



Request for Proposal (RFP)
Oroville Union High School District
Due May 1, 2026

The **Oroville Union High School District** (hereinafter referred to as SFA) is requesting proposals for the provision of food and non-food items from qualified vendors (hereinafter referred to as Respondents) to support the SFA's nutrition program.

Please read this RFP carefully, as some of the listed items, terms, and conditions have changed.

Electronic solicitation documents are available <https://www.ouhsd.org/departments/food-service>.

To request the documents by email, please contact **Nanci Miramontes** at nmiramontes@ouhsd.net or (530) 538-2300 Ext. 2700

Due Date

The SFA will accept all proposals received by **May 1, 2026, at 12:00 p.m.** (Pacific Time). Proposals received after this deadline will not be considered.

The SFA reserves the right to reject any or all proposals, to waive minor irregularities, and to accept the proposal deemed most advantageous to the SFA. The SFA also reserves the right to cancel this solicitation at any time without award.

All RFPs received by May 1, 2026, at 12:00 p.m. will be reviewed and evaluated in accordance with the scoring criteria outlined on page 4. The results will be presented to the SFA Board for approval at the May board meeting. All respondents will be notified of the results following the Board's action on May 22, 2026.

Questions

The SFA will record and provide answers to any questions or requests for clarifying information about the solicitation during the question and answer period.

How to submit questions:

- Submit electronically by sending an email with the subject line: **“Questions - Food and Non-Food Items Request for Proposal”** to nmiramontes@ouhsd.net.
- Deadline: Submit questions by **April 20, 2026 at 12 p.m.**

When/how questions will be answered:

Questions will be answered in writing on or before **April 24, 2026 at 12 p.m.** Answers will be posted on this webpage alongside the solicitation documents: <https://www.ouhsd.org/departments/food-service>. It is the responsibility of the respondents to monitor the website for all information regarding this RFP.

How to Submit a Response:

Respondents may submit proposals both electronically or via hard copy in writing. Submit electronically by sending an email with the subject line: **“Proposal - Food and Non-Food Items Request for Proposal”** to nmiramontes@ouhsd.net. Submit hard copies via postal mail or hand-deliver to Nanci Miramontes at **2380 Las Plumas Ave. Oroville, CA 95966**.

About Oroville Union High School District’s Nutrition Program

The Oroville Union High School District is a small educational district located in Oroville, California, within Butte County, approximately 70 miles north of Sacramento. The district comprises three high schools.

Oroville High School, established in 1892, is the oldest school in the district. Situated on an 18-acre campus, it serves approximately 747 students. Las Plumas High School, established in 1963, is the largest campus in the district, encompassing 64 acres and serving approximately 2,303 students. Prospect High School is our continuation school and serves 72 students.

Across all sites, the district has a total of 303 staff members dedicated to supporting student success. In addition to its academic programs, the district provides essential nutrition services, serving an average of 985 breakfast, 762 lunches, and 123 suppers daily to students throughout the district.

Scope of Work

The SFA will be accepting proposals from qualified firms for the procurement and distribution of food and non-food supplies for use in the National School Lunch Program. All products are required to meet or exceed the nutrition requirements of the United States Department of Agriculture (USDA) Meal Pattern Requirements and Nutrition Standards. The products/supplies will be delivered to Las Plumas High School, Oroville High School, and Prospect High School, at minimum once per week while school is in session (including summer school). Additional deliveries may be required. All deliveries must be completed by 11:00 a.m. When holidays or closed days fall on a scheduled delivery day, deliveries shall be made on the next school day unless otherwise instructed by the SFA. If delivery is delayed, the SFA Food Service Director (Nanci Miramontes) must be notified as soon as possible at (510) 942-1805. Delayed is defined as more than one (1) hour past the delivery window. The expectation is that the respondents guarantee delivery on the days designated. If the respondents fail to deliver an order, the SFA will be notified immediately in order to make corrective actions, such as making arrangements for delivery by an alternate vendor, or by making other satisfactory arrangements.

The SFA is seeking a partner with experience, industry knowledge, financial stability, who will sustain and provide effective customer service.

The SFA agrees to use the designated contract respondents as an exclusive source for the various items and services as listed, as well as for comparable substitutes and additional items. The only anticipated exceptions might be in time of emergency or for products that the respondents are unable or unwilling to obtain. The designated respondents reciprocally agree to provide total requirements as listed herein, thereby minimizing occurrences when the SFA may have to seek other interim product sources. Failure to deliver 100% of the items on this list, within 48 hours, may be considered default. In case of default by the successful submitter, the SFA after due notice (oral or written) may procure the necessary supplies from other sources. Multiple instances of default may result in cancellation of the contract and removal from future RFP opportunities.

The SFA expectation is that all food and supplies be readily available. The respondents shall stock specified and preapproved products after contract award. Before the respondents can make stock changes to the approved list, a review of those changes must be presented to the SFA. All products shall be preapproved by the SFA after contract award and samples may be required to make that determination. The SFA also reserves the right to order any other food and food-related product from the respondents that is not included in the stock and pre-approved product listing.

It is understood and agreed that the SFA reserves the right to increase or decrease quantities, or modify conditions and/or specifications with notice.

Bid pricing on new items may be requested at any time throughout the contract period.

Perishable products (including, but not limited to yogurt, cheese, milk, lunch meat, eggs, and juice) shall have a minimum of a two week shelf life from date of delivery.

All the respondents facilities and delivery vehicles shall conform to local, state, and federal rules and regulations regarding safety and sanitation, and are subject to inspection by the SFA and other officials at the discretion of the SFA. Products shall be maintained at proper temperatures throughout the supply chain when received by the SFA. Deliveries must be made in refrigerated trucks to adequately protect frozen, dry, chilled, and special care products in accordance with packer's recommendations. The respondents shall make all deliveries in such a manner that will reduce shifting cases on the delivery truck, and thereby, minimize crushed or damaged cases/products.

Drivers and helpers shall deliver merchandise into designated storage areas (dry, chilled and frozen) accompanied by a designated cafeteria employee. All shipments are subject to inspection and approval upon arrival at the SFA. The SFA reserves the right to refuse delivery of any product(s) which may be evidence of improper storage, sanitation practices, or other damage(s). Multiple occurrences may result in the cancellation of the purchasing agreement.

All respondents employees (i.e. service personnel, management representative, etc.), shall conduct business with the SFA personnel in a competent, courteous, and professional manner. The SFA food service director shall notify the vendor of any chronic problems with delivery personnel. The SFA reserves the right to require a change in service or management representation if the conduct by the respondents' personnel, in the opinion of the SFA staff, is unprofessional.

Delivery personnel shall not smoke or use tobacco on school campuses and must not remain on school property for scheduled break periods. Delivery personnel will be required to follow all security protocols established by the SFA.

Payment terms are net thirty (30) for all respondents. There are no exceptions. Credits for incorrectly priced items or returned products should be issued within 30 days and must be accompanied by printed documentation.

Please provide pricing information for the items listed by following the directions below (including specifications);

1. Access the form by clicking on the link provided below.
2. Download the form to your device. Please do not edit or alter the original document provided.
3. Complete Column D and Column E only. These Columns are highlighted in green for your reference.

<https://docs.google.com/spreadsheets/d/11iWAXqXyMzI9dAHig5jB35liBiH4mLdlbBFFrRhI4Vs/e/dit?gid=0#gid=0>

Vendor Questionnaire

Instructions: Vendors responding to this solicitation must complete this questionnaire in its entirety. Responses will be evaluated as part of the selection process. Please provide thorough and accurate information. Use additional sheets and provide relevant attachments as necessary.

General Company Information:

- Company Name: _____
- Business Address: _____
- City, State, ZIP Code: _____
- Website: _____
- Primary Contact Person: _____
- Name: _____
- Title: _____
- Phone: _____
- Email: _____
- Tax Identification Number (EIN): _____

Are you registered as a Small Business, Minority-Owned, Women-Owned, or Veteran-Owned Business?
(Check all that apply)

- ☐ Small Business
- ☐ Minority-Owned Business
- ☐ Women-Owned Business

- ☐ Veteran-Owned Business
- ☐ None of the above

Distribution/Delivery (20pts in evaluation criteria):

- What is your delivery capacity? (e.g., daily, weekly, lead times, delivery times, etc.)
- Do you have the ability to deliver to multiple school sites? (Yes/No)
- What is your policy on order adjustments, cancellations, and emergency orders?
- Do you have a minimum order amount for delivery?

Compliance and Certifications (10pts in evaluation criteria):

- Do you comply with all federal, state, and local food safety regulations? (Yes/No)
- If Yes, provide a copy of relevant certifications (e.g., HACCP, ServSafe, etc.).
- What type of data you provide to inform the district of the total dollars spent with your company on non-domestic versus domestic foods annually.
- Are you able to provide documentation for Buy American provisions? (Yes/No)
- Provide a copy of your most recent health inspection report.
- Do you maintain liability insurance? (Yes/No) If Yes, provide a certificate of insurance.
- Provide at least one reference from school districts or similar institutions.

Certification:

I certify that the information provided in this questionnaire is true and accurate to the best of my knowledge. I understand that providing false or misleading information may result in disqualification from the bid process.

Vendor Name: _____

Name and Title of Vendor Representative: _____

Email and Phone of Vendor Representative: _____

Signature of Vendor Representative: _____

Date: _____

Duration of Contract

Minimum contract term is one (1) year. Quoted prices must stay in effect for one year beginning on **July 30, 2026 through June 31, 2027**. This contract may be extended (by mutual consent expressed in writing) for up to four (4) additional one (1) year increments.

The extension may be granted on a year-by-year basis provided that the District has deemed the products and services of the vendor satisfactory. Agreement prices that are subject to increase for each period shall be based upon a percentage increase in the annual Consumer Price Index (C.P.I.)

Method of Pricing

The awarded respondents will be responsible for offering services described herein at fixed price. The respondents shall inform the SFA of any market changes concerning supply and demands that may affect

pricing. The respondents requesting the adjustment must submit a written request at least 60 days prior to the renewal date.

Evaluation Criteria

RFP Scoring Criteria	Maximum Points Available
Price	50
Past Customer Experience or References	10
Distribution Capability	20
Meets Product Specifications	10
Compliance and Certifications	10
Total Points Possible	100

Geographic Preference

By “Local” we refer to any unprocessed agricultural products grown within the State of California.

Method of Award

The method of award for this solicitation is by “Line Item”, each line is awarded separately based on individual product cost.

- Line item: the individual cost of the goods or services is evaluated; all products/services are awarded individually and multiple vendors may be awarded items on the bid.

Responsibilities of the Vendor

It is expected that the awarded respondents will work in good faith with the SFA in all efforts related to cost saving. The SFA is interested in partnering with a vendor who may introduce other cost saving concepts that will be to the benefit of all parties involved.

Upon request, the respondents shall make available to the SFA expanded product information to include, but not limited to, manufacturer name, manufacturer product code number, general description of the product, portion or serving size, number of portions per case, whether delivered frozen, refrigerated, or shelf stable, storage temperature, shelf life of the product, preparation and cooking information, serving suggestions, nutritional information, whole grain formulation information, ingredients as per the product label, including any allergy designations, (e.g., peanuts, tree nuts, fish, shellfish, eggs, milk, wheat, and soy); portion size in grams, calories per portion, total fat, trans fat, saturated fat, sodium, fiber and meal component equivalents (for child nutrition items), percentage of whole grains or grain components, protein, and carbohydrate content in grams per portion, product valuation statements, product formulation statements, product fact sheets and a manufacturer contact telephone number and email address for additional information of needed.

The respondents shall be able to provide, upon request, a full range of reports reflecting the SFA account. The reports need to be provided electronically via e-mail in Microsoft Excel format or PDF.

A detailed invoice shall be provided with each delivery, clearly identifying product description, quantity, unit price, and extended price for all products purchased and delivered. Invoices must also detail any credits due to the SFA for rebates, discounts, returned items, etc.

No order fees or fuel fees should be charged to the SFA.

Procedures for Recalls or Substitutions

The respondents shall provide all products as selected by the SFA at a fill rate of 90%. The SFA must be notified of any shortages, and any substitutions must be approved by SFA before delivery. Substituted products must be equal to or superior to the item in the bid and shipped at no more than the original item cost. If the substituted item cost is less than the original item cost, the lower cost shall prevail. Excessive shortages may result in termination of the contract with the vendor, and may result in default. The decision on substitutions will be made by the SFA, based on cost, intended use for the menu, and customer acceptance.

Food-safety and availability will be paramount. The selected respondents will be expected to warrant food-safety and product-availability, assuming all risk of ensuring those two key aspects of food-provision. The SFA expectations are that the respondents selected shall already have in place systems to maintain a high-quality program for warehousing and distribution. The respondents must assure that: first-in, first-out inventory principles are used; an HACCP (Hazard Analysis Critical Control Point) system is in place; a Cold Chain Management System is in place; product shelf life is monitored, products are free of damage; correct products and quantities are “picked” and delivered on the correct day and time; the correct price is charged, product discrepancies and complaints are resolved and corrective action is initiated; customer satisfaction is monitored; respondents / FDA-initiated food recalls are promptly reported, and salvaged products are not delivered. If a product recall is instituted on an item that has been furnished and delivered to the SFA schools, the respondents will immediately notify both verbally and in writing with all pertinent information of recall. The respondents will be responsible for all costs associated with replacement product, shipping charges, and/or product credit. The SFA will make the final decision whether the product needs to be credited or replaced.

Buy American Provision Requirements

The SFA participates in meal programs that require the use of nonprofit school food service funds, to the maximum extent practicable, 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 (51 percent or more by weight or volume) using agricultural commodities that are produced in the U. S. as provided in 7 CFR, sections 210.21(d) and 220.16(d). The vendor must:

1. Submit certification statements for all processed agricultural products. The vendor must provide written documentation to the SFA at the time of delivery for each processed agricultural product certifying that the food product was processed 100 percent domestically and that the percentage of domestic content in the food component of the processed food product is over 51 percent, by weight or volume.

OR:

2. Request SFA approval prior to delivering a non-domestic agricultural commodity or product. If the vendor cannot comply with #1 above, the vendor must notify the SFA in writing 10 days before delivering a nondomestic agricultural commodity or product. This written notification must include the following:

- a) Whether the request to deliver a non-domestic food is because the product is not produced or manufactured domestically in sufficient and reasonably available quantities of a satisfactory quality, or competitive bids reveal the costs of a domestic product are significantly higher than the nondomestic product
- b) The pricing of both domestic and nondomestic products and/or availability data to justify the use of one of the two allowable exceptions
- c) A list of alternative domestic substitutes for the SFA to consider for delivery instead of the nondomestic agricultural product

In accordance with the 2024 Final Rule for Child Nutrition Meal Standards, the vendor must provide data on a monthly, quarterly or annual basis demonstrating the total dollars spent on domestic versus non-domestic produce. The SFA will utilize this data to assess compliance with restrictions placed on total dollars spent on non-domestic foods.

Common Legalities

The Vendor shall comply with all laws, ordinances, rules, and regulations of all applicable federal, state, county, and city governments, bureaus, and agencies regarding purchasing, sanitation, health, and safety for the food service operations and shall procure and maintain all necessary licenses and permits. The Vendor shall cooperate, as necessary, in the SFA's compliance efforts.

The Vendor shall comply with all applicable federal regulations in 2 CFR, parts 200 and 400 and 7 CFR, parts 210 (NSLP), 220 (SBP), 245 (Determining Eligibility for Free and Reduced Price Meals and Free Milk in Schools) as applicable, 250 (Donation of Foods for Use in the United States, its Territories and Possessions and Areas Under its Jurisdiction), USDA FNS Instructions and policy, federal laws and regulations, California Education Code (EC), and California laws and regulations, where applicable.

Any contract awarded under this solicitation shall be construed under the laws of the state of California, where applicable, without giving effect to the principles of conflict of laws. Any action or proceeding arising out of a contract awarded under this solicitation shall be heard in the appropriate courts in California.

Each party acknowledges that, in executing any contract awarded under this solicitation, such party has had the opportunity to seek the advice of independent legal counsel and has read and understood all of the terms and provisions under this solicitation.

Required Compliance Certifications

The Respondents must complete the certifications and return them with the proposal package. By submitting a response, the vendor certifies that the information in their proposal is accurate and that all attachments required to be submitted as part of the proposal are certified to be true and binding upon our company.

The following certifications are required:

- Debarment and Suspension Form: required on all federally awarded contracts (form)

- Byrd Anti-Lobbying Amendment Form: required for contracts above \$100,000 (form)
- Clean Air Act: required for contracts over \$150,000
 - *CLEAN AIR ACT (42 U.S.C. 1847(h))*: The SFA and Vendor shall comply with all applicable standards, orders, or regulations issued. For contracts in excess of \$150,000, the SFA and Vendor shall comply with the Clean Air Act (42 U.S.C. sections 7401 et seq.) and the Federal Water Pollution Control Act (33 U.S.C. Section 1251) as amended (Appendix II to 2 CFR, Part 200).
- Prohibition on purchases of Poultry from China: required due to the Consolidated Appropriations Act for contracts where poultry is purchased. (form)
- California's Energy Policy and Conservation Act: Required in contracts over \$250,000.

Licensing Requirements and/or Professional Certificates

The vendor must maintain records that show their facilities and/or staff have all applicable licenses and/or certifications as required by federal or state law and the SFA.

Equal Employment Opportunity [41 CFR 60-1.4](#)

The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.

Drug Free Workplace Act of 1990

Any organization that enters into a federal contract for the procurement of property or services valued at \$100,000 or more or receives any federal grant must follow the regulations of the Drug-Free Workplace Act of 1988. The act requires you to certify to the federal agency issuing the contract that you will provide a drug-free workplace. This certification requires you to create a plan that provides for a drug-free workplace and to file that plan with the federal government. Marijuana remains a Schedule I drug under the Controlled Substance Act, therefore, employers must include marijuana prohibitions in their workplace policies.

Contract Modification and Change Procedures

The SFA reserves the right to negotiate the final terms and conditions of any contract awarded under this solicitation, which may differ from those contained in the proposal, provided the SFA considers such negotiation to be in its best interest. Any change in the terms and conditions must not create a material change, which is any alteration or modification to the original terms stated in the RFP that would have resulted in different proposals from all respondents. A material change will require the SFA to rebid the contract.

During the term(s) of a contract awarded under this solicitation, additional purchases not included in this solicitation and resulting awarded contract may become necessary and benefit the school nutrition program. Both parties agree that the aggregate value of added purchases during each year of the

contract, if renewable, shall not exceed 10 % of the estimated total value of the contract. The total value of the contract must be agreed upon and the dollar value listed in every contract and contract renewal. Such additions may be included in the awarded contract list during the contract renewal through a contract amendment, and the total contract value adjusted accordingly. For each contract renewal, the total actual value of the contract in the preceding year and the additions made during the contract term, will be the basis for determining the maximum dollar amount (not to exceed 10%) of additional goods that will be allowed during the next contract renewal year

Contract Termination Rights for Cause and Convenience

Either party may cancel for cause with a 60-day notification if either party breaches a provision of any contract awarded under this solicitation. The non-breaching party shall give the other party notice of such cause. If the cause is not remedied within 10 days, the non-breaching party shall give a 60-day notice to the breaching party of their intent to terminate any contract awarded under this solicitation upon expiration of the 60-day period. The contract may be terminated, in whole or in part, for convenience by the SFA with the consent of the SFA, in which case the two parties shall agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated (2 CFR, Section 200.339[a][3]). The contract may also be terminated, in whole or in part, by the SFA upon written notification to the SFA, setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, in the case of a partial termination, if the SFA determines that the remaining portion of the contract will not accomplish the purposes for which the contract was made, the SFA may terminate the contract in its entirety.. The termination rights referred to in this solicitation are not intended to be exclusive and are in addition to any other rights or remedies available to either party at law or in equity.

Hold Harmless Clause

The vendor agrees to protect, defend, indemnify and hold the District, the Board of Trustees, its officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or relating to any and all claims liens, demands, obligations, actions proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this agreement and/or the performance hereof.

Default and Breach of Contract Provisions

If the Vendor fails to perform the terms of any contract awarded under this solicitation, the following penalties may be imposed:

- SFA will be required to provide in writing to the Vendor how they will ensure future contract compliance
- Continued nonperformance will result in termination of any contract awarded under this solicitation
- SFA may be prohibited from bidding on future contracts with the SFA

The SFA shall make no payment to the Vendor for food that, in the SFA's determination, is spoiled or unwholesome at the time of delivery, does not meet detailed food component specifications as developed by the SFA for the meal pattern, or does not otherwise meet the requirements of any contract awarded under this solicitation.

Force Majeure

Neither party shall be liable to the other for delay in, or failure of, performance nor shall any such delay in, or failure of, performance constitute default if such delay or failure is caused by force majeure. Force majeure means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Force majeure may include, but is not restricted to, acts of God, the public enemy, acts of the state in its sovereign capacity, fires, floods, power failure, disabling strikes, epidemics, quarantine restrictions, and freight embargoes.

Force majeure does not include any of the following occurrences:

- Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, or an oversold condition of the market
- Late performance by a subcontractor, unless the delay arises out of a force majeure occurrence
- Inability of either the SFA or any of its subcontractors to acquire or maintain any required insurance, bonds, licenses, or permits

If either party is delayed at any time in the progress of work by force majeure, the delayed party shall notify the other party in writing of such delay, as soon as practicable and no later than the following work day or the commencement thereof, and shall specify the causes of such delay. Such notice shall be delivered by hand or sent by postal mail with a certified return receipt requested and shall make a specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when it has done so. The time for completion shall be extended by contract amendment as long as the amended period does not violate other contract provisions and is mutually agreed upon by the SFA and the Vendor in writing.

Any delay or failure in performance by either party caused by force majeure shall not constitute default, nor give rise to any claim for damages or loss of anticipated profits.

Proposal Withdrawal Procedures

Respondents may modify their proposal after submission by withdrawing the original proposal and resubmitting a new proposal prior to the submission deadline. The SFA will not consider proposal modifications offered in any other manner, either oral or written.

Protest Procedures

The SFA accepts a prospective bidder's protest to a bid award if the protesting party believes the award is not in compliance with the law, does not follow bid procedures, or does not meet bid specifications. A protest must be filed with the SFA designated point of contact for this bid. Such protests must be made in writing and received by the SFA within five working days of the bid award date and shall include all documents supporting or justifying the protest. The protesting party must mail or deliver copies of the protest to the SFA. A bidder's failure to file the protest documents in a timely manner shall constitute a waiver of their right to protest the award of the contract.

USDA Nondiscrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program

or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident.

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 state or local agency that administers the program or contact USDA through the Telecommunications Relay Service at 711 (voice and TTY). Additionally, program information may be made available in languages other than English.

To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](#) 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
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW, Mail Stop 9410
Washington, D.C. 20250-9410;

fax:

202-690-7442; or

email:

Program.Intake@usda.gov.

This institution is an equal opportunity provider.

Proposal Attestation

By signing this, I certify that I am an authorized representative of the vendor (or individual) and that information contained in this proposal is accurate, true, and binding upon the vendor.

Vendor Name: _____

Name and Title of Vendor Representative: _____

Email and Phone of Vendor Representative: _____

Signature of Vendor Representative: _____

Date: _____