

**I. NOTICE OF REQUEST FOR PROPOSALS FOR SCHOOL  
FOOD SERVICE MANAGEMENT SERVICES**

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**This is a  
REQUEST FOR PROPOSAL**

**by  
REYNOLDS SCHOOL DISTRICT**

**in the administration of one or more USDA Child Nutrition Programs  
hereafter called the Local Educational Agency (LEA)**

**TO OPERATE AND MANAGE THE SCHOOL FOOD SERVICE  
FOR SAID LOCAL EDUCATIONAL AGENCY  
FOR THE SCHOOL YEAR BEGINNING JULY 1, 2015  
RENEWABLE FOR FOUR (4) ONE-YEAR TERMS**

PROPOSALS WILL BE RECEIVED BY LEA UNTIL **MAY 4, 2015, 2:00 PM PST**

PROPOSALS WILL BE CONSIDERED AND A CONTRACT EXECUTED PURSUANT TO THE  
PROPOSED TIMELINE IN SECTION II, PART B BELOW.

PROPOSALS AND SUPPORTING DOCUMENTATION AS DESCRIBED IN THIS  
REQUEST FOR PROPOSAL (RFP) ARE TO BE DELIVERED TO:

**Reynolds School District  
RE: RFP - Food Service Management Services  
1204 NE 201<sup>st</sup> Avenue  
Fairview, OR 97024  
503-661-7200**

## II. TERMS AND CONDITIONS FOR REQUEST FOR PROPOSALS FOR SCHOOL FOOD SERVICE MANAGEMENT CONTRACT

### A. INTRODUCTION

Pursuant to state and federal law, Reynolds School District #7, Local Educational Agency (hereafter called the LEA) participating in the National School Lunch Program (NSLP), School Breakfast Program (SBP), Child and Adult Care Food Program (CACFP) and Summer Food Service Programs (SFSP) may contract with a food service management company (FSMC) to operate eligible school food services. The administration of all USDA Child Nutrition Programs is the responsibility of the Oregon Department of Education (hereafter called the Department). All terms and conditions of procurement and contracting are subject to Oregon Administrative Rules 581, Division 51, as applicable.

This RFP is intended to provide FSMCs with the opportunity to present their qualifications and approach clearly and succinctly, while providing the LEA with comparable information from each proposer.

The successful FSMC will be required to enter into the Oregon Department of Education standard form agreement titled "LEA- FSMC Contract". The contract awarded will be a fixed price contract.

### B. TIMELINE

#### **Proposed Schedule:**

RFP Release on District website and ORPIN:	April 8, 2015
Proposal Meeting and Site Visit Tour (Mandatory): 10:30 AM PDT,	April 14, 2015
RFP Questions Due:	April 20, 2015
Proposals Due:	May 4, 2015
Proposals Scored:	May 5-8, 2015
Notification of Apparent Successful Proposer:	May 8, 2015
Post-Selection Review Period Ends:	May 15, 2015
Respond to Post-Selection Review comments:	May 18, 2015
State Agency Approval:	May 21, 2015
Board Approval of Selected Proposer:	May 21, 2015
Board Action Item to Award:	June 10, 2015
Contract signed and executed by:	after State approval
Submit Signed Contract to the Department:	10 days from date of signature

The LEA or the Department may, if necessary, revise these dates.

### C. GENERAL PROPOSAL INFORMATION

The LEA reserves the right, in its sole discretion:

1. to amend the RFP;
2. to extend the deadline for submitting proposals;

3. to decide whether a proposal does or does not substantially comply with the requirements of this RFP;
4. to waive any minor irregularity, informality, or nonconformance with this RFP;
5. to obtain or provide references to other public agencies, upon request, regarding the proposer's contract performance; and
6. at any time prior to the contract execution (including after announcement of the apparent awardee):
  - (a) to reject any proposal that fails to substantially comply with all prescribed RFP requirements and procedures, and
  - (b) to reject all proposals received and cancel this RFP upon a finding by the LEA that there is good cause therefore and that such cancellation would be in the best interests of the LEA.

**ALL PROPOSERS WHO SUBMIT A RESPONSE TO THIS RFP UNDERSTAND AND AGREE THAT THE DEPARTMENT AND THE LEA ARE NOT OBLIGATED THEREBY TO AWARD A CONTRACT TO ANY PROPOSER. NEITHER THE DEPARTMENT NOR THE LEA HAS ANY FINANCIAL OBLIGATION TO ANY PROPOSER. IN ADDITION, EACH PROPOSER UNDERSTANDS AND AGREES THAT NEITHER THE DEPARTMENT NOR THE LEA SHALL BE RESPONSIBLE FOR ANY EXPENSES AND COSTS INCURRED IN SUBMITTING A RESPONSE TO THIS RFP. EACH PROPOSER WHO RESPONDS TO THIS RFP DOES SO SOLELY AT THE PROPOSER'S COST AND EXPENSE.**

#### **D. ADDENDA**

Questions regarding the information contained in this RFP must be submitted in writing and sent by **April 20, 2015** to:

[RSD\\_RFP@rsd7.net](mailto:RSD_RFP@rsd7.net)

No oral questions or post marks will be accepted.

If any part of this RFP is amended, an addendum will be posted on the District's website and on the ORPIN system. All proposers will be responsible for obtaining the addendum and stating in their cover letter of the receipt. Failure to acknowledge all addendums may result in declaration of your RFP as nonresponsive.

#### **E. SUBMISSION OF PROPOSALS**

The following items explain the format requirements for proposal preparation and submission. The LEA reserves the right to eliminate from consideration any FSMC proposal received, which does not follow this format.

- Applications must be submitted in the name of the legal entity registered with the State of Oregon, Corporations Division, to do business in the State of Oregon or an independent contractor.
- Proposals and price information must be submitted using only 8 ½" x 11" white paper with no color printing. Proposals shall be typed but without expensive art work, unusual printing, or other materials not requested in this RFP. Any additional materials submitted could deem the proposal as over responsive with the proposal being rejected.

- Application should have a title page which list all contact information.
- At least one proposal must bear an original signature signed in **Blue ink** and dated by the Applicant/s or a representative legally authorized by the Applicant/s.
- Fifteen (15) copies of the proposal must be submitted in sealed packages or envelopes. One must be designated “Original” and contain all required signatures. All packages and envelopes must be marked clearly with the note: “**RFP-- Food Service Management Services**” with the date and time for opening.
- No oral, email, or facsimile proposals will be accepted.
- Proposals must be received by **MAY 4, 2015, 2:00 PM PST**

*Late proposals or modifications will not be accepted.*

#### **F. ACCEPTANCE OF CONTRACTUAL REQUIREMENTS**

Proposer must include in the proposer’s cover letter a statement accepting all terms and conditions included herein.

#### **G. PRICE**

Prices, costs, and expenses quoted in submitted proposals shall include all costs for services provided under the contract. LEA retains the right to negotiate price and terms with top ranked offerors. Any unspecified costs shall be borne by the contractor per Oregon Administrative Rule (OAR) 581-051-0570.

#### **H. PUBLIC RECORDS**

This RFP and one (1) copy of each proposal received in response to it, together with copies of all documents pertaining to the award of a contract, shall be kept by the LEA and made part of a file or record, which shall be open to public inspection. If a proposal contains any information that is considered a trade secret under ORS 192.501(2), each sheet of such information shall be marked with the following caption:

“This data constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

Sheets identified as containing trade secret information shall not contain non-trade secret material. A violation of this requirement shall result in the entire sheet being subject to public disclosure. LEA shall have no liability of the disclosure of trade secret material and especially so when the material is not properly marked or separated from non-trade secret material.

## **I. INVESTIGATION OF REFERENCES**

The LEA reserves the right to investigate the references and past performance of any proposer with respect to its successful completion of similar projects, compliance with contractual obligations and specifications, and lawful payments of suppliers, contractors, and workers. The LEA may postpone the award or execution of the contract after the announcement of the apparent successful proposer in order to complete the investigation. The LEA reserves the right to reject any or all proposals at any time prior to the execution of a contract.

- Proposers must include a listing of comparable District where they have current Child Nutrition management services. Listing must include a district contact name, email address, and telephone number.
- Proposers must include in the listing all Districts in the State of Oregon where they currently provide Child Nutrition management services.
- Proposers must include a listing of all lost or discontinued District accounts within the last five (5) years.

## **J. RECYCLED PRODUCTS**

Proposers shall use recycled products to the maximum extent economically feasible in the performance of the contract work set forth in this document.

## **K. MANDATORY PROPOSAL MEETING AND SITE VISIT**

The scheduled mandatory proposal meeting and site tours of an elementary, middle, and high school is a proposer's only opportunity to visit the sites. Information provided as a result of proposer questions at the meeting will be distributed as addenda. Attendance at the meeting and site tours shall be limited to three (3) outside representatives from each proposer. **The meeting and site visit will begin at 10:30 AM, Tuesday April 14, 2015 at the District Office, located at 1204 NE 201<sup>st</sup> Avenue Fairview, OR 97024, 503-661-7200.**

Vendors may have cameras to document the sites visited. **Under no circumstances will photos of students or staff be allowed.** Questions during the tour will be noted by LEA staff with answers being distributed via addendum at a later date. Vendors may also submit questions in writing after the tour. Questions should not be directed to any Child Nutrition employees during the site tour. Questions are due by April 20, 2015 to:

[RSD\\_RFP@rsd7.net](mailto:RSD_RFP@rsd7.net)

**L. PROPOSAL EVALUATION PLAN**

Proposals shall be thoroughly reviewed and subjected to an impartial evaluation by LEA’s Evaluation Committee using the following scoring system.

<b>CRITERIA FOR EVALUATION</b>	<b><u>POINTS</u></b>
a. Financial Pro Forma	40
b. Proposed Food, Nutrition and Wellness Programs	30
c. Employee Training & Development Plan including work environment & Food Handling Safety	15
d. Community Involvement and Communications Plan	20
e. Depth of Resident Director, management & support resources	30
f. Child Nutrition Experience with other comparable Districts With preference given to experience with Oregon Districts	15
g. <i>Reduction points for submitting items not requested</i>	-15
<b>Total possible:</b>	<b>150</b>

**M. POST-SELECTION REVIEW**

Competing proposers shall be notified in writing of the selection of the apparent successful proposer and shall be given five (5) calendar days to review the RFP file and evaluation report at the LEA office. Any questions or concerns about the selection process must be in writing and must be delivered to:

**Reynolds School District  
RE: RFP Post-Selection  
1204 NE 201<sup>st</sup> Avenue  
Fairview, OR 97024**

The LEA will promptly respond to proposer questions or concerns. The decisions of the LEA are final.

**N. RESERVATIONS**

The Board of Directors of Name of Reynolds District # 7 herein expressly reserves the following rights:

1. To negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the District. The District does not intend to award a contract solely on the basis of any response made to this request for proposal or in any way to pay for information solicited or obtained. The information obtained will be used in determining what seems to best serve the interest of the District.
2. To consider the competency and responsibility of bidders and of their proposed subcontractors in making the award.
3. To make the award based on its best judgment as to which contractor will provide a program which best meets the Districts expectations of a program employing the highest standards of quality, nutritional standards, palatability, and menu variety.

**O. CONTRACT:**

The successful proposer shall enter into a contract for a period beginning on or about July 1, 2015 and ending June 30, 2016. The contract may be renewed, upon mutual written agreement of the LEA and FSMC, for up to four (4) years after the original contract. The original contract must specify the Consumer Price Index (CPI) Food Away From Home series of the CPI for All Urban Consumers, published by the Bureau of Labor Statistics of the Department of Labor – Portland-Salem, OR CPI for the 12-month period March 2014 to March 2015.

### III. REQUIRED MATERIALS CONSTITUTING A RESPONSIVE PROPOSAL

#### A. MANDATORY ITEMS

**THE FOLLOWING ITEMS 1 - 5 ARE TO BE SUBMITTED WITH ALL PROPOSALS. PROPOSALS NOT CONTAINING ALL APPLICABLE ITEMS WILL BE REJECTED.**

1. **Cover Letter.** The Proposer must submit a cover letter, which contains a brief explanation of the features of the proposal. The Proposer must include the email address, telephone and facsimile numbers of an authorized representative of the FSMC. The cover letter should acknowledge receipt of any addendums or modifications to the RFP.
2. **Completed Certificate of Independent Price Determination (Attachment A)**
3. **Certificate of Suspension and Debarment—if applicable (Attachment B)**
4. **Certification of Clean Air and Water – if applicable (Attachment C)**
5. **Certification Regarding Lobbying – if applicable (Attachment D)**
6. **Buy American Provision -** The LEA and the FSMC shall purchase, to the maximum extent practicable, domestic agricultural commodities or products substantially processed in the United States. “Substantially” means the final processed product contains over 51% domestically grown agricultural commodities. This provision applies to all food purchases paid from the nonprofit school food services account.
7. **Financial Terms:** Complete as to all price terms, methods of determining costs, rebates, methods of allocating expenses, methods of determining meal equivalents, and all formulas for computing fixed price per meal rate. The FSMC shall determine a per meal price as if all food was purchased (no commodities available.). To the extent relevant in determining financial terms, the FSMC shall use the exact information provided in Appendix (A).

For fixed price per meal purposes, each reimbursable lunch shall be considered one (1) meal/meal equivalent, each reimbursable breakfast shall be considered one-third (1/3) of a meal/meal equivalent, and one (1) reimbursable snack shall be considered one-fourth (1/4) of a meal/meal equivalent

For cash meal sales other than reimbursable meals the equivalent rate shall be the current school year free lunch reimbursement rate plus the commodity value. The estimated rate for 2015 is \$3.3075 (\$3.06 plus \$0.2475) The number of meal equivalents is determined by dividing the total a la carte and catering revenue by the sum of the federal free lunch reimbursement plus the value of USDA entitlement and bonus donated foods, as documented on the Meals and Meal Equivalents Calculator. The revenue shall include catering sales, adult meals, and a la carte sales to students and adults. If applicable, include revenue from vending machine sales a part of the la carte revenue.

8. **Menu Cycle.** For the purposes of this RFP all proposers are required to use the 21-day cycle menu provided in Appendix (B). The menu cycle shall be used as a standard for determining average cost per meal. The menu shall be adhered to for the first 21 days of meal service, and changes thereafter may be made upon approval of the LEA. Any changes



must equal or exceed the choice selection, quality, grades, and specifications contained in the original menu cycle.

- 9. Schools to be served.** The individual named schools and sites within the jurisdiction of the LEA that the FSMC proposes to serve in the contract are listed in (Appendix C).
- 10. Management Services.** Provide a descriptive narrative of the services provided each of the following areas. Limit your response to pertinent information, the LEA is not interested in receiving marketing material, reports, or other extraneous information.
  - a) Employee staffing, training and development plan
  - b) Resume of proposed Director
  - c) Community involvement and communications plan
  - d) Depth of management and support resources
  - e) Nutritional and Wellness awareness programs
  - f) Food service experience with other comparable public school districts, including the demonstrated ability to manage a financially self-sustaining program. Preference will be given to experience with Oregon public school districts.
- 11. Program Information.** Interested Proposers are required to utilize the exact participation levels, meal counts, service days, meal prices, federal reimbursement rates, state reimbursement rates, equivalent meal sales information, Employee work days, daily hours and average hourly rate information and district indirect costs (if applicable) as detailed in **Appendix A, Program Information**, to develop their financial proformas, which enables the LEA to compare proposals from the various Proposers. Financial proformas that do not use the exact information as provided in appendix A, Program Information, will not be accepted. Alternate financial proformas or proposals will not be considered and may result in the proposer being disqualified from the selection process for being “nonresponsive”:

## IV. SCOPE OF WORK

### 1. OVERVIEW OF REYNOLDS SCHOOL DISTRICT FOOD SERVICE

- A. Scale. The LEA Child Nutrition Department employs seventy-seven (77) persons and provides Child Nutrition to approximately eleven thousand two hundred (11,200) children at twenty (20) sites. The food service prepares approximately 1,457,029 reimbursable meals annually.

**Reynolds School District** is participating in the Community Eligibility Provision (CEP). The CEP allows schools that predominantly serve low-income children to offer free, nutritious school meals to all students through the National School Lunch and School Breakfast Programs.

- B. Responsibilities. The responsibilities of the food service include the following:
1. Preparing and serving meals and meal supplements (snacks) to students, and participants in NSLP, SBP, SFSP, FFVP, CACFP, and SMP;
  2. Preparing and serving meals to staff, parent organizations, and for some scheduled events (conferences, business partnerships, etc.), whether in or out of the LEA;
  3. Purchasing food and supplies;
  4. Oversight and coordination of purchasing, maintaining and repairing all equipment used in the kitchen;
  5. Maintaining all kitchen areas and working environments in a safe and sanitary condition;
  6. Complying with all health requirements including blood pathogen training, safety, and sanitation requirements;
  7. Maintaining full and complete program, financial and inventory records sufficient to meet federal and state requirements and in accordance with generally accepted accounting principles.
  8. Determining student meal benefit eligibility from household confidential meal applications
  9. Conducting follow –up to households selected for verification
  10. Ensure all reimbursable meals meet the Food-Based Meal Pattern and nutrition standards as required by the USDA. Reimbursable meals must adhere to all calorie ranges and meet the nutrition standards for the National School Lunch, School Breakfast, Summer Foods, Child and Adult Care Food programs, as applicable.
    - a. National School Lunch and School Breakfast Programs (NSLP): The USDA Meal Pattern will be used at all sites for breakfast and lunch.
    - b. Summer Food Service Program (SFSP): The LEA provides summer meals under the Summer Food Service Program. If meals for the summer program will be prepared in schools that participate in NSLP or SBP, the Department can permit the service of meals that meet the requirements of these programs rather than the SFSP Meal Pattern. If a sponsor wished to exercise this option, a request for permission should be submitted to the Department along with the application for program participation.

- c. Child and Adult Care Food Program (CACFP) (LEA Afterschool At-Risk Snacks/Suppers, Child Care Centers, or Head Start Programs). The CACFP meal pattern is followed in the child care centers or Head Start Programs. The Afterschool-At-Risk Snack and Supper sites use the NSLP meal pattern. Menu records are provided as required by CACFP regulations. Program Administration costs may not be included in the fixed meal price for this program. These meals cannot be included in the meal equivalent calculations for NSLP reimbursement. Separate accountability for all CACFP programs is required.
- d. Fresh Fruit and Vegetable Program (FFVP): The LEA provides all children in the awarded elementary (K-8) schools with a variety of free fresh fruits and vegetables during the school day. These fresh fruits and vegetables must be provided separately from the lunch or breakfast meal, in one or more areas of the school during the official school day. The awarded LEA elementary schools must participate in the National School Lunch Program (NSLP). All LEA's elementary schools that participate in the FFVP are required to widely publicize within the school the availability of free fresh fruits and vegetables. The LEA must submit an annual school application for the FFVP.

FFVP costs that may be reimbursed are broken into two (2) categories:

Administrative costs currently cannot exceed 10% of the total funds.

Operations costs are the primary costs of running the FFVP as:

- Purchase of fruits and vegetables, including the cost of pre-cut produce and delivery charges;
- Non-food items or supplies that are used in serving and cleaning; and
- Salaries and fringe benefits for employees engaged in preparing and distributing fresh fruits and vegetables, and in maintaining a sanitary environment.

Contractor will be required to document and track FFVP expenses separately. Documentation must clearly outline the allocation of costs charges to the FFVP (i.e., amounts charged for labor, administrative fees, and actual costs for fresh fruits and vegetables, etc.)

- C. Financial Requirements. The Food Service will be run on a cost effective basis so as to be self-supporting. The LEA and the FSMC shall work together to ensure a financially sound and well-run operation. The FSMC shall guarantee that the food service program will achieve, at a minimum, financial break-even, defined, as "generated program revenues will be sufficient to cover all actual and direct operating costs incurred by both the LEA and the FSMC." The Child Nutrition Program will be run a cost effective basis so as to be self-supporting.
- D. Management Goals. The Food Service will provide nutritious, high-quality meals and snacks to students and participants in NSLP, CACFP, SBP, and SFSP; accommodate special diets where medically necessary, provide occasional catered food services, and improve nutrition awareness.
- E. Schools and other facilities served. The Child Nutrition department provides regular meal service including NSLP and SBP at twenty (20) sites; eleven (11) elementary schools (K-5),

four (4) middle schools, two (2) high schools, one (1) post-high school, and two (2) charter schools. See Appendix C.

F. Food Service Office and Staff. The food service office is located at 1214 NE 201<sup>st</sup> Ave, Fairview, OR 97024.

## **2. DESCRIPTION OF RESPONSIBILITIES OF CONTRACTOR (FSMC):**

A. General. The Contractor or “FSMC” (Food Service Management Company) selected pursuant to this request for proposals will provide management and supervision of the LEA Food Service Department. The Food Service must be managed so as to efficiently and effectively fulfill the responsibilities described, and so as to achieve the Management Goal and Financial requirements described in Section 1 above.

### **B. Use of Donated Foods**

- 1) The FSMC shall credit the LEA for the value of all donated food, entitlement and bonus, received for use in meal service in the school year, including the value of donated foods in processed end products;
- 2) The FSMC shall list on the invoice for the period, the value of commodities received, and deduct the amount of value from the total owed by LEA for the NSLP meals served;
- 3) The value of commodities for entitlement and bonus is the average USDA purchase price as listed by ODE. For processed commodities it is the processing agreement value;
- 4) The FSMC shall be responsible for ordering and selecting donated foods in coordination with the LEA; the storage and management of the donated foods; procuring processed end products on behalf of the LEA; and payment of processing fees or submittal of refund requests on behalf of the LEA or remittance of funds for the value of donated foods in processed end products to the LEA in accordance with 7 CFR 250;
- 5) The FSMC will use all donated ground beef, ground pork and processed end products in the LEA’s food service;
- 6) The FSMC will use all other donated foods in the LEA’s food service;
- 7) The FSMC will procure processed end products on behalf of the LEA in compliance with the requirements of subpart C of 7 CFR 250 and credit the LEA for the value of donated food in the processing end product at the processing agreement value;
- 8) The FSMC will not itself enter into a processing agreement with a processor;
- 9) The FSMC will comply with the storage and inventory requirements for donated foods;
- 10) The LEA, State Agency, Comptroller General, USDA or their duly authorized representatives, may perform onsite review of the food service operation, including the review of records, to ensure compliance with requirements for the management and use of donated foods;

- 11) The FSMC must maintain the following records relating to the use of the donated foods:
  - a) The donated food and processed end product received from or on the behalf of the LEA for use in meal service,
  - b) Documentation that it has credited the LEA of the value of all donated food received for use in the LEA's food service in the school year, including the value of donated foods contained in processed products,
  - c) Documentation of the FSMC's procurement of processed end products on behalf of the LEA.
- 12) Extensions or renewals of the contract are contingent upon fulfillment of all contract provisions relating to donated foods.
- 13) Upon the termination of the contract, the FSMC must return all unused donated foods, including but not limited to ground beef, ground pork, and processed end products to the LEA.

- C. Capital Improvements. The cost of capital improvements to the kitchen facilities shall be borne by the LEA and shall not be included in direct operating costs of the program. Title to all capital improvements shall remain in the LEA. No improvements are anticipated for the 2015-2016 school year.
- D. Food Service Supervisor. The FSMC will employ a qualified professional to manage and oversee the food service operation, and to supervise all food service employees. The FSMC shall select and appoint the Food Service Supervisor with the participation and consent of the LEA.
- E. Employees. All non-management food service employees shall be employees of the LEA. The LEA shall have the responsibility of hiring, training, supervising, and disciplining of employees. In the selection and hiring process, the LEA shall conduct a diligent and comprehensive background investigation of all prospective employees' character and criminal records. The LEA shall be responsible for fingerprinting all employees that come in contact with students (ORS 326.603). The LEA shall not knowingly employ anyone who has:
  1. A felony or misdemeanor conviction with the past 10 years or any conviction for a crime of violence, sexual offense, drug use or sale, or child abuse of child pornography.

The FSMC further agrees that the LEA shall have the right by written order to require removal from the FSMC operation serving the LEA any person(s) who in the opinion of the LEA is not of appropriate personality, character, temperament, or qualification.

- F. Reports. The FSMC shall provide the LEA with financial and management reports accurately reflecting the status of the food service operation monthly. Such reports shall be in a format acceptable to the LEA and in sufficient detail to allow independent verification if requested by the LEA. All problems and difficulties, which may impair the FSMC's ability to fulfill the financial and management goals described herein, shall be promptly reported to the LEA, so that the LEA may work with the FSMC toward resolution.
- G. Advertising: The FSMC shall follow the LEA's policy regarding advertising.

H. Survival Terms .In the event of a conflict between the terms of this section IV “Scope of Work” and a provision of the contract executed between the LEA and the Contractor (FSMC) the following order of the precedence shall apply: contract, RFP, FSMC proposal.

**Attachments:**

- A. Certificate of Independent Price Determination
- B. Suspension and Debarment Certification
- C. Clean Air and Water Certificate
- D. Certification Regarding Lobbying

**Appendices:**

Appendix A Program Information – Including:

- Participation Counts (Including total Paid-Free-Reduced Price Meals and Snacks)
- Reimbursement Rates
- Equivalency Rates
- Meal Prices
- Service Days
- List of Schools/Sites and Service Times
- Free and Reduced Information
- Child Nutrition Positions by Location
- LEA Paid District Direct Charges

Appendix B 21-Day Cycle Menu (Elementary and Secondary) by program type

Appendix C Sites to be Served and Serving Times

Appendix D Financial Pro Forma Sample (includes Fixed Price per Meal Proposal)

Appendix E Revenue/Expenditures for Fresh Fruit and Vegetable Program (FFVP)

# Attachment A

## Certificate of Independent Price Determination

Both the Local Educational Agency (LEA) and Food Service Management Company (offeror) shall execute this Certificate of Independent Price Determination.

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NAME OF FOOD SERVICE MANAGEMENT COMPANY      NAME OF LOCAL EDUCATIONAL AGENCY

(A) By submission of this offer, the offeror certifies, and in the case of a joint offer, each party thereto certifies as to its own organization, that in connection with this procurement:

- (1) The prices in this offer have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other offeror or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this offer have not been knowingly disclosed by the offeror and will not knowingly be disclosed by the offeror prior to opening in the case of an advertised procurement or prior to award in the case of a negotiated procurement, directly or indirectly to any other offeror or to any competitor; and
- (3) No attempt has been made or will be made by the offeror to induce any person or firm to submit or not to submit, an offer for the purpose of restricting competition.

(B) Each person signing this offer on behalf of the Food Service Management Company certifies that:

- (1) He or she is the person in the offeror's organization responsible within the organization for the decision as to the prices being offered herein and has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above; or
- (2) He or she is not the person in other offeror's organization responsible within the organization for the decision as to the prices being offered herein, but that he or she has been authorized in writing to act as agent for the persons responsible for such decision in certifying that such persons have not participated and will not participate, in any action contrary to (A)(1) through (A)(3) above, and as their agent does hereby so certify; and he or she has not participated, and will not participate, in any action contrary to (A)(1) through (A)(3) above.

**To the best of my knowledge, this Food Service Management Company, its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last three years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:**

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SIGNATURE OF FSMC AUTHORIZED REPRESENTATIVE      TITLE      DATE

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

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SIGNATURE OF LEA AUTHORIZED REPRESENTATIVE      TITLE      DATE



## **Attachment B**

### **Suspension and Debarment Certification**

NOTE: This certificate must be completed for all new and renewal contract years when the contract exceeds \$100,000.

#### **U. S. DEPARTMENT OF AGRICULTURE**

#### **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION -- LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 7 CFR Part 3017, Section 3017.510, Participants' responsibilities. The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
  
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

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Organization Name PR/Award Number or Project Name

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Names(s) and Title(s) of Authorized Representative(s)

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Signature(s) Date

### **Instructions for Certification**

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

## Attachment C

### Clean Air and Water Certificate

**NOTE: This certificate must be completed for all new and renewal contract years when the contract exceeds \$100,000.**

Applicable if the contract exceeds \$100,000 or the Contracting Officer has determined that the orders under an indefinite quantity contract in any one year will exceed \$100,000 or a facility to be used has been the subject of a conviction under the Clean Air Act (41 U.S.C. 1857c-8(c)(1) or the Federal Water Pollution Control Act 33 1319(d) and is listed by EPA or the contract is not otherwise exempt. Both the Local Educational Agency (LEA) and Food Service Management Company (offeror) shall execute this Certificate.

\_\_\_\_\_  
NAME OF FOOD SERVICE MANAGEMENT COMPANY

\_\_\_\_\_  
NAME OF LOCAL EDUCATIONAL AGENCY

THE FOOD SERVICE MANAGEMENT COMPANY AGREES AS FOLLOWS:

- A. To comply with all the requirements of Section 114 of the Clean Air Act, as amended (41 U.S.C. 1857, et seq., as amended by Public Law 91-604) and Section 308 of the Federal Water Pollution Control Act (33 U.S.C. 1251, et seq., as amended by Public Law 92-500), respectively, relating to inspection, monitoring, entry, reports and information as well as other requirements specified in Section 114 and Section 308 of the Air Act and the Water Act, respectively, and all regulations and guidelines issued thereunder before the award of this contract.
- B. That no portion of the work required by this prime contract will be performed in a facility listed on the Environmental Protection Agency List of Violating Facilities on the date when this contract was awarded unless and until the EPA eliminates the name of such facility or facilities from such listing.
- C. To use his/her best efforts to comply with clean air standards and clean water standards at the facilities in which the contract is being performed.
- D. To insert the substance of the provisions of this clause in any nonexempt subcontract, including this paragraph.

THE TERMS IN THIS CLAUSE HAVE THE FOLLOWING MEANINGS:

- A. The term "Air Act" means the Clean Air Act, as amended (41 U.S.C. 1957 et seq., as amended by Public Law 91-604).
- B. The term "Water Act" means Federal Water Pollution Control Act, as amended (33 U.S.C. 1251 et seq., as amended by Public Law 92-500).
- C. The term "Clean Air Standards" means any enforceable rules, regulations, guidelines, standards, limitations, orders, controls, prohibitions, or other requirements which are contained in, issued under, or otherwise adopted pursuant to the Air Act or Executive Order 11738, an applicable implementation plan as described in section 110(d) of the Clean Air Act (42 U.S.C. 1957c-5(d)), an approved implementation procedure or plan under Section 111(c) or Section 111(d), respectively, of the Air Act (42 U.S.C. 1857c-6(c) or (d)), or approved implementation procedure under Section 112(d) of the Air Act (42 U.S.C. 1857c-7(d)).

- D. The term "Clean Air Standards" means any enforceable limitation, control, condition, prohibition, standard, or other requirement which is promulgated pursuant to the Water Act or contained in a permit issued to a discharger by the Environmental Protection Agency or by a State under an approved program, as authorized by Section 402 of the Water Act (33 U.S.C. 1342) or by local government to ensure compliance with pretreatment regulations as required by Section 307 of the Water Act (33 U.S.C. 1317).
  
- E. The term "Compliance" means compliance with clean air or water standards. Compliance shall also mean compliance with a schedule or plan ordered or approved by a court of competent jurisdiction, the Environmental Protection Agency or an Air or Water Pollution Control Agency in accordance with the requirements of the Air Act or Water Act and regulations issued pursuant thereto.
  
- F. The term "facility" means any building, plant, installation, structure, mine, vessel, or other floating craft, location or sites of operations, owned, leased or supervised by the Food Service Management Company.

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SIGNATURE/TITLE OF FSMC AUTHORIZED REPRESENTATIVE

DATE

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SIGNATURE/TITLE OF LEA AUTHORIZED REPRESENTATIVE

DATE

## Attachment D

### Certification Regarding Lobbying Disclosure of Lobbying Activities

(Complete the form that is applicable.)

NOTE: This certificate must be completed for all new and renewal contract years 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.

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**Name/Address of Organization**

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**Name/Title of Submitting Official**

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**Signature**

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**Date**

# DISCLOSURE OF LOBBYING ACTIVITIES

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

<b>1. Type of Federal Action:</b> _____ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	<b>2. Status of Federal Action:</b> _____ a. bid/offer/application b. initial award c. post-award	<b>3. Report Type:</b> _____ a. initial filing b. material change <b>For Material Change Only:</b> Year _____ Quarter _____ Date of Last Report _____
<b>4. Name and Address of Reporting Entity:</b> _____ Prime    _____ Subawardee    Tier _____, if known:	<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>	
Congressional District, if known:	Congressional District, if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>	
	CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ _____	
<b>10a. Name and Address of Lobbying Entity:</b> (if individual, last name, first name, middle)	<b>10b. Individuals Performing Services</b> (include address if different from 10a.) (last name, first name, middle)	
<b>11. Amount of Payment</b> (check all that apply): \$ _____  _____ Actual    _____ Planned	<b>12. Type of payment</b> (check all that apply): _____ a. retainer _____ b. one-time fee _____ c. commission _____ d. contingent fee _____ e. deferred _____ f. other; specify: _____	
<b>13. Form of Payment</b> (check all that apply): _____ a. cash _____ b. in-kind; specify: Nature _____ Actual _____	<b>14. Continuation Sheet(s) SF-LLL-A Attached:</b> Yes _____ (Number _____) No _____	
<b>15. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or member(s) contracted for Payment indicated in Item 11:</b>		
Attach Continuation Sheet(s) SF-LLL-A (if necessary)		
<b>16. Information requested through this form is authorized by Title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>		
Signature: _____		
Print Name: _____		
Title: _____		
Telephone: _____		
Date: _____		

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Standard Form -- LLL

**DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET SF-LLL-A**

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 RFP - LEA



a Member of Congress in connection with a covered Federal action. If the space on the form is inadequate, use of SF-LLL-A Continuation Sheet for additional information. 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, Invitation for Bid (IFB) Number; grant announcement number; the contract, grant or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
- 10(a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.
- 10(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check type of payment. Check all that apply.
13. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment. Check all that apply. If other, specify nature.
14. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached. If yes, list number of sheets attached.
15. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.

The certifying official shall sign and date the form, print his/her name, title, and telephone number. Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-00046), Washington, DC 20503.

## Appendix A

### **PROGRAM INFORMATION**

#### Reynolds School District - RFP – Food Services

**All Vendors must use the following information for Pro Forma development  
Financial Pro Formas that do not utilize the exact program information as provided in this  
attachment will not be accepted.**

#### **Participation Counts:**

**(Based on 2013-2014 actual meal counts from Claims for Reimbursement)**

*Use meal counts, catering and ala carte sales below for proforma development*

<b>Participation Categories</b>	<b>Severe Need Lunch Annual Meals</b>	<b>Severe Need Breakfast Annual Meals</b>
Free: Student	851,189	426,367
Reduced: Student	70,913	35,521
Paid: Student, Elem	110,406	72,318
Paid: Student, Middle	16,411	63,650
Paid: Student, High	27,734	79,160
Catering Sales	\$44,253.34	
Ala Carte Sales	\$39,259.00	
Summer Program	25,267	18,705
CAFCP Program	87,622	-

#### **Reimbursement Rates: Projected rates for 2015-2016 School Year**

*Use Reimbursement rates below for proforma development*

*\*rates are based on July 1, 2014 established rates and increased by 3.5% for the 2015-16SY*

<b>Category</b>	<b>Federal Lunch</b>	<b>Severe Breakfast</b>
Free	\$3.06	\$1.93
Reduced Price USDA	\$2.66	\$1.63
Reduced Price ODE*	N/A	\$0.30
Paid	\$0.36	\$0.28
Summer Food Service Program	\$3.30	\$1.89
CACFP Program	\$0.82	
Commodity Rate/Lunch	\$0.2475	
State Reimbursement Rate/Lunch	\$0.035	

\*ODE reimburses districts an additional \$0.30 per reduced breakfast; districts cannot charge students for a reduced price breakfast

**Equivalency Rates:***Use Equivalency below for proforma development*

- Use \$3.3075 on all ala carte, catering and non-reimbursable meal sales.
- Use 1 for 1 Lunch and Supper Equivalency
- Use 3 for 1 Breakfast Equivalency
- Use 4 for 1 Snack Equivalency

**Meal Prices:***Use meal prices below for proforma development*

<b>Category</b>	<b>Lunch</b>	<b>Breakfast</b>
Free	\$0.00	\$0.00
Reduced-Price	\$0.40	\$0.00
Paid Elem	\$2.38	\$1.05
Paid Middle	\$2.60	\$1.30
Paid High	\$2.85	\$1.30
Adult	\$3.25	\$1.55

**Service Days:***Use service days below for proforma development*

<b>School</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Summer</b>	<b>CACFP</b>
Elementary School	169	169	35	Approx.120
Middle School	168	168	35	Approx.120
High School	168	168	35	Approx.120

### Fee and Reduced Statistics for Period Ending May 31, 2014

	Free	Red	Paid	Total	F + R Current	F + R Last Year
ALDER	480	14	21	515	95.92%	95.25%
DAVIS	419	21	26	466	94.42%	92.62%
FAIRVIEW	279	28	91	398	77.14%	76.79%
GLENFAIR	448	17	38	503	92.45%	93.59%
HARTLEY	451	27	39	517	92.46%	91.72%
SALISH	427	15	77	519	85.16%	84.01%
SCOTT	357	30	104	491	78.82%	74.55%
SWEETBRIAR	189	25	163	377	56.76%	57.14%
TROUTDALE	220	32	120	372	67.74%	63.61%
WILKES	379	22	58	459	87.36%	84.69%
WOODLAND	364	27	100	491	79.63%	76.22%
FOUR CORNERS	39	2	7	48	85.42%	
LEE MS	597	45	172	814	78.87%	82.15%
REYNOLDS MS	762	59	135	956	85.88%	82.98%
WALT MOREY MS	339	53	240	632	62.03%	59.89%
REYNOLDS HIGH SCHOOL	1,478	191	891	2,560	65.20%	64.79%
REY LEARNING ACADEMY	190	10	57	257	77.82%	81.15%
<b>DISTRICT TOTALS</b>	7,418	618	2,339	10,375	77.46%	76.49%

#### Charter Schools~

MULTI SENSORY LEARNING (MLA)	105	13	196	314	37.58%	
REYNOLDS ARTHUR ACADEMY	66	21	112	199	43.72%	
KNOVA CHARTER LEARNING	238	43	133	414	67.87%	

### Nutrition Positions by Location

Worksite	Position	Hours Per Day	Contract Days	Rate
ALDER ELEMENTARY	COOK	6.5	180	\$17.11
ALDER ELEMENTARY	COOK	6	180	\$17.11
ALDER ELEMENTARY	COOK	3.5	180	\$14.88
ALDER ELEMENTARY	COOK - MANAGER MS/ELEM	7	180	\$19.61
DAVIS ELEMENTARY	COOK	6.5	180	\$14.88
DAVIS ELEMENTARY	COOK	3.5	180	\$14.88
DAVIS ELEMENTARY	COOK	3.5	180	\$12.19
DAVIS ELEMENTARY	COOK	5.5	180	\$14.88
DAVIS ELEMENTARY	COOK - MANAGER MS/ELEM	7	180	\$18.31
FAIRVIEW ELEMENTARY	COOK	4	180	\$14.23
FAIRVIEW ELEMENTARY	COOK	6	180	\$17.11
FAIRVIEW ELEMENTARY	COOK - MANAGER MS/ELEM	7	180	\$19.61
FOUR CORNERS	COOK - MANAGER MS/ELEM	7	180	\$18.96
GLENFAIR ELEMENTARY	COOK	7	180	\$17.11
GLENFAIR ELEMENTARY	COOK	2.5	180	\$14.23
GLENFAIR ELEMENTARY	COOK	5.5	180	\$17.11
GLENFAIR ELEMENTARY	COOK - MANAGER MS/ELEM	7	180	\$17.69
HARTLEY ELEMENTARY	COOK	6.5	180	\$17.11
HARTLEY ELEMENTARY	COOK	5	180	\$12.19
HARTLEY ELEMENTARY	COOK	3	180	\$12.19
HARTLEY ELEMENTARY	COOK - MANAGER MS/ELEM	7	180	\$19.61
HB LEE MIDDLE SCHOOL	COOK	3	179	\$12.68
HB LEE MIDDLE SCHOOL	COOK	5	179	\$12.19
HB LEE MIDDLE SCHOOL	COOK	5	179	\$14.23
HB LEE MIDDLE SCHOOL	COOK - ASST MANAGER MS	6.5	179	\$13.68
HB LEE MIDDLE SCHOOL	COOK - MANAGER MS/ELEM	7.5	179	\$19.61
MARGARET SCOTT ELEMENTARY	COOK	5.5	180	\$13.23
MARGARET SCOTT ELEMENTARY	COOK	6	180	\$17.11
MARGARET SCOTT ELEMENTARY	COOK - MANAGER MS/ELEM	7	180	\$18.31
NUTRITION/WAREHOUSE	NUTRITION/WHSE DRIVER	7.5	206	\$19.61
NUTRITION/WAREHOUSE	SECRETARY - ASST NUTRITION	3	206	\$15.15
NUTRITION/WAREHOUSE	SECRETARY - NUTRITION	8	260	\$21.62
REYNOLDS HIGH SCHOOL	COOK	6	179	\$12.68
REYNOLDS HIGH SCHOOL	COOK	4	179	\$14.23
REYNOLDS HIGH SCHOOL	COOK	6	179	\$13.75
REYNOLDS HIGH SCHOOL	COOK	5	179	\$17.11

REYNOLDS HIGH SCHOOL	COOK	4	179	\$16.45
REYNOLDS HIGH SCHOOL	COOK	6	179	\$13.75
REYNOLDS HIGH SCHOOL	COOK	6	179	\$17.11
REYNOLDS HIGH SCHOOL	COOK	6	179	\$14.23
REYNOLDS HIGH SCHOOL	COOK - ASST MANAGER HS	7	179	\$18.22
REYNOLDS HIGH SCHOOL	COOK - MANAGER HS	8	179	\$21.18
REYNOLDS LEARNING ACADEMY - WEST	COOK	6.5	180	\$12.19
REYNOLDS LEARNING ACADEMY - WEST	COOK - MANAGER MS/ELEM	7	179	\$13.97
REYNOLDS MIDDLE SCHOOL	COOK	2.5	179	\$12.19
REYNOLDS MIDDLE SCHOOL	COOK	4	179	\$17.11
REYNOLDS MIDDLE SCHOOL	COOK	5	179	\$13.75
REYNOLDS MIDDLE SCHOOL	COOK	3.5	179	\$13.75
REYNOLDS MIDDLE SCHOOL	COOK	2.5	179	\$12.68
REYNOLDS MIDDLE SCHOOL	COOK	6	179	\$17.11
REYNOLDS MIDDLE SCHOOL	COOK - ASST MANAGER MS	6	179	\$18.42
REYNOLDS MIDDLE SCHOOL	COOK - ASST MANAGER MS	6.5	179	\$17.79
REYNOLDS MIDDLE SCHOOL	COOK - MANAGER MS/ELEM	7.5	179	\$19.61
SALISH PONDS ELEMENTARY	COOK	6	180	\$17.11
SALISH PONDS ELEMENTARY	COOK	5	180	\$13.75
SALISH PONDS ELEMENTARY	COOK - MANAGER MS/ELEM	7	180	\$19.61
SWEETBRIAR ELEMENTARY	COOK	3	180	\$14.23
SWEETBRIAR ELEMENTARY	COOK	5.5	180	\$17.11
SWEETBRIAR ELEMENTARY	COOK - MANAGER MS/ELEM	7	180	\$19.61
TROUTDALE ELEMENTARY	COOK	6.5	180	\$13.75
TROUTDALE ELEMENTARY	COOK	5	180	\$13.75
TROUTDALE ELEMENTARY	COOK	6.5	180	\$17.11
TROUTDALE ELEMENTARY	COOK - ASST MANAGER MS	7	180	\$18.31
WALT MOREY MIDDLE SCHOOL	COOK	4	179	\$12.68
WALT MOREY MIDDLE SCHOOL	COOK	5	179	\$17.11
WALT MOREY MIDDLE SCHOOL	COOK	5	179	\$17.11
WALT MOREY MIDDLE SCHOOL	COOK - ASST MANAGER MS	6.5	179	\$18.42
WALT MOREY MIDDLE SCHOOL	COOK - MANAGER MS/ELEM	7.5	179	\$19.61
WILKES ELEMENTARY	COOK	5	180	\$17.11
WILKES ELEMENTARY	COOK	6.5	180	\$12.68
WILKES ELEMENTARY	COOK - MANAGER MS/ELEM	7	180	\$19.61
WOODLAND ELEMENTARY	COOK	3.5	180	\$12.68
WOODLAND ELEMENTARY	COOK	6	180	\$17.11
WOODLAND ELEMENTARY	COOK - MANAGER MS/ELEM	7	180	\$19.61

**District Direct Charges:**

Total annual District direct costs to use for Pro Forma:

<b>Category</b>	<b>Labor Costs, District Food Services Staff Annual (July 2013 thru June 2014)</b>
<b>Total District Salaries</b>	<b>\$1,443,106.00</b>
Retirement (PERS Employer)	\$113,380.00
Retirement (PERS Debt)	\$143,882.00
FICA	\$106,837.00
Workers Comp	\$37,838.00
Unemployment	\$1,318.00
Insurance	\$470,351.00
Life & LTD	\$66,468.00
EAP	\$1,098.00
<b>Total Benefits/Taxes</b>	<b>\$941,172.00</b>
<b>Total District Labor Costs</b>	<b>\$2,384,278.00</b>

## Appendix B

### REYNOLDS SCHOOL DISTRICT “21-DAY CYCLE MENUS” ELEMENTARY LUNCH AND BREAKFAST

All Vendors are to use the following 21-Day Cycle Menus for Elementary Lunch and Breakfast in their response to this RFP. Vendor shall adhere to this menu for the first 21 days of service during the 2015-2016 school year.

Day 1	Day 2	Day 3	Day 4	Day 5
<p><b>Breakfast:</b> Pancakes or Cold Cereal with Yogurt or String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Rotini with Italian Meat Sauce with a Dinner Roll or Corn Dog</p> <p>Green Beans Fruit Choice Dark Green Salad Crunchy Mix Low-Fat Milk</p>	<p><b>Breakfast:</b> Breakfast Pizza or Cold Cereal with Yogurt or String Cheese</p> <p>Fruit Choice Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Pancakes w/Blueberries on top and Sausage Links or Chicken Burger</p> <p>Celery Sticks Fruit Choice Colorful Tossed Salad Low-Fat Milk</p>	<p><b>Breakfast:</b> Pancake on a stick or Cold Cereal with Yogurt or String Cheese</p> <p>Fruit Choice Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Hamburger or Bean and Cheese Burrito</p> <p>Roasted Carrot Fries Fruit Choice Dark Green Salad Crunchy Mix Low-Fat Milk</p>	<p><b>Breakfast:</b> French Toast Sticks or Cold Cereal with Yogurt or String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Turkey and Cheese Sandwich on a Hoagie or Chicken Nuggets with a Dinner Roll</p> <p>Carrot Sticks Fruit Choice Dark Green Salad Crunchy Mix Low-Fat Milk</p>	<p><b>Breakfast:</b> Breakfast Pizza or Cold Cereal with Yogurt or String Cheese Fruit Choice</p> <p>Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Oven Breaded Chicken with a Dinner Roll and Cheesy Whipped Potatoes or Pizza (Pepperoni or Cheese)</p> <p>Baked Beans Fruit Choice Colorful Tossed Salad Low-Fat Milk</p>
<p><b>Day 6</b></p> <p><b>Breakfast:</b> Pancakes or Cold Cereal with Yogurt or String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Macaroni &amp; Cheese with a Dinner Roll or Corn Dog</p> <p>Steamed Broccoli Fruit Choice Dark Green Salad Crunchy Mix Low-Fat Milk</p>	<p><b>Day 7</b></p> <p><b>Breakfast:</b> Breakfast Pizza or Cold Cereal with Yogurt or String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Mandarin Orange Chicken with Brown Rice or Chicken Burger</p> <p>Green Beans Fruit Choice Colorful Tossed Salad Low-Fat Milk</p>	<p><b>Day 8</b></p> <p><b>Breakfast:</b> Pancake on a stick or Cold Cereal with Yogurt or String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Grilled Cheese Sandwich and Tomato Soup or Bean and Cheese Burrito</p> <p>Seasoned Corn Fruit Choice Dark Green Salad Crunchy Mix Low-Fat Milk</p>	<p><b>Day 9</b></p> <p><b>Breakfast:</b> French Toast Sticks or Cold Cereal with Yogurt or String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Baked Mozzarella Sticks with Pizza Sauce or Chicken Nuggets with a Dinner Roll</p> <p>Carrot Coins Fruit Choice Dark Green Salad Crunchy Mix Low-Fat Milk</p>	<p><b>Day 10</b></p> <p><b>Breakfast:</b> Breakfast Pizza or Cold Cereal with Yogurt or String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Beef &amp; Cheese Nacho's or Pizza (Pepperoni or Cheese)</p> <p>Refried Beans Fruit Choice Colorful Tossed Salad Chocolate Chip Cookie Low-Fat Milk</p>
<p><b>Day 11</b></p> <p><b>Breakfast:</b> Pancakes or Cold Cereal with Yogurt or String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Italian Lasagna with a Dinner Roll or Corn Dog</p> <p>Steamed Broccoli Fruit Choice Dark Green Salad Crunchy Mix Low-Fat Milk</p>	<p><b>Day 12</b></p> <p><b>Breakfast:</b> Breakfast Pizza or Cold Cereal with Yogurt or String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Turkey Gravy with Whipped Potatoes and a Dinner Roll or Chicken Burger</p> <p>Green Beans Fruit Choice Colorful Tossed Salad Low-Fat Milk</p>	<p><b>Day 13</b></p> <p><b>Breakfast:</b> Pancake on a stick or Cold Cereal with Yogurt or String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Cheeseburger or Bean and Cheese Burrito</p> <p>Tater Tots Fruit Choice Dark Green Salad Crunchy Mix Low-Fat Milk</p>	<p><b>Day 14</b></p> <p><b>Breakfast:</b> French Toast Sticks or Cold Cereal with Yogurt or String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Sloppy Joe on a Hamburger Bun or Chicken Nuggets with Dinner Roll</p> <p>Carrot Sticks Fruit Choice Dark Green Salad Crunchy Mix Low-Fat Milk</p>	<p><b>Day 15</b></p> <p><b>Breakfast:</b> Breakfast Pizza or Cold Cereal with Yogurt or String Cheese Fruit Choice</p> <p>Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Beef Chili with Cornbread or Pizza (Pepperoni or Cheese)</p> <p>Steamed Broccoli Fruit Choice Colorful Tossed Salad Low-Fat Milk</p>



Day 16	Day 17	Day 18	Day 19	Day 20
<p><b>Breakfast:</b> Pancakes or Cold Cereal with Yogurt or String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Beef Taco Pie with a Dinner Roll or Corn Dog</p> <p>Black Beans Fruit Choice Dark Green Salad Crunchy Mix Low-Fat Milk</p>	<p><b>Breakfast:</b> Breakfast Pizza or Cold Cereal with Yogurt or String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> French Toast w/ Strawberries on top and Sausage Links or Chicken Burger</p> <p>Hash Brown Fruit Choice Colorful Tossed Salad Low-Fat Milk</p>	<p><b>Breakfast:</b> Pancake on a stick or Cold Cereal with Yogurt or String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Turkey and Cheese Sandwich or Bean and Cheese Burrito</p> <p>Green Beans Fruit Choice Dark Green Salad Crunchy Mix Low-Fat Milk</p>	<p><b>Breakfast:</b> French Toast Sticks or Cold Cereal with Yogurt or String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Hot Dog or Chicken Nuggets with Dinner Roll</p> <p>Roasted Carrot Fries Fruit Choice Dark Green Salad Crunchy Mix Low-Fat Milk</p>	<p><b>Breakfast:</b> Breakfast Pizza or Cold Cereal with Yogurt or String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Chicken &amp; Cheese Quesadillas or Pizza (Pepperoni or Cheese)</p> <p>Refried Beans Fruit Choice Colorful Tossed Salad Low-Fat Milk</p>
<p><b>Day 21</b></p> <p><b>Breakfast:</b> Pancakes or Cold Cereal with Yogurt or String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low-Fat Milk</p> <p><b>Lunch:</b> Spaghetti with Italian Meat Sauce and a Dinner Roll or Corn Dog</p> <p>Seasoned Corn Fruit Choice Dark Green Salad Crunchy Mix Low-Fat Milk</p>	<p><i>Day 1 represents the first day of school for the 15-16 school year. The first day is tentatively Wednesday, September 9, 2015.</i></p> <p><i>Students may select one entrée from the items offered for both Breakfast and Lunch.</i></p> <p><i>All Items are Whole Grain or Whole Wheat where appropriate following all National School Lunch and Breakfast regulations.</i></p> <p><i>Yogurt and dinner roll offered daily on the line as a third lunch entrée option.</i></p> <p><i>Reynolds School District and the USDA are an equal opportunity provider and employer.</i></p>			

**REYNOLDS SCHOOL DISTRICT**

**“21-DAY CYCLE MENUS” JUNIOR HIGH SCHOOL LUNCH AND BREAKFAST**

All Vendors are to use the following 21-Day Cycle Menus for Junior High School Lunch and Breakfast in their response to this RFP. Vendor shall adhere to this menu for the first 21 days of service during the 2015-2016 school year.

Day 1	Day 2	Day 3	Day 4	Day 5
<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Breakfast Pizza or Bagel with Cream Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Cheeseburger or Bean and Cheese Burrito with Spanish Rice or Pizza (Pepperoni, Cheese or Personal Cheese) or Turkey and Cheese Salad with a Dinner Roll or Turkey Club Bagel Sandwich or Strawberry Banana Yogurt Parfait with Granola</p> <p>Black Beans or Waffle Fries Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Egg, Bacon &amp; Cheese Biscuit or Muffin and String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Chicken Burger or Spaghetti with Meat Sauce and a Breadstick Pizza (Pepperoni, Cheese or Hawaiian) or Chef Salad with a Dinner Roll or Peanut Butter and Jelly Sandwich or Berry Yogurt Parfait with Granola</p> <p>Corn or Tater Tots Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Pancakes with Scrambled Eggs or Bagel with Cream Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Corn Dog or Oven Baked Chicken with Mashed Potatoes and a Breadstick or Pizza (Pepperoni, Cheese or BBQ Chicken) or Fruit Salad Bowl with Yogurt and a Dinner Roll or Turkey Ham and Cheese Bagel Sandwich or Strawberry Banana Yogurt Parfait with Granola</p> <p>Steamed Carrots or Potato Wedges Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or French Toast or Bagel with Cream Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Chicken Tenders with a Breadstick or Spicy Buffalo Chicken with Asian Rice or Southwest Chicken Salad with a Dinner Roll or Pizza (Pepperoni, Cheese or Hawaiian) or Peanut Butter and Jelly Sandwich or Strawberry Banana Yogurt Parfait with Granola</p> <p>Stir Fry Vegetables or Tater Tots Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Colby Cheese Omelet w/Biscuit or Muffin and String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Spicy Chicken Burger or Turkey Gravy with Mashed Potatoes and a Dinner Roll or Pizza (Pepperoni, Cheese or Vegetarian) or Chicken Caesar Salad with a Dinner Roll or Turkey and Cheese Sandwich or Berry Yogurt Parfait with Granola</p> <p>Green Beans or Potato Wedges Fruit Choice Low-Fat Milk</p>
Day 6	Day 7	Day 8	Day 9	Day 10
<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Breakfast Pizza or Bagel with Cream Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Cheeseburger or Beef and Cheese Nacho with Spanish Rice or Pizza (Pepperoni, Cheese or Personal Cheese) or Turkey and Cheese Salad with a Dinner Roll or Turkey Club Bagel Sandwich or Strawberry Banana Yogurt Parfait with Granola</p> <p>Black Beans or Waffle Fries Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Scrambled Eggs w/Biscuit or Muffin and String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Chicken Burger or Cheese Tortellini with Alfredo or Marinara Sauce with a Breadstick or Pizza (Pepperoni, Cheese or Hawaiian) or Chef Salad with a Dinner Roll or Peanut Butter and Jelly Sandwich or Berry Yogurt Parfait with Granola</p> <p>Steamed Broccoli or Tater Tots Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Cinnamon Roll or Bagel with Cream Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Corn Dog or Popcorn Chicken Bowl with Mashed Potatoes and Dinner Roll or Pizza (Pepperoni, Cheese or BBQ Chicken) or Fruit Salad Bowl with Yogurt and Dinner Roll or Turkey Ham and Cheese Bagel Sandwich or Strawberry Banana Yogurt Parfait with Granola</p> <p>Corn or Potato Wedges Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Pancake on a Stick or Bagel with Cream Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Chicken Tenders with a Breadstick or Mandarin Orange Chicken with Brown Rice or Southwest Chicken Salad with a Dinner Roll or Pizza (Pepperoni, Cheese or Hawaiian), Peanut Butter and Jelly Sandwich, or Strawberry Banana Yogurt Parfait with Granola</p> <p>Steamed Broccoli or Tater Tots Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or French Toast or Muffin and String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Spicy Chicken Burger or Italian Meatball Sub on a Hoagie or Pizza (Pepperoni, Cheese or Vegetarian) or Chicken Caesar Salad with a Dinner Roll or Turkey and Cheese Sandwich or Berry Yogurt Parfait with Granola</p> <p>Potato Wedges Fruit Choice Low-Fat Milk</p>

Day 11	Day 12	Day 13	Day 14	Day 15
<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Breakfast Pizza or Bagel with Cream Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Cheeseburger or Sloppy Joe or Pizza (Pepperoni, Cheese or Personal Cheese) or Turkey and Cheese Salad with a Dinner Roll or Turkey Club Bagel Sandwich or Strawberry Banana Yogurt Parfait with Granola</p> <p>Baked Beans or Waffle Fries Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Egg, Bacon &amp; Cheese Biscuit or Muffin and String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Chicken Burger or Italian Lasagna with a Breadstick or Pizza (Pepperoni, Cheese or Hawaiian) or Chef Salad with a Dinner Roll or Peanut Butter and Jelly Sandwich or Berry Yogurt Parfait with Granola</p> <p>Green Beans or Tater Tots Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Pancake with Scrambled Eggs or Bagel with Cream Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Corn Dog or Chicken Parmesan with Pasta and Breadstick or Pizza (Pepperoni, Cheese or BBQ Chicken) or Fruit Salad Bowl with Yogurt and a Dinner Roll or Turkey Ham and Cheese Bagel Sandwich or Strawberry Banana Yogurt Parfait with Granola</p> <p>Steamed Carrots or Potato Wedges Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or French Toast or Bagel with Cream Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Chicken Tenders with a Breadstick or BBQ Teriyaki Chicken with Yakisoba Noodles or Southwest Chicken Salad with a Dinner Roll or Pizza (Pepperoni, Cheese or Hawaiian) Peanut Butter and Jelly Sandwich or Strawberry Banana Yogurt Parfait with Granola</p> <p>Steamed Broccoli or Tater Tots Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Colby Cheese Omelet w/Biscuit or Muffin and String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Spicy Chicken Burger or French Toast Sticks with a Sausage Patty or Pizza (Pepperoni, Cheese or Vegetarian) or Chicken Caesar Salad with a Dinner Roll or Turkey and Cheese Sandwich or Berry Yogurt Parfait with Granola</p> <p>Hash Brown or Potato Wedges Fruit Choice Low-Fat Milk</p>
Day 16	Day 17	Day 18	Day 19	Day 20
<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Breakfast Pizza or Bagel with Cream Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Cheeseburger or Chili Cheese Nachos with Spanish Rice or Pizza (Pepperoni, Cheese or Personal Cheese) or Turkey and Cheese Salad with a Dinner Roll or Turkey Club Bagel Sandwich or Strawberry Banana Yogurt Parfait with Granola</p> <p>Refried Beans or Waffle Fries Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Scrambled Eggs w/Biscuit or Muffin and String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Chicken Burger or Turkey Pot Pie with a Biscuit or Pizza (Pepperoni, Cheese or Hawaiian) or Chef Salad with a Dinner Roll or Peanut Butter and Jelly Sandwich or Berry Yogurt Parfait with Granola</p> <p>Corn or Tater Tots Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Cinnamon Roll or Bagel with Cream Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Corn Dog or Macaroni and Cheese with a Breadstick or Pizza (Pepperoni, Cheese or BBQ Chicken) or Fruit Salad Bowl with Yogurt and a Dinner Roll or Turkey Ham and Cheese Bagel Sandwich or Strawberry Banana Yogurt Parfait with Granola</p> <p>Baby Carrots or Potato Wedges Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Pancake on a Stick or Bagel with Cream Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Chicken Tenders with a Breadstick or Lemon Grass Chicken with Asian Brown Rice or Southwest Chicken Salad with a Dinner Roll or Pizza (Pepperoni, Cheese or Hawaiian) Peanut Butter and Jelly Sandwich or Strawberry Banana Yogurt Parfait with Granola</p> <p>Steamed Broccoli or Tater Tots Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or French Toast or Muffin and String Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Spicy Chicken Burger or Grilled Cheese Sandwich with Tomato Soup or Pizza (Pepperoni, Cheese or Vegetarian) or Chicken Caesar Salad with a Dinner Roll or Turkey and Cheese Sandwich or Berry Yogurt Parfait with Granola</p> <p>Baked Beans or Potato Wedges Fruit Choice Low-Fat Milk</p>

Day 21				
<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Breakfast Pizza or Bagel with Cream Cheese</p> <p>Fruit Choice or 100% Fruit Juice Low Fat Milk</p> <p><b>LUNCH:</b> Cheeseburger or Penne Pasta with Alfredo Sauce with Dinner Roll or Pizza (Pepperoni, Cheese or Personal Cheese) or Turkey and Cheese Salad with a Dinner Roll or Turkey Club Bagel Sandwich or Strawberry Banana Yogurt Parfait with Granola</p> <p>Green Beans or Waffle Fries Fruit Choice Low-Fat Milk</p>	<p><i>Day 1 represents the first day of school for the 15-16 school year. The first day is tentatively Wednesday, September 9, 2015.</i></p> <p><i>Students may select one entrée from the items offered for both Breakfast and Lunch.</i></p> <p><i>All Items are Whole Grain or Whole Wheat where appropriate following all National School Lunch and Breakfast regulations.</i></p> <p><i>Reynolds School District and the USDA are an equal opportunity provider and employer.</i></p>			

**REYNOLDS SCHOOL DISTRICT**  
**“21-DAY CYCLE MENUS” HIGH SCHOOL LUNCH AND BREAKFAST**

All Vendors are to use the following 21-Day Cycle Menus for High School Lunch and Breakfast in their response to this RFP. Vendor shall adhere to this menu for the first 21 days of service during the 2015-2016 school year.

Day 1	Day 2	Day 3	Day 4	Day 5
<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Breakfast Pizza or Bagel with Cream Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Bean and Cheese Burrito with Spanish Rice or Chicken and Cheese Quesadilla or Spicy Chicken Burger or Cheeseburger or Pizza (Pepperoni, Cheese or Personal Cheese) or Turkey Club Bagel Sandwich or Turkey and Cheese Sandwich or Turkey Ham and Cheese Sub on a Hoagie or Turkey and Cheese Salad with a Dinner Roll or Strawberry Banana Yogurt Parfait with Granola</p> <p>Black Beans or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Egg, Bacon &amp; Cheese Biscuit or Muffin and String Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Spaghetti with Italian Meat Sauce and a Bread Stick or Chicken and Cheese Quesadilla or Spicy Chicken Burger or Bean and Cheese Burrito or Pizza (Pepperoni, Cheese or Hawaiian) or Chicken Caesar Salad Wrap or Turkey and Cheese Sandwich or Turkey Ham and Cheese Sub on a Hoagie or Chef Salad with a Dinner Roll or Blueberry Yogurt Parfait with Granola</p> <p>Corn or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Pancakes w/Scrambled Eggs or Bagel with Cream Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Oven Baked Chicken with Mashed Potatoes and a Breadstick or Chicken and Cheese Quesadilla or Spicy Chicken Burger or Corn Dog or Pizza (Pepperoni, Cheese or BBQ Chicken) or Turkey Ham and Cheese Bagel Sandwich or Turkey and Cheese Sandwich or Turkey Ham and Cheese Sub on a Hoagie or Fruit Salad Bowl with Yogurt and a Dinner Roll or Strawberry Banana Yogurt Parfait with Granola</p> <p>Steamed Carrots or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or French Toast or Bagel with Cream Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Spicy Buffalo Chicken with Asian Brown Rice or Chicken and Cheese Quesadilla or Spicy Chicken Burger or Chicken Tenders with a Breadstick or Pizza (Pepperoni, Cheese or Hawaiian) or Italian Meatball Sub on a Hoagie or Turkey and Cheese Sandwich or Turkey Ham and Cheese Sub on a Hoagie or Southwest Chicken Salad with a Dinner Roll or Strawberry Banana Yogurt Parfait with Granola</p> <p>Stir-Fry Vegetables or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Colby Cheese Omelet w/Biscuit or Muffin and String Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Turkey Gravy with Mashed Potatoes and a Dinner Roll or Chicken and Cheese Quesadilla or Spicy Chicken Burger or Chicken Burger or Pizza (Pepperoni, Cheese or Vegetarian) or Crispy Chicken Ranch Wrap or Turkey and Cheese Sandwich or Turkey Ham and Cheese Sub on a Hoagie or Chicken Caesar Salad with a Dinner Roll or Blueberry Yogurt Parfait with Granola</p> <p>Green Beans or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>
Day 6	Day 7	Day 8	Day 9	Day 10
<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Breakfast Pizza or Bagel with Cream Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Beef and Cheese Nacho with Spanish Rice or Chicken and Cheese Quesadilla or Spicy Chicken Burger or Cheeseburger or Pizza (Pepperoni, Cheese or Personal Cheese), or Turkey Club Bagel Sandwich or Turkey and Cheese Sandwich or Turkey Ham and Cheese Sub on a Hoagie or Turkey</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Scrambled Eggs w/Biscuit or Muffin and String Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Cheese Tortellini with Alfredo or Marina Sauce and a Bread Stick or Chicken and Cheese Quesadilla or Spicy Chicken Burger or Bean and Cheese Burrito or Pizza (Pepperoni, Cheese or Hawaiian), or Chicken Caesar Salad Wrap or Turkey and Cheese Sandwich or Turkey Ham and Cheese Sub</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Cinnamon Roll or Bagel with Cream Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Popcorn Chicken Bowl with Mashed Potatoes and a Biscuit or Chicken and Cheese Quesadilla or Spicy Chicken Burger or Corn Dog or Pizza (Pepperoni, Cheese or BBQ Chicken), or Turkey Ham and Cheese Bagel Sandwich or Turkey and Cheese Sandwich or Turkey Ham and Cheese Sub on a Hoagie or Fruit Salad Bowl with Yogurt and a Dinner Roll or</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Pancake on a Stick or Bagel with Cream Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Mandarin Orange Chicken with Brown Rice or Chicken and Cheese Quesadilla or Spicy Chicken Burger or Chicken Tenders with a Bread Stick or Pizza (Pepperoni, Cheese or Hawaiian), or Italian Meatball Sub on a Hoagie or Turkey and Cheese Sandwich or Turkey Ham and Cheese Sub on a</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or French Toast or Muffin and String Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Teriyaki Meatball Sub on Hoagie or Chicken and Cheese Quesadilla or Spicy Chicken Burger or Chicken Burger or Pizza (Pepperoni, Cheese or Vegetarian), or Crispy Chicken Ranch Wrap or Turkey and Cheese Sandwich or Turkey Ham and Cheese Sub on a Hoagie or Chicken Caesar Salad with a Dinner Roll or</p>

<p>and Cheese Salad with a Dinner Roll or Strawberry Banana Yogurt Parfait with Granola</p> <p>Black Beans or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>	<p>on a Hoagie or Chef Salad with a Dinner Roll or Blueberry Yogurt Parfait with Granola</p> <p>Steamed Broccoli or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>	<p>Strawberry Banana Yogurt Parfait with Granola</p> <p>Corn or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>	<p>Hoagie or Southwest Chicken Salad with a Dinner Roll or Strawberry Banana Yogurt Parfait with Granola</p> <p>Steamed Broccoli or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>	<p>Blueberry Yogurt Parfait with Granola</p> <p>Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>
<b>Day 11</b>	<b>Day 12</b>	<b>Day 13</b>	<b>Day 14</b>	<b>Day 15</b>
<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Breakfast Pizza or Bagel with Cream Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Sloppy Joe or Chicken and Cheese Quesadilla or Spicy Chicken Burger or Cheeseburger or Pizza (Pepperoni, Cheese or Personal Cheese) or Turkey Club Bagel Sandwich or Turkey and Cheese Sandwich or Turkey Ham and Cheese Sub on a Hoagie or Turkey and Cheese Salad with a Dinner Roll or Strawberry Banana Yogurt Parfait with Granola</p> <p>BBQ Baked Beans or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Egg, Bacon &amp; Cheese Biscuit or Muffin and String Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Italian Lasagna and a Bread Stick or Chicken and Cheese Quesadilla or Spicy Chicken Burger or Bean and Cheese Burrito or Pizza (Pepperoni, Cheese or Hawaiian) or Chicken Caesar Salad Wrap or Turkey and Cheese Sandwich or Turkey Ham and Cheese Sub on a Hoagie or Chef Salad with a Dinner Roll or Blueberry Yogurt Parfait with Granola</p> <p>Green Beans or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Pancakes w/Scrambled Eggs or Bagel with Cream Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Chicken Parmesan with Rotini Pasta and a Breadstick or Chicken and Cheese Quesadilla or Spicy Chicken Burger Corn Dog or Pizza (Pepperoni, Cheese or BBQ Chicken) or Turkey Ham and Cheese Bagel Sandwich or Turkey and Cheese Sandwich or Turkey Ham and Cheese Sub on a Hoagie or Fruit Salad Bowl with Yogurt and a Dinner Roll or Strawberry Banana Yogurt Parfait with Granola</p> <p>Steamed Carrots or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or French Toast or Bagel with Cream Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Teriyaki Chicken with Yakisoba Noodles or Chicken and Cheese Quesadilla or Spicy Chicken Burger or Chicken Tenders with a Breadstick or Pizza (Pepperoni, Cheese or Hawaiian) or Italian Meatball Sub on a Hoagie or Turkey and Cheese Sandwich or Turkey Ham and Cheese Sub on a Hoagie or Southwest Chicken Salad with a Dinner Roll or Strawberry Banana Yogurt Parfait with Granola</p> <p>Steamed Broccoli or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Colby Cheese Omelet w/Biscuit or Muffin and String Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> French Toast Sticks with a Sausage Patty or Chicken and Cheese Quesadilla or Spicy Chicken Burger or Chicken Burger or Pizza (Pepperoni, Cheese or Vegetarian) or Crispy Chicken Ranch Wrap or Turkey and Cheese Sandwich or Turkey Ham and Cheese Sub on a Hoagie or Chicken Caesar Salad with a Dinner Roll or Blueberry Yogurt Parfait with Granola</p> <p>Hash Brown or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>
<b>Day 16</b>	<b>Day 17</b>	<b>Day 18</b>	<b>Day 19</b>	<b>Day 20</b>
<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Breakfast Pizza or Bagel with Cream Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Chili Cheese Nacho with Spanish Rice or Chicken and Cheese Quesadilla or Spicy Chicken Burger or Cheeseburger or Pizza (Pepperoni, Cheese or Personal Cheese) or Turkey Club Bagel</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Scrambled Eggs w/Biscuit or Muffin and String Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Turkey Pot Pie with a Biscuit or Chicken and Cheese Quesadilla or Spicy Chicken Burger on a Bun or Bean and Cheese Burrito or Pizza (Pepperoni, Cheese or Hawaiian) or Chicken Caesar Salad Wrap or</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Cinnamon Roll or Bagel with Cream Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Macaroni and Cheese with a Bread Stick or Chicken and Cheese Quesadilla or Spicy Chicken Burger or Corn Dog or Pizza (Pepperoni, Cheese or BBQ Chicken) or Turkey Ham and Cheese Bagel Sandwich or Turkey and Cheese</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Pancake on a Stick or Bagel with Cream Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Lemon Grass Chicken with Asian Brown Rice or Chicken and Cheese Quesadilla or Spicy Chicken Burger or Chicken Tenders with a Breadstick or Pizza (Pepperoni, Cheese or Hawaiian)</p>	<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or French Toast or Muffin and String Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Grilled Cheese Sandwich with Tomato Soup or Chicken and Cheese Quesadilla or Spicy Chicken Burger or Chicken Burger or Pizza (Pepperoni, Cheese or Vegetarian) or Crispy Chicken Ranch Wrap or Turkey</p>

<p>Sandwich or Turkey and Cheese Sandwich or Turkey Ham and Cheese Sub on a Hoagie or Turkey and Cheese Salad with a Dinner Roll or Strawberry Banana Yogurt Parfait with Granola</p> <p>Refried Beans or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>	<p>Turkey and Cheese Sandwich or Turkey Ham and Cheese Sub on a Hoagie or Chef Salad with a Dinner Roll or Blueberry Yogurt Parfait with Granola</p> <p>Green Beans or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>	<p>Sandwich or Turkey Ham and Cheese Sub on a Hoagie or Fruit Salad Bowl with Yogurt and a Dinner Roll or Strawberry Banana Yogurt Parfait with Granola</p> <p>Steamed Carrots or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>	<p>or Italian Meatball Sub on a Hoagie or Turkey and Cheese Sandwich or Turkey Ham and Cheese Sub on a Hoagie or Southwest Chicken Salad with a Dinner Roll or Strawberry Banana Yogurt Parfait with Granola</p> <p>Steamed Broccoli or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>	<p>and Cheese Sandwich or Turkey Ham and Cheese Sub on a Hoagie or Chicken Caesar Salad with a Dinner Roll or Blueberry Yogurt Parfait Granola</p> <p>Baked Beans or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p>
<b>Day 21</b>				
<p><b>BREAKFAST:</b> Cereal with Yogurt or String Cheese or Breakfast Pizza or Bagel with Cream Cheese</p> <p>Fruit Choice Low-Fat Milk or 100% Fruit Juice</p> <p><b>LUNCH:</b> Penne Pasta with Alfredo Sauce and a Dinner Roll or Chicken and Cheese Quesadilla or Spicy Chicken Burger or Cheeseburger or Pizza (Pepperoni, Cheese or Personal Cheese) or Turkey Club Bagel Sandwich or Turkey and Cheese Sandwich or Turkey Ham and Cheese Sub on a Hoagie or Turkey and Cheese Salad with a Dinner Roll or Strawberry Banana Yogurt Parfait with Granola</p> <p>Green Beans or Potato Wedges or Baby Carrots Fruit Choice Low-Fat Milk</p> <p><i>Day 1 represents the first day of school for the 15-16 school year. The first day is tentatively Wednesday, September 9, 2015.</i></p> <p><i>Students may select one entrée from the items offered for both Breakfast and Lunch.</i></p> <p><i>All Items are Whole Grain or Whole Wheat where appropriate following all National School Lunch and Breakfast regulations.</i></p> <p><i>Reynolds School District and the USDA are an equal opportunity provider and employer.</i></p>				

## Appendix C

### Sites to be served and Serving Times and Programs

Reynolds School District									
School Name	Street Address	City	Cook Mgr.	Break-fast	Appr. Serving Time	CEP	Lunch	Serving Time	After School
Alder Elementary	17200 SE Alder ST.	Portland	Jeff Walter	Y	7:30	*	Y	11:30 - 1:15	Supper- CACFP
Davis Elementary	19501 NE Davis	Portland	Rikka Witham	Y	7:55	*	Y	11:30 - 1:15	Supper- CACFP
Fairview Elementary	225 Main St.	Fairview	Yvonne Rust	Y	7:55	*	Y	11:30 - 1:15	Snack- NSLP
Glenfair Elementary	15300 NE Glisan	Portland	Megan Aldrich	Y	7:30	*	Y	11:30 - 1:15	Supper- CACFP
Hartley Elementary	701 NE 185th Pl	Portland	Annette Stamm	Y	7:55	*	Y	11:30 - 1:15	Supper- CACFP
Salish Pond Elementary	1210 NE 201st	Fairview	Dianne Pardue	Y	7:55	*	Y	11:30 - 1:15	Supper- CACFP
Scott Elementary	14700 NE Sacramento	Portland	Oksana Kish	Y	7:30	*	Y	11:30 - 1:15	Supper & Snack- CACFP
Sweetbriar Elementary	501 SE Sweetbriar	Troutdale	Janene Ferber	Y	8:20		Y	11:30 - 1:15	Snack- NSLP
Troutdale Elementary	648 SE Harlow	Troutdale	Shelley Pollack	Y	8:20		Y	11:30 - 1:15	Snack- NSLP
Wilkes Elementary	17020 NE Wilkes	Portland	Pixie Ertz	Y	7:30	*	Y	11:30 - 1:15	Supper- CACFP
Woodland Elementary	21607 NE Glisan	Fairview	Janeese Oliver	Y	8:20		Y	11:30 - 1:15	Supper- CACFP
Four Corners	14513 SE Stark St	Portland	Jayne Hayes	Y	8:20	*	Y	11:30 - 1:15	
Lee Middle School	1121 NE 172nd	Portland	Donna Sullivan	Y	7:15	*	Y	11:30 - 1:15	Supper- CACFP
Reynolds Middle School	1200 NE 201st	Fairview	Dorry Cook	Y	7:15	*	Y	11:30 - 1:15	Supper- CACFP
Walt Morey Middle School	2801 SW Lucas	Troutdale	Sherry Haugen	Y	7:15		Y	11:30 - 1:15	Snack- NSLP
Reynolds High School	1698 SW Cherry Park Rd	Troutdale	Patti Leisy	Y	7:35		Y	11:30 - 1:15	Supper- CACFP
Reynolds Learning Academy- West	Entrée make at RMS	Fairview	Melody Smith	Y	8:00	*	Y	11:30 - 1:15	
Reynolds Learning Academy- East	Food provided by RHS			Y	8:20	*	Y- Satellite	11:30 - 1:15	
Satellites:				<b>Break-fast</b>		<b>CEP</b>	<b>Lunch</b>		<b>After School</b>
Reynolds Arthur Academy (RAA)	Food provided by RHS			N			Y		
Multi Sensory Learning Academy (MLA)	Food provided by RHS			Y			Y		
Knova Charter Learning*				Y*			Y*		Snack- NSLP*

\* Knova has their food delivered by another vendor, we are only their sponsor

All sites are Base Kitchens with exception of: RLA East, West, RAA & MLA.

NSLP = Indicates participation in the National School Lunch Program.  
CACFP = Child and Adult Care Food Program



## Appendix D

### Financial Pro Forma

**All Proposers must use the LEA provided information for Pro Forma development**  
*Financial Pro Formas that do not utilize the exact program information as provided will not be accepted.*

<b>Resources:</b>	Dollars	CPM *
Local sales:	_____	_____
Reimbursements:		
State	_____	_____
Federal		
National School Lunch Program	_____	_____
School Breakfast Program	_____	_____
Child and Adult Care Program	_____	_____
Summer Food Service Program	_____	_____
Special Milk Program	_____	_____
Fresh Fruits and Vegetable Program	_____	_____
<b>Total Resources</b>	_____	_____
<b>Requirements:</b>		
Food Costs:		
Food Costs (include worker meals)	_____	_____
Local Purchases	_____	_____
<b>Total Food Costs</b>	_____	_____
Labor Costs:		
Annual District Labor, Wages, Taxes & Benefits	_____	_____
<b>Total Labor Costs</b>	_____	_____
Non-Food Expenses:		
Office	_____	_____
Mileage ( <i>in-district</i> )	_____	_____
Insurance/Bonding Expenses	_____	_____
Non-Food Supplies ( <i>paper/janitorial, etc</i> )	_____	_____
Equipment Repairs/Replacement	_____	_____
Marketing	_____	_____
District Indirect Charges	_____	_____
Other: _____	_____	_____
<b>Total Non-Food Costs</b>	_____	_____
Contract Services:		
On-Site Supervisor	_____	_____
Annual Hourly Labor: Wages, Taxes & Benefits	_____	_____
General & Administrative Costs	_____	_____
Other: _____	_____	_____
<b>Total Contract Services</b>	_____	_____
<b>Total Requirements</b>	_____	_____
<b>Net Gain/(Loss) to District</b>	_____	_____

\* CPM-Cost Per Meal, include pattern breakfasts, lunches, and equivalent meals in calculations.

## Fixed Price Per Meal Proposal

### **SBP**

-Breakfast \$X.XX per meal (3 breakfasts = 1 meal)

List total Breakfasts served calculated at 3 = 1 meal calculation-Total Breakfasts = \_\_\_\_\_

### **NSLP**

-Lunch \$X.XX per meal (1 lunch = 1 meal)

-Snack \$X.XX per snack (4 snacks = 1 meal)

-Meal Equivalents \$X.XX per meal based on \$3.3075 rate

List total Lunches served calculated at 1 = 1 meal calculation Total Lunches = \_\_\_\_\_

List total Snacks served calculated at 4 = 1 meal calculation Total Snacks = \_\_\_\_\_

Total Meal Equivalents at \$3.3075=1 \_\_\_\_\_

### **SFSP**

-Breakfast \$X.XX per meal (3 breakfasts = 1 meal)

-Lunch \$X.XX per meal (1 lunch = 1 meal)

-Snack \$X.XX per snack (4 snacks = 1 meal)

List total Breakfasts served calculated at 3 = 1 meal calculation-Total Breakfasts = \_\_\_\_\_

List total Lunches served calculated at 1 = 1 meal calculation-Total Lunches = \_\_\_\_\_

List total Snacks served calculated at 4 = 1 meal calculation-Total Snacks = \_\_\_\_\_

### **CACFP**

-Breakfast \$X.XX per meal (3 breakfasts = 1 meal)

-Lunch \$X.XX per meal (1 lunch = 1 meal)

-Snack \$X.XX per snack (4 snacks = 1 meal)

-Suppers \$X.XX per meal (1 Supper = 1 meal)

List total Breakfasts served calculated at 3 = 1 meal calculation-

Total Breakfasts = \_\_\_\_\_

List total Lunches served calculated at 1 = 1 meal calculation-

Total Lunches = \_\_\_\_\_

List total Snacks served calculated at 4 = 1 meal calculation-

Total Snacks at = \_\_\_\_\_

List total Suppers served calculated at 1 = 1 meal calculation-

Total Suppers = \_\_\_\_\_

### **VENDED MEAL PROGRAM**

-Breakfast \$X.XX per meal (3 breakfasts = 1 meal)

-Lunch \$X.XX per meal (1 lunch = 1 meal)

-Snack \$X.XX per snack (4 snacks = 1 meal)

List total Breakfasts served calculated at 3 = 1 meal calculation-

Total Breakfasts = \_\_\_\_\_

List total Lunches served calculated at 1 = 1 meal calculation-

Total Lunches = \_\_\_\_\_

List total Snacks served calculated at 4 = 1 meal calculation-

Total Snacks = \_\_\_\_\_

Please list total of all meals served for determining the fixed price per meal, calculated at the rates listed on this page and as required by this RFP.

Total Meals Served for Fixed Price \_\_\_\_\_

## PROPOSAL COVER SHEET

### CERTIFICATION

I, the official named below, certify that I am duly authorized to legally bind the Proposer to the clause(s) listed below.

<i>Proposer Name (Printed)</i>		
<i>Corporate Address of Record</i>		
<i>By (Authorized Signature of Person with Authority to Obligate the Proposer Contractually)</i>		
<i>Federal Tax Identification Number</i>	<i>Dun and Bradstreet Number (DUNS)</i>	<i>Oregon Secretary of State Business Registry Number</i>
<i>Printed Name</i>	<i>Title of Person Signing</i>	
<i>Date Signed</i>	<i>Telephone Number</i>	
<i>Identify Name of Person Authorized to Negotiate the Contract on Behalf of Proposer</i>	<i>Identify Title of Person Authorized to Negotiate the Contract on Behalf of Proposer</i>	<i>Telephone Number</i>
		<i>Email Address</i>
<i>Identify Name of Person to be Contacted for Clarification of Proposal</i>	<i>Identify Title of Person Authorized to contact for clarification of Proposal</i>	<i>Telephone Number</i>
		<i>Email Address</i>

Proposer understands and accepts the requirements of this RFP. By Proposal submission, Proposers agree to be bound by the Contract terms and conditions.

Proposer acknowledges receipt of any and all Addenda to this RFP. All Addenda's will be posted to the LEA's RFP website.

**REVENUE/EXPENDITURES FOR FRESH FRUIT AND VEGETABLE PROGRAM (FFVP)  
(To be completed by LEA)**

Column A Elementary Site Name	Column B Total Enrollment (from Previous October)	Column C x\$50 (Minimum Grant Amount)	*10 percent of <i>minimum</i> grant (Column C) amount	Column E X\$75 (Maximum Grant Amount)	*10 percent of <i>maximum</i> grant (Column E) amount
Alder Elementary	<b>549</b>	\$27,450.00	\$2,745.00	\$41,175.00	\$4,117.50
Davis Elementary	<b>469</b>	\$23,450.00	\$2,345.00	\$35,175.00	\$3,517.50
Fairview Elementary	<b>386</b>	\$19,300.00	\$1,930.00	\$28,950.00	\$2,895.00
Glenfair Elementary	<b>526</b>	\$26,300.00	\$2,630.00	\$39,450.00	\$3,945.00
Hartley Elementary	<b>552</b>	\$27,600.00	\$2,760.00	\$41,400.00	\$4,140.00
Margaret Scott Elementary	<b>570</b>	\$28,500.00	\$2,850.00	\$42,750.00	\$4,275.00
Salish Ponds Elementary	<b>488</b>	\$24,400.00	\$2,440.00	\$36,600.00	\$3,660.00
Wilkes Elementary	<b>453</b>	\$22,650.00	\$2,265.00	\$33,975.00	\$3,397.50
Woodland Elementary	<b>534</b>	\$26,700.00	\$2,670.00	\$40,050.00	\$4,005.00

\*The total grant amount may be used for acquiring, delivering, preparing, and serving the fresh fruits and vegetables; or a maximum of 10 percent of the total funds received may be used for administrative expenses.

Administrative funds are documented expenses for planning the program, managing paperwork, obtaining needed equipment, and all other expenses related to the FFVP that are not related to the preparation or services of the fruits and vegetables.

The FSMC's compensation for administering the FFVP **can be** from 0 percent to 10 percent of the total grant amount. The FSMC must indicate the percentage it needs (if any) of the administrative funds available: \_\_\_\_\_%  
(FSMC must indicate 0%)