

Bid Number 2013-99-03

INVITATION FOR BIDS
SCHOOL FOOD SERVICE SUPPLIES
CAMERON PARISH SCHOOL BOARD
510 MARSHALL STREET
CAMERON, LOUISIANA 70631-4701

TO: DEALERS IN NON-FOOD CLEANING SUPPLIES & PAPER GOODS

RE: General Rules, Conditions and Instructions for Bidders

The CAMERON PARISH SCHOOL BOARD will receive sealed bids until **11:00 a.m., Wednesday, June 5, 2013**, for Food Service Supplies for the Cameron Parish Schools, in the described herein and in the attached additional specification: all bids arriving after this date and hour will be returned to Vendors unopened. **Formal Bid Award will be made at the June 17, 2013 School Board Meeting.** The Board reserves the right to reject any and all bids.

Bids may also be submitted by **electronically** by means of security/password protected to: www.centralbidding.com The following information should be included on all pages of all correspondence:

Vendor name as registered with Louisiana Secretary of State-Corporation Database
Vendor Sales Representative and contract number(s)
Formal Bid #
Bid Due Date and Time

The following additional conditions shall apply to all submitted bids:

- 1) For the furnishing of non-food service supplies, for a period, effective **August 1, 2013 to May 30, 2014**, to be purchased for delivery, with delivery to be made to the Warehouse. **The Warehouse is 3151 Trosclair Road , Cameron LA 70631.**
- 2) All bids must be signed, sealed, and mailed or delivered to the Cameron Parish School Board Office, 510 Marshall Street, Cameron, Louisiana, 70631-4701. The shipping address is 510 Marshall Street, Cameron, LA 70631-4701. Please mark clearly on the envelope **BIDS FOR NON FOOD SERVICE SUPPLIES**, Date and Time.
- 3) Bids must be submitted on forms furnished by the Cameron Parish School Food Service Department.
- 4) **Supplies will be purchased on an as needed basis.**
- 5) All prices must include transportation charges to the **Warehouse at 3151 Trosclair Road, Cameron, LA 70631**. It is the intent of the specifications to invite bids on high quality merchandise. Where there is a particular brand or number mentioned, it is done to establish the standard of quality desired. It is not done to eliminate any brand of equal quality. **Only one bid per item allowed. No alternate bids allowed.**

Bid Number 2013-99-03

- 6) If bidding other than specified, vendors are required to attach to their bids complete specification of each item. An authorized officer of the firm must sign the Bid.
- 7) **When required, vendors shall submit samples to the Cameron Parish School Board no later than the date and hour of the opening.**
- 8) Each sample shall be identified with the bidders name, item#, product trade name and number.
- 9) Samples will be delivered to the **Cameron Parish School Board Office – 510 Marshall St, Cameron LA 70631.**
- 10) The board will buy no samples and will assume no responsibility for the samples not claimed and will not pay for any samples lost or damaged in testing.
- 11) Vendors may claim samples after notification from School Food Service Supervisor. The School Food Supervisor will grant notification after samples have been tested and then Vendors have 14 days to claim their samples. After that they turn into stock of the Cameron Parish School Board.
- 12) After bids are opened they may not be changed, and they may not be withdrawn after the advertised opening date, unless the School Board gives permission.
- 13) The School Food Service Department will make the final decision for acceptance. The contract and a list of awarded items will be sent to successful bidder.
- 14) The purchase order mailed or faxed to the successful vendor is the official authorization to delivery materials described herein.
- 15) Delivery will be made by **appointment only** to the (Starting in July) **Warehouse 3151 Trosclair Road, Cameron, LA 70631.** Merchandise shall be unloaded at the receiving station of the designated delivery point and received there by an agent of the School Board System. A delivery ticket or one copy of the invoice shall accompany delivery.
- 16) **Delivery – supplies will be unloaded using pallet jack and forklift (no loading dock).**
- 17) **Material Safety Data Sheets** are required to be submitted at the delivery of products from bid award. Payments will be held until all products are received and MSD sheets are received for each product **ordered.**
- 18) **Reserve the right to purchase any additional quantities that may be needed to complete the school year on as needed basis.**

Delivered items which do not fulfill all requirements will be rejected. Rejected items shall be removed and replaced promptly by the Vendor at no cost to the **CAMERON PARISH SCHOOL BOARD.**

THE BOARD MAY REJECT ANY BID FOR FAILURE BY THE VENDOR TO COMPLY WITH ANY OF THE REQUIREMENTS STATED ABOVE, OR IN THE PROPOSAL FORM, OR IN ATTACHEMENTS THERETO WHICH BECOMES PART OF THE BID.

Bid Number 2013-99-03

Should you desire additional information pertaining to these specifications please contact Cookie Richard, Cameron Parish School Board, 510 Marshall Street, Cameron, LA 70631-4701, (337) 775-5784 ext 1008.

I have read the general and detailed instructions, attached specifications and have complied and agree to all the requests therein.

6/4/2013
Date

Jhh KL
Signature of Person Completing Bid

732-752-3200 ext 1124
Telephone Area Code

Nikki Khan
Signature Name Typed

FAX# 732-752-2305
Fax Number

email: zeke@allampoly.com
Email Address

40 TURNER PLACE
PISCATAWAY, NJ 08854
Address

City State Zip Code

Bid Number 2013-99-03

**Cameron Parish School Board Lunchroom Supplies
Approved Products List**

Note: *If the product you are bidding appears on this list you
do not have to supply a sample.*

9100230 Brooms

ACS B412	1 dozen per
Hitech EJ-100P	1 dozen per
Royal Tug-100P	1 dozen per
Zephyr 32018	1 dozen per

9100250 Push Broom 24" with Handle

ABCO 11008/80007
ABCO BH1008/AB-01104
ACS B3024/B1260 12/cs
Scrubble ACS-B3024/B1260

9100530 Dust Pan, Lobby

ACS B452
Continental CN912BK

9100630 Mop Heads

Wilco WI-RLM16 1 dozen per
Zephyr 20616 1 dozen

9101030 Mop Handles (Handle must fit above mop head)

ABCO AB-MH40121
ABCO AB-01209NB 1 dozen per
Zephyr 21054 1 dozen per
Zephyr 833 1 dozen per

9101430 Mop Bucket & Wringer Combo

Bucket & Wringer Combo Rubbermaid RM7580-88
Bucket & Wringer Combo Continental CN-335312YW
Bucket & Wringer Combo Diamond MS1172YE
Bucket & Wringer Combo Diamond MSJ100

Bid Number 2013-99-03

9101830 Trash Cans with Lid 44-gallon

Continental 4444GY/4445GY
Rubber Maid 2643/2645
Rubber Maid RM-2643-166Y & 2645-Gry

9102230 Trash Cans with Lid 55 gallon

Continental 5500GY/5501GY
RubberMaid 2655/2654
RubberMaid RM2655-Gry & 2654 Gry

9102630 Dolly – for Trash Cans

Contentinal 3255
Impact 7704
Rubbermaid 2640

9103030 Sprayer, Hand Held with pistol grip

Continental 902RW9/932CGE
Continental CN932CG/IM6900
Delta DI622HL/DB32 Trigger Sprayer Each
Hitech JM6900/EJDR32E
Impact 5032/5906

9200230 Bleach

Brite SBC-HCL917
Kik SBC-HCC917
Pure Brite SBCHCL917 6/1gallon
Spartan 2130

9200630 Degreaser

Betco Citrus Chisel "Ruff Neck" BC-167 4/1 gallon
Sparten SPA2130 4/1 gallon

9201830 Laundry Detergent 50 lb

ARCOT 9560 50 lbs
HiTech Lemon AV-ECO 002 50 lbs
Nice & Clean ARCOT ARC9560-50B 50 lb

Bid Number 2013-99-03

9203430 Oven Cleaner

HiTech Oven Buster CMC-826 12/20 ounce
HiTech Oven & Grill CMC-826
HiTech EJ-826SM 12/20
SSS 05023 Oven & Grill 12/19 oz

9203830 Amonia

Lemon Amonia LAB-1400065 8/64 ounce
Labcco KIK LAB-140005 8/64 ounce
Labcco LAB-140005 8/64 ounce

9204230 Scouring Powder

BaBo LO-P752088 24/21 oz
Comet 32987 24/21 oz

9204630 Scouring Pads

3M 3MC-35337 20/pk
Niagra 3MC-35337 20/Pk
Scrubble ACS-S096
Spartan 6290 12/20/cs

9205030 Stainless Steel Cleaner

BMC AP22 10-1750 12/cs
HiTec Luster Shine CMC-841 12/20 oz
Spartan High Shine 12/20 oz

9205230 Microbial Cleaner w/pump

HiTech EJ-315 4/1 gallon
HiTech Citrus BC-315 4/1 gallon
OE-30 manufactured by Novozymes Biologicals, Inc

9205330 Microbial Drain Cleaner

Betco Push BC-13332SM 12/32 ounce

9205430 Glass Cleaner

HiTech EJ-050 12/20 oz
HiTech Glass BC-138
Hitech Sparkle CMC0501 750 12/20 ounce
Sparkle CMC-050 12/20 ounce
SSS 05238 12/19 ounce

Bid Number 2013-99-03

9205830 All Purpose Mopping

Hi-Tech Photon ND BC-138 4/1 gallon
Spartan 3016 4/1 gallon

9206230 Multi-Purpose Spray cleaner – Aerosol

Hi-Tech EJ-985 12/20 oz
Hi-Tech All Purpose CMC-985 12/20 ounce
Spartan SD-20 12/20 ounce
Spartan 6520 12/20 oz

9300230 Aluminum Foil (Roll)

HFA 51807 18"x 500' roll
Network WP-185H 500 Ft
Networld Western WP-185HW297N 500 Ft
Medallion 51807 18"x 500' roll
Western WP185H297 500'

9300630 Aluminum Foil Sheets

Durable Dur-91050 6-500/cs 10"x11.5"
HFA 59100 6/500/cs
Renolds Ry-711 Pop-up sheets 9"x10.75" 6-500/cs
Western WP-632 6/500/ cs

9301030 Freezer Paper

Bag Craft BA-P145018 1100 Ft
Dixie KL18 18"x 1,000 ft roll
McNaim MC-101490 18" x 1,100 ft / roll

9301430 Plastic Wrap

Hi Value 001648 18" x 2000' roll
Network WP-NW182 2000'
Reynolds RY915 18" x 3,000 ft/roll

9301930 Napkin Dispenser

Kimberly Clark MegaCartridge Clear Protective Door KC-9008
Kimberly Clark Dispenser KC-9023
Kimberly Clark Pole Kit KC-9135
Tork 32XPS Xpresssnap Dispenser with Stand

Bid Number 2013-99-03

9302030 Napkins Cartridge type for (9301930)

Kimberly MegaCartridge Napkins #KC-98906, 875/pack, 6 pack per case,
.5"x8.4"; 5250 napkins per case

Kimberly Clark KC-98908

Tork Advanced Xpressnap Dispenser Napkin, Interfold DX900 12/500 cs

9302130 Napkin, Tabletop Dispenser

SCA Xpressnap Tabletop Napkin Dispenser

Tork Xpressnap Tabletop Napkin Dispenser 32XPT

9302330 Napkins for Tabletop Dispenser (9302130)

SCA Tork Advanced Xpressnap Napkin Open size 8.5"x13" folded
4.25"x6.5"

Tork Advanced Xpressnap Dispenser Napkin, Interfold DX900 12/500 cs

9302530 Pan Liners

Bag Craft BA-25Q1 1000 sheets

Georgia Pacific JR-L010 1000 sheets

McNairn MC-019010

Papcon 2501 16"x24"

Prime Source P/S 25# 16 3/8 x 24 3/8 1000/cs

9302540 Straws

DisPozo DispsJw24-500T 24/500/cs

Grandway G2010 24/500/cs

Jet WJ-02 24/500/cs

Solo CL-12820 24/500/cs

9302630 Paper Souffle (1 oz)

GenPak F100 5,000/cs 20/250/cs

Solo SO-100 5,000/cs

93002830 Paper Souffle (2 oz)

GenPak F200 20/250/cs

9303030 Paper Souffle (4 oz)

GenPak F400 5,000/cs

Solo SO-400 5,000/cs

Bid Number 2013-99-03

9303230 Cups, Drinking, Foam (8 oz)

Convermex 8B8 1000/cs
Dart 237ML 1,000/cs
Dart 8J8 1000/cs

9303330 Cups, Drinking, Foam (16 oz)

Dart DA16J16 1,000/cs

9303430 Bowls, Portion, Foam (4 oz)

Dart DA-5BWWC 1000/cs
GenPak Gen-80500 1000/cs

9303530 Bowls, Portion, Foam (12 oz)

Dart DA-12BWWC 1000/cs
GenPak Gen-82100 1000/cs

9303830 Compartment Trays, Foam, Disposable

GenPak #10600, 6 compartment, 125/sleeve, 500/case
Pactiv PT-TH1-0601 500/cs

9305130 Sandwich Bags

DRK 94600 500/Bx
Elkay LK-F20606 1000/pk

9305230 Paper Bag (lunchbags)

B&H BH-B08 500/pk
Kraft 0835 500/pk

9305430 Food Wrap Bags 2 gallon

Reynolds RY-RS 2011 100/cs
Ziploc 94603 100/cs

9306030 Food Wrap Bags 1 gallon

Reynolds RY-RS 1011 250/cs
Ziploc 94600 250/cs

Bid Number 2013-99-03

9306430 Aprons - Vinyl

Best Value 6140 VA-WH 40"x35" 6ml 12/pk

9306830 Aprons – Poly Disposable

Ambitex AX-P2846 10/100/pk/cs

Ambitex P2442 10/100/pk/cs

9307230 Gloves – Poly Disposable

Handy Hands HG-VG10M-L 100/box

Ambitex TI-PLG6501 Poly Gloves 10/100 bx/cs

Interplast IG-GL-Medium 10/100 bx/cs

ACS Revolution (AmerCare) 499M 100/bx

9307630 Gloves, Latex-Exam-Small

Tradex TI-LSM200

Ambitex L5M200 10/100 bx/cs

ACS Apollo (AmerCare) 699S 100/bx

9308030 Gloves, Latex-Exam-Medium

Tradex TI-LMD200

Ambitex LMD200 10/100 bx/cs

ACS Apollo (AmerCare) 699M

9308430 Gloves, Latex-Exam-Large

Tradex TI-LLG200

Ambitex LLG 200 10/100 bx/cs

ACS Apollo (AmerCare) 699L

9309430 Gloves Utility – Small - Flocked

Amercare 599S 1 doz

Ambitex LSM-6500 12/bag

Tradex TI-LSM6500

ACS 599S (AmerCare) 1 dozen

9309830 Gloves, Utility Medium- Flocked

Amercare 599M 1doz

Ambitex LMD-6500 12/bag

Tradex TI-LMD-3500

ACS 599M (AmerCare) 1 dozen

Bid Number 2013-99-03

9310230 Gloves, Utility Large - Flocked

Amercare 599L 1 doz
Ambitex LLG-6500 12/bag
Tradex TI_LL-6500
ACS 599L (AmerCare) 1 dozen

9311830 Dish Towels 18 x 36

Nation Wide ANT-2040 20" x 40" (25 doz Bale)

9312230 Dish Towels 36 x 36

Exceleo (38"x 32") EX-18111 12/pk
Nation Wide ANT2448 24"x48" 25 doz Bale

9312630 Forks, Utility

Winsor Dinner Fork 0002-05 Dozen

9312730 Forks – Disposable

Jet EFW 1000/cs
Wallace WAL-3540 1000/cs

9312830 Teaspoons, Utility

Winsor Teaspoon 0002-01 Dozen

9313030 Spoons, Soup/Dessert Utility

Winsor Dinner Spoon 0002-03 Dozen

9313230 Spoons, Disposable

Jet ESW 1000/cs
Wallace WAL-3542 1000/cs

Bid Number 2013-99-03

CONTRACT SECTION:

Type of Bid: NON-FOOD CLEANING AND PAPER GOODS

In compliance with the attached request for bids and subject to conditions imposed in the specifications and general rules, conditions and instructions, the undersigned firm offers and agrees to furnish any or all items at the price set opposite each item for the period August 1, 2013 to May 30, 2014 upon award to it of this contract by the Cameron Parish School Board.

Name of Firm: ALL AMERICAN POLYSignature of Authorized Representative: Jah KleiTyped Name of Authorized Representative: Nikki KleinTitle of Authorized Representative: BID AGENTEmail Address of Authorized Representative: email: zeke@allampoly.comComplete Address of Firm: 40 TURNER PLACE
PISCATAWAY, NJ 08854Telephone Number of Firm: 732-752-3200 ext 1124Date: 6/4/2013Name of Firm: Cameron Parish School Board

Signature of Authorized Representative: _____

Typed Name of Authorized Representative: Cynthia CarpenterTitle of Authorized Representative: Food Service SupervisorComplete Address of Firm: 510 Marshall Street, Cameron, LA 70631-4701Telephone Number of Firm: (337)775-5784 Ext 1013

Date: _____

(NOTE: COMPLETE BUT DO NOT DETACH SHEET)

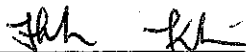
Prototype
Certificate of Independent Price Determination

Both the school food authority and the Vendor (offeror) shall execute this Certificate of Independent Price Determination.

<u>ALL AMERICAN POLY</u> (Name of Vendor)	<u>Cameron Parish School Board</u> (Name of School Food Authority)
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- (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 Vendor 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 the 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 Vendor, 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:


Signature of Vendor's
Authorized Representative

BID AGENT
Title

6/4/2013
Date

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


Signature of School Food Authority's
Authorized Representative

Child Nutrition Supervisor
Title

04/15/2013
Date

Note: Accepting a bidder's offer does not constitute award of the contract.

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, 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 NSTRUCTIONS)

- (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.

ALL AMERICAN POLY

BID # 2013-99-03

Organization Name

PR/Award Number or Project Name

Nikki Klein

BID AGENT

Name and Title of Authorized Representative

NK

6/4/2013

Signature

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)

1. Type of Federal Action: (enter letter of choice) <input checked="" 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	2. Status of Federal Action: (enter letter of choice) <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change For material change only: Year _____ quarter _____ Date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: ALL AMERICAN POLY 40 TURNER PLACE PISCATAWAY, NJ 08854 Congressional District, if known: _____		5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: _____ Congressional District, if known: _____
6. Federal Department/Agency: Cameron Parish School Board		6. Federal Program Name/Description: BD # 2013-99-03 CFDA Number, if applicable: _____
8. Federal Action Number, if known: _____		9. Award Amount, if known: \$ _____
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): NO LOBBYING TO DISCLOSE		b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): N/A
11. Amount of Payment (check all that apply): \$ _____ <input type="checkbox"/> actual <input type="checkbox"/> planned N/A		13. Type of Payment (check all that apply): <input type="checkbox"/> a. retainer <input type="checkbox"/> b. one-time fee <input type="checkbox"/> c. commission N/A <input type="checkbox"/> d. contingent fee <input type="checkbox"/> e. deferred <input type="checkbox"/> f. other; specify: _____
12. Form of Payment (check all that apply): <input type="checkbox"/> a. cash N/A <input type="checkbox"/> b. in-kind; specify: nature _____ value _____		
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: N/A		
(Attach Continuation Sheet(s) SF-LLL-A, if necessary)		
15. Continuation Sheet(s) SF-LLL-A attached: _____ Yes _____ No		
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.		Signature: <u>YKH KL</u> Print Name: <u>Mikki Klein</u> Title: <u>BID AGENT</u> Telephone No.: <u>732-752-3200 ext 1124</u> Date: <u>6/4/2013</u>
Federal Use Only		Authorized for Local Reproduction 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 _____

Authorized for Local Reproduction
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.