typed Name of Representative

---

City, State, Zip Code

---

Signature of Representative

---

Telephone Number

---

Email Address of Representative

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/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.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](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.



**FRANK J. JABBIA**  
Superintendent

321 N. Theard St.  
Covington, LA 70433  
985.892.2276 • Fax 985.898.3267

**DATE:** March 19, 2025  
**TO:** All Vendors  
**FROM:** Purchasing Department  
**RE:** Sales/Use Taxes Dear

Vendor:

Effective September 1, 1991, House Bill No. 1139 enacts Revised Statute 47:301(8)(c) which states "For purposes of the payment of the state sales and use tax and the sales and use tax levied by any political subdivision, "person" shall not include this state, any parish, city and parish, municipality, district, or other political subdivision thereof, or any agency, board, commission, or instrumentality of this state or its subdivisions".

The Louisiana Department of Revenue and Taxation has released their interpretation of Act 1029 of 1991. Effective September 1, 1991, all purchases made by school boards and all schools using funds generated by the school are exempt from state and local sales/use tax. Purchases by booster clubs and PTAs are not exempt from sales tax.

If you have any questions regarding this memo, please contact the Purchasing Department.

CL:smt



# 2025-2026 DISTRICT CALENDAR

| '25 | AUGUST   | SEPTEMBER | OCTOBER         | NOVEMBER |       |    |    |    |    |    |    |    |    |                                             |    |    |    |    |    |    |  |  |
|-----|----------|-----------|-----------------|----------|-------|----|----|----|----|----|----|----|----|---------------------------------------------|----|----|----|----|----|----|--|--|
| S   | M        | T         | W               | T        | F     | S  | S  | M  | T  | W  | T  | F  | S  | S                                           | M  | T  | W  | T  | F  | S  |  |  |
|     |          |           |                 |          | 1     | 2  |    | 1  | 2  | 3  | 4  |    |    |                                             |    |    |    |    |    | 1  |  |  |
| 3   | 4        | 5         | 6               | 7        | 8     | 9  | 7  | 8  | 9  | 10 | 11 | 12 | 13 | 5                                           | 6  | 7  | 8  | 9  | 10 | 11 |  |  |
| 10  | 11       | 12        | 13              | 14       | 15    | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12                                          | 13 | 14 | 15 | 16 | 17 | 18 |  |  |
| 17  | 18       | 19        | 20              | 21       | 22    | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19                                          | 20 | 21 | 22 | 23 | 24 | 25 |  |  |
| 24  | 25       | 26        | 27              | 28       | 29    | 30 | 28 | 29 | 30 |    |    |    |    | 26                                          | 27 | 28 | 29 | 30 | 31 |    |  |  |
| 31  |          |           |                 |          |       |    |    |    |    |    |    |    |    |                                             |    |    |    |    |    |    |  |  |
|     | DECEMBER | '26       | JANUARY         | FEBRUARY | MARCH |    |    |    |    |    |    |    |    |                                             |    |    |    |    |    |    |  |  |
| S   | M        | T         | W               | T        | F     | S  | S  | M  | T  | W  | T  | F  | S  | S                                           | M  | T  | W  | T  | F  | S  |  |  |
|     | 1        | 2         | 3               | 4        | 5     | 6  |    |    |    |    | 1  | 2  | 3  | 1                                           | 2  | 3  | 4  | 5  | 6  | 7  |  |  |
| 7   | 8        | 9         | 10              | 11       | 12    | 13 | 4  | 5  | 6  | 7  | 8  | 9  | 10 | 8                                           | 9  | 10 | 11 | 12 | 13 | 14 |  |  |
| 14  | 15       | 16        | 17              | 18       | 19    | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15                                          | 16 | 17 | 18 | 19 | 20 | 21 |  |  |
| 21  | 22       | 23        | 24              | 25       | 26    | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 22                                          | 23 | 24 | 25 | 26 | 27 | 28 |  |  |
| 28  | 29       | 30        | 31              |          |       |    | 25 | 26 | 27 | 28 | 29 | 30 | 31 |                                             |    |    |    |    |    |    |  |  |
|     | APRIL    | MAY       | CALENDAR LEGEND |          |       |    |    |    |    |    |    |    |    |                                             |    |    |    |    |    |    |  |  |
| S   | M        | T         | W               | T        | F     | S  | S  | M  | T  | W  | T  | F  | S  |                                             |    |    |    |    |    |    |  |  |
|     |          |           | 1               | 2        | 3     | 4  |    |    |    |    |    |    | 1  | 2                                           |    |    |    |    |    |    |  |  |
| 5   | 6        | 7         | 8               | 9        | 10    | 11 | 3  | 4  | 5  | 6  | 7  | 8  | 9  |                                             |    |    |    |    |    |    |  |  |
| 12  | 13       | 14        | 15              | 16       | 17    | 18 | 10 | 11 | 12 | 13 | 14 | 15 | 16 |                                             |    |    |    |    |    |    |  |  |
| 19  | 20       | 21        | 22              | 23       | 24    | 25 | 17 | 18 | 19 | 20 | 21 | 22 | 23 |                                             |    |    |    |    |    |    |  |  |
| 26  | 27       | 28        | 29              | 30       |       |    | 24 | 25 | 26 | 27 | 28 | 29 | 30 |                                             |    |    |    |    |    |    |  |  |
|     |          |           |                 |          |       |    | 31 |    |    |    |    |    |    |                                             |    |    |    |    |    |    |  |  |
|     |          |           |                 |          |       |    |    |    |    |    |    |    |    | TESTING DATES                               |    |    |    |    |    |    |  |  |
|     |          |           |                 |          |       |    |    |    |    |    |    |    |    | LEAP 2026 testing and ACT testing dates TBD |    |    |    |    |    |    |  |  |

## CALENDAR LEGEND

- Smart Start Day: Last Names A-L
- Smart Start Day: Last Names M-Z
- All Students Attend School
- 1/2 Day for Students
- Teachers' Professional Development, Record Keeping and Teachers' Day (No School for Students)
- Schools Closed for Students
- Last Day of School

## TESTING DATES

LEAP 2026 testing and ACT testing dates TBD

## IMPORTANT DATES

|                |                                              |                 |                                              |
|----------------|----------------------------------------------|-----------------|----------------------------------------------|
| Aug. 1         | Teachers' Professional Development           | Jan. 5          | 1/2 Prof. Development, 1/2 Teacher Work Day  |
| Aug. 4         | Teachers' Professional Development           | Jan. 6          | No School for Students                       |
| Aug. 5         | Teachers' Day                                | Jan. 19         | School Reopens for Students                  |
| Aug. 6         | Smart Start Day: Last Names A-L              | Feb. 16-20      | Martin Luther King Holiday*                  |
| Aug. 7         | Smart Start Day: Last Names M-Z              | March 13        | Mardi Gras Holidays*                         |
| Aug. 8         | All Students Attend School                   |                 | End of Third Grading Period                  |
| Sept. 1        | Labor Day Holiday*                           |                 | 1/2 Day for Students, 1/2 Day Record Keeping |
| Sept. 8        | Professional Development Day (No Students)   | March 30-Apr. 6 | Spring/Easter Break**                        |
| Oct. 2         | Fall Break Holiday*                          | April 7         | All Students Return to School                |
| Oct. 3         | Parish Fair Day*                             | May 21          | End of Fourth Grading Period                 |
| Oct. 10        | End of First Grading Period                  |                 | End of Second Semester                       |
|                | 1/2 Day for Students, 1/2 Day Record Keeping |                 | End of Session                               |
| Nov. 24-28     | Thanksgiving Holidays*                       |                 | 1/2 Day for Students, 1/2 Day Record Keeping |
| Dec. 19        | End of Second Grading Period                 | May 22          | Teachers' Day                                |
|                | End of First Semester                        |                 |                                              |
|                | 1/2 Day for Students, 1/2 Day Record Keeping |                 |                                              |
| Dec. 22-Jan. 2 | Winter/Christmas Break*                      |                 |                                              |

The School Board requires an appropriate program for Veterans' Day (Nov. 11). School Administrators are asked to avoid scheduling activities on the following days when possible (observance begins at sundown the day before the date listed): Sept. 23 (Rosh Hashanah); Oct. 1 (Yom Kippur)

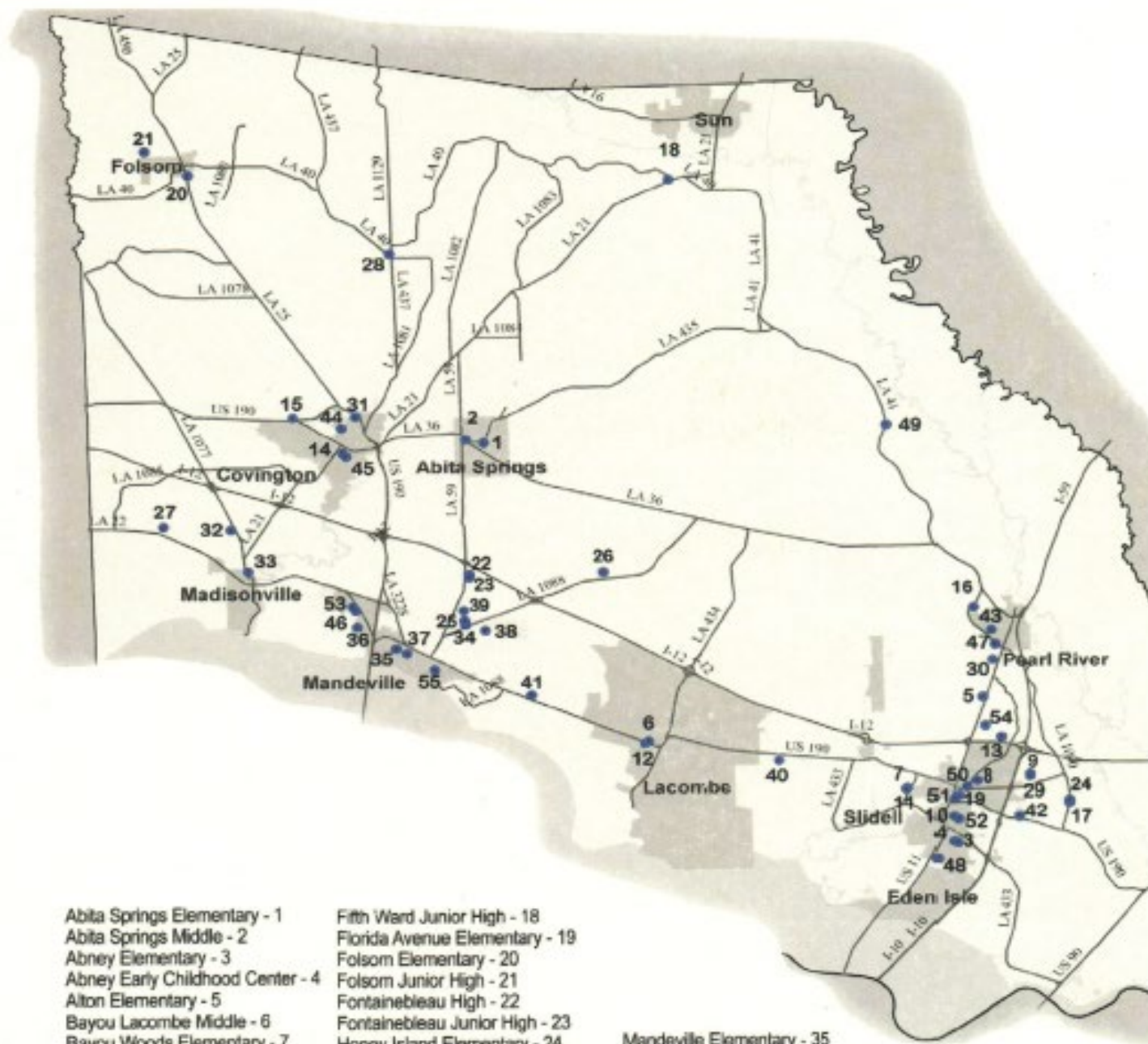
\* In case of emergency, student make-up days will be taken from existing holidays in the above schedule.

\*\* It is understood should state testing conflict with the proposed Easter/Spring Break holiday that the Easter/Spring Break holiday will be adjusted accordingly.

| School Name              | Ship to Address:                             | Manager Name               | Manager Email                                                                      | Cafeteria Ph. # |
|--------------------------|----------------------------------------------|----------------------------|------------------------------------------------------------------------------------|-----------------|
| Abita Springs Elementary | 22410 Level St<br>Abita Springs, LA 70420    | Stacie Prats               | <a href="mailto:Stacie.Prats@stpsb.org">Stacie.Prats@stpsb.org</a>                 | (985) 893-0013  |
| Abita Springs Middle     | 72079 Maple<br>Abita Springs, 70420          | Jennifer Cambre            | <a href="mailto:Jennifer.Cambre@stpsb.org">Jennifer.Cambre@stpsb.org</a>           | (985) 892-3569  |
| Abney Elementary         | 825 Kostmayer<br>Slidell, LA 70458           | Angele Helmstetter         | <a href="mailto:Angele.Helmstetter@stpsb.org">Angele.Helmstetter@stpsb.org</a>     | (985) 643-2242  |
| Alton Elementary         | 38276 5th Ave<br>Slidell, LA 70459           | Tekanya Collins            | <a href="mailto:Tekanya.Collins@stpsb.org">Tekanya.Collins@stpsb.org</a>           | (985) 863-7820  |
| Bayou LaCombe Middle     | 27527 St. Joseph St<br>Lacombe, LA 70445     | Dionne Harrell             | <a href="mailto:Dionne.Harrell@stpsb.org">Dionne.Harrell@stpsb.org</a>             | (985) 882-5969  |
| Bayou Woods Elementary   | 35614 Liberty Dr<br>Slidell, LA 70460        | Wanda Smith                | <a href="mailto:Wanda.Smith@stpsb.org">Wanda.Smith@stpsb.org</a>                   | (985) 641-1970  |
| Bonne Ecole Elementary   | 900 Rue Verand<br>Slidell, LA 70458          | Kris Lairsey               | <a href="mailto:Kris.Lairsey@stpsb.org">Kris.Lairsey@stpsb.org</a>                 | (985) 643-7876  |
| Boyet Jr. High           | 59295 Rebel Dr<br>Slidell, LA 70461          | Melanie Concepcion         | <a href="mailto:Melanie.Concepcion@stpsb.org">Melanie.Concepcion@stpsb.org</a>     | (985) 643-8533  |
| Brock Elementary         | 259 Brakefield<br>Slidell, LA 70458          | Paula Frey                 | <a href="mailto:Paula.Frey@stpsb.org">Paula.Frey@stpsb.org</a>                     | (985) 661-2925  |
| Carolyn Park Middle      | 35708 Liberty Dr<br>Slidell, LA 70460        | Jacqueline Ciruti          | <a href="mailto:Jacqueline.Ciruti@stpsb.org">Jacqueline.Ciruti@stpsb.org</a>       | (985) 643-8353  |
| Chahta-Ima Elementary    | 27488 Pichon Rd<br>Lacombe, LA 70445         | Monica Brown               | <a href="mailto:Monica.Brown@stpsb.org">Monica.Brown@stpsb.org</a>                 | (985) 882-7600  |
| Clearwood Jr. High       | 130 Clearwood Dr<br>Slidell, LA 70458        | Mona Mooney                | <a href="mailto:Mona.Mooney@stpsb.org">Mona.Mooney@stpsb.org</a>                   | (985) 641-8681  |
| Covington Elementary     | 325 S. Jackson<br>Covington, LA 70433        | Cecinda (Datia)<br>Collum  | <a href="mailto:Cecinda.Collum@stpsb.org">Cecinda.Collum@stpsb.org</a>             | (985) 892-8229  |
| Covington High           | 73030 Lion Dr<br>Covington, LA 70433         | Stacey Doescher            | <a href="mailto:Stacey.Doescher@stpsb.org">Stacey.Doescher@stpsb.org</a>           | (985) 892-2407  |
| Creeside Jr. High        | 65434 Hwy. 41<br>Pearl River, LA 70452       | Darlene Myers              | <a href="mailto:Darlene.Myers@stpsb.org">Darlene.Myers@stpsb.org</a>               | (985) 863-7812  |
| Cypress Cove Elementary  | 540 South Military Rd<br>Slidell, LA 70461   | Robert Carswell            | <a href="mailto:Robert.Carswell@stpsb.org">Robert.Carswell@stpsb.org</a>           | (985) 641-8334  |
| Fifthward Jr. High       | 81419 Hwy 21<br>Bush, LA 70431               | Lisa Ballard               | <a href="mailto:Lisa.Ballard@stpsb.org">Lisa.Ballard@stpsb.org</a>                 | (985) 886-3471  |
| Florida Ave. Elementary  | 342 Florida Ave<br>Slidell, LA 70458         | Shannon Stevens            | <a href="mailto:Shannon.Stevens@stpsb.org">Shannon.Stevens@stpsb.org</a>           | (985) 643-3297  |
| Folsom Elementary        | 82144 Hwy. 25<br>Folsom, LA 70437            | Hilda Yarborough           | <a href="mailto:Hilda.Yarborough@stpsb.org">Hilda.Yarborough@stpsb.org</a>         | (985) 796-5888  |
| Folsom Jr. High          | 83055 Hay Hallow Rd<br>Folsom, LA 70437      | Angela Keys                | <a href="mailto:Angela.Keys@stpsb.org">Angela.Keys@stpsb.org</a>                   | (985) 796-5557  |
| Fontainebleau High       | 100 Bulldog Dr<br>Mandeville, LA 70471       | Rachelle Brady             | <a href="mailto:Rachelle.Brady@stpsb.org">Rachelle.Brady@stpsb.org</a>             | (985) 893-2407  |
| Fontainebleau Jr. High   | 100 Hurricane Alley<br>Mandeville, LA 70471  | Vivian (Ladean)<br>Jenkins | <a href="mailto:Vivian.Jenkins@stpsb.org">Vivian.Jenkins@stpsb.org</a>             | (985) 875-7672  |
| Honey Island Elementary  | 500 S. Military Rd<br>Slidell, LA 70461      | Yesenia Ruiz               | <a href="mailto:Yesenia.Ruiz@stpsb.org">Yesenia.Ruiz@stpsb.org</a>                 | (985) 641-6932  |
| Lake Harbor Middle       | 1700 Viola Street<br>Mandeville, LA 70448    | Gwendolyn Johnson          | <a href="mailto:Gwendolyn.Johnson@stpsb.org">Gwendolyn.Johnson@stpsb.org</a>       | (985) 674-3482  |
| Lakeshore High           | 26301 Hwy. 1088<br>Mandeville, LA 70448      | Tiffany Higginbotham       | <a href="mailto:Tiffany.Higginbotham@stpsb.org">Tiffany.Higginbotham@stpsb.org</a> | (985) 624-5046  |
| Lancaster Elementary     | 133 Pine Creek Dr.<br>Madisonville, LA 70447 | Lisa Cook                  | <a href="mailto:Lisa.Cook@stpsb.org">Lisa.Cook@stpsb.org</a>                       | (985) 792-5376  |
| Lee Road Jr. High        | 79131 Hwy. 40<br>Covington, LA 70433         | Candace Belmar             | <a href="mailto:Candace.Belmar@stpsb.org">Candace.Belmar@stpsb.org</a>             | (985) 892-8811  |
| Little Oak Middle        | 59241 Rebel Dr<br>Slidell, LA 70461          | Wendy Sonnier              | <a href="mailto:Wendy.Sonnier@stpsb.org">Wendy.Sonnier@stpsb.org</a>               | (985) 643-8647  |
| Little Pearl Elementary  | 63829 Hwy. 11<br>Pearl River, LA 70452       | Susan Carswell             | <a href="mailto:Susan.Carswell@stpsb.org">Susan.Carswell@stpsb.org</a>             | (985) 863-6325  |

| School Name                                     | Ship to Address:                              | Manager Name                 | Manager Email                                                                  | Cafeteria Ph. # |
|-------------------------------------------------|-----------------------------------------------|------------------------------|--------------------------------------------------------------------------------|-----------------|
| Lyon Elementary                                 | 1615 N. Florida St<br>Covington, LA 70433     | Kristy Lee                   | <a href="mailto:Kristy.Lee@stpsb.org">Kristy.Lee@stpsb.org</a>                 | (985) 892-0345  |
| Madisonville Elementary                         | 317 Hwy. 1077<br>Madisonville, LA 70447       | Darlene Randolph             | <a href="mailto:Darlene.Randolph@stpsb.org">Darlene.Randolph@stpsb.org</a>     | (985) 845-3780  |
| Madisonville Jr. High                           | 106 Cedar St.<br>Madisonville, LA 70447       | Ann Bankston                 | <a href="mailto:Ann.Bankston@stpsb.org">Ann.Bankston@stpsb.org</a>             | (985) 845-7275  |
| Magnolia Trace Elementary                       | 1405 Hwy. 1088<br>Mandeville, LA 70448        | Melissa Singletary           | <a href="mailto:Melissa.Singletary@stpsb.org">Melissa.Singletary@stpsb.org</a> | (985) 674-0958  |
| Mandeville Elementary                           | 519 Massena<br>Mandeville, LA 70448           | Allyson Sliker               | <a href="mailto:Allyson.Sliker2@stpsb.org">Allyson.Sliker2@stpsb.org</a>       | (985) 626-8127  |
| Mandeville High                                 | #1 Skipper Dr<br>Mandeville, LA 70471         | Myrtle Batiste               | <a href="mailto:Myrtle.Batiste@stpsb.org">Myrtle.Batiste@stpsb.org</a>         | (985) 626-7401  |
| Mandeville Jr. High                             | 639 Carondelet St<br>Mandeville, LA 70448     | Jessica Bowers               | <a href="mailto:Jessica.Bowers@stpsb.org">Jessica.Bowers@stpsb.org</a>         | (985) 626-4059  |
| Mandeville Middle                               | 2525 Soult St<br>Mandeville, LA 70448         | Shan James                   | <a href="mailto:Shan.James@stpsb.org">Shan.James@stpsb.org</a>                 | (985) 626-5909  |
| Marigny Elementary                              | 1715 Viola St<br>Mandeville, LA 70448         | Rachelle Edwards             | <a href="mailto:Rachelle.Edwards@stpsb.org">Rachelle.Edwards@stpsb.org</a>     | (985) 674-3016  |
| Mayfield Elementary                             | 31820 Hwy. 190 W<br>Slidell, LA 70460         | Tracey Marter                | <a href="mailto:Tracey.Marter@stpsb.org">Tracey.Marter@stpsb.org</a>           | (985) 643-5506  |
| Monteleone Jr. high                             | 63000 Blue Marlin Dr<br>Mandeville, LA 70448  | Dorothy Couvillion           | <a href="mailto:Dorothy.Couvillion@stpsb.org">Dorothy.Couvillion@stpsb.org</a> | (985) 951-8867  |
| Northshore High                                 | 100 Panther Dr<br>Slidell, LA 70461           | Diane Darce                  | <a href="mailto:Diane.Darce@stpsb.org">Diane.Darce@stpsb.org</a>               | (985) 641-6261  |
| Pearl River High                                | 39110 Rebel Lane<br>Pearl River, LA 70452     | Theresa (Michelle)<br>Penton | <a href="mailto:Theresa.Penton@stpsb.org">Theresa.Penton@stpsb.org</a>         | (985) 863-2620  |
| Pine View Middle                                | 1200 W. 27th Ave<br>Covington, LA 70434       | Anitra Batiste               | <a href="mailto:Anitra.Batiste@stpsb.org">Anitra.Batiste@stpsb.org</a>         | (985) 892-7094  |
| Pitcher Jr. High                                | 415 S. Jefferson<br>Covington, LA 70433       | Lynda Reynier                | <a href="mailto:Lynda.Reynier@stpsb.org">Lynda.Reynier@stpsb.org</a>           | (985) 892-6152  |
| Pontchartrain Elementary /<br>Tchefuncte Middle | 1500 W. Causeway App.<br>Mandeville, LA 70471 | Sarah Haugh                  | <a href="mailto:Sarah.Haugh@stpsb.org">Sarah.Haugh@stpsb.org</a>               | (985) 674-0983  |
| Riverside Elementary                            | 38480 Sullivan Dr<br>Pearl River, LA 70452    | Tina Guillory                | <a href="mailto:Tina.Guillory@stpsb.org">Tina.Guillory@stpsb.org</a>           | (895) 863-2017  |
| St. Tammany Jr. High                            | 701 Cleveland<br>Slidell, LA 70458            | Donna Naquin                 | <a href="mailto:Donna.Naquin2@stpsb.org">Donna.Naquin2@stpsb.org</a>           | (985) 641-1037  |
| Salmen High                                     | 300 Spartan Dr<br>Slidell, LA 70458           | Anthony Renaud               | <a href="mailto:Anthony.Renaud2@stpsb.org">Anthony.Renaud2@stpsb.org</a>       | (985) 643-8433  |
| Sixth Ward Elementary                           | 72360 Hwy. 41<br>Pearl River, LA 70452        | Melissa McQueen              | <a href="mailto:Melissa.Mcqueen@stpsb.org">Melissa.Mcqueen@stpsb.org</a>       | (985) 863-2172  |
| Slidell High                                    | #1 Tiger Dr.<br>Slidell, LA 70458             | Kelly Renaud                 | <a href="mailto:Kelly.Renaud@stpsb.org">Kelly.Renaud@stpsb.org</a>             | (985) 643-2832  |
| Slidell Jr. High                                | 333 Pennsylvania Dr<br>Slidell, LA 70458      | Bethany Quinlan              | <a href="mailto:Bethany.Quinlan@stpsb.org">Bethany.Quinlan@stpsb.org</a>       | (985) 643-1316  |
| Whispering Forest Elementary                    | 300 Spiehler Rd<br>Slidell, LA 70458          | Alesia Guynup                | <a href="mailto:Alesia.Guynup@stpsb.org">Alesia.Guynup@stpsb.org</a>           | (985) 646-2756  |
| Woodlake Elementary                             | 1620 Livingston St<br>Mandeville, LA 70448    | Christie Lewis               | <a href="mailto:Christi.Lewis@stpsb.org">Christi.Lewis@stpsb.org</a>           | (985) 626-8747  |

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## Cafeteria Hours of Operation

| Timesheets               | In   | Out  | Breakfast | Lunch       | After School |
|--------------------------|------|------|-----------|-------------|--------------|
| Abita Springs Elementary | 7:05 | 3:35 | 8:10-8:40 | 11:00-1:30  | 3:45 - 4:05  |
| Abita Springs Middle     | 6:00 | 2:30 | 7:00-7:30 | 10:45-12:45 | 2:40 - 6:00  |
| Abney Elementary         | 6:15 | 2:45 | 7:30-8:30 | 11:00-12:50 | 3:36 - 4:15  |
| Alton Elementary         | 7:00 | 3:30 | 8:00-8:30 | 10:50-12:35 |              |
| Bayou Lacombe Middle     | 6:00 | 2:30 | 7:00-7:30 | 11:00-12:20 |              |
| Bayou Woods Elementary   | 7:00 | 3:30 | 8:15-8:45 | 10:55-1:20  |              |
| Bonne Ecole Elementary   | 6:35 | 3:05 | 7:35-8:05 | 10:30-12:20 | 3:00 - 6:00  |
| Boyet Jr. High           | 6:45 | 3:15 | 8:25-8:50 | 11:48-1:06  |              |
| Brock Elementary         | 6:00 | 2:30 | 7:30-8:00 | 10:30-12:05 | 5:30 - 6:00  |
| Carolyn Park Middle      | 6:30 | 3:00 | 7:35-8:05 | 11:00-12:20 | 3:15 - 4:45  |
| Chahta-Ima Elementary    | 7:00 | 3:30 | 8:00-9:00 | 11:00-12:55 | 3:30 - 4:00  |
| Clearwood Jr High        | 6:45 | 3:15 | 8:00-8:30 | 11:10-12:50 |              |
| Covington Elementary     | 6:45 | 3:15 | 7:45-9:15 | 11:00-12:50 | 3:15 - 4:15  |
| Covington High           | 6:00 | 2:30 | 6:50-7:15 | 11:00-1:00  |              |
| Creekside Jr High        | 6:00 | 2:30 | 7:00-7:25 | 10:17-12:37 |              |
| Cypress Cove Elementary  | 6:30 | 3:00 | 7:50-8:45 | 11:00-12:50 | 3:35 - 6:00  |
| Fifth Ward Jr High       | 6:30 | 3:00 | 7:25-8:15 | 10:35-12:00 |              |
| Florida Ave Elementary   | 6:30 | 3:00 | 7:30-8:00 | 10:55-12:40 | 3:26 - 5:00  |
| Folsom Elementary        | 6:30 | 3:00 | 8:00-8:50 | 10:50-12:30 | 3:31 - 5:30  |
| Folsom Jr. High          | 6:00 | 2:30 | 7:00-7:30 | 11:42-1:02  |              |
| Fontainebleau High       | 6:00 | 2:30 | 6:55-7:25 | 11:16-12:40 |              |
| Fontainebleau Jr High    | 6:00 | 2:30 | 8:15-8:40 | 11:32-12:55 |              |
| Honey Island Elementary  | 6:45 | 3:15 | 7:50-8:20 | 11:15-1:05  | 3:56 - 6:00  |
| Lake Harbor Middle       | 6:30 | 3:00 | 7:30-8:05 | 11:06-1:00  |              |
| Lakeshore High           | 6:00 | 2:30 | 6:55-7:25 | 11:16-12:43 |              |
| Lancaster Elementary     | 6:00 | 2:30 | 7:35-8:05 | 11:00-12:40 | 3:40 - 6:00  |
| Lee Road Jr. High        | 6:30 | 3:00 | 7:30-8:15 | 10:10-12:30 | 3:00 - 6:00  |
| Little Oak Middle        | 6:00 | 2:30 | 7:05-7:35 | 10:55-12:55 |              |
| Little Pearl Elementary  | 6:40 | 3:10 | 7:40-8:45 | 11:00-12:15 |              |
| Lyon Elementary          | 6:45 | 3:15 | 7:45-8:50 | 11:00-12:50 | 6:31 - 6:00  |

## Cafeteria Hours of Operation

| Timesheets                   | In   | Out  | Breakfast | Lunch       | After School |
|------------------------------|------|------|-----------|-------------|--------------|
| Madisonville Elementary      | 6:30 | 3:00 | 8:20-9:50 | 10:45-1:10  | 4:30 - 6:30  |
| Madisonville Jr.High         | 6:00 | 2:30 | 7:00-7:26 | 10:16-11:37 |              |
| Magnolia Trace Elementary    | 6:30 | 3:00 | 8:15-8:45 | 11:25-12:35 |              |
| Mandeville Elementary        | 6:45 | 3:15 | 8:15-9:00 | 10:50-12:50 | 4:10 - 6:00  |
| Mandeville High              | 6:00 | 2:30 | 7:00-7:20 | 11:12-12:42 |              |
| Mandeville Jr High           | 6:00 | 2:30 | 7:00-7:30 | 10:18-11:39 |              |
| Gayle Sloan Middle           | 6:00 | 2:30 | 7:00-7:30 | 11:14-1:13  |              |
| Marigny Elementary           | 6:30 | 3:00 | 8:15-9:20 | 11:00-12:50 | 4:10 - 4:45  |
| Mayfield Elementary          | 7:00 | 3:30 | 8:25-9:00 | 11:45-1:25  | 3:55 - 6:00  |
| Monteleone Jr. High          | 6:30 | 3:00 | 8:15-8:45 | 11:32-1:00  |              |
| Northshore High              | 6:00 | 2:30 | 7:00-7:25 | 10:58-12:16 |              |
| Pearl River High             | 6:00 | 2:30 | 7:00-7:25 | 11:21-12:44 | 2:45 - 2:55  |
| Pine View Middle             | 6:30 | 3:00 | 8:15-8:40 | 11:30-12:50 | 4:00 - 5:30  |
| Pitcher Jr High              | 6:00 | 2:30 | 7:00-7:23 | 11:20-12:44 |              |
| Riverside Elementary         | 6:45 | 3:15 | 7:50-8:30 | 10:50-12:30 | 3:45 - 5:15  |
| St. Tammany Jr.              | 6:00 | 2:30 | 6:55-7:25 | 10:45-12:01 |              |
| Salmen High                  | 6:00 | 2:30 | 6:55-7:25 | 11:20-12:44 |              |
| Sixth Ward Elementary        | 7:00 | 3:30 | 8:00-8:45 | 10:55-12:10 | 3:40 - 4:10  |
| Slidell High                 | 6:30 | 3:00 | 8:10-8:40 | 11:36-12:58 |              |
| Slidell Jr High              | 6:00 | 2:30 | 6:55-7:25 | 11:16-12:37 |              |
| Tchefuncte Middle/Pont Elem  | 6:30 | 3:00 | 7:50-9:00 | 11:00-12:45 | 3:45 - 6:00  |
| Whispering Forest Elementary | 6:30 | 3:00 | 7:45-8:45 | 10:45-12:30 |              |
| Woodlake Elementary          | 6:45 | 3:15 | 8:15-8:45 | 11:00-1:30  | 3:50 - 4:20  |

## ATTACHMENT #1

## Monthly Report

## Delivery Summary - Individual School

Name of School \_\_\_\_\_

Calendar Month &amp; Year \_\_\_\_\_

| Delivery             | USDA   | STPSB  | Vendor | Item Description      | Pack Size    | Quantity  | Unit Price | Total           |
|----------------------|--------|--------|--------|-----------------------|--------------|-----------|------------|-----------------|
| Date                 | Item # | Item # | Item # |                       |              |           |            |                 |
| <b>NON-PROCESSED</b> |        |        |        |                       |              |           |            |                 |
| 09/12/16             | 100206 | 9001   |        | Pears, Sliced         | 6/#10        | 5         | \$2.07     | \$10.35         |
| 09/12/16             | 100208 | 9002   |        | Peas, Green           | 6/#10        | 5         | \$2.07     | \$10.35         |
| 09/12/16             | 100017 | 9007   |        | Cheese, Process       | 6/5# Pkg     | 4         | \$2.07     | \$8.28          |
| 09/12/16             | 100036 | 9008   |        | Cheese, SL            | 6/5# Pkg     | 2         | \$2.07     | \$4.14          |
| 09/12/16             | 110211 | 9014   |        | Flour, White WW Blend | 8/5# Bag     | 6         | \$2.07     | \$12.42         |
| 09/12/16             | 100212 | 9005   |        | Mixed Fruit           | 6/#10        | 5         | \$2.07     | \$10.35         |
| 09/12/16             | 100439 | 9018   |        | Vegetable Oil         | 6/1 Gal Cans | 4         | \$2.07     | \$8.28          |
|                      | 100003 | 9003   |        | Beans, Green          | 6/#10        |           | \$2.07     |                 |
|                      | 100004 | 9004   |        | Beans, Vegetarian     | 6/#10        |           | \$2.07     |                 |
| 09/25/16             | 110322 | 9010   |        | Beef, Pattie          | 40# cs       | 2         | \$2.07     | \$4.14          |
| 09/25/16             | 100098 | 9011   |        | Chicken, Cut-Up       | 40# cs       | 3         | \$2.07     | \$6.21          |
| 09/25/16             | 100187 | 9012   |        | Ham, Fz, Sliced       | 8/5# Pkg     | 1         | \$2.07     | \$2.07          |
| 09/25/16             | 100125 | 9013   |        | Turkey Roast          | 40# cs       | 3         | \$2.07     | \$6.21          |
|                      |        |        |        | <b>SUBTOTAL</b>       |              | <b>40</b> |            | <b>\$82.80</b>  |
| <b>PROCESSED</b>     |        |        |        |                       |              |           |            |                 |
| 09/12/16             |        | 9045   |        | Beef, Pattie, Char    | 20# cs       | 2         | \$2.07     | \$4.14          |
| 09/12/16             |        | 9044   |        | Pizza, Cheese         | 96 / cs      | 4         | \$2.07     | \$8.28          |
| 09/25/16             |        | 9048   |        | Chicken, Nugget       | 20# cs       | 4         | \$2.07     | \$8.28          |
| 09/25/16             |        | 9047   |        | Tomato, Ketchup       | 6/#10        | 4         | \$2.07     | \$8.28          |
|                      |        |        |        | <b>SUBTOTAL</b>       |              | <b>14</b> |            | <b>\$28.98</b>  |
|                      |        |        |        |                       |              |           |            |                 |
|                      |        |        |        |                       |              |           |            |                 |
|                      |        |        |        |                       |              |           |            |                 |
|                      |        |        |        | <b>TOTAL:</b>         |              | <b>54</b> |            | <b>\$111.78</b> |

## ATTACHMENT #2

## Monthly Report

## Delivery Summary - All Schools

Calendar Month &amp; Year: \_\_\_\_\_

| USDA<br>Item #       | STPSB<br>Item # | Vendor<br>Item # | Item Description      | Pack Size       | Quantity    | Unit Price | Total             |
|----------------------|-----------------|------------------|-----------------------|-----------------|-------------|------------|-------------------|
| <b>NON-PROCESSED</b> |                 |                  |                       |                 |             |            |                   |
| 100003               | 9003            |                  | Beans, Green          | 6/#10           | 220         | \$2.07     | \$455.40          |
| 100004               | 9004            |                  | Beans, Vegetarian     | 6/#10           | 225         | \$2.07     | \$465.75          |
| 110322               | 9010            |                  | Beef, Pattie          | 40# cs          | 110         | \$2.07     | \$227.70          |
| 100017               | 9007            |                  | Cheese, Process       | 6/5# Pkg        | 200         | \$2.07     | \$414.00          |
| 100036               | 9008            |                  | Cheese, SL            | 6/5# Pkg        | 150         | \$2.07     | \$310.50          |
| 100098               | 9011            |                  | Chicken, Cut-Up       | 40# cs          | 175         | \$2.07     | \$362.25          |
| 110211               | 9014            |                  | Flour, White WW Blend | 8/5# Bag        | 300         | \$2.07     | \$621.00          |
| 100212               | 9005            |                  | Fruit, Mixed          | 6/#10           | 250         | \$2.07     | \$517.50          |
| 100187               | 9012            |                  | Ham, Fz, Sliced       | 8/5# Pkg        | 65          | \$2.07     | \$134.55          |
| 100001               | 9001            |                  | Pears, Sliced         | 6/#10           | 225         | \$2.07     | \$465.75          |
| 100002               | 9002            |                  | Peas, Green           | 6/#10           | 250         | \$2.07     | \$517.50          |
| 100125               | 9013            |                  | Turkey Roast          | 40# cs          | 150         | \$2.07     | \$310.50          |
| 100439               | 9018            |                  | Vegetable Oil         | 6/1 Gal Cans    | 200         | \$2.07     | \$414.00          |
|                      |                 |                  |                       | <b>SUBTOTAL</b> | <b>2520</b> |            | <b>\$5,216.40</b> |
| <b>PROCESSED</b>     |                 |                  |                       |                 |             |            |                   |
|                      | 9045            |                  | Beef, Pattie, Char    | 20# cs          | 195         | \$2.07     | \$403.65          |
|                      | 9048            |                  | Chicken, Nugget       | 20# cs          | 200         | \$2.07     | \$414.00          |
|                      | 9044            |                  | Pizza, Cheese         | 96 / cs         | 100         | \$2.07     | \$207.00          |
|                      | 9047            |                  | Tomato, Ketchup       | 6/#10           | 150         | \$2.07     | \$310.50          |
|                      |                 |                  |                       | <b>SUBTOTAL</b> | <b>645</b>  |            | <b>\$1,335.15</b> |
|                      |                 |                  |                       |                 |             |            |                   |
|                      |                 |                  |                       |                 |             |            |                   |
|                      |                 |                  | <b>TOTAL:</b>         |                 | <b>3165</b> |            | <b>\$6,551.55</b> |

Weekly Report  
 Movement Summary - All Schools  
 Week of: \_\_\_\_\_

| USDA<br>Item #       | STPSB<br>Item # | Vendor<br>Item # | Item Description      | Pack Size    | Beginning<br>Inventory | Received<br>from USDA<br>WTD | Shipped<br>to schools<br>WTD | Adjust/<br>Damaged | Ending<br>Inventory | Delivered<br>1 wk ago | Delivered<br>2 wk ago | Delivered<br>3 wk ago | Delivered<br>4 wk ago |
|----------------------|-----------------|------------------|-----------------------|--------------|------------------------|------------------------------|------------------------------|--------------------|---------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| <b>NON-PROCESSED</b> |                 |                  |                       |              |                        |                              |                              |                    |                     |                       |                       |                       |                       |
| 100003               | 9003            |                  | Beans, Green          | 6/#10        | 457                    |                              |                              |                    |                     | 55                    | 27                    | 75                    | 12                    |
| 100004               | 9004            |                  | Beans, Vegetarian     | 6/#10        | 845                    |                              |                              |                    |                     | 21                    | 58                    | 42                    | 0                     |
| 110322               | 9010            |                  | Beef, Pattie          | 40# cs       | 250                    | 100                          |                              |                    |                     | 26                    | 59                    | 128                   | 50                    |
| 100017               | 9007            |                  | Cheese, Process       | 6/5# Pkg     | 600                    |                              |                              |                    |                     | 50                    | 55                    | 57                    | 59                    |
| 100036               | 9008            |                  | Cheese, SL            | 6/5# Pkg     | 200                    |                              |                              |                    |                     | 22                    | 25                    | 19                    | 20                    |
| 100098               | 9011            |                  | Chicken, Cut-Up       | 40# cs       | 200                    |                              |                              |                    |                     | 25                    | 59                    | 22                    | 100                   |
| 110211               | 9014            |                  | Flour, White WW Blend | 8/5# Bag     | 600                    |                              |                              |                    |                     | 159                   | 109                   | 170                   | 130                   |
| 100212               | 9005            |                  | Fruit, Mixed          | 6/#10        | 400                    |                              |                              |                    |                     | 125                   | 75                    | 20                    | 80                    |
| 100187               | 9012            |                  | Ham, Fz, Sliced       | 8/5# Pkg     | 175                    | 100                          |                              |                    |                     | 25                    | 22                    | 19                    | 44                    |
| 100001               | 9001            |                  | Pears, Sliced         | 6/#10        | 422                    |                              |                              |                    |                     | 52                    | 25                    | 62                    | 36                    |
| 100002               | 9002            |                  | Peas, Green           | 6/#10        | 121                    |                              |                              |                    |                     | 50                    | 25                    | 63                    | 19                    |
| 100125               | 9013            |                  | Turkey Roast          | 40# cs       | 56                     | 75                           |                              |                    |                     | 22                    | 52                    | 51                    | 16                    |
| 100439               | 9018            |                  | Vegetable Oil         | 6/1 Gal Cans | 340                    |                              |                              |                    |                     | 55                    | 25                    | 30                    | 55                    |
| <b>PROCESSED</b>     |                 |                  |                       |              |                        |                              |                              |                    |                     |                       |                       |                       |                       |
|                      | 9045            |                  | Beef, Pattie, Char    | 20# cs       | 150                    |                              |                              |                    |                     | 21                    | 58                    | 42                    | 0                     |
|                      | 9048            |                  | Chicken, Nugget       | 20# cs       | 200                    |                              |                              |                    |                     | 26                    | 59                    | 128                   | 50                    |
|                      | 9044            |                  | Pizza, Cheese         | 96 / cs      | 100                    |                              |                              |                    |                     | 50                    | 55                    | 57                    | 59                    |
|                      | 9047            |                  | Tomato, Ketchup       | 6/#10        | 200                    |                              |                              |                    |                     | 22                    | 25                    | 19                    | 20                    |

# **RECEIPT OF USDA FOOD ITEMS BY DELIVERY COMPANY**

(based on Order Acknowledgment issued by St. Tammany)

Order # 32811

| Item No.                | Item Description                | Qty           | Tot Weight        | Price    | Ext Price           |
|-------------------------|---------------------------------|---------------|-------------------|----------|---------------------|
| 100012                  | CHEESE SHRED RDU FAT 6/5 LB     | 25 ✓          | 750.00            | \$61.86  | \$1,546.50          |
| 100017                  | CHEESE, PROCESS 6/5 (100017)    | 100 ✓         | 3,200.00          | \$55.30  | \$5,530.00          |
| 100036                  | CHEESE, SLICED LF 6/5 (100036)  | 75 ✓          | 2,400.00          | \$48.32  | \$3,624.00          |
| 100098                  | CHICK FRZ CUT-UP 40 (100098)    | 424 ✓         | 18,232.00         | \$42.52  | \$18,028.48         |
| 100101                  | CHICK DICED FRZ 4/10 (100101)   | 77 ✓          | 3,311.00          | \$95.37  | \$7,343.49          |
| 100117                  | CHIX FAJITA STRIPS 30 LB CTN    | 99 ✓          | 3,168.00          | \$55.79  | \$5,523.21          |
| 100158                  | BEEF, FRZ. GRD. 40 (100158)     | 532 ✓         | 22,876.00         | \$122.02 | \$64,914.64         |
| 100195                  | TUNA CHUNK LIGHT 6/66.5 CAN     | 200 ✓         | 5,214.00          | \$56.77  | \$11,354.00         |
| 100313                  | CORN, 6/#10 (100313)            | 190 ✓         | 8,930.00          | \$18.34  | \$3,484.60          |
| 100439                  | OIL, VEGETABLE 6/1 (100439)     | 200 ✓         | 10,800.00         | \$24.96  | \$4,992.00          |
| 101031                  | RICE, BRN PARBLD 25 LB (101031) | 50 ✓          | 1,250.00          | \$7.79   | \$389.50            |
| 110080                  | CHIX ROASTED 30 (110080)        | 100 ✓         | 3,105.00          | \$70.79  | \$7,079.00          |
| 110211                  | FLOUR WHITE WW BLEND 8/5 LB     | 900 ✓         | 36,720.00         | \$9.98   | \$8,982.00          |
| 110322                  | BEEF PATTIES VPP 40 LB CTN      | 145 ✓         | 6,235.00          | \$123.40 | \$17,893.00         |
| 110361                  | APPLESAUCE CUP 96/4.5 OZ CUP    | 130 ✓         | 3,510.00          | \$17.94  | \$2,332.20          |
| 110396                  | CHEESE MOZZ LM STRING 360/1 OZ  | 55 ✓          | 1,237.50          | \$51.19  | \$2,815.45          |
| <b>Totals: 16 items</b> |                                 | <b>3302 ✓</b> | <b>130,938.50</b> |          | <b>\$165,832.07</b> |

Signature of authorized delivery company representative is an acknowledgement of delivery of all items listed above. Any corrections are noted.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

THIS FORM (OR ELECTRONIC VERSION) MUST BE SUBMITTED TO SCHOOL FOOD SERVICES WITHIN 24 HOURS OF RECEIPT OF USDA FOOD ITEMS.

**ATTACHMENT #4**

**AGREEMENT  
FOR DISTRIBUTION AND USE OF DONATED FOOD COMMODITIES  
FOR NATIONAL SCHOOL LUNCH PROGRAM PARTICIPANTS**

The nonprofit School Food Authority (herein referred to as Recipient Agency) hereby makes application to receive United States Department of Agriculture (herein referred to as USDA) donated food commodities for use in feeding eligible recipients.

This Application constitutes a request for the Louisiana Department of Agriculture and Forestry, Food Distribution Division (referred to herein as Distributing Agency), to allocate to this Recipient Agency selected USDA donated food commodities that have been ordered for the number eligible recipients according to the National School Lunch Program. After approval, this agreement shall be permanent unless terminated as provided herein. The Recipient Agency shall provide by amendment to this agreement, on a timely basis, changes of pertinent information regarding program administration, including but not limited to, any changes in site locations, number of meals or authorized representatives.

**Program Purpose**

The commodity program is an assistance program to improve the quality of the meals served; therefore, the amount budgeted for food expenditures by the Recipient Agency shall not be reduced because of receipt of commodities, except that this provision shall not apply to the distribution of section six donated foods, Donated food commodities shall not be redistributed to individuals for their personal use outside the school.

**Requirements for Participation**

1. The Recipient Agency is in actuality a nonprofit organization approved by the Louisiana State Department of Education, School Food Service Section, to participate in the National School Lunch Program.
2. The Recipient Agency shall be organized under all rules and regulations of the National School Lunch Program, as amended, and provide continuous service at the same site(s) as listed on the attached Schedule of Participating Schools without marked change.
3. The Recipient Agency shall provide adequate personnel to effect proper handling, distribution, accounting for, and preparation and use of donated food commodities.
4. The Recipient Agency shall comply with the provisions of the procedural Handbook for National School Lunch Program, August 1999, and subsequent amendments.

**Processing**

1. The Recipient Agency shall process donated food commodities only with processors who have obtained contractual approval by the Distributing Agency or the USDA through the National Commodity Processing Program.
2. The Recipient Agency shall be fully accountable for all donated foods supplied to the processor from its inventory. The Recipient Agency shall be accountable for quantities delivered to the processor; quantities returned from the processor in the form of finished product; and the processor's current inventory available for processing.
3. The Recipient Agency shall comply with applicable program requirements as specified in the USDA Donated Food Processing Program Procedural Handbook issued by the Distributing Agency, and subsequent amendments.

**Disaster Feeding**

Commodities shall be made available for disaster feeding operations upon request by recognized disaster assistance organizations with prior approval of the Distributing Agency. The Disaster Feeding Reporting Form (Exhibit 12, NSLP Procedural Handbook) shall be completed when commodities are used in disaster feeding, and returned to the Distributing Agency within 72 hours after termination of emergency feeding operations.

### **Annual Review of Storage Facilities**

The Recipient Agency shall conduct an annual review of all storage facilities/sites (individual schools, pantries, storerooms, etc.) prior to June 30 of each year. The Annual Storage Site Review (Exhibit 8, NSLP Procedural Handbook) is to be used for this purpose. If deficiencies are found during the review, a copy of the Annual Storage Review and a corrective action plan shall be submitted to the State Distributing Agency. DO NOT SUBMIT A COPY OF THE REVIEW TO THE STATE DISTRIBUTING AGENCY IF THERE ARE NO DEFICIENCIES. A copy of the completed Annual Storage Review(s) shall be kept on current file at the Recipient Agency's office for review during the next fiscal year.

### **ADDENDUM** **FOR DISTRIBUTION AND USE OF DONATED FOOD COMMODITIES** **FOR ALL RECIPIENT AGENCIES**

The Recipient Agency agrees to comply with Food Distribution Division Program Regulations 7CFR Part 250, the provisions listed in the Agreement, and all provisions listed below.

### **REQUIREMENTS FOR PARTICIPATION**

1. Adequate facilities for handling, storage, and distribution of commodities shall be provided by the Recipient Agency and shall be such as to properly safeguard commodities against theft, spoilage, infestation, damage, and other losses.
2. The Recipient Agency should secure content insurance to cover such commodity losses from fire, theft, and water damage.

### **REVIEWS**

1. Representatives of the Distributing Agency, USDA-FNS, the General Accounting Office, Food and Drug Administration, public health officials, and other relevant officials may inspect the site(s) where the commodities are stored and the facilities used in the handling and storage of such commodities; may inspect and audit all records, including financial records and reports pertaining to the distribution of commodities; and may review all of the procedures and methods used in carrying out the requirements and provisions of this Agreement at any reasonable time.
2. The Recipient Agency may be suspended from the Food Distribution Program for a three-month period for failure to keep an appointment for a review with a representative of the Distributing Agency.

### **ORDERING AND INVOICING**

1. As USDA donated foods become available for donation, the Distributing Agency shall notify the Recipient Agency regarding the commodities available and any special terms and conditions of donation and distribution attached to any or all USDA donated foods.
2. Available donated foods shall be requested by the Recipient Agency by completing required order forms. Foods shall be requested in quantities that can be consumed and STORED without waste for the number of eligible participants served.
3. Selected order forms shall be reviewed and approved by the assigned Food Distribution field supervisor. The field supervisor may reduce the number of units ordered if their knowledge of inventory or storage capacity of the Recipient Agency warrants an adjustment.
4. Once the order form has been reviewed and approved, changes made by the Recipient Agency shall be submitted to and approved by the assigned field supervisor by the fifteenth (15) of the month preceding the month for which the change is requested.
5. The Distributing Agency shall order and allocate donated foods for the Recipient Agency based on the approved order form(s) of the Recipient Agency, its pro rata share, and the availability at the warehouse. The allocation shall be provided to the Recipient Agency through the use of an Order Acknowledgement form.

6. Once commodities have been-allocated to the Recipient Agency, the Recipient Agency shall make arrangements to receive its commodities by the designated pickup date on the Order Acknowledgement form, as there shall be no cancellation of the Order Acknowledgement form. The Recipient Agency must call the warehouse and make an appointment for pickup at least 48 hours in advance. If commodities are not picked up by the designated pickup date on the Order Acknowledgement form, the Recipient Agency shall make provisions to properly store commodities at an appropriate facility and shall be subsequently billed (if applicable) for storage by that facility; however, failure to make any provisions to store commodities after the designated pickup date on the Order Acknowledgement form shall result in the automatic receipt by the Recipient Agency of a bill from the warehouse from which the commodities are allocated for storage charges incurred. The Distributing Agency shall not accept a re-donation under any circumstance.
7. Upon receipt of the Order Acknowledgement form from the Distributing Agency, it is the responsibility of the Recipient Agency to check the Order Acknowledgement form against the Tentative Order for errors.
8. Donated commodities allocated for a specific program category shall be used only in connection with the approved program operation of the Recipient Agency solely for the benefit of eligible persons served or assisted by the Recipient Agency or for redistribution in accordance with the instructions of the Distributing Agency.

#### **RECORDS**

1. The Recipient Agency shall maintain accurate records pertaining to all transactions relating to the receipt and disposal of donated food commodities. All records pertaining to the Food Distribution Program shall be retained by the Recipient Agency for a period of three (3) years from the end of the Federal fiscal year to which the records pertain, provided that these records shall not be destroyed in any case in which litigation with reference thereto is pending, or until the appropriate State and/or Federal audits have been conducted.
2. A copy of the current approved agreement with the Distributing Agency shall be kept on file at the Recipient Agency's office.
3. The Recipient Agency should return one copy of the Pick Ticket to the Distributing Agency only if there is a problem with the count or condition of the commodities at the time of receipt. Such problems should be noted on the Pick Ticket and a copy is to be submitted to the Distributing Agency within five (5) days of receipt of the commodities.
4. The Recipient Agency shall maintain a perpetual inventory of all USDA donated food commodities stored in any type of central facility and at each site.

#### **TRANSFER AND DISPOSITION**

1. Commodities shall not be sold, exchanged, transferred, or otherwise disposed of, without the approval of the Distributing Agency.
2. Whenever a Recipient Agency has commodities in its possession which cannot be efficiently used, it shall immediately make a request to the Distributing Agency for instructions as to the disposition of such commodities. The Recipient Agency shall be responsible for all costs incurred in transferring these commodities.
3. Should the Recipient Agency cease participation in the Food Distribution Program, or no longer meet the Requirements for Participation, provision shall be made by the Recipient Agency to inventory all USDA donated food commodities in its possession and immediately contact the Distributing Agency for instructions to transfer the donated food to an approved Recipient Agency. Any costs in transferring the donated food commodities shall be incurred by the respective Recipient Agencies.

#### **AUDITS**

The Recipient Agency shall obtain an independent audit if total federal assistance is in excess of \$500,000 during a fiscal year.

#### **BUY AMERICAN**

##### **Purchase Requirements**

When purchasing food products with Federal funds recipient agencies shall, whenever possible, purchase only unmanufactured food products produced in the U.S. or a food product that is manufactured in the U.S.

## EXCEPTIONS

The purchase requirements shall not apply in instances when the recipient agency determines: (1) Recipients have unusual or ethnic preferences which can only be met through purchases of products not produced in the U.S.; (2) the product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of satisfactory quality; or (3) the costs of U.S. produced food products is significantly higher than foreign products.

## CIVIL RIGHTS

1. The " ... Justice For All" or Program Aid Number 1224 poster or approved substitute shall be prominently displayed by the Recipient Agency.
2. The Recipient Agency hereby agrees to comply with the following civil rights complaints procedure: Any person alleging discrimination on the basis of race, color, national origin, age, sex, or disability has the right to file a complaint within 180 days of the alleged discrimination action. The complaint may be written or oral and may be reported to the Distributing Agency or the Secretary of Agriculture, Washington, D.C.
3. The Recipient Agency hereby agrees that it shall comply with Title VI of the Civil Act of 1964 (P.L. 88-352), Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 (P.L. 93-112), Age Discrimination Act of 1975 (P.L. 94-135) and all requirements imposed by the regulations of the Department of Justice (28 CFR Parts 42 and 50) and the regulations, to the effect that, no person in the United States shall, on the grounds of race, color, national origin, age, sex, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the program applicant received Federal financial assistance from the USDA; and hereby gives assurance that it will immediately take any measures necessary to effectuate this agreement.

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 sales and lease of such property or the furnishing of services without consideration or at a nominal consideration, or at a consideration which 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 the USDA. This includes any Federal agreement, arrangement, or other contract which has as one of its purposes the provision of assistance such as food, and cash assistance for purchase or rental of food service equipment or any other financial assistance extended in reliance on the representations and agreements made in this assurance.

By accepting this assurance, the Distributing Agency or, where applicable, Recipient Agency, agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of Title VI and permit authorized USDA personnel during normal working hours to review such records, books, and accounts as needed to ascertain compliance with Title VI. If there are any violations of this assurance, the USDA, Food and Nutrition Service, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Distributing Agency or, where applicable, Recipient Agency, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from the USDA. The person or persons whose signatures appear on page 3 of the Agreement are authorized to sign this assurance in the behalf of the program applicant.

Any Recipient Agency that has failed to comply with the provisions outlined above, or any instructions or procedure issued in connection herewith, or any agreements entered into pursuant hereto, may, at the discretion of the Distributing Agency, be disqualified to further participate in any Food Distribution Program. Reinstatement may be at the option of the Distributing Agency. Either agency may terminate this Agreement in thirty (30) days by notice in writing of such termination.