

# Jefferson Davis School District

Child Nutrition Program  
203 East Plaquemine St.  
Jennings, LA 70546

## REQUEST FOR QUOTATION

Bid Period: July 01, 2017 To June 30, 2018

Bid Group Description: PAPER AND CLEANING

Bid Opening Date: April 27, 2016

Bid Opening Time: 10:00:00 am

Vendor to Complete **Bolded** Items

Bid Number: 380

Vendor:

SOP

Item Description	Requested Quantity	Approved Brands	Units per Case / Container	Unit Size	Bid Price per case	Comments
S101 PLATE, DISP., 5 COMPARTMENT, SCHOOL LUNCH TRAY	100	PACTIV: FP-5500 or Preapproved Equal	1	500 ea CASE	17.58	No B
S103 BOWLS, DISP. STYROFOAM 12 OZ	25	PACTIV: 82100 or Preapproved Equal	1	1000 ea CASE	17.58	No B
S110 DISH, DISP. PLASTIC, 4 OZ DEEP	150	Par Pak: RY-4196 or Preapproved Equal	1	2500 ea CASE	17.58	No B
S111 DISH DISP, PLASTIC, 4 OZ SHALLOW	150	Par Pak: RY4296 or Preapproved Equal	1	2500 ea CASE	17.58	No B
S113 LINER, TREATED PAPER FOR BUN PAN	50	Georgia Pacific: PL 25-1 or Preapproved Equal	1	1000 ea CASE	17.58	No B
S114 WRAP, PLASTIC, ROLL IN CUTTER BOX	50	Interplast: RY-914m or Preapproved Equal	1	ROLL	17.58	No B
S115 FOIL, ALUMINUM, HEAVY WT. 1000 FT HEAVY WT	24	Daxwell or Preapproved Equal	1	1 ea	17.58	No B
S116 GLOVES, SERVING, Approved brands: any brands Include pricing for Small, Medium, and Large Gloves Powder Free	50 boxes	INTERPLAST: TI-PL66501 or Preapproved Equal	1	100 ea BOX	17.58	No B

Today's Date: March 23, 2017

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Vendor to Complete **Bolded** Items

SPR

Item Description	Requested Quantity	Approved Brands	Units per Case / Container	Unit Size	Bid Price per case	Comments
<b>S117 GLOVES, FOOD PREPARATION, Large</b>	50	AMBITEX: 102-206 or Preapproved Equal	1	100 ea BOX	MB	
<b>S122 COVER, BUN PAN RACK, DISP</b>	20	Interplast: 16-BRL5280 or Preapproved Equal	1	50 ea BOX	MB	
<b>S133 GLOVES, FOOD PREPARATION, Medium</b>	1 serving	AMBITEX or Preapproved Equal	1	100 ea BOX	MB	
<b>S134 BLEACH, LIQUID</b>	40	Brite PACKER: CX-02490 or Preapproved Equal	6	6 (1 gal) CONTAINER 86 oz CONTAINER	9.53	
<b>S137 DETERGENT, WASHING MACHINE...</b> Approved Brand: any with Washing Machine detergent that contains Bleach	12	clothesline: EJ-EC0003 or Preapproved Equal	1	25 lb BOX	—	
<b>S140 HANDLE, MOP, SCREW TYPE, PLASTIC</b>	25	ABCO: 01210NB or Preapproved Equal	1	EACH	3.58	
<b>S141 MOP HEAD, SCREW TYPE, 20-24 OZ</b> 16 OZ LAY FLAT RAYON	60 doz.	WILEN: EJ-RLM16 or Preapproved Equal	1	EACH	3.80	RM-32024 ABCO 24oz Rayon Mop screw type
<b>S144 SPONGE, STAINLESS STEEL, LARGE</b>	30	ROYAL: 3050 or Preapproved Equal	1	12 ea BAG	5.38	
<b>S145 SCOURING PAD, LGE, NYLON MESH</b>	60 boxes	ACS: RP-5960 or Preapproved Equal	1	10 ea BOX	—	Median 5730

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SPP

Item Description	Requested Quantity	Approved Brands	Units per Case / Container	Unit Size	Bid Price per case	Comments
S149 BROOM, HOUSEHOLD, MED.WT. MUST BE AT LEAST 50% CORN	50	ABCO or Preapproved Equal	1	1 ea	4.97	ABCO 00307-MB 32# CORN BLEND WORKHORSE
S150 BAG, SANDWICH, CLEAR PLASTIC 100/BX bag must contain "ziplock type" closure	30 cases	ROYAL: HO7RC or Preapproved Equal	1	100 ea BOX	No Bid	
S153 LIDS/VENTED FOR 4 OZ CONTAINER	10	DART: GJL or Preapproved Equal	1	1000 ea CASE	11.50	
S155 TRAY, STYROFOAM, W/COVER	200	PACTIV or Preapproved Equal	1	150 ea CASE		
S156 BAG, PAPER BROWN, LUNCH SIZE, 1000/BALE 8# lunch size bag	30	ROSS WALLACE or Preapproved Equal	1	200 case 500 ea CASE	14.96	85413R (8', 3comp.) 90412R (9", 3comp.)
S169 BAG, STORAGE, FREEZER, 1000/CS	24	FOOD HANDLER: 2 2-F S10 or Preapproved Equal	1	500 1000 ea CASE	16.82 No Bid	NOVO 8 LB Kraft
S172 FRENCH FRY BAGS	50 cases	FISCHER: FPP-802 or Preapproved Equal	1	10 (1000 ea) CASE	No Bid	
S177 Resealable Freezer Bags	1 serving	Reynold: 20-H60 or Preapproved Equal	1	250 ea PACKAGE	No Bid	
S182 PAPER TOWELS,(ROLL)	500	Heltech or Preapproved Equal	1	6 (800 ea) CASE		601 Kraft NPS 8" x 800'
S191 BAG, STORAGE, FOOD, FOR BUN PAN	30	ELKAY: LK-Bor2737HD or Preapproved Equal	1	6 (800' case) 200 ea CASE	14.85 No Bid	

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<b>S193 SCOURING PAD HOTEL SZ.</b>	24	ROYAL: S1012 or Preapproved Equal	1	10 ea BOX	<i>Ms Crd</i>	
<b>S195 CUTLERY KIT(sports, napkins and straw)</b>	6	Wallace(wa-3660): 96959 or Preapproved Equal	1	CASE	<i>Ms Crd</i>	
<b>S203 Trays, Aluminum w/lids (Three compartment) trays, aluminum w/lids: 3 compartment tray, 250ct.</b>	50	Western: 210-35-1250 or Preapproved Equal	1	250 ea CASE	<i>Ms Crd</i>	
<b>S204 Single Serve Portion(Hinged 8oz.)</b>	50	Par Pak: 21117 or Preapproved Equal	1	500 ea CASE	<i>Ms Crd</i>	
<b>S523 NAPKIN, 9 3/4" X 12", 10,000/CS WHITE</b>	80	SCA or Preapproved Equal	1	10000 ea CASE	<i>Ms Crd</i>	
<b>S524 FREEZEE DRINK CUPS(8 OZ)</b>	100	DART: DA-8JB or Preapproved Equal	1	1000 ea CASE	<i>1790</i>	
<b>S525 FOIL, ALUMINUM SHEETS</b> size: 12 x 10 3/4 12 boxes per case 200 sheets per box	20	Western or Preapproved Equal	1	BOX	<i>1086</i>	
<b>S528 LIDS FOR 12 OZ.</b>	1 serving	DART or Preapproved Equal	1	1000 (12 oz) CASE	<i>2722</i>	<i>2072</i>
<b>S532 CUP, DISP. STYROFOAM, 12 OZ</b>	1 serving	DART: 12SJ20 or Preapproved Equal	1	500 (1 ea) CASE	<i>2473</i>	



## CONTRACT SECTION

In compliance with the attached Invitation to Bid and subject to conditions imposed in the General Rules, Conditions, and Instructions, the undersigned vendor offers and agrees to furnish all items at the specifications and price set opposite each item for the contract period set forth in the "Notice to Bidders" section upon the award of this contract by the Jefferson Davis Parish School Board.

Name of Vendor: \_\_\_\_\_

Signature of Vendor: \_\_\_\_\_

Typed Name of Authorized Representative: \_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_

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

Phone Number: <sup>(225)</sup> 201-9739

Fax: <sup>(225)</sup> 201-9789

E-mail: STUART@schneiderpaper.com

Date: 11-26-2017

The attached bid proposal is hereby accepted and this instrument becomes a contract according to specifications and conditions stated herein.

Name of School System: \_\_\_\_\_

Jefferson Davis Parish School Board

Signature of Authorized Representative: \_\_\_\_\_

Typed Name of Authorized Representative: Tina Coleman

Title of Authorized Representative: \_\_\_\_\_

Supervisor, Child Nutrition Program

Complete Mailing Address: \_\_\_\_\_

P.O. Box 640  
Jennings, LA 70546

Phone: \_\_\_\_\_

(337) 824-1969

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

(337) 824-4189

E-Mail: \_\_\_\_\_

tina.coleman@jdpsbk12.org

Date: \_\_\_\_\_

## JEFFERSON DAVIS PARISH SCHOOL BOARD

### **NOTICE TO BIDDERS**

The Jefferson Davis Parish School Board Child Nutrition Department will be receiving bids for: **PAPER AND CLEANING SUPPLIES** April 27, 2017 at 10:00 A.M. at the Food Service Warehouse located at 1627 Wilbert D. Rochelle Ave (formerly S. Cutting Avenue) Jennings, LA-70546. Mailed bids will be sent to Jefferson Davis Parish School Board P.O. 640 Jennings, LA 70546. Sealed bids will be opened publicly for reading and tabulation. Bids will be approved by the School Board.

Quotations for this class of food items will be binding for the following 12 month period:  
**July 1, 2017 – June 30, 2018**

General Rules, Conditions and Instructions for Bidders along with Detailed Specifications and Bid Forms may be obtained by calling or writing to Tina Coleman, Supervisor, Child Nutrition Program at P.O. Box 640 Jennings, LA 70546 or call (337) 824-1969.

Bids and required documentation must be sealed and the envelope marked:  
**PAPER AND CLEANING SUPPLIES, Bid Opening: April 27, 2017 @ 10:00 A.M.**

1. All vendors will adhere to General Rules, Conditions and Instructions and be held accountable for following said rules.
2. The enclosed bid form must be used and completed in ink. The Debarment, Lobbying, and Price Determination Forms required by USDA must be completed and returned with bid in order for bid to be considered.
3. Any notations appearing on outside of envelope intended to amend bid in any manner will not be considered.
4. The bid must be signed by a duly authorized representative of the firm, be returned by registered mail, return receipt requested, or hand delivered at which time a receipt is issued. In accordance with Act 590 of the 2008 Legislature, the bid document may be viewed online and bids can also be submitted online at: <http://www.centralauctionhouse.com>
5. Bids received after the date and time stated will not be considered and will be returned to the bidder unopened.

Jefferson Davis Parish Child Nutrition Program reserves the right to reject any and /or all bids and waive any informalities incident thereto.

Submitted by: Tina Coleman, Supervisor CNP  
Jefferson Davis Parish School Board

JEFFERSON DAVIS PARISH SCHOOL BOARD

**PAPER AND CLEANING SUPPLIES**

**BIDDING INSTRUCTIONS, GENERAL RULES, AND CONDITIONS**

Copies of these Instructions, General Rules and Conditions shall be retained in files of vendors and other interested persons for ready reference. Vendors must provide delivery as specified in bid according to the schedule agreed upon in advance. It is understood that all items shall meet specifications as set forth.

**AWARDING OF BIDS**

**Domestic Preference:** Quality being equal, preference is hereby given to food grown, processed and canned in the United States.

**New Goods, Fresh Stock:** All quotations, unless otherwise specifically stated, shall produce the newest available stock or pack. All items should be processed, prepared and packaged under modern sanitary conditions in accordance with good commercial practice. All items must be delivered in new clean containers. **All items are subject to a final inspection at point of delivery.**

**By Item Basis:** Bids will be awarded by item to the lowest responsible bidder whose bid is responsive and most advantageous to the Jefferson Davis Parish Child Nutrition Program with the following exceptions: Milk and Milk Products, Fresh Produce and Eggs, and Bread and Buns will be "All or None Basis". Jefferson Davis Parish Child Nutrition Program reserves the right to select any part of a bid or the whole bid.

**Tie Bids:** In the case of a tie, when all factors are equal, award shall be made by a single drawing, witnessed by three (3) employees of the Jefferson Davis Parish Child Nutrition Program.

**Specifications:** Failure to state brands, furnish samples and specifications when requested in quotation may result in disqualification or non consideration of such quotations.

**Net Prices:** Quoted prices will be assumed to be net, including delivery and handling charges fully prepaid by the vendor to be delivered as agreed in bid.

**Taxes:** All quotations shall be submitted exclusive of all Federal, and Parish taxes. The School Board is exempt from Louisiana State Sales Tax.

**Errors:** Errors in quoted prices may be corrected by sending a letter requesting changes to the prices to the Child Nutrition Department. The Child Nutrition Department reserves the right to accept or reject the changed prices.

**Material Data Sheets:** Material data sheets shall be provided for all chemical products.

**Increase/Decrease :** The right is reserved to increase or decrease the quantities of any item or items shown in the quotation. Quantities when listed are estimates only, however, every effort will be made to make the estimates realistic within a 10% tolerance.

**Samples:** When samples are required, they must be submitted by the vendor to the Child Nutrition Department and shall be representative of the product to be delivered should the bid be awarded. Samples must be received one week prior to the bid opening, properly labeled with the vendor's name and the bid item number. Vendors bidding items other than the specific item asked for or an "equal" item must supply samples and specifications for that item.

**Alternative Quotation:** Alternative Quotations will not be considered unless invited or unless vendor has discussed the item with the Supervisor.

**Conditional Quotations:** Conditional quotations are subject to rejection in whole or part.

**Withdrawal of Quotations:** A written request for the withdrawal of a quotation or any part thereof will be granted if the request is received prior to the specified time of opening. A letter of request is also needed to remove an item after the bid is accepted, if the vendor cannot honor a price due to a price increase since the bid was submitted.

**Disqualifications:** Repeated failures to make deliveries in accordance with specifications and /or the General Rules and Conditions may result in disqualification of the vendor until such time as he furnishes satisfactory evidence that he can fulfill future obligations. Failure to make prompt deliveries will be considered in making subsequent awards.

**Rejection of Bids:** The Jefferson Davis Parish School Board reserves the right to reject any and /or all bids and to waive informalities.

**Notice of Acceptance:** One copy of the Vendor's Bid Proposal countersigned by a duly authorized representative of the Jefferson Davis Parish Child Nutrition Department mailed or delivered to the address given on the Vendor's Bid Proposal, will be considered sufficient notice of acceptance of the bid and award of the contract.

## **ORDERS AND DELIVERIES**

**Placement of Orders:** Orders for food, supplies and equipment will originate from the Child Nutrition Office on Purchase Orders with the exception of Milk, Milk Products, Bread and Buns, and Ice Cream which will be ordered by the Managers of the parish schools and delivered directly to the schools. Fresh produce will be bid weekly by the Child Nutrition Department, received at the Warehouse and sent by refrigerated truck to each school.

**Central Warehouse:** Deliveries will be drop-site single deliveries to the Jefferson Davis Parish Central Food Warehouse located at 1627 Wilbert D. Rochelle Avenue Jennings, LA 70546.

**Time of Delivery:** Deliveries shall be made between the hours of 7:30 A.M. and 2:00 P.M. Monday thru Friday of each week, except on school holidays. Prior approval for scheduled deliveries is mandatory, and shall be obtained by contacting the Child Nutrition Program Office at 337 824-1969.

**Checking Deliveries:** The Child Nutrition Department representative will check the number of items delivered against the purchase order and invoice at the time of delivery. Both the warehouse and delivery personnel will sign the appropriate forms for shortages, errors, and/or obviously damaged goods.

**Inability to Deliver:** Vendors shall be responsible for making timely deliveries except in cases where scheduled delivery is impossible because of Acts of God, war or other major catastrophes beyond the control of the vendor. If for any reason, however, deliveries cannot be made on schedule the Child Nutrition Office must be notified. The vendor shall then deliver at the earliest date possible.

**Items Out of Stock:** If a vendor is temporarily out of stock of particular item, he/she may deliver an equal or superior product at an equal or lower price **with prior approval of the Child Nutrition Director**

**Specified Time of Deliveries:** Deliveries must be made not later than thirty (30) days after the date of the purchase order and only in the quantity requested.

**Default of Delivery:** The Child Nutrition Department reserves the right to cancel that portion of the order which the vendor has failed to deliver at the time specified.

## **INVOICES AND STATEMENTS**

**Invoices:** Invoices for the items delivered and accepted shall be submitted in duplicate to the representative at the warehouse or the place where delivered.

**Statements:** Shall be submitted monthly to the Child Nutrition Department no later than seven (7) days after the month in which delivery was made. Each statement shall contain a record of all purchases for the month.

**Payment:** All invoices will be paid after monthly statements have received. Any questions regarding payments should be addressed to the Child Nutrition Department Bookkeeper at (337) 824-1834.

### **CONTRACT CONDITIONS**

**EEO:** The vendor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Department of Labor Regulations (41 CFR Part 60).

**Insurance:** All insurance for all delivery trucks and personnel shall be the sole responsibility of the vendor being awarded the bid. The vendor agrees to be responsible for damage to Jefferson Davis Parish School Board equipment, buildings and grounds that are a direct result of carelessness of the delivery person.

**Business:** All vendors must regularly be in the wholesale business and in full compliance with all local, state, and Federal regulations and codes governing the production, packaging, sale, and distribution of the products listed.

**Authorization:** The successful bidder must be authorized by the Secretary of State to do business in Louisiana pursuant to applicable law. Documentation of such authorization must be provided if requested by the Child Nutrition Office.

**Energy Policy:** The vendor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with Energy Policy and Conservation Act (P. L. 94-163).

**Area Permits:** When applicable successful vendors shall be responsible for all necessary Jefferson Davis Parish and surrounding area permits required to complete item specification requirements.

**Audits:** The Jefferson Davis Parish School Board, the Louisiana Department of Education, the United States Department of Agriculture, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers and records of the vendor which are directly pertinent to this specific contract, for the purpose of making audit, examination, excerpts, and transcriptions.

**Public Law 100-46:** In compliance with Title I, Section 644 of Public Law 100-46, please be advised that the Jefferson Davis Parish Child Nutrition Program is funded 51% with Federal Funds for a total of approximately \$2.1 million a year.

**Failure to Bid:** Vendors who fail to respond after having been invited to bid for three (3) bid openings will be deleted from the vendor list.



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

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

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

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

Schneider Paper

Organization Name

PR/Award Number or Project Name

STUART Schneider Bid Coordinator

Name and Title of Authorized Representative

Stuart M. Schneider

Signature

041-26-2017

Date

### INSTRUCTIONS TO BIDDERS FOR COMPLETING CERTIFICATION FORM

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

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
- ~~2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.~~
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *debarred*, *suspended*, *ineligible*, *lower tier covered transaction*, *participant*, *person*, *primary covered transaction*, *principal*, *proposal*, and *voluntarily excluded*, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the U. S. Department of Agriculture regulations 7 CFR 3017 implementing Executive Order 12 549. (Contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.)
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification that a prospective participant in a lower tier covered transaction has not been debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless the participant knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

### Disclosure of Lobbying Activities

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

<b>1. Type of Federal Action:</b> (enter letter of choice) <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> (enter letter of choice) <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> 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:  Congressional District, if known:		<b>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:
<b>6. Federal Department/Agency:</b>		<b>6. 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>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):		<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):
<b>11. Amount of Payment</b> (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned		<b>13. Type of Payment</b> (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify:
<b>12. Form of Payment</b> (check all that apply): <input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind, specify: nature _____ value _____		
<b>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11:</b>  <div style="text-align: right; font-size: small;">(Attach Continuation Sheet(s) SF-LLL-A, if necessary)</div>		
<b>15. Continuation Sheet(s) SF-LLL-A attached:</b> _____ Yes <input checked="" type="checkbox"/> No		
<b>16. Information requested through this form is authorized by Title 31 U.S.C. Section 1352. This Disclosure of Lobbying Activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b>		<b>Signature:</b> <u>Stuart M. Schneider</u> <b>Print Name:</b> <u>STUART M. Schneider</u> <b>Title:</b> <u>Bid coordinator</u> <b>Telephone No.:</b> <u>(205) 937-9000</u> <b>Date:</b> <u>04-26-2017</u>
<b>Federal Use Only</b>		<b>Authorized for Local Reproduction</b> Standard Form - LLL (Rev. 7-97)

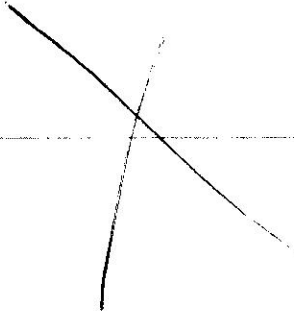
Office of Chief Financial Officer, USDA

Pt. 3018, App. B

**DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET**

Approved by OMB  
0348-0046

Reporting Entity: \_\_\_\_\_ Page \_\_\_\_\_ of \_\_\_\_\_



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Standard Form - LLL-A

### INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; contract, grant, or loan award number; application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box(es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box(es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

## CERTIFICATION REGARDING LOBBYING

### CERTIFICATION FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS EXCEEDING \$100,000 IN FEDERAL FUNDS

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 any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of ~~any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any~~ Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards (exceeding \$100,000 in Federal funds) at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

Stuart Schneider / 4800 North Street Baton Rouge, LA 70806  
NAME/ADDRESS of VENDOR

Bid Coordinator  
TITLE/TITLE of SUBMITTING OFFICIAL

Stuart M. Schneider  
SIGNATURE

04-26-2017  
DATE

**Non-Discrimination Statement:** The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or rental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

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Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish).

USDA is an equal opportunity provider and employer.



## **REQUIRED CONTRACT PROVISIONS FOR PROCUREMENT CONTRACTS IN CHILD NUTRITION PROGRAMS**

### **Required Contract Provisions from Appendix II of 2 CFR Part 200**

1. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935; 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor" (Appendix II of 2 CFR Part 200E).

2. Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency Appendix II of 2 CFR Part 200(D).

3. The vendor shall comply with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency (Appendix II of 2 CFR Part 200 (D)).

4. Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence (Appendix II of 2 CFR Part 200(I)).

5. Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate (Appendix II of 2 CFR Part 200(A)).



6. All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement (Appendix II of 2 CFR Part 200(B)).

7. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency (Appendix II of 2 CFR Part 200(F)).

8. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA) (Appendix II of 2 CFR Part 200(G)).

9. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549 (Appendix II of 2 CFR Part 200(H)).

10. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award (Appendix II of 2 CFR Part 200(I)).

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

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

### **To all Bidders:**

We in the Jefferson Davis Parish School Board Child Nutrition Program believe in providing a sound, nutritious meal that is held to the highest standards of food safety and quality. If your product and/or services prove to not hold to these standards, the Child Nutrition Program reserves the right to terminate any awarded contract.

We do not wish to discontinue any products and/or services once they have been established. Any incidences will be immediately reported to the vendor to allow for corrections. If within any bid period, a vendor is presented with 3 correspondences from the Offices of the Child Nutrition Program with reputable proof of poor quality in service and/or product, the vendor may be disqualified based on conditions of the contract. All cancellations of said contracts will be made by mail and telephone.

**Tina Coleman**  
**Supervisor, Child Nutrition Program**  
**Jefferson Davis Parish School Board**

**Non-discrimination Statement:** The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance program, or protected prohibited bases will apply to all programs and/or employment activities.) If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov). Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish). USDA is an equal opportunity provider and employer.