

Due 4/14 @ 10:00 A.M.

JEFFERSON DAVIS PARISH SCHOOL BOARD

**NOTICE TO BIDDERS**

The Jefferson Davis Parish School Board Child Nutrition Department will be receiving bids for: **Small Equipment** on **April 14, 2016 at 10:00 A.M.** at the Food Service Warehouse located at 1627 Wilbert D. Rochelle Ave Jennings, LA 70546. Sealed bids must be mailed 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 10 month period:  
**July 1, 2016 - June 30, 2017**

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:  
**"Small Equipment"** Bid Opening: **April 14, 2016 @ 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. Official Bid Documents are available at Central Bidding. Electronic Bids are accepted at Central Bidding. Central Bidding can be accessed at [www.centralbidding.com](http://www.centralbidding.com). For questions related to the electronic bidding process, please contact Central Bidding at 225-810-4814.
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

Publication Dates: March 15, March 17, and March 20, 2016

## JEFFERSON DAVIS PARISH SCHOOL BOARD

### SMALL EQUIPMENT BID

#### 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 products made in the United States.

**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. 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. If bidding an item other than the one specified, bidders are required to attach to the Bid Proposal Form complete specifications and pictures of each appropriate item.

Should additional space be necessary for explanatory notes or data, other than the price of an item, place the information on separate pages and clearly indicate on the Bid Proposal Form the location of such information.

**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 pricing.

**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.

**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 equipment will originate from the Child Nutrition Office on Purchase Orders. The contract does not constitute an order.

**Central Warehouse:** Deliveries will be drop-site single deliveries to the Jefferson Davis Parish Central Food Warehouse located at 1627 S. Cutting Ave, Jennings, LA 70546 or to a school site, whichever is stated in the bid.

**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.

**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 sixty percent with Federal Funds for total of approximately one million two hundred thousand dollars (1,200,000.00).

**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.



**JEFFERSON DAVIS PARISH SCHOOL BOARD  
CHILD NUTRITION DEPARTMENT**

**BID PROPOSAL FORM  
Bid Item: Small Equipment**

**Bid Period and Length of Contract: Stated on "Notice to Bidders"**

Item/Specification	Brand	Quantity	Unit Price	Comments
Bun Pan Aluminum 18 gauge with beaded edges, Bright Finish 18x26x1	Winco ALXP-1826	22	6 <sup>11</sup>	
Carton Opener with 6 extra blades	Techni-Edge TE03-990/013	1	3 <sup>21</sup>	
Chicken Scoop, Mesh Scoop: 11"Wx 12"D x 4", 15" handle	Winco SC-12R	1	3 <sup>20</sup>	
Chopping Board ½" thick 18x24 Rubbermaid or Equal	Winco CBWT-1824	4	11 <sup>75</sup>	
Cobbler Pan Aluminum 17 ¼ x 25 ¾ x 2 ¼ Spot Welded Handles Weaver or Equal	Winco ALBP-1218	8	8 <sup>38</sup>	
Oven Thermometer Hang or Stand Temp Range 100F – 600F	Winco TMT-OV2	2	1 <sup>72</sup>	
Pans Steam Table, Solid Medium Weight Volume Stainless Steel Gauge 20 12 x 20 x 2 Vollrath or Equal	Winco SPJH-102	1	11 <sup>26</sup>	
Pans Steam Table, Solid Medium Weight Volume Stainless Steel Gauge 20 12 x 20 x 4 Vollrath or Equal	Winco SPJH-104	1	14 <sup>64</sup>	
Pans Steam Table, Solid Medium Weight Volume Stainless Steel Gauge 20 12 x 20 x 6 Vollrath or Equal	Winco SPJH-106	6	19 <sup>59</sup>	
Short Handle Brush Nylon Bristles Sparta or Equal	Winco BRN-8P	1	2 <sup>97</sup>	
Steel Brushes with Scraper Sparta or Equal	Winco BR-319	14	79	
Hand Grater, 1 piece, 4 sided Stainless Steel	Winco SQG-4	1	3 <sup>33</sup>	
French Whip – Stainless Steel 18"	Winco FN-18	10	2 <sup>15</sup>	
Butcher Knife 13" Overall 8 1/2 " Blade	Winco KWP-80	1	6 <sup>47</sup>	
French Knife Cooks 8" Blade	Winco KWP-80	1	6 <sup>47</sup>	
Paring Knife Mini Super Parer	Winco KWP-30	1	2 <sup>28</sup>	
Vegetable Peeler	Winco VP-300	1	2 <sup>06</sup>	
Rolling Pin Wood 15 x 2 ¾	Winco WRP-15	1	7 <sup>56</sup>	
Scraper Plastic Rubbermaid or Equal 13"	Winco PSC-14	4	88	



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Item/Specification	Brand	Quantity	Unit Price	Comments
Scraper Plastic Rubbermaid or Equal 16"	Winco PSC-16	1	1 09	
Cooking Spoon Stainless Steel 15" Weight Vollrath or Equal	Winco BSOT-15	1	. 68	
Dishers, Food Portion Scoop, Squeeze Type, #6	NB	1	NB	
Dishers, Food Portion Scoop, Squeeze Type, #8	Winco ISS-8	13	4 35	
Dishers, Food Portion Scoop, Squeeze Type, #10	Winco ISS-10	1	4 35	
Dishers, Food Portion Scoop, Squeeze Type, #12	Winco ISS-12	1	4 35	
Dishers, Food Portion Scoop, Squeeze Type, #16	Winco ISS-16	1	4 35	
Dishers, Food Portion Scoop, Squeeze Type, #24	Winco ISS-24	1	4 35	
Dishers, Food Portion Scoop, Squeeze Type, #30	Winco ISS-30	1	4 35	
Dishers, Food Portion Scoop, Squeeze Type, #40	Winco ISS-40	1	4 35	
Heavy Vinyl Dishmachine Apron 39x44	Best Value 614DVA-WH20	10	7 65	36 x 45
Spaghetti Strainer, Long Handle 9" Diameter, 3.5 Deep	Winco RSS-09	1	5 53	
Spoon, Solid 21"	Winco BSOT-21	4	1 42	
Spoon Sets ¼ tsp - 1 tsp	Winco MSP-4P	2	. 48	
Cup Sets ¼ cup - 1 cup	Winco MCP-4P	2	2 06	
Cook Fork - 12 ¾"	Winco KFP-121	1	7 41	
Timer, Clock - 60 Minutes	Winco TIM-78	3	5 64	
Tongs, Kitchen Scalloped Edge Spring 9 ½"	Winco UT-9HT	10	1 15	
Mop Bucket with Wringer, Bronze Rubbermaid or Equal	Continental 226-312BZ	6	38 57	
Food Storage Container Clear with Lid 18x26x31 - 5 gallon Rubbermaid or Equal	NB	4	NB	
Food Storage Container Clear with Lid 18x26x6 - 8.5 gallon Rubbermaid or Equal	Winco PFSE-6/PFSE-C	8	37 91	
Food Storage Container Clear with Lid 18x24x9 - 12.5 gallon Rubbermaid or Equal	Winco PFSE-9/PFSE-C	4	44 06	
Knife Gloves - Small	Best Value SG10-S	1	35 37	per pair *
Knife Gloves - Medium	Best Value SG10-M	1	35 37	per pair *
Knife Gloves - Large	Best Value SG10-L	1	35 37	per pair *
Knife Gloves - Xlarge	Best Value SG10-XL	4	35 37	per pair *

\* can be purchased individually



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**BID PROPOSAL FORM  
Bid Item: Small Equipment**

Item/Specification	Brand	Quantity	Unit Price	Comments
Knife Sharpener – 12" Blade Chef's Steel Wood Handle Dexter or Equal	NB	1	NB	
Measuring Cups, 4 qt Graduated Measure, Lipped, Clear Rubbermaid or Equal	Winco PMU-400	2	8 <sup>15</sup>	
Dry Measurer Aluminum finish Riveted Handle 1 cup	NB	1	NB	
Refrigerator / Freezer Thermometer Hang or Stand, Rustproof	Winco TMT-RF2	1	1 <sup>68</sup>	
Trash Can Dolly Fits 44/55 Gallon Can	Continental 3255	12	18 <sup>12</sup>	
Goggles Superior Visibility, Anti-Fog Lenses 060 Thick Optical Grade, Polycarbonate	Impact 7322	1	2 <sup>93</sup>	
Meat Thermometer, Stainless Steel 2" dial 4 1/2" stem Range at least 120F – 210F	Winco TMT-MT2	6	1 <sup>87</sup>	130F - 190F
Pocket Thermometers, Dial, Built-In Calibration Wrench, 5" Stainless Steel Stem Range at Least -40F to +180F	Winco TMT-P2	8	1 <sup>90</sup>	
Wet Floor Sign Polypropylene, Folds 1" Flat, Two Sided	Winco WCS-25	21	3 <sup>76</sup>	
Potato Masher Stainless Steel, Wooden Handle	Winco PTM-18R	1	2 <sup>59</sup>	
Clear Food Box Colander 18"x26"x5" Cambro 1826CLRCW135 Camwear	Cambro 1826CLRCW135	4	26 <sup>51</sup>	pk 6/cs
Portion Scale – 32 oz	Winco SCLH-2	2	29 <sup>39</sup>	
Mobile Ingredient Storage Bin w/Lid 26 gallon	Winco IB-27	2	134 <sup>04</sup>	
4" Deep, Half Size Standard Weight Economy Stainless Steel Steam Table / Hotel Pan w/Lid Vollrath or Equal	Winco SPJH-204/ SPSCH	4	12 <sup>45</sup>	
Half Size 20 Gauge 18" x 13" Sanitary Open Bead Rim Stainless Steel Bun Pan / Sheet Pan	Winco ALXP-1318	24	3 <sup>76</sup>	
Dish Clothes Approximately 13"x15" 12 per pack	Best Value 706DC	1	6 <sup>80</sup>	
Lids for Half Size Standard Weight Economy Stainless Steel Steam Table / Hotel Pan Vollrath or Equal	Winco SPSCH	16	4 <sup>23</sup>	

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:

Economical Janitorial and  
Paper Supplies LLC

Signature of Vendor:

Suzie Migliore

Typed Name of Authorized Representative:

Suzie Migliore

Title of Authorized Representative:

President

Complete Address:

P.O. Box 93607

NEW ORLEANS, LA 70183-3607

Phone Number: 504-464-7166 x3110 Fax: 504-465-9563

E-mail: [Suzie@economicaljanitorial.com](mailto:Suzie@economicaljanitorial.com) Date: 4/13/2016

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@jdpshk12.org

Date:

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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.

Economical Janitorial and Paper Supplies LLC  
Organization Name

PR/Award Number or Project Name

Surie Migliore President  
Name and Title of Authorized Representative

Surie Migliore  
Signature

4/13/2016  
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.



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.

his 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.

*Economical Printers and Paper Supplies LLC*  
*P.O. Box 23607 New Orleans La. 70183-3607*  
NAME/ADDRESS of VENDOR

*Suzie Migliore* PRESIDENT  
TITLE/TITLE of SUBMITTING OFFICIAL

*Suzie Migliore* SIGNATURE      4/13/2016 DATE

**Anti-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 parental 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.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.oser.usda.gov/complaint\\_filing\\_cust.html](http://www.oser.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 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 (voice).

USDA is an equal opportunity provider and employer.

Disclosure of Lobbying Activities

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

<p>1. Type of Federal Action: (enter letter of choice)</p> <p><input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input checked="" type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance</p> <p>N/A</p>	<p>2. Status of Federal Action: (enter letter of choice)</p> <p><input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input checked="" type="checkbox"/> c. post-award</p> <p>N/A</p>	<p>3. Report Type: a. initial filing b. material change</p> <p>For material change only: Year _____ quarter _____ Date of last report N/A</p>
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known:</p> <p>N/A</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</p> <p>N/A</p>
<p>6. Federal Department/Agency:</p> <p>N/A</p>	<p>6. Federal Program Name/Description:</p> <p>N/A</p> <p>CFDA Number, if applicable:</p>	
<p>8. Federal Action Number, if known:</p> <p>N/A</p>	<p>9. Award Amount, if known: \$ N/A</p>	
<p>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI)</p> <p>N/A</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI)</p> <p>N/A</p>	
<p>11. Amount of Payment (check all that apply):</p> <p>\$ N/A <input type="checkbox"/> actual <input type="checkbox"/> planned</p>	<p>13. Type of Payment (check all that apply):</p> <p><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 N/A</p>	
<p>12. Form of Payment (check all that apply):</p> <p><input type="checkbox"/> a. cash <input type="checkbox"/> b. in-kind; specify: nature _____ value N/A</p>		
<p>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:</p> <p>N/A</p>		
<p>(Attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>		
<p>15. Continuation Sheet(s) SF-LLL-A attached: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>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.</p>	<p>Signature: <u>Suzie Migliore</u> Print Name: <u>Suzie Migliore</u> Title: <u>PRESIDENT</u> Telephone No.: <u>504-464-7166</u> Date: <u>4/13/2016</u></p>	
<p>Federal Use Only</p>	<p>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</p>	

Office of Chief Financial Officer, USDA

Pt. 3018, App. B

DISCLOSURE OF LOBBYING ACTIVITIES  
CONTINUATION SHEET

Approved by OMB  
0348-0046

Reporting Entity:

N/A

Page

of

Suzie Migliore  
Suzie Migliore  
President

4/13/2016

504-464-7166

### 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.

4/13/2016

Suzie Migliore Suzie Migliore PRESIDENT 504-464-7166

## Prototype Certificate of Independent Price Determination

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

Economical Janitorial  
(Name of Vendor)

On a Paper Supplies LLC

\_\_\_\_\_  
(Name of School Food Authority)

- (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:

Dustin Mignone  
Signature of Vendor's  
Authorized Representative

President  
Title

4/13/2016  
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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

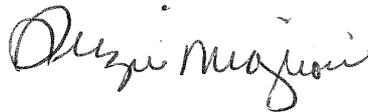
Note: Accepting a bidder's offer does not constitute award of the contract.

**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 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.) 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) 848-6136 (in Spanish). USDA is an equal opportunity provider and employer.