REQUEST FOR PROPOSAL
#6720

WASHTENAW COUNTY
SUMMER FOOD SERVICE PROGRAM
CATERER

FOR

Washtenaw County
Office of Community and Economic Development

Prepared By:

Washtenaw County Purchasing
Administration Building
220 N. Main Street
Ann Arbor, MI 48104

Beth A. Duffy
Senior Buyer
(734) 222-6761

Proposal Submitted by:

_____

WASHTENAW COUNTY

Finance Department

Purchasing Division

220 N. Main, Ann Arbor, MI 48104
Phone (734) 222-6760, Fax (734) 222-6764
www.purchasing.ewashtenaw.org

REQUEST FOR PROPOSAL #6720

March 22, 2013

Washtenaw County Purchasing Division on behalf of the Washtenaw County Office of Community and Economic Development is issuing a Request for Proposal (RFP) #6720 to School Food Authorities for providing breakfast, lunch, and snack meals for the Summer Food Service Program. This program will run from June 2013 through August 2013.

A mandatory pre-bid meeting will be held on Thursday, April 4, 2013 at 1:30 PM at 4135 Washtenaw Ave. (Learning Resource Center), Classroom B.

Sealed Proposals: The envelope should be clearly marked "SEALED RFP 6720". Vendor will deliver one (1) unbound original and three (3) bound copies **each with the pricing page flagged** to the County location specified below:

Washtenaw County
Administration Building
Purchasing Division
220 N. Main St. Basement
Ann Arbor, MI 48104

By 4:00 PM on Thursday, April 11, 2013

Proposals received after the above cited time will be considered a late bid and are not acceptable unless waived by the Purchasing Manager.
Please direct purchasing and procedural questions regarding this RFQ to Beth Duffy via e-mail only to **duffyb@ewashtenaw.org**

Please direct technical questions to Lotus Yu, Human Services Program Specialist at 734-714-9854 or **yulotus@ewashtenaw.org**.

Thank you for your interest.

PROPOSAL INFORMATION

I. PROPOSAL DEFINITIONS

Definitions

"Bidder"	An individual or business submitting a bid to Washtenaw County
"Contractor/Vendor"	One who contracts to perform services in accordance with a contract
"County"	Washtenaw County in Michigan
"OCED"	Washtenaw County Office of Community and Economic Development
"SFA"	School Food Authority
"SFSP"	Summer Food Service Program

Background

The Summer Food Service Program (SFSP) is a summer-long program funded by the U.S. Department of Agriculture and the Michigan Department of Education. In Washtenaw County's program, the period of operation runs from June through August. Eligible children under the age of 18 receive up to two meals per day at a variety of sites throughout Ypsilanti, MI. Meals include breakfast, lunch, and snack and must follow nutritional requirements set by SFSP.

Purpose of Proposal

In order to ensure high quality and nutritionally sound meals for children in Ypsilanti, MI, SFAs are invited to participate in this RFP. RFP responses will be used to identify the contractor that will prepare and deliver meals for the Washtenaw County SFSP for summer 2013.

II. TERMS

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the contractor's qualifications and capabilities to provide the specified service, and other factors that the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that CONTRACTOR whose proposal is deemed to best meet the County's specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C. Proposals must be signed by an official authorized to bind the CONTRACTOR to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. To be considered, **one (1) original and two (2) copies** must be at the County Purchasing Office on or before the date specified.

E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the CONTRACTOR'S ability to meet the requirements of the RFP. Proposals shall be typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal.

F. In the event, the County receives two or more bids from responsive, responsible bidders, one or more of whom are Washtenaw County Contractors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive, responsible Washtenaw County Contractor. For purposes of this section, Washtenaw County Contractor means a company which has maintained its principal office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O. Box, is not, in and of itself, sufficient to establish a company as a Washtenaw County Contractor. The County shall have sole discretion under this section to determine if a company qualifies as a Washtenaw County Contractor and if two or more bids are substantially equal.

G. The initial award of this contract shall be for a period of 3 months, with no option to renew.

H. CONFLICT OF INTEREST. Contractor warrants that to the best of contractor's knowledge, there exists no actual or potential conflict between contractor and the County, and its Services under this request, and in the event of change in either contractor's private interests or Services under this request, contractor will inform the County regarding possible conflict of interest which may arise as a result of the change. Contractor also affirms that, to the best of contractor's knowledge, there exists no actual or potential conflict between a County employee and Contractor.

I. The bidder shall be responsible for all costs incurred in the development and submission of this response. Washtenaw County assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a response by a bidder, the evaluation of an accepted response, or the selection of finalists. All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of Washtenaw County and will not be returned to the bidder.

III. VENDOR SPECIFICATIONS

The proposal shall include **all** of the following information. Failure to include all of the required information may result in disqualification of a Bidder.

A. List three (3) references from previous corporate or government customers purchasing similar services. Include business name, contact name and phone number.

(Attach as Addendum A)

B. Review contract provisions and insurance requirements. Note any limitations on any of the articles or providing insurance requirements as outlined in the contract provisions contained in Sample Contract.

(Attach as Addendum B)

IV. AWARD

Award will be made to the bidder with most relevant experience, best qualifications and lowest bid.

V. SCOPE OF WORK

The completed RFP will include a bid amount for each type of meal (breakfast, lunch and snack) not to exceed the amounts listed above, proof of School Food Authority (SFA) status, and a written response to the Scope of Work items below. A completed application may not exceed **five pages**, single-spaced.

Bids may not exceed:

Meal	May not exceed (per meal)
Breakfast	$1.89
Lunch	$3.32
Snack	$0.78

The number of delivery locations is expected to be between six and ten. Expected meal volume for 2013 is*:

Meal	Quantity
Breakfast	5,800 – 7,700
Lunch	9,400 – 12,600
Snack	500 – 1,400

*Actual numbers will depend on a number of factors.

Please **respond to each requirement** below by describing demonstrated capacity and/or experience as part of your proposal submission.

A. Unitized Meals (7 CFR 225.6(h)(3))
Contractors must provide unitized meals to the SFSP sites. The unitized meal requirement specifies that the meal components (except milk or juice) must be packaged, delivered, and served as a unit. Milk or juice, which may be packaged and provided separately, must be served with the meal.

B. Meal Pattern Requirements (7 CFR 225.16(d))
Menu planning is an essential component to ensuring that meals are nutritious and appealing to children. The following meal patterns are the minimum components which must be included in each unitized meal.

Breakfast
- One serving of milk
- One serving of a vegetable or fruit or full-strength juice
- One serving of grain or bread
- A meat or meat alternate is optional

Lunch
- One serving of milk
- Two or more servings of vegetables and/or fruits
- One serving of grain or bread
- One serving of meat or meat alternate

Snack
- Any two food items from two different food components
- Juice may not be served when milk is served as the only other component

Please <u>see Attachment A for detailed information on meal components</u> and the minimum required serving sizes. SFAs that are accustomed to preparing meals meeting Federal nutritional requirements of the National School Lunch Program (NSLP) and School Breakfast Program (SBP) may, with State agency approval, use those meal requirements instead of the SFSP meal patterns.

C. Menu Variety
Please provide a sample menu. SFSP sites typically have access to a refrigerator, but not to any heating appliance. Meals may be cold or hot. For sites that do not have refrigeration or any heating equipment (no more than two), the contractor must have the equipment capacity to keep cold meals cold and hot meals hot until serving time for these sites. The menu must contain at least five different meals each week. Preference is provided to SFAs that are able to provide additional variety. See attachment B for a sample cold food menu.

D. Locally Sourced Food
Inclusion of locally source food is encouraged. Please explain how locally sourced food is incorporated into meal production.

E. Meal Delivery
The contractor must deliver meals on a daily basis to SFSP sites and have the capacity to keep cold components below 41 degrees and hot components above 135 degrees. Meals must be delivered when site staff are present and at least 45 min. prior to meal service.

F. Michigan Food Code
To ensure the health and safety of the children participating in this program, the contractor is required to follow the guidelines provided in the Michigan Food Code.

G. Documentation
The contractor must be able to provide upon request a menu production record that includes:

- Items in each meal
- Recipe number/code – the number of the standardized recipe used to produce the final product. USDA recipes are assigned numbers. Code is vendor code number.
- Portion size of meal items (e.g. 2 oz. hamburger patty)
- Quantity of food used – the actual amount of food used in preparation given in units such as pounds, #10 cans, or dozens.
- Cooking time/temp – the internal temperature of food item upon completion of reaching the required cooking temperature. Record time temperature of food item.
- Corrective Action Code – if corrective action is necessary, list Standard Operating Procedure (SOP) letter based on National Food Service Management Institute (NFSMI) Hazard Analysis & Critical Control Points (HACCP)-based SOPs.
- Serving Time/Temp – record internal temperature of food items prior to serving. Record time temperature of food items taken.
- Actual number of meals prepared and delivered

See Attachment C for an example of a Daily Food Production Record.

VI. SAMPLE STANDARD PROVISIONS FOR CONTRACTS

SERVICE CONTRACT - FEDERAL FUNDED **CR_____**

AGREEMENT is made this ----------_day of ---------- , 2013, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107("County") and ***(NAME OF CONTRACTOR)*** located at ***(CONTRACTOR'S ADDRESS)*** ("Contractor").

Federal Awarding Agency	
Federal / State Contract Number	
Federal Program Title	
CFDA Number	
Federal Funding %	

In consideration of the promises below, the parties mutually agree as follows:

ARTICLE I - SCOPE OF SERVICES

The Contractor will ***(SPELL OUT SCOPE OF SERVICE***)

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an amount not to exceed ***(SPELL OUT DOLLAR AMOUNT)***.

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to ***(DEPARTMENT HEAD TITLE***) and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable**,** the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on ***(MONTH, DAY, YEAR***) and ends on ***(MONTH, DAY, YEAR)***.

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of $100,000 each accident for any employee.

2. Commercial General Liability Insurance with a combined single limit of $1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.

3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of $1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the Washtenaw County c/o: INSERT DEPARTMENT & CR#_____, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI – DEBARMENT AND SUSPENSION

By signing this Contract, Contractor assures the County that it will comply with Federal Regulation 45 CFR Part 76 and certifies that to the best of its knowledge and belief the Contractor and any subcontractors retained by Contractor:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or contractor;

2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and ;

4. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.

ARTICLE XII – LOBBYING

By signing this contract, Contractor assures the County that it will comply with Section 1352, Title 31 of the U.S. Code (pertaining to not using federal monies to influence federal contracting and financial transactions). The Contractor assures the County that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, 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 making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, Disclosure of Lobbying Activities," in accordance with its instructions;

3. This language shall be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

ARTICLE XIII - DRUG-FREE WORKPLACE

Grantees Other Than Individuals

A. As required by the Drug-Free Workplace Act of 1988, the Contractor assures the County that it will or will continue to provide a drug-free workplace by:
   a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
   b) Establishing an on-going drug-free awareness program to inform employees about—
      1) The dangers of drug abuse in the workplace;

2) The grantee's policy of maintaining a drug-free workplace;
3) Any available drug counseling, rehabilitation, *and* employee assistance programs; and
4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
1) Abide by the terms of the statement; and
2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e) Notifying the County, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the County;

f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g) Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988:

A. As a condition of the grant, the Contractor assures the County that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, the Contractor agrees to report the conviction, in writing, within 10 calendar days of the conviction, to the County.

ARTICLE XIV - FEDERAL PROCUREMENT STANDARDS

The Contractor assures the County that it will follow federal procurement standards as described in the Code of Federal Regulations section 2 CFR Part 215.4 when procuring goods or services with federal funds to insure that procurement decisions are made ethically and with free and open competition among those providing the goods or services.

ARTICLE XV - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XVI - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either $11.40 per hour with benefits or $ 13.37 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2013 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees.

SAMPLE

ARTICLE XVII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XVIII - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XIX - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XX - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XXI - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XXII- PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XXIII- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXIV - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

DRAFT

SAMPLE

ARTICLE XXV - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

ATTESTED TO:

By: ----------
Lawrence Kestenbaum (DATE)
County Clerk/Register

WASHTENAW COUNTY

Verna J. McDaniel (DATE)
County Administrator

APPROVED AS TO CONTENT:

By: ----------
(DEPARTMENT HEAD) (DATE)

CONTRACTOR

(CONTRACTOR'S NAME) (DATE)

APPROVED AS TO FORM:

By: ----------
Curtis N. Hedger (DATE)
Office of Corporation Counsel

Attachment A

Summer Food Service Program Meal Patterns

	Breakfast	Lunch or Supper	Snack[1] (Choose two of the four)
Milk Milk, fluid	1 cup (8 fl. oz.)[2]	1 cup (8 fl. oz.)[3]	1 cup (8 fl. oz.)[2]
Vegetables and/or Fruits Vegetable(s) and/or fruit(s), or Full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetables(s), fruit(s), and juice	½ cup ½ cup (4 fl. oz.)	¾ cup total[4]	¾ cup ¾ cup (6 fl. oz.)
Grains and Breads[5] Bread or Cornbread, biscuits, rolls, muffins, etc. or Cold dry cereal or Cooked pasta or noodle product or Cooked cereal or cereal grains or an equivalent quantity of any combination of grains/breads	1 slice 1 serving ¾ cup or 1 oz.[6] ½ cup ½ cup	1 slice 1 serving ½ cup ½ cup	1 slice 1 serving ¾ cup or 1 oz.[6] ½ cup ½ cup
Meat and Meat Alternates Lean meat or poultry or fish or alternate protein product [7] or Cheese or Eggs or Cooked dry beans or peas or Peanut butter or soy nut butter or other nut or seed butters or Peanuts or soy nuts or tree nuts or seeds or Yogurt, plain or sweetened and flavored or An equivalent quantity of any combination of the above meat/meat alternates	(Optional) 1 oz. 1 oz. ½ large egg ¼ cup 2 tbsp. 1 oz. 4 oz. or ½ cup	2 oz. 2 oz. 1 large egg ½ cup 4 tbsp. 1 oz.= 50%[8] 8 oz. or 1 cup	1 oz. 1 oz. ½ large egg ¼ cup 2 tbsp. 1 oz. 4 oz. or ½ cup

For the purpose of this table, a cup means a standard measuring cup.
Indicated endnotes can be found on the next page.

Attachment B

Summer Food Service Program
Cold Meals - Sample 3-Week Menu

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Sandwich Turkey Ham Lowfat Swiss Cheese Lettuce/Tomato Lowfat Mayonnaise/Mustard White Bread Orange Segments Lowfat Chocolate Milk	Chicken Salad Roll Apple Carrot Sticks Lowfat Ranch Dip Lowfat Chocolate Milk	Peanut Butter Jelly Graham Crackers Banana Apple Juice Lowfat White Milk	Pizza - extra cheese or sausage (served cold or hot) Salad Lowfat Italian Dressing Raisins Lowfat Chocolate Milk	*Munchables* Tuna Salad Crackers Carrot Sticks Lowfat Ranch Dip Apple Juice Lowfat White Milk
Sandwich Turkey Lowfat Mayonnaise/Mustard Wheat Bread Salad Lowfat Italian Dressing Pear Lowfat Chocolate Milk	Taco Salad Tortilla Beef Cheese Salsa Lettuce Tomato Pear Lowfat White Milk	*Munchables* Ham Lowfat Swiss Cheese Crackers Celery Sticks Lowfat Ranch Dip Apple Lowfat White Milk	*Sandwich* Chicken Roll Lowfat Mayonnaise/Mustard Wheat Bread Salad Lowfat Italian Dressing Orange Segments Lowfat Chocolate Milk	Tuna Salad Pita Bread Carrot Sticks Lowfat Ranch Dip Pear Lowfat Chocolate Milk
Pizza - extra cheese or sausage (served cold or hot) Salad Lowfat Italian Dressing Orange Segments Lowfat Chocolate Milk	*Munchables* Lowfat American Cheese Turkey Crackers Celery Sticks Lowfat Ranch Dip Apple Juice Lowfat White Milk	Peanut Butter Jelly White Bread Yogurt Raisins Banana Lowfat Chocolate Milk	Nachos Cheese Salsa Apple Lowfat Chocolate Milk	*Submarine Sandwich* Salami Lowfat American Cheese Lettuce/Tomato Lowfat Mayonnaise/Mustard Roll Apple Lowfat White Milk

Note: This menu does not include quantities. It is the sponsor's responsibility to ensure quantity requirements are met. For example, if the cheese used with Nachos is a "Cheese Food", 4 ounces of cheese would be needed for a 2 ounce serving. (See Food Buying Guide). If an item is not listed in the Food Buying Guide (e.g. salami), check with your vendor or manufacturer to obtain product information to ensure a large enough portion is served to meet the quantity requirements.

Attachment C

DAILY FOOD PRODUCTION RECORD

STUDENTS	175
ADULTS	25
EMPLOYEES	0
TOTAL	200

DATE: August 28, 2008 NAME OF MONITOR: Gloria Zunker

SPONSOR/BUILDING/SCHOOL NAME: Hamlin Elementary

Offer vs. Serve Implemented? ☐ YES ☐ NO

☐ Breakfast ☐ Dinner ☐ Lunch ☐ Snack

(A) MENU	(B) RECIPE # OR CODE	(C) PORTION SIZE	(D) # PORTIONS PLANNED	(E) LBS, CANS, OR CASES USED	(F) COOKING TIME / TEMP	(G) CORRECTIVE ACTION CODE	(H) SERVING TIME / TEMP	(G) CORREC-TIVE ACTION CODE	(I) # OF PORTIONS PREPARED	(J) # OF PORTIONS SERVED	(K) LEFTOVER & CODE (F-Freezer C-Cooler W Waste)
Meat / Meat Alternate											
Hamburger Pattie- Harkers Pre-Cooked #1234		2 oz	225	4.5 cs	11:00 am/ 165	N/A	12:00am/138	G	225	223	2- W
Vegetables / Fruits (2 or more servings)											
French Fries		1/2 C	200	25 lb					200	200	
Apple		1/2 ea	120	60- 125 ct	N/A				120	115	5 halves- W
Grains / Breads											
Hamburger Bun 1-2 oz bun			225	18.75 dz	N/A				225	223	2- W
Milk (8oz)											
Chocolate Skim		8oz	180		11:00 am/40		12:00 am/40		180	175	5- W
White 1%		8oz	35		11:00 am/40		12:00 am/40		35	32	3-W
Condiments / Other Foods											
Ketchup		2 Tbspn	200	2-#10cns							0
Mustard		1 tsp	105	2-1/2 C							(-) 1/4 C
Mayonnaise		1 tsp	65	1-1/2 C							(-) 1/4 C

PRICE SHEET

Meal	May not exceed (per meal)
Breakfast	$
Lunch	$
Snack	$

SIGNATURE PAGE

_____	_____
Signature	Company Name
_____	_____
Print Name	Company Address
_____	_____
Title	City, County, St. Zip
_____	_____
Telephone #	Fax #
_____	_____
Federal Tax ID #	Email Address for Purchase Orders

☐ By checking this box we hereby certify that we are a School Food Authority. If proven otherwise, company may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.

The above individual is authorized to sign on behalf of company submitting proposal.

Signature page must be signed and returned as part of vendor proposal.