

SNP Cost Responsibility

SFA: **CTC of Lackawanna County**

The SFA has deemed the following cost responsibility schedule to be a necessary part of this bid specification. Costs that are not provided for under the standard contract terms and conditions, but are necessary for the effective on-site operation of the food service program and are directly incurred for the SFA's operation, must be assigned by the SFA prior to the bid opening and designated below:

Food:	FSMC	SFA	N/A
Food Purchases	X		
Commodity Processing Charges	X		
Processing and Payment Invoices	X		
Labor for Employees:	FSMC	SFA	N/A
Fringe Benefits and Insurance	X	X	
Payroll Taxes	X	X	
Preparation and Processing Payroll	X	X	
Retirement	X	X	
Salaries/Wages	X	X	
Unemployment Compensation	X	X	
Workers Compensation	X	X	
The items listed below with an asterisk (*) are direct cost items that may or may not apply to each SFA. At local discretion, based upon actual practice and need, the SFA should assign cost responsibility for those items applicable to their operation or designate them as not applicable (N/A).			
China/Silverware/Glassware:	FSMC	SFA	N/A
Initial Inventory		X	
Replacement During Operation		X	
Telephone:	FSMC	SFA	N/A
Local		X	
Long Distance		X	
Trash Removal:	FSMC	SFA	N/A
From Kitchen		X	
From Dining Area		X	
From Premises		X	
Equipment Replacement:	FSMC	SFA	N/A
Expendable		X	
Non-expendable		X	
Equipment Repair:	FSMC	SFA	N/A
Kitchen Equipment		X	
*Vehicle Maintenance		X	
*Storage Costs:	FSMC	SFA	N/A
Food		X	
Supplies		X	
*Employee Recruitment:	FSMC	SFA	N/A
Initial	X	X	
Replacement	X	X	
*Product and Public Liability:	FSMC	SFA	N/A
Equipment		X	
Insurance		X	

Cost Responsibility Detail Sheet for SFA: CTC of Lackawanna County

*Taxes:	FSMC	SFA	N/A
Sales			X
Other			X
Other Expenses:	FSMC	SFA	N/A
*Car/Truck Rental (include explanation in RFP)		X	
Cleaning/Janitorial Supplies		X	
*Courier Services (i.e., bank deposits, school deliveries)		X	
Laundry		X	
*License Fees		X	
*Linens		X	
*Office Supplies		X	
*Paper/Disposable Supplies		X	
Pest Control		X	
*Printing	X		
*Promotional Materials	X		
*Tickets/Tokens			X
Uniforms	X	X	
Indirect Costs:	FSMC	SFA	N/A
Utilities		X	
Indirect Labor		X	
Other: add other expenses charged to the food service account. Overhead expenses incurred by the FSMC are not allowable	FSMC	SFA	N/A
Cleaning Responsibilities:	FSMC	SFA	N/A
Cafeteria Walls		X	
Daily Routine Cleaning of Dining Tables and Chairs		X	
Dining Room Floors		X	
Duct Work		X	
Exhaust Fans		X	
Food Preparation Areas (include equipment)		X	
Grease Filters		X	
Grease Traps		X	
Hoods		X	
Kitchen Floors		X	
Kitchen Walls		X	
Light Fixtures		X	
Periodic Waxing and Buffing of Dining Room Floors		X	
Restrooms for Food Service Employees		X	
Serving Areas		X	
Thorough Cleaning of Dining Room Tables and Chairs		X	
Windows		X	
Window Coverings		X	
Other:			