



OAK RIDGE SCHOOLS
REQUEST FOR PROPOSAL
FOR
FOOD SERVICE PROGRAM MANAGEMENT
2018 – 2019
RFP NUMBER: 18-003

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Business
Department
Administration Building
304 New York Ave
Oak Ridge, Tennessee 37830
Phone (865) 425-9003
Fax (865) 425-9060

Request for Proposal

Description of items/services requested:

The Oak Ridge Schools Board of Education will receive sealed bids for the provision of Food Service Program Management – RFP 18-003 for the school district.

General Requirements:

All interested vendors are to attend a Mandatory Pre-bid Walk-through Meeting. Meeting will begin at **304 New York Ave, Oak Ridge, TN 37830** on **May 2, 2018 at 2:30 pm EST**. The group will proceed from there to each additional location for visual inspection of equipment.

Company must furnish at least one (1) reference where Food Service Program Management service agreements of like size are in effect.

All lead service personnel shall be qualified and experienced (minimum of three (3) years) in Food Service Program Management.

All personnel provided as a result of this contract award must be direct employees of the awarded contractor, other than four current “grandfathered” ORS employees. The Oak Ridge Schools Board of Education will not allow for utilization of temporary personnel or day laborers to service this contract.

Proposals, bids, or responses will be accepted by the Oak Ridge Schools Business Department no later than **May 18, 2018, 2:00pm EST**. Every document must be enclosed in a sealed envelope clearly marked as a bid document and include TN contractor license information. **Two full copies** of the proposal must be submitted, each with original signatures on both Bid Forms (included in this packet).

Any response, bid, or proposal received after the above deadline shall be considered late, and will not be opened or considered. Facsimile or emailed responses will not be considered.

All documents shall be submitted to the following address:
Pat Smith, Finance Director
RE: Food Service Program Management – RFP 18-003
School Administration Building
304 New York Avenue
Oak Ridge, TN 37830

1. INTRODUCTION

1.1 Statement of Purpose

The purpose of this Request for Proposals (RFP) is to define the School System's minimum requirements, solicit proposals, and gain adequate information by which the School System may evaluate the services offered by Proposers.

The School System, OAK RIDGE SCHOOLS, hereinafter referred to as the School System, intends to secure a contract for Food Service Program Management.

1.2 Scope of Service

Section A of the *pro forma* contract, included in Section Eight of this RFP, details the scope of services and deliverables that the School System requires.

The *pro forma* contract also includes the terms and conditions required by the School System.

1.3 Contract Duration

The School System intends to enter into a contract with an effective period of July 1, 2018 through June 30, 2019.

The School System reserves the right to extend this Contract for an additional four (4) one-year renewal(s) with the mutual agreement of the FSMC. The first extension of the term of this Contract (year 2) will be effected through an amendment to the Contract. If the extension of the Contract necessitates additional funding beyond that which was included in the original Contract, the increase in the School System's maximum liability will also be effected through an amendment to the Contract and shall be based upon rates provided for in the original contract and proposal. Any additional one-year periods may be renegotiated. All amendments must be documented, reviewed, and approved by the State agency prior to execution. Additionally, the State agency must review and obtain awarding agency approval for all proposed contract modification changes when the scope of a contract or the change increases the contract amount by more than the Simplified Acquisition Threshold (Federal \$150,000).

1.4 Letter of Intent of Propose

A letter indicating a vendor's intent to respond to this RFP with a proposal should be sent to the RFP Coordinator (refer to section 3.1) no later than the *Letter of Intent to Propose* deadline date detailed in the Section 2, RFP Schedule of Events. *Letters of Intent to Propose* may be delivered by facsimile transmission. Vendors may withdraw their *Letters of Intent to Propose* at any time before the deadline for submitting a proposal.

The following information should be included in the *Letter of Intent to Propose*:

Vendor Name

Name and Title of Vendor Main Contact

Address, Telephone, Facsimile, and Email Address of Vendor Main Contact

Signed Statement of Intent to Propose

Submittal of a *Letter of Intent to Propose*, by the specified deadline, is a prerequisite for submitting a proposal, and it is necessary to ensure a vendor's receipt of RFP amendments and other communications regarding the RFP.

1.5 Proposal Deadline

Proposals shall be submitted no later than the Proposal Deadline time and date detailed in the Section 2, RFP Schedule of Events. Proposers shall respond to the written RFP and any exhibits, attachments, or amendments. A Proposer's failure to submit a proposal as required before the deadline shall cause the proposal to be disqualified.

Proposers assume the risk of the method of dispatch chosen. The School System assumes no responsibility for delays caused by any delivery service. Postmarking by the due date shall not substitute for actual proposal receipt by the School System. Late proposals will not be accepted nor shall additional time be granted to any potential Proposer. Proposals may not be delivered orally, by facsimile transmission, or by other telecommunication or electronic means.

1.6 Nondiscrimination

USDA Non-discrimination Statement: In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a complaint of discrimination, complete the https://www.ocio.usda.gov/sites/default/files/docs/2012/Complain_combined_6_8_12.pdf USDA Program Discrimination Complaint Form, (AD-3027) found online at: <https://www.ascr.usda.gov/filing-program-discrimination-complaint-usda-customer> and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call 866-632-9992. Submit your completed form or letter to USDA by: 1. Mail: US Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Ave SW, Washington DC, 20250-9410; 2. Fax: 202-690-7442; or 3. Email : program.intake@usda.gov . This institution is an equal opportunity provider.

1.7 Assistance to Proposers With a Disability

Proposers with a disability may receive accommodation regarding the means of communicating this RFP and participating in this procurement process. Proposers with a disability should contact the RFP Coordinator to request reasonable accommodation no later than the deadline for accommodation requests detailed in the Section 2, RFP Schedule of Events.

2. RFP SCHEDULE OF EVENTS

The following RFP Schedule of Events represents the School System's best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 8:00 a.m. and 4:30 p.m., Eastern Time.

The School System reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events shall be provided to all vendors submitting a Letter of Intent to Propose.

EVENT	DATE	TIME
School System Issues RFP	4/11/2018	
Deadline for Proposers with a Disability to Make Accommodation Request	4/18/2018	
Pre-proposal Conference / Walk-Through (Mandatory)	5/2/2018	2:30 pm
Deadline for <i>Letter of Intent to Propose</i>	5/2/2018	
Deadline of Written Comments	5/2/2018	
School System Issues Responses to Written Comments	5/11/2018	
Deadline for Submitting a Proposal <u>and</u> School System Opens Technical Proposals	5/18/2018	2:00 pm
School System Completes Technical Evaluations	5/23/2018	
School System Opens Cost Proposal	5/25/2018	2:00 pm
School System Completes Cost Evaluations	5/30/2018	
Submit to State Agency for Approval	5/31/2018	
Board Approval	6/18/2018	
School System Sends a Written Evaluation Notice to Proposers <u>and</u> School System Opens RFP Files for Public Inspection	6/19/2018	
Conclusion of Contract Negotiation and Contract Signing	6/25/2018	9:00 am
Anticipated Contract Start Date	7/1/2018	
Deadline for Performance Bond (Failure to submit the performance bond as required shall result in contract termination.)	6/25/2018	

3. GENERAL REQUIREMENTS AND INFORMATION

3.1 RFP Coordinator

The main point-of-contact for this RFP shall be:

Pat Smith, Finance Director
Oak Ridge Schools
304 New York Ave, Oak Ridge, TN 37830
Telephone: 865.425.9047 / Facsimile: 865.425.9060
Email: psmith@ortn.edu

The main point-of-contact shall hereinafter be referred to as the RFP Coordinator.

3.2 RFP Number

The School System has assigned the following RFP identification number – it should be referenced in all communications regarding the RFP:

RFP 18-003

3.3 Communications Regarding the RFP

- 3.3.1 Upon release of this RFP, all vendor communications concerning this procurement must be directed to the RFP Coordinator. Unauthorized contact regarding the RFP with other School System employees of the procuring School System may result in disqualification.
- 3.3.2 All communications should be in writing to the RFP Coordinator. Any oral communications shall be considered unofficial and nonbinding on the School System. Written Comments, including questions and requests for clarification, must cite the subject RFP number. The RFP Coordinator must receive these written requests by the deadline specified in the RFP Schedule of Events.
- 3.3.3 Any communication regarding this RFP sent by facsimile transmission must also be sent by United States mail on the same date.
- 3.3.4 The School System shall respond in writing to written communications. Such response shall constitute an amendment to the RFP. Only written responses to written communications shall be considered official and binding upon the School System. The School System reserves the right, at its sole discretion, to determine appropriate and adequate responses to written comments, questions, and requests for clarification.
- 3.3.5 The School System shall email copies of its written responses to written comments, to all vendors submitting a Letter of Intent to Propose.
- 3.3.6 Any data or factual information provided by the School System shall be deemed for informational purposes only, and if a proposer relies on said factual information it should either: (1) independently verify the information, or

(2) obtain the School System's written consent to rely thereon.

3.4 Required Review and Waiver of Objections by Proposers

Proposers should carefully review this RFP and all attachments, including but not limited to the pro forma contract, for comments, questions, defects, objections, or any other matter requiring clarification or correction (collectively called "comments"). Comments concerning RFP objections must be made in writing and received by the School System no later than the Deadline for Written Comments detailed in the Section 2, RFP Schedule of Events. This will allow issuance of any necessary amendments and help prevent the opening of defective proposals upon which contract award could not be made.

Protests based on any objection shall be considered waived and invalid if these faults have not been brought to the attention of the School System, in writing, by the Deadline for Written Comments.

3.5 Proposal Submittal

- 3.5.1 Proposers shall respond to this RFP with a Technical Proposal and a Cost Proposal. No pricing information shall be included in the Technical Proposal. Inclusion of Cost Proposal amounts in the Technical Proposal shall make the proposal nonresponsive.

One (1) original **and Five (5) copies** of the Technical Proposal shall be submitted to the School System in a sealed package and be clearly marked: **"Technical Proposal in Response to 18-003 -- Do Not Open"**

One (1) original Cost Proposal **and five (5) copies** shall be submitted to the School System as a separate, sealed package and clearly marked: **"Cost Proposal in Response 18-003 -- Do Not Open"**

If the separately sealed proposals, marked as required above, are enclosed in another container for mailing purposes, the outermost container must fully describe the contents of the package and must be clearly marked: **"Contains Separately Sealed Technical and Cost Proposals"**

- 3.5.2 All proposals must be submitted to the Purchasing Department at:
Oak Ridge Schools
304 New York Ave, Oak Ridge, TN 37830
ATTN: Pat Smith

by the date and time identified as the Deadline for Submitting a Proposal in the RFP Schedule of Events.

3.6 Proposal Preparation Costs

The School System shall not pay any costs associated with the preparation, submittal, or presentation of any proposal.

3.7 Proposal Withdrawal

To withdraw a proposal, the vendor must submit a written request, signed by an authorized representative, to the RFP Coordinator. After withdrawing a previously submitted proposal, the vendor may submit another proposal at any time up to the deadline for submitting proposals.

3.8 Proposal Amendment

The School System shall not accept any amendments, revisions, or alterations to proposals after the deadline for proposal submittal unless such is formally requested, in writing, by the School System.

3.9 Proposal Errors

Proposers are liable for all errors or omissions contained in their proposals. Proposers shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

3.10 Incorrect Proposal Information

If the School System determines that a proposer has provided, for consideration in the evaluation process or contract negotiations, incorrect information which the proposer knew or should have known was materially incorrect, that proposal shall be determined non-responsive, and the proposal shall be rejected.

3.11 Prohibition of Proposer Terms and Conditions

A Proposer may not submit the Proposer's own contract terms and conditions in a response to this RFP. If a proposal contains such terms and conditions, the School System, at its sole discretion, may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

3.12 Assignment and Subcontracting

3.12.1 The Contractor may not subcontract, transfer, or assign any portion of the contract without prior, written approval from the School System. Each subcontractor must be approved in writing by the School System. The substitution of one subcontractor for another may be made only at the discretion of the School System and with prior, written approval from the School System.

3.12.2 Notwithstanding the use of approved subcontractors, the Proposer, if awarded a contract under this RFP, shall be the prime contractor and shall be responsible for all work performed.

3.13 Right to Refuse Personnel

The School System reserves the right to refuse, at its sole discretion, any subcontractors or any personnel provided by the prime contractor or its subcontractors.

The Food Service Management Company will maintain on duty a staff which, in the opinion of the School District, is adequate for efficient operation, and to provide expert administrative, dietetic, purchasing, engineering, consulting and personnel advice and supervision; including, at a minimum, a Manager, Assistant Manager, and an Administrative Assistant. The Food Service Management Company will employ persons acceptable to the School District and will transfer or discharge those who are or may be unacceptable.

3.14 Proposal of Alternate Services

Proposals of alternate services (i.e., proposals that offer something different from that requested by the RFP) shall be considered nonresponsive and rejected.

3.15 Independent Price Determination

3.15.1 A proposal shall be disqualified and rejected by the School System if the price in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other Proposer, a School System employee, or any competitor.

3.15.2 The Proposer is prohibited from submitting more than one proposal. Submittal of more than one proposal shall result in the disqualification of the Proposer.

3.15.3 The Proposer is prohibited from submitting multiple proposals in a different form (i.e., as a prime contractor and as a subcontractor to another prime contractor). Submittal of multiple proposals in a different form may result in the disqualification of all Proposers associated with a multiple proposal.

3.15.4 Should any such prohibited action stated above (see 3.16.1, 3.16.2, and 3.16.3) be detected any time during the term of the contract, such action shall be considered a material breach and grounds for contract termination.

3.16 Insurance

The apparent successful Proposer will be required to provide proof of adequate worker's compensation and public liability insurance coverage before entering into a contract. Additionally, the School System may, at its sole discretion, require the apparent successful Proposer to provide proof of adequate professional malpractice liability or other forms of insurance. Failure to provide evidence of such insurance coverage is a material breach and

grounds for termination of the contract negotiations. Any insurance required by the School System shall be in form and substance acceptable to the School System.

3.17 Licensure

Before a contract pursuant to this RFP is signed, the Vendor must hold all necessary, applicable business and professional licenses. The School System may require any or all Proposers to submit evidence of proper licensure.

3.18 Conflict of Interest and Proposal Restrictions

- 3.18.1 By submitting a proposal, the Proposer certifies that no amount shall be paid directly or indirectly to an employee or official of the School System as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the procurement under this RFP. No gratuities, favors or anything of monetary value shall be offered or accepted by an employee or official of the School System.

Notwithstanding this restriction, nothing in this RFP shall be construed to prohibit a School System or other governmental entity from making a proposal, being considered for award, or being awarded a contract under this RFP.

- 3.18.2 School System agencies shall not contract with an individual who is, or within the past six months has been, an employee of the School System. An individual shall be deemed a School System employee until such time as all salary, termination pay, and compensations representing annual or compensatory leave have been paid by the School System. A contract with a company in which a controlling interest is held by a School System employee shall be considered to be a contract with said individual and shall be prohibited.

- 3.18.3 Any individual, company, or other entity involved in assisting the School System in the development, formulation, or drafting of this RFP or its scope of services shall be considered to have been given information that would afford an unfair advantage over other Proposers, and said individual, company, or other entity may not submit a proposal in response to this RFP.

3.19 RFP Amendment and Cancellation

The School System reserves the unilateral right to amend this RFP in writing at any time. The School System also reserves the right to cancel or reissue the RFP at its sole discretion. If an amendment is issued, it shall be provided to all vendors submitting a Letter of Intent to Propose. Proposers shall respond to the final written RFP and any exhibits, attachments, and amendments.

3.20 Right of Rejection

3.20.1 The School System reserves the right, at its sole discretion, to reject any and all proposals or to cancel this RFP in its entirety.

3.20.2 Any proposal received which does not meet the requirements of this RFP may be considered to be nonresponsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFP and all applicable State laws and regulations. The School System may reject any proposal that does not comply with all of the terms, conditions, and performance requirements of this RFP.

3.20.3 Proposers may not restrict the rights of the School System or otherwise qualify their proposals. If a Proposer does so, the School System may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.

3.20.4 The School System reserves the right, at its sole discretion, to waive variances in technical proposals provided such action is in the best interest of the School System. Where the School System waives minor variances in proposals, such waiver does not modify the RFP requirements or excuse the proposer from full compliance with the RFP. Notwithstanding any minor variance, the School System may hold any Proposer to strict compliance with the RFP.

3.21 Disclosure of Proposal Contents

All proposals and other materials submitted in response to this RFP procurement process become the property of the School System. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed price and cost information, shall be held in confidence during the evaluation process. Upon the completion of the evaluation of proposals, indicated by public release of an Evaluation Notice, the proposals and associated materials shall be open for review by the public in accordance with ***Tennessee Code Annotated***, Section 10-7-504(a)(7). By submitting a proposal, the Proposer acknowledges and accepts that the full contents of the proposal and associated documents shall become open to public inspection.

3.22 Severability

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; and, the rights and obligations of the School System and Proposers shall be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

3.23 The School System will conduct procurements in a manner that prohibits the use of statutorily or administratively imposed in-State or local geographical

preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts State licensing laws.

- 3.23.1 When conducting a procurement under the USDA entitlement programs, the school district may enter into a contract with a party that has provided specification information to the school district for the school district's use in developing contract specifications for conducting such a procurement. In order to ensure objective contractor performance and eliminate unfair competitive advantage, however, a person that develops or drafts specifications, requirements, statements of work, invitations for bids, requests for proposals, contract terms and conditions or other documents for use by a school district in conducting a procurement under the USDA entitlement programs, shall be excluded from competing for such procurements. Such persons are ineligible for contract awards resulting from such procurements regardless of the procurement method used. However, prospective FSMC contractors may provide school district's with specification information related to a procurement and still compete for the procurement if the school district and not the prospective FSMC contractor develops or drafts the specifications, requirements, statements of work, invitations for bid and/or requests for proposals used to conduct the procurement.

4. SPECIAL REQUIRMENTS

4.1 Joint Ventures and Partnering

Proposals from joint ventures or entities partnering for a specific service must be designed to minimize any administrative burden on the School System as a result of the participation of multiple entities.

- 4.1.1 The Proposal shall clearly set forth the respective responsibilities and functions that each principal of the joint venture or partnering entities would perform if awarded a contract pursuant to this RFP.
- 4.1.2 The Proposal must include a copy of the joint venture or partnering agreements that identify the principals involved as well as their rights and responsibilities regarding a contract pursuant to this RFP.
- 4.1.3 The proposal transmittal letter must be signed by all principals and include all required information.

4.2 Pre-proposal Conference

- 4.2.1 A pre-proposal conference for all potential Proposers is scheduled at the Pre Proposal Conference time and date detailed in the Section 2, RFP Schedule of Events. The conference shall be held at the School Administration Building, Business Services, 304 New York Avenue, Oak Ridge, Tennessee,

37830. Each vendor may send a maximum of Two (2) representatives. The purpose of the conference is to discuss the work to be performed with the prospective Proposers and allow them to ask questions concerning the RFP.

- 4.2.2 The School System encourages all potential proposers to attend the pre-proposal conference as attendance **is mandatory**.

Bidders are required to completely inspect School District facilities and equipment prior to submitting a proposal in order to determine all requirements associated with the contract. Failure to do so shall not relieve the successful bidder from the necessity of furnishing and installing, without additional cost to the School District, any materials and equipment or performing any labor that may be required to carry out resulting contract.

- 4.2.3 Specific questions concerning the RFP should be submitted in writing before the pre-proposal conference so that the School System may prepare responses before the conference. Additional questions shall be entertained at the conference; however, responses may be deferred and provided at a later date.
- 4.2.4 The response to any question that is given orally at the pre-proposal conference is to be considered tentative and nonbinding on the School System. After the conference, the official response to questions shall be published in writing. This shall ensure accurate, consistent responses to all vendors. Copies of all written questions and the School System's responses shall be mailed to all vendors submitting a Letter of Intent to Propose. Only the written responses from the School System shall be considered official.

4.3 Location and Work Space

The work under this RFP is to be performed, completed, and managed throughout the School System with an office located at Oak Ridge High School. The School System shall provide workspace for the Contractor. All work performed on the School System's premises shall be completed during the School System's standard business hours.

4.3.1 Bid Bond

The submission of a bid by a Proposer will be construed as an indication that the Company is fully informed as to the extent and character of the service required and can offer the services satisfactorily in compliance with the specifications.

Proposers must submit a bond equal to five (5) percent of the total proposal cost. Proposals without a bid bond will not be considered Bid bonds will be returned to vendors within 30 days of the contract award. The proposals will be in effect for a minimum of ninety (90) days from the date of the proposal.

4.4 Performance Bond

The School System shall require a performance bond upon approval of a contract pursuant to this RFP. The amount of the performance bond must be equal to one hundred percent (100%) of the Contract Cost Proposal.

The successful Proposer shall obtain the required performance bond in form and substance acceptable to the School System (as detailed by Attachment 9.9 of this RFP) and provide it to the School System no later than June 30, 2018. Failure to provide the performance bond prior to the deadline as required shall result in contract termination.

5. PROPOSAL FORMAT AND CONTENT

5.1 General Proposal Requirements

5.1.1 The School System discourages lengthy and costly proposals. Proposals should be prepared simply and economically and provide a straightforward, concise description of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content.

5.1.2 Proposers must follow all formats and address all portions of the RFP set forth herein providing all information requested. Proposers may retype or duplicate any portion of this RFP for use in responding to the RFP, provided that the proposal clearly addresses all of the School System's information requirements.

5.1.3 Proposers must respond to every subsection under the Technical Proposal and Cost Proposal sections below. Proposers must label each response to RFP requirements with the section and subsection numbers associated with the subject requirement in this RFP (e.g., the response to the third requirement of the Proposal Transmittal Letter would be labeled 5.2.1.3).

Failure to follow the specified format, to label the responses correctly, or to address all of the subsections may, at the School System's sole discretion, result in the rejection of the Proposal.

Proposals must not contain extraneous information. All information presented in a Proposal must be relevant in response to a requirement of this RFP, must be clearly labeled, and, if not incorporated into the body of the Proposal itself, must be referenced to and from the appropriate place within the body of the Proposal. Any information not meeting these criteria shall be deemed extraneous and shall in no way contribute to the evaluation process

5.1.4 Proposals shall be prepared on standard 8 1/2" x 11" paper. Foldouts containing charts, spread sheets, and oversize exhibits are permissible. All

responses, as well as any reference material presented, must be written in English. All proposal pages must be numbered.

- 5.1.5 Proposers shall divide their responses to this RFP into a Technical Proposal and a Cost Proposal and submit them in accordance with Section 3.5 of this RFP by the Deadline for Submitting a Proposal in the RFP Schedule of Events.

Cost Proposal and pricing information shall **not** be included in the Technical Proposal. Inclusion of Cost Proposal dollar amounts in the Technical Proposal shall make the proposal nonresponsive and the proposal shall be rejected.

5.2 Technical Proposal

The Technical Proposal shall be divided into the following:

- I. Proposal Transmittal Letter;
- II. Mandatory Proposer Qualifications;
- III. General Proposer Qualifications and Experience;
- IV. Technical Approach; and,
- V. Detailed Documentation of Proposer Financial Resources.

If a proposal fails to detail and address each of the requirements detailed herein, the School System may determine the proposal to be nonresponsive and reject it.

- 5.2.1 Proposal Transmittal Letter -- The Technical Proposal must provide a written transmittal and offer of the proposal in the form of a standard business letter. The Proposal Transmittal Letter shall reference and respond to the following subsections in sequence and attach corresponding documentation as required.

The requirements of the Proposal Transmittal Letter section of the proposal are mandatory. Any proposal which does not meet the requirements and provide all required documentation may be considered nonresponsive, and the proposal may be rejected.

- 5.2.1.1 The letter shall be signed by a company officer empowered to bind the proposing vendor to the provisions of this RFP and any contract awarded pursuant to it; if said individual is not the company president, the letter shall attach evidence showing authority to bind the company.
- 5.2.1.2 The letter shall indicate to the School System that the proposal remains valid for at least Ninety (90) days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any resulting contract between the Proposer and the School System.
- 5.2.1.3 The letter shall provide the complete name and Social Security Number of the individual or the legal entity name and Vendor Tax Identification Number of the firm making the proposal.

- 5.2.1.4 The letter shall provide the name, mailing address, and telephone number of the person the School System should contact regarding the proposal.
- 5.2.1.5 The letter shall state whether the Proposer intends to use subcontractors –if so, clearly identify the names of the subcontractors along with complete mailing addresses and the scope and portions of the work the subcontractors shall perform. (Note: The Contractor must obtain written approval from the School System prior to the use of any subcontractors.)
- 5.2.1.6 The letter shall state whether the Proposer or any individual who shall perform work under the contract has a possible conflict of interest (e.g., employment by the School System) and, if so, the nature of that conflict. The School System reserves the right to cancel an award if any interest disclosed from any source could either give the appearance of a conflict of interest or cause speculation as to the objectivity of the offeror. Such determination regarding any questions of conflict of interest shall be solely within the discretion of the School System.

5.2.2 Mandatory Proposer Qualifications --Technical Proposals shall provide responses and documentation, as required, that indicate that the Proposer has met the Mandatory Proposer Qualifications requirements. Any Proposal which does not meet the mandatory requirements and provide all required documentation may be considered nonresponsive, and the proposal may be rejected.

Technical Proposals shall provide the following information (referencing the subsections in sequence):

5.2.2.1 Written confirmation that the Proposer shall comply with all of the provisions in this RFP and shall accept all terms and conditions set out in the *pro forma* contract in Section Eight of this RFP. (Note: If the Proposal fails to provide said confirmation without exception or qualification, the School System, at its sole discretion, may determine the proposal to be a nonresponsive counteroffer, and the proposal may be rejected.)

5.2.2.2 Written certification and assurance of the Proposer's compliance with:

- The laws of the State of Tennessee
- Title VI of the federal Civil Rights Act of 1964
- The Equal Employment Opportunity Act and the regulations issued thereunder by the federal government
- The Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government
- Energy Policy and Conservation Act. (PL94163.89 Stat 871)
- Buy American Provision. The FSMC contractor must notify all schools of any items that DO NOT meet the "Buy American" requirement and seek a waiver to utilize those items
- The condition that the submitted proposal was independently arrived at,

without collusion under penalty of perjury

- The condition that no amount shall be paid directly or indirectly to an employee or official of The School System as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the procurement under this RFP
- Public Chapter No 587 - Background Checks. (See Attachment 9.1, #8 for Definition of Requirements)

5.2.2.3 Documentation of financial responsibility and stability; said documentation shall include:

5.2.2.3.1 A current written bank reference, in the form of a standard business letter, indicating that the proposer's business relationship with the financial institution is in positive standing;

5.2.2.3.2 Two current written, positive credit references, in the form of standard business letters, from vendors with which the proposer has done business; in lieu of such, documentation of a positive credit rating determined by an accredited credit bureau within the last 6 months, and

5.2.2.3.3 A copy of a valid certificate of insurance indicating liability insurance in the amount of at least Five Million Dollars/Ten Million Dollars (\$5,000,000/\$10,000,000) Bodily Injury and Property \$100,000.

5.2.2.4 Written confirmation that the proposer will provide a Bid Bond and Performance Bond in accordance with the requirements of the RFP.

5.2.3 General Proposer Qualifications and Experience -- Technical Proposals shall provide the following information (referencing the subsections in sequence) to evidence the Proposer's experience in delivering services similar to those required by this RFP:

5.2.3.1 A brief, descriptive statement indicating the Proposer's credentials to deliver the services sought under this RFP.

5.2.3.2 A brief description of the Proposer's background and organizational history.

5.2.3.3 Years in business.

5.2.3.4 A brief statement of how long the Proposer has been performing the services required by this RFP.

5.2.3.5 Location of office.

5.2.3.6 A description of the Proposer organizations number of employees, longevity, client base.

5.2.3.7 Whether there have been any mergers, acquisitions, or sales of the Proposer company within the last ten years (if so, an explanation providing relevant details).

- 5.2.3.8 Form of business (i.e., individual, sole proprietor, corporation, non-profit corporation, partnership, joint venture, Limited Liability Company, et cetera).
- 5.2.3.9 A statement as to whether the Proposer or any of the Proposer's employees, agents, independent contractors, or subcontractors have been convicted of, pled guilty to, or pled nolo contendere to any felony; and if so, an explanation providing relevant details.
- 5.2.3.10 A statement as to whether there is any pending litigation against the Proposer; and if such litigation exists, attach an opinion of counsel as to whether the pending litigation will impair the Proposer's performance in a contract under this RFP.
- 5.2.3.11 A statement as to whether, in the last ten years, the Proposer has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors; and if so, an explanation providing relevant details.
- 5.2.3.12 An organizational chart highlighting the key people who shall be assigned to accomplish the work required by this RFP -it should illustrate the lines of authority and designate the individual responsible for the completion of each service component and deliverable of the RFP.
- 5.2.3.13 A narrative description of the proposed project team, its members, and organizational structure.
- 5.2.3.14 A personnel roster and resumes of key people who shall be assigned by the Proposer to perform duties or services under the contract -- the roster should include estimated number of hours to be worked on the contract for each person, and the resumes shall detail each individual's title, education, current position with the Proposer, and employment history.
- 5.2.3.15 A list, if any, of all current contractual relationships with the School System and all those completed within the previous five-year period -- the listing should include:
- The contract number;
 - The contract term; and
 - The procuring School System for each reference.
- 5.2.3.16 Customer references for similar projects representing both three of the larger accounts currently serviced by the vendor and three completed projects -- for each reference, include:
- The company name and business address;
 - The name, title, and telephone number of the company contact knowledgeable about the project work; and
 - A brief description of the service provided and the period of service.

- 5.2.4 Technical Approach -- The Proposer shall describe the vendor's plans and approach for accomplishing the work requested. The information provided shall be in enough detail to enable the School System to ascertain the Proposer's understanding of the effort to be accomplished and should outline the steps in the total service proposed. Technical Proposals shall provide the following narrative information (referencing the subsections in sequence) to evidence the suitability of the Proposer's technical approach to delivering the services sought under this RFP:
- 5.2.4.1 Proposers must provide a comprehensive narrative, captioned "**Project Understanding**" that illustrates the vendor's understanding of the School System's requirements and project schedule.
- 5.2.4.2 Proposers must provide a comprehensive narrative, captioned "**Project Approach**" that illustrates how the Proposer will complete the scope of services, accomplish required objectives, and meet the School System's project schedule.
- 5.2.4.3 Proposers must provide a comprehensive narrative, captioned "**Project Management**" that illustrates how the Proposer will manage the project, ensure completion of the scope of services, and accomplish required objectives within the School System's project schedule. Proposers should provide:
- 5.2.4.3.1 A description of the marketing programs you will provide and utilize to enhance the District's Food Service Program.
- 5.2.4.3.2 Alternatives to the Food Based Menu, such as an Ala Carte Program, which can be provided along with the Food Based Lunch Menu.
- 5.2.4.3.3 In writing, their specific recommendations for improved current operations to include estimated student participation, personnel and equipment changes, etc.
- 5.2.4.3.4 A description of your training program for employees, supervisors, and managers.
- 5.2.4.3.5 As part of the proposal, the prices approved by the Oak Ridge School Board for meals should be used and portions to be served to elementary pupils, middle school and high school pupils and staff members must be in accordance with the guidelines of the National School Lunch Program and the Food Based Menu planning techniques. The school district will provide a copy of a typical contract menu for one full 21-day menu cycle and typical of those combinations and value of menu items which shall be served. The school district utilizes a Food Based Menu plan as required by the new meal pattern for age grouping and grades: 1-5, 6-8 and 9-12.
- 5.2.4.3.6 Recommendations to improve the Breakfast Program that is currently being provided throughout the District.

5.2.4.3.7 A description of the Internal Account Program and complete accounting procedures for:

- a. Method of recording, checking, and reporting sales.
- b. Internal control of cash handling.

Include all regular accounting forms used with detailed explanation of each and their importance.

Identify proposed accounting periods.

5.2.4.3.8 Provisions for accommodating special requests such as special food services requested for athletes or student banquets and other special events at times other than the regular noon lunch period. In addition, please outline the method by which you will bill the District for such special functions.

5.2.4.3.9 The method by which the District will be billed and the payment procedures required of the District. The District and the Good Service Management Company will mutually agree upon payment and billing procedures.

The School District shall ensure that FSMC fully discloses all discounts, rebates, allowances and incentives received by the FSMC from its suppliers. If the FSMC receives a discount, rebate, allowance or incentive from any supplier, the FSMC must disclose the return to the School District including the full amount of the discount, rebate or applicable credit that is received based on the purchases made on behalf of the School District on a monthly basis.

The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract.

5.2.4.3.10 A Program financial guarantee that must be described in detail as it relates to the proposal. Any qualifications or disclaimers must be specifically stated.

5.2.4.3.11 A qualified resident Food Service Supervisor, Assistant Supervisor, & Administrative Assistant who would serve as a day-to-day contact with the District's Administration. These persons would be required to be on the premises each working day. The District reserves the right to interview and approve or reject prospective Food Service Supervisors before they are employed. The resident Food Service Supervisor must have a minimum of five years experience as a school Food Service Supervisor.

These positions will maintain the necessary records to support the free and reduced lunch programs within the State and Federal Guidelines.

Please submit the name and resume of the proposed candidate(s) for the position(s) of Food Service Supervisor and Assistant.

5.2.4.3.12 For the intent of the Oak Ridge Schools that the Food Service workers

currently employed by the District will be offered continued employment by the District.

Proposers are required to address this matter in their proposal. In addition, please provide a detailed description of your proposed labor staffing.

- 5.2.4.3.13 A sample copy of a contract form which your company uses for School Lunch operations similar to the Oak Ridge Schools.

Other such information as the Proposer deems pertinent for consideration by the School District.

- 5.2.4.3.14 A **Fee Structure** which outlines the charge to the School District for Proposer's administrative overhead and profit in any of the following forms or combinations thereof:

Administrative Fee - This annual fee shall be paid by the District in equal monthly installments.

Per Meal Charge Management Fee - A per meal fee (Breakfast/ Lunch) shall be paid by the District each month on the basis of actual total servings (Food Based Menu Planning meals will be the number of lunches served to children as documented for the National School Lunch Program). All other cash income will be divided by a near equalizing factor to arrive at a number of meals and added to Food Based Menu Planning meals to arrive at actual total servings.

A La Carte Meal Equivalents -The food service proposer and school district shall determine a la carte meal equivalents by dividing a la carte revenue by the sum of the highest student charge for a reimbursable school lunch, plus federal paid reimbursement and federally donated food entitlement value per meal for the fiscal year in which the meals are served. This factor will fluctuate with the price of student lunch, federal paid reimbursement and federally donated food entitlement per meal each year.

- 5.2.5 **Detailed Documentation of Proposer Financial Resources** – documentation of sufficient financial strength and resources to provide the scope of services to the School System in the volume projected and within the time frames required; said documentation shall include:

- 5.2.5.1 The most recent independent audited financial statements for a fiscal year ended within the last 48 months.

- 5.2.5.2 The following information detailed as dollar amounts itemized with page references to the independent audited financial statements provided where the amounts may be confirmed (complete Attachment 9.10):

- Current Assets

- Fixed Assets
- Cash
- Inventories
- Current Liabilities
- Long-Term Debt

5.2.5.3 A statement as to whether the audited financial statements provided indicate a going concern disclosure and if so, an explanation of the going concern disclosure.

5.2.5.4 Documentation regarding whether and to what extent there is a positive cash flow from operating activities for the proposer's current operating period.

5.2.5.5 In lieu of the financial resource documentation required by Sections 5.2.5.1, 5.2.5.2, 5.2.5.3 and 5.2.5.4, the Proposer may include a letter of commitment to provide a performance bond if awarded a contract pursuant to this RFP. In which case, the School System shall require that the amount of the performance bond shall be equal to One Hundred Percent (100%) of the Contract Cost Proposal. The bond shall be in form and substance acceptable to the School System as detailed by Attachment 9.9 of this RFP, and provided it to the School System no later than June 30, 2018. Failure to provide the performance bond prior to the deadline as required shall result in contract termination.

5.3 Cost Proposal

5.3.1 The Cost Proposal shall be submitted to the School System as a separate, sealed package from the Technical proposal.

5.3.2 The Cost Proposal required format is provided in Attachment 9.2, and the Cost Proposal must be recorded on an exact duplicate thereof.

5.3.3 The Cost Proposal shall specifically record the exact cost Amount/Amounts proposed in the appropriate space as required by Attachment 9.2. Said proposed cost shall incorporate all cost for the proposed scope of services for the total contract period.

5.3.4 The Cost Proposal shall record only the proposed cost as required, and shall not record any other rates, amounts, or information. It shall not record any text that could be construed as a qualification of the cost Amount/ Amounts Proposed. If the Proposer fails to specify the Cost Proposal as required, the School System shall determine the proposal to be nonresponsive and reject it.

5.3.5 The proposer must sign and date the Cost Proposal.

6. EVALUATION AND CONTRACTOR SELECTION

6.1 Proposal Evaluation Categories and Weights

The categories that shall be considered in the evaluation of proposals are Qualifications, Experience, Technical Approach, and Cost. Each category shall be weighed as follows, and one hundred (100) points is the maximum total number of points which may be awarded to a proposal:

General Proposer Qualifications and Experience:	40 (maximum points possible)
Technical Approach:	15 (maximum points possible)
Cost Proposal:	45 (maximum points possible)

6.2 Proposal Evaluation Process

6.2.1 The evaluation process is designed to award the procurement not necessarily to the Proposer of least cost, but rather to the Proposer with the best combination of attributes based upon the evaluation criteria with cost being the primary factor.

6.2.2 The RFP Coordinator shall manage the proposal evaluation process and maintain proposal evaluation records. A Proposal Evaluation Team made up of three or more school system employees shall be responsible for evaluating proposals. The School System will maintain a written code of standards of conduct governing the performance of their employees engaged in the award and administration of contracts. No employee, officer or agent of the school system shall participate in selection, or in the award of administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- (i) The employee, officer or agent,
- (ii) Any member of his immediate family,
- (iii) His or her partner, or
- (iv) An organization which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award. The school system's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub-agreements. The school system may set minimum rules where the financial interest is not substantial or the gift is an unsolicited item of nominal intrinsic value. To the extent permitted by State or local law or regulations, such standards or conduct will provide for penalties, sanctions, or other disciplinary actions for violations of such standards by the school system's officers, employees, or agents, or by contractors or their agents. The awarding agency may in regulation provide additional prohibitions relative to real, apartment, or potential conflicts of interest.

6.2.3 All proposals shall be reviewed by the RFP Coordinator to determine compliance with basic proposal requirements as specified in this RFP. If the RFP Coordinator determines that a proposal may be missing one or more

such requirements, the Proposal Evaluation Team shall review the proposal to determine:

- 1) if it meets requirements for further evaluation;
- 2) if the School System shall request clarification(s) or correction(s); or
- 3) if the School System shall determine the proposal nonresponsive and reject it.

(See Attachment 9.3, Basic Proposal Requirements Checklist)

6.2.4 Ms. Pat Smith, Finance Director, shall provide an analysis of each proposer's detailed documentation of financial resources. The analysis may include where appropriate (but not be limited to) an examination of the Current Ratio, Quick or Acid Test Ratio; Cash Ratio, Gross Working Capital to Total Assets Ratio, Net Working Capital to Total Assets Ratio, and Debt to Worth Ratio. The analysis shall result in a clear, written determination provided to the RFP Coordinator regarding whether each proposer's detailed documentation of financial resources indicated apparent financial strength, stability, and resources to provide the subject scope of services as required.

If a proposer's detailed documentation of financial resources is not clearly determined to indicate apparent financial strength and resources to provide the subject scope of services as required, the Proposal Evaluation Team shall review the proposal to determine:

- 1) if the School System shall request clarification(s); or
- 2) if the School System shall determine the proposal nonresponsive and reject it.

6.2.5 The Proposal Evaluation Team shall evaluate responsive proposals. Each evaluator shall score the General Proposer Qualifications and Experience section and the Technical Approach section of each proposal. The evaluation scoring shall use the rep-established evaluation criteria and weights set out in this RFP. Each evaluator shall use only whole numbers for scoring proposals. (See Attachment 9.4, Technical Proposal Evaluation Format).

6.2.6 The School System reserves the right, at its sole discretion, to request clarifications of technical proposals or to conduct discussions for the purpose of clarification with any or all Proposers. The purpose of any such discussions shall be to ensure full understanding of the proposal. Discussions shall be limited to specific sections of the proposal identified by the School System and, if held, shall be after initial evaluation of Technical Proposals. If clarifications are made as a result of such discussion, the Proposer shall put such clarifications in writing.

6.2.7 Upon completion of Technical Proposal scoring by the Proposal Evaluation Team, the RFP Coordinator shall calculate the average Technical Proposal score for each proposal.

- 6.2.8 After opening the Cost Proposals, the RFP Coordinator shall calculate scores for each Cost Proposal. (See Attachment 9.5, Cost Proposal Evaluation Format). The Cost Evaluation scores shall be based on the amount indicated in the Cost Proposal. The amount shall be used in the following formula to determine the points a Proposer shall receive for the Cost Proposal:

$$\frac{\text{Lowest Cost Proposal}}{\text{Cost Proposal Being Evaluated}} \times \text{Maximum Cost Points} = \text{Points for Proposal Being Evaluated}$$

- 6.2.9 The RFP Coordinator shall combine the average Technical Evaluation scores with the Cost Evaluation scores for each Proposer. (See Attachment 9.6, Proposal Score Summary Matrix).
- 6.2.10 All proposal evaluation calculations shall result in numbers rounded to the nearest two decimal places (e.g., 9.99).
- 6.2.11 The School System reserves the right to inspect the vendor's facilities and other Food Services operations under its management prior to award of this proposal.

6.3 Contract Award Process

- 6.3.1 The RFP Coordinator shall forward results from the proposal evaluation process to the head of the procuring agency for consideration.
- 6.3.2 The School System reserves the right to make an award without further discussion of any proposal submitted. There shall be no best and final offer procedure. Therefore, each proposal should be initially submitted on the most favorable terms the vendor can offer.
- 6.3.3 After the evaluation of proposals and final consideration of all pertinent information available, the head of the procuring agency shall issue a written Evaluation Notice to all Proposers. The notice shall identify the apparent best-evaluated Proposer. The notice shall not create rights, interests, or claims of entitlement in the apparent best-evaluated Proposer or any vendor. (See Attachment 9.7 for a sample notice).
- 6.3.4 The RFP files shall be made available for public inspection.
- 6.3.5 The School System reserves the right, at its sole discretion, to negotiate with the apparent best evaluated Proposer subsequent to the Evaluation Notice.
- 6.3.6 The apparent best evaluated Proposer shall be prepared to enter into a contract with the School System which shall be substantially the same as the pro forma contract included in Section Eight of this RFP. Notwithstanding, the School System reserves the right to add terms and conditions, deemed to be in the best interest of the School System, during final contract negotiations. Any such terms and conditions shall be within the scope of the RFP and shall

not affect the basis of proposal evaluations. (Note: Contract must be approved by State Agency before signing.)

- 6.3.7 Contractor Registration – Proposers need not be registered with the School System to make a proposal. (Refer to Attachment 9.8 for additional details).

If a Proposer fails to register with the School System as a service provider within fourteen (14) days of final contract negotiations, the School System may determine, at its sole discretion, that the Proposer is nonresponsive to the terms of this RFP.

- 6.3.8 If a Proposer fails to sign and return the contract drawn pursuant to this RFP and final contract negotiations within fourteen (14) days of its delivery to the Proposer, the School System may determine, at its sole discretion, that the Proposer is nonresponsive to the terms of this RFP, reject the proposal, and open final contract negotiations with the next best evaluated Proposer.
- 6.3.9 Contract award shall be subject to the contract approval of all appropriate School System officials in accordance with applicable State laws and regulations.

6.4 Protest Procedures

- 6.4.1 The school district will have protest procedures to handle and resolve disputes relating to their procurements and shall in all instances disclose information regarding the protest to the awarding agency. A protestor must exhaust all administrative remedies with the school district before pursuing a protest with the Federal agency. Reviews of protests by the Federal agency will be limited to:
- (i) Violations of Federal law or regulations and the standards of this section (violations of State or local law will be under the jurisdiction of State or local authorities) and
 - (ii) Violations of the school districts protest procedures for failure to review a complaint or protest. Protests received by the Federal agency other than those specified above will be referred to the school district.
- 6.4.2 If a prospective vendor does not agree with a bid award, they have the right to protest. Disputes arising from the award of this bid must be submitted in writing to Dr. Bruce Borchers, Ed.D., Superintendent of Schools, no later than June 1, 2018. The hearing official will disclose the dispute to the Tennessee State Department of Education, School Nutrition office. The steps for dispute resolution include:
- a. A meeting with the Board of Education participating in the bid, the hearing official and representatives from the disputing party to discuss and resolve the complaint.

- b. A written decision letter stating the reasons for the decision will be prepared by the hearing official and submitted in writing to the protestor and all parties involved. This decision letter will be mailed to the protestor and will advise the protestor that he has a right to an addition review.
- c. All employees will be notified that they cannot purchase under this procurement until a final decision is rendered.
- d. In the event that purchases must be made for school meals before a final decision is rendered, the emergency purchase procedures established by the school system will be used.
- e. The State Agency must be notified of all protests.

7. EVALUATION AND CONTRACTOR SELECTION

7.1 Contract Approval

The RFP and the contractor selection processes do **not** obligate the School System and do **not** create rights, interests, or claims of entitlement in the apparent best-evaluated Proposer or any vendor. Contract award and School System obligations pursuant thereto shall commence **only** after the contract is signed by the Contractor and the head of the procuring School System **and** after the contract is signed by all other School System officials as required by State laws and regulations to establish a legally binding contract.

7.2 Contract Payments

Contract payments shall be made in accordance with the Payment Terms and Conditions Section of the final contract.

No payment shall be made until the contract is approved as required by State laws and regulations. Under no conditions shall the School System be liable for payment of any type associated with the contract or responsible for any work done by the Contractor, even work done in good faith and even if the Contractor is orally directed to proceed with the delivery of services, if it occurs before the contract start date specified by the contract Q! before contract approval by School System officials as required by applicable statutes and rules of the State of Tennessee and regulations of USDA.

7.3 RFP and Proposal Incorporated into Final Contract

This RFP and the successful proposal shall be incorporated into the final contract.

7.4 Contact Monitoring

The Contractor shall be responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and acceptance by the School System. The School System may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. At reasonable times, the School System may inspect those areas of the Contractor's place of business that are related to the performance of the contract. If the School System requires such an inspection, the Contractor shall provide reasonable access and assistance.

7.5 Contract Amendment

During the course of this contract, the School System may request the Contractor to perform additional work for which the Contractor would be compensated. That work shall be within the general scope of this RFP and not material in nature such that would require a re-bid process. In such instances, the School System shall provide the Contractor a written description of the additional work, and the Contractor shall submit a time schedule for accomplishing the additional work and a price for the additional work based on the rates included in the Contractor's Proposal to this RFP. If the School System and the Contractor reach an agreement regarding the work and associated compensation, said agreement shall become effective by means of a contract amendment. Any such amendment requiring additional work must be mutually agreed upon by the parties and signed by the Contractor and the head of the procuring School System and must be approved by other School System officials as required by State laws and regulations. The Contractor shall not commence additional work until the School System has issued a written contract amendment and secured all required approvals from the State Agency and/or FNS.

7.6 Contract Termination

The School System reserves the right to terminate the contract with a sixty (60) day written advanced notice.

8. PRO FORMA CONTRACT

The *pro forma* contract (provided in the following pages) contains capitalized and bracketed items that shall be replaced with appropriate information in the final contract.

ATTACHMENT 9.1

Certification of Compliance RFP # 18-003

Proposer Name

By indication of the authorized signature below, the Proposer does hereby make certification and assurance of the Proposer's compliance with:

1. The laws of the State of Tennessee and rules and regulations of USDA;
2. Title VI of the Civil Rights Act of 1964;
3. The Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
4. The Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
5. The condition that the submitted proposal was independently arrived at, without collusion, under penalty of perjury; and,
6. The condition that no amount shall be paid directly or indirectly to an employee or official of the School System as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the procurement under this RFP.
7. **Buy American Provision.** Section 104 (d) of the William F. Goodling Child Nutrition Reauthorization Act of 1998 requires SFAs to purchase domestically grown and processed foods, to the maximum extent practicable. There is a two-part test to define the country of origin for a manufactured end product: (1) the article must be manufactured in the United States; and (2) the cost of domestic components must exceed 50 percent of the cost of all the components. The FSMC contractor must notify all schools of any items that DO NOT meet the Buy American requirement and seek a waiver to utilize those items.
8. **Background Check - Chapter 587.** The school district requires all employees of the proposer to give written consent to have both a criminal history from the State of Tennessee and a criminal record check through the Federal Bureau of Investigation (FBI) beginning January 1, 2006, per state law. The school district requires all employees of the proposer to supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds. Proposer shall provide a list of employee names and social security numbers to the District's Human Resources Department so that the required Department of children Services background checks can be performed. Employees must meet State requirements to be employable.

Proposer Signature and Date

ATTACHMENT 9.2

Cost Proposal Format

RFP # 18-003

NOTICE TO PROPOSER:

This Cost Proposal must specifically record below the exact cost amount(s) in the appropriate space(s) as required herein. Said cost proposed must incorporate all cost for the proposed scope of services for the total contract period.

The Cost Proposal shall record only the cost proposed as required, and shall not record any other rates, amounts, or information. It shall not record any text that could be construed as a qualification of the cost proposed. If the Proposer fails to specify the Cost Proposal as required, the School System shall determine the proposal to be nonresponsive and reject it.

The Proposer must sign and date the Cost Proposal.

Proposer Name

The Proposer shall indicate on Page 2 of the Cost Proposal Format (Attachment 9.2) the offered price (Total Program Costs) for providing all services proposed including all services as defined in the proposed contract Scope of Services of the subject RFP.

Page 1 of Attachment 9.2 (Cost Proposal Format)

Projected Operating Statement for Oak Ridge Schools Food Service Contract
2018-2019 School Year (Based on 183 Operating Days)

Revenue Income – Annual Projection

Cash Sale Income:

Paid Breakfasts – Elementary	\$
Paid Breakfasts – Secondary	\$
Paid Lunches – Elementary	\$
Paid Lunches – Secondary	\$
Reduced Price Breakfasts – Elementary	\$
Reduced Price Breakfasts – Secondary	\$
Reduced Price Lunches – Elementary	\$
Reduced Price Lunches – Secondary	\$
All Ala Carte Sales Including Milk	\$
Adult Lunch	\$

TOTAL CASH INCOME \$

Reimbursement Income:

Paid Breakfasts	\$
Paid Lunches	\$
Reduced Price Breakfasts	\$
Reduced Price Lunches	\$
Free Breakfasts	\$
Free Lunches	\$
State Reimbursement	\$

Total Reimbursement Income: \$

TOTAL ANNUAL REVENUE INCOME: \$

Program Costs – Annual Projection:

Food for All Sales	\$
District Labor Costs	\$
District Fringe Benefit Costs	\$
FSMC Labor Cost	\$
Direct Expenses (soap, paper, plastics, etc.)	\$
District Direct Expenses	\$
Administrative Expense	\$
Management Fee	\$

TOTAL ANNUAL PROGRAM COST: \$

Difference Between Revenue and Costs \$

Adjusted Profit or Loss \$

Amount to be Returned to the School District \$

The proposed cost contained herein and the submitted technical proposal associated with this cost shall remain valid for at least **Ninety (90)** days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any resulting contract between the Proposer and the School System.

Proposer Signature and Date

Page 2 of Attachment 9.2 (Cost Proposal Format)
ATTACHMENT 9.3

Basic Proposal Requirements Checklist

RFP # 18-003

Proposer Name

Pat Smith

RFP Coordinator

Review Date

*Proposals for which **ALL** applicable items are marked by the RFP Coordinator are determined to have basic requirements for responsive proposals.*

*The Proposal Evaluation Team must review any applicable items that are **not** marked to determine if:*

- *the proposal sufficiently meets basic requirements;*
- *the School System shall request clarification(s) or correction(s); or*
- *the School System shall deem the proposal nonresponsive and reject it.*

*The Proposal Evaluation Team must attach a written determination for each applicable item that is **NOT** marked.*

<input checked="" type="checkbox"/> IF CORRECT	BASIC PROPOSAL REQUIREMENTS
<input type="checkbox"/>	1. Technical Proposal and Cost Proposal received on time at correct location.
<input type="checkbox"/>	2. Technical Proposal and Cost Proposal packaged separately and marked as required.
<input type="checkbox"/>	3. Required number of Technical Proposal copies received.
<input type="checkbox"/>	4. Proposal written in English.
<input type="checkbox"/>	5. The Proposal Transmittal Letter with the proposal offer is signed by a company officer empowered to bind the Proposer to the provisions of the RFP and any contract awarded thereunder.
<input type="checkbox"/>	6. The Proposal Transmittal Letter confirms that the proposal shall remain valid for the required number of days subsequent to the proposal opening date.

<input type="checkbox"/>	7. The Proposal Transmittal Letter details the complete name of the individual or legal entity name of the firm making the proposal (with SSN or Tax ID Number).
<input type="checkbox"/>	8. The Proposal Transmittal Letter states whether the Proposer intends to use subcontractors and identifies any intended subcontractor.
<input type="checkbox"/>	9. The Proposal Transmittal Letter states whether the firm or any individuals who shall work under the contract has a possible conflict of interest.
<input type="checkbox"/>	10. The Proposal includes written confirmation that the Proposer shall comply with all of the provisions of the RFP and accept all terms and conditions of the RFP and the <i>pro forma</i> contract.
<input type="checkbox"/>	11. The Proposal attaches written certification and assurance of the Proposer's compliance with the laws of the State of Tennessee; Title VI of the federal Civil Rights Act of 1964; the Americans with Disabilities Act of 1990; the Equal Employment Opportunity Act, the Buy American Provision, Background Check and regulations issued thereunder by the federal government; the condition that the submitted proposal was independently arrived at, without collusion, under penalty of perjury; and, the condition that no amount shall be paid directly or indirectly to an employee or official of the School System as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer in connection with the procurement under this RFP. (Attachment 9.1)
<input type="checkbox"/>	12. The Proposal attaches required financial responsibility and financial stability documentation <ul style="list-style-type: none"> a. Current bank reference as required and b. Two credit references as required.
<input type="checkbox"/>	13. The Proposal attaches a valid certificate of liability insurance as required.
<input type="checkbox"/>	14. The Proposer Qualifications and Experience section provides a brief statement of descriptive information about the Proposer's credentials.
<input type="checkbox"/>	15. The Proposer Qualifications and Experience section provides a brief description of the Proposer's background including an organizational history as required – including: <ul style="list-style-type: none"> a. a statement as to whether the Proposer or any employees or subcontractors have been convicted of, pled guilty to, or pled <i>nolo contendere</i> to any felony (with explanation as required) b. a statement as to whether there is any pending litigation against the Proposer (with attached counsel opinion as required) c. a statement as to whether the Proposer has filed bankruptcy.
	16. IF APPLICABLE – The Proposal attaches required detailed

<input type="checkbox"/>	documentation of financial resources (audited financial statement and referenced financial resources data) as required.
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NOTE: In addition to the items on the checklist, the Proposal Evaluation Team will also evaluate compliance with other proposal requirements including, but not limited to:

*NO cost data in the Technical Proposal;
 NO alternate proposal submitted;
 NO multiple proposals submitted in a different form;
 NO restrictions of the rights of the School System or other qualification of the proposal; and,
 NO inappropriate conflicts of interest regarding the proposal or the subject procurement; as well as, response to and documentation as required by all other Proposal requirements.*

*CFR 3016.36 (c) (2) - Geographical Preferences
 CFR 3016 (b) - Contractors Providing Specifications*

ATTACHMENT 9.4

Food Services Proposal Evaluation Format

RFP # 18-003

Proposer Name

Evaluator

Review Date

Proposal Evaluations Category • Items Considered	Score
<u>General Proposer Qualifications and Experience (Maximum 40 Points)</u> Experience: (15 points) <ul style="list-style-type: none">• Corporate or individual History.• Summary showing bidders special qualifications, philosophy which may give bidder ability to satisfy all bid requirements.• Customer references for similar projects representing both the five largest accounts currently serviced by the vendor. Reliability: (15 points) <ul style="list-style-type: none">• Whether the Proposer or any of the Proposer's employees, agents, independent contractors, or subcontractors have been indicted, accused or convicted or been subject of a grand jury or criminal investigation.• Bankruptcy or insolvency proceedings.• Credit references, including at least three (3) trade or industry suppliers.• Audited financial report shows "financial stability" for past (3) years.• Bid Bond represents 5% of the total proposal.• Bidder has ability to provide performance bond equivalent to 100% of the cost of one contract year. Expertise of Personnel: (10 points) <ul style="list-style-type: none">• Proposer's background including an organizational history.• Organizational chart highlighting the staffing and lines of authority for key personnel to be used in performing the contract and personnel roster of key people assigned to the proposed project. Qualifications & Experience Total:	
<u>Operational Plan (Maximum 15 Points)</u> <ul style="list-style-type: none">• Vendor's understanding of the requirements of the project and the project schedule.• How the Proposer will complete the scope of services as required.• How the Proposer will manage the project and ensure the completion of the scope of services as required. Operational Plan Total:	
Total:	

ATTACHMENT 9.5

Cost Proposal Evaluation Format

RFP # 18-003

Proposer Name

Pat Smith

RFP Coordinator

Review Date

The RFP Coordinator shall use the following to calculate the Proposer's total proposed cost for purposes of evaluation.

The RFP Coordinator shall use the following matrix to calculate the **SCORE** for the subject cost proposal (calculations shall result in numbers rounded to two decimal places). The matrix represents the formula:

$$\frac{\text{Lowest Cost Proposal}}{\text{Cost Proposal Being Evaluated}} \times \text{Maximum Cost Points} = \text{Points for Proposal Being Evaluated}$$

1	Lowest total proposed cost amount from <u>all</u> proposals:	
2	The total proposed annual program cost for <u>this</u> proposal:	
3	The amount calculated by dividing the amount in row one (1) by the amount in row (2) above:	
4	The maximum number of points that shall be awarded for the Cost Proposal category:	45
5	The product calculated by multiplying the amount in row three (3) above times the number in row four (4) above:	
THE NUMBER IN ROW FIVE (5) IS THE COST PROPOSAL SCORE		

ATTACHMENT 9.6

Proposal Score Summary Matrix

RFP # 18-003

Pat Smith

RFP Coordinator

Compilation Date

QUALIFICATIONS AND EXPERIENCE (Maximum 40 Pts)	[PROPOSER NAME]	[PROPOSER NAME]	[PROPOSER NAME]	[PROPOSER NAME]	[PROPOSER NAME]	[PROPOSER NAME]
[EVALUATOR NAME]						
[EVALUATOR NAME]						
[EVALUATOR NAME]						
[EVALUATOR NAME]						
[EVALUATOR NAME]						
AVERAGE:						
TECHNICAL APPROACH (Maximum 15 Pts)						
[EVALUATOR NAME]						
[EVALUATOR NAME]						
[EVALUATOR NAME]						
[EVALUATOR NAME]						
[EVALUATOR NAME]						
AVERAGE:						
COST PROPOSAL (Maximum 45 Pts)						
SCORE FOR COST:						
PROPOSAL SCORE (Maximum 100 Pts)						
TOTAL SCORE:						

NOTE: Use as many sheets as necessary to summarize scores for all Proposers evaluated.

ATTACHMENT 9.7

Sample – Evaluation Notice

RFP # 18-003



Oak Ridge Schools

Business Office

Telephone (865)425-9003
Fax: (865)425-9060

[DATE]

[NAME]
[COMPANY NAME]
[STREET ADDRESS]
[CITY, STATE, ZIP]

Dear [NAME],

Thank you for your proposal in response to RFP [NUMBER]. The School System has completed its evaluation of proposals in response to this Request for Proposals, and the subject procurement records are open for public inspection.

[NAME OF APPARENT BEST EVALUATED PROPOSER] is the apparent best-evaluated proposer that the School System will consider for contract award. This notice is NOT an acceptance of any offer, and the School System retains the right to reject any proposal.

In accordance with the subject RFP and State law, this notice shall NOT create rights, interests, or claims of entitlement in the apparent best-evaluated proposer or any vendor. No vendor shall acquire any such right unless and until a contract is fully signed by all appropriate School System officials.

We appreciate your interest in providing services to the School System of Tennessee and hope that you will respond to future Requests for Proposals.

Sincerely,

Pat Smith
Finance Director

ATTACHMENT 9.8

Service Provider Registry System Requirements

RFP # 18-003

The *Service Provider Registry System* (SPRS) is designed to foster the School System's use of minority and small businesses and promote competition in service contracting. Through the system, School System agencies will have access to important service provider information. The SPRS will provide support and information better enabling School System agencies to succeed with competitive service procurements and achieve positive results by increasing the use of minority and small businesses and organizations.

No service provider or proposer will be disadvantaged by registration requirements.

Although the service provider awarded a contract under this RFP should register through the SPRS (if not already registered), registration is NOT required to propose in response to this RFP. An unregistered service provider must simply file a completed registration with the Office of Contracts Review prior to the final approval of a contract with the provider.

NOTE:

SPRS registration information is provided here only as a contract requirement notice. SPRS registration should not be submitted with proposal materials.

SPRS registration information will not be considered in the evaluation process pursuant to this RFP. Proposals submitted in response to this RFP shall be evaluated only by means of the criteria and evaluation process set forth in this RFP.

ATTACHMENT 9.9

Performance Bond

RFP # 18-003

The Surety Company issuing bond shall be licensed to transact business in the State of Tennessee by the Tennessee Department of Commerce and Insurance. Bonds shall have certified and current Power-of-Attorney for the Surety's Attorney-in-Fact attached.

KNOW ALL BY THESE PRESENTS:

That we,

(Name of Principal)

(Address of Principal)

as Principal, hereinafter called the Principal, and

(Name of Surety)

(Address of Surety)

as Surety, hereinafter call the Surety, do hereby acknowledge ourselves indebted and securely bound and held until the School System as Obligee, hereinafter called Obligee, and in the penal sum of

(Dollar Amount of Bond)

good and lawful money of the United School Systems of America, for the use and benefit of those entitled thereto, for the payment of which, well and truly to be made, we bind ourselves, our heirs, our administrators, executors, successors, and assigns, jointly and severally, firmly by these presents.

BUT THE CONDITION OF THE FOREGOING OBLIGATION OR BOND IS THIS:

WHEREAS, the Obligee has engaged the Principal for a sum not to exceed

(Contract Maximum Liability)

to complete Work detailed in the Scope of Services detailed in the School System Request for Proposal bearing the RFP Number:

18-003

(RFP Number)

and further detailed in a written Contract bearing the Contract Number (assigned by the School System of Tennessee):

(Contract Number)

a copy of which said Request for Proposals and Contract are by reference hereby made a part hereof, as fully and to the same extent as if copied at length herein.

NOW, THEREFORE, if the Principal shall fully and faithfully perform all undertakings and obligations under the Contract hereinbefore referred to and shall fully indemnify and hold harmless the Obligee from all costs and damage whatsoever which it may suffer by reason of any failure on the part of the Principal to do so, and shall fully reimburse and repay the Obligee any and all outlay and expense which it may incur in making good any such default, and shall fully pay for all of the labor, material, and Work used by the Principal and any immediate or remote sub-contractor or furnisher of material under the Principal in the performance of said Contract, in lawful money of the United School Systems of America, as the same shall become due, then this obligation or bond shall be null and void, otherwise to remain in full force and effect.

AND for value received, it is hereby stipulated and agreed that no change, extension of time, alteration, or addition to the terms of the Contract or the Work to be performed thereunder or the specifications accompanying the same shall in any wise affect the obligation under this bond, and notice is hereby waived of any such change, extension of time, alteration, or addition to the terms of the Contract or the Work or the specifications.

IN WITNESS WHEREOF the Principal has hereunto affixed its signature and Surety has hereunto caused to be affixed its corporate signature and seal, by its duly authorized officers.

WITNESS:

(Name of Principal)

(Name of Surety)

(Authorized Signature of Principal)

(Signature of Attorney-in-Fact)

(Name of Signatory)

(Name of Attorney-in-Fact)

(Title of Signatory)

(Tennessee License Number of Surety)

ATTACHMENT 9.10

Proposal Financial Resources Documentation

RFP # 18-003

PROPOSER SIGNATURE

DATE

FINANCIAL RESOURCE DOCUMENTATION	AMOUNT ¹	FINANCIAL STATEMENT PAGE REFERENCES ²
1. CURRENT ASSETS (cash, marketable securities, accounts receivable, and inventories)		
2. FIXED ASSETS (plant and equipment less depreciation)		
3. CASH		
4. INVENTORIES		
5. CURRENT LIABILITIES (accounts payable, short-term notes payable, current maturities for long-term debt, accrued income taxes, and other accrued expenses and wages)		
6. LONG-TERM DEBT		

¹Amount as documented by the audited financial statement.

²References to audited financial statement pages where the subject amount may be confirmed. The amounts should be highlighted on the referenced pages of the audited financial statement submitted with the proposal in response to this RFP.

ATTACHMENT 9.11

Food Procurement Specifications

RFP # 18-003

All Food Specifications must meet requirements of the United States Department of Agriculture ("USDA") *Food Buying Guide* ("FBG").

- All USDA-donated commodities offered to the SFA and made available to FSMC are acceptable and should be utilized in as large a quantity as may be efficiently utilized.

For all other food components, specifications shall be as follows:

- Breads and grains must be made from wholegrain-rich or enriched meal or flour. A wholegrain-rich food must contain at least 50% whole grains and the remaining grain content of the product must be enriched. All breads and grains must be fresh (or frozen, if applicable) and must meet the minimum weight per serving as listed in the FBG. If applicable, product should be in moisture-proof wrapping and pack code date provided.
 - For the NSLP, in SY 2018-2019 whole grain-rich products must make up half of all grain products offered to students. During this time only, refined-grain foods that are enriched may be included in the lunch menu. In SY 2019-2020 and beyond, schools must offer only whole grain-rich products.
 - For the SBP, beginning 2018-2019, schools must offer the weekly grain ranges and half of the grains as whole grain-rich. In SY 2019-2020 and beyond, all grains offered in the SBP must be whole grain-rich.
- All meat and poultry must have been inspected by USDA and must be free from off color or odor.
 - Beef must be at least 80:20 lean to fat, preferably 85:15 lean to fat.
 - Poultry should be U.S. Grade A when applicable and should meet the recommendations outlined in *Specifications for Poultry Products, A Guide for Food Service Operators* from USDA.
 - For breaded and battered items, all flours must be whole grain-rich or enriched for breads/grains credit and breading/batter must not exceed 30% of the weight of the finished product.
 - For sausage patties, the maximum fat allowed is 50% by weight; industry standard of 38% to 42% fat preferred.
- All cured processed meats (bologna, frankfurters, luncheon meat, salami, others) shall be made from beef and/or poultry. No variety meats, fillers, extenders, non-fat milk solids, or cereal will be allowed. Meats must not show evidence of greenening, streaking, or other discoloration.

- All cheese should be firm, compact and free from gas holes; free of mold; free of undesirable flavor and odors; pasteurized when applicable; and preferably reduced or low-fat. All cheese should also have a bright, uniform, and attractive appearance; and have a pleasing flavor; demonstrate satisfactory melt ability; and contain proper moisture and salt content.
- All fish must have been inspected by the United States Department of Commerce (USDC) and meet minimum flesh and batter/breading required for USDC Grade A product or product packed under federal inspection (PUFI) by the USDC.
- All fresh fruits must be ripe and in good condition when delivered and must be ready for consumption per the USDA FBG. Fruits must at a minimum meet the food distributors' second quality level. Fruits should have characteristic color and good flavor and be well shaped and free from scars and bruises. Size must produce a yield equal to or greater than the attached 25-day cycle menu requirements.
- All fresh vegetables must be ripe and in good condition when delivered and must be ready for consumption per the USDA FBG. Vegetables must at a minimum meet the food distributors' second quality level. Vegetables should have characteristic color and good flavor and be well shaped and free from discoloration, blemishes, and decay. Size must produce a yield equal to or greater than the attached 25-day cycle menu requirements.
- All canned vegetables must meet the food distributors' first quality level (extra fancy and fancy) and canned fruits (standard) must meet the second quality level. Vegetables should have characteristic color and good fresh flavor and be free from discoloration, blemishes, and decay.
- Eggs must be inspected and passed by the state or federal Department of Agriculture and used within 30 days of date on carton. Eggs should be grade A, uniform in size, clean, sound-shelled, and free of foreign odors or flavors.
- Sauces, such as gravy, spaghetti sauce, pizza sauce, etc., must be smooth and uniform in color with no foreign substance, flavor, odor, or off color.
- If applicable, the food production facility, manufacturing plant, and products must meet all sanitary and other requirements of the Food, Drug, and Cosmetic Act and other regulations that support the wholesomeness of products.
- Meats and food items must be stored and prepared under properly controlled temperatures and in accordance with all applicable health and sanitation regulations.
- Fluid Milk includes pasteurized fluid unflavored fat-free and low-fat (1%) choices only or flavored skim milk only, all of which meet State and local standards for such milk. The milk must contain vitamins A and D at levels specified by FDA, and must be consistent with State and local standards.

ATTACHMENT 9.12

21 Day Cycle Menu

Breakfast K-8 Master 17-18 NEW

Week	Day	Menu Line	Menu Item	Icon 1 Selection	Icon 2 Selection
Week 1	Monday	1	French Toast Sticks w/Syrup	None	None
		2	Country Chicken Biscuit	None	None
		3	Scooby Grahams, Trix Yogurt	None	None
		4	Coco Puffs, Cinn Toast Crunch	None	None
		5	Orange, Diced Pears, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Tuesday	1	Sausage Breakfast Pizza	None	None
		2	Blueberry Muffin	None	None
		3	Cinn Toast, Cheese Stick	None	None
		4	Lucky Charms, Cinnamon Chex	None	None
		5	Fresh Apple, Mixed Fruit, Orange Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Wednesday	1	Waffles w/Syrup	None	None
		2	Scrambled Eggs w/Hash Brown	None	None
		3	Toast, Cheese Stick	None	None
		4	Froot Loops, Cinnamon Toast Crunch	None	None
		5	Fresh Orange, Applesauce, Cherry Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Thursday	1	WG Doughnut	None	None
		2	Breakfast Taco	None	None
		3	Hard Boiled Egg, Cinn Toast, Trix Yogurt	None	None
		4	Apple Jacks, Coco Puffs	None	None
		5	Fresh Banana, Pineapple, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Friday	1	Biscuit w/Country Gravy, Sausage	None	None
		2	Chocolate Chip Muffin	None	None
		3	Cinn Toast, Elf Grahams	None	None
		4	Honey Nut Cheerios, Lucky Charms	None	None
		5	Grapes, Diced Peaches, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
Week 2	Monday	1	Waffles w/Syrup	None	None
		2	Sausage Breakfast Pizza	None	None
		3	Cinn Toast, Trix Yogurt	None	None
		4	Coco Puffs, Cinn Toast Crunch	None	None
		5	Fresh Orange, Diced Pears, Grape Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Tuesday	1	Apple Frudel	None	None
		2	Turkey Pancake Wrap	None	None
		3	Cinn Toast, Cheese Stick	None	None
		4	Lucky Charms, Cinnamon Chex	None	None
		5	Fresh Apple, Mixed Fruit, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Wednesday	1	Mini Maple French Toast	None	None
		2	Egg-Cheese Biscuit	None	None
		3	Cheese Stick, Trix Yogurt	None	None
		4	Froot Loops, Cinnamon Toast Crunch	None	None
		5	Pineapple, Applesauce, Orange Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Thursday	1	French Toast Sticks w/Syrup	None	None
		2	CiniMinis	None	None
		3	Cinn Toast, Honey Grahams	None	None
		4	Apple Jacks, Coco Puffs	None	None
		5	Fresh Banana, Mand Oranges, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Friday	1	Pancakes w/Syrup	None	None
		2	Biscuit w/Country Gravy, Sausage	None	None
		3	Trix Yogurt, Cinn Toast, Scoobie Graham	None	None
		4	Honey Nut Cheerios, Lucky Charms	None	None
		5	Grapes, Diced Peaches, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None

ATTACHMENT 9.12

21 Day Cycle Menu

Breakfast K-8 Master 17-18 NEW

Week 3	Monday	1	Sausage Breakfast Pizza	None	None
		2	Chocolate Chip Muffin	None	None
		3	Cinnamon Toast, Scoobie Graham	None	None
		4	Coco Puffs, Cinn Toast Crunch	None	None
		5	Fresh Orange, Diced Pears, Raspberry Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Tuesday	1	WG Donut	None	None
		2	Turkey Pancake Wrap	None	None
		3	Cinnamon Toast, Cheese Stick	None	None
		4	Lucky Charms, Cinnamon Chex	None	None
		5	Fresh Apple, Mixed Fruit, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Wednesday	1	Mini Berry Waffle	None	None
		2	Country Chicken Biscuit	None	None
		3	Honey Bear Grahams, Cinnamon Toast	None	None
		4	Froot Loops, Cinnamon Toast Crunch	None	None
		5	Orange, Applesauce, Cherry Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Thursday	1	Scrambled Egg, Sausage, Hash Brown	None	None
		2	Cini Minis	None	None
		3	Cinn Toast, Trix Yogurt	None	None
		4	Apple Jacks, Coco Puffs	None	None
		5	Fresh Banana, Pineapple, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Friday	1	Chocolate Chip Muffin	None	None
		2	Waffles w/Syrup	None	None
		3	Elf Grahams, Cheese Stick	None	None
		4	Honey Nut Cheerios, Lucky Charms	None	None
		5	Fresh Orange, Diced Peaches, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
Week 4	Monday	1	French Toast Sticks w/Syrup	None	None
		2	Bacon-Egg Biscuit	None	None
		3	Cinn Toast, Cheese Stick, Trix Yogurt	None	None
		4	Coco Puffs, Cinn Toast Crunch	None	None
		5	Fresh Orange, Diced Pears, Raspberry Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Tuesday	1	Breakfast Quesadilla	None	None
		2	WG Donut	None	None
		3	Cinn Toast, Cheese Stick	None	None
		4	Lucky Charms, Cinnamon Chex	None	None
		5	Fresh Apple, Mixed Fruit, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Wednesday	1	Cherry Frudel	None	None
		2	Biscuit w/Country Gravy, Sausage	None	None
		3	Honey Bear Graham, Cheese Stick, Yogurt	None	None
		4	Froot Loops, Cinnamon Toast Crunch	None	None
		5	Fresh Orange, Applesauce, Orange Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Thursday	1	Mini Maple French Toast		
		2	Breakfast Pizza		
		3	Cinn Toast, Hard Boiled Egg		
		4	Apple Jacks, Coco Puffs		
		5	Fresh Banana, Mand Oranges, Apple Juice		
		6	Milk: 1% White, Chocolate Skim		
	Friday	1	Pancakes w/Syrup		
		2	Scrabled Eggs w/Cheese, Toast		
		3	Cinn Toast, Hard Boiled Egg, Scoobie Graham		
		4	Honey Nut Cheerios, Lucky Charms		
		5	Grapes, Diced Peaches, Apple Juice		
		6	Milk: 1% White, Chocolate Skim		
Week5	Monday	1	Chicken Biscuit		
		2	Blueberry Muffin		
		3	Trix Yogurt, Scoobie Graham		

ATTACHMENT 9.12

21 Day Cyle Menu

Breakfast K-8 Master 17-18 NEW

Tuesday	4	Coco Puffs, Cinn Toast Crunch
	5	Orange, Diced Pears, Raspberry Juice
	6	Milk: 1% White, Chocolate Skim
	1	Apple Frudel
	2	Turkey Pancake Wrap w/Syrup
	3	Cinnamon Toast, String Cheese
Wednesday	4	Lucky Charms, Cinnamon Chex
	5	Fresh Apple, Mixed Fruit, Apple Juice
	6	Milk: 1% White, Chocolate Skim
	1	French Toast Sticks w/Syrup
	2	CinlMinis
	3	Scooby Grahams, Trix Yogurt
Thursday	4	Froot Loops, Cinnamon Toast Crunch
	5	Fresh Orange, Applesauce, OJ
	6	Milk: 1% White, Chocolate Skim
	1	Sausage-Egg Breakfast Burrito
	2	Chocolate Chip Muffin
	3	Cin Toast, Hard Boiled Egg
Friday	4	Apple Jacks, Coco Puffs
	5	Banana, Pineapple, Apple Juice
	6	Milk: 1% White, Chocolate Skim
	1	Mini Berry Waffle w/Syrup
	2	Sausage Breakfast Pizza
	3	Cinn Toast, Honey Graham
	4	Honey Nut Cheerios, Lucky Charms
	5	Fresh Orange, Diced Peaches, Apple Juice
	6	Milk: 1% White, Chocolate Skim

ATTACHMENT 9.12

21 Day Cyle Menu

NEW BIC Master 2017

Week	Day	Menu Line	Menu Item	Icon 1 Selection	Icon 2 Selection
Week 1	Monday	1	WG Chocolate Muffin	None	None
		2	Scoobie Grahams	None	None
		3	Apple Slices	None	None
		4	1% White, Chocolate Skim Milk	None	None
		5		None	None
		6		None	None
	Tuesday	1	Cinnamon Toast Crunch	None	None
		2	Mozzerella Cheese Stick	None	None
		3	Orange Juice	None	None
		4	1% White Milk	None	None
		5		None	None
		6		None	None
	Wednesday	1	Cini Minis	None	None
		2	Cherry Trix Yogurt	None	None
		3	Applesauce Cups	None	None
		4	1% White, Chocolate Skim Milk	None	None
		5		None	None
		6		None	None
	Thursday	1	Lucky Charms Cereal	None	None
		2	Honey Bear Grahams	None	None
		3	Fruit Cups	None	None
		4	1% White Milk	None	None
		5		None	None
		6		None	None
	Friday	1	WG Powdered Sugar Doughnut	None	None
		2	Mozzerella Cheese Stick	None	None
		3	Blue Raspberry Juice	None	None
		4	1% White, Chocolate Skim Milk	None	None
		5		None	None
		6		None	None
Week 2	Monday	1	Apple Jacks Cereal	None	None
		2	Mozzerella Cheese Stick	None	None
		3	Mandarine Oranges	None	None
		4	1% White Milk	None	None
		5		None	None
		6		None	None
	Tuesday	1	Breakfast Pizza	None	None
		2	Honey Bear Grahams	None	None
		3	Orange Juice	None	None
		4	1% White, Chocolate Skim Milk	None	None
		5		None	None
		6		None	None
	Wednesday	1	Coco Puffs Cereal	None	None
		2	Cheese Stick	None	None
		3	Applesauce Cups	None	None
		4	1% White Milk	None	None
		5		None	None
		6		None	None
	Thursday	1	Cinnamon Pop Tart	None	None
		2	Trix Raspberry Yogurt	None	None
		3	Apple Slices	None	None
		4	1% White, Chocolate Skim Milk	None	None
		5		None	None
		6		None	None
	Friday	1	WG Blueberry Muffin	None	None
		2	Mozzerella Cheese Stick	None	None
		3	Apple Juice	None	None
		4	1% White, Chocolate Skim Milk	None	None
		5		None	None
		6		None	None

ATTACHMENT 9.12

21 Day Cycle Menu

NEW BIC Master 2017

Week 3	Monday	1	Pancake-Sausage Stick	None	None
		2	Scoobie Grahams	None	None
		3	Blue Raspberry Juice	None	None
		4	1% White, Chocolate Skim Milk	None	None
		5		None	None
		6		None	None
	Tuesday	1	Cinnamon Chex Cereal	None	None
		2	Mozzerella Cheese Stick	None	None
		3	Apple Slices	None	None
		4	1% White Milk	None	None
		5		None	None
		6		None	None
	Wednesday	1	WG Cinn Sugar Doughnut	None	None
		2	Chocolate Elf Grahams	None	None
		3	Applesauce Cups	None	None
		4	1% White, Chocolate Skim Milk	None	None
		5		None	None
		6		None	None
	Thursday	1	Froot Loops Cereal	None	None
		2	Honey Bear Grahams	None	None
		3	Strawberry Cups	None	None
		4	1% White Milk	None	None
		5		None	None
		6		None	None
	Friday	1	Apple Frudel	None	None
		2	Raspberry Trix Yogurt	None	None
		3	Orange Juice	None	None
		4	1% White, Chocolate Skim Milk	None	None
		5		None	None
		6		None	None
Week 4	Monday	1	Cinnamon Toast Crunch	None	None
		2	Mozzerella Cheese Stick	None	None
		3	Apple Slices	None	None
		4	1% White Milk	None	None
		5		None	None
		6		None	None
	Tuesday	1	Sausage Biscuit	None	None
		2	Honey Grahams	None	None
		3	Orange Juice	None	None
		4	1% White, Chocolate Skim Milk	None	None
		5		None	None
		6		None	None
	Wednesday	1	Apple Jacks Cereal	None	None
		2	Scoobie Grahams	None	None
		3	Applesauce Cups	None	None
		4	1% White Milk	None	None
		5		None	None
		6		None	None
	Thursday	1	Strawberry Nutri Grain Bar		
		2	Raspberry Trix Yogurt		
		3	Peach Cups		
		4	1% White, Chocolate Skim Milk		
		5			
		6			
	Friday	1	WG Blueberry Muffin		
		2	Cheese Stick		
		3	Cherry Juice		
		4	1% White, Chocolate Skim Milk		
		5			
		6			
Week5	Monday	1	WG Pop Tart		
		2	Strawberry-Banana Yogurt		
		3	Apple Slices		

ATTACHMENT 9.12**21 Day Cycle Menu**

NEW BIC Master 2017

	4	1% White, Chocolate Skim Milk
	5	
	6	
Tuesday	1	Coco Puffs Cereal
	2	Honey Bear Grahams
	3	Orange Juice
	4	1% White Milk
	5	
	6	
Wednesday	1	Chicken Biscuit
	2	Chocolate Elf Grahams
	3	Applesauce Cups
	4	1% White, Chocolate Skim Milk
	5	
	6	
Thursday	1	Cinnamon Chex Cereal
	2	Scooble Grahams
	3	Fruit Cups
	4	1% White Milk
	5	
	6	
Friday	1	Blueberry Bash Waffle
	2	Mozarella Cheese Stick
	3	Blue Raspberry Juice
	4	1% White, Chocolate Skim Milk
	5	
	6	

ATTACHMENT 9.12

21 Day Cycle Menu

Breakfast 9-12 Master 17-18

Week	Day	Menu Line	Menu Item	Icon 1 Selection	Icon 2 Selection
Week 1	Monday	1	French Toast Sticks w/Syrup	None	None
		2	Country Chicken Biscuit	None	None
		3	Scooby Grahams, Trix Yogurt	None	None
		4	Coco Puffs, Cinn Toast Crunch	None	None
		5	Orange, Diced Pears, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Tuesday	1	Sausage Breakfast Pizza	None	None
		2	Blueberry Muffin	None	None
		3	Cinn Toast, Cheese Stick	None	None
		4	Lucky Charms, Cinnamon Chex	None	None
		5	Fresh Apple, Mixed Fruit, Orange Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Wednesday	1	Waffles w/Syrup	None	None
		2	Scrambled Eggs w/Hash Brown	None	None
		3	Toast, Cheese Stick	None	None
		4	Froot Loops, Cinnamon Toast Crunch	None	None
		5	Fresh Orange, Applesauce, Cherry Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Thursday	1	WG Doughnut	None	None
		2	Breakfast Taco	None	None
		3	Hard Boiled Egg, Cinn Toast, Trix Yogurt	None	None
		4	Apple Jacks, Coco Puffs	None	None
		5	Fresh Banana, Pineapple, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Friday	1	Biscuit w/Country Gravy, Sausage	None	None
		2	Chocolate Chip Muffin	None	None
		3	Cinn Toast, Elf Grahams	None	None
		4	Honey Nut Cheerios, Lucky Charms	None	None
		5	Grapes, Diced Peaches, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
Week 2	Monday	1	Waffles w/Syrup	None	None
		2	Sausage Breakfast Pizza	None	None
		3	Cinn Toast, Trix Yogurt	None	None
		4	Coco Puffs, Cinn Toast Crunch	None	None
		5	Fresh Orange, Diced Pears, Grape Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Tuesday	1	Apple Frudel	None	None
		2	Turkey Pancake Wrap	None	None
		3	Cinn Toast, Cheese Stick	None	None
		4	Lucky Charms, Cinnamon Chex	None	None
		5	Fresh Apple, Mixed Fruit, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Wednesday	1	Mini Maple French Toast	None	None
		2	Egg-Cheese Biscuit	None	None
		3	Cheese Stick, Trix Yogert	None	None
		4	Froot Loops, Cinnamon Toast Crunch	None	None
		5	Pineapple, Applesauce, Orange Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Thursday	1	French Toast Sticks w/Syrup	None	None
		2	CiniMinis	None	None
		3	Cinn Toast, Honey Grahams	None	None
		4	Apple Jacks, Coco Puffs	None	None
		5	Fresh Banana, Mand Oranges, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Friday	1	Pancakes w/Syrup	None	None
		2	Biscuit w/Country Gravy, Sausage	None	None
		3	Trix Yogurt, Cinn Toast, Scoobie Graham	None	None
		4	Honey Nut Cheerios, Lucky Charms	None	None
		5	Grapes, Diced Peaches, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None

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21 Day Cyle Menu

Breakfast 9-12 Master 17-18

Week 3	Monday	1	Sausage Breakfast Pizza	None	None
		2	Chocolate Chip Muffin	None	None
		3	Cinnamon Toast, Scooble Graham	None	None
		4	Coco Puffs, Cinn Toast Crunch	None	None
		5	Fresh Orange, Diced Pears, Raspberry Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Tuesday	1	WG Donut	None	None
		2	Turkey Pancake Wrap	None	None
		3	Cinnamon Toast, Cheese Stick	None	None
		4	Lucky Charms, Cinnamon Chex	None	None
		5	Fresh Apple, Mixed Fruit, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Wednesday	1	Mini Berry Waffle	None	None
		2	Country Chicken Biscuit	None	None
		3	Honey Bear Grahams, Cinnamon Toast	None	None
		4	Froot Loops, Cinnamon Toast Crunch	None	None
		5	Orange, Applesauce, Cherry Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Thursday	1	Scrambled Egg, Sausage, Hash Brown	None	None
		2	Cini Minis	None	None
		3	Cinn Toast, Trix Yogurt	None	None
		4	Apple Jacks, Coco Puffs	None	None
		5	Fresh Banana, Pineapple, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Friday	1	Chocolate Chip Muffin	None	None
		2	Waffles w/Syrup	None	None
		3	Elf Grahams, Cheese Stick	None	None
		4	Honey Nut Cheerios, Lucky Charms	None	None
		5	Fresh Orange, Diced Peaches, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
Week 4	Monday	1	French Toast Sticks w/Syrup	None	None
		2	Bacon-Egg Biscuit	None	None
		3	Cinn Toast, Cheese Stick, Trix Yogurt	None	None
		4	Coco Puffs, Cinn Toast Crunch	None	None
		5	Fresh Orange, Diced Pears, Raspberry Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Tuesday	1	Breakfast Quesadilla	None	None
		2	WG Donut	None	None
		3	Cinn Toast, Cheese Stick	None	None
		4	Lucky Charms, Cinnamon Chex	None	None
		5	Fresh Apple, Mixed Fruit, Apple Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Wednesday	1	Cherry Frudel	None	None
		2	Biscuit w/Country Gravy, Sausage	None	None
		3	Honey Bear Graham, Cheese Stick, Yogurt	None	None
		4	Froot Loops, Cinnamon Toast Crunch	None	None
		5	Fresh Orange, Applesauce, Orange Juice	None	None
		6	Milk: 1% White, Chocolate Skim	None	None
	Thursday	1	Mini Maple French Toast		
		2	Breakfast Pizza		
		3	Cinn Toast, Hard Boiled Egg		
		4	Apple Jacks, Coco Puffs		
		5	Fresh Banana, Mand Oranges, Apple Juice		
		6	Milk: 1% White, Chocolate Skim		
	Friday	1	Pancakes w/Syrup		
		2	Scrabled Eggs w/Cheese, Toast		
		3	Cinn Toast, Hard Boiled Egg, Scooble Graham		
		4	Honey Nut Cheerios, Lucky Charms		
		5	Grapes, Diced Peaches, Apple Juice		
		6	Milk: 1% White, Chocolate Skim		
Week5	Monday	1	Chicken Biscuit		
		2	Blueberry Muffin		
		3	Trix Yogurt, Scooble Graham		

ATTACHMENT 9.12**21 Day Cycle Menu**

Breakfast 9-12 Master 17-18

Tuesday	4	Coco Puffs, Cinn Toast Crunch
	5	Orange, Diced Pears, Raspberry Juice
	6	Milk: 1% White, Chocolate Skim
	1	Apple Frudel
	2	Turkey Pancake Wrap w/Syrup
	3	Cinnamon Toast, String Cheese
	4	Lucky Charms, Cinnamon Chex
	5	Fresh Apple, Mixed Fruit, Apple Juice
	6	Milk: 1% White, Chocolate Skim
Wednesday	1	French Toast Sticks w/Syrup
	2	CiniMinis
	3	Scooby Grahams, Trix Yogurt
	4	Froot Loops, Cinnamon Toast Crunch
	5	Fresh Orange, Applesauce, OJ
	6	Milk: 1% White, Chocolate Skim
Thursday	1	Sausage-Egg Breakfast Burrito
	2	Chocolate Chip Muffin
	3	Cin Toast, Hard Boiled Egg
	4	Apple Jacks, Coco Puffs
	5	Banana, Pineapple, Apple Juice
	6	Milk: 1% White, Chocolate Skim
Friday	1	Mini Berry Waffle w/Syrup
	2	Sausage Breakfast Pizza
	3	Cinn Toast, Honey Graham
	4	Honey Nut Cheerios, Lucky Charms
	5	Fresh Orange, Diced Peaches, Apple Juice
	6	Milk: 1% White, Chocolate Skim
Available DAILY		Fresh Fruit/Yogurt Parfaits

ATTACHMENT 9.12

21 Day Cycle Menu

ES Lunch Master 18

Week	Day	Menu Line	Menu Item	Icon 1 Selection	Icon 2 Selection
Week 1	Monday	1	Roasted BBQ Chicken w/Roll	None	None
		2	Salisbury Steak w/Gravy, Roll	None	None
		3	Turkey Chef w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Mashed Potatoes, Broccoli	None	None
		6	Fresh Apple, Mixed Fruit, Apple Juice	None	None
	Tuesday	1	Spaghetti w/Italian Meat Sauce	None	None
		2	Grilled Cheese Sandwich	None	None
		3	Chicken Caesar w/Breadstick	None	None
		4	Turkey Sand, PBJ	None	None
		5	Green Beans, Fresh Bell Peppers	None	None
		6	Orange, Diced Peaches, Apple Juice	None	None
	Wednesday	1	Meatball Sub	None	None
		2	Chicken Nuggets w/Breadstick	None	None
		3	Ham Chef w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Steamed Carrots, Fresh Broccoli	None	None
		6	Apple, Diced Pears, Cherry Juice	None	None
	Thursday	1	Mni Corn Dogs	None	None
		2	Chicken Soft Tacos, Mex Rice	None	None
		3	Popcorn Chix Salad w/Roll, Cuke-Tom Salad	None	None
		4	Egg Salad Sandwich, PBJ	None	None
		5	Baked Beans, Celery Sticks	None	None
		6	Orange, Diced Peaches, Cherry Juice	None	None
	Friday	1	Cheese or Pepperoni Pizza	None	None
		2	Cheeseburger on a Bun	None	None
		3	Ham-Pizza Salad w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Steamed Peas, Baby Carrots	None	None
		6	Banana, Mandarin Oranges, Apple Juice	None	None
Week 2	Monday	1	Meatloaf w/Roll	None	None
		2	Chicken Patty on a Bun	None	None
		3	Turkey Chef w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Mashed Potatoes, Tomato Wedges	None	None
		6	Fresh Apple, Mixed Fruit, Apple Juice	None	None
	Tuesday	1	Asian Popcorn Chicken w/Rice	None	None
		2	Cheeseburger on a Bun	None	None
		3	Chick Caesar w/Brdstick	None	None
		4	Tuna Sub, PBJ	None	None
		5	Green Beans, Cucumbers	None	None
		6	Orange, Diced Peaches, Apple Juice	None	None
	Wednesday	1	Cheesy Baked Penne	None	None
		2	Chicken Nuggets w/Breadstick	None	None
		3	Ham Chef w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Steamed Broccoli, Celery Sticks	None	None
		6	Apple, Diced Pears, Cherry Juice	None	None
	Thursday	1	Beef Nachos	None	None
		2	Hot Dog on a Bun	None	None
		3	Popcorn Chix Salad w/Roll	None	None
		4	Ham-Cheese Sandwich, PBJ	None	None
		5	Campfire Beans, Baby Carrots	None	None
		6	Fresh Banana, Applesauce, OJ	None	None
	Friday	1	Cheese or Pepperoni Pizza	None	None
		2	Fish Patty w/Cheese on a Bun	None	None
		3	Ham-Pizza Salad w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Steamed Carrots, Fresh Broccoli	None	None
		6	Grapes, Mandarin Oranges, Apple Juice	None	None

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21 Day Cycle Menu

ES Lunch Master 18

Week 3	Monday	1	Cheesy Breadsticks w/Marinara	None	None
		2	Cheeseburger on a Bun	None	None
		3	Turkey Chef w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Sweet Corn, Bell Peppers	None	None
		6	Fresh Apple, Mixed Fruit, Raspberry Juice	None	None
	Tuesday	1	Spaghetti w/Meat Sauce	None	None
		2	BBQ Pork Riblette Sandwich	None	None
		3	Chicken Caesar w/Breadstick	None	None
		4	Turkey Sub, PBJ	None	None
		5	Baked Beans, Broccoli, Tomato Wedges	None	None
		6	Orange, Diced Peaches, Apple Juice	None	None
	Wednesday	1	Asian Popcorn Chicken w/Rice	None	None
		2	Chicken Patty on a Bun	None	None
		3	Ham Chef w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Potato Wedges, Baby Carrots	None	None
		6	Apple, Diced Pears, Cherry Juice	None	None
	Thursday	1	Chicken and Waffles w/Syrup	None	None
		2	Grilled Cheese Sandwich	None	None
		3	Popcorn Chix Salad w/Roll	None	None
		4	Egg Salad Sub, PBJ	None	None
		5	Steamed Mixed Veggies, Celery	None	None
		6	Orange, Applesauce, Cherry Juice	None	None
	Friday	1	Cheese or Pepperoni Pizza	None	None
		2	Meatball Sub	None	None
		3	Ham-Pizza Salad w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Green Beans, Baby Carrots	None	None
		6	Banana, Mandarin Oranges, Apple Juice	None	None
Week 4	Monday	1	Cheese Quesadilla, Mex Rice	None	None
		2	Hot Dog on a Bun	None	None
		3	Turkey-Chef w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Tater Tots, Cucumbers	None	None
		6	Fresh Apple, Mixed Fruit, Raspberry Juice	None	None
	Tuesday	1	Grilled Ham and Cheese	None	None
		2	Cheeseburger on a Bun	None	None
		3	Chick Caesar w/Brdstick, Cuke-Tom Salad	None	None
		4	Ham Sub, PBJ	None	None
		5	Baked Beans, Fresh Broccoli	None	None
		6	Orange, Diced Peaches, Apple Juice	None	None
	Wednesday	1	Meatloaf w/Roll	None	None
		2	Chicken Nuggets w/Breadstick	None	None
		3	Ham Chef w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Mashed Potatoes, Celery Sticks	None	None
		6	Apple, Diced Pears, Cherry Juice	None	None
	Thursday	1	BBQ Chicken w/Dinner Roll		
		2	Cheesy Breadsticks w/Marinara		
		3	Popcorn Chix Salad w/Roll		
		4	Tuna Sandwich, PBJ		
		5	Green Peas, Carrots, Cole Slaw		
		6	Fresh Banana, Applesauce, OJ		
	Friday	1	Cheese or Pepperoni Pizza		
		2	Cheeseburger on a Bun		
		3	Ham-Pizza Salad w/Roll, Garden Salad		
		4	Grape Jamwich w/Chz Stick		
		5	Steamed Broccoli, Cucumber Slices		
		6	Grapes, Mandarin Oranges, Apple Juice		
Week5	Monday	1	French Toast Stick, Sausage Patty		

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21 Day Cycle Menu
ES Lunch Master 18

	2	Chicken Patty on a Bun
	3	Turkey Chef w/Roll, Garden Salad
	4	Grape Jamwich w/Chz Stick
	5	Steamed Carrots, Fresh Broccoli
	6	Fresh Apple, Mixed Fruit, Raspberry Juice
<hr/>		
Tuesday	1	Fish Sticks w/Mac&Cheese
	2	Cheeseburger on a Bun
	3	Chick Caesar w/Brdstick
	4	Egg Salad Sandwich, PBJ
	5	Green Beans, Bell Peppers
	6	Orange, Diced Peaches, Apple Juice
<hr/>		
Wednesday	1	Chicken Soft Tacos, Mex Rice
	2	Grilled Cheese Sandwich
	3	Ham Chef w/Roll, Garden Salad
	4	Grape Jamwich w/Chz Stick
	5	Pinto Beans, Tomato Wedges
	6	Apple, Diced Pears, Cherry Juice
<hr/>		
Thursday	1	Mini Corn Dog
	2	Chicken Nuggets w/Breadstick
	3	Popcorn Chix Salad w/Roll
	4	Ham-Cheese Sandwich, PBJ
	5	Potato Wedges, Celery Sticks
	6	Banana, Applesauce, Orange Juice
<hr/>		
Friday	1	Cheese or Pepperoni Pizza
	2	Hot Dog on a Bun
	3	Ham-Pizza Salad w/Roll, Garden Salad
	4	Grape Jamwich w/Chz Stick
	5	Sweet Corn, Baby Carrots
	6	Grapes, Mandarin Oranges, Apple Juice

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21 Day Cycle Menu

MS Lunch Master 18

Week	Day	Menu Line	Menu Item	Icon 1 Selection	Icon 2 Selection
Week 1	Monday	1	Chicken Drumstick w/Roll	None	None
		2	Bacon Cheeseburger on a Bun	None	None
		3	Turkey Chef w/Roll, Cole Slaw	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Tater Tots, Broccoli	None	None
		6	Fresh Apple, Mixed Fruit, Apple Juice	None	None
	Tuesday	1	Spaghetti w/Italian Meat Sauce	None	None
		2	Chicken Nachos	None	None
		3	Chicken Caesar w/Breadstick, Garden Salad	None	None
		4	Turkey Sand, PBJ	None	None
		5	Green Beans, Fresh Bell Peppers	None	None
		6	Orange, Diced Peaches, Apple Juice	None	None
	Wednesday	1	Meatball Sub	None	None
		2	Chicken Nuggets w/Breadstick	None	None
		3	Ham Chef w/Roll, Cuke-Tom Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Steamed Carrots, Fresh Broccoli	None	None
		6	Apple, Diced Pears, Raspberry Juice	None	None
	Thursday	1	Mini Corn Dogs	None	None
		2	Spicy Chicken Sandwich	None	None
		3	Popcorn Chix Salad w/Roll, Garden Salad	None	None
		4	Egg Salad Sandwich, PBJ	None	None
		5	Baked Beans, Celery Sticks	None	None
		6	Orange, Applesauce, Cherry Juice	None	None
	Friday	1	Beef Soft Tacos, Mex Rice	None	None
		2	Grilled Cheese Sandwich	None	None
		3	Ham-Pizza Salad w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Steamed Peas, Baby Carrots	None	None
		6	Banana, Mandarin Oranges, Apple Juice	None	None
Week 2	Monday	1	Meatloaf w/Roll	None	None
		2	Cheesy Breadsticks w/Marinara	None	None
		3	Turkey Chef w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Mashed Potatoes, Tomato Wedges	None	None
		6	Fresh Apple, Mixed Fruit, Apple Juice	None	None
	Tuesday	1	Popcorn Chick Bowl w/Brdstick	None	None
		2	Beef Quesadilla	None	None
		3	Chick Caesar w/Brdstick, Garden Salad	None	None
		4	Tuna Sub, PBJ	None	None
		5	Green Beans, Cucumbers	None	None
		6	Orange, Diced Peaches, Apple Juice	None	None
	Wednesday	1	Cheesy Baked Penne	None	None
		2	Chicken Nuggets w/Breadstick	None	None
		3	Ham Chef w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Steamed Broccoli, Celery Sticks	None	None
		6	Apple, Diced Pears, Cherry Juice	None	None
	Thursday	1	Beef Nachos	None	None
		2	Hot Dog on a Bun	None	None
		3	Popcorn Chix Salad w/Roll, Garden Salad	None	None
		4	Ham-Cheese Sandwich, PBJ	None	None
		5	Campfire Beans, Baby Carrots	None	None
		6	Fresh Banana, Applesauce, OJ	None	None
	Friday	1	Salisbury Steak w/Gravy, Roll	None	None
		2	Fish Patty w/Cheese on a Bun	None	None
		3	Ham-Pizza Salad w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Mashed Potatoes, Fresh Broccoli	None	None
		6	Grapes, Mandarin Oranges, Apple Juice	None	None

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21 Day Cycle Menu

MS Lunch Master 18

Week 3	Monday	1	Chicken Tacos, Mexican Rice	None	None
		2	Spicy Chicken Sandwich	None	None
		3	Turkey Chef w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Sweet Corn, Bell Peppers	None	None
		6	Fresh Apple, Mixed Fruit, Raspberry Juice	None	None
	Tuesday	1	Cheesy Breadsticks w/Marinara	None	None
		2	Corn Dog	None	None
		3	Chicken Caesar w/Breadstick	None	None
		4	Turkey Sub, PBJ	None	None
		5	Baked Beans, Broccoli, Tomato Wedges	None	None
		6	Orange, Diced Peaches, Apple Juice	None	None
	Wednesday	1	Asian Popcorn Chicken w/Rice	None	None
		2	Beef Nachos	None	None
		3	Ham Chef w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Potato Wedges, Baby Carrots	None	None
		6	Apple, Diced Pears, Cherry Juice	None	None
	Thursday	1	Breakfast for Lunch!	None	None
		2	Waffles w/Syrup, Sausage Patties	None	None
		3	Popcorn Chix Salad w/Roll	None	None
		4	Egg Salad Sub, PBJ	None	None
		5	Steamed Peas, Celery, Garden Salad	None	None
		6	Fresh Banana, Applesauce, OJ	None	None
	Friday	1	Grilled Cheese Sandwich	None	None
		2	Meatball Sub	None	None
		3	Ham-Pizza Salad w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Green Beans, Baby Carrots	None	None
		6	Grapes, Mandarin Oranges, Apple Juice	None	None
Week 4	Monday	1	Cheese Quesadilla, Mex Rice	None	None
		2	BBQ Chicken Flatbread	None	None
		3	Turkey-Chef w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Tater Tots, Tomato Wedges	None	None
		6	Fresh Apple, Mixed Fruit, Raspberry Juice	None	None
	Tuesday	1	Popcorn Chicken w/Breadstick	None	None
		2	Bacon Cheeseburger on a Bun	None	None
		3	Chick Caesar w/Brdstick, Cuke-Tom Salad	None	None
		4	Ham Sub, PBJ	None	None
		5	Steamed Carrots, Fresh Broccoli	None	None
		6	Orange, Diced Peaches, Apple Juice	None	None
	Wednesday	1	Meatloaf w/Roll	None	None
		2	Chick Parm Flatbread	None	None
		3	Ham Chef w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Mashed Potatoes, Celery Sticks	None	None
		6	Apple, Diced Pears, Cherry Juice	None	None
	Thursday	1	BBQ Chicken w/Dinner Roll	None	None
		2	Cheesy Breadsticks w/Marinara	None	None
		3	Popcorn Chix Salad w/Roll	None	None
		4	Tuna Sandwich, PBJ	None	None
		5	Baked Beans, Carrots, Cole Slaw	None	None
		6	Fresh Banana, Applesauce, OJ	None	None
	Friday	1	Spaghetti w/Meatsauce	None	None
		2	Spicy Chicken Sandwich	None	None
		3	Ham-Pizza Salad w/Roll, Garden Salad	None	None
		4	Grape Jamwich w/Chz Stick	None	None
		5	Green Beans, Cucumber Slices	None	None
		6	Grapes, Mandarin Oranges, Apple Juice	None	None
Week5	Monday	1	Breakfast for Lunch!	None	None

ATTACHEMENT 9.12
21 Day Cycle Menu
MS Lunch Master 18

	2	Pancakes w/Syrup, Sausage Patty	None	None
	3	Turkey Chef w/Roll, Garden Salad	None	None
	4	Grape Jamwich w/Chz Stick	None	None
	5	Steamed Carrots, Fresh Broccoli	None	None
	6	Fresh Apple, Mixed Fruit, Raspberry Juice	None	None
Tuesday	1	Salisbury Steak w/Gravy, Roll	None	None
	2	BBQ Pork Riblette Sandwich	None	None
	3	Chick Caesar w/Brdstick, Garden Salad	None	None
	4	Egg Salad Sandwich, PBJ	None	None
	5	Mashed Potatoes, Bell Peppers	None	None
	6	Orange, Diced Peaches, Apple Juice	None	None
Wednesday	1	Chicken Soft Tacos, Mex Rice	None	None
	2	Grilled Cheese Sandwich	None	None
	3	Ham Chef w/Roll, Garden Salad	None	None
	4	Grape Jamwich w/Chz Stick	None	None
	5	Pinto Beans, Tomato Wedges	None	None
	6	Apple, Diced Pears, Cherry Juice	None	None
Thursday	1	Mini Corn Dog	None	None
	2	Popcorn Chicken w/Breadstick	None	None
	3	Popcorn Chix Salad w/Roll	None	None
	4	Ham-Cheese Sandwich, PBJ	None	None
	5	Tater Tots, Celery Sticks, Garden Salad	None	None
	6	Banana, Applesauce, Orange Juice	None	None
Friday	1	Beef Quesadilla	None	None
	2	Hot Dog on a Bun	None	None
	3	Ham-Pizza Salad w/Roll, Garden Salad	None	None
	4	Grape Jamwich w/Chz Stick	None	None
	5	Sweet Corn, Baby Carrots	None	None
	6	Grapes, Mandarin Oranges, Apple Juice	None	None

ATTACHMENT 9.12
21 Day Cycle Menu
ORHS Lunch Master 18

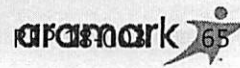
Week	Day	Menu Line	Menu Item	Icon 1 Selection	Icon 2 Selection
Week 1	Monday	1	BBQ Chicken Flatbread	None	None
		2	Bacon Cheeseburger on a Bun	None	None
		3	Turkey Chef w/Roll, Cole Slaw	None	None
		4	Sausage Pizza, Pep Calzone	None	None
		5	Baked Potato, Broccoli	None	None
		6	Fresh Apple, Mixed Fruit, Apple Juice	None	None
	Tuesday	1	Spaghetti w/Italian Meat Sauce	None	None
		2	Chicken Cordon Blue Sandwich	None	None
		3	Chicken Caesar w/Breadstick, Garden Salad	None	None
		4	Meat Lovers Pizza, Sausage Calzone	None	None
		5	Green Beans, Fresh Bell Peppers	None	None
		6	Orange, Diced Peaches, Apple Juice	None	None
	Wednesday	1	Meatball Sub	None	None
		2	Macaroni & Cheese	None	None
		3	Ham Chef w/Roll, Cuke-Tom Salad	None	None
		4	Veggie Pizza, Pep Calzone	None	None
		5	Steamed Carrots, Fresh Broccoli	None	None
		6	Apple, Diced Pears, Raspberry Juice	None	None
	Thursday	1	Chili Dog	None	None
		2	Chicken Patty Club Sandwich	None	None
		3	Popcorn Chix Salad w/Roll, Garden Salad	None	None
		4	Spicy Pep Pizza, Broc-Chz Calzone	None	None
		5	Pot. Wedges, Baked Beans, Celery Sticks	None	None
		6	Fresh Banana, Applesauce, OJ	None	None
	Friday	1	Beef Soft Tacos, Mex Rice	None	None
		2	Grilled Cheese Sandwich	None	None
		3	Ham-Pizza Salad w/Roll, Garden Salad	None	None
		4	Sausage Pizza, Pep Calzone	None	None
		5	Pot. Wedges, Steamed Peas, Baby Carrots	None	None
		6	Grapes, Mandarin Oranges, Apple Juice	None	None
Week 2	Monday	1	Meatloaf w/Roll	None	None
		2	Cheesy Breadsticks w/Marinara	None	None
		3	Turkey Chef w/Roll, Garden Salad	None	None
		4	Sausage Pizza, Pep Calzone	None	None
		5	Mashed Potatoes, Tomato Wedges	None	None
		6	Fresh Apple, Mixed Fruit, Apple Juice	None	None
	Tuesday	1	Asian Popcorn Chicken w/Rice	None	None
		2	Bacon Cheeseburger on a Bun	None	None
		3	Chick Caesar w/Brdstick, Garden Salad	None	None
		4	Meat Lovers Pizza, Pep Calzone	None	None
		5	Pot. Wedges, Green Beans, Cucumbers	None	None
		6	Orange, Diced Peaches, Apple Juice	None	None
	Wednesday	1	Cheesy Baked Penne	None	None
		2	Buffalo Chicken Patty	None	None
		3	Ham Chef w/Roll, Garden Salad	None	None
		4	Veggie Pizza, Meat Lovers Calzone	None	None
		5	Steamed Broccoli, Celery Sticks	None	None
		6	Apple, Diced Pears, Rasp Juice	None	None
	Thursday	1	Chicken Enchilada, Mex Rice	None	None
		2	Hot Dog on a Bun	None	None
		3	Popcorn Chix Salad w/Roll, Garden Salad	None	None
		4	Spicy Pep Pizza, Broc-Chz Calzone	None	None
		5	Pot. Wedges, Campfire Beans, Carrots	None	None
		6	Fresh Banana, Applesauce, OJ	None	None
	Friday	1	BBQ Pork Riblette Sandwich	None	None
		2	Salisbury Steak w/Gravy, Roll	None	None
		3	Ham-Pizza Salad w/Roll, Garden Salad	None	None
		4	Sausage Pizza, Pep Calzone	None	None
		5	Mashed Potatoes, Steamed Carrots, Broccoli	None	None
		6	Grapes, Mandarin Oranges, Apple Juice	None	None

ATTACHMENT 9.12
21 Day Cycle Menu
ORHS Lunch Master 18

Week 3	Monday	1	Fish Sticks w/Roll	None	None
		2	Beef Tacos w/Mexican Rice	None	None
		3	Turkey Chef w/Roll, Garden Salad	None	None
		4	Sausage Pizza, Spicy Pep Calzone	None	None
		5	Pot. Wedges, Sweet Corn, Bell Peppers	None	None
		6	Fresh Apple, Mixed Fruit, Raspberry Juice	None	None
	Tuesday	1	Spaghetti and Meatballs	None	None
		2	Corn Dog	None	None
		3	Chicken Caesar w/Breadstick	None	None
		4	Meat Lovers Pizza, Pep Calzone	None	None
		5	Baked Beans, Broccoli, Potato Wedges	None	None
		6	Orange, Diced Peaches, Apple Juice	None	None
	Wednesday	1	Asian Popcorn Chicken w/Rice	None	None
		2	Chicken Patty Club Sandwich	None	None
		3	Ham Chef w/Roll, Garden Salad	None	None
		4	Veggie Pizza, Meat Lovers Calzone	None	None
		5	Steamed Broccoli, Baby Carrots	None	None
		6	Apple, Diced Pears, Raspberry Juice	None	None
	Thursday	1	Breakfast for Lunch!	None	None
		2	Chicken and Waffles w/Syrup	None	None
		3	Popcorn Chix Salad w/Roll, Garden Salad	None	None
		4	Spicy Pep Pizza, Broc-Chz Calzone	None	None
		5	Steamed Peas, Celery, Potato Wedges	None	None
		6	Fresh Banana, Applesauce, OJ	None	None
	Friday	1	Bef Soft Tacos, Mex Rice	None	None
		2	Meatball Sub	None	None
		3	Ham-Pizza Salad w/Roll, Garden Salad	None	None
		4	Sausage Pizza, Pep Calzone	None	None
		5	Pot. Wedges, Green Beans, Carrots	None	None
		6	Grapes, Mandarin Oranges, Apple Juice	None	None
Week 4	Monday	1	Cheese Quesadilla, Mex Rice	None	None
		2	Chicken Florentine Flatbread	None	None
		3	Turkey-Chef w/Roll, Garden Salad	None	None
		4	Sausage Pizza, Spicy Pep Calzone	None	None
		5	Kickin Pinto Beans, Tomato Wedges	None	None
		6	Fresh Apple, Mixed Fruit, Raspberry Juice	None	None
	Tuesday	1	Country Chicken Bowl w/Roll	None	None
		2		None	None
		3	Chick Caesar w/Brdstick, Cuke-Tom Salad	None	None
		4	Meat Lovers Pizza, Pep Calzone	None	None
		5	Pot. Wedge, Steamed Carrots, Broccoli	None	None
		6	Orange, Diced Peaches, Apple Juice	None	None
	Wednesday	1	Meatloaf w/Roll	None	None
		2	Chick Parm Flatbread	None	None
		3	Ham Chef w/Roll, Garden Salad	None	None
		4	Veggie Pizza, Meat Lovers Calzone	None	None
		5	Mashed Potatoes, Celery Sticks	None	None
		6	Apple, Diced Pears, Raspberry Juice	None	None
	Thursday	1	BBQ Chicken w/Dinner Roll	None	None
		2	Cheesy Breadsticks w/Marinara	None	None
		3	Popcorn Chix Salad w/Roll	None	None
		4	Spicy Pep Pizza, Broc-Chz Calzone	None	None
		5	Pot. Wedges, Mixed Veggies, Cole Slaw	None	None
		6	Fresh Banana, Applesauce, OJ	None	None
	Friday	1	Spaghetti w/Meat Sauce	None	None
		2	Bacon Cheeseburger on a Bun	None	None
		3	Ham-Pizza Salad w/Roll, Garden Salad	None	None
		4	Sausage Pizza, Pepp Calzone	None	None
		5	Pot. Wedges, Steamed Broccoli, Cucumber	None	None
		6	Grapes, Mandarin Oranges, Apple Juice	None	None
Week5	Monday	1	Breakfast for Lunch!	None	None

ATTACHMENT 9.12
21 Day Cycle Menu
ORHS Lunch Master 18

	2	French Toast Sticks, Sausage Patty	None	None
	3	Turkey Chef w/Roll, Garden Salad	None	None
	4	Sausage Pizza, Pep Calzone	None	None
	5	Steamed Carrots, Broccoli	None	None
	6	Fresh Apple, Mixed Fruit, Raspberry Juice	None	None
Tuesday	1	Salisbury Steak w/Gravy, Roll	None	None
	2	BBQ Pork Riblette Sandwich	None	None
	3	Chick Caesar w/Brdstick, Garden Salad	None	None
	4	Meat Lovers Pizza, Pep Calzone	None	None
	5	Mashed Potatoes, Green Beans, Bell Peppers	None	None
	6	Orange, Diced Peaches, Apple Juice	None	None
Wednesday	1	Chicken Soft Tacos, Mex Rice	None	None
	2	Grilled Cheese Sandwich	None	None
	3	Ham Chef w/Roll, Garden Salad	None	None
	4	Veggie Pizza, Meat Lovers Calzone	None	None
	5	Pinto Beans, Tomato Wedges	None	None
	6	Apple, Diced Pears, Raspberry Juice	None	None
Thursday	1	Mini Corn Dog	None	None
	2	Buffalo Chicken Patty	None	None
	3	Popcorn Chix Salad w/Roll	None	None
	4	Spicy Pep Pizza, Broc-Chz Calzone	None	None
	5	Pot. Wedges, Celery Sticks, Garden Salad	None	None
	6	Banana, Applesauce, Orange Juice	None	None
Friday	1	Beef Tacos w/Mexican Rice	None	None
	2	Hot Dog on a Bun	None	None
	3	Ham-Pizza Salad w/Roll, Garden Salad	None	None
	4	Sausage Pizza, Pep Calzone	None	None
	5	Pot. Wedges, Sweet Corn, Baby Carrots	None	None
	6	Grapes, Mandarin Oranges, Apple Juice	None	None



<p>29</p> <p>side items</p>	<p>30</p> <p>side items</p>	<p>31</p> <p>side items</p>	<p>1</p> <p>French Toast Sticks w/Syrup CiniMinis Cinn Toast, Honey Grahams Apple Jacks, Coco Puffs</p> <p>side items Fresh Banana, Mand Oranges, Apple Juice Milk: 1% White, Chocolate Skim</p>	<p>2</p> <p>Pancakes w/Syrup Biscuit w/Country Gravy, Sausage Trix Yogurt, Cinn Toast, Scoobie Graham Honey Nut Cheerios, Lucky Charms</p> <p>side items Grapes, Diced Peaches, Apple Juice Milk: 1% White, Chocolate Skim</p>
<p>5</p> <p>Sausage Breakfast Pizza Chocolate Chip Muffin Cinnamon Toast, Scoobie Graham Coco Puffs, Cinn Toast Crunch</p> <p>side items Fresh Orange, Diced Pears, Raspberry Juice Milk: 1% White, Chocolate Skim</p>	<p>6</p> <p>WG Donut Turkey Pancake Wrap Cinnamon Toast, Cheese Stick Lucky Charms, Cinnamon Chex</p> <p>side items Fresh Apple, Mixed Fruit, Apple Juice Milk: 1% White, Chocolate Skim</p>	<p>7</p> <p>Mini Berry Waffle Country Chicken Biscuit Honey Bear Grahams, Cinnamon Toast Froot Loops, Cinnamon Toast Crunch</p> <p>side items Orange, Applesauce, Cherry Juice Milk: 1% White, Chocolate Skim</p>	<p>8</p> <p>Scrambled Egg, Sausage, Hash Brown Cini Minis Cinn Toast, Trix Yogurt Apple Jacks, Coco Puffs</p> <p>side items Fresh Banana, Pineapple, Apple Juice Milk: 1% White, Chocolate Skim</p>	<p>9</p> <p>Chocolate Chip Muffin Waffles w/Syrup Elf Grahams, Cheese Stick Honey Nut Cheerios, Lucky Charms</p> <p>side items Fresh Orange, Diced Peaches, Apple Juice Milk: 1% White, Chocolate Skim</p>
<p>12</p> <p>French Toast Sticks w/Syrup Bacon-Egg Biscuit Cinn Toast, Cheese Stick, Trix Yogurt Coco Puffs, Cinn Toast Crunch</p> <p>side items Fresh Orange, Diced Pears, Raspberry Juice Milk: 1% White, Chocolate Skim</p>	<p>13</p> <p>Breakfast Quesadilla WG Donut Cinn Toast, Cheese Stick Lucky Charms, Cinnamon Chex</p> <p>side items Fresh Apple, Mixed Fruit, Apple Juice Milk: 1% White, Chocolate Skim</p>	<p>14</p> <p>Cherry Frudel Biscuit w/Country Gravy, Sausage Honey Bear Graham, Cheese Stick, Yogurt Froot Loops, Cinnamon Toast Crunch</p> <p>side items Fresh Orange, Applesauce, Orange Juice Milk: 1% White, Chocolate Skim</p>	<p>15</p> <p>Mini Maple French Toast Breakfast Pizza Cinn Toast, Hard Boiled Egg Apple Jacks, Coco Puffs</p> <p>side items Fresh Banana, Mand Oranges, Apple Juice Milk: 1% White, Chocolate Skim</p>	<p>16</p> <p>Pancakes w/Syrup Scrabled Eggs w/Cheese, Toast Cinn Toast, Hard Boiled Egg, Scoobie Graham Honey Nut Cheerios, Lucky Charms</p> <p>side items Grapes, Diced Peaches, Apple Juice Milk: 1% White, Chocolate Skim</p>
<p>19</p> <p>Chicken Biscuit Blueberry Muffin Trix Yogurt, Scoobie Graham Coco Puffs, Cinn Toast Crunch</p> <p>side items Orange, Diced Pears, Raspberry Juice Milk: 1% White, Chocolate Skim</p>	<p>20</p> <p>Apple Frudel Turkey Pancake Wrap w/Syrup Cinnamon Toast, String Cheese Lucky Charms, Cinnamon Chex</p> <p>side items Fresh Apple, Mixed Fruit, Apple Juice Milk: 1% White, Chocolate Skim</p>	<p>21</p> <p>French Toast Sticks w/Syrup CiniMinis Scooby Grahams, Trix Yogurt Froot Loops, Cinnamon Toast Crunch</p> <p>side items Fresh Orange, Applesauce, OJ Milk: 1% White, Chocolate Skim</p>	<p>22</p> <p>Sausage-Egg Breakfast Burrito Chocolate Chip Muffin Cin Toast, Hard Boiled Egg Apple Jacks, Coco Puffs</p> <p>side items Banana, Pineapple, Apple Juice Milk: 1% White, Chocolate Skim</p>	<p>23</p> <p>Mini Berry Waffle w/Syrup Sausage Breakfast Pizza Cinn Toast, Honey Graham Honey Nut Cheerios, Lucky Charms</p> <p>side items Fresh Orange, Diced Peaches, Apple Juice Milk: 1% White, Chocolate Skim</p>
<p>26</p> <p>French Toast Sticks w/Syrup Country Chicken Biscuit Scooby Grahams, Trix Yogurt Coco Puffs, Cinn Toast Crunch</p> <p>side items Orange, Diced Pears, Apple Juice Milk: 1% White, Chocolate Skim</p>	<p>27</p> <p>Sausage Breakfast Pizza Blueberry Muffin Cinn Toast, Cheese Stick Lucky Charms, Cinnamon Chex</p> <p>side items Fresh Apple, Mixed Fruit, Orange Juice Milk: 1% White, Chocolate Skim</p>	<p>28</p> <p>Waffles w/Syrup Scrambled Eggs w/Hash Brown Toast, Cheese Stick Froot Loops, Cinnamon Toast Crunch</p> <p>side items Fresh Orange, Applesauce, Cherry Juice Milk: 1% White, Chocolate Skim</p>	<p>1</p> <p>side items</p>	<p>2</p> <p>side items</p>

Available Daily: Fruit and Yogurt Parfaits.

Also, Look out for Fresh Fruit SMOOTHIES



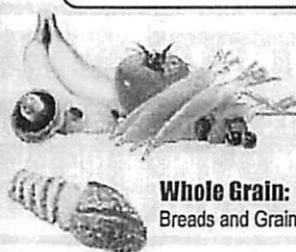
Local Ingredients are always used when in season



Ovo-Lacto Vegetarian, may contain Egg & Milk

Nutritional Messages may vary by school.

AVAILABLE DAILY:



Fruits and 100% Fruit Juice

Whole Grain:
Breads and Grains



MILK
1% White and FF Chocolate

ATTACHMENT 9.15

Oak Ridge Schools District Calendar 2018-2019

Counselors/Facilitators Report: July 9th
Teachers Report: July 23rd
Students Report Early Dismissal Districtwide: July 30th
Early Dismissal K-8 Only: July 31st

Labor Day Holiday: September 3rd

Fall Break: October 1st-12th
Fall School Intersession: October 1st – 4th
Fall Parent/Teacher Conferences: October 23rd/24th
Early Dismissal Elementary: October 23rd

Election Day – No School: November 6th
Thanksgiving Break: November 21st-23rd

Winter Break Early Dismissal: December 21st
Winter Break: December 24th – January 7th

Teacher Professional Development, No Students: January 7th
Students Report: January 8th
Dr. Martin Luther King Jr. Holiday: January 21st

Winter Parent/Teacher Conferences: February 20th / 21st
Early Dismissal Elementary: February 21st

Spring Break: March 11th – 22nd
Spring School Intersession: March 11th – 14th

Good Friday Holiday: April 19th

Memorial Day Holiday: May 27th
ORHS Commencement: May 30th

Student Last Day Early Dismissal: June 4th
Teacher Last Day: June 5th



1 st Quarter Days	44
2 nd Quarter Days	46
3 rd Quarter Days	43
4 th Quarter Days	50
Total Instructional Days	183

January 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 2019

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2019

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Preschool Pups

OAK RIDGE SCHOOLS' PRESCHOOL/HEAD START



Balanced Calendar 2018-2019

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

TEACHERS REPORT 7/23 TAs REPORT 7/27
HOME VISITS 7/30 & 7/31

October 2018						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	26
28	29	30	31			

FALL BREAK 10/1-10/12
INTERCESSION 10/11/17 thru 10/4/2017
PARENT CONFERENCES Oct. 23 & 24

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

TEACHERS RETURN 1/7, STUDENTS 1/8
MARTIN LUTHER KING JR DAY 1/21

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

GOOD FRIDAY 4/19/2017

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Home Visits 8/1 Staggered Rotation 8/2-8/6
AFTERNOON BUS TRANSPORTATION BEGINS 8/13

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

ELECTION DAY 11/6
THANKSGIVING BREAK 11/21-11/23

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

No School- Home Visits 2/20 - 2/22

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MEMORIAL DAY 5/27

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

LABOR DAY 9/3

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

WINTER BREAK 12/24 -1/7

March 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SPRING BREAK 3/11-3/22
INTERCESSION 3/11 THRU 3/14

June 2019						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

STUDENTS' LAST DAY 6/4
TEACHER WORKDAY 6/5



School Open



Teachers Report



Early Dismissal



No School



Staggered Enrollment

Revision 8/23/17 RFP 18-003

**ATTACHMENT 9.17
SCHOOL ENROLLMENT/MEAL BENEFIT ELIGIBILITY
AS OF JANUARY 2018**

ELEMENTARY SCHOOL	Grade Level	End of Month Membership	Free	Reduced	Paid
Preschool	Pre-K	190	149	14	45
Glenwood	K-4	406	266	3	141
Linden	K-4	421	164	45	219
Willow Brook	K-4	379	287	2	96
Woodland	K-4	423	140	41	245
MIDDLE SCHOOL					
Jefferson	5-8	690	205	67	419
Robertsville	5-8	709	358	42	314
HIGH SCHOOL					
Oak Ridge High School	9-12	1398	414	90	899

ATTACHMENT 9.18
List of Food Prices

Elementary School

STUDENT BREAKFAST	\$1.65
STUDENT BREAKFAST, REDUCED	\$0.30
SECOND STUDENT BREAKFAST	\$1.90
STUDENT LUNCH	\$3.05
STUDENT LUNCH, REDUCED	\$0.40
SECOND STUDENT LUNCH	\$3.25

Middle School

STUDENT BREAKFAST	\$1.65
STUDENT BREAKFAST, REDUCED	\$0.30
SECOND STUDENT BREAKFAST	\$1.90
STUDENT LUNCH	\$3.30
STUDENT LUNCH, REDUCED	\$0.40
SECOND STUDENT LUNCH	\$3.50

High School

STUDENT BREAKFAST	\$1.65
STUDENT BREAKFAST, REDUCED	\$0.30
SECOND STUDENT BREAKFAST	\$1.90
STUDENT LUNCH	\$3.30
STUDENT LUNCH, REDUCED	\$0.40
SECOND STUDENT LUNCH	\$3.50

Adults

BREAKFAST	\$2.25
LUNCH, SCHOOL PERSONNEL	\$3.85
LUNCH, NON-SCHOOL PERSONNEL	\$3.85

A La Carte

MEAT/MEAT ALTERNATE SERVING	\$2.60
SANDWICH (HOT/COLD) OR DELI SANDWICH	\$2.60
VEGETABLE SERVING	\$1.30
FRUIT SERVING	\$1.30
BREAD SERVING	\$0.60
MILK	\$0.60
CHIPS/POP TARTS/ RICE KRISPY	\$1.00
COOKIES	\$0.50-\$0.60
CEREAL BARS	\$1.00
ICE CREAM	\$0.75-\$1.50
DIPPIN DOTS	\$3.00
WATER	\$1.00
20 OZ DRINKS / LG FF CHOCOLATE MILK	\$1.50
JUICES	\$1.50

ATTACHMENT 9.19
Child Nutrition Staffing Report

Location	Position	Scheduled Hours	Salary	Paid Days	Benefit Eligible	Employer
Glenwood Elementary	Lead Food Service Worker	7.5	\$ 18,600	183	Yes	Aramark
	Food Service Worker	6	\$ 9,608	183	Yes	Aramark
	Food Service Worker	7.5	\$ 17,925	183	Yes	Aramark
	Food Service Worker	7.5	\$ 18,899	183	Yes	Oak Ridge
Linden Elementary	Lead Food Service Worker	7.5	\$ 18,300	183	Yes	Aramark
	Food Service Worker	7.5	\$ 13,149	183	Yes	Aramark
	Food Service Worker	6	\$ 9,333	183	Yes	Aramark
Willow Brook Elementary	Lead Food Service Worker	7.5	\$ 17,294	183	Yes	Aramark
	Food Service Worker	7.5	\$ 13,725	183	Yes	Aramark
	Food Service Worker	6.6	\$ 11,895	183	Yes	Aramark
	Food Service Worker	5	\$ 7,778	183	No	Aramark
Woodland Elementary	Lead Food Service Worker	7.5	\$ 23,966	183	Yes	Aramark
	Food Service Worker	7	\$ 14,424	183	Yes	Aramark
	Food Service Worker	5.75	\$ 8,944	183	No	Aramark
	Food Service Worker	5	\$ 7,778	183	No	Aramark
Jefferson Middle	Lead Food Service Worker	7.5	\$ 25,748	183	Yes	Oak Ridge
	Food Service Worker	6	\$ 9,180	183	Yes	Aramark
	Food Service Worker	6	\$ 9,651	183	Yes	Aramark
	Food Service Worker	6	\$ 9,333	183	Yes	Aramark
	Food Service Worker	7	\$ 11,849	183	Yes	Aramark
	Food Service Worker	7	\$ 12,810	183	Yes	Aramark
Robertsville Middle	Lead Food Service Worker	7.5	\$ 21,960	183	Yes	Aramark
	Food Service Worker	5.75	\$ 8,944	183	No	Aramark
	Food Service Worker	5.75	\$ 8,944	183	No	Aramark
	Food Service Worker	7.25	\$ 22,687	183	Yes	Aramark
	Food Service Worker	7.25	\$ 17,380	183	Yes	Aramark
	Food Service Worker	5	\$ 12,600	183	Yes	Oak Ridge
Oak Ridge High School	Lead Food Service Worker	8	\$ 23,424	183	Yes	Aramark
	Food Service Worker	7.5	\$ 13,725	183	Yes	Aramark
	Food Service Worker	7.5	\$ 13,725	183	Yes	Aramark
	Food Service Worker	5	\$ 7,778	183	No	Aramark
	Food Service Worker	7.25	\$ 14,793	183	Yes	Aramark
	Food Service Worker	4	\$ 6,222	183	No	Aramark
	Food Service Worker	5.5	\$ 8,555	183	No	Aramark
	Food Service Worker	7	\$ 10,889	183	Yes	Aramark
	Food Service Worker	5.5	\$ 13,860	183	Yes	Oak Ridge
Pre-School	Lead Food Service Worker	7.5	\$ 17,294	183	Yes	Aramark
	Food Service Worker	7	\$ 11,862	183	Yes	Aramark
	Food Service Worker	7.5	\$ 14,137	183	Yes	Aramark

ATTACHMENT 9.20**FOOD SERVICE SALARY SCHEDULE****FY18**

Food Service Workers		Food Service Managers	
Steps	Hourly Rate	Steps	Hourly Rate
1	\$10.11	1	\$16.48
2	\$10.42	2	\$17.03
3	\$10.75	3	\$17.59
4	\$11.07	4	\$18.17
5	\$11.43	5	\$18.76
6	\$11.79		
7	\$12.13		
8	\$12.54		
9	\$12.95		
10	\$13.35		
11	\$13.77		

ATTACHMENT 9.21
Financial Projections - Cash Sales

Financial Projections
REVENUE CASH

Cafeteria Cash Sales - Lunch	Total Revenue
Paid	\$ 116,399
Reduced	\$ 12,701
	<u>\$ 129,100</u>

Cafeteria Cash Sales - Breakfast	
Paid	\$ 16,310
Reduced	\$ 2,796
	<u>\$ 19,106</u>

Cafeteria Revenues - Other	
A La Carte	\$ 152,283
Adult Lunch	\$ 17,447
Catering	\$ 35,242
Summer Feeding	\$ -
Preschool	\$ -
	<u>\$ 204,972</u>

Total Revenues Cash	\$ 353,178
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Cafeteria Revenues - USDA Commodity Value	\$ 123,520
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TOTAL CASH REVENUE & COMMODITY VALUE	\$ 476,698
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ATTACHMENT 9.22
Financial Projections - Reimbursement

REVENUE - REIMBURSEMENT

Anticipated Reimbursement Lunch

Meal Type	Projected Meals	Total Reimbursement	Estimated Reimbursement
Federal Paid Lunch	84,513	0.45	38,030.85
Federal Reduced Lunch	31,875	3.06	97,537.50
Federal Free Lunch	253,284	3.46	876,362.64
			<u>\$ 973,900</u>

Anticipated Reimbursement Breakfast

Meal Type	Projected Meals	Total Reimbursement	Estimated Reimbursement
Federal Paid Breakfast	31325	0.30	\$ 9,398
Federal Reduced Breakfast	10643	1.79	\$ 19,051
Federal Free Breakfast	145159	2.09	\$ 303,382
			<u>\$ 331,831</u>

Anticipated Reimbursement - Other

Meal Type	Estimated Reimbursement
Federal Snack	\$ 52,243
Summer Feeding	\$ 50,547
Preschool Program	\$ 142,209
State Matching	\$ 15,293
	<u>\$ 260,292</u>

Total Estimated Reimbursement \$ 1,566,023

TOTAL PROJECTED REVENUE

Cash Revenues	\$ 476,748
Reimbursements	<u>\$ 1,566,023</u>
	<u>\$ 2,042,771</u>

ATTACHMENT 9.23
Actual Estimated Expenses

A. FOOD COST

Meat
 Produce
 Groceries
 Baked Goods
 Dairy

Total Food Cost	\$	676,043
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B. Labor

Cafeteria Personnel	\$	538,967
Social Security	\$	5,625
State Retirement	\$	7,776
Life Insurance	\$	504
Medical Insurance	\$	27,243
Dental Insurance	\$	1,560
Employer Medicare	\$	1,315
Vision Insurance	\$	414
	<u>\$</u>	<u>583,404</u>

C. Other Operating Expenses

Communication	\$	2,500
Data Processing	\$	1,800
Transportation Other - Commodities	\$	7,600
Travel	\$	2,500
Other Contracted	\$	474,040
USDA Commodities	\$	123,520
Food Preparation	\$	75,900
Other Supplies/ Materials	\$	25,543
Food Service Equipment	\$	-
	<u>\$</u>	<u>713,403</u>

TOTAL OPERATING EXPENSES	\$	1,972,850
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