

NAPA VALLEY UNIFIED SCHOOL DISTRICT, FOOD SERVICE

REQUEST FOR PROPOSALS

FOR CHILD NUTRITION –
DAIRY PRODUCTS

RFP# 04-2025
2025-2026 SCHOOL YEAR

Napa Valley Unified School District
Food & Nutrition Department
Kristen Tekell, Director II Food and Nutrition
707-867-3052
kristen_tekell@nvusd.org

Dairy Products
RFP# 04-2025__

NOTICE TO BIDDERS

The Napa Valley Unified School District ("District") is requesting bids (also referred to herein as "proposals" or "submittals") to provide student nutrition Dairy Products for District locations for fiscal year 2025-2026, renewable for 1-year terms up to three years total.

Respondents (also referred to herein as "bidders" or "vendors") to this Request for Proposals ("RFP") should mail or deliver their proposal in an envelope marked "DAIRY PRODUCTS" as further described herein, to:

Napa Valley Unified School District
Food Service Dept.
NOSH
1360 Menlo Ave.
Napa, CA 94558

**ALL RESPONSES ARE DUE NO LATER THAN
11:00 A.M., on May 16th, 2025.**

Calendar of Events:

Event	Date	More Information
Release of RFP	April 21st, 2025	Website: https://www.nvusd.org/nosh "More information"
Last day to submit question for clarification	May 2nd, 2025	kristen_tekell@nvusd.org
Deadline for Submission	May 16th, 2025	1360 Menlo Ave. Napa, CA 94558
Evaluation Period	May 19th - May 23rd, 2025	
Notification of intent to Award	May 30th, 2025	
Approval by Board	June 12th, 2025	Board Meeting Date
Contract start date	July 1st, 2025	

Bid opening there-after at 11:00 A.M. Late submittals will not be accepted or considered. Fax or email responses will not be accepted.

If you have any questions regarding this RFP please email Kristen Tekell at kristen_tekell@nvusd.org on or before May 2nd, 2025 at 1:00 p.m.

The District reserves the right to reject any and all submittals. The District makes no representation that participation in the RFP process will lead to an award of contract or any

consideration whatsoever. In no event will the District be responsible for the cost of preparing a response to this RFP. The District also reserves the right to waive any informalities or irregularities in received submittals.

I. INTRODUCTION

The District is seeking bids in response to this Request for Proposals ("RFP") from vendors to provide **Student Nutrition Dairy Products** to school sites in the District, upon demand. At the District's option, the term may be renewed for two (2) additional one (1)-year terms. The District's requirements for Dairy Products varieties, volume, and delivery requirements are set forth in **EXHIBIT "A"** attached to this RFP.

The District will choose the vendor who meets the objectives of the RFP and can provide the greatest overall benefit to the District based upon the information presented in the submitted bids. While price alone is not the sole basis for award, it remains the primary consideration when awarding a contract under the RFP method.

A complete response is required in order to be considered. Vendors are required to comply with applicable laws and regulations as well as the District's insurance requirements. The District reserves the right to reject any and all submissions and seek additional responses if the number or quality of responses does not meet the stated criteria.

A. LIMITATIONS AND DISTRICT RIGHT TO REJECT

The District, in its sole discretion, reserves the right to:

- Accept or reject any and all submittals, or any portion or combination thereof;
- Contract with any entity responding to this RFP in whatever manner the District decides; and/or
- Waive any informality or non-substantive irregularity, technical defect, or clerical error not affected by law, as the interests of the District may require.

This RFP is not an offer by the District to contract with any party responding to this RFP. This RFP does not commit the District to select any entity and the District makes no representation that participation in the RFP process will lead to an award of contract or any consideration whatsoever. In no event will the District be responsible for any costs or expenses incurred in preparing and submitting responses to this RFP. The District's Board of Trustees is the sole judge of the responsibility of any bidder and the suitability of the equipment, supplies, and/or services proposed.

The Respondent's Proposal, and any other supporting materials submitted to the District in response to this RFQ/P will not be returned and will become the property of the District unless portions of the materials are designated as proprietary at the time of submittal with appropriate legal authority, and are specifically requested to be returned. Vague designations and/or blanket

statements regarding entire pages or documents are insufficient and will not bind the District to protect the designated matter from disclosure.

The District reserves the right to add additional vendors for consideration after receipt of submittals if it is found to be in the best interest of the District. All decisions concerning firm selection will be made in the best interests of the District.

B. FULL OPPORTUNITY

The District hereby affirms that Disadvantaged Business Enterprises ("DBE"), Small Local Business Enterprises ("SLBE"), Small Emerging Local Business Enterprises ("SELBE"), Disabled Veterans Business Enterprises ("DVBE"), and minority and women business enterprises shall be afforded full opportunity to submit bids in response to this RFP and that no bidder will not be discriminated against on the basis of race, color, gender, sexual orientation, political affiliation, age, ancestry, religion, marital status, national original, medical condition or disability in any consideration leading to the award of the contract. No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award of contract.

C. RESTRICTIONS ON LOBBYING AND CONTACTS

From the period beginning on the date of the issuance of this RFP and ending on the date of the award of the contract, no person, or entity responding to this RFP, nor any officer, employee, representative, agent, or consultant representing such a person or entity shall contact through any means or engage in any discussion regarding this RFP, the evaluation or selection process or the award of the contract(s) with any member of the District's governing board ("Board"), or with any employee of the District except for clarifications and questions as described herein. Any such contact shall be grounds for the disqualification of the firm submitting a proposal.

II. SCOPE OF REQUIRED SERVICES

Although the full scope of services shall be stated in the final Agreement for Child Nutrition Dairy Products ("Agreement"), the selected vendor will be expected to be capable of fulfilling, at a minimum the following:

Furnish and deliver, upon demand, the quantities, sizes, and varieties of Dairy Products designated in the proposal or purchase order in accordance with the specifications and the sample furnished by the proposer and accepted by the District.

Child Nutrition Dairy Products provided by vendor must comply with the nutritional and ingredients specifications identified in the proposal, and consistent with samples supplied to and accepted by the District.

The District's form of Agreement is attached as **EXHIBIT "B"** to this RFP. The vendor's applicable scope of services will be set forth in further detail in the Agreement. The scope may be modified at the sole discretion of the District prior to execution by the selected firms or individuals. Any addenda or bulletins issues by the

District during the time soliciting proposals shall be covered in the bid and shall be made a part of the Agreement.

III. MINIMUM REQUIREMENTS

Selected vendor must comply with the product specifications in **EXHIBIT "A."** Vendor must agree to execute the District's form of Agreement attached to this RFP as **EXHIBIT "B"**. The vendor must complete and submit the Bid Form and Proposal attached as **EXHIBIT "C"** to this RFP.

A. PRICING

Proposed prices shall be for per unit – for each individual Dairy Product. Any differences in pricing between the varieties (regular milk, chocolate milk, butter, cheese, etc.) shall be noted. Taxes shall not be included in unit bid prices. The District will pay only the State sales and use taxes; however, California use tax will be paid to out- of-state vendors only when their permit number is shown on both their bid and invoices.

Any decrease in prices of the items listed in vendor's proposal shall be made to the District as long as the lower prices are in effect, but at no time shall the prices charged to the District exceed the prices provided in the Proposal. The District shall be given the benefit of any lower prices which may, for comparable quality and delivery, be given by the vendor to any other school district or other governmental agency in Napa County, for the products identified in the Bid Form and Proposal.

Invoices for materials delivered shall be submitted immediately in a form acceptable to the District, under the same firm name as shown on the Agreement. The successful vendor shall list separately any taxes payable by the District. The District shall make payment under the Agreement within forty-five (45) days after acceptance of the materials, supplies, and services pursuant to the Agreement, and approval of the invoices by the authorized District representative. Invoice payment terms will be computed either from the date of delivery and acceptance of all good/services ordered, or the date of receipt of correct and proper invoices, prepared in accordance with the terms of the purchase order, whichever date is later. Invoices will not be processed for payment until all items ordered are received. Payment is deemed to have been made on the date the District mails the warrant.

A payment is late only if invoice payment time exceeds the time allowed by the payment terms.

Invoices are checked regularly. Any discrepancies in pricing will require a credit for the price discrepancy and the pricing to be corrected in the system, to avoid future errors. Five (5) instances of inaccurate billing may result in termination of the contract for cause. Five (5) instances of unapproved substitution, without cause by manufacturer or nature, is also reason for termination of the contract for cause.

B. DELIVERY

Time and manner of delivery are essential factors in proper performance under the Agreement. Unless otherwise specified in the Agreement, the successful vendor shall be responsible for delivery and shall pay all costs, including drayage, freight and packing for deliveries, as may be specified in the Bid Form. The acceptance by the District of late performance, with or without objection or reservations, shall not waive the right to claim damage for such breach, and shall not constitute a waiver of the requirements for the timely performance of any other vendor obligation.

Delivery Sites

SCHOOL/SITE	ADDRESS	Telephone
CENTRAL KITCHEN	1360 Menlo Ave. Napa, CA 94558	707-253-3541
CANYON OAKS ELEMENTARY	475 Silver Oak Trail, Am. Cyn 94503	707-265-2363
NAPA JUNCTION ELEMENTARY	500 Eucalyptus Drive, Am. Cyn. 94503	707-253-3461
DONALDSON WAY ELEM.	430 Donaldson Way, Am. Cyn 94503	707-253-3524
AMERICAN CANYON HIGH SCHOOL	3000 Newell Drive, Am. Cyn 94503	707-557-8300
AMERICAN CANYON MS	300 Benton Way, Am. Cyn 94503	707-259-8592
NAPA HIGH SCHOOL	2475 Jefferson Street, Napa 94558	707-253-3711
VINTAGE HIGH SCHOOL	1375 Trower Avenue, Napa 94558	707-253-3601
UNIDOS MS	1850 Salvador Avenue, Napa 94558	707-253-6813
REDWOOD MS	3600 Oxford Street, Napa 94558	707-253-3410
SILVERADO MS	1133 Coombsville Road, Napa 94558	707-253-3688

C. QUANTITY AND QUALITY

The successful vendor shall furnish and deliver the quantities, sizes, and varieties designated in **EXHIBIT "A"** under the Agreement. Vendor's products must comply with Child Nutrition ingredients and nutritional specifications indicated in **EXHIBIT "A."**

The quantities listed herein are estimates of consumption, only. The quantity is for information only and is not guaranteed beyond the provision that the successful vendor will be afforded the option of refusing to deliver in excess of 25% over the quantity specified. The needs of the District may be substantially more or less than the quantities stated.

All materials, supplies, or services furnished under the Agreement shall be in accordance with the District's specifications, the District sample or sample furnished by the proposer and accepted by the District. Materials or supplies which, in the District's opinion, are not in accordance and conformity with the District's specifications, shall be rejected and removed from the District's sites at the vendor's expense. If a sample is taken from a shipment and sent to a laboratory for testing and the test shows that the sample does not comply with the specifications or sample, the cost of such test shall be paid by the vendor. In its Bid Form and Proposal, the vendor must certify that all materials conform to all applicable requirements of CALOSHA and of all other requirements of law.

Dairy Products must be individually packaged with vendor name imprinted or sticker with vendor's name. The selected vendor must be constant with regular volume indicated in the attached **EXHIBIT "A"** and be able to supply all orders placed by the District. Orders will be placed a week ahead of needed delivery. Delivery should be scheduled for Mondays.

D. SAFETY AND HEALTH STANDARDS

The successful vendor agrees to comply with the applicable provisions of the California Occupational Safety and Health Act of 1973 (Labor Code, section 6300 et seq.) and the standards and regulations issued thereunder. Food must be prepared according to the California Retail Food Law (Health and Safety Code, section 113700 et seq.). The successful vendor agrees to indemnify and hold harmless the District to any loss, damage, fine, penalty, or any expense whatsoever as a result of the successful vendor's failure to comply with the Act, and any standards or regulations issued thereunder.

IV. CONFLICT OF INTEREST

Bidder shall certify that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract, nor that any such person will be employed in the performance of any contract without immediate divulgence of this fact to the District.

V. ASSIGNMENT

Any contract resulting from this RFP and any amendments or supplements, rights, burdens, duties, or obligations, thereto shall not be assignable by the successful Proposer either voluntarily or by operation of law without the written approval of the District.

VI. BID SUBMISSION REQUIREMENTS

- A.** Vendors submitting bids in response to this RFP must use the Bid Form and Proposal attached as **EXHIBIT "C"** to the RFP. All prices and notations must be typed or written in ink. Written bids shall not be written in pencil. Mistakes may be crossed out and corrections inserted adjacent, but the corrections shall be initialed in ink by the person signing the bid. No corrections can be made after the time for opening written bids.
- B.** Bids should be verified before submission because the bid cannot be withdrawn or corrected after being opened. The District will not be responsible for errors or omissions on the part of the vendor in making up their written bids.
- C.** Submittals must include:
 - i. Product Formulation Statements, Recipes, Nutritional information and ingredients lists for each variety of Dairy Products submitted. This information must also be available as an electronic file.

- ii. For bid opening, samples of the proposed products, free of cost to the District should be provided as follows:
 - 1. Samples to be provided: Half-pint of 1% and fat free white milk, 5 lbs sourcream, Low-fat vanilla yogurt (32 oz or larger container) Low-fat plain yogurt (32 oz or larger container)
 - 2. Samples must be plainly marked with name of bidder, bid number and date of bid opening.
 - 3. Samples must meet the nutritional specifications of "Exhibit A"
 - 4. Vendor must supply brand name of product(s). The sample submitted shall be the exact product the vendor proposed to furnish. Samples must be free of expense to the District. Samples of successful bidder may be retained for comparison with deliveries under the contract.
 - iii. Material Safety Data Sheets for each product which contains substances included on the list of hazardous substances published by the California Director Industrial Relations in the California Administrative Code, Title 8, Section 5194 (Hazard Communication).
- D.** Bids are to be submitted in sealed packages clearly marked on the outside of each package (1) the name of the vendor submitting the packet, and (2) the name and identification for the RFP.
- E.** Any vendor may withdraw their bid either personally or by a written request, at any time prior to the scheduled time for opening of the bids. No vendor may withdraw their bid for a period of one hundred twenty (120) days after the date set for opening thereof.
- F.** Each proposal will be reviewed for completeness before the evaluation begins. Vendors should ensure compliance with all terms and conditions of this RFP. Failure to respond to all requested categories may result in disqualification from further consideration. Bids that include terms such as "negotiable," "will negotiate," or similar language will be considered noncompliant.

VII. EVALUATION CRITERIA

The District intends to select a Successful Bidder based on the best combination of price, quality, and relevant experience. While price is a key factor, other considerations such as delivery, ingredient sourcing, taste, and food safety practices will also significantly impact the final selection. The District reserves the right to award the contract to more than one bidder or to reject all bids if none meet the required standards.

A. Evaluation Criteria

The evaluation will be based on the following criteria:

Evaluation Criteria	Description	Max Points
Price	<p>90-100% of Points: Responses demonstrate an exceptional value and/or the lowest price to the District for products that are listed on the pricing worksheet without compromising the quality of said products. Stellar response to questions 1 and 3.</p> <p>50-90 % of Points: Responses demonstrate fair and reasonable value to the district and/or the second lowest price to The District for products that are outlined in the pricing worksheet without compromising the quality of said products. Good response to question 1 and 3.</p> <p>0-25 % of Points: Responses demonstrate the most expensive price to The District for products that are outlined in the pricing worksheet and/or Vendor has compromised the quality of said products for low pricing. Poor response to question 1 and 3.</p>	45
Delivery Specifications	<p>100% of Points - Ability to deliver to designated sites in a timely manner that matches menu needs. Answer to question number 2.</p> <p>0 Points: Unable to deliver as specified. No answer to question 2.</p>	15
Ability to Meet Product Specifications	<p>90-100% of Points: Fresh never frozen product with local ingredients. Local defined as California grown. Taste, appearance, and quality meet standards. Responses indicate that product specifications meet requirements. Carries all the items listed and willing to add any missing ones.</p> <p>40-90% of Points: Local ingredients, taste, appearance, and quality meet standards. Carries 50% of the items listed and willing to add missing items</p> <p>0 - 40% Points: No local ingredients and product is frozen. Taste, appearance, and quality do not meet standards. Carries only 1 or 2 of the items and not willing to add.</p>	20
Food Safety and Controls	<p>100% of points: Bidder can provide evidence in form of a written Food Safety & Security Program for HACCP.</p> <ul style="list-style-type: none"> - Record-keeping program 	10

	<ul style="list-style-type: none"> - Staff are trained regularly in food safety procedures. - Pest Control Procedures in place - Facilities are inspected by accredited agencies. - Prompt record of responding to any violations or concerns. <p>0 Points: No evidence of food safety practices in place.</p>	
<p>Customer Service, Technology & Previous Performance (References - please provide a least two)</p>	<p>50-100% of Points- Vendor submitted two or more references, referrals were above average and demonstrated no concerns.</p> <p>Will provide a dedicated sales representative.</p> <p>Can produce velocity and other reports as described and requested in the solicitation. Has a sophisticated online ordering system/platform. Can generate all velocity reports as noted in solicitation.</p> <p>0 - 50% of Points - Vendor submitted two or fewer references, referrals were average and demonstrated limited concerns.</p> <p>May provide a dedicated sales representative.</p> <p>Can produce velocity and other reports as described and requested in the solicitation. Only accepts email/phone orders + no online ordering system and/or operates an online ordering system with limited capacity. Can generate some velocity reports as noted in solicitation</p>	<p>10</p>

- B. Inspection Rights:** The District reserves the right to inspect the Successful Bidder’s facilities before awarding the contract. If, after inspection, the vendor is found to be incapable of meeting the District’s requirements, the bid will not be considered.
- C.** The District may perform investigations of responding parties that extend beyond contacting the references identified in the bid. The District may request a firm to submit additional information pertinent to the review process. The District also reserves the right to investigate and rely upon information from other available sources in addition to any documents or information submitted.
- D.** In addition to responsiveness to the RFP, the award will be made with the following considerations: price; appearance; taste; question responses and quality. The District reserves the right to award a contract to other than the lowest price.

	Vendor Questions	Vendor Answer
	Organization Name	
	Website Address	
	Primary Contact Name	
	Phone Number	
	Email	
	Organization's Physical Address	
1	<p>The District's key objective is to get the best overall value for our students, taking into account quality, cost, service, sustainability and other relevant values, for the products and services we intend to acquire. Because one of our objectives is to reduce our cost of doing business, how will you help us accomplish this objective without compromising these values? Be specific about tools you might use, relationships you might build, sources of food, etc.</p>	
2	<p>Is this organization able to deliver to all the sites listed in this solicitation?</p>	
3	<p>Is there any other information pertinent to this solicitation that you wish to add? Please feel free to add as much detail as possible. We are looking for a vendor partner that will help us enhance our operations and would welcome any additional detail to the technical proposal.</p>	

EXHIBIT "A"

CHILD NUTRITION DAIRY PRODUCTS SPECIFICATIONS

DAIRY PRODUCTS VARIETIES and SIZES

1. Fat-free white milk, half pints
2. 1% white milk, half pints
3. 1 lb. or larger unsalted butter
4. Low-fat plain yogurt, 32 oz. or larger
5. Low-fat vanilla yogurt, 32 oz or larger
6. Sour Cream, 5 lb or larger
7. 1% white milk, gallon

NUTRITIONAL VALUE

1. No trans fats.
2. No high fructose corn syrup.
3. Yogurt must contain no more than 12 grams added sugar per 6-ounce serving, or two grams per ounce, to align with the USDA's updated nutrition standards.

VOLUME

Items	Size	Volume per Year
Fat Free white milk	Half pints	118,000 each
1% white milk	Half pints	353,000 each
Unsalted butter	1 lbs	3,000 each
Low-fat plain yogurt	32 oz	1,600 each
Low-fat vanilla yogurt	32 oz	4,000 each
Sour Cream	5 lbs	300 each
1% white milk	Gallon jug	60 each

GEOGRAPHY

1. All ingredients will be 100% sourced locally within California to the maximum extent practicable and appropriate.

EXHIBIT "B"

AGREEMENT FOR CHILD NUTRITION DAIRY PRODUCTS NAPA VALLEY UNIFIED SCHOOL DISTRICT

This Agreement ("Agreement") is made and entered into as of the 1st day of July 2025 by and between the Napa Valley Unified School District, ("District") and _____ ("Vendor"), (together, "Parties").

NOW, THEREFORE, the Parties agree as follows:

Products and Services. Vendor shall furnish and deliver the Dairy Products to the District's school sites, upon demand, as further detailed in **EXHIBIT "A"** attached hereto and incorporated herein by this reference ("Delivery Item(s)") in the quantities, sizes, and varieties designated in the bid or purchase order in accordance with the Bid Form and Proposal, specifications, and the sample furnished by the Vendor and accepted by the District ("Services"). Each school site ("Site") shall place its order for the Delivery Items by 2:00 p.m. a week ahead of the needed delivery date.

Term. Vendor shall commence providing Services under this Agreement on July 1, 2025 through June 30th 2025 ("Term"), unless this Agreement is terminated and/or otherwise canceled prior to that time.

If mutually agreeable, the District reserves the right to renew the Agreement for two (2) additional one (1)-year terms. This renewal is contingent upon competitive pricing and upon all terms and conditions of the original Agreement having been met to the satisfaction of the District. Each renewal will be made by notifying the Vendor, in writing, thirty (30) days prior to the expiration of the term then in effect.

Submittal of Documents. Vendor shall not commence the Services under this Agreement until the Vendor has submitted and the District has approved the certificate(s) and the endorsement(s) of insurance required as indicated below:

- _____ Signed Agreement
- _____ Workers' Compensation Certification
- _____ Fingerprinting/Criminal Background Investigation Certification
- _____ Insurance Certificates and Endorsements
- _____ W-9 Form
- _____ Certification Regarding Lobbying

Other: _____

Compensation. District agrees to pay Vendor according to the unit prices in Vendor's Bid Form and Proposal for the Delivery Items satisfactorily furnished and delivered pursuant to this Agreement. At no time during the Term shall the prices charged to the District exceed the price quoted on the written bid form for the Term of the Agreement.

Taxes shall not be included in the unit prices. The District will pay only the State sales and use taxes; however, California use tax will be paid to out-of-state vendors only when their permit number is shown on both their bid and invoices. Federal excise tax is not applicable to school districts.

Accounting. Invoices shall be furnished in triplicate and include delivery site, product name, quantity, unit size, and unit price. One (1) copy is to be kept by the distributor. Any decrease in prices of the Delivery Items listed in vendor's proposal shall be made to the

District as long as the lower prices are in effect, but at no time shall the prices charged to the District exceed the prices provided in the Proposal. The District shall be given the benefit of any lower prices which may, for comparable quality and delivery, be given by the vendor to any other school district or other governmental agency in Napa County, for the Delivery Items. Invoices for Delivery Items delivered shall be submitted immediately in duplicate and in a form acceptable to the District, under the same firm name as shown on the Agreement. The Vendor shall list separately any taxes payable by the District and shall certify on the invoices that federal excise tax is not included in the unit prices listed in the invoices.

Payment. The District shall make payment under the Agreement within forty-five (45) days after acceptance of the materials, supplies, and services pursuant to the Agreement, and approval of the invoices by the authorized District representative. Invoice payment terms will be computed either from the date of delivery and acceptance of all good/services ordered, or the date of receipt of correct and proper invoices, prepared in accordance with the terms of the purchase order, whichever date is later. Invoices will not be processed for payment until all items ordered are received. Payment is deemed to have been made on the date the District mails the warrant.

Late Payment. A payment is late only if invoice payment time exceeds the time allowed by the payment terms.

Invoices are checked regularly. Any discrepancies in pricing will require a credit for the price discrepancy and the pricing to be corrected in the system, to avoid future errors. Five (5) instances of inaccurate billing may result in termination of the contract for cause. Five (5) instances of unapproved substitution, without cause by manufacturer or nature, is also reason for termination of the contract for cause.

Additional Items. During the Term of this Agreement, as the need for other products arises or new products are developed, the District reserves the right to add items to this Agreement. The price of such items shall be negotiated between the District and the Vendor using a similar unit pricing as the other Delivery Items and shall be subject to the terms and conditions of this Agreement. Vendor will provide the best pricing available based on type of item and quantity. Evidence and documentation of cost (at invoice price) will be provided by the Vendor upon District's request.

Independent Contractor. Vendor, in the performance of this Agreement, shall be and act as an independent contractor. Vendor understands and agrees that it and all of its employees shall not be considered officers, employees, agents, partner, or joint venture of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District's employees are normally entitled, including, but not limited to, State Unemployment Compensation or Worker's Compensation. Vendor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes with respect to Vendor's employees. In the performance of the Services herein contemplated, Vendor is an independent contractor or business entity, with the sole authority for controlling and directing the performance of the details of the Services, District being interested only in the results obtained.

Performance of Services.

- **Standard of Care.** Vendor represents that Vendor has the qualifications and ability to furnish and deliver the Delivery Items as specified, without the

advice, control or supervision of District in accordance with generally and currently accepted principles and practices of its profession for services to California school districts. The District shall hold the Vendor responsible for any damage which may be sustained because of failure or neglect of the Vendor to comply with the terms or conditions listed herein with the terms of the Agreement.

- **Sanitation.** All products shall be produced and handled in accordance with the best sanitary practices. Employees, equipment, and manufacturing plant shall meet state and county health department requirements to assure clean, sound and sanitary products.
- **Delivery Time.** Vendor shall make deliveries to the Sites thirty (30) minutes prior to the specific Site's lunch service period.

Inspection of Products Furnished. All items furnished shall be subject to inspection and rejection by the District for spoilage defects, or non-compliance with the specifications. Defective items shall be made good by the Vendor, and unsuitable items may be rejected, notwithstanding that such defective items may have been previously overlooked by the District and accepted. If a product is rejected at time of delivery, a credit is to be issued for the product or Vendor shall immediately remedy such defect in a manner satisfactory to District.

Right to Inspect Vendor Facilities. The District reserves the right to inspect the Vendor's facilities during the Term of the Agreement and if representatives of the District determine after such inspection that Vendor is not capable of performance satisfactory to the District, the Agreement can be terminated.

Safety and Security. It shall be the responsibility of Vendor to ascertain from, and comply with, the District's rules and regulations pertaining to safety, security, and driving on school grounds, particularly when students are present.

Force Majeure. Neither party shall be responsible for delays or failures in performance resulting from acts beyond the control of the offending party. Such acts shall include acts for God, fire, flood, earthquake, other natural disaster, strike, lockout, riot, freight embargo, governmental statutes or regulations superimposed after the fact.

Ordering. Orders will be placed online by each Site by no later than 2:00 p.m. a week ahead of needed delivery date. Vendor may be required to alter orders daily. Orders should not be accepted for items that are not on the price request or unauthorized substitutions. If such unauthorized items are ordered and delivered it will be at the discretion of District's Child Nutrition personnel whether payment will be made to the Vendor for such items. The Director of Child Nutrition, Secretary to the Director of Child Nutrition, Food Service Account Clerk, Food Service Supervisors, and Cafe Managers are the only authorized purchase agents for the District.

Returns. Vendor shall issue credit to the District for all products returned from the Sites, including damaged and decaying products.

Audit. Vendor shall establish and maintain books, records, and systems of account, in accordance with generally accepted accounting principles, reflecting all business operations of Vendor transacted under this Agreement. Vendor shall retain these books, records, and systems of account during the Term of this Agreement and any renewals, and for five (5)

years thereafter. Vendor shall permit the District, its agent, other representatives, or an independent auditor to audit, examine, and make excerpts, copies, and transcripts from all books and records, and to make audit(s) of all billing statements, invoices, records, and other data related to the Services covered by this Agreement. Audit(s) may be performed at any time, provided that the District shall give reasonable prior notice to Vendor and shall conduct audit(s) during Vendor's normal business hours, unless Vendor otherwise consents. Proof of distributor's landing cost (distributor's invoice) will be required upon request, within a two-day period, for audit purposes only. Invoices are checked regularly.

Termination.

For Convenience by District. District may, at any time, with or without reason, terminate this Agreement and compensate Vendor only for Services satisfactorily rendered to the date of termination. Notice shall be deemed given when received by the Vendor or no later than three (3) days after the day of mailing, whichever is sooner. District shall not be liable for any cost incurred after the thirty (30) days of such notice.

With Cause by District. District may terminate this Agreement upon giving of written notice of intention to terminate for cause. Cause shall include:

- unsatisfactory product or service; or
- any reason determined to be detrimental to the health and welfare of students and school personnel; or material violation of this Agreement by the Vendor; or
- any act by Vendor exposing the District to liability to others for personal injury or property damage; or
- Vendor is adjudged a bankrupt, Vendor makes a general assignment for the benefit of creditors or a receiver is appointed on account of Vendor's insolvency.

Written notice by District shall contain the reasons for such intention to terminate and unless within three (3) calendar days after that notice the condition or violation shall cease, or satisfactory arrangements for the correction thereof be made, this Agreement shall cease and terminate. In the event of this termination, the District may secure the required services from another vendor. If the expense, fees, and/or costs to the District exceed the cost of providing the Services pursuant to this Agreement, the Vendor shall immediately pay the excess expense, fees, and/or costs to the District upon the receipt of the District's notice of these expense, fees, and/or costs. The foregoing provisions are in addition to and not a limitation of any other rights or remedies available to District.

Indemnification. To the furthest extent permitted by California law, Vendor and its agents, officers and employees shall defend, indemnify, and hold harmless the District, its elected and appointed officers, agents, employees, volunteers, contractors and representatives from and against any and all claims, demands, losses, defense costs, expenses, attorney fees, litigation expenses, or liability which the District, its selected and appointed officers, agents, employees, volunteers, contractors and representatives may sustain or incur, or which may be imposed upon

them by law for damages due to personal and bodily injury or death of persons, or damage to property, to the extent caused as a result of or arising out of the operations, negligent acts, errors or omissions, caused in whole or in part by the agents, officers and employees of Vendor in the performance of, in connection with, as a result of, and in accordance with the terms of the Agreement. The District shall have the right to accept or reject any legal representation that Vendor proposes to defend the indemnified parties. The indemnification provisions contained in this Agreement include but are not limited to any violation of applicable law, ordinance, regulation or rule, including where the claim, loss, damage, charge or expense was caused by deliberate, willful, or criminal acts of either party to this Agreement, or any of their agents, officers or employees or their performance under the terms of this Agreement. The indemnity provisions of this Agreement shall survive the expiration or earlier termination of this Agreement

Insurance.

The Vendor shall procure and maintain at all times it performs any portion of the Services the following insurance with minimum limits equal to the amount indicated below.

Type of Coverage	Minimum Requirement
Commercial General Liability Insurance, including Bodily Injury, Personal Injury, Property Damage, Advertising Injury, and Medical Payments Each Occurrence General Aggregate	\$ 1,000,000 \$ 2,000,000
Automobile Liability Insurance - Any Auto Each Occurrence General Aggregate	\$ 1,000,000 \$ 2,000,000
Workers Compensation	Statutory Limits

Commercial General Liability and Automobile Liability Insurance. Commercial General Liability Insurance and Any Auto Automobile Liability Insurance that shall protect the Vendor, the District, and the State from all claims of bodily injury, property damage, personal injury, death, advertising injury, and medical payments arising performing any portion of the Services. (Form CG 0001 and CA 0001, or forms substantially similar, if approved by the District.)

Workers' Compensation. In accordance with provisions of section 3700 of the Labor Code, the Vendor shall be required to secure workers' compensation coverage for its employees. If any class of employee or employees engaged in performing any portion of the Services under this Agreement are not protected under the Workers' Compensation Statute, adequate insurance coverage for the protection of any employee(s) not otherwise protected must be obtained before any of those employee(s) commence performing any portion of the Services.

Proof of Carriage of Insurance. The Vendor shall not commence performing any portion of the Services until all required insurance has been obtained and certificates indicating the required coverage have been delivered in duplicate to the District and approved by the District. Certificates and insurance policies shall include the following:

A clause stating: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District, stating date of cancellation or reduction. Date of cancellation or reduction shall not be less than thirty (30) days after date of mailing notice."

Language stating in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, to whom cancellation and reduction notice will be sent, and length of notice period.

An endorsement stating that the District and its Governing Board, agents, representatives, employees, trustees, officers, consultants, and volunteers are named additional insured under all policies except Workers' Compensation Insurance. An endorsement shall also state that Vendor's insurance policies shall be primary to any insurance or self-insurance maintained by District. An endorsement shall also state that there shall be a waiver of any subrogation.

All policies except the Workers' Compensation Insurance Policies shall be written on an occurrence form.

Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.

Assignment. The obligations of the Vendor pursuant to this Agreement shall not be assigned by the Vendor without the written consent of the District's Governing Board. Notice is hereby given that the District will not honor any assignment made by Vendor unless the required written consent has been given.

Compliance with Laws. Vendor shall observe and comply with all rules and regulations of the governing board of the District and all federal, state, and local laws, ordinances and regulations. All products must conform to the provisions set forth in the federal, state, county, and city laws for their production, handling, processing, marketing, and labeling. Vendor shall give all notices required by any law, ordinance, rule and regulation bearing on providing the Delivery Items as indicated or specified. If Vendor performs any Service that is in violation of any laws, ordinances, rules or regulations, without first notifying the District of the violation, Vendor shall bear all costs arising therefrom.

Anti-Discrimination. In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, religious creed, disability, age, political beliefs, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a

letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992.

Submit your completed form or letter to USDA by:

Mail:
U.S. Department of Agriculture
Director, Center for Civil Rights Enforcement
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
Fax: (202) 690-7442
Email: [email: program.intake@usda.gov](mailto:program.intake@usda.gov)

It is the policy of the District that in connection with all work performed under contracts there be no discrimination against any employee engaged in the work because of race, color, ancestry, national origin, religious creed, physical disability, medical condition, marital status, sexual orientation, gender, or age and therefore Vendor agrees to comply with applicable federal and California laws including, but not limited to the California Fair Employment and Housing Act beginning with Government Code Section 12900 and Labor Code Section 1735 and District policy. In addition, the Vendor agrees to require like compliance by all of its subcontractor(s).

Fingerprinting of Employees. Vendor shall submit a fully executed "Fingerprinting/Criminal Background Investigation Certification" in accordance with the requirements of Education Code section 45125.1. A form of this certification is appended to this Agreement.

Tobacco-Free Environment. All District sites have been designated as a tobacco-free environments. Smoking and the use of tobacco products is prohibited at all times on all areas of District property. District property includes school buildings, school grounds, school owned vehicles and vehicles owned by others while on District property.

No Rights in Third Parties. This Agreement does not create any rights in, or inure to the benefit of, any third party except as expressly provided herein.

Limitation of District Liability. Other than as provided in this Agreement, District's financial obligations under this Agreement shall be limited to the payment of the compensation provided in this Agreement. Notwithstanding any other provision of this Agreement, in no event, shall District be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement for the services performed in connection with this Agreement.

Notice. Any notice required or permitted to be given under this Agreement shall be deemed to have been given, served, and received if given in writing and either personally delivered or deposited in the United States mail, registered or certified mail, postage prepaid, return receipt required, or sent by overnight delivery service, addressed as follows:

District:

Napa Valley Unified School District
Food Service Office

Vendor:

[NAME]

1360 Menlo Ave.
Napa, CA 94558
Fax: 707-253-3541

_____, CA 9_____
[FAX]

ATTN: Kristen Tekelli

ATTN: _____

Any notice personally given shall be effective upon receipt. Any notice sent by overnight delivery service shall be effective the business day next following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

Environmental Protection Agency Compliance. In performance of this contract, the Vendor and District shall 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). [2 CFR 200 Appendix II(G)]

Debarment and Suspension (Executive Orders 12549 and 12689). Through its execution of this Agreement, Vendor certifies to the best of its knowledge and belief, that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency according to Federal Acquisition Regulation Subpart 9.4, and by signing this contract, certifies that this vendor does not appear on the Excluded Parties List (<https://www.sam.gov/>).

Byrd Anti-Lobbying Amendment. Vendor certifies that it has submitted the Certification Regarding Lobbying that is attached to the Agreement.

Buy American. Vendor agrees to comply with California Public Contract Code section 3410 and 7 CFR 210.21(d) and a preference to U.S. Grown processed foods, produce, etc. shall be provided when economically feasible. 51 percent of the final processed end product must consist of agricultural commodities that were grown domestically.

Energy Policy and Conservation Act Compliance. In performance of this contract, the Vendor and District shall recognize mandatory standards and policies relating to energy efficiency, which are contained in the state conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163, 89 Stat 871).

Conflict of Interest.

- a. Vendor shall abide by and be subject to all applicable, regulations, statutes, or other laws regarding conflict of interest. Vendor shall not hire any officer or employee of District to provide any supply or material by this Agreement without the prior approval of District Human Resources.
- b. Vendor affirms to the best of his/her/its knowledge, there exists no actual or potential conflict of interest between Vendor's family, business or financial interest and the supplies/materials provided under this Agreement, and in the event of change in either private interest or supplies/materials under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be brought to District's attention in

writing.

- c. Through its execution of this Agreement, Vendor acknowledges that it is familiar with the provisions of Government Code sections 1090 et seq. and sections 87100 et seq., and certifies that it does not know of any facts which constitute a violation of said provisions. In the event Vendor receives any information subsequent to execution of this Agreement which might constitute a violation of said provisions, Vendor agrees it shall notify District in writing.

Integration/Entire Agreement of Parties. This Agreement constitutes the entire agreement between the Parties and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Agreement may be amended or modified only by a written instrument executed by both Parties.

California Law. This Agreement shall be governed by and the rights, duties and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Agreement shall be maintained in the county in which the District's administrative offices are located.

Waiver. The waiver by either party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

Severability. If any term, condition or provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect, and shall not be affected, impaired or invalidated in any way.

Provisions Required By Law Deemed Inserted. Each and every provision of law and clause required by law to be inserted in this Agreement shall be deemed to be inserted herein and this Agreement shall be read and enforced as though it were included therein.

Authority to Bind Parties. Neither party in the performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has any authority to bind the other to any agreements or undertakings.

Attorney Fees/Costs. Should litigation or other legal proceeding be necessary to enforce any terms or provisions of this Agreement, then each party shall bear its own costs, litigation and collection expenses, witness fees, court costs and attorney's fees.

Captions and Interpretations. Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement. No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the Parties.

Calculation of Time. For the purposes of this Agreement, "days" refers to calendar days unless otherwise specified.

Signature Authority. Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each party has been properly authority and empowered to enter into this Agreement.

Counterparts. This Agreement and all amendments and supplements to it may be executed in counterparts, and all counterparts together shall be construed as one document.

Incorporation of Recitals and Exhibits. The Recitals and each exhibit attached hereto are hereby incorporated herein by reference.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement on the date indicated below.

Dated: _____, 20__

Dated: _____, 20__

Napa Valley Unified School District

Information regarding Vendor:

By: _____

By: _____

Print Name: Rob Mangewala

Print Name: _____

Print Title: Assistant Superintendent
of Business and Operational Services

Print Title: _____

Address: 2425 Jefferson St. Napa, CA 94558

Address: _____

Telephone: 707-253-3559

Telephone: _____

Facsimile: _____

Facsimile: _____

E-Mail: _____

E-Mail: _____

Type of Business Entity:

- Individual
- Sole Proprietorship
- Partnership
- Limited Partnership
- Corporation, State: _____
- Limited Liability Company
- Other: _____

Employer Identification and/or
Social Security Number: _____

NOTE: Section 6041 of the Internal Revenue Code (26 U.S.C. 6041) and Section 1.6041-1 of Title 26 of the Code of Federal Regulations (26 C.F.R. 1.6041-1) requires the recipients of \$600.00 or more to furnish their taxpayer information to the payer. In order to comply with these requirements, the District requires the Vendor to furnish the information requested in this

WORKERS' COMPENSATION CERTIFICATION

Labor Code Section 3700 in relevant part provides:

Every employer except the State shall secure the payment of compensation in one or more of the following ways:

- By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this State.
- By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing satisfactory proof to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to its employees.

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the Work of this Contract.

Date: _____

Name of Vendor: _____

Signature: _____

Print Name and Title: _____

(In accordance with Article 5 – commencing at Section 1860, Chapter 1, part 7, Division 2 of the Labor Code, the above certificate must be signed and filed with the District prior to performing any Work under this Contract.)

FINGERPRINTING/CRIMINAL BACKGROUND INVESTIGATION CERTIFICATION

The undersigned does hereby certify to the Napa Valley Unified School District ("District") as follows:

- That I am a representative of _____ ("Vendor") under contract with the District;
- That I am familiar with the facts herein certified; and
- That I am authorized and qualified to execute this certificate on behalf of Vendor.

Vendor certifies that it has taken at least one of the following actions with respect to the Agreement (check all that apply):

_____ Vendor has complied with the fingerprinting requirements of Education Code section 45125.1 with respect to all Vendor employees, agents, and volunteers who may have contact with District pupils in the course of providing services pursuant to the Agreement, and the California Department of Justice has determined that none of those employees has been convicted of a felony, as that term is defined in Education Code section 45122.1. A complete and accurate list of Vendor employees, agents, and volunteers who may come in contact with District pupils during the course and scope of the Agreement is attached hereto; and/or

_____ Pursuant to Education Code section 45125.2, Vendor certifies that all employees, agents, and volunteers will be under the continual supervision of, and monitored by, an employee of the Vendor who the California Department of Justice has ascertained has not been convicted of a violent or serious felony. The name and title of the employee who will be supervising is:
Name: _____ Title: _____

_____ Vendor services under the Agreement are to be provided at an unoccupied school site only and/or will not be done on any District property and no Vendor employee, agent, or volunteer shall come in contact with District pupils.

Vendor's responsibility for background clearance extends to all of its employees, agents, and volunteers coming into contact with District pupils regardless of whether they are designated as employees or acting as independent contractors of Vendor.

Date: _____

Name of Vendor: _____

Signature: _____

Print Name and Title: _____

B. DELIVERY SPECIFICATIONS

- Orders will be placed online by each Site by no later than 2:00 p.m. a week before delivery is required according to their needs. By signing below, I affirm that I have the ability to deliver to the designated sites if I receive a by 2:00 p.m. on the day before delivery is required, ensuring that all deliveries meet the requirements of the menu needs as specified. I understand that meeting these expectations is critical to the success of this agreement.

Signature: _____

Printed Name: _____

Date: _____

- I cannot meet the specified delivery timeline, I will deliver based on the following adjustments:

Adjusted Delivery: _____

C. FRESH AND LOCAL INGREDIENTS AND TASTE

- By signing below, I affirm that all products delivered under this proposal will be fresh, never frozen, and made with locally sourced ingredients, as defined by California-grown products. The taste, appearance, and quality of all items will meet the agreed-upon standards and expectations.

The Bidder is encouraged to submit documentation (such as certificates or farm/source details) to verify that all products meet these criteria.

Signature: _____

Printed Name: _____

Date: _____

- I cannot meet the specified ingredient requirement because at least one of my products is not California grown and/or is frozen.

Explanation:

D. FOOD SAFETY CONTROLS

- By signing bellow, I affirm that I can provide evidence of a written Food Safety & Security Program compliant with HACCP (Hazard Analysis Critical Control Point) standards. This includes:

- A record-keeping program that documents all food safety activities.
- Staff are trained regularly in food safety procedures.

- Pest control procedures are in place and maintained.
- Facilities are inspected by accredited agencies.
- A prompt and thorough record of responding to any violations or concerns.

The Bidder is encouraged to submit supporting documentation to demonstrate compliance with these standards.

Signature: _____

Printed Name: _____

Date: _____

- I cannot meet the food safety controls requirement.

Explanation:

IT IS UNDERSTOOD that if Vendor's bid is accepted by the District, Vendor will enter into the Agreement for Child Nutrition Dairy Products within seven (7) days to provide the products and services described therein.

The undersigned certifies that this bid is genuine and not sham or collusive or made in the interest or behalf of any person not herein named, and that Vendor has not submitted his or her bid price to any corporation, partnership, company, association, organization, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

The undersigned certifies that no official or employee of the District, nor any business entity in which an official of the District has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the District.

The undersigned warrants that no gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by Vendor or any agent representative of Vendor, to any officer or employee of the District with a view toward securing favorable treatment with respect to any determinations concerning the performance of the contract. For breach of this warranty, the District shall have the right to terminate the contract, either whole or in part, and any loss or damage sustained by the District in procuring on the open market any items which vendor agreed to supply shall be borne and paid for by the vendor. The rights and remedies of the District provided in the clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

Furthermore, the undersigned hereby certifies to the District that all representations, certifications, and statements made by Vendor, as set forth in this bid form, are true and correct and are made under penalty of perjury.

Signature: _____

Printed Name: _____

Date: _____

Vendor Name: _____

Taxpayer Identification Number: _____

Address: _____

Telephone Number: _____

Email: _____

If Bidder is a corporation, affix corporate seal.

Name of Corporation: _____

President: _____

Secretary: _____

Treasurer: _____

CERTIFICATION REGARDING LOBBYING TO BE SUBMITTED WITH PROPOSAL

INSTRUCTIONS: To be completed and submitted ANNUALLY by (1) any child nutrition entity receiving Federal reimbursement in excess of \$100,000 per year and (2) potential or existing contractors/Vendors as part of an original Proposal, contract renewal or extension when the contract exceeds \$100,000.

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts
Exceeding \$100,000 in Federal Funds

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

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

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

Name of School Food Authority Receiving Child Nutrition Reimbursement In Excess of \$100,000:	Agreement Number:	
Address of School Food Authority:		
Printed Name and Title of Submitting Official:	Signature:	Date:

OR

Name of Vendor:		
Printed Name and Title:	Signature:	Date:

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant
to 31 U.S.C. 1352 0348-0046

<p>1. Type of Federal Action:</p> <ul style="list-style-type: none"> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance 	<p>2. Status of Federal Action:</p> <ul style="list-style-type: none"> a. bid/offer/application b. initial award c. post-award 	<p>3. Report Type:</p> <ul style="list-style-type: none"> a. initial filing b. material change <p>For material change only: Year _____ quarter _____</p> <p>Date of last report _____</p>
<p>4. Name and Address of Reporting Entity:</p> <p>____ Prime ____ Subawardee Tier, if Known: _____</p> <p>Congressional District, if known: _____</p>	<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>_____</p> <p>_____</p> <p>Congressional District, if known: _____</p>	
<p>6. Federal Department/Agency:</p> <p>_____</p>	<p>7. Federal Program Name/Description:</p> <p>CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p> <p>_____</p>	<p>9. Award Amount, if known:</p> <p>\$_____</p>	
<p>10.a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i></p> <p>_____</p>	<p>10.b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i></p> <p>_____</p>	

<p>11. 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.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No.: _____</p> <p>Date: _____</p>
<p>Federal Use Only</p>	<p>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</p>

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; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. The certifying official shall sign and date the form, print his/her name, title, and telephone number.
10. 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.
11.
 - a. Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 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).