

**ST. CHARLES PARISH PUBLIC SCHOOLS**  
**ADDENDUM - REQUIRED CONTRACT PROVISIONS 2017-18**  
**9:00 A.M., FRIDAY, APRIL 7, 2017**

**ADDENDUM CHECKOFF LIST FOR VENDORS**

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

1. ☒ Read the **Equal Employment Opportunity** Provision.
2. ☒ Read the **Copeland "Anti-Kickback" Act"** (40 U.S.C. 3145) Provision
3. ☒ Read the **Civilian Agency Acquisition Council and the Defense Acquisition Regulation Council (Councils)** 41 U.S.C. 1908
4. ☒ Read the **Termination of Contracts** Provision
5. ☒ Read the **Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387)** Provision
6. ☒ Read and Signed the **Debarment and Suspension (Executive Orders 12549 and 12689)** Provision
7. ☒ Read the **Byrd Anti-Lobbying Amendment (31 U.S.C.1352)** Provision

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

1. ☒ Read **Procurement of recovered materials** Provision

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

1. ☒ Read the **Buy American** Provision (7 CFR Part 250 and 7 CFR Part 210)



S & W Wholesale Foods, LLC  
P.O. Box 279  
Hammond, LA 70404

**Other Contract Provisions**

1. ☒ Read the **Civil Rights** Provision

**Piggybacking Provision**

1. ☒ Read the **Piggybacking** Provision

**I HAVE READ ALL PROVISIONS THAT WILL BE APPLIED TO ALL BIDS AND PROPOSALS FOR THE 2017-2018 SY FOR ST. CHARLES PARISH PUBLIC SCHOOLS.**

**NOTE: IF YOUR COMPANY HAS ALREADY SUBMITTED THIER BID, PLEASE SIGN THE ATTACHED DOCUMENT AND MAILED BACK THE DOCUMENT IN A SEALED ENVELOPE LABELED WITH THE NAME OF THE BID ON THE OUTSIDE OF THE ENVELOPE TO : ST. CHARLES PARISH PUBLIC SCHCOOLS, OFFICE OF CHILD NUTRITION, 13855 RIVER ROAD, LULING, LA 70070.**

S & W Wholesale Foods, LLC  
P.O. Box 279  
Hammond, LA 70404

COMPANY NAME:

SIGNATURE OF AUTHORIZED RESPRESENTATIVE:

*Lara B. Matise*

DATE:

*4/1/17*



March 30, 2017

S & W Wholesale Foods, LLC  
P.O. Box 279  
Hammond, LA 70404

To: Vendors

From: St. Charles Parish Public Schools  
Office of Child Nutrition Department

Re: Addendum 2017-2018 (All Bids and Proposal)  
Processed Food Products, Frozen Food Products, Bread & Bread Products,  
Milk & Milk Products, Cafeteria Janitorial & Paper Supplies, Large Cafeteria Equipment,  
Small Cafeteria Equipment and Pizza Program Proposal

**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. 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)).
3. Contracts for more than the simplified acquisition threshold currently set at \$150,000 for the federal threshold, or \$30,000 for the state threshold, 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)).

**4. Termination of Contracts:** 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)).

**5. 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)).

**6. 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)).

**7. 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)

### **Required Contract Provisions from 7 CFR Part 210**

**1.** The vendor shall comply with the **Buy American Provision** for contracts that involve the purchase of food, USDA Regulation (7 CFR Part 250 and 7 CFR Part 210). The vendor is required to utilize, to the maximum extent practicable, domestic commodities and products.

The District participates in the National School Lunch Program and School Breakfast Program and is required to use the nonprofit food service funds, to the maximum extent practical, to buy domestic commodities or products for Program meals. A "domestic commodity or product" is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR Part 210.21(d).

Exceptions to the Buy American provision should be used as a last resort; however, an alternative or exception may be approved upon request. To be considered for the alternative or exception, the request must be submitted in writing to a designated official, a minimum of day 14 days in advance of delivery. The request must include the:

- A. Alternative substitute (s) that are domestic and meet the required specifications:
  - a. Price of the domestic food alternative substitute (s); and
  - b. Availability of the domestic alternative substitute (s) in relation to the quantity ordered.
  
- B. Reason for exception: limited/lack of availability or price (include price):
  - c. Price of the domestic food product; and
  - d. Price of the non-domestic product that meets the required specification of the domestic product.



### **Other Contract Provisions**

1. The vendor shall comply with the following civil rights laws, as amended: Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Title 7 CFR Parts 15, 15a, and 15b; the Americans with Disabilities Act; and FNS Instruction 113-1, Civil Rights Compliance and Enforcement in School Nutrition Programs.

- Provision requiring contractor to maintain all required records for three years after final payment and all other pending matters (audits) are closed for all negotiated contracts.

### **Piggybacking Provision**

St. Charles Parish Public Schools will allow up to 15 School Food Authority's within in the State of Louisiana to piggyback on all bids and proposals as long as it does not cause a material change per federal code.

- The School Food Authority shall request in writing the items and estimated quantity they intend to purchase.
- St. Charles Parish Public Schools will inform vendor affected by the piggybacking to seek approval
- St. Charles Parish Public Schools will send approval of request to the School Food Authority and maintain records per federal and state code and regulations.



St. Charles Parish Public Schools

**SUSPENSION AND DEBARMENT CERTIFICATION  
UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)**

**Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion -  
Lower-Tier Transaction**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 2 CFR Part 200.212 and Appendix II of 2 CFR Part 200). 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 USDA agency with which this transaction originated.

(Before completing certification, read instructions on next page.)

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 to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

S & W Wholesale Foods, LLC  
P.O. Box 279  
Hammond, LA 70404

Organization Name

PR/Award Number or Project Name

*Lara B. Matise*  
*Bid Manager*

Name(s) and Titles of Authorized Representative(s)

Signatures

*Lara B. Matise*

Date

*4/11/17*



## St. Charles Parish Public Schools

# INSTRUCTIONS FOR SUSPENSION DEBARMENT CERTIFICATION

By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the previous page in accordance with these instructions.

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.

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.

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.

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.

The prospective lower-tier participant further agrees by submitting this form that he or she 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.

A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that 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 principles. Each participant may, but is not required to, check the Nonprocurement List.

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.

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.



## STANDARDS OF CONDUCT AND CERTIFICATION FOR PROCUREMENT

In accordance with 2 CFR Part §200.318, the following standards of conduct must be followed by all officers, employees, or agents of the non-Federal entity herein named, (SPONSOR) St Charles Parish Public Schools that are engaged in the selection, award and administration of contracts:

- No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.
- The officers, employees, and agents may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts.
- Disciplinary actions shall be applied for violations of above standards by officers, employees, or agents, up to and including termination from the program
- Officers, employees, and agents shall avoid acquisition of unnecessary or duplicative items. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.
- To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, officers, employees, and agents shall make every effort to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.
- Officers, employees, and agents shall make every effort to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.
- Officers, employees, and agents shall make every effort to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.
- Officers, employees, and agents shall award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. (See also §200.212 Suspension and debarment)
- Officers, employees, and agents shall maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.
- Officers, employees, and agents shall use a time and materials type contract\* only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk.

\*Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit. (See §200.319(J2) for further detail)



- Officers, employees, and agents of St. Charles Parish Public Schools (Sponsor), shall do the following:
  - Accept full responsibility, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims.
  - Make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition, including procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, in accordance with 5200.324

*These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.*



PROCUREMENT STANDARDS OF CONDUCT CERTIFICATION STATEMENT

I, Teresa Brown (Authorized Representative) for St. Charles Parish Public School (Sponsor)  
hereby certifies the following:

- Officers, employees, and agents shall conduct all procurement transactions in a manner providing full and open competition consistent with the standards of §200.319, (inclusive of written procedures for procurement transactions that:
  - Ensure clear and accurate description of technical requirements for the material, product, or service to be procured
  - Identify all requirements which must be fulfilled by offerors and all factors to be used in the evaluation of bids and proposals
  - Ensure that all all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition
  - Ensure that potential bidders are not precluded from qualifying during the solicitation period
- Officers, employees, and agents shall conduct all procurement transaction, using one of the methods of procurement noted in §200.320 (micro-purchases, small purchase, sealed bids, competitive proposals, non-competitive proposals\*)

*\*See §200.320(f) for listing of criteria that must be established in order to utilize non-competitive proposals*

- Officers, employees, and agents shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible, in accordance with §200.321.
- Officers, employees, and agents shall comply with the procurement of recovered materials, as specified in §200.322.
- Officers, employees, and agents shall perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold, including contract modifications, in accordance with §200.323.
- Officers, employees, and agents shall ensure that the bonding requirements are followed, in accordance with §200.325
- Officers, employees, and agents shall ensure that the all contracts contain the applicable provisions described in Appendix II to Part 200, in accordance with §200.326
- Officers, employees, and agents shall comply with the retention requirements for records, in accordance with §200.333
- Officers, employees, and agents shall provide access to records, in accordance with §200.336
- Officers, employees, and agents shall adhere to the Cost Principles contained in Subpart E §200.403 - §200.475

Teresa C Brown

Authorized Representative

3/30/2017

Date